

**Chaplaincy Handbook  
for  
The Communion of Evangelical Episcopal Churches**



**Prepared by the CEEC Chaplaincy Commission**

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## Foreword

The Communion of Evangelical Episcopal Churches Chaplain's and Counselor's Endorsement Manual provides definitions, policies, guidelines, and practices for chaplains and counselors in ministry endorsed by the Communion of Evangelical Episcopal Churches (CEEC) through the Chaplains Commission of the Province USA. This manual is for use by CEEC leaders, the Chaplaincy Commission, the Chaplaincy Endorser and all endorsed CEEC chaplains and counselors in ministry.

The Chaplains Committee is the designated body for providing affirmation of Religious Ministry Professionals needing ecclesiastical endorsement to serve as professional chaplains or counselors. Since the beginning of World War I, it has been the practice that agencies and institutions desiring chaplaincy or counseling ministries services want to correspond with one designated body from a faith group or denomination that provides endorsement documents. In 1999 the CEEC designated what became known as the Chaplains Commission as that one body.

Endorsement is necessary because chaplains and chaplains in counseling ministries serve at the approval of the agency or institution in which they minister. CEEC endorsed chaplains and counselors in ministry represent the Communion of Evangelical Episcopal Churches in a continuing capacity, through life and practice. Professional chaplains and counselors in ministry endorsed by the Communion of Evangelical Episcopal Churches are expected to be familiar with this manual, provide appropriate response as indicated in various sections; and to serve as representatives of the highest qualities in regard to faith and practice of the CEEC in their personal lives and professional ministry.

It is the intent of this manual to facilitate the call of God upon the lives of members of the CEEC toward chaplaincy and counseling ministries through the endorsement process and through ongoing support and professional training. The Chaplaincy Commission serves our churches by guiding men and women toward an alternative form of ministry to pastoral ministry.

*This manual is the product of several months of research, planning, writing and editing. My thanks to the members of the CEEC Chaplaincy Commission, Rt. Rev. Michael Warnke, Rt. Rev. Thom Cory, Rt. Rev. Ryan Mackey, and the Rev. Randy Mosteller, USA (Ret). Also special thanks to Rev. Joanne Mumley. To our CEEC clergy who serve voluntarily part-time as chaplains in jails and with police and fire departments; to my Military Chaplain recruiter friends in the various branches who provided accurate information on chaplain requirements, and to non-CEEC endorsers and chaplains serving in various chaplain ministries that shared their experience and calling. Thanks too to our Presiding Bishop, the Most Reverend Quintin Moore, who has given enthusiastic support to the CEEC Chaplaincy program and all our chaplains.*

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Endorsing Officer  
Commission on Chaplaincy, CEEC*

## **Introduction**

This handbook provides parameters and guidelines for chaplains and chaplain candidates serving as representatives of the CEEC. The intention is not to give exhaustive explanations and policies but assist present and potential chaplains in the primary processes of credentialing and endorsement. In addition, requirements and expectations of CEEC chaplains are briefly outlined. Since most chaplains operate outside of the traditional diocesan/pastoral setting, one cannot overemphasize the importance of the ministry that all credentialed chaplains render. Chaplains perform a vital, strategic ministry and are not tangential to the Church but supplement the witness of the Word and Sacrament in secular pluralistic and inter-cultural contexts.

## **Mission**

Christ himself calls men and women into the chaplaincy to extend the ministry of the church to persons in institutional and specialized settings such as the military, Veterans Administration, correctional facilities, healthcare, police, and fire departments. The CEEC Chaplaincy Commission coordinates that ministry for the Communion of Evangelical Episcopal Churches (CEEC).

## **The mission of the Communion of Evangelical Episcopal Churches Chaplaincy Commission includes the following:**

- Promote chaplaincy ministry in our denomination
- Help individuals assess their potential for chaplaincy
- Endorse qualified individuals for chaplain ministry
- Guide candidates who qualify to become chaplains and counselors in ministry
- Provide professional pastoral support and guidance to facilitate the proclamation of Christ and the gospel to a pluralistic and intercultural environment outside the local church
- Provide a personal connection between our chaplains and the CEEC and its churches by providing news updates to chaplains and churches and by promoting prayer support in our churches for our chaplains.

## **Vision**

We know that God is at work in the world to bring people into relationship with Himself through Jesus Christ, therefore the Chaplaincy Commission is dedicated to being on the front line of the advancement of chaplaincy and counseling ministries for the twenty-first century. The Chaplaincy Commission will work in cooperative partnerships:

- To provide the best qualified chaplains and counselors in ministry,
- To minister the Christian witness in specialized settings of ministry, and
- To support these endorsed chaplains and counselors in ministry through the resources of the CEEC

## **Section 1: General Chaplaincy Information**

### **WHAT IS A CHAPLAIN?**

Chaplains are usually pastors with specialized training called by the church to extend the gospel ministry to persons in institutional and specialized settings; places where the church often has little or no access. Traditionally, a chaplain is an ordained minister, such as a priest, pastor, rabbi, imam or lay representative of a religious tradition, attached to a secular institution such as a hospital, prison, military unit, school, police department, fire department, university, or private chapel. Though originally the word “chaplain” referred to representatives of the Christian faith, it is now also applied to people of other religions such as the case of chaplains serving with military forces and an increasing number of chaplaincies at hospitals, businesses and corporations. Chaplains serve as an extension of the local church in places that other members and church staff sometimes cannot go.

### **HOW DOES A CHAPLAIN DIFFER FROM A PASTOR?**

Pastors and chaplains are similar in many respects. Both are credentialed clergy, ministers or counselors. Both provide counseling and spiritual care to those in need. However, differences exist between the two occupations. The primary differences between pastors and chaplains lie in where, how and to whom they offer counseling and care. Pastors typically are associated with a specific church or parish, while chaplains generally are associated with specific employer or agency. Although most pastors visit their members at home or in the hospital, most activities are church-based. Chaplains perform their duties beyond church walls. Pastors deal with the doctrines, rituals, beliefs and morality specific to their denomination. Chaplains respect the right of all people to follow any religion or no religion at all. Chaplains minister to a broader spectrum of people than most pastors. Chaplains serve as representatives of their own denomination, but chaplains are also employees of an agency or institution and must satisfy the demands of their employers. Military chaplains also are officers and have rank and general military authority just as line officers do.

### **WHAT DOES IT MEAN TO BE A CEEC CHAPLAIN?**

Convergence. To be a CEEC chaplain means that one has come to a place in her/his personal convictions that the best and most effective way in communicating the gospel of Jesus Christ is being an adherent to the idea of Convergence theology in terms of orthodoxy and orthopraxy. The CEEC is a Christian Convergent Communion, which blends the Evangelical, Charismatic, and Sacramental streams of the Christian faith. The CEEC enjoys and affirms the Great Tradition and the apostolic teachings, ministries, spiritualities, and practices, especially those entrusted to us through the beliefs and practices of the broader Christian community (including submission to Anglican formational practices, a firm belief in charismatic experiences, and a commitment evangelical mission).

For over a generation God has been connecting people of all ages and all backgrounds that are asking a simple question: “How can the church be connected to her robust history, build churches that are sustainable for many generations, all while hearing what God is saying for today?” This has been the heartbeat of the CEEC. We believe this call to Convergent Spirituality is a faithful embodiment of Jesus's prayer in John 17, "that they may be one."

Being “convergent” carries distinctive characteristics. A convergent chaplain is one who:

- Is both Sacramental and Liturgical
- Is both Evangelical and Reformed

- Is both Charismatic and Spirit-filled
- Serves to share the gospel of Jesus Christ and demonstrate the grace of God through sacramental acts, preaching and teaching, and joyful expression in worship.

Those whom are called to represent the Communion of Evangelical Episcopal Churches as chaplains are expected:

- To obtain and maintain a ministerial credential indicating theological competency,
- To have demonstrated a high level of spiritual maturity, and
- Have completed necessary practical experience within a qualified ministry-setting prior to working within a secular context.

One who serves as a CEEC chaplain serves as a representative of our denomination to their respective hiring agency. In general, a chaplain of the CEEC performs worship and ministry similarly to the CEEC pastors serving in parishes, but his or her congregation will be more diverse, and is required to be more sensitive to their constituents needs without violating his or her conscience or theology.

### **WHAT ARE THE BASIC REQUIREMENTS FOR BEING A CHAPLAIN?**

**Institutional** (Ministers seeking placement in medical fields, i.e. hospital, educational, hospice, or prison-settings, etc.)

- College/University undergraduate studies, normally having a bachelor's degree with a minimum of 120 semester credits.
- Post Graduate studies in theology, Bible and counseling (most hiring institutions will expect or require a Master of Divinity degree or the equivalency)
- Clinical Pastoral Education (minimum of 1-4 units, depending on the respective institution and accredited by the Association for Clinical Pastoral Education)
- Ministerial Credential from the CEEC
- License Leading to Ordination or Certificate of Ordination
- Practical Ministry experience – A minimum of two years pastoral leadership in the local church or other qualifying ministry.
- Ecclesiastical Endorsement (may or may not be required)

**Military and Federal Chaplains** (Chaplains seeking service within a branch of the military – i.e. Army, Air Force, Navy, or Army National Guard or Reserve component or other federal agencies, e.g. Dept. of Justice, Dept. of Homeland Security, etc.)

- U.S. Citizenship (the only exception may be from the Army National Guard). All military officers must be able to obtain at least a Secret security clearance.
- College Degree (120 semester units-min.) from an accredited educational institution
- Post-Graduate Degree (or equivalency) of between 72-92 hours from an accredited theological institution (accreditation by Association of Theological Schools is preferred)

CEEC chaplains historically have had a minimum of 90-92 semester hours to be endorsed. Less than that or non-MDiv applicant will be approved on a case-by-case basis.

- Age limitations (which vary based on the needs each branch)
- Satisfactory physical fitness and absence of medical complications
- Absence of moral waivers
- Practical ministry (2 years post-seminary pastoral experience for active-duty chaplain accessions)
- Ministerial Credential from the CEEC



- Ecclesiastical Approval or Endorsement (Chaplain Candidates are approved, not endorsed)

### WHAT IS AN ENDORSEMENT, WHY DO I NEED IT, AND HOW DO I GET IT?

**Definition** – An Endorsement is an official document (in a letter form or prescribed format, e.g. Dept. of Defense Form 2088) from one’s denominational representative (Endorser) indicating that the chaplain or candidate has:

- Completed all the basic ministerial requirements and standards of his/her faith group,
- Is in good standing with regard to his/her ministerial credential,
- Is competent and recommended for ministry to a particular organization, agency or institution to which that individual has applied.

**Reason** – A chaplain recruiter will inform you that the Department of Defense and all other federal agencies, e.g. the Department of Veterans Affairs, as well as civilian healthcare entities require that chaplains be endorsed by an approved entity. Endorsement means that an authority within the respective communion, denomination, or ministry group has been designated to affirm the Chaplain is qualified to perform ministry work. In our case, that person is the CEEC Chaplain Endorser. The CEEC Chaplaincy Endorser is appointed and credentialed by the Provincial Bishop of the Province USA and has his or her credentials reviewed and accepted by the appropriate using agency. For example, all military endorsing agents’ credentials are reviewed by and must meet the requirements instituted by the Armed Forces Chaplains’ Board at the Pentagon.

Many part-time chaplain positions, both volunteer and vocational, may not require an Ecclesiastical Endorsement. In such cases, the chaplain does not specifically represent their faith group in their chaplain work. Some chaplains function under license and obtain approval/endorsement from agencies outside their ecclesiastical jurisdiction. Examples of this include member Chaplains of the Association of Clinical Pastoral Education (ACPE) and the International Council of Police Chaplains (ICPC) – where simply a license or a letter is needed. Sometimes both are required.

### Getting an Endorsement

The **military and civilian using agency** determines whether the applicant will meet standards in areas such as health, physical fitness, age, education, citizenship, past criminal history, and *suitability* for service or employment. After meeting all the general requirements for chaplaincy, an *endorsement* from an **endorsing agency** that is recognized by the Department of Defense (AFCEB) or professional accrediting entity (ACCC, SCA, APC, etc.) representing one or more faith groups in the United States, will be required, in part to ensure that the separation of church and state is honored. It grants permission and approval for a clergy person of a particular faith group to serve as a chaplain/counselor in a specialized secular pluralistic setting. An endorsement is not transferrable to another denomination or for another type of ministry.

- A *chaplain candidate* from the CEEC will be asked to participate in a **Pastoral Assessment**, unless he or she has already been approved at a prior assessment. The purpose is to assess the candidates call to ministry and understanding of the nature of ministry.

- A *chaplain candidate* will meet with the **Chaplaincy Endorser or member of the Chaplains Commission** to assess whether a candidate’s beliefs and values are in sync with the doctrines held by the CEEC.

- A *chaplain candidate* or chaplain applicant who already is licensed and has the necessary ministry experience will be **interviewed by the Chaplain Endorser** and/or a small group of those who serve on the Chaplaincy Commission to determine if the *candidate* understands the multicultural and multi-faith nature of the military. The *chaplain candidate*/applicant must demonstrate an understanding of the stresses that will be faced and sacrifices they may be asked to

make and be willing to accept these conditions, including deployments, separation from family, long hours, strenuous physical requirements and sharing the living conditions of those they serve. He or she will also be evaluated regarding their emotional and spiritual resilience. If this is satisfactory, the Chaplain Endorser will approve the recommendation and forward it to the Province USA Presiding Bishop and with his blessing send an endorsement Form DD2088 to the Office of The Chief of Chaplains of the appropriate service.

**How long does an endorsement last?** An initial military endorsement lasts 3 years; civilian endorsements are indefinite. After three years of service, a determination from the military will decide if a new endorsement marked “indefinite” may be issued. The CEEC may withdraw your endorsement at any time when/if warranted. CEEC chaplains serving in the military should understand there is no such thing as a guaranteed career of 20-30 years. The needs of the military, the needs of the CEEC, and less than superior performance evaluations may result in being separated. “You do not have a career, you have a ministry” – Fr. Conrad Targonski, O.F.M., CAPT, CHC, USN (Ret)

## WHAT IS A CHAPLAIN’S ORGANIZATIONAL RELATIONSHIPS?

### The Chaplaincy Commission

The Chaplaincy Commission was established by the CEEC as part of the Leadership Commission to endorse chaplains and specialized counselors in ministry. The Chaplaincy Commission members are primarily bishops and/or priests who have served as full-time and part-time chaplains or counselors in the past and are appointed by the Province USA Bishop, and approved by the Province USA House of Bishops. They serve to discuss relevant issues in chaplaincy, recommend policy, promote the chaplaincy within the denomination and serve to evaluate candidates for chaplaincy.

The Endorser shall:

1. In consultation with the Office of the Provincial Bishop and Chaplaincy Commission Chairman, oversee the endorsement application process.
2. Attempt to interview each applicant for endorsement personally, or, if this is not possible or feasible, designate another person to conduct the interview, such as a member of the Chaplaincy Commission; or a chaplain (full-time, part-time, or retired) endorsed by the CEEC ; or in the case of necessity, a chaplain of another faith group who is fully trusted by the Endorser. The interviewer shall provide the Endorser and Chaplaincy Commission a full account of the interview, with a recommendation for action.
3. Maintain pastoral contact with each endorsed chaplain by appropriate means and oversee the pastoral care of CEEC endorsed chaplains. Travel must be approved by the Bishop and Chaplaincy Commission Chairman in accordance with the CEEC Canons to conduct endorser visits to military chaplains and Veterans Administration chaplains, and other endorsed chaplains at their duty stations.
4. Be the primary representative of the Communion of Evangelical Episcopal Churches to the Armed Forces Chaplains Board (AFCB), the National Conference on Ministry to the Armed Forces (NCMAF), the Endorsers Conference for Veterans Affairs Chaplaincy (ECVAC), Association of Certified Christian Chaplains (ACCC), Spiritual Care Association (SCA), Association of Professional Chaplains (APC), College of Pastoral Supervision and Psychotherapy (CPSP) and represent the CEEC in the ecumenical endorsing conferences of which it is a member.
5. Solicit, collect and review annual reports from all endorsed chaplains and report significant accomplishments and ministry reports to the Province USA House of Bishops, and provide information and news releases on CEEC chaplains and chaplaincy programs to news agents for publication.

### **WHAT ARE A CHAPLAIN'S RESPONSIBILITIES?**

- Chaplain responsibilities will include preaching, teaching, leading Bible studies, prayer groups and rendering many forms of pastoral care.
- Additional expectations of chaplains will include administrative and organizational demands including the managing of staff and being a spiritual leader within their ministry calling.
- A chaplain has a dual responsibility: to their respective organization and to the denomination.

### **THE CHAPLAIN AS A COMMISSIONED OFFICER**

Chaplains are commissioned as military staff officers in the Chaplain Corps. They hold rank and wear an insignia to indicate their rank. All officers, including chaplains, may be assigned appropriate temporary additional duties. They answer ultimately to the Commanding Officer through a chain of command in the unit.

### **THE CHAPLAIN AS CLERGY**

The Chaplain represents his/her denomination but wears a "badge" of a more general nature. Badges and insignia vary widely across nations and armed services; though generally include some form of symbol specific to the individual chaplain's religion: Christian Cross, Jewish tablets, Buddhist wheel, Sikh crossed swords and Muslim Crescent moon. Chaplains hold non-combatant status; i.e., they do not carry weapons.

### **WHAT IS THE RELIGIOUS CONTEXT OF CHAPLAINCY?**

The religious context of the Armed Forces and most secular institutions, like that of the American society at large, is one of the religious pluralism, in which independent churches and religious bodies coexist in mutual respect. Because of the impracticality of providing clergy of every faith or denomination at every military (or secular institution) command, The Armed Forces and the churches of America have evolved jointly a pattern of cooperative ministry. The principle of cooperative ministry places every chaplain the obligation to: (a) make provision for meeting the religious needs of those in the institution who are adherents of other churches, and (b) cooperate with other chaplains and commands (or institutional settings) in meeting the religious needs of members of the chaplain's own faith group.

### **WHAT SHOULD AN ENDORSED CHAPLAIN EXPECT FROM THE CEEC?**

1. Maintenance of endorsement as long as the chaplain is meeting professional requirements, the chaplain remains in good standing with the denomination, completes required reports and is not needed elsewhere by the denomination.
2. Representation by the Endorser to the Communion, to the Armed Forces Chaplain Board and to the National Conference on Ministry to the Armed Forces or other professional agencies such as the Association of Professional Chaplains.
3. Appropriate and timely chaplain-related information and counsel from the Endorser regarding important trends, required data, and news vital to all chaplains.
4. The prayers and constant support of the Endorser, the Bishop, the Conference and its churches.

5. Counsel from the Endorser when questions or concerns arise that impact ministry or concerns that impact ministry or professional duties.
6. An official visit by the Endorser at the command once during a tour of duty.

#### **WHAT DOES THE CEEC EXPECT FROM THE CHAPLAIN?**

1. To continue to meet the requirements of the military or other institution he/she serves.
2. To be in agreement with and sign the ethical guidelines adopted by the National Conference on Ministry to the Armed Forces, the VA Standard of Ethics, and CEEC ethics statement.
3. To keep the Endorser advised of any problems, questions, awards, training completed, board or promotions, or changes in your status.
4. To keep periodic contact with the endorser with news, activities, family updates, etc.
5. To submit an annual report to the CEEC Endorser with information about his/her activities and ministries. It is important, therefore, to keep a record of regular and special ministries and achievements.
6. To support the denomination in your prayers, by attending annual convocation or chaplain's conference when operational schedules permit, and to send a "fair share offering" from your command chapel fund once a year to the Endorser's office to be forwarded to NCMAF.

#### **WHAT DOES THE HIRING/USING AGENCY EXPECT OF THE CHAPLAIN?**

1. To be a clergy-person who preaches, short, practical sermons, in a way that appeals to the audience.
2. To be a professional religious leader, able to work with chaplains of other faiths.
3. To be honest and ethical.
4. To care about the people in your unit, team, or institution.
5. To be with the members of the unit and share life with them, as appropriate.
6. To lead worship, counsel, teach, care pastorally for all, encourage ethical conduct, honor the dead, nurture the wounded, and give hope to the weary.
7. To be an advisor to the leadership on matters of religion, morals and morale.
8. To contribute to the mission and morale of the unit.
9. To officiate at official ceremonies such as prayers at official functions, funerals, memorials and weddings.
10. To provide religious ministry to a variety of armed services personnel, regardless of faith or lack of it.
11. To provide religious and spiritual support to families or those you serve.
12. To perform religious ministry according to your faith tradition for those who are similar (General Protestant).
13. To provide through staff coordination, hiring contract clergy or training lay religious leaders to conduct ministry for persons in your care who are Catholic, Jewish, Buddhist, or other faiths.

## SECTION 2: DEPARTMENT OF DEFENSE/MILITARY CHAPLAINCY

A **military chaplain** ministers to military personnel and, in most cases, their families and civilians working for the military. In some cases, they will also work with local civilians within a military area of operations. Although the term *chaplain* originally had Christian roots, it is generally used today in military organizations to describe all professionals specially trained to serve any spiritual need, regardless of religious affiliation. In addition to offering pastoral care to individuals, and supporting their religious rights and needs, military chaplains may also advise the executive on issues of religion, and ethics, morale and morals as affected by religion. They may also liaise with local religious leaders in an effort to understand the role of religion as both a factor in hostility and war and as a force for reconciliation and peace.

In the United States, individuals volunteer, and if they are accepted, they are *commissioned* as military staff officers in the Chaplain Corps. Members of the clergy who meet the qualifications for service as an officer in the military are free to apply for service with any of the three United States Chaplain Corps: the Army, Navy, and Air Force each has a Chaplain Corps, with Navy chaplains also assigned to serve with Marine Corps units, Coast Guard units, and the Merchant Marine Academy.

Military chaplains normally represent a religion or faith group but work with military personnel of all faiths and none. An *endorsement* from an *endorsing agency* that is recognized by the Department of Defense, representing one or more faith groups in the United States, will be required, in part to ensure that the separation of church and state is honored. This endorsement is recognized as *necessary, but not sufficient* for acceptance as a chaplain: in other words, the military will not accept an individual for service as a chaplain, nor allow him or her to continue to serve, without such an endorsement remaining in force; however, the decision as to whether to accept that individual remains with the military service, and the individual can be rejected for a number of reasons, including the needs of the military, even with the endorsement of an endorsing agency.

### U.S. Army Chaplaincy

The mission of the U.S. Army Chaplains Corps is to provide religious support to America's Army. Chaplains advise commanders to ensure the 'free exercise' rights for all Soldiers are upheld - including those who hold no faith. Chaplains perform religious support activities according to their faith and conscience and provide religious support of other faith groups by coordinating with another chaplain or qualified individual to perform the support needed. At the unit level, a chaplain and chaplain assistant form a Unit Ministry Team, or UMT, and are embedded throughout all three components of the Army -- Active, Guard and Reserve.

### U. S. Navy Chaplaincy

Serve God and country as the spiritual guide and moral anchor for service members of all backgrounds – even as you provide religious services to those within your own faith. The Navy Chaplain Corps comprises more than 800 Navy Chaplains from more than 100 different faith groups, including Christian, Jewish, Muslim, Buddhist and many others. Each Chaplain is also a Navy Officer – meaning each holds an important leadership role.

Chaplains offer everything from faith leadership to personal advice to much-needed solace. All while living up to the guiding principles of the Chaplain Mission:

- Providing religious ministry and support to those of your own faith
- Facilitating the religious requirements of those from all faiths
- Caring for all service members and their families, including those subscribing to no specific faith. They must be tolerant of diverse religious traditions and be willing to minister respectfully to all.
- Advising the command in ensuring the free exercise of religion.

## **U. S. Air Force Chaplaincy**

The Air Force Chaplain Corps is a highly diversified, multicultural and multi-denominational community focused on the free exercise of religion for Airmen, their families, and other authorized personnel. Providing pastoral care ministry and counseling to those of faith and those of no faith, Air Force chaplains are religious ministry professionals who support the spiritual resilience of our Airmen all over the world. As spiritual leaders, chaplains are relied upon for faith and personal guidance. They are also advocating for our Airmen and consult with leadership on moral, ethical and quality-of-life issues.

### **SECTION 3: DEPARTMENT OF VETERANS AFFAIRS/VA CHAPLAINCY**

VA Chaplains provide for the religious and spiritual needs of Veterans and their families. They assess patients' desire for spiritual and pastoral care. VA Chaplains provide spiritual and pastoral interventions based on the patient centered care plan, as well as conduct worship services. Chaplains uphold patients' right to the free exercise of religion and protect them from proselytization (unwanted imposition of religion). Chaplains are active members in a multidisciplinary team of health care providers contributing to the holistic health and wellness of Veterans.

### **SECTION 4: DEPARTMENT OF JUSTICE / FEDERAL BUREAU OF PRISONS CHAPLAINCY**

The Federal Bureau of Prisons (BOP) employs chaplains in its facilities “to administer, supervise, and perform work involved in a program of spiritual welfare and religious guidance for inmates in a correctional setting.” All chaplain vacancies are full time positions with requirements remarkably similar to those required for military chaplaincy.

As an example of how the chaplain is included in the team providing care for inmates, here is an excerpt from a low security correctional complex orientation handbook;

*"The Chaplains are responsible for conducting religious services for their respective religious community. The Chaplains are dedicated to providing professional pastoral care to all inmates in their spiritual development and growth. People from the local religious communities volunteer their time to provide instruction and leadership to the religious needs of the inmates. Religious Services offers a variety of pastoral services to the inmate population. If an inmate desires pastoral counseling, he can see one of the Chaplains. Should you need to see a Chaplain, you can come directly to the Chaplains office. We have an open-door policy."*

### **SECTION 5: HEALTHCARE CHAPLAINCY**

#### **Hospital Chaplaincy**

A hospital or healthcare chaplain provides spiritual support in the healthcare environment to patients, hospital staff, and family members. In the case of hospitals affiliated with a specific religious denomination, such as Catholic hospitals, the supervising chaplain usually represents the same denomination, while other hospitals can choose chaplains from a variety of backgrounds. Many hospitals stress that although their chaplains belong to specific religious groups, the spiritual services provided are interfaith, meaning that people of all religious faiths will be respected, and that additional religious officiants can be provided upon request.

Chaplains can be found working in a number of environments. They may be fully ordained, as in the case of priests, pastors, and rabbis and professionally trained having completed one or more units of Clinical Pastoral Education (CPE). However, they may also be local volunteers that may simply have received some training. Chaplaincy is often associated specifically with

Christianity, but members of other faiths can and do act as chaplains. CEEC chaplains are expected to work alongside chaplains of other faith groups without compromising their faith and professionally supporting these colleagues as peers.

In the case of a hospital chaplain, the chaplain may work a shift on specific hospital units such as the medical intensive care unit (ICU), pediatrics, or emergency room. Hospitals have chaplains scheduled "On-Call" to cover overnight shift and weekend shifts which assists the healthcare facilities in providing spiritual care twenty-four hours, seven days a week. Other aspects of hospital chaplaincy include providing care for patients or members of the staff who may be struggling with religious issues, ethical issues, moral issues, as well as provide spiritual counseling. The chaplain may conduct divine worship services in the hospital's chapel or administer sacred rites such as baptism, holy communion, confirmation, confession, marriage, and unction (considered by some as Last Rites) in patient rooms. Hospital chaplain may provide assistance with Advance Directives, ethics consultations, palliative care, end of life decisions and final arrangements such as choosing cremation or burial and possibly even arranging body donation. Hospital chaplains facilitate support groups for people experiencing living with varied medical diagnoses, family support groups and follow up with bereavement care.

### **Hospice Chaplaincy**

While advances in modern medical treatments and technologies are impressive, there are situations in which patients either cannot or will not pursue efforts to cure a life-limiting illness, disease or condition. Hospice is a specialized form of medical care that seeks to provide comfort and maintain a patient's quality of life (to the greatest extent possible) for those facing a life-limiting illness, disease or terminal condition. Hospice care generally focuses on the overall or holistic wellbeing of a patient by addressing not only his or her physical condition, but also any emotional, social and even spiritual/religious needs as death approaches.

In addition, hospice care can provide support, resources and information to a patient's family and loved ones during this difficult time. This may include assisting with Advance Directives, Five Wishes or a living will, body donation, final arrangements such as cremation or burial, funeral or Celebration of Life, grief support groups, individual bereavement counseling and bereavement care up to one year after the death of their loved one. It's important to understand that while hospice care does not seek a cure to a patient's life-limiting illness, disease or condition, hospice also does not hasten death or "help someone die." The overall mission of hospice care usually affirms life and considers death part of a natural process in order to help patients spend the remainder of their lives as fully and comfortably as possible.

Hospice care is typically provided in the patient's home, but some patients might receive temporary inpatient care at a hospice or skilled nursing facility. In addition, hospice care does not provide 24-hour, "round the clock" nursing care, so family members; hired caregivers or nursing home staff might provide care giving services. Hospice care is appropriate when there is a life expectancy of six months or less.

Hospice chaplains are clergy who, like hospital chaplains, are required to have a Master of Divinity degree, ordained, and have clinical pastoral education. They too are specially trained to work in the clinical setting, caring for the spiritual needs of terminally ill patients. Currently, becoming a hospice chaplain does not require certification. In some hospice settings the individuals fulfilling the chaplaincy role are called spiritual care coordinators or providers. These can be paid positions and involve many of the same responsibilities undertaken by a chaplain in an institutional setting.

### **Mental Health Chaplaincy**

Mental health chaplains have worked with youth who have been tossed out of their homes and young adults who have aged-out of foster care. They work with those who have experienced profound trauma due to violence, abuse or neglect. They work with those who are deeply depressed, struggling with bi-polar disorder or experiencing hallucinations. They work with

persons weighed down by drug or alcohol use. Mental health chaplains deal with people who have schizophrenia, Post Traumatic Stress Disorder, autism, anxiety, bipolar disorder and more.

A mental health chaplain, with pastoral care as her purpose, works to help patients discover meaning in their lives — meaning even within their illness — and to be alongside them as they ask the questions ‘why me?’ or ‘what have I done to deserve this?’, vent anger at the God they doubt exists and reflect on their lifestyle or share past hurts. For those experiencing acute or enduring mental health problems, pastoral care, on its own, may not be sufficient.

The mental health chaplain, however, when accepted as a member of the care team, is able — because of his or her presence in the worlds of both spirituality and pastoral care and of mental health care — not only to contribute the pastoral care dimension to mental health care, but also to take an understanding of mental illness and mental health care into the local churches and other faith groups in which he or she is also accepted.

Not only is it important that the mental health chaplain is trained and experienced in both pastoral care and mental health care, but it is necessary also that he or she is self-aware enough to understand his or her motivation — with its personal, emotional and spiritual dimensions — and at ease with his or her own beliefs and theological understanding. The latter is essential if the chaplain is to be able to work constructively with patients of any faith, or of none, and to discuss mental health issues appropriately with members of the whole range of faith communities found in the nation today.

A professional agency or association establishes the criteria for hiring/accepting a chaplain. The Chaplaincy Commission endorses the chaplain to the agency or professional association. Mental Health Chaplains may serve in a number of institutions: hospitals, counseling practices, military chaplaincy, Veterans Administration, schools and colleges, mental health clinics, nursing homes, hospice care, and programs for the elderly or homeless.

### **Continuous Care Retirement Community and Nursing Home Chaplaincy (Lifestyle)**

Ministering to the spiritual needs of all residents, regardless of their church affiliation, the Retirement Community Chaplains help fulfill the overall mission of the retirement community of enriching lives through quality service and Christian care.

The Retirement Community is committed to the health of body, mind and spirit. The chaplain plays the primary role in this commitment to caring for the spiritual needs of the senior community. Spiritual care aims to assist individuals find meaning and purpose in life, access inner resources to hope for favorable outcomes while coping with present realities and develop meaningful relationships with God and others. Chaplains reinforce the significant role that religion and spirituality play in how people cope with illness and recover health. They create an ethos of reconciliation, redemption and restoration through faith in Jesus Christ. Chaplains serve as members of the interdisciplinary resident care teams. Often times, the chaplain provides spiritual care for the resident from the time admitted to the community to their death as the understanding for a CCRC- Continuous Care Retirement Community is to allow the person to age in place to the time of death.



## **PROFESSIONAL CHAPLAINCY ORGANIZATIONS**

### **Association of Professional Chaplains**

2800 W. Higgins, Suite 295, Hoffman Estates, IL 61069

Phone: 847-240-1014

Email: [info@professionalchaplains.org](mailto:info@professionalchaplains.org)

### **Spiritual Care Association**

65 Broadway, 12th Floor, New York, NY 10006

3415 South Sepulveda Blvd, Suite 1100, Los Angeles, CA 90034

Phone: (212) 644-1111

Email: [info@SpiritualCareAssociation.org](mailto:info@SpiritualCareAssociation.org)

### **Association of Certified Christian Chaplains**

P.O. Box 620822 Orlando, FL. 32862

Phone: (407) 218-6481

Web: [www.certifiedchaplains.org](http://www.certifiedchaplains.org)

### **College of Pastoral Supervision & Psychotherapy**

P.O. Box 162 Times Square Station, New York, NY 10108

Phone: (212) 246-6410.

Email: [krista@cpsp.org](mailto:krista@cpsp.org)

## **SECTION 6: EMERGENCY SERVICES- POLICE AND FIRE CHAPLAINCY**

### **LAW ENFORCEMENT CHAPLAINCY**

Police chaplains serve in a wide variety of ways. They may be called upon to assist in death notifications, assist and support victims in times of crisis, respond to suicide incidents, and serve as part of a crisis response team. They visit sick or injured personnel, are a resource for counseling for members of the agency and their families and serve as a liaison with other clergy in the community. They are called upon to deliver the invocation or benediction at public ceremonies as representatives of the police department. They also are on hand to serve inside the police department.

Law enforcement officers know: "...police work is underappreciated and can rapidly shift from long periods of boredom to moments of genuine fear. Having someone on your team to talk to about this, not as a fellow cop but as a genuine listener, is invaluable."

Having a chaplain simply drop by the department on occasion and "loiter with intent" for a little while, can gently open the door to needed communication.

The position of police chaplain is typically a special, non-certified position that carries no law enforcement powers, but does require that person have or develop a unique understanding of police work and the challenges law enforcement officers and their families face on a daily basis. This understanding enables them to be a very effective part of the department, assisting inside and outside the patrol car.

#### **Law Enforcement Chaplaincy Organizations**

**International Conference of Police Chaplains-** Membership comes with a certificate, ID card, window decal and windshield placard, along with connection to a large network of other men and women who are serving in a like capacity.

Having a chaplain in your department can be an incredibly valuable resource for all its members, from rookie to veteran, auxiliary to chief.

### **FIRE DEPARTMENT CHAPLAINCY**

Every day, people call on the local fire department for help. The calls range from simple brush fires, to auto accidents with entrapment, to structure fires with children inside. The victims include the very young to the very old. The dangers the firefighter faces could bring about the loss of his own life. Seeing death and physical injuries often produce feelings of guilt or helplessness. This stress is reflected in the firefighter's family life and job performance. In this setting, the need for a chaplain is evident. The administration, firefighters, paramedics, support staff, victims and victim's families daily experience crises in one way or another. A volunteer chaplain can help them handle the crises.

#### **Fire Department Chaplaincy Organizations:**

**International Fellowship of Chaplains-** a non-profit, organization providing training, recognition, certification, and information in the varied areas of chaplaincy. IFOC, P.O. Box 5488, Hudson, FL 34667

**Federation of Fire Chaplains-** The Federation of Fire Chaplains is incorporated as a nonprofit, professional organization by the "Articles of Incorporation" dated June 15, 1992. The purpose of this organization is to bring together individuals and groups who are interested in providing effective chaplaincies for fire & rescue service organizations. To fulfill this purpose the Federation and its members exchange and share ideas and concerns that influence the quality of life of all

members of the fire service and their families. These shared ideas and concerns should encourage and assist each one to develop the most noble of all human characteristics, service to others and to God, our Supreme Chief. FFC, P.O. Box 437, Meridian, Texas 76665

## **SECTION 7: CORPORATE CHAPLAINCY**

Workplace chaplains can be found at more than 1,000 companies in the U.S. and Canada. These chaplains are a rising regiment of corporate America's human-resources army, as employers have found that a pastoral touch is often more appealing to workers than an impersonal hotline of the sort included in many benefits packages.

A 2008 study by the Families and Work Institute found that more than 97 percent of companies with payrolls larger than 5,000 offer employee assistance programs, with anonymous counseling and referrals available by phone. Yet employees are "dramatically" more likely to use workplace chaplains.

At many companies the chaplains are in-house, their salaries paid by the boss. R.J. Reynolds Tobacco hired its first "pastoral counselor" in 1949 and kept the program through the 1990s. Tyson Foods, the Arkansas-based conglomerate, employs 120 chaplains. But the recent growth is driven by chaplaincy agencies.

**Marketplace**, formerly known as Marketplace Ministries, founded in Dallas in 1984, supplies chaplains to businesses on a contract basis. Marketplace employs 2,700 chaplains, up 50 percent since 2005. Its part-time chaplains serve 500 companies, including Pilgrim's, the U.S. branch of the world's second-largest chicken producer, and McDonald's.

**Corporate Chaplains of America**, in Wake Forest, N.C., hires full-time chaplains to serve 760 businesses across the country. Its corps grew 20 percent last year alone. At these, the two largest nonprofit agencies, the chaplains are evangelical Christians. Employees say they appreciate, or at least aren't offended by, the chaplains, who are usually ordained ministers. And employers like the regular report's chaplains provide, which can reveal the level of employees' concerns about everything from salaries and overtime to troubles at home. The chaplains help productivity—that's another reason company executives who have hired chaplains are often ecstatic. Because chaplains are proactive, doing outreach rather than waiting for complaints to filter up, they hear more, and sooner, than do typical human resources professionals. Of course, bosses don't hire chaplains to act as employee advocates. If anything, chaplains are supposed to help companies avoid conflict and keep everyone happy. Hiring chaplains is one way to show that the boss cares about his/her personnel.

Chaplains haven't replaced human resources departments; rather, it's often HR leaders who invite chaplains to work alongside them. Miller says chaplaincy is a natural extension of HR. HR offices all say we are now treating people holistically. They want people to bring their whole self to work. Bringing one's whole self to work means bringing religion, too. 109

### **Corporate Chaplains of America**

1300 Corporate Chaplain Dr., Wake Forest, NC 27587, 919-570-0700  
www.chaplain.org

### **Marketplace Chaplains**

2001 W. Plano Parkway, Suite 3200, Plano, TX 75075, 1-800-775-7657  
www.mchapusa.com

## **SECTION 8: EDUCATIONAL CHAPLAINCY**

### **Private School and College/University Chaplains**

School chaplains are a fixture in religious and, more recently, secular schools. In religious schools the role of the chaplain tends to be educational and liturgical. In secular schools the role of the chaplain tends to be that of a mentor and a provider of pastoral care services. Chaplains provide care for students by supporting them during times of crisis or need. Many chaplains run programs to promote the welfare of students, staff and parents including programs to help students deal with grief, anger or depression. Chaplains also build relationships with students by participating in extracurricular activities such as breakfast programs, lunchtime groups and sports groups. Chaplains often also oversee programs on campus that foster spiritual, ethical, religious, and political and cultural exchange, and the promotion of service.

For higher education, chaplains are hired by many colleges and universities, sometimes working directly for the institution, and sometimes as representatives of separate organizations that specifically work to support students. In the United States, the National Association of College and University Chaplains works to support the efforts of many of these chaplains, helping chaplains minister to the individual faith of students, faculty, and staff, while promoting inter-religious understanding.

## **SECTION 9: GENERAL CONTACT INFORMATION**

### **Service Chiefs of Chaplains and VA Office Addresses and Web sites**

Army Chief of Chaplains  
2700 Army Pentagon  
Room 3E524  
Washington, DC 20310-2700  
[www.chapnet.army.mil](http://www.chapnet.army.mil)

Navy Chief of Chaplains  
2000 Navy Pentagon  
Room 5E270  
Washington, DC 20350-2000  
[www.chaplain.navy.mil](http://www.chaplain.navy.mil)

Air Force Chief of Chaplains  
1380 AF Pentagon  
Room 4E260  
Washington, DC 20330-1380  
[www.chaplaincorps.af.mil](http://www.chaplaincorps.af.mil)

National VA Chaplains Center  
VA Medical Center  
100 Emancipation Drive  
Hampton, VA 23667  
[www.va.gov/chaplain/](http://www.va.gov/chaplain/) 119

### **Military Chaplain Recruiting Web Sites**

ARMY  
<http://www.goarmy.com/chaplain.html>

**NAVY**

<http://www.navy.com/careers/chaplain-support.html>

**AIR FORCE**

<https://www.airforce.com/careers/specialty-careers/chaplain>

### **HOSTING THE ENDORSING AGENT FOR AN OFFICIAL VISIT**

The military services have historically valued the support of religious organizations for their chaplains and have encouraged endorser visits to military installations where possible. It enhances the spiritual welfare and ministry of chaplains, helps endorsers fulfill their responsibilities and keeps the denomination aware of the religious activities of the military community. To facilitate endorser visits, the following guidance applies:

1. When an endorser visits an in-CONUS installation, coordination will be done with the senior installation Chaplain.
2. When endorsers visit overseas installations involving only one military chaplain of that service or senior chaplain,
3. When endorsers visit overseas installations involving more than one military service branch, coordination should be done through the Armed Forces Chaplain's Board.

### **PREPARING FOR AN ENDORSER VISIT**

#### **What the Endorser needs to do**

1. Plan well ahead to avoid schedule conflicts.
2. Inform the chaplain in advance of your needs.
3. Specify what you want to know about the chapel program and the installation's mission
4. Clarify what will be helpful regarding your travel plans, schedule and contact numbers, etc.
5. Request the chaplain arrange courtesy calls with the commander and supervisory chaplain, and colleagues.
6. Send biographical and professional information about yourself and a photo to the host chaplain.

#### **What the chaplain needs to do**

1. Clear the calendar of any distractions for that period
2. Determine the endorser's needs/desires.
3. Determine if a briefing will be helpful.
4. Plan an itinerary; learn about the endorser's schedule and travel plans.
5. Determine who the Endorser should see and arrange times for short courtesy calls.
6. Brief those your Endorser will visit in advance.

## APPENDIX 1

### The Covenant and The Code of Ethics for Chaplains of the Armed Forces (2006)

#### The Covenant

Having accepted God's Call to minister to people who serve in the armed forces of our country, I covenant to serve God and these people with God's help; to deepen my obedience to the commandments, to love the Lord our God with all my heart, soul, mind and strength, and to love my neighbor as myself. In affirmation of this commitment, I will abide by the Code of Ethics for chaplains of the United States Armed Forces, and I will faithfully support its purposes and ideals. As further affirmation of my commitment, I covenant with my colleagues in ministry that we will hold one another accountable for fulfillment of all public actions set forth in our Code of Ethics.

#### Code of Ethics

- I will hold in trust the traditions and practices of my religious body.
- I will carefully adhere to whatever direction may be conveyed to me by my endorsing body for maintenance of my endorsement.
- I understand as a chaplain in the United States Armed Forces that I will function in a pluralistic environment with chaplains of other religious bodies to provide for ministry to all military personnel and their families entrusted to my care.
- I will seek to provide for pastoral care and ministry to persons of religious bodies other than my own within my area of responsibility with the same investment of myself as I give to members of my own religious body.
- I will work collegially with chaplains of religious bodies other than my own as together we seek to provide as full a ministry as possible to our people.
- I will respect the beliefs and traditions of my colleagues and those to whom I minister. When conducting services of worship that include persons of other than my religious body, I will draw upon those beliefs, principles, and practices that we have in common.
- I will, if in a supervisory position, respect the practices and beliefs of each chaplain I supervise and exercise care not to require of them any service or practice that would be in violation of the faith practices of their particular religious body.
- I will seek to support all colleagues in ministry by building constructive relationships wherever I serve, both with the staff where I work and with colleagues throughout the military environment.
- I will maintain a disciplined ministry in such ways as keeping hours of prayer and devotion, endeavoring to maintain wholesome family relationships and regularly engaging in educational and recreational activities for professional and personal development.
- I will seek to maintain good health habits.
- I will recognize that my obligation is to provide for the free exercise of religion for ministry to all members of the military services, their families and other authorized personnel. When on active duty, I will only accept added responsibility in civilian ministry if it does not interfere with the overall effectiveness of my primary military ministry.
- I will defend my colleagues against unfair discrimination on the basis of gender, race, religion or national origin.
- I will hold in confidence any privileged communication received by me during the conduct of my ministry. I will not disclose confidential communications in private or in public.
- I will not proselytize from other religious bodies, but I retain the right to evangelize those who are not affiliated.
- I will show personal love for God in my life and ministry, as I strive together with my colleagues to preserve the dignity, maintain the discipline and promote the integrity of the profession to which we have been called.
- I recognize the special power afforded me by my ministerial office. I will never use that power in ways that violate the personhood of another human being, religiously, emotionally or sexually.

- I will use my pastoral office only for that which is best for the persons under my ministry.

## APPENDIX 2

### U.S. Army Chaplaincy

The mission of the U.S. Army Chaplains Corps is to provide religious support to America's Army. Army Chaplains advise commanders to ensure the 'free exercise' rights for all Soldiers are upheld - including those who hold no faith. Chaplains perform religious support activities according to their faith and conscience and provide religious support of other faith groups by coordinating with another chaplain or qualified individual to perform the support needed. At the unit level, a chaplain and chaplain assistant form a Unit Ministry Team, or UMT, and are embedded throughout all three components of the Army -- Active, Guard and Reserve.

### U.S. Army Chaplain Candidate Program

You do not need to wait until ordination to join the Army Chaplaincy. You can train to become an Army Chaplain at the same time you are training for the ministry. The training and experience you will receive as an Army Chaplain Candidate will be a rich adjunct to your ministerial education and training. All Army Chaplain Candidates are commissioned officers assigned to the Army Reserve in the Chaplain Branch (Staff Specialist).

#### U.S. Army Chaplain Candidate Requirements

To be eligible for this program, you must:

- Obtain an ecclesiastical approval from your denomination or faith group.
- Educationally, you must:
  - \*Possess a baccalaureate degree of not less than 120 semester hours (College seniors can apply before completion of their undergraduate program).
  - \*Be a full-time graduate student at an accredited seminary or theological school.
- Be a U.S. citizen or permanent resident.
- Be able to receive a favorable National Agency Security Clearance.
- Pass a physical exam at one of our Military Entrance Processing Stations (MEPS).
- Must be at least 18 years of age and not older than 36 years of age at time of commissioning. (Age requirements can vary depending on the needs of the service at any given time)

Should you decide to become an Army Chaplain, by participating in the Chaplain Candidate Program (CCP), you will have a head start on entering the Army as a Chaplain, as well as enjoying the many benefits and privileges associated with being an Army officer.

#### U.S. Army Chaplain Basic Officer Leadership Course

All Army Chaplain Candidates are encouraged to attend Chaplain Basic Officers Leadership Course (CHBOLC) as soon as possible. CHBOLC is 12 weeks long and is offered three times a year (winter, summer and fall). Normally a candidate does the first half of CHBOLC (Chaplain Initial Military Training/CIMT and Phase 1) as soon as possible since it is a prerequisite for all other training in the CCP. Once half way through their qualifying degree, Chaplain Candidates can complete Phases II and III. Candidates who enter the CCP after the half-way point of their graduate program may complete all of CHBOLC at once.

#### Paid Practicums

An Army Chaplain Candidate may train up to 30 days each year under the supervision of a senior chaplain at a military installation. This training, called a "practicum," is offered to all candidates once they have completed Phase 1 of CHBOLC. Practicums vary in type and location. They include broad based experiences at active duty installations, West Point's summer camp, ROTC's Cadet summer camp, Army Reserve Commands, garrison ministries, combat ministries, medical training and administrative support. Practicums, which may vary in length from a minimum of 12 days to 30 days may be done at most any time of the year.



### **U.S. Army Chaplain (Active Duty)**

If you are ready to serve your calling and your country, follow these steps to be considered for a position in the Army Chaplain Corps, with an initial duty of three years.

### **U.S. Army Chaplain Active Duty Requirements**

You must obtain an ecclesiastical endorsement from your faith group. This endorsement should certify that you are:

- A clergy person in your denomination or faith group.
- Qualified spiritually, morally, intellectually and emotionally to serve as a Chaplain in the Army. (2 years pastoral experience)
- Sensitive to religious pluralism and able to provide for the free exercise of religion by all military personnel, their family members and civilians who work for the Army.

Educationally, you must:

- Possess a baccalaureate degree of not less than 120 semester hours.
- Possess a graduate degree in theological or religious studies, plus have earned at least a total of 72 semester hours in graduate work in these fields of study.
- Applicants for active duty or the National Guard MUST be U.S. citizens. Permanent residents can ONLY apply for the Army Reserve.
- Be able to receive a favorable National Agency Security Clearance.
- Pass a physical exam at one of our Military Entrance Processing Stations (MEPS).
- A minimum of two years of full-time professional experience (Post-seminary) including having performed at least one wedding and one funeral service, validated by the applicant's endorsing agency (This requirement is not applicable to Army Reserve applicants).
- Must be at least 21 years of age, but younger than 42 at time of Regular Army commissioning or less than 45 at time of Army Reserve commissioning. Prior service applicants with at least 3 years of prior AFS or creditable USAR service must be younger than 47 at time of Army Reserve commissioning.

**How to Join:** Talk to a U.S. Army Chaplain Recruiter

Chaplain Recruiting Teams exist throughout the US. They are prepared to assist you and your family in exploring a vocation as an Army Chaplain or Chaplain Candidate. Should you conclude that you want to apply, these experienced teams will assist you at preparing a complete application packet for the selection board.

### **Army Reserves Chaplaincy**

Serving in the Army Reserve means you'll still have a civilian job, but you'll train each month close to home and complete a two-week training exercise once a year. This way you will be trained and ready if called. And, of course, you'll be able to bring invaluable experience back to your civilian ministry.

- You must obtain an ecclesiastical endorsement from your faith group. This endorsement should certify that you are:
- A clergy person in your denomination or faith group.
- Qualified spiritually, morally, intellectually and emotionally to serve as a Chaplain in the Army.
- Sensitive to religious pluralism and able to provide for the free exercise of religion by all military personnel, their family members and civilians who work for the Army.

Educationally, you must:

- Possess a baccalaureate degree of not less than 120 semester hours.

- Possess a graduate degree in theological or religious studies, plus have earned at least a total of 72 semester hours in graduate work in these fields of study.
- Applicants for active duty or the National Guard MUST be U.S. citizens. Permanent residents can ONLY apply for the Army Reserve.
- Be able to receive a favorable National Agency Security Clearance.
- Pass a physical exam at one of our Military Entrance Processing Stations (MEPS).
- A minimum of two years of full-time professional experience, validated by the applicant's endorsing agency (This requirement is not applicable to Army Reserve applicants).
- Must be at least 21 years of age, but younger than 42 at time of Regular Army commissioning or less than 45 at time of Army Reserve commissioning. Prior service applicants with at least 3 years of prior AFS or creditable USAR service must be younger than 47 at time of Army Reserve commissioning.

### **U.S. Army National Guard (ARNG)**

Serving as a Guard chaplain is an intense yet profoundly rewarding experience. You will care for the spiritual well-being of Soldiers regardless of their religious backgrounds, ministering to their needs and helping them meet challenges in areas like religion, morals and morale. If you're already an ordained minister, you can earn your commission within weeks and begin your ministry to Guard Soldiers as soon as you complete the Chaplain Basic Officer Leader Course (CH-BOLC). If you join prior to your ordination, you'll enter as a chaplain candidate.

#### **General Information:**

ARNG Chaplains are noncombatants and do not carry a weapon. As a Guard chaplain, you'll lead a Unit Ministry Team (UMT), which consists of you and a trained chaplain assistant (an enlisted Soldier trained to support chaplains during their missions and everyday activities).

### **Army National Guard Chaplain Eligibility Requirements**

- Possess a bachelor's degree (not less than 120 semester hours)
- Possess an accredited master's degree of not less than 72 semester hours (36 semester hours must be in Theology)
- Obtain a federally recognized ecclesiastical endorsement from your denomination or faith group certify that you:
  - The chaplain is an ordained minister or member in good standing of the respective denomination or body
  - The chaplain has completed a certain number of years of ministry experience
  - The denomination approves of the chaplain serving as a military chaplain
  - Are qualified spiritually, morally, intellectually and emotionally.
  - Are sensitive to religious pluralism and able to provide for the free exercise of religion by all military personnel and their Family members
  - Are less than 45 years of age if not prior service (less than 47 with prior service).
  - Be mentally and physically fit
  - Must be a U.S. Citizen only (No Dual Citizenship)
  - Be able to obtain a secret security clearance

After meeting with your endorser and completing all the denominational requirements for ecclesiastical approval, the endorser will submit the approval to the Army/ARNG Chief of Chaplains' office. Your recruiter will not submit your packet for the chaplain candidate appointment board without your ecclesiastical approval being on record. It is also recommended that you request a certified copy for your personal records. Your chaplain recruiter may also request that a copy be submitted directly to them.

### **Training for ARNG Chaplains and ARNG Chaplain Candidates**

When you join the Guard as a chaplain, you'll be a commissioned officer. If you join prior to your ordination, you will enter as a chaplain candidate. In either case, you'll attend the Chaplain Basic Officer Leader Course (CH-BOLC), where you'll learn fundamental military tasks and how to perform religious duties in a military environment. The three-month course can be completed in one block or in several phases over a 24-month period. The CH-BOLC consists of three segments:

- Chaplain Initial Military Training
- A four-week resident course focused on core noncombatant skills such as map reading, military customs and courtesies, operations in field conditions, and combat survival.

#### **Phase I**

- A two-week course on Army writing and correspondence.

#### **Phases II and III**

- Two three-week courses on Army-specific chaplain duties and applying civilian skills to the National Guard environment.

### **Seminaries and Scholarships**

A higher education takes you a step closer to your higher calling. The National Guard understands this, so we have programs that make college, seminary or divinity school affordable. Check with your officer recruiter or state education services officer (ESO) for current assistance programs.

## APPENDIX 3

### U. S. Navy Chaplaincy

Serve God and country as the spiritual guide and moral anchor for service members of all backgrounds – even as you provide religious services to those within your own faith. The Navy Chaplain Corps comprises more than 800 Navy Chaplains from more than 100 different faith groups, including Christian, Jewish, Muslim, Buddhist and many others. Each Chaplain is also a Naval Officer – meaning each holds an important leadership role.

Navy Chaplains offer everything from faith leadership to personal advice to much-needed solace. All while living up to the guiding principles of the Chaplain Mission:

- Providing religious ministry and support to those of your own faith
- Facilitating the religious requirements of those from all faiths
- Caring for all service members and their families, including those subscribing to no specific faith. They must be tolerant of diverse religious traditions and be willing to minister respectfully to all.
- Advising the Commander/command in ensuring the free exercise of religion

### U.S. Navy Chaplaincy Requirements (Active-duty)

A candidate seeking to serve as an Active Duty Navy Chaplain and Officer must:

- Have a bachelor's degree from a qualified four-year undergraduate educational institution
- Be no older than 35 but at least 19 years old depending on the program desired. (Waivers may be granted for positions in high demand.)
- Be a U. S. citizen.
- The Navy has a zero-tolerance drug/alcohol policy. Early in the enlistment or commissioning process, you will take two urinalysis tests. You'll also be asked questions about prior drug and alcohol use.
- Have a graduate degree in theological or related studies from an accredited educational institution (note that a qualifying degree program requires no fewer than 72 semester hours or 108 quarter hours of graduate-level work with 2/3 of those course hours completed in residence; also note that related studies may include graduate courses in pastoral counseling, social work, religious administration and similar disciplines when one-half of the earned credits include topics in general religion, world religions, the practice of religion, theology, religious philosophy, religious ethics and/or the foundational writings from the applicant's religious tradition)
- Have two years of full-time religious leadership experience that's compatible with the duties of a Religious Ministry Professional (RMP) in their respective Religious Organizations (RO) and relevant to the settings of military chaplaincy. (Post-seminary)
- Hold an ecclesiastical endorsement from a religious faith organization registered with the Department of Defense

### U.S. Navy Chaplaincy Training

Those pursuing an active-duty chaplain position are required to attend Officer Development School (ODS) in Newport, R.I. This 84-day program trains individuals about the Navy and covers military, academic and nautical subjects, such as seamanship, Naval leadership, military law and damage control. The program instills the highest ideals of honor, loyalty and duty.

Upon completion, they attend a seven-week course at the Naval Chaplain School in Fort Jackson, S.C. (The Naval Chaplain School is in process of moving back to Naval Station Newport, RI). Applicants learn about chaplaincy leadership topics such as interpersonal counseling, ethics and character development, combat operational stress control, crisis counseling, and wellness programs. They also learn how to plan and supervise religious ministries within their command, with topics covering manpower, budgets, policies and the training of religious military teams. Upon completion of the school, active duty Navy Chaplains are sent to their first duty assignment.

Promotion opportunities are regularly available but competitive and based on performance. It's also important to note that specialized training received, and work experience gained in the course of service can lead to valuable credentialing and occupational opportunities in related fields such as family counseling and behavioral therapy. Navy Chaplains typically continue their education throughout their careers. Opportunities for continuing education are available through the funded Graduate Education Program while being paid full-time as a Navy Officer.

### **U.S. Naval Reserve Chaplaincy**

This program leads to a commission as an officer in the Naval Reserve and a commitment of two days each month for drills and two weeks of annual training. While remaining in their civilian careers, Naval Reserve chaplains also have the opportunity to serve their country and accumulate points toward retirement. Naval Reserve chaplains also may apply for temporary or full-time active duty assignments.

#### General Requirements

- Must be a U.S. citizen;
- Be able to complete 20 years of active commissioned service as a Naval officer before 60th birthday. Age waivers may be granted on a case basis to meet the needs of the Navy.
- Must meet established Navy medical/physical standards;
- Must have an Ecclesiastical Endorsement (or "approval" for students) from a religious faith group approved by the Department of Defense.

### **U.S. Navy Chaplain Candidate Program Officer (CCPO)**

This program is designed to expose seminary students to the diverse and demanding ministry of Navy chaplains serving sea service personnel in a variety of settings. Chaplain candidates wear the uniform and receive pay and benefits only while on annual training. If you're in a graduate-level theological program, you can potentially enter the Navy CCPO as a student. The candidate must be at least 21 and not older than 38 at time of graduation from seminary. This allows applicants to meet the additional 2 years of required ministry experience before their 40th birthday. The educational requirements include:

- 120 semester hours for undergrad degree
- Enrolled full-time in an accredited graduate program, three years of which must be on-campus (not online.)
- Must be interviewed by a Chaplain (O-4 or above).
- Through this program, you can be commissioned as a Navy Officer while you finish your theological studies at an accredited seminary or graduate school. To find out whether your graduate program is eligible for the Chaplain Candidate Program and to learn more, contact a recruiter.

Training is the same as for Active Duty Chaplains:

- Officer Development School in Newport, RI (84 days)
- Naval Chaplain School in Newport, RI (7 weeks)

The chaplain candidate must get an ecclesiastical endorsement from his/her denominational endorser. As a Chaplain Candidate, you'll wear the uniform and receive pay and benefits while on your annual training and not in school. You'll get to experience what it means to serve as a Navy Chaplain firsthand. And you'll know for certain what this experience entails and how it affects the men and women of the U.S. Navy, U.S. Marines, U.S. Coast Guard, and U.S. Merchant Mariners. CCPOs hold the rank of Ensign while in seminary but are promoted to LTJG upon graduation.

## APPENDIX 4

### U. S. Air Force Chaplaincy

The Air Force Chaplain Corps is a highly diversified, multicultural and multidenominational community focused on the free exercise of religion for Airmen, their families, and other authorized personnel. Career opportunities in the Air Force Chaplain Corps are available for

- Active Duty
- Reserves
- Unit Chaplain at one of 40 units in the U.S.
- IMA Chaplain- Individual Mobilization Augmentee (IMAs) and serve at an active duty base in the United States or overseas.
- Air National Guard
- Chaplain Candidate Program.

Providing pastoral care ministry and counseling to those of faith and those of no faith, Air Force chaplains are religious ministry professionals who support the spiritual resilience of our Airmen all over the world. As spiritual leaders, chaplains are relied upon for faith and personal guidance. They are also advocating for our Airmen and consult with leadership on moral, ethical and quality-of-life issues.

#### Qualifications:

- Must be a U.S. citizen, no dual citizenship
- Receive an Ecclesiastical Endorsement from a DoD-recognized endorser
- An initial screening from an Air Force Recruiting Service Chaplain Recruiter
- No violations of privileged communication and/or confidentiality (Prior Service)
- No violations or compromises of noncombatant status (Prior Service)
- No convictions by courts-martial or by civilian courts (except for minor traffic violations or similar infractions) (Prior Service)
- No record of disciplinary action for failure to exercise sound judgment with respect to morale or welfare of subordinates
- No disciplinary action for engaging in an unprofessional or inappropriate relationship
- No record of disciplinary action for financial irresponsibility, domestic violence or child abuse.
- Must be between the ages of 18 and 40
- Bachelor's degree from an accredited institution with a minimum of 120 semester hours- Official academic transcripts from your educational institution
- Master of Divinity or equivalent theological degree with no less than 72 hours from an accredited institution. Official academic transcripts from your educational institution
- Two years of religious ministry leadership experience; and A pastoral ministerial leadership experience skills set résumé (Post-seminary for Active-duty).
- Senior-level Air Force chaplain face-to-face interview
- A Department of Defense physical at the nearest Military Entrance Processing Station (MEPS)
- Successful completion of a security clearance and credit check screening

#### Training:

- Commissioned Officer Training- 5 weeks at Maxwell AFB, AL
- Air Force Chaplain School- 7 weeks at Ft. Jackson, SC

### U.S. Air Force Reserve Chaplaincy

#### Qualifications to Serve

- Be a U.S. citizen (dual citizenship is not accepted)

- Be qualified spiritually, morally, intellectually and emotionally to serve Air Force Reserve personnel
- Pass the Air Force Reserve physical examination and meet weight standards
- Pass a National Security Agency back-ground check to qualify for a security clearance.
- Be sensitive to religious diversity and provide for the free exercise of religion by all military personnel, their dependents, and other authorized personnel of the U.S. Military.

**Educational Requirements:** (Schools must be accredited)

- Bachelor's degree - Chaplains must possess a degree with not less than 120 semester hours.
- Professional degree - Chaplains must possess a completed Master of Divinity or equivalent degree of at least 72 hours.

## **Types of U.S. Air Force Reserve Chaplaincy Service**

### **Category A or Traditional Reservist**

Traditional Reservists (TRs) are assigned to an Air Force Reserve Wing, serving one weekend a month (24 days/year) plus a two-week period of annual training (12 days/year). TR chaplains and chaplain assistants work together as a Religious Support Team, training regularly with the same group of Airmen to build long-term ministry and working relationships. Training days are scheduled in advance annually allowing chaplains plenty of time to plan with their civilian ministries for upcoming service. TR chaplains train to deploy with their Reserve Wing as an integral part of combat support for their Airmen.

### **Category B or Individual Mobilization Augmentee**

Individual Mobilization Augmentee (IMAs) are assigned to an Active Duty Wing. IMAs serve a minimum of 24 days per year divided as follows: 12 consecutive days of annual training and 12 individually scheduled days throughout the year. IMAs coordinate their training days with their active duty supervisors. IMAs train along-side their Active Duty counterparts, learning their jobs in order to backfill those positions in the event the active duty chapel staff deploys. IMA chaplaincy offers great flexibility to meet the needs of your civilian career commitments. Officer Commissioning: Upon acceptance, a chaplain is commissioned as a First Lieutenant.

### **Commissioned Officer Training**

(5- week long course, held year-round) Basic officer training for Air Force professional career fields (chaplains, lawyers, doctors, nurses, etc.)

### **Basic Chaplain Course**

(6-week long course, held year-round) Initial career field training for chaplains to learn the basics of Chaplain Corps spiritual support operations

### **U.S. Air Force Chaplain Candidate Program:**

The Air Force Chaplain Candidate Program is an opportunity for seminary and other professional religious school students to evaluate their compatibility and potential for commissioning as a U.S. Air Force Chaplain. The focus is on experiencing ministry in the Air Force during summer training internships. As a chaplain candidate, you will draw upon your background, education and experience to function as part of an Air Force chapel team. Upon entering the program, you commission as a Chaplain Candidate, Second Lieutenant. Upon graduation and ecclesiastical endorsement, chaplain candidates are eligible for reappointment as a chaplain in the USAF Reserve. Basic Requirements:

- Meet all military medical requirements and weight standards.
- Citizen of the United States.

- Less than 35 years of age at the time of appointment.
- Possess baccalaureate degree with not less than 120 semester hours (180 quarter hours) of under-graduate credit from an accredited college or university.
- Obtain ecclesiastical approval from your religious body's military endorser.
- Enrolled full-time in an accredited or recognized theological seminary or professional school of religion.
- Working toward a professional Master of Divinity degree or equivalent (minimum 72 semester hours/108 quarter hour degree program).
- Able to complete approximately 115 days of active duty training over at least two summers.
- Pass a National Security Agency check on your personal history and background and qualify for a security clearance.
- No drug abuse or criminal record.
- Willingness to support and defend the constitutional guarantee of free exercise of religion for all Airman.

### **Training:**

Chaplain Candidates train to meet the needs of Airmen and their families as potential future Chaplains. The training program is organized into four phases over multiple years:

- Basic Training to include the five-week Commissioned Officer Training Course and the two-week Chaplain Candidate Course.
- Chaplain Candidate Intensive Intern-ship: 35-day multi-base emersion into the Chaplain Corps mission across the Active Duty, Reserve, and Guard.
- 35-day tour at an Active Duty base for hands-on practice of Chaplain skill-sets crafted to meet your reappointment goal (Active, Reserve, or Guard).

### **Air National Guard Requirements:**

In the Air Guard, Chaplain applicants for initial appointment must have a master's degree in theology and be less than 40 years old, or less than 42 years with at least two years of prior service at time of commissioning. Ordination and ecclesiastical endorsement from a recognized religious denomination are also required. New officers are required to pass a written examination called the Air Force Officer Qualifying Test (AFOQT).

- All applicants must first pass a standard medical screening test.
- Air Guard recruits must pass a background check before they can be accepted into the Air Guard.

### **Training:**

In Basic Training, you'll learn the basics of Air Guard knowledge, as well as start the most intense fitness training of your life. Each week will focus on a new area to make you an elite Airman. You'll learn basic combat and survival skills, as well as how to communicate in the battlefield. You'll push your mental stamina to the limit and find out just how strong you really are when you face the ultimate obstacle course. Later, prepare yourself for an adrenaline rush where you'll test your new skills by going head-to-head with other enlistees in simulated hand-to-hand combat scenarios. All your preparation really gets tested in the Basic Expeditionary Airmen Skills Training.

### **Civil Air Patrol Requirements:**

In the Civil Air Patrol, a chaplain must become a CAP Senior Member, which includes completing a fingerprint card, background check, and payment of national and local dues. CAP Regulation 265-1 states that a chaplain must be a fully ordained or qualified priest, rabbi, or minister of religion, and receive an ecclesiastical endorsement from a faith group approved by the Armed Forces Chaplains Board (AFCB) prior to appointment as a chaplain.



**Educational Requirements**

Chaplains must have a bachelor's degree and have completed a 72-semester hour (108 quarter hour) graduate degree program in the field of theological or related studies from a qualifying accredited educational institution.

A waiver may be granted to those who do not meet the graduate study requirement providing they meet all other requirements and present proof (resume) of at least five years of full time or equivalent ministry experience as a pastor, rabbi, or similar role within their denomination. There is NO age restriction for service as a CAP Chaplain.

## **APPENDIX 5: CEEC Chaplaincy Documents**

### **CEEC Statement on Homosexuality**

August 2018

Until the last few decades, there has been little dispute about how to deal with a member of one of the military services who is discovered to have homosexual leanings, or to have actually engaged in such conduct. These members were removed from the particular service with some degree of punitive consequence, such as an Administrative Discharge or an Other Than Honorable Discharge. During the process of enlistment or applying for a commission, it was not the practice of our armed services to probe for a list of possible moral, social or ethical deficiencies that were not connected to a criminal record of some sort.

This policy was characterized by the Clinton administration as “Don’t Ask – Don’t Tell,” implying some sort of moral hypocrisy on the part of the military for punitively dealing with discovered homosexuals, but who presumably had turned a blind eye to their admission in the first place. This incorrect character-ization, along with several other contributing factors, including the emergence of formidable political power on the part of the homosexual segment of American society has resulted in Congress repealing the “Don’t Ask – Don’t Tell” policy and making moot the long-standing, adequate practice of our military services in dealing with this problem. This change in public law and policy, however, does not relieve CEEC endorsed chaplains from their responsibility to stand firmly for what is right.

### **Pastoral Guidance**

#### **Remain faithful to one’s vows**

Historically, it has been the practice of each Chaplain Corps of the Army, Navy and Air Force, respectively, to insist that it expects every chaplain to remain faithful to the doctrinal practices and ordination vows of his/her endorsing denomination. For chaplains endorsed by the CEEC each took vows, in some form, to be faithful to the doctrines and truths of Scripture. That necessarily involves both the duty and privilege of calling sin “sin,” whether in the formal proclamation of the Word of God, or in applying it in solving a problem in conduct or thinking requiring a biblical solution.

We remind our chaplains of constitutional principles prohibiting the government from imposing upon them substantive moral/religious judgments and beliefs, such as directing them on how to pray. These prohibitions are even more stringent if attempting substantively to limit chaplains in performance of their spiritual/moral/religious duties in consensual settings where views on homosexuality would be typically discussed in preaching, teaching, or counseling contexts.

#### **Perform Religious Ministry**

For CEEC endorsed chaplains “religious ministry” includes all those activities and

behaviors which are in accord with the inerrant Word of God, and the doctrinal standards set forth in the Nicene Creed, Book of Common Prayer, and CEEC Canons, and with the Larger and Shorter Catechisms. Examples of “religious ministry” set forth in these standards include, but are not limited to, preaching, teaching of all religious subjects, sacramental rites, informal and formal counseling, ministry of presence, and staff interaction on religious issues. “Religious Ministry” for CEEC endorsed chaplains cannot include anything that would cause a chaplain to support biblically defined sinful behavior. If a question arises as to what constitutes “religious ministry” then that particular issue should be clarified in consultation with the Office of Endorsement of the CEEC.

CEEC endorsed chaplains are called by God to minister to our beloved soldiers, sailors, airmen, marines and guardsmen and their respective families and there are few parts of their military or ecclesiastical life that would not be considered “religious ministry.” The ‘DOD Support Plan for Implementation of the repeal of DADT’ clearly stipulates that chaplains, in the context of their “religious ministry,” are not required to take actions that are inconsistent with their religious beliefs. In light of this ‘DOD Plan for the Repeal of DADT’ any detailed service documents re-quiring ‘sensitivity’ and/or ‘support’ by military chaplains for ministry to homo-sexual service members (also referred to as gay, lesbian and bi-sexual in DoD documents) may not in any way be construed as over-riding, or requiring the compromise of, any biblical, doctrinal or confessional standard on the part of those chaplains endorsed by the CEEC.

### **Affirm Biblical Truth and Application**

God’s Word specifically addresses the sin of sodomy, and related homosexual behavior in Leviticus 18:22; 20:13; and Romans 1:26-27, in addition to the Genesis chapter 19 account of the supernatural destruction of Sodom and Gomorrah for precisely that iniquity.

Considering the objective passages on the sin of homosexuality, and the Scriptural guidelines on the exercise of pastoral grace (1 Timothy 6:11-16; 2 Timothy 2:14-26), the CEEC advises our endorsed chaplains to deal humbly and yet truthfully when asked about any aspect of this matter, and to do so in as courteous and kind a manner as possible. A chaplain is entirely at liberty to disagree with current secular assumptions, such as the idea that homosexuality is genetically caused, and yet may provide gracious counsel to an individual who confesses to this behavior. A service member who professes to be homosexual is still entitled to receive spiritual counsel if he or she so desires. It is not unconstitutional for a chaplain to encourage such a service member to seek the grace of Christ to repent of this, or any other sin, whether he or she is an unbeliever, or one professing faith in Christ as his or her Savior. However, this guidance must not be construed as in any way requiring any CEEC endorsed chaplain to perform a marriage or union ceremony for homosexual or transgendered service members, to provide any counseling in support thereof, or to counsel or perform programmatic encouragement for homosexual or trans-gendered relationships before or after such a union.

Chaplains endorsed by the CEEC will not be permitted to perform marriage or union ceremonies for homosexual or transgendered service members, nor will they be permitted to plan, organize, lead, assist, direct, supervise or otherwise support same-sex

couples retreats, family life seminars, other similar activities, or participate in any joint worship service with any chaplain who is a non-Trinitarian or does not accept the authority of God's Word in what they teach and believe. Moreover, according to the implementation guidelines, our chaplains will not be required to violate their faith in conducting or sharing worship services with homosexual chaplains or in condoning that which the Word of God condemns.

If a chaplain is challenged to cease and desist from addressing what is wrong with homosexual thinking or behavior, or to cover up his belief that it is wrong, especially if by one who is senior to the chaplain, we expect our endorsed chaplains to seek God's strength not to waver, even if unjustly accused of failing to support the command, or some aspect of the command's policies, such as equal opportunity programs. Further, if placed in such a situation, we encourage the chaplain promptly to contact the CEEC for such assistance and protection, as we are able to provide.

In conclusion, CEEC endorsed chaplains will continue to be under the dual authority of the military and their Communion. The CEEC will continue to provide counsel and guidance to ensure that their "religious ministry" is consistent with their ordination vows and Communion beliefs. **"Cooperation Without Compromise"** will remain a way of life for our chaplains. In this increasingly pluralistic environment they will have to exercise wisdom in conducting ministry in the pulpit and in the counseling room, but are not restricted, according to the implementation guidelines, from counseling against a lifestyle that is contrary with the Word of God and calling for repentance and faith in Jesus Christ and for a life of virtue flowing from the love of Christ.

We all pray fervently that God will allow that which was intended for evil to be used for good as our chaplains have the opportunity to minister the Gospel of Christ to a military that increasingly reflects the social perspective of our civilian world.

May God have mercy, may He give greater grace, may He keep this door of chaplain ministry open so that men and women may hear the Gospel and be saved. May Christ's Great Commission go forward in the United States military community and in our nation and into the world. Amen.

**APPENDIX 6: CEEC Chaplaincy Application**

**Chaplaincy Application for the Communion of Evangelical Episcopal Churches**

**General Information**

Title: (Mr. Mrs. Rev. Dr., etc.) \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

(City / State / Zip Code)

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Family Information Marital Status Y or N:

Date of Marriage: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

If divorced, how long ago? On what grounds? Did the marriage produce children? If so, who has custody? Have you been remarried since? If so, how long have you been remarried?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names and ages of children (please place an asterisk {\*} by the names of any children who currently reside at home):

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Date of birth: \_\_\_\_\_

**Reference Information**

Please provide the names, addresses and telephone numbers of three people who have known you for at least three years, as well as their relationship to you (i.e., friend, employer, etc.). Please include: a ministerial reference; a business or work reference; and a personal reference.

Name: \_\_\_\_\_

How long have you known this person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

How long have you known this person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

How long have you known this person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Educational Information**

Please include in this section where you attended high school, as well as all college education and post-graduate education.

Name of School/College \_\_\_\_\_

Years attended \_\_\_\_\_

Type of degree earned \_\_\_\_\_

Year graduated \_\_\_\_\_

Name of School/College \_\_\_\_\_

Years attended \_\_\_\_\_

Type of degree earned \_\_\_\_\_

Year graduated \_\_\_\_\_

Name of School/College \_\_\_\_\_

Years attended \_\_\_\_\_

Type of degree earned \_\_\_\_\_

Year graduated \_\_\_\_\_

Name of School/College \_\_\_\_\_

Years attended \_\_\_\_\_

Type of degree earned \_\_\_\_\_

Year graduated \_\_\_\_\_

**Additional Educational Information**

Please include any informal or specialized ministerial training you may have completed, e.g. Clinical Pastoral Education, Board Certification.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Spiritual/Religious Information**

Note: Some of our applicants are seeking to take their first steps into ministry, while others are already pastors in other denominations and now wish to join the CEEC. Therefore, please answer all questions completely, and if a question does not apply to you, please mark it N/A.

What events led to your coming to the faith, and how long have you been a Christian?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When were you baptized? \_\_\_\_\_ Age: \_\_\_\_\_

Of what denomination are you a member? \_\_\_\_\_

Where do you currently attend church? \_\_\_\_\_

Are you currently serving as pastor/staff? \_\_\_\_\_

If so, how long have you served there? \_\_\_\_\_

Please list any/all ordinations that you have undergone (i.e., deacon, priest/presbyter, minister, bishop), as well as the date of said ordination and the person officiating at the event:

Office: \_\_\_\_\_

Date of Ordination: \_\_\_\_\_

Person Officiating: \_\_\_\_\_

Location: \_\_\_\_\_

**Apostolic Succession**

Were any of your ordinations in apostolic succession? If so, in what denomination/communion, and who officiated at the ceremonies in question? Use additional paper if needed.

Office: \_\_\_\_\_  
 Date of Ordination: \_\_\_\_\_  
 Person Officiating: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Name of Denomination or Communion: \_\_\_\_\_

**Personal Information**

Note: this section outlines what is expected of a member of the clergy Communion of Evangelical Episcopal Churches. Please read through this section carefully, prayerfully and respond as God leads you.

Ministry makes many demands upon members of the clergy and their families; consequently, it is imperative that members of the clergy find their calling and ministry affirmed and supported by their spouses. Does your spouse affirm, support and bless your decision to seek ordination within the CEEC? If he/she does, please have him/her sign and date his/her approval below:

Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_

As leaders of God's people, members of the clergy are held to a higher standard by God, as their choices have the capacity to affect more people. As a result, it is important that members of the clergy live lives of integrity, purity and righteousness, avoiding even the appearance of evil, so that their lives bring glory to God in all areas. Members of the clergy in the CEEC are expected to live lives that exemplify the qualifications expected of an elder given in Scripture (I Tim. 3:1-7; Tit. 1:5-9).

Do you agree to live such a life of moral purity? If so, please sign and date your approval below:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Like other Christian bodies, the CEEC holds to a standard of doctrinal truth, a standard that is outlined in the Canons of the CEEC. Having read through the Canons and prayerfully studied the doctrinal essentials of the CEEC, do you agree to hold these doctrines as truth? If so, please sign and date your approval below:

Signature \_\_\_\_\_ Date \_\_\_\_\_

The CEEC defines orthodoxy in the form of the five-fold dictum: One Bible, Two Testaments, Three Creeds (Apostles, Nicene, Athanasian), Four Councils and Five Centuries. This five-fold dictum provides the framework surrounding our church polity, form of worship and teachings and doctrines. Do you accept this five-fold dictum? If so, please sign and date your approval below:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Ethical and Psychological Information**

Note: This section covers criminal history, drug and/or alcohol use and mental health. Please answer all questions. Any questions answered 'yes' must be elaborated on a separate piece of paper. Any 'yes' answers will not necessarily disqualify you from being ordained in the CEEC.

Have you ever been convicted of a crime? \_\_\_\_\_



Have you ever been involved in the illegal possession, use, purchase, manufacture, trafficking, production, or sale of any controlled substance, narcotic, depressant, stimulant, hallucinogen, or cannabis? \_\_\_\_\_

Has your use of alcoholic beverages [such as beer, wine, liquor] ever resulted in the loss of a job, disciplinary action, arrest by police, or any alcohol-related treatment or counseling such as for alcohol abuse or alcoholism? \_\_\_\_\_

Have you ever been treated for mental, emotional, psychological, or personality disorder/condition or problem? \_\_\_\_\_

Have you ever consulted or been counseled by any mental health professional? \_\_\_\_\_

### **Miscellaneous Information**

The information I have provided in this application is accurate to the best of my knowledge. I understand that any misrepresentation or deliberate omission of any fact in my application or other materials will be justification for refusal of ordination and/or ecclesiastical endorsement. I voluntarily authorize the CEEC to verify the above information pertaining to this application and release from liability all persons or entities supplying or collecting such information. This release is valid for one year from the date signed. Copies of this authorization that show my signature are as valid as the original release signed by me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for taking the time to fill out this application. When you email or mail this application to the main office of CEEC, please remember to include the following: a letter of recommendation from your pastor regarding your decision to enter the ministry; and a \$100 dollar application fee to cover the cost of a background investigation.

### **Discussion**

1. Please discuss the following topics on additional paper:
  - a. Why do you desire to serve as a chaplain? Please explain your “calling”.
  - b. How have you prepared, are you preparing, yourself for the chaplaincy?
  - c. List, in order of priority, the major functions of a chaplain.
  - d. Discuss controversial areas confronting the chaplaincy.
  - e. What do you do most effectively as a minister?
  - f. What do you do least effectively as a minister?
  - g. Your concept of financial stewardship.
  - h. Your understanding of pastoral care in a pluralistic setting.
2. Prepare a personal testimony of yourself (at least 200 words) and attach it to this application.

### **STATEMENT OF UNDERSTANDING AND COMMITMENT**

(Please be sure you read this carefully before signing. If you have any questions or concerns, please call)

1. I understand that I must meet all the requirements for chaplains of the particular military service, civilian institution or chaplaincy membership organization to which I apply. All USA education must be appropriately accredited (regionally, ATS, or TRACCS). Foreign educational institutions will be evaluated on a case-by-case basis.

2. I understand and authorize that, because of the security requirements of the U.S. Armed Forces (military), and other institutions and organizations (civilian), I will be investigated for criminal and character backgrounds.

3. I understand that, if commissioned or appointed as a chaplain, I will be working with chaplains of other denominations and faith groups, sometimes differing widely with my own views and beliefs. While I will not be asked to compromise my own conscience and beliefs, it is essential, by the very nature of chaplaincy, that I consider their ordination and ministry as valid in the U. S. military or civilian institution as is my own. I understand that an attitude or practice of hostility and non-cooperation towards pastoral caregivers and adherents of other faiths will not be tolerated and is grounds for the immediate withdrawal of my endorsement credential. I have read and I agree to abide by the CEEC Identity Statement, Background Affirmation and Statement of Authorization. Further, I realize that I must be willing to hold "General Protestant" worship services as well as those services specifically exercising all my own particular beliefs and practices.

4. I understand that it is a requirement of the Pentagon's Armed Forces Chaplains Board as well as civilian institutions and organizations that the CEEC have the authority to issue and withdraw endorsement credentials.

5. I understand that endorsement is a continuing requirement. Should I prove to be personally or professionally, or by other reason unsuited for the chaplaincy, and should the CEEC decide that my endorsement should be withdrawn, I agree to abide by its decision. Additionally, I understand that continuing education and professional development are essential for maintaining high quality pastoral caregiving.

6. I understand that the CEEC is dependent on the financial support of chaplains, churches, and friends. I agree to regularly help with the expense of this ministry. (Generally, it is expected that full-time, professional chaplains will contribute 10% of their chaplaincy income to support this ministry and thus safeguard the future of their ability to be responsibly endorsed).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_  
Street or Box City State Zip Telephone

**BACKGROUND CHECK AFFIRMATION**

The Communion of Evangelical Episcopal Churches (CEEC) their chaplains and pastoral counselors have an outstanding record as a group for maintaining the highest moral and ethical standards in the practice of their ministries. Recent court decisions have heightened the litigation risk for ecclesiastical endorsing agencies. Therefore, The Office of Endorsed Chaplains and the CEEC is committed to taking any reasonable precaution to avoid such suffering in the future and to meet its legal responsibilities.

This Background Check Form is a part of the effort of the Office of Endorsed Chaplains and the CEEC to minimize the occurrence of improprieties among those clergy who are endorsed by the CEEC as military chaplains, institutional chaplains and pastoral counselors. Please complete the form with care. Your understanding and cooperation are deeply appreciated.

1. I have never been the subject of official disciplinary proceedings in The Communion of Evangelical Episcopal Churches, or in any ministerial or service organization that resulted in one or more of the following:

a. growth program and/or counseling \_\_\_\_\_ true \_\_\_\_\_ not true

- b. censure \_\_\_\_\_ true \_\_\_\_\_ not true
- c. suspension of standing \_\_\_\_\_ true \_\_\_\_\_ not true
- d. termination of standing \_\_\_\_\_ true \_\_\_\_\_ not true

2. No official disciplinary proceedings by The Communion of Evangelical Episcopal Churches are pending against me at the present time. \_\_\_\_\_ true \_\_\_\_\_ not true

3. I have never been the subject of official disciplinary proceedings by another denomination that resulted in disciplinary action. \_\_\_\_\_ true \_\_\_\_\_ not true

4. No official disciplinary proceedings by another denomination are pending against me at the present time. \_\_\_\_\_ true \_\_\_\_\_ not true

5. I have never been the subject of official disciplinary proceedings by a professional association or guild that resulted in disciplinary action. \_\_\_\_\_ true \_\_\_\_\_ not true

6. No official disciplinary proceedings by a professional association or guild are pending against me at the present time. \_\_\_\_\_ true \_\_\_\_\_ not true

7. No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct, physical abuse, child abuse, or financial misconduct has ever been successfully prosecuted against me, settled out of court, or dropped because the statute of limitations had expired. \_\_\_\_\_ true \_\_\_\_\_ not true

8. My driver’s license has never been suspended or revoked due to reckless driving, driving while intoxicated, or driving under the influence of controlled substances. \_\_\_\_\_ true \_\_\_\_\_ not true

9. I have never been found guilty or pled guilty or pled no contest to felony criminal charges or had felony criminal charges dropped because the statute of limitations had expired. \_\_\_\_\_ true \_\_\_\_\_ not true

10. My employment has never been terminated for actual or attempted sexual discrimination, harassment, exploitation, or misconduct, physical abuse, child abuse, or financial misconduct by me; nor have I terminated my employment primarily to avoid facing such charges or to avoid being terminated because of such charges. \_\_\_\_\_ true \_\_\_\_\_ not true

11. I know of no facts or circumstances regarding my background that would warrant further review of my fitness for ministry before my being entrusted with the responsibilities of ministry on behalf of the The Communion of Evangelical Episcopal Churches. \_\_\_\_\_ true \_\_\_\_\_ not true

Please provide a short explanation for each complaint, proceeding, or action that caused you to answer “not true.” Give enough information for follow-up, including the date, nature, and place of each incident leading to a complaint, proceeding, or action; where and when each was adjudicated; and the disposition of the complaint(s). Indicate steps taken toward rehabilitation, if any. Use additional pages as needed.

12. In addition to the names used on this form, as an adult, I have been known by the following name(s) during the time(s) indicated: I certify that the information is true to the best of my knowledge.

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Should any of my responses to these statements change or need amended, I will immediately notify the Endorsing Officer at 10990 S 4090 Road, Oologah, Oklahoma, 74053-3912, (918) 889-3011

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Signature

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Date

**STATEMENT OF AUTHORIZATION**

**THIS FORM MUST BE COMPLETED BY ALL WHO APPLY FOR OR HOLD ECCLESIASTICAL ENDORSEMENT OR RECOGNITION FROM THE COMMUNION OF EVANGELICAL EPISCOPAL CHURCHES**

(Please type or print legibly)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\*\*\*\*\*

**No application for ecclesiastical endorsement, recognition, or re-endorsement will be processed without this completed, signed, and dated document.**

By my signature, I authorize the Communion of Evangelical Episcopal Churches and their designated investigating agency to conduct a personal and criminal background check on me. I understand that any negative report may result in the cessation of the endorsement process. I further understand and agree that if I am ever charged with, accused of, investigated for, moved because of, or transferred to another position because of alleged criminal and/or sexual and/or ethical misconduct that this document authorizes my employer or volunteer chaplaincy organization to release this information to The Communion of Evangelical Episcopal Churches and/or the Commission on Chaplaincy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please be sure you read this carefully before signing. If you have any questions or concerns, please write or call 10990 S 4090 Road, Oologah, OK 74053-3912 (918) 889-3011.

I have enclosed a \$100.00 check to help defray the costs of my personal and criminal background investigation. (Initial your response) YES \_\_\_\_\_ NO \_\_\_\_\_

## **CEEC IDENTITY STATEMENT AND DOCTRINAL ESSENTIALS**

1. The CEEC defines Anglicanism as English Orthodoxy, developing from the very beginning of the Christian faith in the British Isles and enduring to the present age. Therefore, in our usage, Anglicanism is Convergent, i.e. inclusive of its Celtic origins, Patristic roots, the Medieval Church, the Protestant Reformation, the Wesleyan Evangelical Revival, the Oxford Movement, and the modern Charismatic movement. We measure Anglican history not only from Thomas Cranmer forward, but also from the Reformation backward. Anglicanism in the CEEC is not shaped by its connection to the See of Canterbury, but by its relationship to history.
  
2. The elements of Anglicanism are:
  - a) The priority and authority of Holy Scripture as the source of our knowledge of God;
  - b) The doctrinal guidance of the Catholic Creeds: Apostle's, Nicene, and Athanasian;
  - c) The truth that salvation is, in the final analysis, the gift of God and by grace alone;
  - d) The use of liturgy which is faithful to Scripture and embodies the experience of the church in worship over the centuries;
  - e) The historic episcopate, or the order of bishops, as a sign of the unity of the one Church of God;
  - f) The threefold ministry of bishop, presbyter (priest), and deacon as that ministry which God has led the Church to adopt since primitive times;
  - g) The two Gospel sacraments of Holy Baptism and Holy Communion ordained by Christ for regular use in the Church;
  - h) The unity of the ministry of the Word and Sacrament in the Service of Holy Communion;
  - i) The need for regular preaching and teaching from the Holy Scriptures;
  - j) The recognition that the visible unity of the Church on earth is God's will;
  - k) The need for a regularly reviewed Canon Law, to respond to the unfolding needs of the people and the church;
  - l) The priesthood of the whole church as a worshipping and praying society;
  - m) The recognition of the continuing ministry of the Holy Spirit and the impartation of gifts and ministries in our time;
  - n) A commitment to fulfill The Great Commission to winning the world to Jesus Christ into the Third Millennium;
  
3. The Communion's approach to liturgy and worship is not based on legislative but normative practice as defined by the Scriptures, the Book of Common Prayer, and the historic practice of the Church.
  
4. We anticipate liturgical practice to be expressed in one of three broad categories; Low or Evangelical Church, Broad Church, or High Church (Anglo-Catholic Church). The practice of a local congregation is recognized and determined by its relationship to its bishop.

Signature \_\_\_\_\_ Date \_\_\_\_\_