

Appendix A: Guidelines for Office of Chaplaincy Ministries

I. Purpose of the Office of Chaplaincy Ministries

The purpose of the office is to perform the following:

- Recruit chaplains consistent with position openings and opportunities.
- Provide information to the CRC on chaplaincy and related ministries.
- Administer the training stipend and salary supplement provisions in the budget.
- Administer the denominational endorsement process.
- Take responsibility for the shared supervision with the calling churches of persons ministering in specialized settings.
- Provide pastoral support and advocacy for those serving in specialized settings.
- Conduct periodic conferences for the training and encouragement of CRC chaplains.
- Maintain appropriate contact with national endorsing-related organizations.
- Serve as the employing agency for chaplains with regard to Ministers Pension Fund issues (*Acts of Synod 1970*, pp. 34-35).
- Recommend to the Board of Trustees such policies as need to be proposed, revised and updated, or deleted.

II. Specific functions of the staff

A. Recruitment

The Chaplaincy Ministries staff:

- Works with high school, college, prospective seminary and seminary students to challenge them early as they make their occupation choices, with the possibilities and challenges of chaplain, pastoral counselor and related ministries.
- Works with the colleges and the seminaries to acquaint students with the opportunities in these ministries, and to encourage the acquisition of specialized training early in their studies.
- Encourages people in second career choices to consider chaplaincy.
- Challenges ministers and seminarians to consider opportunities for specialized ministry.

B. Church relations

The Office of Chaplaincy Ministries develops public relations programs to build a base of support in the CRC, including regular mailings to the CRC constituency, building a donors list, production of *Banner* ads, featured articles for *The Banner*, articles for *CRC Source*, etc.

C. Training stipends

The CRC is committed to a professionally trained and certified chaplaincy ministry. Therefore, the office programs and manages monies for training stipends in its operational budget. It solicits monies for the CRC Chaplain Professional Development Fund in the CRC Foundation. It solicits grants for the purpose of assisting chaplains and chaplain candidates in securing professional training and certification. Decisions for training and professional development will be made in consultation with the CMAC and submitted for approval/disapproval of the Executive Director of Ministries.

D. Salary subsidies

The office solicits and manages monies to assist churches and classes in subsidizing salaries for specific chaplaincies.

E. Endorsement for ministry

Synod 1998 required first, that all ordained ministers serving in chaplaincy ministries be endorsed by Chaplaincy Ministries and, second, stated that endorsement is an on-going process. This process includes granting, monitoring, or withdrawing of endorsement based upon fulfilling the criteria for the ministry to which the chaplain is called. Endorsement is part of the regulations pertaining to the supervision of chaplains (*Acts of Synod 1998*, pp. 391-92). The office will review the endorsement of chaplains when circumstances demand a review, and at a minimum every five (5) years in conjunction with the review of the endorsement covenant (see section H below).

F. Pastoral care for chaplains

The specialized ministry of chaplains, like their fellow ministers in campus ministry, missions and all who operate on the frontiers of kingdom engagement, is usually at a place where the light, guidance, and support of the community of faith are minimal. They often feel alone, vulnerable and burdened by the challenges that confront them. One way the CRC lives with these chaplains is in the pastoral care provided by the office staff. The office acts as advocate for the chaplain within the denomination and in other professional, certifying associations. An annual conference, regional cluster-support groups, personal visits, the sharing of information and ministry reports facilitate pastoral care.

G. Annual Chaplains Conference

The conference provides the chaplains with professional training. Chaplains receive Continuing Education Credits, an opportunity to meet other members of the CRC at the Denominational Offices, at Calvin College, at Calvin Theological Seminary

and to meet with synodical delegates. The annual conference fulfills, in part, the synodical mandate that clergy engage in professional development. The U.S. Armed Forces Chaplain Corps and several employers provide leave of absence from the workplace for this training, recognizing the need for chaplains to maintain contact with their sending churches.

H. Joint supervision

Synod 1998 assigned ecclesiastical supervision of the ministry of chaplains as a joint responsibility of the calling church and Pastoral Ministries [now the OCM] (*Acts of Synod 1998*, pp. 391-92.). The supervisory process is a life-long mentoring process, extending the concept of mentor beyond the apprenticeship model to a professional development model. Each endorsement of a chaplain should include a covenant between the calling church, the chaplain and the OCM. This covenant assists the three parties in outlining responsibilities and procedures for joint supervision. It should also contain the mechanisms for the church visitors to fulfil their responsibilities as instructed by Synod 1978 and Synod 1982 (see Church Order Article 42-b) regarding annual inquiry into the supervision of the calling church toward ministers of the Word in specialized ministerial tasks. The OCM will take the lead in the process of joint supervision. The covenant is reviewed every five (5) years.

I. Establish policies and procedures

The office is responsible for establishing and maintaining policies and procedures that allow for the effective and efficient management of chaplain and related ministries on behalf of the CRC, the CRC classes, and the calling churches. These policies and procedures address all the areas of responsibility assigned to the office and those that will advance the CRC chaplain ministries. The office will create a policies and procedures handbook for use in the denomination.

J. Assist churches in training in pastoral care

Chaplains are a source of training expertise in the art and theory of pastoral care for local congregations, classes and regional organizations. The OCM will facilitate the design of training materials and solicit grants to support training efforts in which chaplains offer training events to pastoral care givers in areas such as visitation in hospitals, prisons, and hospice care centers. These training activities would also serve as another connection point for the chaplains with the local church and denomination.

K. Expand specialized ministry opportunities

Opportunities for chaplain ministry continue to expand in North America. Health care organizations are required to provide spiritual care as an element in the delivery of health care. The aging population is creating a need for chaplain ministry in assisted living centers, in homes for the aged and in nursing homes. Businesses

and industry are becoming more aware of the relationship between religion and health and the effects of these on productivity. The OCM can monitor these developments and network with organizations promoting ministry in these new specialized settings.

L. Maintain contacts with other organizations

An important function of this office is the contacts and relationships established with governmental and non-governmental organizations that promote, certify, endorse and credential chaplains.

M. Maintain official files

In addition to the normal office correspondence and fiscal files, the office will maintain official files on all chaplains, student chaplains and prospective chaplains.

N. Establish and encourage connections between the chaplains and the churches and provide advocacy for the chaplains.

The centralization of the denominational structure carries with it some distancing of chaplaincy from the local and regional churches. This office will continue to seek ways to maintain close contacts between the church and those ministers of the Word she sends into specialized settings.

III. Staffing of the office

The Board of Trustees determines the number of staff persons and the location of the denominational office(s) for the OCM. One staff person shall be appointed as the director. The executive director of ministries (EDM) supervises the director. The director supervises the other staff members.

Appendix B: Responsibilities of the Chaplaincy Ministries Advisory Council (CMAC)

A. The Chaplaincy Ministries Advisory Council (CMAC) members will be selected regionally so that council members may meet with and be a support to the regional chaplaincy groups. Meeting with these groups will inform the CMAC members of the scope of the chaplain ministries in that region.

B. The CMAC members will communicate to the OCM on the state of chaplaincy in their region, issues that need action by the staff of the office, and opportunities for chaplaincy ministry in the area.

C. The CMAC members are encouraged to attend the meetings of classis and to contact the chaplains calling churches in their region.

D. The CMAC will meet two times a year to deliberate on chaplaincy issues, advise the staff of the OCM, and recommend issues that need to come to the attention of the BOT.

E. The CMAC will submit an annual report to the BOT on its activities.

F. The CMAC members will participate, where practical within the constraints of time and money, in the endorsement process, promoting chaplaincy and related ministries, and supporting chaplains in their regions.

G. The CMAC will review and advise on all requests for training stipends and salary subsidies, especially those using monies from the Chaplain Development Fund.

H. The CMAC will assist the staff of the Chaplaincy Ministries Office in the promotion of chaplaincy and related ministries, explore opportunities and trends, and review new programs promoting chaplaincy and related ministries.

Appendix C: Policies and Practices for Calling Churches and Chaplaincy Ministries Personnel

I. Responsibilities and relationship of the calling church

A. The local church calls the men and women to chaplain ministry and ordains them for this ministry (Church Order Article 12).

B. The calling church's responsibility is outlined in the Church Order. The calling church's council assumes responsibilities in the calling process, in securing the approval of classis for the new chaplain position, in obtaining an endorsement from the OCM and in the ecclesiastical supervision process (Church Order Supplement, Article 12-c.).

C. The calling church will seek the assistance and counsel of the OCM at the beginning of the calling process and maintain contact during the process of joint supervision (Church Order Supplement, Article 12-c and the synodical rules related to the calling of chaplains as adopted by Synod 1998, [*Acts of Synod 1998*, pp. 391-92]).

D. The calling church council, the chaplain, and the OCM will make a covenant which clearly outlines the responsibilities, communication requirements and reporting procedures that will be used in the joint supervision of the chaplain. This covenant is reviewed every five years to ensure continuity of review and supervision of ministry.

E. The calling church is encouraged to:

Form a support group for the chaplain consisting of congregational members interested in the chaplain's ministry.

- Invite, when feasible, chaplains to participate in events important to the church's ministry, e.g. council retreats, ministry planning sessions, special congregational meetings.
- Invite chaplains to preach at least once each year or to participate in a service by discussing their ministry.
- Schedule opportunities for the chaplain to share his/her pastoral care expertise in training local congregations in Christian care.
- Ask the chaplains to communicate in writing when it is not feasible for them to be present in person.
- Designate a day each year to celebrate the chaplain's ministry in a special liturgy and with special bulletins when a special offering for OCM could be taken.
- Post pictures of the chaplain's ministry on the church bulletin board.
- Invite the chaplain to attend, if possible, classis meetings in areas where they are ministering and attend CRC churches in the area.
- Urge classes to delegate the chaplain to a major assembly.

II. Responsibilities and relationship of the classis

The responsibilities of the classis to the chaplain are outlined in the Church Order. They include determining that the ministry task is consistent with the calling of a minister of the Word (Church Order, Art. 12-c), ecclesiastical supervision of the chaplain as an associate minister (*Acts of Synod 1978*, p. 48 and Church Order Supplement, Article 12-c, section d), and the other functions associated with its responsibilities to all ministers of the Word.

- A. Classis is urged to provide chaplains with opportunities to participate in the higher assemblies of the church (Church Order Article 45).
- B. Classis is urged to invite chaplains ministering in their geographical area to attend the meeting of classis, classical retreats, Inter Nos and the social meetings of ministers of the classis.
- C. Classis may invite members of the BOT advisory council or members of the chaplain cluster groups to address classis on behalf of chaplain ministries.
- D. Classis can explore and support the development of specialized ministries in their local communities_ in hospitals, jails, hospices, police and fire departments, and in industry.
- E. Classis is encouraged to consider student stipends for ministers interested in taking Clinical Pastoral Training, Marriage and Family Life Training and other pastoral care training and supervision
- F. Classis, as part of the professional training of pastoral care givers, is encouraged to promote training in pastoral care by using the expertise of the chaplains in their area.

III. Responsibilities and relationship of synod and the Board of Trustees

Synod s responsibilities are outlined in the Church Order. Most of synod s ecclesiastical interaction with ministry in specialized settings is accomplished through the synodical deputies. The synodical deputies determine with the classis whether a new ministry task is consistent with the calling of the minister of the Word (*Acts of Synod 1976*, p. 48 and Church Order Article 12-c). They also determine that suitable arrangements have been made for defraying the cost of the pension of those engaged in ministry in specialized settings (*Acts of Synod 1969*, p. 48), and other functions associated with its responsibilities to all ministers of the Word.

- A. Synod urges the calling churches and the chaplains to covenant with each other and the OCM to ensure the clarity of responsibilities in joint supervision (Church Order Supplement, Article 12-c, a, 2 and *Acts of Synod 1978*, pp. 47-48).

B. Synod reminds classes that they can elect chaplains as delegates to synod (Church Order Article 45).

C. Synod declares (pending approval) the following mandate for the CRC chaplain ministry: Chaplains are called to extend the ministry of the church to persons in institutional and specialized settings.

D. Synod acknowledges in the Church Order under Article 12 the characteristics of and guiding principles for chaplain ministry. (*Pending approval*)

E. Synod mandates (*pending approval*) the development of forms of ordination and installation for use by the churches to install and ordain ministers of the word to chaplain ministry.

F. Synod affirms its commitment to the unique opportunity provided to the church through the ministry of ministers of the Word in the specialized settings and affirm the commitment to a professional, ordained, endorsed and jointly supervised chaplain ministry.

G. Synod continues to recommend to the churches that chaplain ministries be celebrated in worship and supported financially through gifts and offerings.

H. The Board of Trustees will provide the OCM with an Advisory Council.

IV. Responsibilities and relationships of the Office of Chaplaincy Ministries

A. The specific functions of the OCM detail the responsibilities of that office (see Appendix A above).

B. The office maintains contact with the calling church and the chaplain to ensure an effective communication and supervision relationship (Church Order Supplement 12-c, a.2 and *Acts of Synod 1978*, pp. 47-48).

C. The office will monitor and instruct chaplains to inform the office of any changes in the professional and personal standings in their ministry in order to manage the endorsement and supervision process (*Acts of Synod 1998*, pp. 391-92).

D. The office receives and monitors the chaplain s reports of ministry as agreed to in the established endorsement covenant.

E. The office will ensure that it fulfills its purpose and specific staff functions by reporting to synod through the Board of Trustees and through the executive director of ministries.

V. Responsibilities of the Chaplain

- A. The minister of the Word called and ordained to the ministry of chaplain is accountable to the church and be endorsed by the OCM to classically approved positions.
- B. Agrees to joint accountability involving the calling churches, the OCM with respect to credentials, ecclesiastical supervision and ministry support.
- C. Covenants with the calling church, the OCM to ensure a covenant that clearly outlines the responsibilities, communication requirements and reporting procedures that will be used in joint supervision of the chaplain. Agrees to renew this covenant every five years.
- D. The chaplain provides the OCM with timely reports of ministry as agreed to in the established endorsement covenant.
- E. Connects with the church and integrates this specialized ministry as an important and integral part of the denomination s ministry and ministry plan.
- F. Reports annually to classis either in person or through a written communication.
- G. Invites members of classis and the Chaplain Ministry Advisory Council to their ministry sites to see and experience personally the chaplain s ministry.
- H. Assists the church in developing effective pastoral care by training fellow office bearers and select laity.
- I. Assists in the development of programs and training for those who engage in chaplain-style ministries.