

Clergy Development's Handbook
for
Chaplaincy in the Church of the Nazarene

*A resource for assisting
district leaders supporting
chaplains on their districts.*

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Chaplain Opportunities

Nazarene Chaplains are making an impact on societies throughout the entire world. They can be found in the areas of the military, business, corrections, hospitals, hospice, law enforcement, fire departments, Civil Air Patrol, and college campuses, just to name a few.

Just as the Apostle Paul, they go out into society to hurting and needy people who search for meaning and purpose in life. The world is truly the chaplain's parish. Virtually every sector of society is served by the presence of a chaplain. As agents of God's grace, chaplains make contact with people in need. They are missionaries who go where others can seldom go.

Chaplains bring salt and light to a bland and dark world. They seize opportunities to listen to hurting people, turning moments of desperation into times of hope and light. They are there when people need them. Often at great hardship and risk, they point people in crisis to Christ. They demonstrate God's love in action. They are spiritual leaders, counselors, and friends to those they serve.

In Ezekiel 22:30, God looked for a person to stand in the gap, but found none. Chaplains stand in the gap and provide ministries in non-traditional settings. By sending chaplains to a lost and dying world, the Church of the Nazarene exercises another important opportunity to participate in the Great Commission.

Church of the Nazarene chaplains work in a multi-cultural/pluralistic environment. As such, they *provide* and *perform* ministry to persons representing a variety of faith traditions. The Nazarene Church Manual clearly identifies the character, conduct, roles, and responsibilities of its ministers. Nazarene chaplains *perform* ministry in accordance with the Manual of the Church of the Nazarene.

What follows, in the chaplain handbook, is intended to resource district superintendents, district chaplaincy directors and other district leaders in their support of chaplains on the district. The handbook provides information about the context, skills, and education required by the more prominent fields of chaplaincy. It is not intended to be exhaustive, but to provide basic information that will assist district leaders. The Clergy Development's Chaplaincy Consultant is always available as a resource to support the work of the district and can be contacted by email or telephone at anytime. Our Chaplain Consultant, Chaplain Dwight Jennings, can be reached at chap@nazarene.org or 1-800-233-8962.

Suggested Steps for Endorsing Chaplain Candidates

The districts are free to use whatever screening process they deem appropriate to endorse their chaplains. Most districts will already possess a personnel file on the individual seeking endorsement as a chaplain, but should they require an application form, a sample is provided as an Appendix.

Some districts may choose to use the District Board of Credentials/Board of Ministry for screening candidates. This additional task for the District Board should not, in normal years, add more than one to three persons to the work load of the Board. Districts may select other screening processes that better fit their administrative style.

Once the district has endorsed the individual, the district office notifies the Clergy Development Chaplain Consultant who interfaces with the appropriate professional organization, prepares the necessary documentation, and forwards to the professional organization.

Suggested Action Steps:

1. A clergy person on the district expresses interest in chaplaincy. The District Chaplaincy Director (DCD) provides information about chaplaincy and helps the candidate obtain clarity concerning a “call” to chaplaincy. At anytime, district personnel are free to contact Clergy Development’s Chaplain Consultant for information or advice.
2. The DCD summarizes the contact (and all future contacts) with the candidate in an email and forwards a copy to the district office.
3. The DCD tracks the interest of the candidate and when appropriate recommends to the district office when the candidate is ready to proceed towards endorsement.
4. A screening is conducted. As mentioned above, it can be done by various means. The “bottom line” question to consider, “can we see the gifting and skill sets of this candidate fitting into the chaplaincy area to which he/she is applying?” As an example, a candidate might be a good fit for the hospital chaplaincy but not for the military. Hopefully, the DCD has provided guidance throughout the process and the candidate does not pursue an area of chaplaincy to which he/she is ill suited.
5. Once the candidate has been approved by the district screening process, the district notifies Clergy Development’s Chaplain Consultant.
6. There are some 18-20 professional organizations that provide guidance, training, and resourcing for chaplains. The Chaplain Consultant interfaces with the appropriate professional organization on behalf of the Church of the Nazarene and the candidate, prepares the necessary endorsement forms, and forwards the same to the professional organization.
7. The Chaplain Consultant, also, forwards a copy of the endorsement form to both the DCD and the candidate.
8. Along with the endorsement form copy, the Chaplain Consultant sends a Certificate of Endorsement to the DCD. As a way of recognizing the candidate’s accomplishment, the DCD may request the District Superintendent present the certificate to the candidate at the candidate’s district assembly.

Hospital Chaplaincy

Hospital chaplains represent Christ's redemptive love and grace. The events of birth, death, and immediate crisis are intensified at the hospital. At these breakpoints, the spiritual dimension is crucial. Often those hospitalized are un-churched or geographically removed from pastors and families.

Whether occasioned by joy or sorrow, pastoral care in hospitals involves an element of trauma both for the patient and the family. In both situations the hospital chaplain steps in as a redemptive agent to bring a link between people in crisis and a loving God.

Hospital chaplains give pastoral care and a spiritual point of reference to families in crisis. The people to whom the chaplain gives spiritual guidance include the victims of trauma and/or chronic and terminal illness. Families benefit from spiritual guidance as well as the hospital staff who deals directly with these intense situations. The hospital chaplain must be a caring and compassionate person and must be able to provide non-sectarian, non-judgmental, and spiritual ministry.

Unlike the military where requirements to serve are prescribed by Department of Defense (DOD) guidelines, ministry in a hospital is less clearly defined. Policies are gradually being established, but because each hospital or hospital network is technically autonomous, requirements can vary from one place to another. What follows are generally prescribed requirements – there are exceptions.

Education. Generally speaking, hospital chaplains are required to possess a bachelor's degree from an accredited college/university and a Master's of Divinity degree from an accredited graduate school or seminary. In addition, most hospitals require the applicant to have four units of Clinical Pastoral Education (CPE). Larger hospitals often maintain a CPE center. The hospital experienced based program entails ministry under the direction of a CPE Supervisor. More information on CPE can be obtained by going to the Association of Clinical Pastoral Education (ACPE) web site.

Experience. Most hospitals require their chaplains to be ordained. To be ordained in the COTN, a minister must hold a district license at least three years and have three years of Board of Credentials approved ministry experience. Therefore, to meet a hospital's requirement that an applicant be ordained, the applicant would have at least three years of ministry experience. Those considering ministry in a hospital can volunteer their services at a local hospital.

Age Limit. Generally, there is no age limit for ministry in a hospital.

Physical Fitness. The applicant must be in good health. Hospital ministry requires the chaplain to stand and walk several hours each day as he/she visits patients and staff. Since hospitals promote health and wellness, it would be prudent (for perception, personal confidence, and appearance sake) for the applicant to maintain acceptable height /weight standards.

Miscellaneous. The Association of Professional Chaplains, College of Pastoral Supervision and Psychotherapy, and Hospital Chaplains of America Association are professional organizations that provide training and support to health care chaplains.

Endorsement. The districts are free to use whatever screening process they deem appropriate. Most districts will already possess a personnel file on the individual seeking endorsement as a chaplain. . Using the District Board of Credentials or other committees, some districts may choose to interview the interested individual. Once the district has endorsed the individual, the district office notifies the Clergy Development's Chaplain Consultant who prepares the necessary documentation and forwards to the appropriate professional organization. The Chaplain Consultant can be reached at chap@nazarene.org or 1-800-233-8962.

Military Chaplaincy

Many in the civilian sector assume that ministry is the same in all three military services – air force, army, and navy. In actuality, each service has developed its own culture and ways of ministering to its supported members. Even within a service there are different cultures. For example, the submarine culture in the navy differs from the carrier culture; and the army's infantry, armor, artillery, aviation, and signal cultures all differ from each other.

Military ministry is deeply rewarding, but it can also be spiritually, emotionally, and physically demanding. Military chaplains experience long periods of separation from their family, exposure to the horrors of war, and comfort deprivations. Their ministry and military colleagues are some of the finest to be found anywhere. Professionalism, team work, character, candor, and commitment are words which describe the life of a military chaplain.

Air Force. The air force chaplaincy tends to be chapel centered. Although air force chaplains have made efforts in recent years to be present at the fight line and other places where air personnel work, air force chaplains tend to spend most of their time at the chapel, where they counsel, conduct worship services, and maintain chapel programs. Though different, the air force chaplaincy is more akin to civilian ministry than the army or navy. Currently, most deployments in the air force are three to four months in duration. Mission requirements can extend the length of deployments.

Army. The word that best characterizes the army chaplaincy is "incarnation." Intentionally, army chaplains seek to become incarnate with the soldiers they support. In practical terms, this means that army chaplains go wherever their troops go – to combat, the motor pool, on training exercises, deployments, the barracks, etc. Theologically, as Jesus left heaven and came to earth to live among human beings, the army chaplain leaves his/her office and becomes incarnate with the supported soldiers. Therefore, all ministries (preaching, counseling worship services, etc) are conducted both in a field setting and at the chapel building. Deployments in the army are normally twelve months in duration.

Navy. The navy chaplaincy serves three components – the navy, marine corps, and coast guard. Over the course of a career, a navy chaplain is likely to serve at least the navy and Marine Corps and perhaps the coast guard as well. Obviously, the life style and ministry to the Marine Corps is different than what is needed for those aboard a ship. Navy chaplains tend to be assigned "collateral" duties in addition to

their chaplain responsibilities. Aboard ship, many of the support systems that exist on shore exist at sea by each officer assuming his/her assigned collateral duties. Navy chaplains aboard a flotilla will often conduct worship services on multiple ships – being transported from one to the other via helicopter, known as the “holy helo.” All navy chaplain ministries are conducted at sea, at the installation chapel, and in the field/combat for marines. Deployments for navy chaplains are normally six to eight months in duration.

Education. The educational requirements for all three services are the same. Each requires a bachelor’s degree from an accredited college/university and a master’s degree in religious studies of at least 72 semester hours from an accredited graduate school or seminary. In the past, a candidate could obtain a master’s degree of less than 72 semester hours and combine it with additional graduate hours from another institution to make the 72. This policy has been changed. Currently, all 72 hours must come from the degree granting program.

Experience. All three services require two years of full-time ministry experience AFTER completion of the educational requirement (outlined above) to enter service as a chaplain. Waivers, commonly granted to this Professional Ministry Experience (PME) requirement in the past, are seldom granted today.

Age Limit. By DOD regulations, a chaplain must enter service before reaching his/her 40th birthday. Recently, there have been waivers granted to extend the age beyond 40. The air force and navy have granted waivers for active duty candidates to 42 and the army (providing the candidate has five prior active duty years) has granted waivers up to age 45. The reserves and National Guard generally extend the age further. The age policy is re-evaluated each year, so candidates should contact their chaplain recruiter for the latest information.

Endorsement. Denominational endorsement is required of all military chaplains – active, reserve, and National Guard. In accordance with the COTN Manual, chaplains seeking active duty status submit a completed application to the Global Ministry Center (GMC) Office of Clergy Development (CD), are invited to an interview before the Chaplain Advisory Council (CAC), and meet a member of the Board of General Superintendents (BGS). If approved, CD’s Chaplain Consultant sends a Department of Defense (DOD) Form 2088 to the candidate’s preferred service. Candidates seeking reserve or National Guard status submit the application only. They are not brought before the CAC or BGS.

Ministerial Credentials. Candidates seeking active duty status are required to be ordained. The army now requires reserve and National Guard chaplains to be ordained. Currently, the air force and navy are reviewing their policy in regards to reserve and National Guard chaplains.

Physical Fitness. Each of the three services maintains physical fitness standards. These have to do with height, weight, and exercise. For details on current standards, the candidate should contact his/her chaplain recruiter.

Endorsement. Nazarene district leaders should refer the individual interested in military chaplaincy to Clergy Development’s Chaplain Consultant at chap@nazarene.org or 1-800-233-8962. In accordance with the Church of the Nazarene Manual, CD’s Chaplain Consultant will provide guidance to the person on the application process.

Chaplain Candidate. Each of the three military services (air force, army, and navy) has a chaplain candidate program for seminary students. It gives the student an opportunity to experience military life and the chaplaincy with a minimal service obligation. The candidate is commissioned as a second lieutenant and is paid at the same rate for all training time. The air force and army also offer tuition assistance that can be applied towards seminary expenses. For more information, contact the web site for the preferred service.

Correctional Chaplaincy

Correctional Chaplaincy is another ministry that is rapidly growing – in large part because the inmate population in the United States and Canada is growing. In the U.S. alone over two million individuals are incarcerated. One in every thirty Americans is either incarcerated or in a probationary status. As staggering as these numbers sound, when one considers that mothers, fathers, aunts, uncles, children and grandparents are also affected, the number of people experiencing pain and suffering becomes much higher.

There are various types of correctional facilities. In the U.S. there is federal, state, private, county, and city facilities. In Canada there are federal, provincial, and local facilities. Almost all cities and towns have a correctional facility nearby. Local Nazarene churches have vast opportunities to minister at a nearby correctional institution. Correctional chaplain positions can be full-time, part-time, or volunteer. Full-time chaplains rely upon local church volunteers to augment their ministry.

Federal. Federal correctional chaplains work for the Bureau of Prisons (BOP) in the U.S. and the Correctional Service Canada (CSC) in Canada. In the U.S. chaplains are employees of the BOP and in Canada they are contractors. The contract is between the Nazarene district and the CSC. The district receives the contracted funds from CSC and then pays the chaplain's salary. Normally, in the U.S. a BOP chaplain begins at the General Service (GS) 12 level. The CSC web site is <http://www.csc-scc.gc.ca/text/prgrm/chap/contract/protrc-eng.shtml>

Education: In the U.S. the BOP requires a bachelor's degree from an accredited college/university and a Master of Divinity degree from an accredited graduate school or seminary. In Canada, a post secondary first theological degree (usually the M.Div) is required. The states vary in terms of educational requirements. Interested persons should reference the state's web site for the latest information.

Experience. In the U.S. BOP chaplains must be ordained. With the CSC ordination is also required and three years full time leadership in on-going pastoral ministry. To be ordained in the COTN, a minister must hold a district license at least three years and have three years of Board of Credentials approved ministry experience. Therefore, to meet the BOP's and CSC's requirement to be ordained, the applicant would have at least three years of ministry experience.

Age Limit. Persons seeking ministry in the BOP must enter by age 37. The BOP grants no waivers to this age limit. The CSC and most US states do not have an age limit. Persons interested in chaplaincy at the state level should reference the state's web site for the latest information.

Endorsement. Denominational endorsement is required for all BOP chaplains and most state correctional chaplains. Some private institutions require endorsement and only a few volunteer positions at county and city facilities require it. CSC, provincial, and local facilities in Canada require district approval/endorsement. The districts are free to use whatever screening process they deem appropriate. Most districts already possess a personnel file on the individual seeking endorsement as a chaplain. Using the District Board of Credentials or other committees, some districts may choose to interview the interested individual. Once the district has endorsed the individual, the district office notifies the Clergy Development's Chaplain Consultant who prepares the necessary documentation and forwards to the appropriate professional organization. The Chaplain Consultant can be reached at chap@nazarene.org or 1-800-233-8962.

Physical Fitness. The applicant must be in good health. It would be prudent (for perception, personal confidence, and appearance sake) for the applicant to maintain acceptable height /weight standards.

Workplace Chaplaincy

Workplace chaplains extend the message of hope and salvation into the workplace where workers spend up to one-third of their time. The aim of industrial or corporate business chaplaincy is to follow Jesus' example, to go wherever there are people in need and to help add meaning to their lives. Increasingly, employers are recognizing the benefits of providing employees with more than a paycheck. They are beginning to provide childcare, job sharing, fitness programs, and now, many are providing chaplains. For Christian business owners, a chaplain fulfills a desire to meet their employees' spiritual needs. Even secular CEOs are discovering that corporate chaplains can be a cost effective way to deal with employees' personal issues, provide counseling, and improve morale.

Many employers find that providing their employees a spiritual counselor reduces job turnover and its inherent cost to train and assimilate new employees into the corporate culture. An industrial chaplain works in a pluralistic environment and listens to employee concerns as the employee requests counsel on such diverse topics as marital conflict, alcoholism, drug abuse, financial fears, delinquency, etc. He/she must be compassionate without taking sides or becoming involved in management disputes. The workplace chaplain represents a vital new dimension of service to labor and management. He/she is a reminder of the fact that God is concerned about all of human activity – even at work where there is much stress, conflict, and anxiety.

The largest workplace chaplain employer is Marketplace Chaplains, U.S.A. Other workplace employers are Corporate Chaplains of America and Tyson Foods, Inc.,

Education. Educational requirements vary among workplace organizations. Many do not require a master's degree, but interested persons should contact the company's website for the most accurate information.

Experience. Some workplace chaplain organizations require ordination; others do not. To be ordained in the COTN, a minister must hold a district license at least three years and have three years of Board of Credentials approved ministry experience. For workplace organizations that require the applicant to be ordained, the applicant must have at least three years of ministry experience. Persons considering workplace ministry can work in either a full-time or part-time capacity. Part-time positions are especially well suited for full-time pastors who seek increased ministry exposure and opportunities.

Age Limit. Generally, there is no age limit for workplace ministry positions.

Physical Fitness. The applicant must be in good health. It would be prudent (for perception, personal confidence, and appearance sake) for the applicant to maintain acceptable height /weight standards.

Miscellaneous. Currently, bilingual (English/Spanish) and female chaplains are in demand.

Endorsement. The districts are free to use whatever screening process they deem appropriate. Most districts will already possess a personnel file on the individual seeking endorsement as a chaplain. Using the District Board of Credentials or other committees, some districts may choose to interview the interested individual. Once the district has endorsed the individual, the district office notifies the Clergy Development's Chaplain Consultant who prepares the necessary documentation and forwards to the appropriate professional organization. The Chaplain Consultant can be reached at chap@nazarene.org or 1-800-233-8962.

Hospice Chaplaincy

Hospice is one of chaplaincy's fastest growing areas. As the large "baby boomer" age group comes to retirement, new hospice agencies are being established to meet the growing demand. Generally, hospice organizations fall into one of three categories: (1) nationally based organizations with offices throughout the United States and Canada, (2) regionally based organizations which have offices in a particular region or state within the U.S. or Canada, and (3) organizations which have one or two offices in a small geographic area. Examples of national organizations are VITAS, Vista Care, and Odyssey. Hospice organizations can be "for profit" or "not for profit."

A person in poor health is provided hospice care when medical professionals determine that the person has six months or less to live. The chaplain works with an interdisciplinary team for the good of the patient. The interdisciplinary team is comprised of a chaplain, social worker, nurse, etc. The team communicates on a regular basis to ensure that the spiritual, emotional, and physical needs of the patient are met.

Hospice chaplains engage patients who are facing end of life issues. It is their privilege and blessing to represent the Holy to both those who will soon die and to their families. Additionally, the hospice chaplain has the opportunity to care for other hospice staff members who can become emotionally attached to those they serve. Their ministry is real and authentic. Those who are dying find themselves stripped of most pretenses. Hospice chaplains usher in the presence of God and help patients die with dignity.

Because each “not for profit” or “for profit” hospice organization is an independent entity, requirements vary among organizations. To obtain the latest information, please contact the organization’s web site. What follows are generally prescribed requirements – there are exceptions.

Education. Generally, hospice chaplain organizations require applicants to possess a bachelor’s degree from an accredited college/university. A few require a master’s degree, but many do not. A few require either one or two units of Clinical Pastoral Education (CPE), but others do not. More information on CPE can be obtained by going to the Association of Clinical Pastoral Education (ACPE) web site.

Experience. Most hospice organizations require their chaplains to be ordained. To be ordained in the COTN, a minister must hold a district license at least three years and have three years of Board of Credentials approved ministry experience. Therefore, to meet a hospice organization’s requirement that an applicant be ordained, the applicant would have at least three years of ministry experience. Persons considering hospice ministry can work in a full-time or part-time capacity. There are a few hospice organizations that do not require ordination.

Age Limit. Generally, there is no age limit for hospice ministry.

Physical Fitness. The applicant must be in good health. It would be prudent (for perception, personal confidence, and appearance sake) for the applicant to maintain acceptable height /weight standards.

Miscellaneous. Often, a hospice chaplain will be required to furnish his/her automobile in the visitation of patients. The chaplain normally receives mileage reimbursement at the government rate. The Association of Professional Chaplains, College of Pastoral Supervision and Psychotherapy, and Hospital Chaplains of America Association are professional organizations that provide training and support to health care chaplains.

Endorsement. The districts are free to use whatever screening process they deem appropriate. Most districts will already possess a personnel file on the individual seeking endorsement as a chaplain. Using the District Board of Credentials or other committees, some districts may choose to interview the interested individual. Once the district has endorsed the individual, the district office notifies the Clergy Development’s Chaplain Consultant who prepares the necessary documentation and forwards to the appropriate professional organization. The Chaplain Consultant can be reached at chap@nazarene.org or 1-800-233-8962.

Law Enforcement Chaplaincy

Law enforcement officers seldom deal with the public under normal circumstances. Whenever they are involved, there is some measure of stress present. The dangers of the job greatly increase the stress which takes its toll on its officers and their families.

Police officers, sheriffs, deputies, State Troopers, and Federal Bureau of Investigation personnel are a tightly knit and closed society. They live and work with an “us against them” mindset. In times of crisis they turn to one another. It is vital that they have someone who is able to identify with them and who can provide the spiritual perspective they need. They are not inclined to receive ministry from an outsider.

The law enforcement chaplain provides pastoral care to the officers and their families. He/she visits sick or injured officers at home or in the hospital and is available for family or marital counseling, or just as a sounding board. They preside at memorial services for fallen officers and are present for other significant break points in life.

Present on the job, the law enforcement chaplain rides along with officers on patrol in order to keep in touch with the pressures and problems that are encountered on the streets. They serve as consultants to officers in domestic crisis. The divorce rate is extremely high among officers and their spouses. Law enforcement agencies often request the chaplain’s presence at official department functions.

Additionally, law enforcement chaplains serve as public relations officers and liaisons between the community and the department. On call for 24 hours a day on a rotation schedule, it is essential that the law enforcement chaplain be available when needed. He/she can provide an entirely different and vital outlook on life for officers – especially in the area of Christian living.

Education. Educational requirements vary among the different law enforcement agencies. The applicant should check with the agency or its web site to determine educational requirements. Generally speaking, however, a master’s degree is not required and often just the willingness to serve is sufficient.

Experience. Some law enforcement agencies require their chaplains to be ordained; others do not. To be ordained in the COTN, a minister must hold a district license at least three years and have three years of Board of Credentials approved ministry experience. For law enforcement organizations that require the applicant to be ordained, the applicant must have at least three years of ministry experience. Law enforcement chaplains are normally volunteers. There are only a few paid full-time and part-time positions. These volunteer positions provide full-time pastors increased ministry exposure and opportunity in their communities.

Age Limit. Generally, there is no age limit for law enforcement chaplain positions.

Physical Fitness. The applicant must be in good health. It would be prudent (for perception, personal confidence, and appearance sake) for the applicant to maintain acceptable height /weight standards.

Miscellaneous. The International Conference of Police Chaplains is the primary professional organization for training and support.

Endorsement. The districts are free to use whatever screening process they deem appropriate. Most districts will already possess a personnel file on the individual seeking endorsement as a chaplain. Using the District Board of Credentials or other committees, some districts may choose to interview the interested individual. Once the district has endorsed the individual, the district office notifies the Clergy Development's Chaplain Consultant who prepares the necessary documentation and forwards to the appropriate professional organization. The Chaplain Consultant can be reached at chap@nazarene.org or 1-800-233-8962.

Fire Department Chaplaincy

To use a biblical phrase from Isaiah 61:1-3, the fire department chaplain gives beauty to ashes. He/she goes into a situation of danger, disaster, and accident to provide Christ's healing, comforting and reassuring presence.

The nature of the firefighter's profession is stressful and crisis oriented. Firefighters need the spiritual and emotional stability of a chaplain. During the aftermath of every fire, fire personnel feel anger, frustration, and remorse that more could not have been done. The fire department needs a person of poise to intervene in chaotic situations and help with public relations and crowd control.

When on call, the fire department chaplain is available for 24 hours. Ministry in the department is in three areas: to the firefighter, firefighter's family, and to the community.

As a minister to the firefighter, the chaplain maintains a pastoral relationship with each individual. He/she provides spiritual guidance, attends or conducts weddings, baptisms, births, and conducts memorial services for fallen firefighters. At the scene of a fire, the chaplain watches for firefighters who need first aid. At such times, the chaplain may go to the hospital, notify families of injuries or death, help medical personnel convey accurate medical information to family members, and provide comfort.

For ministry to the community, the chaplain tries to maintain order so that panic does not ensue, and seeks to keep distraught citizens from interfering with the work of the firefighters. Duties often include extending comfort to victims and the bereaved, offering assistance by contacting family members, assisting in obtaining emergency aid and filling out necessary paperwork. The fire department chaplain will occasionally be called upon to serve at official fire department functions.

Education. Educational requirements vary among fire departments. The applicant should check with local fire department to determine educational requirements. Generally speaking, however, a master's degree is not required and often just the willingness to serve is sufficient.

Experience. Some law enforcement agencies require their chaplains to be ordained; others do not. To be ordained in the COTN, a minister must hold a district license at least three years and have three years

of Board of Credentials approved ministry experience. For fire department organizations that require the applicant to be ordained, the applicant must have at least three years of ministry experience. Fire department chaplains are normally volunteers. There are only a few paid full-time and part-time positions. These volunteer positions provide full-time pastors increased ministry exposure and opportunity in their communities.

Age Limit. Generally, there is no age limit for fire department chaplain positions.

Physical Fitness. The applicant must be in good health. It would be prudent (for perception, personal confidence, and appearance sake) for the applicant to maintain acceptable height /weight standards.

Miscellaneous. The Federation of Fire Chaplains is the primary professional organization for training and support.

Endorsement. The districts are free to use whatever screening process they deem appropriate. Most districts will already possess a personnel file on the individual seeking endorsement as a chaplain. Using the District Board of Credentials or other committees, some districts may choose to interview the interested individual. Once the district has endorsed the individual, the district office notifies the Clergy Development's Chaplain Consultant who prepares the necessary documentation and forwards to the appropriate professional organization. The Chaplain Consultant can be reached at chap@nazarene.org or 1-800-233-8962.

Veterans Affairs Chaplaincy

The role of the Veterans Affairs (VA) chaplain is to provide ministry to those who have sacrificed much in defense of their country. Patients in VA hospitals or psychiatric institutions, more than other hospital patients, are often removed from their families and pastors. Many are un-churched, having no spiritual counselor to advise them. Many are impoverished and some are homeless.

Many veterans are shunned by family and feel isolated from society. The VA chaplain is part of a patient-therapeutic team. He/she brings love and acceptance to those who sometimes feel forgotten. They also minister to the families of the patients. The primary responsibility of the VA chaplain is to bring hope to those who sit in darkness, despair, and depression.

Education. The VA requires a bachelor's degree from an accredited college/university and a Master of Divinity degree from an accredited graduate school or seminary. Additionally, the VA requires two units of Clinical Pastoral Education (CPE). Larger hospitals often maintain a CPE center. The hospital experienced based program entails ministry under the direction of a CPE Supervisor. More information on CPE can be obtained by going to the Association of Clinical Pastoral Education (ACPE) web site.

Experience. The VA requires its chaplains to be ordained. To be ordained in the COTN, a minister must hold a district license at least three years and have three years of Board of Credentials approved ministry experience. Therefore, to meet the VA's requirement that an applicant be ordained, the

applicant would have at least three years of ministry experience. There are both full-time and part-time VA positions.

Age Limit. Check with the VA web site for the latest information.

Physical Fitness. The applicant must be in good health. VA ministry requires the chaplain to stand and walk several hours each day as he/she visits patients and staff. Since VA hospitals promote health and wellness, it would be prudent (for perception, personal confidence, and appearance sake) for the applicant to maintain acceptable height /weight standards.

Miscellaneous. The Association of Professional Chaplains, College of Pastoral Supervision and Psychotherapy, and Hospital Chaplains of America Association are professional organizations that provide training and support to health care chaplains.

Endorsement. The districts are free to use whatever screening process they deem appropriate. Most districts will already possess a personnel file on the individual seeking endorsement as a chaplain. Using the District Board of Credentials, some districts may choose to interview the interested individual. Once the district has endorsed the individual, the district office notifies the Clergy Development's Chaplain Consultant who prepares the necessary documentation and forwards to the appropriate professional organization. The Chaplain Consultant can be reached at chap@nazarene.org or 1-800-233-8962.

Civil Air Patrol Chaplaincy

The Civil Air Patrol (CAP) offers a unique ministry to teenage cadets and adults who fly special missions and perform emergency services. The CAP is the official auxiliary of the U.S. Air Force. It is a private non-profit benevolent corporation chartered by the U.S. Congress. The CAP is one of the world's largest volunteer chaplaincy programs.

The CAP chaplain serves with clergy of other faiths and is afforded ample opportunity to enrich his/her professional development through chaplain training programs. One wears the uniform of a CAP officer, earns promotions and awards, and can serve at local, regional, and national levels.

Civil Air Patrol chaplains counsel cadets and provide guidance through their moral leadership programs. Through the ministry of presence, for both cadets and senior CAP members, the CAP chaplain provides an opportunity for members to share their joys, hurts, and frustrations. Chaplains also participate in emergency service missions and exercises by being there for victims in a disaster operation. He/she conducts religious activities and serves on the commander's staff as advisor for spiritual, ethical, and moral issues.

Education. Interested applicants should check with the CAP chaplaincy web site for the latest educational requirements. Though the CAP states that its educational requirements are the same as the military (see military above), the CAP frequently grants waivers.

Experience. Generally, the CAP requires its chaplains to be ordained. To be ordained in the COTN, a minister must hold a district license at least three years and have three years of Board of Credentials approved ministry experience. Therefore, to meet the CAP's requirement that an applicant be ordained, the applicant would have at least three years of ministry experience. Again, because the CAP grants many waivers, check the organization's web site for the latest information. There are only volunteer positions in the CAP.

Age Limit. None. Check with the CAP web site for the latest information.

Physical Fitness. None. It would be prudent (for perception, personal confidence, and appearance sake) for the applicant to maintain acceptable height /weight standards.

Endorsement. The districts are free to use whatever screening process they deem appropriate. Most districts will already possess a personnel file on the individual seeking endorsement as a chaplain. Using the District Board of Credentials, some districts may choose to interview the interested individual. Once the district has endorsed the individual, the district office notifies the Clergy Development's Chaplain Consultant who prepares the necessary documentation and forwards to the appropriate professional organization. The Chaplain Consultant can be reached at chap@nazarene.org or 1-800-233-8962.

APPENDIX

(Sample Application)

Check for which you are applying:

☐ Full-time ☐ Part-time ☐ Volunteer

☐ Campus

☐ Civil Air Patrol

☐ Correctional Institution

☐ Counseling

☐ Fire Department

☐ Healthcare

☐ Hospice ☐ Hospital ☐ Nursing

☐ Industrial/Workplace

☐ Law Enforcement

☐ Veterans Affairs

☐ Other _____

Church of the Nazarene

Application for Ecclesiastical Registration/Endorsement

For Office Use Only

Date Received _____

☐ College Transcripts

☐ Seminary Transcripts

☐ Life Sketch

☐ Understanding of Ministry

☐ Photograph

☐ CPE Evaluations

☐ Spousal Form & Photo

☐ References

☐ District Superintendent

☐ Pastor

☐ Ministry Peer

☐ Supervisor or Co-worker

☐ Friend

☐ CPE Supervisor (if applicable)

INSTRUCTIONS: Print in **black** ink or type all answers.

Thoroughly complete all responses. A signature is required. If you need more space, feel free to attach separate sheets.

Please enclose a current photograph.

A. PERSONAL DATA

1. Full Name

First

Middle

Last

Maiden Name

2. Date of Birth _____ 3. Place of Birth _____ 4. Social Security No. _____

Month/Day/Year

City/State/County

5. Home Address _____

Street/Apt/Box

City

State

County

Zip Code

6. Office Address _____
Street/Apt/Box _____ City _____ State _____ Zip Code _____
7. Phones: Home _____ Office _____ Cell _____
8. E-mails: Home _____ Office _____
9. Fax _____ 10. Are you in good health? ☐ Yes ☐ No Physical challenges that might affect your ministry?
Please describe: _____
11. Have you ever been hospitalized for mental health concerns? Please explain. _____

12. Have you ever been arrested and/or convicted? If yes, please give the nature of the offense and the outcome. _____

13. Have you ever filed bankruptcy or had any serious financial difficulties? If yes, give dates and please explain. _____

14. List hobbies, sports, and recreational interests. _____

15. List educational achievements, honors, awards, publications, etc. _____

16. List your involvement in civic and community organizations. _____

17. Emergency contact - list name, relationship, phone, and permanent address. _____

B. FAMILY AND MARITAL DATA

1. Marital status? ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed ☐ Remarried 2. Date of current marriage. _____
3. Spouse full and maiden name. _____ 4. Spouse date of birth. _____
5. Please explain your marital history if divorced, separated, or remarried. _____

6. To what extent does your spouse share/support your interest in pastoral ministry? _____

7. If you have children, list name(s) and birth date(s). _____

C. MINISTERIAL AND ECCLESIASTICAL DATA

1. District Membership: _____ 2. Local Church Membership: _____
3. Local licensed minister? ☐ Yes ☐ No District? _____ When? _____
4. District licensed minister? ☐ Yes ☐ No District? _____ When? _____ Deacon or Elder track?
5. Ordained minister? ☐ Yes ☐ No District? _____ When? _____ Where? _____
6. Have you previously applied for registration or endorsement? ☐ Yes ☐ No With whom? _____

7. What disposition was made of this previous application? _____

8. Ministerial experience, beginning with the present:

			Dates Served	
<u>Church or Employer</u>	<u>Address</u>	<u>Position</u>	<u>From</u>	<u>To</u>

D. EDUCATIONAL DATA

1. College and Seminary training (do not use initials for school names).

2. For **full-time** applicants *request official transcripts to be sent directly to our office along with Military applicants including: Active Duty, Reserve/National Guard and the Chaplain Candidate Program.*

<u>Name of College/Seminary</u>	<u>Location</u>	<u>Attended</u> <u>From To</u>	<u>Major</u>	<u>Degree</u> <u>Conferred</u>

3. Have you had any Clinical Pastoral Education (CPE)? ☐ Yes ☐ No How many units? _____ When? _____

Where? _____

4. Please submit a copy of all documentation associated with CPE evaluations.

5. Other specialized chaplaincy training you have received, certifications and/or memberships. _____

E. NON-MINISTRY EMPLOYMENT DATA

<u>Employer</u>	<u>Address</u>	<u>Position</u>	<u>From</u>	<u>To</u>

F. REFERENCES

Requested references are meaningful information from those who know you well enough to evaluate your ministry talents. A reference cannot be an immediate family member or relative.

<u>Full Name</u>	<u>Complete Mailing Address</u>	<u>Telephone</u>	<u>Email</u>	<u>Fax</u>
1. District Superintendent:				
2. Pastor:				

3. Ministry Peer: _____

4. Supervisor or Co-worker: _____

5. Friend: _____

6. CPE Supervisor, if applicable: _____

H. DISCUSSION

1. Understanding of Ministry - please discuss the following topics on additional paper, writing a minimum of three (3) paragraphs per

[a – h] questions below:

[a] Why do you desire to serve as a chaplain?

[b] How have you prepared yourself for chaplaincy ministry?

[c] List, explain and discuss some major functions of a chaplain.

[d] Discuss challenging areas confronting chaplaincy ministry.

[e] List your ministry strengths in regard to chaplaincy.

[f] What would be at least two areas of your personal character growth in regard to chaplaincy ministry?

[g] What is your concept of financial stewardship?

[h] Discuss your understanding of pastoral care in a pluralistic setting.

2. Life Sketch - prepare a 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 the granting of registration/endorsement as a chaplain while representing the Church of the Nazarene is a privilege.
2. I understand that if registered, endorsed, 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 United States military or civilian institution as is my own. I have read and I agree to abide by the beliefs and practices of the most recent edition of the Manual of the Church of the Nazarene.
3. I am responsible to keep my district informed in a timely fashion of contact information changes.
4. As with all ministers, submission of the Annual Report (blue card) is mandatory.
5. **Applicants for Bureau of Prisons only:** I agree to waive my Second Amendment Rights (Bearing of Arms) while in the conduct of my official duties as a chaplain.

Print full name clearly please. _____

Signature _____ Date _____

Permanent Address and Phone Number **if different** than above:

Street/Apt./Box City State Zip Code

Phone

Mail to: District Office.