

Church Ministries

Guidelines for Non-Federal Institutional Chaplains

Chaplains serving in non-federal institutions are licensed and endorsed by the district in which the institution is located. They are appointed to their position by the district superintendent upon being employed by the institution. Chaplains are amenable to the district superintendent and the District License, Ordination, and Consecration Council as well as the institution they serve.

The following guidelines are intended to clarify the process for endorsement at both the district and denominational level where national endorsement is a condition of employment for licensed chaplains.

Endorsement

Official workers serving as voluntary or paid, part-time and/or full-time chaplains shall be licensed by the district in which they are located. Since an official worker license affirms the district superintendent's appointment to a place of ministry, licensing constitutes endorsement in many situations. In some circumstances, the institution may require an additional letter of endorsement from either the district superintendent or Church Ministries. When an additional letter of endorsement is required, the district should consult with Church Ministries to verify that all necessary requirements (CPE's, etc.) for chaplaincy ministry have been met.

Church Ministries shall issue a letter of endorsement only when the institution requires national denominational endorsement.

Institutional Chaplaincy Consultant

Church Ministries shall appoint a qualified individual to serve as Institutional Chaplaincy Consultant on behalf of the National office. The services provided by the Consultant shall be as follows:

1. Provide denominational endorsement for those individuals serving institutions that require chaplains to have national endorsement.
2. Consult with chaplains licensed by districts to serve in non-federal institutions to secure and maintain the Continuing Professional Educational (CPE's) credits needed for endorsement by the district and Church Ministries.
3. Coach chaplain candidates regarding CPE's and other necessary professional requirements.
4. Consult with district superintendents and/or district institutional chaplain coordinators regarding chaplaincy requirements and ministry.

District Institutional Chaplain Coordinator

District superintendents shall appoint a qualified individual with experience in chaplaincy ministry as a District Chaplaincy Coordinator. The Coordinator shall aid chaplains and candidates for chaplaincy ministry to prepare for and meet requirements for licensing and endorsement by the district and fulfill other ministerial requirements for employment as a chaplain. The district coordinator shall work in consultation with Church Ministries' Institutional Chaplaincy Consultant to provide support and encouragement for the district's chaplains. He/she shall monitor the worker's progress in securing CPE credits when appropriate.

Reporting

1. Districts shall report the names of official workers licensed and endorsed by the district as chaplains to Church Ministries when they are appointed to ministry.
2. The Institutional Chaplaincy Consultant shall report to Church Ministries the names of those who have received national endorsement.
3. Chaplains licensed and/or endorsed by the district shall be responsible to report at least annually to the district, verifying that they continue to meet the qualifications for chaplaincy ministry. Chaplains who have been endorsed by Church Ministries and licensed by the district shall report annually to Church Ministries, in addition to the district in which they are licensed.