



### **Overview**

It is our honor to offer this Community Chaplaincy training program to those who desire to serve others who are experiencing, or are attempting to recover from, a critical incident. By submitting this application to be a Community Chaplain candidate, you acknowledge you are providing your full consent to the staff and pastors of Responders Resource Center to perform a complete review process in order to determine your eligibility for this program. All applicants must provide, with their completed application, two letters of recommendation from pastors of the applicant's home church.

This application must be completed in its entirety. Applications received incomplete, or needing further information, will be returned to the applicant for completion. It must be understood that submitting an application in no way ensures you will be accepted into this program. We believe being a Chaplain requires gifting and experience, these will be identified by the staff of Responders Resource Center, or by the pastor of the church which the applicant attends.

### **Volunteer Chaplain Description**

Chaplain ministry involves bringing the ministry of the church of Jesus Christ into areas where people either are unwilling or unable to receive care or services in a traditional church setting. As a Community Chaplain you will likely be serving in your church body or in a venue that will recognize the completion of your training and therefore commission you. Chaplains often perform their ministry in the community as partners with mental and physical health providers. As part of a ministry team, the Community Chaplain often:

- ◆ supports the pastoral staff of his/her local church by providing pastoral care to its members, thus reducing the load on the pastoral staff and increasing care of the congregation;
- ◆ develops relationships with other care providers while seeking opportunities to minister to all involved in critical incidents;
- ◆ provides assistance to those who have experienced a critical incident;
- ◆ helps coordinate available resources in the church and connects those in need to community resources when no care of the same level is available through faith based services; and
- ◆ assists, coordinates, or conducts functions relating to the Christian life, such as ceremonies and services.



As education is an important component of chaplaincy, chaplains who have received their commission should continue to pursue continuing education.

### **Training Requirements**

Once accepted into the program, Community Chaplain candidates will be required to:

- ◆ complete all of the courses listed for the Community Chaplain program; and
- ◆ complete the 50 hours of apprenticeship as described under “Mentored Apprenticeship.”

### **Community Chaplain Training Courses**

The following are the courses that are required in order to complete the Community Chaplaincy training program:

- ◆ Biblical Counseling Basics (2 hours)
- ◆ Critical Incident Stress Management
  - Assisting Individual in Crisis (13 hours)
  - Group Crisis Intervention (14 hours)
- ◆ Caring for Grieving Children (2 hours)
- ◆ Chaplaincy Equipment (1 hour)
- ◆ Compassion Fatigue (2 hours)
- ◆ Conflict Resolution (2 hours)
- ◆ Domestic Violence (2 hours)
- ◆ Duties and Boundaries (2 hours)
- ◆ Emergency Services Worker Profile (2 hours)
- ◆ God’s Hope for the Hurting (2 hours)
- ◆ How to Deliver Death Notifications (2 hours)
- ◆ How to Perform an Intake (2 hour)
- ◆ Incident Scene Protocols (2 hours)
- ◆ Legal Concepts in Chaplaincy (2 hours)
- ◆ Ministry of Presence (2 hours)
- ◆ PTSD Basics (2 hours)
- ◆ Sexual Assault Basics (2 hours)
- ◆ Suicide Prevention/Intervention (2 hours)
- ◆ Suicidology (2 Hours)
- ◆ Understanding Depression (2 hours)

### **Mentored Apprenticeship**

In addition to the classroom hours needed, a mentored apprenticeship is required before receiving a certificate of completion of this program. No less than fifty (50) hours are required to fulfill the apprenticeship training.



Because each applicant is likely new to chaplaincy, it is strongly encouraged that a diversity of training experiences be engaged when choosing mentored apprenticeship opportunities. It is also recommended that 2/3 of that apprenticeship time be focused on the area of service the applicant feels he/she is likely to engage in after completing the Community Chaplaincy training and/or Pathway training.

The following is the process for starting and tracking Mentored Apprenticeship hours:

1. Submit a proposal for apprenticeship hours to the staff of Responders Resource Center;
2. Await approval from Responders Resource Center staff for the hours before starting the apprenticeship service;
3. Once the hours have been completed, have the person under whom you served verify the completion of the hours by signing and dating the proposal where indicated; and
4. Return all completed forms to Responders Resource Center.

If you are having difficulty identifying areas of service where you could gain the apprenticeship hours, please contact one of the instructors from Responders Resource Center for assistance.

### **Costs of Training and Candidacy**

The cost of this one year training program is \$650. This includes all of the training courses, including two courses from the International Critical Incident Stress Foundation that also come with certifications of completion, if the candidate completes the Community Chaplaincy training program. Limited scholarships may be available on a case by case basis as it is our desire to see every willing and qualified candidate complete this training. We also strongly encourage candidates to raise support for their training.

### **Commissioning as a Chaplain**

Upon completion of the Community Chaplaincy training program and all of its requirements, applicants shall receive a certificate of completion. If the applicant is a member of Freedom Community Church, then he/she shall sit before a review board which will determine if his/her proficiency and aptitude warrant his/her commissioning, or if further training or experience will be required.

If the applicant is a member of another church, then he/she shall take the certificate of completion to his/her senior pastor so that his/her pastor can determine if the applicant is ready to be commissioned.

If the applicant desires to serve under another agency other than their church, he/she should present their certificate of completion to that agency and seek their commissioning.



More details can be gathered by arranging a meeting with a staff member of Responders Resource Center.

## **Code of Conduct**

Due to the position of a chaplain to represent Jesus and the church family at large, the following codes of conduct are not suggestions but requirements.

Chaplains must practice good hygiene and show up to all events, incidents, and appointments dressed in attire appropriate for approval and respect of the other professionals with whom we will be working. This does not mean a chaplain must wear professional attire (unless in a setting where that would be appropriate), but it does mean a chaplain must not show up in casual attire such as shorts, flip flops, or damaged/stained clothing. Dress is expected to show respect and to be appropriate for the situation in which the applicant is working.

The use of alcohol, tobacco, or mind altering substance (whether legal or illegal) while performing duties as a chaplain is completely prohibited. Although the Bible does not specifically condemn alcohol not leading to drunkenness, smoking, chewing, or the use of pain medications, when legally prescribed and taken in accordance to the prescription, it is never appropriate for a chaplain to respond to a call, or to attend a meeting after he/she has been indulging in such activities, if the effects or bi-products are still evident. No drinking, smoking, or chewing is ever allowed at, or in conjunction with, any: seminars, training, traveling with a team, or any other activity related to service as a chaplain, or chaplain in training, while representing Responders Resource Center.

Foul language, crude or dark humor, or conversation inappropriate for pastoral care is entirely inappropriate as a chaplain and is prohibited.

Sexual purity as mandated by the Bible will be required of each candidate and/or chaplain.

Any failure on the part of the applicant and/or chaplain to adhere to the above standards of conduct, or a general overall failure to represent the Lord Jesus Christ in a way that is consistent with Biblical teachings can result in action, ranging from a warning, to immediate removal of commissioning, or cessation of training.

## **Confidentiality**

Due to the nature of the work of chaplains, it is critical to understand that confidentiality is imperative to protect those whom you serve, and yourself. Confidentiality by definition is to: refrain from speaking about a certain matter. It is also a professional duty.

Communication regarding an incident to which a chaplain responds is to be kept between the chaplain and the parties involved in the matter. These matters are not to be shared with others,



including other chaplains not involved in the incident, without written permission from all involved. The exceptions to such could include:

- ◆ debriefing with a pastoral staff member of Responders Resource Center or another chaplain or pastor as assigned to be the credentialing agency once commissioned. A debriefing would commonly follow a particularly difficult assignment, as defined by the pastoral staff or the responding Chaplain.
- ◆ the event an incident to which a chaplain responded enters the legal process for review. Example: no “privilege” existed between the chaplain and other parties involved. *Note:* Chaplains will be required to take the course entitled “Legal Concepts in Chaplaincy”, which further defines these terms and concepts.

If confidentiality is breached by a chaplain or chaplain in training, there will be a review which could result in actions leading to suspension and/or a revoking of that chaplain’s commissioning, or removal from any type of chaplaincy training provided through Responders Resource Center. Chaplains must possess this ability to keep certain matters confidential; otherwise, the individual should not be a chaplain.



## Application Check List

The following is a check list of the items you will need to complete in order to turn in your application for the review process. Please make sure that each of the items are completed before submitting your application. If any of the items are missing, your application will be deemed incomplete and returned without review.

Once your application is completed and submitted, please allow up to 2 weeks for review and notification as to whether you have been accepted into the program. If your application is denied at this time a full refund of your payment will be issued, and you can request a meeting with one of the Responders Resource Center staff in order to help assist you in determining what items of the application process were found insufficient, and what steps you might be able to take to improve those areas before reapplying.

- Detach and keep pages 1-5
- Complete and return the following
  - Submit 2 pastoral letters of recommendation
  - Sign and date the Acknowledgment Statement below (along with this page)
  - Complete the Personal Information page
  - Sign and date the Release of Information page
  - Submit payment of \$650 for the course
    - Checks can be made out to: Responders Resource Center

## Acknowledgement Statement

I acknowledge that I, \_\_\_\_\_, have read this entire application and clearly understand each of the program, and course requirements, the code of conduct, the cost of the course, the process for potentially receiving credentialing, and I agree with, and to, each and every one of them.

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



## Personal Information

*Please complete all items in this application. Return the completed application and letters of recommendation, along with your payment, to Responders Resource Center. Once the completed application, letters of recommendation, and payment are remitted, the staff of Responders Resource Center will review the application. The chaplaincy applicant will then be notified as to their status, or acceptance, in the Chaplaincy Training Program.*

### **Personal Information:**

Full Legal Name: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Email (required): \_\_\_\_\_ Marital Status: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth (City, State): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Contact Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Relationship to Emergency Contact: \_\_\_\_\_

Why do you want to be a Chaplain? \_\_\_\_\_

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# RESPONDERS RESOURCE CENTER

Community Chaplaincy Program Application

Please list any training or education you have received that may be helpful in chaplaincy ministry. \_\_\_\_\_

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What crises or critical incidents have you experienced that have given you insight or changed the way you think? How have these affected you? \_\_\_\_\_

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What past experiences might make serving as a chaplain, or in some aspects of chaplaincy, challenging for you? \_\_\_\_\_

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Which languages do you speak? \_\_\_\_\_

Do you have a driver's license? \_\_\_\_\_

On a scale of 1-10, how comfortable are you with sharing the gospel? \_\_\_\_\_

Please describe your relationship to Jesus Christ and how that relationship began: \_\_\_\_\_

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## Release of Information

In signing and submitting this application to Responders Resource Center, the applicant gives full consent to the aforementioned entity to conduct a full background check as well as a reference check pertaining to the character and suitability of the candidate for this program. This includes questioning the applicant's references as to whether or not he/she is living in accordance with Biblical mandates as understood by Responders Resource Center and the pastoral staff of Freedom Community Church. The applicant further acknowledges his/her consent for such background checks, or investigation into personal conduct, to remain in effect as long as they are an applicant, going through training, or are a commissioned or licensed chaplain endorsed by, or serving under, Responders Resource Center.

The initial use of this application and review process is intended to allow Responders Resource Center to determine eligibility for this program and potentially to serve as a volunteer Chaplain. This information will be held in confidentiality and only discussed with staff of Responders Resource Center and the pastoral staff of Freedom Community Church unless mandated by law.

Your signature below acknowledges you have read and understand the statements above and give your consent to release your information. This consent will be continued until such a time that you provide written notification to Responders Resource Center of your desire to cease candidacy or commission through Responders Resource Center. This consent may be relinquished at any time and will result in the immediate termination of your endorsement or commission by Responders Resource Center.

I, \_\_\_\_\_, have read the above statements and agree to the release of my information to Responders Resource Center for the use of verification and determination of my eligibility for chaplaincy and agree to hold harmless Responders Resource Center for the use of my information for these purposes.

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

Driver's license and state of issue \_\_\_\_\_ State \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Address \_\_\_\_\_

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