



EFCA

MULTIPLYING HEALTHY CHURCHES
AMONG ALL PEOPLE

CHAPLAINS HANDBOOK

2013 Chaplains Commission

www.efca.org

HANDBOOK FOR EFCA CHAPLAINS

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HANDBOOK FOR EFCA CHAPLAINS AND CANDIDATES

CHAPTER ONE-- GENERAL INFORMATION

Introduction: This handbook provides parameters and guidelines for chaplains and candidates serving under the EFCA umbrella. 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 EFCA chaplains are briefly outlined. Since most chaplains operate outside of the traditional pastoral setting, one cannot overemphasize the importance that all credentialed chaplains render. Chaplains perform strategic ministry and are not tangential to the Church but supplement the witness of the Word and the Gospel in pluralistic and inter-cultural contexts.

A. What Does It Mean to Be an EFCA Chaplain?

Chaplains are credentialed ministers of the Gospel of Jesus Christ with a specific vocational calling to serve within an institutional (the hospital, the university, community service, the marketplace, etc.), government (Bureaus of Prisons, VA, etc.) or the military environs. Chaplains are evangelical pastors to their constituents and carry a wide spectrum of responsibilities within their respective sphere of influence. Being 'evangelical' carries distinctive characteristics. An evangelical chaplain is one who (a) holds to the Bible as being the inerrant Word of God; (b) one who shares his/her faith in the Gospel in an uncompromising manner; (c) supports the Christian Body of Christ (the Church) as being the foundational center of the continuance of the Gospel, and (d) serves to carry the Grace of God through pastoral acts, preaching and teaching to his/her constituents. Those who represent the EFCA as chaplains are expected (a) to obtain and maintain a ministerial credential indicating theological competency, (b) to have demonstrated a high level of spiritual maturity, and (c) have completed necessary practical experience within a qualified ministry-setting prior to working within a secular context. 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.

The religious context of the Armed Forces and most secular institutions, like that of the American society at large, is one of 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.

1. General Qualifications for EFCA Chaplains Desiring Placement/Ecclesiastical Endorsement

- A. **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 M.Div. or the equivalency)
 - Clinical Pastoral Education (minimum of 1-4 units, depending on the respective institution)
 - *Ministerial Credential from EFCA
 - a. License Leading to Ordination or
 - b. Certificate of Ordination or
 - c. Certificate of Christian Ministry
 - *Practical Ministry—(normally a minimum of two years) within in the local church or other qualifying ministry.
 - *Ecclesiastical Endorsement (may or may not be required)
- B. **Military** (Chaplains seeking service within a branch of the military—i.e. Army, Air Force, Navy, or Army National Guard or Reserve component)
- *US Citizenship (the only exception may be from the Army National Guard)
 - *College Degree (120 semester units-min.) from an accredited educational institution
 - *Post-Graduate Degree (or equivalency) of between 72-90 hours from an accredited evangelical theological institution. EFCA Chaplains historically have had a minimum of 90 semester hours to be endorsed. Less than that will be approved on a case-by-case basis.
 - *Age limitations (which vary with each branch)
 - *Satisfactory physical fitness and absence of medical complications
 - *Absence of moral waivers
 - *Practical ministry (for active duty chaplain accessions)
 - *Ministerial Credential from the EFCA
 - *Ecclesiastical Approval or Endorsement

2. Ecclesiastical Endorsements

- A. **What is an Ecclesiastical Endorsement?** An Endorsement is an official document (in a letter form or prescribed format) from one's denominational representative indicating that the chaplain or candidate has (a) completed all the basic ministerial requirements and standards of his/her faith group, (b) is in good standing with regard to his/her

ministerial credential, and (c) is competent and recommended for ministry to a particular organization, agency or institution to which that individual has applied.

B. What is an Ecclesiastical Approval Letter? With regard to military chaplain candidates, the Ecclesiastical Approval is a letter (to the respective branch of the military) indicating that he/she has been interviewed, is a full-time enrolled seminary student, and that the prospective candidate has the confidence and recommendation of his/her denomination to pursue military chaplaincy. The Candidate is one who has completed the application process but is not expected to serve as a full-fledged chaplain until graduation from seminary and credentialing.

C. Requirements for Ecclesiastical Endorsement

1. The chaplain applicant shall meet all the requirements of the EFCA for a ministerial credential as indicated by Steps to Credentialing drafted by the Board on Ministerial Standing of the EFCA through the local District in which the applicant is residing. (Current versions are available on the EFCA website: www/efca.org/credentialing_policies).
2. The applicant shall meet the Standards for Endorsement set by the Executive Director and the EFCA Chaplains Commission. This is accomplished through the Application and Interview processes.
3. The military applicant for Active Duty shall have a minimum of three years (post-seminary) practical ministry experience. This ministry experience can include internships or various types of pastoral experience. Ministry experience should be a minimum of 30 hours per week. Normally an active duty applicant will have most, if not all, of the following pastoral experience: (a) preaching, (b) counseling, (c) teaching of the Scriptures, (d) administration of ordinances, (e) pastoral care opportunities; (f) wedding ceremony, and (g) a funeral or memorial service. All military applicants must give evidence that he/she has competently these ministry experiences. As of January 2012, the military active duty applicant (males) will have successfully completed the Certificate of Ordination examination. For women applicants to active duty, the applicant will have successfully completed the Certificate of Christian Ministry examination.
4. The applicant shall give evidence that he/she has competency through pastoral/other leadership reference in ministry. The applicant must give evidence to be able to minister/work within a pluralistic environment without compromising personal convictions and the EFCA Statement of Faith (2008).
5. Individual applicants desiring military service must give evidence that one is able to minister appropriately to military personnel and their families, or to the constituency served by the chaplaincy to which he/she is seeking endorsement.
6. The military applicant shall be able to submit to military authority and be willing to honor and abide by the requirements and guidelines of the military and the EFCA.
7. The military applicant must also meet the guidelines of the Department of Defense and the specific branch of the military chaplaincy:
 - a. Undergraduate Degree or equivalent (120 semester hours) from an accredited institution/college/university.
 - b. Minimum of M.Div. (or equivalent--a minimum of 72 hours of graduate studies in theology, Bible, and counseling, etc.). The emphasis of seminary studies must be in preparation for vocational Christian ministry and not other disciplines.
 - c. Meet physical fitness standards and age specifications set by the respective military organization.
 - d. Maintains 'good standing' with the EFCA and credentialed.

- e. A completed Application form with positive references attesting to good character as well as spiritual and emotional maturity.
- f. Complete a personal interview by an EFCA Chaplain Leader appointed by the Commission and or the Executive Director of the Commission (Endorsing Agent).
- g. The applicant shall submit to the Commission/Endorsing Agent a completed application form with references as requested.
- h. An Ecclesiastical Endorsement may be withdrawn by the EFCA Chaplains Commission/Endorser upon a valid request of the individual or for cause in case of illegal conduct, moral failure, or incompetency in performing assigned tasks. In cases of moral or legal failure the appropriate denominational provisions for ministerial discipline will be followed. This is initiated by the EFCA Chaplains Commission with the Endorsing Agent and followed up through the EFCA Board on Ministerial Standing (BOMS) and, where needed, through the District Superintendent or his representative(s). Endorsement also is predicated upon the chaplain abiding by the policies and requirements of the Statement of Faith and the guidelines set forth by the EFCA Chaplains Commission.

D. What the Endorsed Chaplain Should Expect from the EFCA Endorser and the Chaplains Commission

- 1. An endorsed chaplain may expect an updated periodic endorsements (as required) from the EFCA Chaplains Commission while the chaplain continues to meet the military or institutional requirements of which he/she is a part, and as long as the endorsee is in good standing with his/her ministerial credential and has been faithful in completing annual reports, annual dues, etc.
- 2. The endorsee may expect official representation from the EFCA leadership (the Chaplains Commission's Executive Director) to the Office of the various Chiefs of Chaplains or with the organization, military or otherwise, to which a chaplain may be a staff member. Representation by the EFCA Executive Director (or designated representative) on behalf of all endorsed EFCA chaplains to a number organizations such as National Association of Evangelicals Commission on Chaplains (NAECC), the Armed Forces Chaplains Board (AFCB), Veterans Affairs (VA), the Association of Professional Chaplains (APC) or the National Conference on Ministry to the Armed Forces (NCMAF).
- 3. The endorsee may expect from the EFCA Chaplains Commission appropriate and timely chaplain-related information and counsel through its Executive Director regarding important trends, required data, and news vital to individual members and to all endorsed chaplains.
- 4. The endorsed chaplain may expect the prayers and contact support from the EFCA denomination, the Commission, the Endorser and the local churches. The chaplain can also expect to be provided counsel and other support from the Commission through the Executive Director when questions of concern may arise from one's workplace that impacts ministry or other professional duties.

E. What the EFCA Chaplains Commission Should Expect from the Endorsed Chaplain

- 1. The endorsee shall maintain periodic contact with the District (where one was credentialed) and the Ecclesiastical Endorser.
- 2. The endorsee shall keep the Executive Director of the Commission (Endorser) informed on such matters as new assignment changes, promotions, and other pertinent information.

3. The endorsee shall complete and forward an annual (institutional) or semi-annual report(s) (military) to the Commission (via the Endorser) providing information relative to the matters of ministry in which one is engaged.
4. The endorsee shall contribute dues each year of a designated amount. (See Dues Chart in the Appendix).
5. The endorsee shall support his/her denomination when and where possible. The EFCA (through the Board on Ministerial Standing) requires that all endorsed chaplains attend either a District Conference, National Leadership Conference (minimally), or annual EFCA Theology Conference once every other year. Endorsed chaplains should plan for and attend annual (or bi-annual) the EFCA Chaplains Conference function (Pre-Event/Retreat/Conferences) when operational commitments and military unit budgets so permit.
6. All endorsed chaplains should read, be in agreement with and sign the ethical guidelines available to all chaplains adopted from the National Conference on Ministry to the Armed Forces and/or the VA Standard for Ethics. (See applicable passage on the Ethics understanding) as well as within the standards within the institution in which they serve.
7. For the most part, chaplains carry a dual responsibility—(a) to their respective organization and/or employer and (b) to the EFCA denomination. Implicit with all credentialed EFCA chaplains is responsibility and accountability to the denomination. Accountability includes doctrinal alignment, personal conduct and spiritual lifestyle as described in the 2008 EFCA Statement of Faith. In order to manage the denominational side of this accountability, all EFCA endorsed chaplains will maintain accountable to the EFCA Chaplain Commission, to the District for which they are a part, and to the EFCA at large. While institutional and military chaplains are allowed and encouraged to relate (through some type of accountability) to a local EFCA District and superintendent, a primary contact with the EFCA is the Ecclesiastical Endorser. As such, it is expected that all EFCA credentialed chaplains serving either institutional or the military will:
 - a. be responsible for annual (or semi-annual) reporting requirements outlined in the *Steps to Credentialing*. The format is included within this handbook but is not restricted to such;
 - b. hold membership in a local EFCA church;
 - c. be accountable to the EFCA District from which one has been credentialed;
 - d. attend the EFCA One Conference (national leadership event), an EFCA District Conference, an EFCA Theology Conference or an EFCA Chaplain Conference, (minimally) every other year;
 - e. be in good standing with regard to the annual fees/dues required by the Commission of Chaplains which is under the supervision of the Office of the President and headed by the Ecclesiastical Endorser of the EFCA under the Office of the President. The exception to this policy involves those chaplains who carry a dual role as both a local pastor and a volunteer or part-time institutional or military (Reserve chaplain). Those individuals will be expected to maintain their primary accountability to their local district and a secondary accountability to the EFCA Chaplains Commission.

F. Summary

In view of the responsibility to God, the Christian Church at large, the EFCA and the institutions to which chaplains serve, the Commission cannot and does not regard the chaplain's Credential (nor the Ecclesiastical Endorsement) simply as an administrative necessity. The chaplain does not hold an EFCA Chaplain Commission Endorsement as a matter of convenience. These matters are important and the ministerial credential (and subsequent Endorsement) is an important step of the chaplain's Call to Ministry. All chaplains must be on guard against any tendency to have little interest in the principles, practices and ministry of the denomination, the District, and the local church from which he/she is credentialed and endorsed. The members of the Chaplains Commission are obliged to maintain a constant vigil to see that mutual responsibilities indicated in this Handbook are being fulfilled in a manner that are pleasing the Lord of the Church and in keeping with the tenets of our Faith.

CHAPTER TWO--MILITARY CHAPLAINCY

Expectations and Understanding of all Chaplains Preparing for Active Duty or Serving a Reserve Component

1. Keep your denomination and Chaplain Endorser informed of any changes of address, phone numbers, email as well as schools or deployments you may encounter.
2. For credentialed chaplains, the responsibility remains with the chaplain to be accountable to the EFCA District where you completed your License Leading to Ordination (or Certificate of Christian Ministry). If, for instance, one has received a License, he/she is fully credentialed for current ministry but accountable for continued study and preparation toward full Ordination (or final Certificate) which should occur during or following the 3rd year of the issuance of your License. Failure to complete this process in a timely manner can result in loss of Endorsement.
3. Payment of your annual dues should be forwarded to the EFCA National Office, 901 East 78th Street, Minneapolis, MN 55420 no later than the 1st of October (on a yearly basis). The annual dues can be sent/paid at any time during the year. Please indicate on any check (or Credit Card payment): ANNUAL DUES for the specific year of the payment.
4. Military Semi-Annual Reports are due each June and December of the calendar year. These Reports should be sent to the Endorser's Office address or the National Office: EFCA Chaplains, 901 East 78th Street, Minneapolis, MN. The Report summarizes your ministry and provides the EFCA with new information (address, emails, phone numbers, unit, promotion, and specific projects/ministry for which one is involved.) These reports also provide information for prayer needs and family status.
5. Please remain vigilant regarding the requirements of your military branch or organization when an updated Ecclesiastical Endorsement is needed. Chaplains should notify the Endorser as promptly as possible. Response time for updated endorsements can take up to ten days for compliance.
6. Adhere to the ethical standards adopted by the National Conference on Ministry to the Armed Forces (see applicable page) and the appropriate standards as set by the EFCA in conjunction with one's institutional standards. The ethical statements are provided on a separate page but are important for all chaplains to read, copy and follow in one's ministry setting.
7. Chaplains/Candidates will have read the aforementioned paragraphs and will follow the ethical covenant and code of ethics upon commencement of ministry within the Armed Forces. Chaplains will be asked to read, sign (and retain a copy), and forward the statements to the Endorsing Agent-- in *The Covenant and The Code of Ethics for Chaplains of the Armed Forces*.

The Covenant and the Code of Ethics for Chaplains of the Armed Forces

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 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.

The 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 Armed Forces that I must 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 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 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 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 work or 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 all privileged and confidential communication.

I will respect all persons of other religious faiths. I will respond to any expressed need for spiritual guidance and pastoral care to those who seek my counsel.

I will show personal love for God in my life and ministry, as I maintain the discipline and promote the integrity of the profession to which I 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.

Updated 3/2011 by the Ethics Subcommittee of the National Conference on Ministry to the Armed Forces

SEMI-ANNUAL CHAPLAIN REPORT (MILITARY)

Evangelical Free Church of America –Commission on Chaplains (Military)

901 East 78th Street, Minneapolis, MN 55420-1300 800-745-2202 or 612-387-9820



Please send this Report to: roy.beebe@efca.org or 11365 Brockton Lane, Peyton, CO 80831

Report Ending 30 Dec 20__ or Ending 30 June 20_____

Name:					Duty/Unit Assignment:
Service:					
Rank:				Address:	
Active/Reserve					
Office Phone:				Cell Phone:	
Home Phone:				Email:	
Current District:				Home District:	
Type of Assignment	Administrative	Pastoral	Student	Other (Please indicate)	

ACTIVITIES: Check ministries performed this period.

Chapel Leadership	Counseling	Administration	
Duty Station Worship	Visitations	Special Project	
Bible Studies	Preaching/Teaching	Deployed-TDY/TAD?	
STATUS REPORT:	Date selected for promotion	Promotion effective date	Grade
STATUS CHANGE:	Release date	Resignation date	Retirement date
Next Assignment Known? Where? PCS Date?			

NARRATIVE REPORT (Please describe your ministry. Include special projects and significant events in this period. Please utilize this space also for personal comments regarding your family, your tour of duty, prayer needs or suggestions of how the EFCA or Endorser may assist you. Please use another piece of paper if more space is needed.)

Signature: _____ **Date:** _____

GUIDANCE FROM THE EVANGELICAL FREE CHURCH OF AMERICA

CHAPLAINS COMMISSION ON THE CONDUCT OF CHAPLAIN MINISTRY

1. Chaplains will provide religious teaching and spiritual/religious services, rites and programming in accordance with the Evangelical Free Church Statement of Faith and within the ethos of the Evangelical Free Church (EFC) tradition. Chaplains will conduct worship services, lead scripture studies, teach Sunday School, etc. as appropriate in their context. EFC chaplains will also advise their Commanders and leadership on morals and morale climate of their organization. It is the expectation of the EFCA that chaplains neither minimize nor over-emphasize the biblical understanding of particular sins but emphasize the necessity of salvation and the meaning of Christian discipleship. We encourage chaplains to strike a biblical balance between the prophetic and pastoral concerns when proclaiming God's Word.
2. Chaplains will not serve in any capacity that violates either the regulations of their Branch of service or specific teachings of the Scripture or doctrine contrary to the EFCA Statement of Faith. For example, EFCA Chaplains will not officiate at wedding(s) or unions for same-sex partners (either gay or lesbian). EFC Chaplains will refrain from involvement in education programs which imply that the Chaplains endorse views that are incongruent with the teachings of Scripture or the EFCA Statement of Faith or distinctives of Evangelical Free Church tradition.
3. Chaplains will to the best of their ability attend to the religious needs of all authorized personnel in their commands and areas of influence. Chaplains will "perform" religious support and services for those who generally fall within a Protestant Christian background and who are amenable to the kinds of services available through the Evangelical Protestant tradition(s). Chaplains will also "provide" religious support for all authorized personnel as the expectation is for all military chaplains. Chaplains are expected to facilitate religious support so long as that support is legal, moral and does not unnecessarily and negatively impact organizational mission accomplishment. Chaplains will demonstrate respect for the "free-exercise" of religion for all personnel by their proactive willingness to "provide" and "perform" religious support as requested by those to whom they serve.
4. EFCA Chaplains minister out of their own personal religious, spiritual and moral convictions. Situations may arise that would violate the chaplain's personal belief, religious tenets or conscience. The chaplain may refuse certain services or acts that may appear to compromise the chaplain's ability to maintain his/her role as religious and ethical leader. Examples may include: (a) participation in certain religious ordinances wherein any participant is disingenuous or out of communion with the Lord; (b) sharing the pulpit or pastoral ministry with a chaplain(s) or lay leaders engaged in open and unrepentant behavior; or (c) being advised *not* to teach or counsel individuals on specific biblical passages/topics; or being told not to pray 'in Jesus name'. Chaplains will make every effort to resolve a conflict or potential conflict at the lowest level of the command possible in peaceful and amicable manner. The EFCA endorser is available and an appropriate resource for consultation and assistance, should it be warranted or necessary.

5. Chaplains are free to counsel soldiers, sailors, guardsmen, marines, airmen (and their family members) without regard to religious background, tradition or sexual orientation. Biblically-based counsel is the expected basis for all pastoral counseling provided by EFCA Chaplains. Chaplains are expected to behave in a respectful Christ-like and amicable manner toward those they serve while maintaining clarity of their commitment to a biblical worldview.

CHAPTER THREE -- INSTITUTIONAL CHAPLAINCY

Scope

Institutional Chaplaincy is a ministry that is unique and quite varied. Institutional chaplains serve medical centers, correctional facilities, senior-care centers, prisons, universities/ colleges, the marketplace (corporations), Veterans Affairs centers. Additionally, there are those who provide ministry within municipal services such as police departments and fire stations, etc.) There are specialty sports chaplains who serve and the list is growing within our organizations and institutions throughout the country.

AGREEMENT AND UNDERSTANDING OF ALL EFCA CREDENTIALLED CHAPLAINS SERVING INSTITUTIONAL MINISTRIES

1. It is important that chaplains keep the EFCA Chaplain Department informed of changes of addresses, (including emails) phone numbers, etc. as well as when new assignments develop.
2. If one is a credentialed chaplains (with a license and not yet fully-ordained), you have a responsibility to the EFCA District where you reside to complete the Ordination/Certificate process. Though a credentialed chaplain one has accountability for continued study and preparation for the Ordination Council (or in the case of Christian Ministry, the Certificate) which should occur following the third year of the issuance of your initial credential. Failure to do so could result in the suspension of the credential or receiving future ecclesiastical endorsements.
3. Payment of annual dues should be sent to the EFCA National Office, 901 East 78th Street, Minneapolis, MN 55420 no later than the 1st of October (on an annual basis). The annual dues can be paid at any time during the year through an online contribution or sent directly by check. When paying dues, please indicate on the check (or credit card payment) it is intended for EFCA Chaplain Dues and for the specific year it is to be accounted.
4. An annual report is required for institutional chaplains and due by 1 December of the calendar year. These should be sent to the National Office in care of the EFCA Chaplains or directly to the Endorsing Agent. These annual reports summarize overall ministry for the year completed. State any new addresses, phone numbers or email addresses. Also indicate where EFCA Chaplain may help or provide the needed support for prayer or specific needs.
5. Adhere to the ethical standards and policies adapted from your institution as well as to the EFCA Chaplains Commission. These statements are provided on the following pages. Be reminded the institution to which you are serving or employed may require additional standards. Standards that a particular institution may maintain should neither be in conflict with one's conscience nor the principles, policies and standards of the EFCA.

The Covenant and the Code of Ethics for Chaplains of Institutional Chaplaincy

The Covenant

Having accepted God's Call to minister to people who serve to an institutional body, 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 as set by the EFCA and I will faithfully support its purposes, ideals and Statement of Faith. 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.

The 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 an institution body that I must function in a pluralistic environment with people and chaplains of other religious bodies to provide for ministry to all personnel and their families entrusted to my care.

I will seek to provide 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. 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 local faith community.

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 ministry to all members of the institutional family--whether patient, worker or staff.

I will defend my colleagues against unfair discrimination on the basis of gender, race, religion or national origin.

I will hold in confidence all privileged and confidential communication.

I will respect all persons of other religious faiths so as to respond to any expressed need for spiritual guidance and pastoral care to those who seek my counsel.

I will show personal love for God in my life and ministry, as I maintain the discipline and promote the integrity of the profession to which I 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.

Adapted from the Code of Conduct from the Veterans Affairs Chaplaincy booklet of January 2012.



Please send this Report to: roy.beebe@efca.org or 11365 Brockton Lane, Peyton, CO 80831
 Report Ending 31 Dec 20__

INSTITUTIONAL CHAPLAIN ANNUAL REPORT

Name:		Primary Responsibilities	1.	
Institution Served:		Secondary Responsibilities	2.	
Locale:		Address:		
Title				
Work Phone:		Email (1):		
Cell or Home Phone:		Email (2):		
Current District:		Type of Ministerial Credential Date-Credentialed		
Type of Assignment	Administrative	Pastoral	Student	Other (Please indicate)

ACTIVITIES: Check ministries performed this annual period.

Chapel Leadership	Counseling	Administration	
Institutional Worship Leader	Visitations	Special Project	
Bible Studies	Preaching	Special Project (2)	
STATUS REPORT:	Length of Service in your Present Ministry	Full Time:____ Part Time: ____	Volunteer:_____
Are You Board Certified through APC?	Yes _____ No _____	When were you Board Certified?	Retirement Date Anticipated

NARRATIVE REPORT

(Please describe your ministry. Include special projects and significant events in this period. Please utilize this space also for personal comments regarding your family, prayer needs or suggestions of how the EFCA or Endorser may better assist you. Please use reverse side as needed.)

Signature: _____ **Date:** _____

Reminder: Have your annual dues been paid? __ Institutional Dues: \$100 (annual) due 1 Oct 20__
(Includes Healthcare, Corporate, BOP, VA, Hospice, Long Term Care Chaplains, Etc.)

CHAPTER FOUR - MILITARY CHAPLAIN CANDIDATES

Guidelines for Chaplain Candidates

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love and in purity. I Timothy 4:12 (NIV)

GOAL

An effective military chaplain is not just an ordained minister who happens to be in the military, but a true military minister. This requires not only that a prospective chaplain become fully qualified and fully competent in ministry, but also fully competent in the military. The primary task of the chaplain candidate is to develop the ability to do effective ministry in the military. Chaplain candidates are not chaplains, their goal is essentially educational. The design of practical and unit assignments is first of all to train in military ministry. Chaplain candidates are evaluated as students not as practitioners.

It follows then, that the training chaplain candidates receive in practical, and attachment to units is to be done only under the supervision of an experienced chaplain. Through the mentoring of senior chaplains, the candidate is able to develop his or her ability to effectively employ ministry skills in the unique culture of the various military services.

This primary focus will impact the kind of ministry that a chaplain candidate does and the way he or she does it. The chaplain and the chaplain candidate are in a unique situation in the military. Seminary training and denominational credentialing ensure that they are *or will be* fully qualified as spiritual leaders for the church. Chaplains and candidates must answer to their own faith group on matters of faith and practice. The military training then is aimed at ensuring that chaplains are able to represent and practice that faith in a military context.

GUIDELINES

As a non-sacramental church, the EFCA gives considerable leeway for lay people to conduct ordinances and other practices that in many denominations are strictly reserved to ordained clergy. This can lead to some confusion as to how much a chaplain candidate should do in the way of tasks normally associated with the pastoral ministry of ordained clergy. These guidelines are designed to assist chaplain candidates in determining what pastoral ministries they can and should undertake as chaplain candidates.

In general, again, chaplain candidates are not chaplains or even assistant chaplains. As those who receive academic evaluations instead of officer efficiency reports, they first of all, should be compliant with the direction of their supervisory chaplain as long as that direction does not violate EFCA faith and practice. With that understanding, some guidelines for EFCA chaplain candidates follow.

Preaching

A central part of EFCA pastoral work and worship is preaching. Given the opportunity to preach, chaplain candidates should do so. What and how one preaches is a function of training and faith traditions, and EFC chaplain candidates should practice using the voice God is giving them to preach the Word. It is also valuable for chaplain candidates to get feedback from supervisory chaplains on the practical matters of communicating to a military congregation.

Baptism

It is not recommended that candidates baptize. Although individual EFC churches may permit lay people to conduct the ordinance of baptism, the understanding of the theology of baptism, especially in a military context, is complex and rife with confusion. In view of this fact taken with the limited time frames for chaplain candidate ministry, baptism is better left to chaplains.

Communion

For service members, communion often takes on a significance that is greater than one would typically find in most EFCA churches. Chaplain candidates often will be called upon to conduct communion services in the field or chapel during their training. Candidates can conduct such services. It is strongly recommended that they only do so in close consultation and under the supervision of a chaplain. In doing communion, it is important that a candidate think carefully about her or his theology of communion and the practical impact that has on conducting a communion service.

Weddings

State laws determine the requirements for being the presiding official at weddings. The legal requirements vary considerably. With a few exceptions, however, the minimum requirement is a valid clergy credential. Furthermore, military marriages pose a number of issues that require a solid grounding in the doctrine of marriage and its practical ramifications. In view of this, candidates should not conduct weddings.

Child Dedication

Although in the EFCA, this is not even viewed as an ordinance, the fact is that it is widely associated or confused with baptism. For very similar reasons to those given for not doing baptisms, candidates should not do dedications.

Counseling

Candidates will have ample opportunity to talk to service members with a variety of problems and concerns. One need not be a trained pastoral counselor in order to be of great help to a troubled person by listening and reflecting God's love. At the same time, candidates need to be aware that many of the counseling issues that chaplains deal with have to do with regulations, customs and practices of the military with which they may not be fully familiar. It is important in these matters and those involving serious mental, psychological or emotional distress that the candidate have close supervision from and in consultation with a supervisory chaplain. It is also absolutely imperative that candidates are up to speed on privileged communication and confidentiality before engaging in formal or informal counseling. You should get clarification as soon as possible from your supervisory chaplain on the guidelines of your service and your status in this very important matter.

Memorial Services and Funerals

As this does not involve an ordinance, there is nothing to prohibit a chaplain candidate from conducting a funeral or memorial service from the perspective of the EFCA. However, candidates need to be aware that practices and customs of various ceremonies and services are often carefully prescribed by the respective services. A candidate should only do these in close consultation with a supervisory chaplain.

Lead Worship and Bible Studies

Such ministry activities are a good place for candidates to get ministry experience. As in other areas of ministry, candidates should take advantage of supervisory chaplains' experience and guidance in sharpening ministry skills.

Official Prayers

Prayer is our spiritual lifeline. Someone said preachers should be ready to preach, pray or die at any time. Official prayers are a wonderful opportunity to represent faith and spiritual values to a wide and diverse audience. As such, when they do deliver such prayers, chaplains and candidates should always give careful attention to them. At the same time, it is important to realize that prayers at command functions can be a matter of tension in the military. Commanders and senior service leadership can and sometimes do specify how these prayers are to be delivered. Candidates should consult with a supervisory chaplain for guidance on command expectations for official prayers recognizing that it is permissible to decline to participate if this guidance is too restrictive.

CONCLUSION

As chaplains-in-training, chaplain candidates have a requirement to bring together their education and experience in the aim of becoming a minister who skilled in the way of ministry and in the ways of the military. Being a chaplain candidate is a great opportunity to grow and develop in both of these areas. These guidelines are designed to help candidates make progress on the path to being an effective chaplain who brings service members to God and God to members of our armed services.

Adopted by the EFCA CHAPLAINS COMMISSION

Ch (Col) Alan Johnson, USAR

Ch (Col) Richard Hum, USAF

Ch (LCDR) Kimberly Sawatsky, USN

Ch (CAPT) Roy L. Bebee, USN (Ret)

November 2007

Ch (Cpt) Dan Pulju, USARNG/B.O.P.

Ch K.C. Schuler, Healthcare Chaplain

Ch (LCol) Stan Giles, US Air National Guard

Executive Director

Policy & Guidelines for Obtaining Ministerial EFCA Credential and Endorsement for Military Chaplain Candidates

1. The prospective candidate seeking a credential for chaplaincy must complete a M. Div. Degree (or equivalent of no less than 72 hours; it is recommended that the Candidate complete up to 90 semester hours) from an accredited evangelical seminary prior to submitting a request for a License Leading to Ordination or Certificate of Christian Ministry.
2. The applicant should complete an *Application for Endorsement* from the Ecclesiastical Endorser of the EFCA and be approved prior to requesting a Credential Application from a particular District of the EFCA. The Endorser will send a letter to the Chairman of the District Board of Ministerial Standing (BOMS) indicating recommendation of the applicant's desire for military service upon request of the military candidate.
3. The applicant must be a member of a local EFCA Church and serving in ministry a minimum number of hours (normally 30 per week) in a church-setting (or other qualifying ministry) prior to applying for the License Leading to Ordination or Certificate of Christian Ministry.
4. The military chaplain candidate will normally complete an application for Active Duty or a Reserve Commission to the respective branch of the Armed Forces. In the case institutional chaplains, there must be a projected specific employment locale to which one is applying as a chaplain prior to being recommended for licensure. Exceptions may be granted for CPE Residents/Students on a case-by-case basis.
5. For a military chaplain candidate who successfully completes the initial Licensing Council, the License is granted for the three-year period. The chaplain who completes this initial step toward ordination will then be required to return to his/her district to complete the final Ordination Council at a time/location set by both parties. Normally this is arranged by the chaplain during or following the third year of the License. Note that a candidate may secure a DD2088 (Ecclesiastical Endorsement) for the Reserves following the successful completion of the initial credential. The understanding (between candidate and Endorser) of intent to complete the Ordination process within the three years will be put in writing following the successful completion of the Licensing Council process. As of January 2012 military chaplain candidates who desire active duty must successfully complete this Ordination Council. Standing policy as of 2012 will grant Ecclesiastical Endorsement for active duty only when the Candidate has successfully completed the Ordination/Certificate of Christian Ministry.
6. Upon graduating from seminary, military candidates are eligible to obtain an Ecclesiastical Endorsement (DD2088) for the respective military branch when all the credentialing steps have been taken, the Council has been completed and approval of the credential by the EFCA National Credentialing Director. For institutional chaplain candidates, an endorsement will be sent to the appropriate organization (as required) when the credentialing process has been successfully completed.

Appendix A PROFESSIONAL DUES FROM EFCA CHAPLAINS

1. The requirement from chaplains to pay an annual professional dues to help support the EFCA Chaplains Department began nearly seven years ago (2006). Dues are levied on chaplains working in non-parish environs or who serve as chaplains within the military and other agencies. Chaplains representing the EFCA in various institutions require Ecclesiastical Endorsements, References or other administrative support from the denomination. It is therefore important that the chaplains help defray some of the administrative and operating expenses incurred on their behalf.
2. The administrative support of chaplains for endorsements and other letters of support fall under the EFCA Office of the President. Thus the Executive Director of EFCA Chaplains oversees all endorsements and chairs the EFCA Chaplains Commission which meets (minimally) at least once per year. In order to help defray the expenses of administration, travel expenses and representation at conferences, these dues provide a portion of the operating costs of the EFCA Chaplains department whose goal is to support the ministry of our EFCA chaplains throughout the country.
3. The EFCA Chaplains Department works on a limited and frugal budget. The EFCA Chaplains Commission, which oversees the policies and support of EFCA Chaplains is well-aware that many endorsing church entities require their chaplains to render a greater contribution on an annual basis than the EFCA does. EFCA will continue to grow and advance as chaplains are faithful in their financial support of the Chaplains Department. Failure of the chaplain to make payment of the annual dues can lead to withdrawal or suspension of the Ecclesiastical Endorsement.
4. The Assessment of Dues is summarized in Appendix B of the Handbook.

Appendix B EFCA Chaplains -- Schedule of Annual Dues for (2013, 2014)**

<u>Category</u>	<u>Amount (Annual)</u>	<u>Rank/Status</u>	<u>Comments</u>
Military			
	\$300	Grade of 01-03	(Reservists includes National Guard and other component pay 50% of this amount unless one is full-time duty (as a technician or on active duty service)
	\$500	0-4 through 0-6 and above	(Reservists pay 50% of this amount unless called to active duty service or in full-time chaplain ministry)
	\$75	Military chaplains not in drill status	
Federally Employed Chaplains (Bureau of Prisons or Veterans Affairs)			
	\$150	GS-11 and above (National Guard Technician)	
State Employed Chaplains			
	\$150	(State Prisons)	
Salaried-Institutional Chaplains (non-volunteer)			
	\$100	(Hospice, Hospital, Elim Care, Senior Health Care, Corporate, etc.)	
Chaplain Candidates (Military)			
	\$50	(exception will be those who pay initial fees which accounts for the first year of being commissioned into the Chaplain Candidate program).	

*Note: If a chaplain is a member within two categories (above), the higher amount of the two will be the assessed annual dues. Chaplains will not be expected to pay both amounts.

Annual dues can be paid during the calendar year by 1 December in any of the following manners:

1. Direct Deposit (monthly) from your check (see your disbursing or financial officer at your military locale or institution)
2. Paid in lump sum via check to:
 EFCA Chaplains
 901 East 78th Street
 Minneapolis, MN 55420
3. Credit Card
 Please note that it is Chaplain (Professional Dues) and Year intended.
 Online: www/efca.org – Find: “Donate” button. (Giving)

**Renewed dues schedule by EFCA Chaplains Commission--Jan 2012

Appendix C

EFCA Chaplains Service and Chaplains Commission of the EFCA

The Evangelical Free Church of America
901 East 78th Street
Minneapolis, MN 55420-1300

Charter and Operational Guidelines

Charter

I. Chaplains Service

The Evangelical Free Church Chaplains Service is an association of Evangelical Free Church military and civilian chaplains. This association is comprised of those chaplains who hold credentials (license, ordination, etc.) or endorsement with the EFCA and serve in some capacity as a chaplain within a military or civilian context.

II. The Commission

The Commission is the executive board of the Chaplains Service. The Chaplains Commission was formed in February 2001 and is the official executive agency representing the interests of EFCA chaplains to the EFCA National Leadership, the National Association of Evangelicals, the National Conference on Ministry to the Armed Forces, the Association of Professional Chaplains, the respective leaders of military branches, and other agencies and organizations related to military and institutional chaplains.

III. Mission Statement

The EFCA Chaplains Service exists to glorify God by encouraging and supporting chaplains and enlisting prospective chaplains.

IV. Offices and Membership of the Chaplains Commission

The Commission shall be represented by one chaplain representative from each of the branches of the military, namely, the United States Army, the United States Navy, and the United States Air Force. The Commission shall include representative chaplains from civilian institutions such as: long-term care

institutions, health care organizations, police or prison institutions and/or other chaplain ministries represented in the Chaplains Service. (There shall be a minimum of three Chaplain Commission members from the respective civilian institutions). The Executive Director shall have the option of requesting other representatives to serve with the Commission at his discretion. All members of the Commission shall be appointed for a period of three years. The Executive Director of the Chaplains Commission shall be appointed by the President of the Evangelical Free Church of America, and shall be accountable to the President and the Board of Directors of the EFCA.

V. Goals

The primary broad goals for the Chaplains Commission are as follows:

- 1) To support chaplains with emotional, professional and spiritual care.
- 2) To provide professional and informational resources for effective ministry within the institutional environs.
- 3) To promote and define the unique work of the chaplain within the Body of Christ.
- 4) To recruit chaplains for service in the military and institutional settings.
- 5) To advise the EFCA Endorser (Executive Director), the EFCA and the NAE Endorsing Agency regarding chaplain ministry. The Commission advises the Executive Director regarding chaplain candidates for active assignment within the military.

VI. Functions and Purposes

The Chaplains Commission exists to carry out ministries to members of the armed forces and civilian institutions. Since the primary structure for such ministries is through formal chaplaincies, the principal activity and concern of the Commission shall be involved with chaplains:

- 1) By maintaining liaison with each member chaplain and those who wish to become military or institutional chaplains.
 - a) Providing current information regarding criteria, policies and procedures for the appointment of ministers as chaplains.
 - b) Providing a technical service to the denomination and to the NAE Endorser by recommending qualified candidates to the chaplaincy.
 - c) Requesting information through regular reports, newsletters, written correspondence, email, etc. from member chaplains and through personal visits, which will enhance, support, and promote the cause of EFCA chaplains.
 - d) Recommend and endorse chaplains to appropriate professional organizations.
- 2) By maintaining cooperative relationships with the Commission on Chaplains of the National Association of Evangelicals, and the leadership of military and institutional chaplaincies
- 3) By serving as a representative body for problems referred by or concerning chaplains--individually and collectively.

- 4) By establishing and maintaining communication with District Superintendents and EFCA congregations to provide ministry to chaplains while they are separated from their home church.
- 5) By keeping the Evangelical Free Church informed on significant developments, trends, issues and problems facing chaplains.
- 6) By reporting the activity of the Commission to the Annual Leadership Conference of the Evangelical Free Church of America.

VII. Financial Support

All EFCA chaplains are members of the Chaplains Service and will render financial support to the EFCA Office of the President, which oversees the Chaplains Commission, in accordance with the Schedule of Dues reflected in the attached table. (Table A).

VIII. Staff Officer

The Chaplains Commission shall have as its chief operating officer an Executive Director who is responsible to the EFCA and who acts on behalf of the Commission.

IX. Amendments

The Charter and Operational Guidelines may be amended only by written submission of proposed changes to the Chaplains Commission prior to any regularly scheduled meeting. Changes and amendments may occur upon a two-thirds vote of the members of the Commission after a review by the President of the Evangelical Free Church of America.

Operational Guidelines

1. The Officers

The Chaplains Commission shall have the following officers to be appointed: Chairperson, Vice-Chairperson, and Secretary.

2. Meetings

The Commission shall meet at least once per year at a time set by the Commission. Special meetings of the Commission may be called by the Executive Director with at least one-half of the membership present.

3. Elections and Employment of Staff

The Executive Director of the Chaplains Commission shall be appointed for a term set by the President of the Evangelical Free Church. Commission members are selected by the Executive Director in accordance with Article IV of the Charter. Officers within the Commission are appointed annually for a term of one year. Should the Commission desire, for cause, to terminate the services of such member, or such member desires to resign, sixty days' notice shall be given unless waived by mutual agreement.

4. Duties of the Executive Director

The Executive Director shall function as the Executive of the Commission and shall give supervision to all other Commission members. He shall have responsibility and authority for the general direction and oversight of the total program of the Chaplains Commission and Service. He shall be responsive and accountable to the policies and actions of the Commission under the supervision of the President of the EFCA.

5. Quorum

For either regular or special meetings of the Chaplains Commission, a quorum shall consist of not less than one-half of the representative members of the Commission.

6. Amendments

The Operational Guidelines may be amended at any regular meeting of the Commission by a minimum of a two-thirds vote of representatives present, provided that written notice of such action shall have been sent out in connection with the notice of the meeting at least (ten) 10 days prior to the date of the scheduled meeting.

Table A

Schedule of Fees and Dues for EFCA Chaplain Members*

(Assessed annually for the year payable by Oct 1)

1. Institutional Chaplains
 - a. Full-time employed--\$100
 - b. Part-time \$50
 - c. Volunteer chaplain--Contribution

2. Military Chaplains
 - a. Active Duty-- \$300 (or \$25 per month) (Grades 01-03)
\$500 (or \$41 per month) (Grades 04-06)

 - b. Reserve Component-- \$150 (01-03)
Reserve--\$250 (04-06)

3. Chaplain Candidates
 - a. Admin Processing Fee -- \$120
 - b. Annually-- \$50

Modified and Effective as of January 2011 (See updated Schedule on Appendix B)

Appendix D

FAQ FOR PROSPECTIVE CHAPLAINS in regard to CREDENTIALING, ECCLESIASTICAL ENDORSEMENT AND OTHER PROCESSES

1. What is an Ecclesiastical Endorsement?

An endorsement is a document (usually a specific form) or letter from a chaplain's/candidate's denomination indicating that a chaplain/prospective chaplain (a) has been granted a bona fide credential by the respective faith group; (b) is qualified and approved for a specific type of ministry; and (c) is in good standing with the denomination/faith group. An ecclesiastical endorsement is required by all military branches for service as a Chaplain (Army, Air National Guard, Air Force, Navy or any other branch of Service). An ecclesiastical endorsement is also required by agencies such as the Bureau of Prisons, Veterans Affairs, Hospice, Police departments and most hospitals when applying for positions as chaplains. Corporate chaplains are often required to be endorsed as well.

2. What is an Ecclesiastical Approval?

This is a term specifically for military Chaplain Candidates. An approval is addressed to military Chiefs of Chaplains for prospective military chaplain candidates who are applying for the Candidate Program.

3. How may I obtain an endorsement to serve as a chaplain in the military, the Bureau of Prisons, VA or other institutional agency?

1. The chaplain must first complete a ministerial credential with the EFCA. This credential must be a *License Leading to Ordination* and later the *Certificate of Ordination*. The *Certificate of Christian Ministry* is also available to those seeking non-military chaplaincy. (Please refer to EFCA Credentialing guidelines or *Steps to Credentialing* for further information regarding application for a specific credential).
2. Successfully complete an Application for Ecclesiastical Endorsement to the Endorser of the EFCA.

4. Will an Ecclesiastical Endorsement guarantee acceptance into the military or the VA as a chaplain?

The Endorsement alone is not sufficient for obtaining chaplain positions. It is simply *one* requirement among many. The military has its own specific requirements as do healthcare agencies and other institutional organizations.

5. What are the requirements for receiving an Ecclesiastical Endorsement to become an EFCA military chaplain?

Each branch varies somewhat in determining its own requirements.

For military chaplains, the following general requirements are listed:

1. 120-hours (semester) undergraduate degree- (B.A. or B.S.)
2. 72 semester hours (min.) of seminary from an accredited evangelical program. Graduate work must be in theology, Bible and practical ministry-related subjects.
A person *may not combine degrees* (or programs) in order to qualify for the 72- hour minimum. The EFCA recommends the 90-hour M.Div. program for military chaplain applicants.
3. Age restrictions will apply.
4. Physical and medical condition of the applicant will be important considerations.

5. Practical ministry (of no less than two years) within the local church setting following seminary. This means that the applicant has sufficient pastoral experience to function from the start as a chaplain to sailors, marines, soldiers and airmen. Some waivers may be granted for practical ministry outside of the local church context. If one is not applying for military active duty (the Reserves or National Guard), practical experience is expected to parallel time spent as part of the Reserve forces.
6. Be a U.S. citizen.
7. Clean background check with no history of serious misconduct.
8. Complete all requirements and receiving a ministerial credential through the EFCA.
9. Normally, both the military and the EFCA will require separate interviews prior to the accession of a chaplain into the respective military chaplaincy program. These interviews attempt to assess emotional and spiritual maturity and whether the applicant has met other criteria expected of the military chaplain.
10. Satisfactory completion of the *Application for Ecclesiastical Endorsement* (with all forms) and submit the appropriate transcripts, references, testimony and other data.

6. What is the Military Chaplain Candidate Program?

Seminarians may apply for the Candidate program to the respective military branch if they have less than half of their degree program completed. Each branch has separate and specific requirements for its particular Candidate Program. The seminarian will also complete the forms and application for Ecclesiastical Endorsement/Approval from the EFCA Endorser.

Most programs will require that the chaplain candidate take the Basic School Chaplain training during (or immediately following) seminary training. Other short periods of training will be expected while the Chaplain Candidate attends seminary (e.g. summer active duty training). The prospective Chaplain Candidate, if accepted into the program, is commissioned as an officer, but not fully regarded as a bona fide 'chaplain' until seminary has been completed and the Candidate has obtained a credential through the denominational body to which he/she has obtained the ecclesiastical approval.

7. What is involved from the EFCA in obtaining an Ecclesiastical Approval Letter in order to become a military Chaplain Candidate?

The Application for Endorsement is on the website of the EFCA Chaplains. There are, however, other items that will be expected. Overall, the following items are expected:

1. Satisfactory completion of the *Application for Ecclesiastical Endorsement* with applicant's photo.
2. Letter of enrollment from the seminary applicant is attending/will attend.
3. Official undergraduate transcript indicating the 120 hours (min.) have been completed.
4. References from a colleague, a pastor and one additional leader. (Form provided.)
5. Testimony and Call to Ministry.
6. Fees for processing application.
7. Ethical Statement and agreement of alignment with chaplain policy guidelines.
8. Release of information statement which gives permission for the Endorser to speak with the Chief of Chaplains regarding the Candidate if necessary.
9. Interview of the prospective chaplain candidate with a senior EFCA chaplain.

8. What is required for Active Duty as a Military Chaplain?

This may vary somewhat but the following are expected.

1. Complete seminary training.
2. Complete credentialing. The chaplain must complete the *License Leading to Ordination* and then receive the *Certificate of Ordination* or the *Certificate of Christian Ministry*.
3. Two years (min.) of practical post-seminary ministry.
4. Completed Basic Officers Chaplain School. Exceptions made be made based on needs of the particular service branch.
5. Chaplain interview with the specific military branch and the EFCA Chaplains Commission and/or its representative.
6. Compilation of a practical ministry log sent to the Endorsing Agent.
7. Apply for Active Duty to the respective branch of the military and have received the updated DD2088 (Endorsement Form) for Extended Active Duty from the Endorsing Agent.

9. What are the expectations of the EFCA denomination of all EFCA credentialed chaplains serving in institutional or military chaplaincy?

All credentialed chaplains serving in non-parish ministries will be expected to comply with the following:

1. Reports on Chaplain Ministry. Semi-Annual Reports are expected for military chaplains. Annual Reports expected for institutional chaplains. Reports are sent to the National Office: Attn: Director of Biblical Theology and Credentialing or to the Ecclesiastical Endorser. A form is provided for each of these two divisions of chaplain ministry.
2. Retain membership within a local EFCA Church.
3. Attend a District Conference, Theology Conference or the National Leadership Conference once every other year (minimum).
4. Maintain contact through the District to which one is accountable as well as to the Endorsing Agent.
5. Remain faithful through the payment to the EFCA of annual dues for the respective chaplaincy discipline of which one is a part. A table of specific dues is available through the Endorsing Agent.

10. What are the basic requirements to eligible to apply for a healthcare (hospital) chaplain?

Qualifications for hospitals and hospice normally require the following:

1. Undergraduate Degree -- B.A./B.S. of 120 hours (min.)
2. Seminary Degree -- M.Div. , Th.M. or equivalent (of not less than 72 semester hours).
3. Completed Credential from the EFCA. (see Credentialing Requirements).
i.e. *Certificate of Ordination, License Leading to Ordination, Certificate of Christian Ministry or Certificate of Ordination*.
4. Complete Clinical Pastoral Education (C.P.E.) of up to four units for most health care entry positions (1 year = 4 units of 400 hours each).
5. Application completed (with respective forms) for Ecclesiastical Endorsement and forwarded to the Endorser.
6. An Ecclesiastical Endorsement is normally sent to APCE, APC or, in some cases, directly to the hospital. (Association of Professional Chaplains)

11. Why must one complete the Certificate of Ordination prior to being eligible for Active Duty (Military Chaplains)?

History has indicated that military chaplains are subject to deployments and many unplanned requirements during their first tour of active duty. The very nature of military chaplaincy allows little time for additional study, travel and return to the District locale or preparation for the Council for completing the Ordination process. Chaplains are likely to be transferred to a different District when accepting accession to military orders which further complicates the Ordination process. The U.S. Army has written endorsers requesting that all chaplain credentialing be completed prior to Active Duty. For these reasons, the EFCA Chaplains Commission has recommended and now requires that all chaplains to have completed all credentialing steps (Ordination/Certificate of Christian Ministry) prior to being endorsed for Active Duty. Those with an initial credential are eligible for the Reserve Component.

APPENDIX E

EFCA STATEMENT OF FAITH

Adopted by the Conference on June 26, 2008

The Evangelical Free Church of America is an association of autonomous churches united around these theological convictions:

God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

The Bible

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

Jesus Christ

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus-Israel's promised Messiah-was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

The Church

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Christian Living

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

9. We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

Response and Eternal Destiny

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

