

CHAPLAIN'S MANUAL

For

COLORADO BAPTIST GENERAL CONVENTION



*“But the water I shall give him will become in him a fountain
of water springing up into everlasting life.”*

John 4:14

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INTRODUCTION

The purpose of this Chaplains Informational Guide is to familiarize you with the Chaplaincy Ministry among Southern Baptists of Colorado. In it you will discover information on the types of chaplaincy ministries, how to start a volunteer chaplaincy program as well as opportunities for fellowship and training.

Chaplains today have a unique potential. Theirs is the ability to reach people our churches and pastors can't reach because chaplains are ministering outside the church --- where most Coloradans are. Chaplains are uniquely positioned to evangelize the millions passing through our state, especially the Truckstop, Military, Prison, or Resort Chaplains. They're the ones to put feet to that special goal of our "Twenty-twenty Vision." The North American Mission Board has consistently reported more conversions by chaplains than by churches.

Finally, this is unabashedly a recruiting mechanism. We want more chaplains. We need more chaplains. Just as this guide has been bathed in prayer, so we are praying for you who read it. May this help you find God's leadership in your life.

WHAT IS A CHAPLAIN?

CONSIDERING THE CHAPLAINCY

You are probably reading this Guide to determine if you want to become a chaplain in Colorado. Your first thought may be “What does a chaplain do?” Well, frankly, this whole Guide is written to answer that question; so, instead, we’re going to answer a more basic question, “What IS a chaplain?”

To answer this question, let’s look at it from two perspectives. First, “What does it mean to be a chaplain from the perspective of the individual chaplain?” Second, “What is a chaplain from the perspective of your local church?”

FROM THE PERSPECTIVE OF THE INDIVIDUAL

The chaplain is primarily a minister of care for people – needy people. The various types of chaplaincy ministries today have this in common: they are each performing a caring ministry. In other words, a chaplain is one who demonstrates care and concern. He or she is sincerely trying to meet the needs of hurting individuals.

Usually, a chaplain works outside the local church. Although nothing prevents chaplaincy ministries from being set up within the church, they usually are the extension of the ministry of the local church into the community.

The chaplaincy is also a ministry of presence. While others minister remotely, setting up organizations, working behind the scenes, making financial contributions, and the like, chaplains work on the scene. Chaplains put a face on unseen ministries. There are no anonymous chaplains. They are “where the tire meets the pavement.”

God calls people to be chaplains just as He does to be preachers, missionaries, or church musicians. The chaplaincy ministry is tough and you ought not to pursue it without a definite call from God. Chaplains are living witnesses for Christ, both by deed and by word. A chaplain labors to bring Christ to men and men to Christ.

FROM THE PERSPECTIVE OF THE LOCAL CHURCH

A chaplain is an individual through whom the church establishes an influential presence in the community. A chaplain may not wear a badge saying “First Baptist Church;” but people will soon discover that he or she is a representative of your church, and they will be enabled to appreciate the meaning, purpose, and compassion of your church. Through chaplains the church does good to people who are not church members. A chaplain is one who ministers to human needs in the name of the church.

Chaplains, since they are out with the public, are among a church’s best resources for witnessing to and winning people who never come to church. They can be used by a church to identify individuals or families who might be pliant to further witness, such as unaffiliated Baptists. For example, the chaplain may, with the permission of the individual or family, pass a name on to the church staff. Similarly, the chaplain may pass on the names of people with special needs, such as grieving families who need meals or fire victims who need clothes or furniture.

Chaplaincy may be something the pastor himself or other staff members will want to engage in. It can provide them opportunities to get outside the walls of the church, to establish more visibility in the community, to enhance their personal reputations, to perform ministries not frequently possible otherwise, or to identify unchurched people.

Churches can do more than they are doing these days to enfold the chaplaincy within its body. Chaplains are often “out of sight – out of mind.” To think of a chaplain as a Lone Ranger is a self-fulfilling dread: it makes them such. By keeping chaplains under its watchcare and support, churches can lovingly prevent them from becoming renegades. Most chaplains would love to be enfolded by their home church.

In Sacramento, civil authorities set up and trained a group of chaplains whom law enforcement officers and firemen called on when they needed a chaplain. Could not some churches set up similar organizations of chaplains?

Since Colorado does not pay state prison chaplains, there are independent organizations that sponsor full time chaplains and help them raise support. Could not a church publicly give backing to an individual in its midst who wants to become a full time chaplain and permit him or her to raise support among them? Or could you not permit wannabe chaplains from sister congregations to raise funds from within your own congregation? We permit short-term missionaries to raise money among us. Why not chaplains?

A church might even set up a chaplain program to minister within the congregation, as, for example, organizing the membership into groups and training a chaplain to help minister to the needs of the people within each group.

Finally, a local church can encourage its members to heed God’s call to the chaplaincy, just as we do for the call to preaching or missionary service and then can support them when they pursue that calling by commissioning them, praying for them, and otherwise recognizing them publicly from time to time. Every chaplain loves a pat on the back.

CHAPLAINCY List of Contacts

BUSINESS MARKETPLACE

- Jay Badry, Marketplace Ministries
jaybadry@aol.com

CONNECTIONS (Church Based)

- Dallas E. Speight, Colorado Baptist General Convention
303-771-2480 ext. 231
dspeight@cbgc.org

DISASTER RELIEF

- Larry & Jan Loser
10181 Riverstone Dr.
Parker, CO 80134
303-805-2649
ljloser@comcast.net

FIRE

- N/A

HEALTHCARE

- John Samb, Healthcare Chaplain Associate
770-410-6359
jsamb@namb.net

MILITARY/CIVIL AIR PATROL

- CH(COL) Dallas E. Speight, U.S. Army
Colorado Baptist General Convention
7393 South Alton Way
Centennial, CO 80112-2302
- CH(LTC) Charles D. Bass, U.S. Army (Ret.)
Unit 419
1274 CR 65
Evergreen, CO 80439
303-552-5950

POLICE/SHERIFF

- Charlie Jones
Fellowship of the Rockies
3891 W, Northern Ave.
Pueblo, CO 81005
forpueblo@fellowshipoftherockies.com
719-544-5000

PRISON/JAIL

- Christian Chapel Services
P.O. Box 3961
Englewood, CO 80155-3961
Attn: Dr. Bill James
- Good News Jail/Prison Ministry
www.goodnewsjail.org

CHAPLAINCY List of Contacts

- RESORT MINISTRY**
- Ms. Patricia Moore
P.O. Box 223
Silverthorne, CO 80498
970-262-6255
mooreski@yahoo.com
 - Bob Ruesch
bobruesch@earthlink.net
970-586-8395

- STATE PATROL**
- Ed Maxwell
ed.maxwell@cdps/state/co.us
303-638-8095-C
303-273-1680-W

- TRUCKSTOP**
- Ken Barbe
303-789-9125

BUSINESS CHAPLAINCY

DESCRIPTION	<ul style="list-style-type: none">• A Business Chaplain connects with employees of client companies and ministers to them when needed.
HOW OFTEN?	<ul style="list-style-type: none">• The average hours per week that is required for a Business Chaplain is about 1-3 hours per company.
NORMAL QUALIFICATIONS	<ul style="list-style-type: none">• Ordination? No (but preferred)• Degree? No (but preferred)• College training? Yes• Seminary training? No• Clinical Pastoral Education? No• Certification by pastor? No• Commissioning by church? No (but preferred)• Certification by denomination? No• Experience in this ministry? Yes
CERTIFICATION	<ul style="list-style-type: none">• No certification is required for a business chaplain.• Individuals are encouraged to seek the commissioning of their local church as well as the endorsement of the North American Mission Board as soon as possible.
REPORTS	<ul style="list-style-type: none">• The Colorado Baptist Chaplaincy Coordinator requests quarterly reports of all Colorado Baptist General Convention chaplains.• The North American Mission Board requires quarterly reports by the chaplains they endorse. The Colorado Baptist Coordinator will accept copies of these reports in lieu of additional reports.
AVAILABLE TRAINING	<ul style="list-style-type: none">• The institution provides initial training and also requires and provides ongoing training for Business Chaplains.

BUSINESS CHAPLAINCY

- The Colorado Baptist General Convention offers a curricula of general chaplaincy training courses with additional special courses also available throughout the year.
 - The North American Mission Board offers Chaplaincy courses in a variety of locations throughout the nation each year.
 - The Colorado Baptist General Convention offers an annual **CHAPLAINS RETREAT** for additional training and fellowship. Spouses are also invited to this event.
 - The Chaplain's Breakfast during the Annual State Baptist Convention.
- OPPORTUNITIES FOR FELLOWSHIP**
- There is no required special clothing for Business Chaplaincy.
- SPECIAL CLOTHING**
- This chaplaincy provides hourly **SALARY**. Part time and full time **SALARY** are both available.
- SALARY**
- Both males and females are allowed and needed for the Business Chaplaincy.
- GENDER**
- The Business Chaplaincy can be located in any business.
- LOCATIONS**
- Evangelism and witnessing are permitted in this ministry and there are many opportunities for this on a daily basis.
- WITNESSING AND EVANGELISM**
- Marketplace (business chaplaincy) seeks to connect workers to the local church.
- BENEFITS TO LOCAL CHURCH**
- This type of chaplaincy benefits me because it allows one to fulfill the great commission and great commandment by connecting with the largest unreached people group in America.
- BENEFITS TO PERSONAL MINISTRY**
- If interested in applying for Business Chaplaincy you can contact Marketplace Ministries by visiting their website at www.mchapusa.com.
- HOW TO APPLY**
- Marketplace Chaplains do not employ full-or part-time chaplains who have been divorced since salvation.
 - For part-time chaplains there is not a great deal of compensation, but a tremendous opportunity to minister to and communicate the gospel to a very lost segment of our culture.
- CAUTIONS**

CONNECTIONS CHAPLAINCY (Church-Based Chaplaincy)

DESCRIPTION

- Connections Chaplaincy provides an opportunity to train laypersons in pastoral care in order that they can extend the ministry of the pastor to church members as well as those within the community. Loren Mead, author of *Transforming Congregations for the Future*, and Roy Phillips, author of *Letting Go, Transforming Congregations for Ministry*, feel the way of the future is shared ministry. They both believe that the minister can no longer do it all and the laity must be empowered to carry out their own personal ministry in the world. It is theologically sound that all members, clergy and laity alike, carry out the work of the church. In traditional congregations, growth and health are limited when ministry is relegated only to trained clergy.

LOCATIONS

- This type of chaplaincy training and ministry can be offered in any type of church (traditional, house, mission, church-plant, etc). There are no limitations.

HOW OFTEN?

- The extent of involvement will be determined by each pastor and congregational connections ministry leaders.

**NORMAL
QUALIFICATIONS**

- Ordination? No
- Degree? No
- College training? No
- Seminary training? No
- Clinical Pastoral Education? No
- Certification by pastor? No
- Commissioning by church? Yes
- Certification by denomination? No
- Experience in this ministry? No
- Other qualifications: A willingness to abide by the qualifications determined by the Connections Ministry Team Leader.

CONNECTIONS CHAPLAINCY (Church-Based Chaplaincy)

TYPE OF TRAINING • Training for Connections Chaplaincy Ministry can be offered in each congregational setting.

FEES FOR TRAINING • A fee will be charged for the training and materials.

DISASTER RELIEF CHAPLAINCY

DESCRIPTION

- A Disaster Relief Chaplain provides spiritual care during disasters. Disasters by their very nature are critical events that often lead to crises for those who are involved, both victims and caregivers. Chaplains travel to the disaster sites and make themselves available to give spiritual help to those in need.
- Colorado Disaster Relief Chaplains are part of the greater Southern Baptist Disaster Relief organization. They are trained and organized under the auspices of this national agency. Their credentials as Disaster Relief workers are recognized across the U.S. They stand ready to respond to disasters within our state or to calls for help from outside the state. Often they travel long distances and join other similarly trained chaplains at disaster sites across the nation
- A distinction can be observed between Disaster Relief teams and Disaster Relief Chaplains. Both receive specialized training. Disaster Relief teams may be trained for relief duties, such as chain saw operations, to provide physical and material help at disaster sites. Chaplains, on the other hand, are trained primarily in providing spiritual help, such as victim assistance, critical incident stress relief, or counseling.

LOCATIONS

- Disasters being unpredictable, the ministries of Disaster Relief Chaplains may take place anywhere. Seldom do they occur in one's own community.
- Usually, Disaster Relief Chaplains who reside in Colorado must travel vast distances to minister at disaster sites. The cost of travel or time off work or vacation time or food and accommodations while away may be a sacrifice to some chaplains. Often pastors, churches, and friends may assist financially to help support the work of chaplains.
- In 2005 following Katrina nine Disaster Relief Chaplains from Colorado went down to the Gulf Coast to minister.

HOW OFTEN?

- The ministry of a Disaster Relief Chaplain is spasmodic. While there were three back-to-back disasters in 2005 - Katrina, Wilma, and Rita - several years may pass before we see another such concentration of critical events. Or there may be even more than three such incidents the following year.

DISASTER RELIEF CHAPLAINCY

- Circumstances may keep a Disaster Relief Chaplain from using his/her valuable training for years on end. Not only so, but even if he/she is able to respond to a call, it will probably be out of state. Colorado may never be privileged to profit from his/her expertise. For this reason a chaplain, rather than just waiting for a critical incident to occur, might choose to get involved in one of the other types of chaplaincy ministries being performed week by week right here in our own state.

NORMAL QUALIFICATIONS

- Ordination? No
- Degree? No
- College training? No
- Seminary training? No
- Clinical Pastoral Education? No
- Certification by pastor? No
- Commissioning by church? No (but preferred)
- Certification by denomination? Yes
- Experience in this ministry? No
- Other qualifications: A willingness to perform crisis ministries for people whom he/she may never see again.

CERTIFICATION

- The Southern Baptist Disaster Relief agency has three criteria for certification as a Disaster Relief Chaplain:
 1. A general orientation course entitled “Introducing Southern Baptists to Disaster Relief.”
 2. The Southern Baptist Disaster Relief Chaplain training course.
 3. Either Critical Incident Stress Management (CISM) training or National Organization for Victim Assistance (NOVA) training. These courses are taught in Colorado.
- Individuals are encouraged to seek the commissioning of their local church as well as the endorsement of the North American Mission Board as soon as possible.

DISASTER RELIEF CHAPLAINCY

REPORTS

- The Colorado Baptist Coordinator requires quarterly reports of all Colorado Baptist chaplains.
- The North American Mission Board requires quarterly reports of all chaplains they endorse. The Colorado Baptist Coordinator will accept copies of these reports in lieu of additional reports.

AVAILABLE TRAINING

- Besides the courses mentioned under **CERTIFICATION** above, the Colorado Baptist offers a curricula of general chaplaincy training courses with additional special courses also available throughout the year.
- The North American Mission Board offers Chaplaincy courses in a variety of locations throughout the nation each year.

OPPORTUNITIES FOR FELLOWSHIP

- The Colorado Baptist General Convention offers an annual **CHAPLAINS RETREAT** for additional training and fellowship. Spouses are also invited to this event.
- The Chaplain's Breakfast during the Annual State Baptist Convention.

SPECIAL CLOTHING OR UNIFORMS

- Disaster Chaplains usually wear the distinctive yellow tee shirts worn by other Disaster Relief personnel. Chaplains may also wear special chaplaincy identification devices such as caps, badges, etc. Colorado Baptists will soon offer special chaplaincy caps, shirts, or coats at a low cost.

SALARY

- There is no remuneration for Disaster Relief Chaplains.

GENDER

- The Disaster Relief Chaplaincy is open to males or females.

WITNESSING AND EVANGELISM

- A Disaster Relief Chaplain is trained to be discreet and sensitive in witnessing.
- In spite of the pluralistic environment Disaster Relief Chaplains have found plenty of opportunities to evangelize. The nine Colorado Chaplains who served in the aftermath of Katrina reported 69 conversions.

HOW TO APPLY

- Complete the three courses required for **Endorsement**.

FIRE CHAPLAINCY

DESCRIPTION

- A Fire Chaplain ministers to firefighters who may be injured or distressed, families displaced by fires, victims assisted by EMT's, and individuals and families in receipt of death calls.
- The chaplain responds to fire calls, follows up on medical calls in the home or hospital, attends firefighter and EMT training to understand what they do and make them aware of his presence and interest in them, and helps lead defusings and debriefings after difficult calls.
- The chaplain helps keep victims out of the way of emergency personnel and in a safe place. The chaplain may provide personal conferences for volunteers and their families.

LOCATIONS

- Ministry locations for Fire Chaplains vary greatly. They respond to calls with the fire department.
- On EMT calls, they are careful not to interfere with the medic's work but will visit the patients later at home or the hospital.
- At the fire station they attend training events or lead debriefings after a difficult call such as a suicide, loss of a child, or a loss for which the responders feel responsible.

HOW OFTEN?

- A Fire Chaplain's hours will likely be flexible. A single response may involve an hour or less for a nearby medical call or several hours if one responds to a fire scene. One chaplain says he puts in, on average, 15-20 hours a week. In his case it depends on his personal availability.

NORMAL QUALIFICATIONS

- Ordination? No
- Degree? No
- College training? No
- Seminary training? No
- Clinical Pastoral No

FIRE CHAPLAINCY

- Certification by pastor? No
- Commissioning by church? No (but preferred)
- Certification by denomination? No
- Experience in this ministry? No
- Other qualifications: A sense of compassion, common sense, spiritual maturity, soundness of faith, patience with people of varying beliefs and lifestyles, ability to listen, a cooperative spirit as a team player, and a commitment and willingness to be available to those in need.

CERTIFICATION

- At this time no certification or endorsement is required to be a volunteer fire chaplain. However, individuals are encouraged to seek the commissioning of their local church as well as the endorsement of the North American Mission Board as soon as possible.

REPORTS

- The Colorado Baptist Chaplaincy Coordinator requires quarterly reports of all Colorado Baptist General Convention chaplains.
- The North American Mission Board requires quarterly reports by the chaplains they endorse. The Colorado Baptist Coordinator will accept copies of these reports in lieu of additional reports.

AVAILABLE TRAINING

- Fire Chaplains have not always found training for themselves available in their local fire departments. We know of no place where specific training for this type ministry is available.
- Continuing Education Units may or may not required by fire departments.
- The Colorado Baptist General Convention offers a curricula of general chaplaincy training courses with additional special courses also available throughout the year.
- The North American Mission Board offers courses in a variety of locations throughout the nation each year.

FIRE CHAPLAINCY

OPPORTUNITIES FOR FELLOWSHIP

- The Colorado Baptist General Convention offers an annual **CHAPLAINS RETREAT** for additional training and fellowship. Spouses are also invited to this event.
- The Chaplain's Breakfast during the Annual State Baptist Convention.

SPECIAL CLOTHING OR UNIFORMS

- Fire Chaplains are not required to wear special clothing. On calls, though, a chaplain should wear some type of identifying clothing. One chaplain wears tee shirts that are embroidered or silk-screened, jackets, caps, lanyards with fire department ID's, etc. His department has provided him a dress uniform and other apparel though not required to do so.

SALARY

- There is no remuneration for a Fire Chaplain ministry. One must usually use his or her own car to respond to calls with the fire department, being careful not to take up space in emergency vehicles that is needed for the trained emergency responders. In these days this can be costly.

GENDER

- The Fire Chaplaincy is open to males or females.

WITNESSING AND EVANGELISM

- A Fire Chaplain can share his/her faith but it is not appropriate to proselytize.

BENEFIT TO ONE'S PERSONAL MINISTRY

- Said one pastor who is also a Fire Chaplain, "As a pastor I have found an inordinate amount of my time consumed with church matters and church members committee meetings, visiting the sick, attending meetings, preparing sermons, etc. Unless a pastor aggressively thrusts himself into his community, he may find himself hard pressed to develop a witnessing relationship with unsaved, unchurched people. As a chaplain, I consider my broader calling as pastor/missionary to my entire community, and virtually every call I make with the fire service casts me into new relationships that have the potential to be cultivated for winning someone to Christ. The volunteers are often unchurched people, but who have developed a deep respect for me as a Christian and as an integral part of the company, opening daily opportunities for witness and ministry."

FIRE CHAPLAINCY

BENEFITS TO ONE'S LOCAL CHURCH

- This Pastor/Fire Chaplain went on to say, “Being a volunteer fire chaplain opens doors for the chaplain that are often closed to the church and pastor. Accompanying the EMTs and fire-fighters to the scene of a medical emergency or structure fire allows the chaplain instant access to families who often have unlisted phones, electronic gate restricting access, etc. By being discreet in the use of this privilege, and being careful not to violate HIPPA restrictions, an initial contact by the chaplain can enable the development of a follow-up ministry that can be channeled to the church.”

HOW TO APPLY

- One’s local fire department is the best prospect at which to apply. One may also research nearby forest fire stations.
- Develop the spiritual equivalent of a “business plan,” detailing specific benefits to the department and to the community in having a chaplain, your qualifications, references, etc.
- Contact the chaplaincy office at NAMB and seek endorsement, even before visiting the Fire Chief. This will lend authenticity to your credentials.
- See if there are members of the department who are practicing Christians, especially members of one’s own church. They would weight the prospect of having a chaplain favorable with other members of the department.
- Set up an appointment with the Fire Chief. Be brief and to the point in the meeting. If received favorable, offer to visit with the local fire board to further explain your purpose and the reasons for offering your service.

HEALTHCARE CHAPLAINCY

DESCRIPTION

- The Healthcare Chaplain, an integral member of the healthcare team, provides pastoral care to patients, family members and staff and may be on call 24 hours a day.
- The Chaplain is available to provide objective crisis intervention and spiritual support. In the often stressful and demanding healthcare environment, the Chaplain is an understanding friend and confidant.
- The Chaplain can provide a listening ear and a pastoral point of view for the staff as they face professional and personal problems.
- Staff members who have no minister of their own often seek the Chaplain's counsel, especially during times of personal family need or professional pressures.

HOW OFTEN?

- Salaried Healthcare chaplains often work 40 hours per week.
- Those serving in volunteer chaplaincy positions may serve a few hours to several hours per week.
- Each institution is unique and has different requirements. However, many hospitals and hospice organizations encourage community clergy to be part of their volunteer staff by providing care to patients as well as being on call.

ORDINATION

- This requirement varies depending upon the organization and the level of involvement.
- Many hospitals and hospice organizations may require ordination and ecclesiastical endorsement.

EDUCATION

- Educational requirements vary according to the type of employment that one may be seeking.
- Individuals seeking a salaried position are usually required to hold a Masters of Divinity or its equivalent with a minimum of four (4) units/quarters of Clinical Pastoral Education (CPE).
- However, for those who are seeking volunteer chaplaincy work these requirements vary. It is important to check with each institution.

HEALTHCARE CHAPLAINCY

- Clinical Pastoral Education is an adult type of experiential learning.
- The College of Pastoral Supervision and Psychotherapy (CPSP) and the Association for Clinical Pastoral Education (ACPE) are the two primary organizations for training in the area of CPE. Some are hospital based and others are community based programs.

CERTIFICATION

- Individuals who are interested in becoming employed as a chaplain will most likely desire to pursue certification as a clinical chaplain.
- Basic requirements usually require a Masters of Divinity or equivalent and four (4) units of CPE.
- In addition, one is required to demonstrate competencies in the area of pastoral care.
- Certification can be provided through two groups - The College of Pastoral Supervision and Psychotherapy (CPSP) or the Association of Professional Chaplains.

TRAINING

- Chaplaincy training for volunteer chaplains is often provided by the organization that one desires to work within; however, it will be also be offered through the Chaplaincy Department of the Colorado Baptist General Convention as well as the Chaplaincy Division of the North American Mission Board.
- Clinical Pastoral Education training will be offered by the Chaplaincy Department at the Colorado Baptist General Convention. This training is usually held for 12 weeks and meets once a week for four (4) hours. In addition, the participants are required to provide pastoral care in a ministry setting for approximately 15-20 hours per week. For more information contact Dr. Dallas E. Speight, 303-771-2480 ext. 231 or dspeight@cbgc.org.

ENDORSEMENT

- Individuals may receive endorsement from the North American Mission Board for employment as a healthcare or as a volunteer.
- John Samb, Healthcare Chaplain Associate is the individual to contact with further questions at 770-410-6359 or jsamb@namb.net.

MILITARY/CIVIL AIR PATROL CHAPLAINCY

DESCRIPTION

- Military Chaplains may serve in the U. S. Air Force, the U. S. Army, or the U. S. Navy. Chaplain service for the U. S. Marine Corps is provided by Navy Chaplains.
- National Guard Chaplains will be either Air Force, Army, or Navy.
- Chaplains may also serve in the Civil Air Patrol (CAP).
- Military Chaplains serve as virtual pastors in their respective military units — preaching, visiting, counseling, performing weddings, funerals and memorial services, and hospital ministries.
- Some military assignments entail more administrative, teaching, or leadership responsibilities than pastoral.
- Most of their ministry is performed in a pluralistic environment.
- Military Chaplains may be assigned either on an active or reserve status, which is equivalent to a fulltime or a part time basis respectively.

HOW OFTEN?

- Reserve or National Guard Chaplains serve no more than 48 days per year. At any time they are eligible to be called to active duty for limited periods of time.

NORMAL QUALIFICATIONS

- Ordination? Yes
- Degree? Yes
- College training? Yes
- Seminary training? Yes
- Clinical Pastoral Education? No
- Certification by pastor? No
- Commissioning by church? No (but preferred)
- Certification by denomination? Yes

MILITARY/CIVIL AIR PATROL CHAPLAINCY

CERTIFICATION

- Military/CAP Chaplains must be endorsed by the North American Mission Board before they can be employed for any position.
- The North American Mission Board ensures that Southern Baptist chaplains meet all educational, ordination, and theological requirements. They do background checks and interviews of all candidates and their spouses.

REPORTS

- The North American Mission Board requires quarterly reports from the chaplains they endorse.
- The Colorado Baptist Chaplaincy Coordinator requests quarterly reports of all Colorado Baptist General Convention chaplains. He will accept copies of the North American Mission Board reports in lieu of additional reports.

AVAILABLE TRAINING

- A Master of Divinity degree earned at the Rocky Mountain Campus of Golden Gate Baptist Seminary, which is located in Denver, will meet the seminary requirement for the Military and Civil Air Patrol.
- Students enrolled in an accredited seminary may qualify as a chaplain candidate, which provides tuition assistance. See Dallas E. Speight for more information.
- The military provides extensive continuing education for its chaplains, sometimes including training for university degrees.
- The Colorado Baptist General Convention offers a curricula of general chaplaincy training courses with additional special courses also available throughout the year such as Disaster Relief Chaplaincy training. Military Chaplains may profit from these.

OPPORTUNITIES FOR FELLOWSHIP

- The North American Mission Board offers Chaplaincy courses in a variety of locations throughout the nation each year.
- The Colorado Baptist General Convention offers an annual **CHAPLAINS RETREAT** for additional training and fellowship. Spouses are also invited to this event.

MILITARY/CIVIL AIR PATROL CHAPLAINCY

- The Colorado Baptist General Convention offers an annual **CHAPLAINS RETREAT** for additional training and fellowship. Spouses are also invited to this event..
- The Chaplains Breakfast during the Annual State Baptist Convention

SPECIAL CLOTHING OR UNIFORMS

- Uniforms are required for Military Chaplains.
- There is an initial uniform allowance after which clothing needs will be salaried for by the chaplain.

SALARY

- A generous salary and retirement package is available to active duty Military Chaplains. Reservists draw temporary duty salary and a pension after age 60.

GENDER

- The Military Chaplaincy is open to males or females.

WITNESSING AND EVANGELISM

- A Military Chaplain is permitted to witness within limits set by each branch of service.
- The North American Mission Board has consistently reported more conversions among chaplains than among pastors.

HOW TO APPLY

- First, talk with an appropriate military branch recruiter to see if you meet military requirements.
- Second, contact the North American Mission Board to see if you meet Southern Baptist requirements.

CAUTIONS

- Be prepared for the pluralistic environment of the military. One must be open to working with other faith groups.
- Travel and time away from one's family is a strong possibility as is the danger of possible combat duty.
- The requirements for physical fitness may seem stringent.
- It is important that one be honest not only about his/her talents and abilities but also about his/her limitations.

POLICE/SHERIFF CHAPLAINCY

DESCRIPTION

- A Police Chaplain typically accompanies officers in a police cruiser.
- Law enforcement agencies commonly use the crisis intervention and/or the services of chaplain for the following types of incidents:
 - a. Family crises
 - b. Emotional disturbances with significant trauma
 - c. Attempted/completed suicides
 - d. Natural/unnatural deaths
 - e. Death messages or notifications
 - f. Crisis intervention at the scene of an accident or traumatic/critical incident
 - g. Personal needs of police personnel and/or their families
 - h. Weddings, funerals, and memorial services
 - i. Services to the indigent and/or transient population including lodging, food, and gas.

HOW OFTEN?

- At one police department a Police Chaplain is on call for a twenty-four hour period one day a week.
- At this particular department the chaplain is required to accompany an officer in a police cruiser eight hours per month.

NORMAL QUALIFICATIONS

- Ordination? Yes
- Degree? No
- College training? No
- Seminary training? No
- Clinical Pastoral Education? Yes
- Certification by pastor? Yes
- Commissioning by church? Yes
- Certification by denomination? No
- Experience in this ministry? No

POLICE/SHERIFF CHAPLAINCY

CERTIFICATION

- Colorado Baptists encourage their chaplains to seek the commissioning of their local church as well as the endorsement of the North American Mission Board as soon as possible.

REPORTS

- The Colorado Baptist Chaplaincy Coordinator requires quarterly reports of all Colorado Baptist General Convention chaplains.
- The North American Mission Board requires quarterly reports from the chaplains they endorse. The Colorado Baptist Coordinator will accept copies of these reports in lieu of additional reports.

AVAILABLE TRAINING

- Local training for Police Chaplains is provided by some Police Departments. The Chaplain is expected to train along side the officers.
- The Colorado Baptist General Convention offers a curricula of general chaplaincy training courses with additional special courses also available throughout the year.
- The North American Mission Board offers Chaplaincy courses in a variety of locations throughout the nation each year.

OPPORTUNITIES FOR FELLOWSHIP

- The Colorado Baptist General Convention offers an annual **CHAPLAINS RETREAT** for additional training and fellowship. Spouses are also invited to this event.
- The Chaplain's Breakfast during the Annual State Baptist Convention.

SPECIAL CLOTHING OR UNIFORMS

- A Police Chaplain wears a chaplain's shirt and jacket provided by the department.
- A badge is to be displayed.

POLICE/SHERIFF CHAPLAINCY

- SALARY**
- No remuneration for Police Chaplains is provided for those serving as a volunteer
- GENDER**
- The Police Chaplaincy is open to males or females.
- WITNESSING AND EVANGELISM**
- A Police Chaplain ministry is a crisis ministry in which witnessing is usually not appropriate or possible. The chaplain can only assess the situation and try to help.
 - The chaplain can establish an ongoing ministry with those he/she comes in contact with. It is in these cultivated relationships that one can witness.
- PERSONAL BENEFITS**
- A chaplain may find the training he/she receives very helpful.
 - The simple opportunity for ministry that the Police Chaplaincy affords might be counted a personal benefit.
- BENEFITS TO ONE'S LOCAL CHURCH**
- One pastor states, "Our congregation is very supportive of my involvement with the Police Department. When a crisis happens, suicide (completed or non-completed), domestic violence, loss of life, etc. it is vital that you are there at the time of the crisis and not days later. Having a supportive congregation allows me to be there at the time of need, in the midst of the crisis."
- HOW TO APPLY**
- The advice on "How to Apply" under the Fire Chaplain may prove helpful in applying at your local police department.
- CAUTIONS**
- Be prepared to see a different side of your community.

PRISON/JAIL CHAPLAINCY

The following information has been provided by an active volunteer chaplain on the staff of a Colorado state prison. Chaplain ministry at private state prisons, at the federal prison, or at jails will vary from this model, but this should assist someone in understanding what it means to minister to incarcerated persons in whatever setting they may be in.

DESCRIPTION

- A Prison Chaplain leads or supervises worship services and Bible studies in the prison/jail.
- The chaplain is responsible for helping preserve the right of each inmate to worship as he/she choose, within safety and security guidelines.
- A Prison Chaplain is provided an office in the prison. He/she maintains office hours and performs administrative duties such as maintaining records, planning and coordinating religious services, and completing reports. He/she makes appointments with inmates for counseling. He/she seeks to convey an awareness of God's presence and grace in the prison.
- The chaplain makes the rounds of the cells, particularly the segregation and intake pods.
- A chaplain attends staff roll call meetings and generally makes himself visible and available to staff members. He/she encourages them to hold themselves accountable to God for their actions and attitudes.
- Other chaplaincy duties in a prison include notifying inmates of family illnesses or deaths, notifying family members of inmate's illness or deaths, arranging clergy visits, distributing religious literature, and assisting volunteers.

LOCATIONS

- A Prison Chaplain's ministry all takes places within the walls of the confinement facility.

HOW OFTEN?

- Chaplains at state prisons are volunteers but must serve at least 21 hours per week to be considered fulltime.

NORMAL QUALIFICATIONS

- Ordination? No
- Degree? No

PRISON/JAIL CHAPLAINCY

- College training? No
- Seminary training? No
- Clinical Pastoral Education? Yes
- Certification by pastor? Yes
- Commissioning by church? Yes
- Certification by denomination? No
- Experience in this ministry? No
- Other qualifications: Background checks, Basic Training for staff members.

CERTIFICATION

- Colorado requires commissioning by one's pastor or church. Colorado Baptists encourage their chaplains to seek the commissioning of their local church as well as the endorsement of the North American Mission Board as soon as possible.

REPORTS

- State reports are required to be filed monthly.
- The North American Mission Board requires quarterly reports by the chaplains they endorse. The Colorado Baptist Coordinator will accept copies of these reports in lieu of additional reports.

AVAILABLE TRAINING

- Basic Training for Colorado staff members is provided without cost by the Colorado Department of Corrections.
- C.P.E. or its equivalency is required within two or three years of beginning one's ministry, but the Colorado Department of Corrections has occasionally provided an "evangelical equivalency" through Taylor University.
- The Colorado Baptist General Convention offers a curricula of general chaplaincy training courses with additional special courses also available throughout the year.
- The North American Mission Board offers Chaplaincy courses in a variety of locations throughout the nation each year.

PRISON/JAIL CHAPLAINCY

OPPORTUNITIES FOR FELLOWSHIP

- The Colorado Baptist General Convention offers an annual **CHAPLAINS RETREAT** for additional training and fellowship. Spouses are also invited to this event.
- The Chaplain's Breakfast during the Annual State Baptist Convention.
- Aurora Ministries also has fellowship and training opportunities.

SPECIAL CLOTHING OR UNIFORMS

- Clip-on ties and a professional appearance, that is, slacks and a dress shirt, or acceptable attire.

SALARY

- Private prisons in Colorado do have salaried chaplains.
- A chaplain desiring to work full-time in one of the state facilities may contact one of the organizations that works to provide funding through volunteer contributions, i.e., faith missions.
- See below under **How to Apply** for names of these organizations.

GENDER

- Women have served as chaplains in men's facilities and men have served as chaplains in women's facilities.

WITNESSING AND EVANGELISM

- If a Prison Chaplain is asked about his beliefs by a staff member or an inmate or if they accept the chaplain's offer to share what the Bible teaches, he/she can teach them the plan of salvation. Prison Chaplains wear two hats. He/she wears the Chaplain hat when in his office or at any event not specifically intended or advertised as a Protestant/Christian event. He/she wears the Pastor's hat when leading a worship service or Bible study which is announced as a Christian/Protestant meeting and can preach or teach as he/she is led by God's Spirit.

HOW TO APPLY

- Contact the Colorado Department of Corrections-Office of Faith and Citizen Programs Colorado Department of Correction' Office of Community Resources at the D. O. C. Headquarters in Colorado Springs (719)226-4482 for more information about serving in a state-owned facility contact Kim Beiker at (719)269-5771; Attention: Kim Beiker.

PRISON/JAIL CHAPLAINCY

- Volunteer Chaplains desiring to work full-time may contact:
Christian Chaplain Services
P.O. Box 3961
Englewood, CO 80155-3961
ATTN: Dr. Bill James

Good News Jail and Prison Ministry
www.goodnewsjail.org

- For the private prisons operated by the Corrections Corporation of America (CCA), which includes Bent County, Crowley County, Huerfano County, or Kit Carson County facilities, contact the specific facility for their application procedures.

CAUTIONS

- Opportunities for Prison Chaplains abound. Most of the 21 prisons in Colorado have only one chaplain. More are needed.
- A telephone number for the federal prison in Florence is (719)784-9454.
- For applying at your **local jail** the advice on "How to Apply" under the Fire Chaplain or "How to Start a Volunteer Chaplaincy Ministry" may prove helpful.
- Most inmates will try to manipulate the chaplain to get phone calls, etc. they cannot get from other staff members.
- The prison environment is characterized by a concentration of demonic influences.
- Seek plenty of prayer support.

RESORT MINISTRY CHAPLAINCY

DESCRIPTION	<ul style="list-style-type: none"> • A Resort Chaplain provides support for those visiting the resort and also leads Bible studies for the workers at the resort.
HOW OFTEN?	<ul style="list-style-type: none"> • The average hours per week that is required for a Resort Chaplain is about 20-25.
NORMAL QUALIFICATIONS	<ul style="list-style-type: none"> • Ordination? No • Degree? Yes • College training? Yes • Seminary training? Yes • Clinical Pastoral Education? Yes • Certification by pastor? No • Commissioning by church? No (but preferred) • Certification by denomination? No • Experience in this ministry? Yes
REPORTS	<ul style="list-style-type: none"> • The Colorado Baptist Chaplaincy Coordinator requires quarterly reports of all Colorado Baptist General Convention chaplains. • The North American Mission Board requires quarterly reports by the chaplains they endorse. The Colorado Baptist Coordinator will accept copies of these reports in lieu of additional reports.
AVAILABLE TRAINING	<ul style="list-style-type: none"> • The Colorado Baptist General Convention offers a curricula of general chaplaincy training courses with additional special courses also available throughout the year. • The North American Mission Board offers Chaplaincy courses in a variety of locations throughout the nation each year.

RESORT MINISTRY CHAPLAINCY

OPPORTUNITIES FOR FELLOWSHIP

- The Colorado Baptist General Convention offers an annual **CHAPLAINS RETREAT** for additional training and fellowship. Spouses are also invited to this event.
- The Chaplain's Breakfast during the Annual State Baptist Convention.

SPECIAL CLOTHING

- There is no required special clothing for Resort Chaplaincy.

SALARY

- No remuneration for Resort Chaplaincy is provided.

GENDER

- Both males and females are allowed and needed for the Resort Chaplaincy.

LOCATIONS

- The Resort Ministry Chaplaincy is located throughout the ski areas and recreational campgrounds.

WITNESSING AND EVANGELISM

- Evangelism and witnessing are permitted in this ministry and there are many opportunities for this on a daily basis.

BENEFIT'S TO LOCAL CHURCH

- Resort Ministry Chaplaincy provides you with opportunities to pray for the needs of the people at the resort as well as help meet their spiritual needs.

BENEFITS TO PERSONAL MINISTRY

- This type of chaplaincy benefits me personally because it allows me to do what God has called me to do.

STATE PATROL CHAPLAINCY

- | | | | | | | | | | | | | | | | | | | | |
|----------------------------------|---|---------------|-----|-----------|----|---------------------|----|----------------------|----|--------------------------------|----|----------------------------|----|----------------------------|--------------------|----------------------------------|-----|--------------------------------|-----|
| DESCRIPTION | <ul style="list-style-type: none"> • A State Patrol Chaplain may supervise field chaplains of multi-denominational affiliation within the quasi-military structure of the State Patrol regulations. • The chaplain also does field chaplain work with approximately 20 State Patrol personnel. | | | | | | | | | | | | | | | | | | |
| HOW OFTEN? | <ul style="list-style-type: none"> • The average hours per week that is required for a State Patrol Chaplain is about 4. | | | | | | | | | | | | | | | | | | |
| NORMAL QUALIFICATIONS | <table border="0"> <tr> <td>• Ordination?</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td>• Degree?</td> <td style="text-align: right;">No</td> </tr> <tr> <td>• College training?</td> <td style="text-align: right;">No</td> </tr> <tr> <td>• Seminary training?</td> <td style="text-align: right;">No</td> </tr> <tr> <td>• Clinical Pastoral Education?</td> <td style="text-align: right;">No</td> </tr> <tr> <td>• Certification by pastor?</td> <td style="text-align: right;">No</td> </tr> <tr> <td>• Commissioning by church?</td> <td style="text-align: right;">No (but preferred)</td> </tr> <tr> <td>• Certification by denomination?</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td>• Experience in this ministry?</td> <td style="text-align: right;">Yes</td> </tr> </table> | • Ordination? | Yes | • Degree? | No | • College training? | No | • Seminary training? | No | • Clinical Pastoral Education? | No | • Certification by pastor? | No | • Commissioning by church? | No (but preferred) | • Certification by denomination? | Yes | • Experience in this ministry? | Yes |
| • Ordination? | Yes | | | | | | | | | | | | | | | | | | |
| • Degree? | No | | | | | | | | | | | | | | | | | | |
| • College training? | No | | | | | | | | | | | | | | | | | | |
| • Seminary training? | No | | | | | | | | | | | | | | | | | | |
| • Clinical Pastoral Education? | No | | | | | | | | | | | | | | | | | | |
| • Certification by pastor? | No | | | | | | | | | | | | | | | | | | |
| • Commissioning by church? | No (but preferred) | | | | | | | | | | | | | | | | | | |
| • Certification by denomination? | Yes | | | | | | | | | | | | | | | | | | |
| • Experience in this ministry? | Yes | | | | | | | | | | | | | | | | | | |
| REPORTS | <ul style="list-style-type: none"> • State reports are required to be filed monthly. • The Colorado Baptist Chaplaincy Coordinator requires quarterly reports of all Colorado Baptist General Convention chaplains. • The North American Mission Board requires quarterly reports by the chaplains they endorse. The Colorado Baptist Coordinator will accept copies of these reports in lieu of additional reports. | | | | | | | | | | | | | | | | | | |
| AVAILABLE TRAINING | <ul style="list-style-type: none"> • The State Patrol provides law enforcement specific training to its chaplains. Such training as first aid, CPR, traffic direction, radio use, officer safety, accident investigation, crime scene investigation, death notification, suicide by cop, are a few examples of topics covered in the training. | | | | | | | | | | | | | | | | | | |

STATE PATROL CHAPLAINCY

- A State Patrol Chaplain also requires ongoing training to be ready for a variety of situations.
- OPPORTUNITIES FOR FELLOWSHIP**
- The Colorado Baptist General Convention offers an annual **CHAPLAINS RETREAT** for additional training and fellowship. Spouses are also invited to this event.
 - The Chaplain's Breakfast during the Annual State Baptist Convention.
- SPECIAL CLOTHING OR UNIFORMS**
- A State Patrol Chaplain is required to wear a uniform like the State Patrol. It is to be purchased by the Chaplain.
- SALARY**
- State Patrol Chaplains do not receive any remuneration for this ministry.
- GENDER**
- State Patrol Chaplains may be male or female.
- WITNESSING AND EVANGELISM**
- Evangelism is permitted in this type of chaplaincy.
- BENEFIT'S TO LOCAL CHURCH**
- This benefits the local congregation in that it provides a visible presence in the local community.
- BENEFITS TO PERSONAL MINISTRY**
- This benefits the chaplain because it is a front line ministry that full time pastors can be involved.
- HOW TO APPLY**
- You should contact the chief chaplain of the State Patrol office to begin the application process. You can find the information on the website.
- CAUTIONS**
- To those that are considering State Patrol Chaplaincy, be sure that you are called to law enforcement chaplaincy and not victims assistance. State Patrol Chaplains are members of the State Patrol first and then chaplains second.
 - State Patrol Chaplains work for and relate to the State Patrol before we relate to the public.

TRUCKSTOP CHAPLAINCY

Much of the following information about Truckstop Chaplains comes from Truckstop Ministries, Inc. (TMI). This is a 501C-3 non-profit Georgia based corporation founded in March 1981. Its conservative Statement of Faith is generally consistent with the beliefs of Southern Baptists.

DESCRIPTION

- A Truckstop Chaplain ministers to truck drivers at truck stops through fellowship meetings, witnessing, and counseling.
- Major truckstops across Colorado need chaplains. TMI is seeking to put chaplains at major truckstops where there are none. In truckstops that do have chaplains, they desire to place more chaplains in order to extend the hours of ministry there. Truckstops are 24 hours a day, 7 days a week operations.

LOCATIONS

- At any service station, no matter how small, a chaplain can find opportunities for ministry. An active chaplain who owns his own service station is listed on the rolls of CBGC chaplains.

HOW OFTEN?

- Truckstop Chaplains can work anywhere from three hours per week for the weekly fellowships up to forty hours per week for a full-time position. They minister as the Spirit moves them.

NORMAL QUALIFICATIONS

- Ordination? No
- Degree? No
- College training? No
- Seminary training? No
- Clinical Pastoral Education? No
- Certification by pastor? Yes
- Commissioning by church? No (but preferred)
- Certification by denomination? No
- Experience in this ministry? No
- Other qualifications: A heart for the lost.

TRUCKSTOP CHAPLAINCY

CERTIFICATION

- At this time no certification or endorsement other than that of one's pastor and church is required to be a volunteer truckstop chaplain. However, individuals are encouraged to seek the endorsement of the North American Mission Board as soon as possible.

REPORTS

- The Colorado Baptist Chaplaincy Coordinator requires quarterly reports of all Colorado Baptist General Convention chaplains.
- The North American Mission Board requires quarterly reports of all chaplains they endorse. The Colorado Baptist Coordinator will accept copies of these reports in lieu of additional reports.

AVAILABLE TRAINING

- Special training from Truckstop Ministries, Inc., is available.
- The Colorado Baptist offers a curricula of general chaplaincy training courses with additional special courses also available throughout the year.
- The North American Mission Board offers Chaplaincy courses in a variety of locations throughout the nation each year.

OPPORTUNITIES FOR FELLOWSHIP

- The Colorado Baptist General Convention offers an annual **CHAPLAINS RETREAT** for additional training and fellowship. Spouses are also invited to this event.
- The Chaplains Breakfast during the Annual State Baptist Convention.

SPECIAL CLOTHING OR UNIFORMS

- TMI has special uniforms for chaplains. The chaplain purchases these, or they may be provided if the cost poses a hardship.

SALARY

- Chaplains, whether full-time or part-time must raise their own support. There are no known organizations that provide remuneration for this ministry.

WITNESSING AND EVANGELISM

- Evangelism is permitted and encouraged in truckstop ministries.
- Since truckers drive across the nation, one man or woman won by the Lord by a chaplain can bear fruit for the Master far and wide. The home church of a truckstop chaplain may not win truckers to their congregation, but a chaplain's unusual experiences, his novel anecdotes, and his excitement can bring important benefits to the membership.

STARTING A **VOLUNTEER CHAPLAINCY** MINISTRY

By: Chaplain James W. Newman

IDENTIFY CLUSTERS OF POTENTIAL NEED

Make a list of organizations where a chaplain might benefit. Prioritize the list. Virtually any organization that brings together a group of people with a common purpose or mission has potential for placement of a volunteer chaplain. It may be the local fire department, law enforcement agency, jail, nursing home, truck stop, resort area, hospital, casino, business, service organization, VFW, etc.

A few telephone calls may help to identify areas of need. Questions such as whether the unit has a chaplain and who to approach about the matter would be important information.

Match your interest and skills with the needs of the organization.

DO YOUR HOMEWORK

Learn about the organization. What is its mission, primary activities, track record? Who is the primary decision maker? Is there a governing board of trustees? How many employees/volunteers?

If a service organization, like as fire or law enforcement, important information might be how many responses to emergencies have they made this year, i.e. motor vehicle accidents, suicides, other deaths, structure fires, domestic disturbances, etc.

Gather any information that can help you demonstrate your seriousness and competence to minister to the personnel.

With some organizations it may be necessary to discuss chaplaincy in more generalized terms, pointing out the advantages to the organization and its members of having a neutral, confidential “ministry of presence” without risking relationships.

PLAN YOUR APPROACH

Decide how much time you can devote to this ministry. It may involve no more than occasional attendance at organization meetings and an occasional personal conference or you could spend several hours a week, depending on the mission of the organization. A fire chaplain, for example, could respond to numerous emergency calls. Pace yourself.

Decide who you need to talk to. Is there a key person in the organization who knows you, who would sympathize with what you want to do, and who would be an effective mediator to introduce you?

Often it is not enough to simply offer the services of chaplain to an organization. There has to be a recognition of need, an assurance of the non-threatening nature of the office, and a persuasion by those in charge that a beneficial service is available to meet specific needs of the organization that are not being met.

Be certain the person you approach can give you adequate time. If you can cover the ground in 30-40 minutes, ask for that much time and honor it. If possible, try to arrange a meeting somewhere that will minimize the risk of interruption. If you have had the advantage of a member to set things up, include him/her in the meeting.

Your presentation should begin with a succinct overview of the organization's mission and work load. For example, with a Fire Department one could secure information for the year to date on how many paid and volunteer personnel there have been, how many personnel hours have been invested in responding to calls and training events, etc.

EXAMPLE OF A PROPOSAL

IDENTIFY THE CHALLENGES OF THE DEPARTMENT:

“Chief, this past year the ___ people in your department responded to ___ 911 calls. ___ were medical, ___ were fire related, ___ were motor vehicle accidents, and ___ involved fatalities as a result of illness, injury, or self-inflicted death.

“Most firefighters and law enforcement personnel would like to think of themselves as “Teflon-coated,” that such critical incidents just “slide off,” and they can go about their duties unaffected. The hard fact, though, is that we are more like “Velcro” things stick to us, and we need help to peel the layers of emotional and mental “lint” in order to continue healthy responses to the next call.

“As the responsible leader of your organization I know you are concerned for the welfare of all your team—physically, mentally and emotionally. You expend a great deal of time, energy and financial resources to assure safety, efficiency and professionalism as they execute their responsibilities.

“Possibly, you have a licensed professional counselor to assist with ‘debriefings’ after a traumatic event. However, he/she probably is not routinely involved with the day-to-day workings of your unit.”

HOW THE CHAPLAIN CAN HELP:

That's where the work of a volunteer chaplain can be of value. The volunteer chaplain will simply be available to you, to your personnel and to the community you serve for a variety of services with positive benefits to your organization.

In the business world, for example, the presence of a chaplain who is made available to employees by management leads to improved attitudes, better teamwork, higher morale, reduced conflict and stress, less absenteeism and reduced turnover.

Modeled after the military chaplaincy, the volunteer chaplaincy provides a non-judgmental, confidential, neutral person to whom the concerned employee/volunteer may turn for help.

The Chaplain can:

(A) CARE FOR PERSONNEL AND THEIR FAMILIES

- The Chaplain will seek to be *always* available (at no cost to the individual or his family) to listen, to care, and to help.
- The Chaplain will meet with the member or family members at office or home to provide confidential help to resolve problem issues. The Chaplain will not break confidentiality.
- The Chaplain will not “preach” to them, or judge their lifestyle.
- The Chaplain will not take the place of one’s own minister or spiritual advisor, or of professional counseling, if required. The Chaplain will try to help the member to plug into the resources needed.
- The Chaplain will pray for them. The Chaplain will be their friend.

(B) ASSIST IN TIMES OF EMERGENCY

- Whenever possible, and under your direction, the chaplain may respond on emergency calls.
- On medical emergencies, sometimes the patient’s family members need calming or counseling, so that the EMTs can concentrate on the patient. The chaplain can help with them.
- The Chaplain can contact family members, the pastor or others on behalf of the patient.
- If a family’s home has burned, often there is a need to provide emergency shelter or to mobilize assistance with furnishings, clothing, etc. The Chaplain can help.
- The Chaplain can make follow-up visits, at home or hospital, and if requested, assist with death notifications.

(C) ASSIST WITH FORMAL EVENTS

- The Chaplain can provide assistance to the organization with public occasions and special recognitions, offering invocations and an official presence.
- Assist with orientation of rookie/new hire classes to acquaint them with the emotional and spiritual resources available to them and their families and the nature of crisis incidents and post-traumatic stress.
- In the event of injury or death, the chaplain can accompany an officer to notify family and be of assistance in planning appropriate actions in the case of a line of duty death.

- The chaplain would not take the place of the family’s minister.
- Provide assistance in arbitrating grievances and personnel conflicts.
- Present a positive image of the department to the public.

THE COST: There is zero cost to your department for my services. As chaplain, I serve as a volunteer.

QUALIFICATIONS: Be prepared to give a brief overview of your education, training, and interest in serving. You should seek the formal endorsement of the Chaplaincy Office of the North American Mission Board at the earliest opportunity. A letter of recommendation from the pastor, associational director of missions and anyone who has led specific training events you have qualified in can be helpful.

Possible Enclosures Include:

- Provide Certificates of Completion (Levels 1, 2, 3).
- Enclose Certificate for Disaster Relief Chaplains Training
- Enclose Certificate for Critical Incident Stress Management (CISM)
- Enclose Certificate for Clinical Pastoral Education
- Enclose Church Commissioning Certificate
- Enclose Letter of Endorsement with North American Mission Board

CONFIDENTIALITY: The Chaplain is required to maintain confidential communication except in times of a potential suicide or homicide.

AVAILABILITY: State when you are available for ministry.

POINT(S) of CONTACT:

- Cell Phone #: _____
- Home Phone #: _____
- Email: _____
- Home Address: _____

REFERENCES: Enclose names of references (personal, pastor, educator, employer, etc.)

CHAPLAINCY TRAINING AND FELLOWSHIP

INFORMATION:

The Colorado Baptist General Convention Chaplaincy Staff stand ready to provide information regarding chaplaincy ministries. This includes information on training, how to start a program, endorsement, certification, etc. The following information should answer many of your questions.

TRAINING:

Training is offered several times throughout the year and in various locations in order to assist you in becoming a competent chaplain. This training takes various forms, which includes:

Level 1 Chaplaincy Training: Basic Chaplaincy Ministry Skills

- Introduction to Basic Chaplaincy Ministry
- Basic Ministry Listening Skills
- Ministry in Unique Settings and to Persons of Different Cultural, Ethnic, and Faith Backgrounds
- Chaplaincy Evangelism
- The Importance of Confidentiality and Boundaries in Chaplaincy Ministry
- Ministry in Times of Grief and Loss
- Ministry in Times of Crisis– Part 1

Level 2 Chaplaincy Training: Advanced Chaplaincy Ministry Skills

- Ministry to Depressed and Suicidal Persons
- Ministry in Times of Domestic Violence
- Ministry in Times of Crisis-Part II
- Ministry to Persons with Addictive Behaviors
- Caring for Self as the Chaplain

Level 3 Chaplaincy Training: Specialized Chaplaincy Ministry Skills

- Critical Incident Stress Management (CISM)
- Coordinating for Effective Ministry (Red Cross, Disaster Relief, etc.)
- ASIST (Applied Suicide Intervention Skills Training)

Disaster Relief Chaplaincy Training:

Disaster Relief Chaplaincy Training equips an individuals in ministry in times of crisis and disasters. *Refer to this Section in the Guide.*

Clinical Pastoral Education:

Clinical Pastoral Education (CPE) is an adult model of learning through small groups and ministry internships. CPE utilizes an action-reflection-integration methodology to explore the relationship between theological study and ministerial practice. Components of the training give attention to: pastoral reflection, pastoral formation and the development of pastoral care and counseling skills. A variety of teaching and learning methods will be utilized in CPE which include: reporting of ministry events, didactic and reading resources, individual and group supervision.

It consists of 400 Clinical Hours of Training over a period of 12 weeks. In addition to class time the participants must also be involved in a ministry of their choice, which involves approximately 15-20 hours per week.

Connections Chaplaincy (Church-Based):

This training helps to expand the pastoral care ministry of the local church by equipping laypersons to ministry along the pastoral staff by providing care to church members as well as those in the community.

CHAPLAINS RETREAT:

Annually, the Colorado Baptist General Convention Chaplaincy Staff plan a Chaplains Retreat, which typically begins on Friday evening and end by noon on Saturday. A variety of topics to encourage and strengthen the participants is offered. Chaplains and those interested in chaplaincy are encouraged to attend.

CHAPLAINS BREAFAST:

A Chaplains Breakfast is scheduled during the Annual State Convention for a time of encouragement and fellowship for chaplains and those interested in chaplaincy ministry.

RECOGNITION FOR CHAPLAINCY MINISTRY AND SERVICE

CERTIFICATES OF COMPLETION, ENDORSEMENT, CERTIFICATION AND CHURCH COMMISSIONING

The Colorado Baptist General Convention makes every effort to ensure that individuals involved in Chaplaincy Ministries are equipped for the type of ministry in which they are or will become involved. However, we do not endorse or certify chaplains. The following categories should assist you in understanding what it is that you need to serve as a volunteer chaplain.

CERTIFICATES OF COMPLETION:

Individuals who have completed the various types of training will be provided a certificate of completion. These will be provided for Levels 1, 2, and 3, Disaster Relief Chaplaincy Training, CISM, CPE and other forms of specialized training.

You are encouraged to maintain a copy of these for your file and share them with your current place of chaplaincy ministry, or in the event that you are attempting to start a chaplaincy ministry it is advisable to include them in your proposal.

ENDORSEMENT:

The process and benefits of endorsement will be explained below. Endorsement is available for salaried and volunteer chaplains, but not always a requirement. Check with your ministry setting.

What is Chaplaincy Endorsement?

Endorsement is a professional credential that affirms to an employer that a chaplain has met the basic requirements of the denomination to provide ministry in a specialized setting, and that the individual is a member in good standing of the Southern Baptist Convention (SBC). Endorsement creates a covenant of mutual commitment, accountability, and support between the chaplain or counselor and the denomination. It states a level of denominational connection and a standard of excellence to the using agency. Within the SBC, the Chaplains Commission grants endorsement.

Why be endorsed?

Endorsement is required by almost all agencies using chaplains. Papers (government/agency form or North American Mission Board (NAMB) letter) indicating endorsement are usually required as part of the hiring application process. Some organizations require an update of the endorsement at periodic intervals. Endorsement is a significant step in achieving the highest levels of professional certification.

What is the endorsement process?

The chaplain in ministry applicant initiates the endorsement process. An application packet and/or brochure about chaplaincy may be obtained by contacting the Chaplaincy Evangelism Team. The applicant must complete and return the application form, statement of beliefs, biographical

summary, and other information. A first-time endorsement application requires approximately six to eight weeks for processing and approval by the Chaplains Commission. Since endorsement is a statement to a specific using agency, the process must be updated should a chaplain in ministry change agencies and/or place of service.

Benefits

The Chaplaincy Evangelism Team provides the denominational endorsement process for qualified persons seeking employment as chaplains and counselors, as well as for those serving in volunteer chaplaincy ministries. Endorsed persons receive numerous benefits from their official relationship with NAMB, such as:

Professional Development

- Annual regional and national conferences.
- Specialized workshops.
- Annual SBC Chaplain's luncheon at the SBC meeting.
- Continuing Education Units (CEUs).

Financial

- Assistance to attend conferences.
- Assistance to meet crisis needs related to chaplaincy.
- Assistance from the Alfred A. Carpenter Scholarship Fund for continuing education.
- Access to discount for computer hardware and software.

Personal

- On-site visits, correspondence, and telephone communication with Chaplaincy Evangelism Team staff.
- Pastoral support by Chaplaincy Evangelism Team staff.
- Counsel and support in disciplinary proceedings.
- Employment counseling and referral.
- Fellowship opportunities with other chaplains and counselors in ministry.

Denominational Relationships

- Official relationship with the Chaplains Commission, SBC.
- Connection with the denomination through the Chaplaincy Evangelism Team.
- Listing in the Southern Baptist Convention Annual.

POINTS OF CONTACT:

Military Chaplaincy– Dave Mullis at dmullis@namb.net

HealthCare and Prison – John Samb at jsamb@namb.net

Volunteer and Disaster Relief– Steve Dyess at sdyess@namb.net

North American Mission Board (NAMB)

4200 N. Point Parkway

Alpharetta, GA 30203-4174

770-410-6000

CHAPLAIN CERTIFICATION:

Chaplain certification is a unique and specialized process. Neither the Colorado Baptist General Convention or the North American Mission Board certifies chaplains. One might be wondering then, how can I become certified as a chaplain?

Certification is offered to those individuals who have completed a certain level of academic training and/or theological training which validates the completion of core chaplaincy competencies. An additional requirement is the completion of a minimum number of units/quarters of Clinical Pastoral Education (CPE).

Organizations which certify chaplains include:

College of Pastoral Supervision and Psychotherapy

P.O. Box 162
432 West 47th Street, Suite 2W
New York, New York 10108
www.cpsp.org

Association of Professional Chaplains

1701 E. Woodfield Rd., Suite 400
Schaumburg, IL 60173
847-240-1014
www.professionalchaplains.org

CHURCH COMMISSIONING:

It is important to have a congregation commission a [volunteer chaplain](#) to his/her place of ministry. This signifies to the commissioning church, the chaplain and the ministry site that all are in agreement in this decision and that each will be in prayerful support of each other.

A sample commissioning certificate is provided on the following page.

SAMPLE

Chaplain Commissioning Certificate

On the _____ day of _____ 200_

Church Name

City and State

Was commissioned to serve as a Volunteer Chaplain with

Name of Institution

This church recognizes and supports this individual to serve in this unique ministry. We pledge our prayers and encouragement.

Name of Church Official

Title

DATE

SHARE YOUR STORY

We are excited about your Chaplaincy Ministry and want to share in your victories and struggles; however, we need for you to share them with us. In addition, we also want to be able to share what is occurring in the area of chaplaincy with others in and outside Colorado, thus we request that you help us do this by sending us your quarterly reports as well as specific ministry situations and/or photos.

QUARTERLY REPORTS (Copy Attached-Next Page):

A quarterly report has been designed to help us capture quantitatively and qualitatively your ministry experiences in Colorado. These have been designed so as to be able to complete on-line and return to us via email. However, if you are not computer savvy feel free to send us a hard copy.

The report is available online at the Colorado Baptist General Convention Website. Go to:

www.saturtecolorado.com - look under the Tab (Starting and Sending) and then “Chaplaincy”.

Mail Copies To:

Dallas E. Speight
7393 S. Alton Way
Centennial, CO 80112

Email a Copy to:

dspeight@cbgc.org

MINISTRY SITUATIONS AND PHOTOS:

In addition to or as part of your Quarterly Reports we'd love to hear of specific ministry needs and photographs if possible. Please send these to the address or email as listed above.

Also, if you would like to include an article for the Rocky Mountain News please send a copy to the address or email listed above.

Chaplain Activities Quarterly Report

Colorado Baptist General Convention
7393 S. Alton Way

Office: 303.771.2480 ex. 231
Mobile: 720.838.9622

Centennial, CO 80112

Email: dspeight@cbgc.org

DIRECTIONS: Save this form under another name. Tab through filling in all blanks and then email a copy to: dspeight@cbgc.org

REPORTING PERIOD: (CIRCLE)

1st Qtr. (due by Apr. 15) 2nd Qtr. (due by July 15) 3rd Qtr. (due by Oct. 15) 4th Qtr. (due by Jan. 15)

CONTACT INFORMATION:

Chaplain: _____ Date Submitted: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Office Phone: _____ Cell Phone: _____

Email: _____

MINISTRY SITE: (Check all that apply) Hospital Hospice Correctional Facility

Jail ____ State Patrol ____ Military (Active, Reserve) ____ Other (Describe) ____

NAME OF ORGANIZATION: _____

Ministry Activity	# of Visits, Sessions, Activity
Bible Studies	
Educational and/or Spiritual Programs	
Funerals Conducted	
Pastoral Care or Counseling Visits	
Responding to Referral	
Referring to other Professionals	
Sharing your Faith- Evangelism	
Conducted Weddings	
Led Worship Services	

Please share any stories of your ministry or special needs: