

# **The Episcopal Diocese of Milwaukee**

## **Manual of Resources for Process for Endorsement of Professional Chaplaincy for Ordained Clergy**



From the  
Manual of Resources for Discerning a Call to Ministry  
Lay and Ordained  
Sections 3.2, 3.3

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## TABLE OF CONTENTS

Section	Title	Page
<b>3.2</b>	<b>Process for Endorsement of Professional Chaplaincy for Ordained Clergy</b>	<b>3-6</b>
	I. Standards for Certification as a Board and Associate Certified Chaplain	3-5
	II. Bishops Approval for Ecclesiastical Endorsement	5
	III. Probationary-Endorsement Agreement	6
	IV. Completion of Ecclesiastical Endorsement with the Episcopal Church	6
<b>3.3</b>	<b>Required Forms for Professional Chaplaincy</b>	<b>7-9</b>
	Application for Probationary-Ordained Professional Chaplaincy Endorsement	8
	Application for Ordained Professional Chaplaincy Endorsement	9

**A message to all those considering professional chaplaincy:**

If you are opening this section of the manual for the first time, we assume you are a person aspiring to discern your call to professional chaplaincy with endorsement by the Episcopal Church. This manual outlines the process by which this call is supported and endorsed, discerned and formed within the framework of the Diocese of Milwaukee and the Association of Professional Chaplains (APC).

For previously ordained clergy seeking to become a professional chaplain, this process for endorsement involves:

- Ability and willingness to seek membership and Board or Associate Certification with the APC.
- Completion of all requirements as set forth by the APC.
- Notify the Bishop of desire for endorsement for professional chaplaincy.
- Complete application for Ecclesiastical Endorsement with the Episcopal Church.

**I. Standards for Certification as a Board and Associate Certified Chaplain****A. Education Requirements**

1. Bachelor's Degree in any subject from a college or university that is accredited by a member of the Council for Higher Education Accreditation. ([www.chea.org](http://www.chea.org))
2. Master's Degree from an institution accredited by a member of the Council for Higher Education Accreditation ([www.chea.org](http://www.chea.org)) involving a minimum of 72 semester credits for Board Certification Candidates or 48 semester credits for Associate Certification Candidates comprised of the following:
  - a. Forty eight (48) graduate semester credits in theological, religious, spiritual, chaplaincy, spiritual care, counseling studies and or practice:
    - 1) History of the faith.
    - 2) Teaching and tenets of the faith.
    - 3) Sacred texts.
    - 4) Moral tenets or faith-based ethics.
    - 5) World religions.
    - 6) Ethnic and cultural diversity.
    - 7) Chaplaincy, religious or spiritual care of persons.
    - 8) Practice of religious and spiritual counseling.
    - 9) Practice of communication.
    - 10) Religious or spiritual education
    - 11) Ethics of professional practice.
    - 12) Religious or spiritual leadership in organizations including:
      - a) Leadership in local faith community (church, synagogue, temple, mosque, intentional spiritual communal living, etc.)
      - b) Spiritual care of institutions including education, consultation and employee development in the areas of organizational mission, vision and values, spiritual dimension of workplace environments, and spiritual dimensions of service.
      - c) Spiritual dimensions of lay or "secular" leadership.
  - b. Twenty four (24) graduate semester credits from any of the above categories (Section i. and ii.), or any CHEA accredited graduate level study or degree program appropriate to

- chaplaincy (education, counseling, etc.). This is not applicable for Associate Certification Candidates.
- c. If degree includes credit for units of CPE, the 72 credit requirement must be met or exceeded without including credit for those units being used to meet the CPE requirement.
  - d. If the degree program does not involve at least 72 credits, the candidate must apply for an equivalency and be approved by the BCCI Commission on Certification through the equivalency process.
- B. Documentation of current ecclesiastical endorsement or of good standing for ministry as a chaplain by a recognized religious faith group received or reaffirmed within the last 12 months.
- C. Clinical pastoral education (CPE) to function as a competent pastoral care provider. The required clinical education is four (4) units (1600 hours) for Board Certification Candidates or two (2) units (800 hours) for Associate Certification Candidates of Clinical Pastoral Education (CPE) which must be accredited by any of the following:
1. Association for Clinical Pastoral Education (ACPE)
  2. National Association of Catholic Chaplains (NACC)
  3. Canadian Association for Spiritual Care (CASC/ACSS)
  4. If the clinical program was not accredited by one of the above organizations, the candidate must apply for a CPE equivalency.
  5. Supervisory Education CPE units will not be accepted for certification.
- D. A minimum of 2,000 hours of work experience as a chaplain (equivalent of one (1) year full-time).
1. The 2,000 hours begin after the completion of the chaplain's fourth CPE unit.
  2. Clinical hours accumulated during training after the required four (4) units of CPE may be counted at a rate of 250 hours for each additional unit of CPE completed and used as an equivalency.
  3. The 2,000 hour requirement is met by candidates when a substantial part of their duties include ministry commonly performed by chaplains in specialized settings such as health care. On-call hours, volunteer hours and S.E.S. hours that are spent providing direct patient care and can be verified and documented, may be used as an equivalency.
  4. If a candidate has not acquired the 2,000 hours of work experience, he/she may apply for Provisional Board Certified Chaplain.
- E. Demonstration to the satisfaction of a BCCI certification committee either in writing or verbally all 29 competencies included in the Common Standards for Professional Chaplaincy:

### **Section I: Integration of Theory and Practice Competencies**

- ITP1: Articulate an approach to spiritual care, rooted in one's faith/spiritual tradition that is integrated with a theory of professional practice.
- ITP2: Incorporate a working knowledge of psychological and sociological disciplines and religious beliefs and practices in the provision of spiritual care.
- ITP3: Incorporate the spiritual and emotional dimensions of human development into one's practice of care.
- ITP4: Incorporate a working knowledge of different ethical theories appropriate to one's professional context.
- ITP5: Articulate a conceptual understanding of group dynamics and organizational behavior.
- ITP6: Articulate how primary research and research literature inform the profession of chaplaincy and one's spiritual care practice.

### **Section II: Professional Identity and Conduct Competencies**

- PIC1: Be self-reflective, including identifying one's professional strengths and limitations in the provision of care.

- PIC2: Articulate ways in which one's feelings, attitudes, values, and assumptions affect professional practice.
- PIC3: Attend to one's own physical, emotional, and spiritual well-being.
- PIC4: Function in a manner that respects the physical, emotional, cultural, and spiritual boundaries of others.
- PIC5: Use one's professional authority as a spiritual care provider appropriately.
- PIC6: Advocate for the persons in one's care.
- PIC7: Function within the Common Code of Ethics for Chaplains, Pastoral Counselors, Clinical Pastoral Educators, and Students
- PIC8: Communicate effectively orally and in writing.
- PIC9: Present oneself in a manner that reflects professional behavior, including appropriate attire, and grooming.

### **Section III: Professional Practice Skills Competencies**

- PPS1: Establish, deepen and conclude professional spiritual care relationships with sensitivity, openness, and respect.
- PPS2: Provide effective spiritual support that contributes to well-being of the care-recipients, their families, and staff.
- PPS3: Provide spiritual care that respects diversity and differences including, but not limited to culture, gender, sexual orientation and spiritual/religious practices.
- PPS4: Triage and manage crises in the practice of spiritual care.
- PPS5: Provide spiritual care to persons experiencing loss and grief.
- PPS6: Provide religious/spiritual resources appropriate to the care-recipients, families, and staff.
- PPS7: Develop, coordinate, and facilitate public worship/spiritual practices appropriate to diverse settings and needs.
- PPS8: Facilitate theological/spiritual reflection for those in one's care practice.
- PPS 9: Facilitate group processes, such as family meetings, post trauma, staff debriefing, and support groups.
- PPS10: Formulate and utilize spiritual assessments, interventions, outcomes, and care plans in order to contribute effectively to the well-being of the person receiving care.
- PPS11: Document one's spiritual care effectively in the appropriate records.

### **Section IV: Organizational Leadership Competencies**

- OL1: Promote the integration of spiritual care into the life and service of the institution in which one functions.
- OL2: Establish and maintain professional and interdisciplinary relationships.
- OL3: Understand and function within the institutional culture and systems, including utilizing business principles and practices appropriate to one's role in the organization.
- OL4: Promote, facilitate, and support ethical decision-making in one's workplace.
- OL5: Foster a collaborative relationship with community clergy and faith group leaders.

- F. Must be recommended for certification by a BCCI Certification Committee, approved by the BCCI Commission on Certification, and ratified by the BCCI Board of Directors.
- G. For more information on the Standards and Procedures for certification as a Board and Associate Certified Chaplain, please see the APC website [bcciprofessionalchaplains.org](http://bcciprofessionalchaplains.org).

## **II. Bishops Approval for Ecclesiastical Endorsement**

- A. The Priest or Deacon will contact the Bishop to discuss desire and need for Ecclesiastical Endorsement.

- B. If the Priest or Deacon has not yet completed all the requirements for Board or Associate Certification with the APC, he/she will submit an Application for Probationary-Ordained Professional Chaplaincy Endorsement form (found in Section 3.3) to the Bishop. The Bishop may then grant a Probationary-Endorsement Agreement.
- C. If the Priest or Deacon has completed all the requirements for Board or Associate Certification with the APC, he/she will submit an Application for Ordained Professional Chaplaincy Endorsement form (found in Section 3.3) to the Bishop. The Bishop may then grant Ecclesiastical Endorsement.

### **III. Probationary-Endorsement Agreement**

- A. If a Probationary-Endorsement Agreement has been granted, the Chaplain-in-Formation will continue to complete all the requirements for Board or Associate Certification with the APC.
- B. Once all requirements are met for certification, the Chaplain-in-Formation will submit an Application for Ordained Professional Chaplaincy Endorsement form (found in Section 3.3) to the Bishop requesting full Ecclesiastical Endorsement.

### **IV. Completion of Ecclesiastical Endorsement with the Episcopal Church**

- A. Once full Ecclesiastical Endorsement has been granted by the Bishop of the Diocese of Milwaukee, an application for Ecclesiastical Endorsement must be completed with the Mission Office of the Episcopal Church.
- B. The Mission Office will contact the Bishop for his or her endorsement letter.
- C. Once the application has been approved, a letter of endorsement will be sent to the offices of the Association of Professional Chaplains to be included in the Certified Chaplain Candidate's file.
- D. The application and information on Ecclesiastical Endorsement may be found at: [www.episcopalchurch.org/form/application-ecclesiastical-healthcare-endorsement](http://www.episcopalchurch.org/form/application-ecclesiastical-healthcare-endorsement).

1. Application for Probationary-Ordained Professional Chaplaincy Endorsement
2. Application for Ordained Professional Chaplaincy Endorsement

## Application for Probationary-Ordained Professional Chaplaincy Endorsement

To: The Bishop of Milwaukee

Date:

I, \_\_\_\_\_, am applying for Probationary Ecclesiastical Endorsement with the Episcopal Diocese of Milwaukee for Ordained Professional Chaplaincy.

Signed: \_\_\_\_\_



## Application for Ordained Professional Chaplaincy Endorsement

To: The Bishop of Milwaukee

Date:

I, \_\_\_\_\_, having fulfilled all necessary requirements hereby apply for Ecclesiastical Endorsement with the Episcopal Church for Ordained Professional Chaplaincy.

Signed: \_\_\_\_\_