

Office of Chaplains



Old Catholic Church International (OCCI)

Recommendations
for providing
Ecclesiastical Endorsement
for
OCCI Chaplain Candidates

Old Catholic Church International
Office of Chaplains

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Ecclesiastical Endorsement

INTRODUCTION

A. Overview

This document provides recommendations for Bishops when asked to provide Ecclesiastical Endorsement for ministries in chaplaincy as a specialty and requirements for chaplaincy clinical education, by which the OCCI affirms and recognizes individuals who attain the necessary levels of theological and ministerial competence.

Minimum Requirements are:

- A. Chaplain Candidates be ordained priests, or transitional and/or permanent deacons;
- B. active full members of the OCCI jurisdiction;
- C. Individuals who feel called to serve:
 - a. either in addition to their parish ministry (as volunteer chaplains); or
 - b. as a part-time; or
 - c. full-time paid Chaplain outside parish ministry; and
 - d. within an organization (outside, separate, and apart from of the Old Catholic Church International).

This document sets forth:

- A. Criteria for the extension of calls and appointments to ministries in chaplaincy as a specialty; and,
- B. Requirements for clinical education in the chaplain specialty of their calling, hereafter referred to as CCE (Chaplaincy Clinical Education).

Chaplaincy Clinical Education

“Finally, all of you, live in harmony with another; be sympathetic, and love as brothers, be compassionate and humble.” (I Peter 3:8)

Ministries in chaplaincy as a specialty and clinical education reach directly into the primary social structures and institutions of our world. As they encounter people in everyday settings, those who serve in chaplaincy as a specialty seek to extend the love of God by reflecting the faith of those they serve as Chaplains – any and all persons – at the point of their deepest need of nothing more than human compassion. Chaplaincy is not about the chaplain’s personal faith. It is about the faith of those who the chaplains serve.

We are seeking to identify and nurture committed persons. Persons who are commissioned or ordained and who are interested in exploring meaningful and challenging expressions of the church’s mission. Exploring that mission by bringing comfort, compassion, care, and unconditional love. They do this through the belief system that is already in place by the people they serve. These commissioned and ordained persons have a belief system that focuses on encouraging and nurturing others’ belief systems, rather than imposing or evangelizing another.

1. Diverse, Scattered and Specialized

There are many types of chaplains, and requirements for clinical education are diverse, specialized, and geographically scattered. They extend into such settings as health care, long-term care, mental health, corrections, pastoral counseling, clinical education, rehabilitation and physical medicine, hospice, substance abuse, developmental disability, emergency services (police, fire, ems, disasters), and workplace ministry.

Chaplains will serve people who have no faith. When that happens there needs to be a foundational respect for that other person’s belief system. Respect, no matter how contrary to that of the chaplain’s faith is expected. If a chaplain is to be effective and useful, there must be this foundational type of respect.

Those involved in OCCI Chaplaincy will demonstrate the ability to understand as Matthew Fox articulates in his book “One River, Many Wells” – there are many routes to the divine. OCCI does not hold a monopoly on what route one takes to the divine. As OCCI Chaplains, we are companions which walk a few miles alongside those we serve in the direction those we serve take us. In the model that Christ demonstrated, whereby he respected the beliefs of those he served, so too a OCCI Chaplain serves with dignity and respect.

Ecclesiastical Endorsement: Purpose

The purpose of this Ecclesiastical Endorsement document is to provide:

- 1) consistency and continuity with OCCI doctrines of ministry.
- 2) verification of those who minister are legally ordained by OCCI as a priest or permanent deacon as defined by OCCI Canon Law.
- 3) policies, process, and procedures to uphold the standards for endorsement.
- 4) requirements and procedures for:
 - a) call or appointment as an OCCI Chaplain
 - b) or other means of formal ecclesiastical relationships,
 - c) positions of service in chaplaincy in any specialty in which the OCCI Chaplain Candidate feels called
 - d) further is ensures that the Chaplain Candidate attains the requisite clinical education for the type of chaplain they will become.
 - e) This includes roles and responsibilities for accountability.
- 5) Addenda for criteria and procedures for ecclesiastical endorsement:
 - i Evaluating educational preparation
 - ii Continuation and review
 - iii Reinstatement
 - iv Selection of conveners for area CCE consultation committees
 - v Process for appealing consultation committee recommendations.

I. Ecclesiastical Endorsement: Definition, Roles, Core Standards, and Procedures

A. Definition of Ecclesiastical Endorsement

Ecclesiastical Endorsement is the recognition by the OCCI that a rostered person has met standards for theological and ministerial competence to serve in ministries in chaplaincy, pastoral counseling and clinical pastoral education. It attests to the OCCI's assessment that an individual possesses the suitability, readiness, competence, and aptitude to serve as its representative in chaplaincy in general and the type of Chaplain they will be trained to become. Ecclesiastical Endorsement also signifies good standing on the OCCI's roster of ordained, commissioned, and consecrated ministers, and as such is subject to the ecclesiastical authority of the OCCI.

The Ecclesiastical Endorsement process enables the OCCI to provide guidance and support for persons seeking to enter or serving in Chaplaincy. The goal is to provide consultation both to bishops and other calling sources in their consideration of call eligibility, and to individuals who are seeking recognition of their competence for attaining Chaplaincy Clinical Education (CCE).

Ecclesiastical Endorsement is the approved means for the OCCI to provide the organization requesting Ecclesiastical Endorsement (usually by a professional certifying organization, certain employment organizations, and/or specialty volunteer organization providing chaplain services). Ecclesiastical Endorsement is a function of the church, and the office of the Diocesan Bishop under which the OCCI Chaplain Candidate serves; therefore, it is distinguished from the certification and/or credentialing for competence granted by a professional organization.

Ecclesiastical Endorsement is different from other usages of the term "endorsement." For example, endorsement is used in the OCCI for candidates preparing for ordained ministry.

1. Limits of Ecclesiastical Endorsement

Ecclesiastical endorsement does not guarantee that professional certification will be achieved, nor does it provide a guarantee that a call to serve in chaplaincy as the role of chaplain in the many types and settings in which the Chaplain will eventually serve. It does require clinical (chaplain specialty) education be attained by the Chaplain Candidate to maintain credentialing and/or certification as required by professional chaplain organizations governing specific and different types of chaplaincy.

It does not establish an employment, an agency, or a supervisory relationship between the endorsing synod and the OCCI Chaplain Candidate receiving the endorsement. It does not imply or ensure that the endorsed person has undergone any required detailed background checks, screening, psychological testing, or evaluation as part of the ecclesiastical endorsement process, though these are all regarded as highly valuable and their use by synods is recommended.

B. Roles and Responsibilities: A Partnership Process

Responsibility for various parts of the ecclesiastical endorsement process is shared by a number of individuals and groups. These shared responsibilities are designed to provide a standardized process for the OCCI and to provide appropriate support and direction to the applicant.

1. Role of the OCCI Office of Chaplains

After receiving the completed “Personal Data” application form, and other required written materials, the OCCI Office of Chaplains meets in person or via video conference (not by telephone) with applicants seeking ecclesiastical endorsement. OCCI Chaplain Candidates are normally geographically dispersed by regions throughout the United States and will be referred to the Diocesan Bishop in which the OCCI Chaplain Candidate resides by the OCCI Office of Chaplains, since actual Ecclesiastical Endorsement is ultimately the decision of the Bishop of the Diocese in which the Chaplain Candidate resides and intends on serving as an OCCI Chaplain.

The overall role of the OCCI Office of Chaplain is to provide consultation, both to bishops and the applicant, and to support the applicant in the achievement of his or her goals for serving as an OCCI Chaplain, whether volunteer, part-time or full-time. The OCCI Office of Chaplains and applicant enter into dialogue regarding theological and ministerial readiness for chaplaincy and clinical (chaplain specialty) education.

The Vicar General of the Office of Chaplains will receive the required application and supporting documentation from the OCCI Chaplain Candidate. The Vicar General will then arrange and conduct the initial interview. The Vicar General is also available to the applicant for personal consultation regarding the procedures or other matters of concern to the applicant about the process.

Formation and development of the OCCI Candidate is the responsibility of the Office of Chaplains and the bishop of the diocese in which the OCCI Chaplain Candidate hopes to serve.

The Office of Chaplains and the bishop are responsible for evaluating the individual’s readiness to serve in chaplaincy and his or her readiness to begin clinical (chaplain specialty) education, provided the OCCI Chaplain Candidate meets all the prerequisites as required by the chaplain specialty professional organization which oversees and issues credentialing and/or certification for the type of chaplain the OCCI Chaplain Candidate desires to become. It also provides guidance and counsel on methods and resources for acquiring the necessary theological and ministerial competencies if they are not met. It is the responsibility of Office of Chaplains and the bishop in the diocese in which the OCCI Chaplain Candidate will serve, that he or she has sufficient integration of the OCCI Chaplain Candidate’s Catholic theology, and its integration of ecumenical practices necessary to successfully serve as an OCCI Chaplain. This will include personal maturity, the understanding of the role of a Chaplain, an understanding of other religions, and familiarity with many belief systems. The road the OCCI Chaplain Candidate takes to the divine may not be

the same as the road those they serve will take. It is not the OCCI Chaplain Candidate's responsibility to discourage them from their chosen path to the divine.

On the basis of its assessment of the readiness and suitability of an applicant to serve in chaplaincy and begin their CCE in whichever chaplaincy specialty the candidate chooses, the OCCI Office of Chaplains makes a recommendation regarding ecclesiastical endorsement along with other recommendations pertaining to the applicant's ministerial growth and development to the OCCI Candidates Diocesan Bishop. The OCCI Office of Chaplains may act to recommend endorsement, or to not recommend endorsement. If it is determined not to be recommended, OCCI Office of Chaplains, will provide recommendations which the candidate might follow in order for endorsement to be met favorably.

The Vicar General of the OCCI Office of Chaplains is responsible for preparing the written report of the interview. This will include the bishop's recommendations regarding ecclesiastical endorsement. The Vicar will then send it to the applicant's diocesan bishop. The OCCI Office of Chaplains conveys these recommendations in summary form to the applicant, the diocesan bishop, and the presiding bishop of the Old Catholic Church International. The OCCI Office of Chaplains will maintain a file of these recommendation documents for up to ten (10) years. After a recommendation document is generated, and sent to the candidate's diocesan bishop, and recommending an Ecclesiastical Endorsement Letter endorsing the Candidate for a period of three (3) years. During this three (3) year period, the OCCI Chaplain Candidate must demonstrate their "calling" to Chaplaincy in their chosen specialty by attaining required training within the specialty in which the OCCI Chaplain Candidate will serve (see list below of organizations offering credentialing, certification, and training for particular Chaplaincies (Hospital, Palliative Care, Fire Chaplain, Police Chaplain, Corporate Chaplain, etc.).

2. Role of the OCCI Diocesan Bishop

The Diocesan Bishop is responsible for providing ongoing support and ecclesiastical supervision for persons serving in chaplaincy. The OCCI Office of Chaplains makes recommendations, develops specialty training tracks, and monitors and mentors the OCCI Chaplain's progress on his or her work toward completing their CCE. As required by the professional organization(s) which provide credentialing and/or certification for the chaplain specialty the OCCI Chaplain pursues.

As part of the partnership of the ecclesiastical endorsement process, the Diocesan Bishop may nominate a qualified person to serve as convener for the area consultation committee(s).

The applicant will then request a letter of support from the bishop indicating the individual's roster standing and attesting to the bishop's role in ecclesiastical supervision. (A model letter will be provided in Appendix 300).

The summary of the report and recommendation of the OCCI Office of Chaplains is forwarded to diocesan bishop by the Vicar General of the Office of Chaplains. The diocesan bishop reviews the recommendation of the OCCI Office of Chaplains. If the diocesan bishop concurs with the OCCI Office of Chaplains recommendation, this process grants ecclesiastical endorsement and authorizes

the Vicar General to prepare the properly formatted Ecclesiastical Endorsement Letter (for the Chaplain Specialty type) for the signature of the diocesan bishop.

If the diocesan bishop disagrees with the recommendation of the OCCI Office of Chaplains recommendation, a discussion ensues involving the diocesan bishop and OCCI Office of Chaplains, along with the applicant, if necessary. If the disagreement is not resolved, the presiding bishop of OCCI shall make the final determination on Ecclesiastical Endorsement.

3. Role of the Vicar General of the Office of Chaplains

The Vicar General is responsible for the administration of the ecclesiastical endorsement process and for providing initial information and counsel to applicants including recommended educational requirements necessary for credentialing and/or certification within the OCCI Chaplain Candidate's chosen chaplain specialty. The Vicar General develops and distributes the informational materials used by OCCI Bishops in interpreting the ecclesiastical endorsement process and procedures to applicants.

After receiving completed application materials, the Vicar General refers the applicant's materials to the bishop in the diocese in which the OCCI Chaplain Candidate resides. He also provides counsel and guidance as needed to the diocesan bishop.

Following the applicant's interview with the OCCI Office of Chaplains, the Vicar General reviews the report and recommendations, and provides a confidential summary to the diocesan bishop and applicant.

Upon a favorable endorsement:

Upon receipt of the written decision on ecclesiastical endorsement by the bishop, the candidate receives a Certificate of Ecclesiastical Endorsement which is signed and approved by his or her diocesan bishop.

Upon a denial of endorsement:

In the case of a denial of ecclesiastical endorsement, the candidate is informed in writing.

Upon a no, but maybe later endorsement decision:

In the case of a candidate needing more work, and having a list of recommendations from the OCCI Office of Chaplains for successfully meeting the requirements, the candidate is informed in writing with a copy sent to the diocesan bishop.

The OCCI Office of Chaplains is responsible for transmitting ecclesiastical endorsement on behalf of the OCCI, the OCCI Chaplain Candidate and the diocesan bishop endorsing the OCCI Chaplain Candidate to external credentialing/certifying or employing organizations, and other calling sources, at the request of either the endorsee or diocesan bishop.

The Vicar General of the Office of Chaplains shall oversee the process of Ecclesiastically Endorsed OCCI Chaplain Candidates obtaining certification/credentialing through the appropriate credentialing and/or certification organization for the chaplain specialty, within three (3) years of their ecclesiastical endorsement by OCCI, and provide a written report to the Diocesan Bishop of his OCCI Chaplain's progress toward certification and/or credentialing.

The Vicar General shall:

- 1) Send an annual letter to Ecclesiastically Endorsed OCCI Chaplain Candidates who have not obtained certification/credentialing, reminding them to submit a report within thirty (30) days that outlines their progress in obtaining certification/credentialing within three years of the date of their ecclesiastical endorsement. A copy of this letter shall be sent to the OCCI Chaplain Candidate's diocesan bishop.
- 2) If the OCCI Chaplain Candidate does not submit the report, the Vicar General of the Office of Chaplains shall send a letter to the OCCI Chaplain Candidate's bishop, requesting compliance in submitting the report.
- 3) If the OCCI Chaplain Candidate neglects to submit the report within thirty (30) days after contact from the bishop's office, the Vicar General of the Office of Chaplains shall recommend to the bishop to withdraw the OCCI Chaplain Candidate's Ecclesiastical Endorsement.

C. Ecclesiastical Endorsement - Core Standards

The core standards are considered basic requirements for ecclesiastical endorsement by the OCCI. Additional standards specifically related to chaplaincy and clinical (chaplain specialty) education are included in PART II.

The Vicar General assesses and determines the completion of Standards A-F. The diocesan bishop is responsible for the assessment of Standard G.

1. Standard A - Rostering

All applicants for ecclesiastical endorsement must be rostered. This includes ordained priests, transitional deacons, or permanent deacons. Rostering implies, "in good standing".

2. Standard B – Chaplain Vocation & Ordained Clergy Responsibilities

OCCI recognizes that many of the OCCI Chaplains may choose to serve as volunteer chaplains. Chaplains who serve as volunteer chaplains should be either active within a parish, or establish a parish (regardless of size). It is also recognized by the Office of Chaplains, that there are some OCCI Chaplain Candidates who choose to serve as full-time chaplains within a setting other than an OCCI jurisdictional parish, as their full-time vocation. In this case, OCCI will still expect and require OCCI priests to celebrate mass (even if by his or herself) daily, and other obligations (Daily Office) as well as still seek out when possible to officiate Weddings and Funerals. The OCCI Chaplain is set apart from other religious endorsing organizations. As an OCCI recognizes that the vocation of Chaplaincy (volunteer or paid full/part-time) started with a call to serve as an ordained

Catholic clergy. The strength and spiritual development within the priests, transitional or permanent deacon who chooses the vocation of a “call within a call”, cannot be sustained if their own faith is not maintained. It is preferable that OCCI Chaplain Candidates have served in a parish setting for at least three years prior to entering CCE and have a Spiritual Director. An applicant seeking an exception from this expectation must petition the presiding bishop of the Conference of Bishops. Ordained priests, transitional deacons and permanent deacons must give evidence of three years of active involvement and service in parish ministry, or ministry equivalence before entering an CCE Program

3. Standard C – Diocese

Every OCCI Chaplain Candidate will be assigned to and serve under an OCCI diocesan bishop. The OCCI diocesan bishop will be required to send at a minimum, quarterly reports on the candidates work as an OCCI Chaplain. They will also be required to report on any ministry performed as ordained clergy under the OCCI jurisdiction.

A letter from the diocesan bishop is required. This letter will confirm the applicant’s status. It will also confirm the role that the diocesan bishop has taken in ecclesiastical supervision. This will include:

4. Standard D - Education Preparation

- A. All applicants must hold at least a baccalaureate degree and a graduate degree in theology from an accredited institution.
- B. For those chaplains serving hospital type ministries: A minimum of 1600 hours of documented supervised clinical pastoral education (CPE) is required. Other examples would be: palliative care chaplain, and long-term healthcare chaplain.
- C. For those chaplains serving police/fire/disaster/crisis type chaplaincies: They should have a minimum of 400 hours of training and clinical supervision (Field Training) in the chaplain specialty in which they serve. This includes the minimum education certification or credentialing required to operate within the chaplain specialty organization. Credentialing and certification is often provided by the professional organization that this type of chaplain serves. (i.e. for Police Chaplains, a minimum requirement of attaining Basic Chaplain Credential from the International Conference of Police Chaplains within two years of starting their service as a chaplain). Other examples would be: first responder chaplains, fire chaplains, EMS chaplains, crisis chaplains, and disaster chaplains.
- D. For each type of chaplain mentioned Continuing Education Units (CEU)s through webinar, seminars, and online training for the specialty in which the OCCI Chaplain Candidate serves must also be maintained by attaining the equivalent of at least 3 continuing education units (CEUs) per year.

5. Standard E – Professional Certification/Credentialing

Applicants are to submit an annual plan for obtaining certification/credentialing within three (3) years by a recommended professional organization. (See I.A.1. Limits of Ecclesiastical Endorsement; I.E. Professional Certification/Credentialing Requirement; II.A.2 Specific Criteria and Standards)

6. Standard F - Required Written Materials

Materials should be submitted in the following order:

- a) Personal Data Form (provided by the CCE office).
- b) Personal history essay of the applicant's life and spiritual journey, including an understanding of how one's history impacts and influences one's ministerial and personal functioning (5 pages single spaced).
- c) Description of the applicant's vocational goals (2 pages single space).
- d) Documentation of the clinical and academic
- e) Supervisory reports
- f) Self-evaluations of the educational experiences
- g) A statement of the applicant's theology of pastoral care and chaplaincy (pages single paced).
how does the individual understand chaplaincy, or pastoral counseling, or clinical education about taking on the role of an OCCI Chaplain?
- h) How does the applicant's understanding of chaplaincy, or pastoral counseling, or clinical education contribute to the mission of the OCCI?
- i) How is ministerial practice different as an OCCI Chaplain as opposed to parish service with specific reference to the Catholic theological tradition?
- j) A signed statement that the applicant has carefully reviewed the OCCI's Canon Law on Zero Tolerance on sexual misconduct and agrees to abide by it. (The OCCI statement is included in Appendix 285, followed by a sample signature page in Appendix 286). \
- k) Plan for obtaining professional certification/credentialing within three (3) years by a recommended professional organization. (See I.A.1. Limits of Ecclesiastical Endorsement; I.E. Professional Certification/Credentialing Requirement; II.A.2 Specific Criteria and Standards).

7. Standard G - Ministerial and Theological Competence

Individuals are expected to demonstrate the following ministerial and theological competencies through written materials and in the personal interview with Diocesan Bishop

- a) Ministerial/Religious Identity:
 - Develop a clear formation and integration of Catholic identity with personal and ministerial identity demonstrated by written material and interview.
- b) Interfaith Competence:
 - Demonstrate one's ability to form personal and pastoral care relationships that emphasize the reflection of the faith or no-faith of those they will serve as OCCI Chaplains demonstrated via examples within theological paper.

- Demonstrate the ability to be compassionate, emotionally available, and sensitive to the joys and struggles of persons as appropriate within the ministerial role demonstrated in 1-page single spaced paper describing a helping incident.
- c. Theological Competence:
- Demonstrate knowledge and ability to address pastoral care and ethical issues. This is from a Catholic perspective.
 - Demonstration of the OCCI Chaplain Candidate's (possessive) ability to meet or exceed the Ethical and Confidential guidelines. These are set forth by the Professional Organization within the chaplain specialty.
- d. Self-Awareness:
- Demonstrate awareness of the influence of one's history, faith journey, and personality in using one's self in ministry.
 - Demonstration of an ability to establish healthy boundaries for ministerial relationships and self-care.
- e. Interfaith and Multi-Faith Environments:
- Demonstrate a basic knowledge of other's faith.
 - Demonstrate an understanding of the role of an ordained clergy. For example: The role of ordained clergy in a parish setting is one primarily of a proselytizing, maintaining, and growing one's own faith;
 - Demonstrate an understanding of the role of an OCCI Chaplain. For example: the primary responsibility of an OCCI Chaplain is to serve as a "stand-in" for another person's faith representative. Further, to recognize that chaplaincy is not about one's own faith, it is rather about the faith of those served.
- f. Educational Competence:
- Demonstrate the ability to communicate and interact in a multi-faith, multi-cultural settings
 - Demonstrate an ability to communicate as an educator and consultant with peers, fellow staff, community religious leaders, and the community at large.
- g. Integrative Competence:
- Provide evidence of the integration of clinical knowledge and method with theological and ministerial understandings of the human condition.

D. Professional Certification/Credentialing Requirement

Individuals Ecclesiastically Endorsed by the Diocesan Bishop and the OCCI Office of Chaplains are required to obtain and maintain, or be in the process of obtaining, certification/credentialing from a professional pastoral care and/or chaplain professional organization. The collegiality and opportunities for professional growth and development offered through professional certifying associations provide vital support. By requiring professional certification, the OCCI entrusts the assessment of professional skills, conceptual knowledge, and competence in ministry for chaplaincy, pastoral care, and clinical (chaplain specialty) education to a certifying organization. It also recognizes that these organizations offer means of accountability for professional practice based upon a professional code of ethics. It also provides support and relationships in a professional context.

Ecclesiastically OCCI clergy for chaplaincy will receive annual reminders from the OCCI Office of Chaplains. These reminders will request a report that outlines their progress in obtaining certification/credentialing. This report should cover the time. Within three (3) years of the date of their ecclesiastical endorsement. Non-compliance will result in the withdrawal of ecclesiastical endorsement

1. Forwarding of Ecclesiastical Endorsement

Individuals needing a letter of Ecclesiastical Endorsement sent to a certifying or employing organization should request in writing confirmation of their Ecclesiastical Endorsement from the Office of Chaplains. Each individual certifying or employing organization will be sent it's own letter of endorsement (The Office of Chaplains provides the Letter of Ecclesiastical Endorsement, but the endorser (signatory on the letter) is the Diocesan Bishop in which the OCCI Chaplain will serve.

2. Continuation and Review of Ecclesiastical Endorsement

It is recommended that ecclesiastical endorsement is reviewed when an individual seeks a change in specialization or during the process of receiving a new call. The Vicar General, under criteria developed by the Office of Chaplains, will guide the nature of this review. These criteria are indicated in Addendum II.

3. Termination of Ecclesiastical Endorsement

Ecclesiastical endorsement is automatically terminated when an OCCI priest, transitional deacon, or permanent deacon leaves OCCI jurisdiction or violates OCCI Canon Law which requires expulsion from ordained ministry. A Revocation of Endorsement letter will be sent to the certifying or employing organization who previously received the Letter of Ecclesiastical Endorsement.

Professional certification is a function of a professional organization external to the church and is forfeited if ecclesiastical endorsement is withdrawn by the OCCI. This standard is set by Professional Organizations issuing certification for the chaplain specialty and not the Office of Chaplains. The Office of Chaplains ensures compliance with this standard only.

An endorsed person's plan for professional certification must be presented to the Vicar General of the OCCI Office of Chaplains and the OCCI Chaplain's diocesan bishop annually or ecclesiastical endorsement will be withdrawn (See I.A.1. Limits of Ecclesiastical Endorsement; I.E. Professional Certification/Credentialing Requirement; II.A.2 Specific Criteria and Standards)

If an OCCI Chaplain loses professional certification, the priest, transitional or permanent deacon must promptly report this to the Office of Chaplains and also submit a plan for renewed certification in order to retain ecclesiastical endorsement to both the Vicar General of the Office of Chaplains and the OCCI Chaplain's diocesan bishop. These criteria are indicated in Addendum III.

II. Standards and Criteria for Ecclesiastical Endorsement for OCCI Chaplains

Ministry in Chaplaincy

1. Description

Chaplaincy is a ministry of the church that is missional in nature and is characterized contextually and given expression in a wide variety of diverse and specialized settings. This expression of ministry embodies the church's initiative in ministry, among others, to the ill, the imprisoned, the elderly, the troubled, the conflicted, the afflicted, and the addicted. Ecclesiastically endorsed OCCI chaplains offer a particular ministry to persons in pluralistic and multicultural contexts that are characterized and undergirded by Catholic theology and traditions.

2. Specific Criteria and Standards

- a Articulate an understanding and integration of Catholic theology that undergirds one's ministry in a chaplaincy setting, and yet demonstrates an openness and sensitivity to all faith groups.
- b Articulate and demonstrate a ministerial ability to utilize the expressions of the OCCI in chaplaincy ministry, i.e., prayer, sacraments, scripture, rites and rituals.
- c Articulate an awareness of, appreciation for, and an expertise in regard to the distinctive and unique nature and characteristics of the setting within which ministry is delivered.
- d and unique nature and characteristics of the setting within which ministry is delivered.
- e Demonstrate an ability to deliver competent ministry in a pluralistic, multicultural, and multi-disciplined environment.
- f Demonstrate an ability to establish and maintain professional and interdisciplinary relationships.
- g Develop and foster collaborative relationships with community clergy and faith group leaders.
- h Include a plan to obtain professional certification within three years from the time of ecclesiastical endorsement from a professional chaplaincy organization. An external certifying credential is required to maintain ecclesiastical endorsement as a chaplain and may be obtained by a recognized professional organization such as:

1. American Correctional Chaplain's Association (ACCA)
2. Association of Professional Chaplains (APC)
3. College of Pastoral Supervision and Psychotherapy (CPSP)
4. Center for Spiritual Care & Pastoral Formation (CSCPF)

5. National Institute of Business and Industrial Chaplains (NIBIC)
6. International Conference of Police Chaplains (ICPC)
7. Federation of Fire Chaplains (FFC)
8. Spiritual Care Association (SCA)

B. Chaplaincy in Clinical (chaplain specialty) Education

1. Description

The education goal of the CCE educator is to teach, guide, and supervise those engaged in learning the art of pastoral care in chaplaincy and clinical (specialty chaplaincy) education. Such educators include supervisors of Clinical Pastoral Education, First Responder Chaplain_(police, fire, EMS) Educators, ICPC and AAPC Diplomates and Fellows, and other certified ministry educators. Certified clinical (chaplain specialty) educators are clinically trained, knowledgeable about learning theory, are competent in program management, and have learned the art of supervision through conceptual models from theology, education, and the behavioral sciences. Clinical (chaplain specialty) educators seek to help students convert experience into learning in integrative ways, to address issues of theological reflection and chaplaincy service and to develop practical skills and tools for chaplaincy. Clinical (chaplain specialty) educators serve not only those preparing for full-time chaplaincies in specialized settings, but also provide pastoral care for seminarians, priests, transitional deacons and permanent deacons who seek accredited programs of supervised ministry.

2. Specific Criteria and Standards

- a. The statement on specialization should demonstrate the applicant's competence and knowledge in educational/ supervisory issues, including personal and pastoral formation, theological reflection on whole-person learning, group dynamics, education vs. therapy, basic understanding of an institution as a system, the meaning of prophetic intervention, and interfaith and multicultural ministry.
- b. The pastoral relationship descriptions should reflect competence and skill in educational ministry and the ability to maintain one's identity and authority as educator/supervisor.
- c. The credential of certification is required, and the support offered by a professional clinical (chaplain specialty) education organization is strongly recommended. An external certifying credential is required to maintain ecclesiastical endorsement as a clinical educator and may be obtained by a recognized professional organization such as:
 - American Association of Pastoral Counselors (AAPC)

- Association for Clinical Pastoral Education Inc. (ACPE)
- Canadian Association for Pastoral Practice and Education (CAPPE)
- College of Pastoral Supervision and Psychotherapy (CPSP)
- Center for Spiritual Care & Pastoral Formation (CSCPF)
- International Conference of Police Chaplains (ICPC)
- Federation of Fire Chaplains (FFC)

IV. Criteria and Procedures for Call

These criteria are recommended basic elements upon which a diocese or other calling source may base its determination of call or endorsement to serve in ministries of chaplaincy and clinical (specialty chaplaincy) education. They represent a basic level of expectation by the OCCI regarding qualifications and responsibilities for an OCCI Chaplain Candidate before the OCCI will recognize and authorize the priests, transitional or permanent deacon's chaplaincy.

A. Criteria

1. Criteria A: Concept of Chaplaincy

There shall be a clearly articulated concept of ministry that demonstrates the relationship of the work and position in the specialized setting to the purpose of public ministry and to the mission and ministry strategy of both OCCI and synod, or other calling source. This statement should identify the uniqueness and parameters of the Office of Chaplains and the role of OCCI Chaplains within the OCCI jurisdiction

2. Criteria B: Program of Chaplaincy

There shall be a documented program of ministry consistent with the guidelines for pastoral service programs adopted by the church (See Section IV). Consideration and consultation with the standards of the OCCI Office of Staffing and Vocations (OSV) of the OCCI in Specialized Settings is strongly recommended.

3. Criteria F: OCCI Chaplain Accountability

OCCI Chaplain Candidate's education for the Chaplain's chosen specialty shall be accountable to institution/agency in employment matters, and to the certifying organization in professional matters.

The applicant for call is required to provide evidence of a supervisory and accountability system that includes the following elements:

a. Institutional/Agency Accountability

- The agency, institution, or other structure provides direct oversight and supervision or arrangements for such supervision. An annual performance review of the chaplain, pastoral counselor, or clinical educator is to be a part of this supervisory process.

b. Ecclesiastical Accountability

- Those who serve in ministries of chaplaincy and clinical (specialty chaplaincy) education are expected to fulfill the OCCI standards and expectations of those who serve in public ministry.
- Those engaged in chaplaincy and clinical (specialty chaplaincy) education ministries are expected, within the constraints of their OCCI ordained clergy responsibilities, to be active members of a parish in the OCCI or another approved independent Catholic jurisdiction approved by the presiding bishop. They are also responsible for making themselves and their expertise available to the OCCI Synod and appointed ordained clergy in OCCI. Such availability may include regular participation in meetings and committees of ordained clergy leaders, being available as speakers and consultants, and being active interpreters of specialized chaplaincy as an extended ministry of the OCCI ministry in the world.

c. Professional Accountability

- Ongoing maintenance of a certifying credential or certification in process by an appropriate recognized professional certifying organization is required.

B. Procedures

1. For Call

The diocesan bishop and/or responsible church entity shall set forth criteria that are normative for the recognition, of and extension of a call according to the approved criteria and consistent with the following recommended principles:

- a The diocesan bishop, along with others in leadership roles in the Synod, is to be involved directly in the process, providing support and consultation.
- b The candidate shall be given opportunity personally to interpret to the appropriate structure(s) the ministry of specialized chaplaincy for which call is being sought.
- c The summary report of meeting(s) with the Vicar General of the Office of Chaplains shall be part of the call process.

The Vicar General of the OCCI Office of Chaplains shall serve as a source of consultation to calling sources in situations needing interpretation or clarification.

2. For Employment

When a Catholic employing source determines the need for a chaplain or clinical supervisor, the diocesan bishop normally will be invited to suggest the names of eligible candidates. After review, the name(s) of the final candidate(s) will be submitted to the bishop to assure the good standing in the OCCI of the candidate(s) and to arrange for consultation regarding ecclesiastical endorsement or review of ecclesiastical endorsement.

Many positions do not involve Catholic-employing sources, and the diocesan bishop may not become involved in the recruitment phase of the employment process. The candidate will inform the bishop of the employment possibility with an employing organization.

Prior to finalizing employment, arrangements may be made for a consultation involving an administrative representative of the employing organization and the bishop. For Catholic employing organizations, this consultation normally will be part of the collaboration with the Vicar General of the OCCI Office of Chaplains in the recruitment process. In other situations, the candidate shall assume responsibility to initiate arrangements for the consultation. The purpose of this consultation is to clarify the relationship of the church, through its calling source, to the ministry, including the expectations of the church as set forth in the Criteria and Procedures for Call or Appointment.

Within the OCCI, once satisfactory employment arrangements have been made between the candidate and the employing organization, the calling source proceeds with the process for issuing a letter of call for the ministry. The applicant should not accept a position without the assurance of a letter of call or without the contingency that the position will be recognized as a valid ministry. The bishop may be asked to install the candidate to the ministry.

Ecclesiastical endorsement or a call to serve does not establish an employment, agency, or day-to-day employment supervisory relationship between the endorsing diocesan bishop and the minister receiving the endorsement.

3. For Termination of Employment

Termination of employment is the responsibility and at the discretion of the employing organization. The diocesan bishop may be consulted by the employing organization, and the pastoral care giver is expected to inform the diocesan bishop of this process. However, all employment decisions are made solely by the employing organization. Ecclesiastical Endorsement is specific to the position the OCCI Chaplain holds, whether full-time, part-time or volunteer. Ecclesiastical Endorsement ends when the OCCI Chaplain either resigns or is terminated by the third party employer or volunteer organization.

Addendum I: Criteria for Evaluating Educational Preparation for Ecclesiastical Endorsement

This document outlines the ways and explains how an applicant is expected to meet the requirement of 1,600 hours (400 hours in specialty chaplaincies for Fire Departments, Police Departments, or Crisis Chaplains – some VOIDS (Volunteer Organizations in Disasters), under federal guidelines of FEMA and the Red Cross, require 1600 hours) of supervised clinical education required for chaplaincy in hospitals, palliative care and long-term health facilities related to ministry in chaplaincy and clinical (specialty chaplaincy) education, for which the applicant seeks ecclesiastical endorsement.

Normally, this education is beyond the M.Div. or other basic requirements for entry into ministry. At least 75% of this educational preparation must be in Category 1.

A. Category 1: Supervised Pastoral Care and Counseling Practicums

The requirement of 1600 hundred hours of educational preparation is based on the model of 4 units (400 hours each) of clinical pastoral education. In this type of educational preparation both the hours of actual ministerial experience and the time involved in educational and supervisory activities are counted. This method of counting hours shall apply to other closely supervised pastoral care and counseling educational programs, including pastoral counseling case load supervision.

B. Category 2: Formal Educational Events

Seminars, course work, academic programs, institutes, workshops, and other formal educational events that are not part of a regular on going supervised practicum shall be counted based on actual time at the event, hours of study, preparation of papers, and consultations or presentations.

C. Category 3: Other Educational Means

Actual ministry practice that does not involve direct clinical/pastoral supervision, such as an experience as a volunteer chaplain or nursing home visitor may be considered part of the educational preparation in certain circumstances. Normally, these forms of education apply to experienced ministers only. Teaching or consultative work, both formal and informal, on topics related to the area of specialization also may be counted in this category.

D. Documentation

The documentation for educational experience in Categories 1 and 2 should include a description of the program or event, self-evaluations, and supervisory evaluations. The materials should also identify the relevance of the educational program or event to the area of specialization. In Category

3, a statement is expected that identifies the activity and reflects on the effects of the experience as preparation for the area of specialization.

E. Procedures

Vicar General of the OCCI Office of Chaplains reviews the documentation that is submitted by the applicant. Staff has responsibility for determining whether or not the applicant has met the requirements for educational preparation. Staff may request consultation from an Office of Chaplains representative, diocesan bishop, or from the Vicar General as a whole or in part in making this determination.

It should be noted that this preceding criteria only applies to the ecclesiastical endorsement process. A certifying and/or employing organization may require additional training and/or preparation.

Addendum II: Criteria and Procedures for Continuation and Review of Ecclesiastical Endorsement

When there is a change of call the following procedures and criteria shall guide the nature of the review for continuation of ecclesiastical endorsement:

The individual seeking continuation and/or the diocesan bishop requests the review of the Vicar General of the Office of Chaplains regarding the status of ecclesiastical endorsement.

The individual shall consult with Vicar General of the OCCI Office of Chaplains regarding the existence of any of the following conditions:

- Ordained clergy status problems
- Misconduct, discipline, or ethical complaints or issues involving a certifying association, an employing organization, or the diocesan bishop, or of a civil or criminal nature
- Evidence of significantly lapsed involvement in either the church body or a professional certifying organization

Evidence that one or more of the standards for endorsement has not been met:

- Other substantial evidence or questions of pastoral competence or professional integrity
- If one or more of these conditions exist, a meeting with Office of Chaplains and the diocesan bishop normally will be expected. The consultation process is served best when the initiation for the meeting comes from the individual. However, it may be required by the diocesan bishop upon consultation with the Vicar General of the Office of Chaplains. Such determinations shall be made on a case-by-case basis.
- If none of these conditions exist, or if it is judged that a consultation committee meeting is not warranted, the review may be a paper review.

During the change of call process the individual (or diocesan bishop) requests the Vicar General of the Office of Chaplains to forward ecclesiastical endorsement to the calling entity. Vicar General of the Office of Chaplains shall obtain diocesan bishop confirmation of the previous ecclesiastical endorsement and review the file. If none of the conditions outlined in number two exist, and the previous ecclesiastical endorsement is confirmed by the diocesan bishop, the Vicar General of the OCCI Office of Chaplains transmits ecclesiastical endorsement to the calling source.

Addendum III: Criteria and Procedures for Reinstatement of Ecclesiastical Endorsement

The following criteria and procedures shall be used for reinstatement of ecclesiastical endorsement:

1. If termination of ecclesiastical endorsement was due to loss of rostering, the individual must be reinstated to roster standing in the church body in order to apply for reinstatement of ecclesiastical endorsement.
2. If termination was due to loss of certification, the individual must be involved actively in seeking reinstatement with that professional organization or seeking certification in a different organization. Monthly progress reports must/shall be submitted to the CCE Program Director.
3. Application for reinstatement is accomplished by writing a detailed description of the process that resulted in termination of ecclesiastical endorsement, along with evidence of reinstatement to the church body roster or reinstatement of certification, plus the rationale for desiring reinstatement of ecclesiastical endorsement. The application must include written support from the bishop.
4. The meeting with a consultation committee regarding reinstatement of ecclesiastical endorsement will address those issues that led to loss of endorsement.
5. The consultation process is served best when the initiative for a meeting with a consultation committee comes from the individual. However, it may be required by synod upon consultation with Vicar General of the Office of Chaplains.
6. If a consultation committee meeting is held, the materials to be submitted include the application for reinstatement document, plus other materials relevant to the individual situation as determined by Vicar General of the Office of Chaplains or applicant.
7. If Vicar General of the Office of Chaplains deems that a consultation committee meeting is not warranted, Vicar General of the Office of Chaplains reviews the written application, consults with the applicant and others, and makes a recommendation to the diocesan bishop regarding reinstatement of ecclesiastical endorsement. For chaplaincy, pastoral counseling, and clinical education

Addendum IV: Appealing the Office of Chaplains Vicar General's Recommendation

An applicant wishing to appeal a consultation committee recommendation must notify the Vicar General of the Office of Chaplains in writing within thirty (30) calendar days of the applicant's consultation. The grounds upon which the appeal is based shall be presented in writing at that time.

Within twenty-one (21) calendar days of receiving the appeal, the CCE representative will acknowledge reception of the written appeal and notify the area convener and the appellant's diocesan bishop of the appeal.

The Office of Chaplains shall assist the appellant within thirty (30) days in reviewing the recommendation of the consultation committee and to clarify the grounds for appeal and the Office of Chaplains Endorsement Standards and Procedures relevant to the appeal.

The appellant may request a new committee consultation. A new committee may be convened at the discretion of the Vicar General of the Office of Chaplains. The Vicar General of the Office of Chaplains will establish a new convener and committee. The subsequent committee convener shall have access to the previous committee's report. The appellant's CCE representative and bishop or designee may attend the new committee meeting as observers and support to the appellant.

The recommendation of the appeals process shall be final.