

GUIDELINES MEMORANDUM OF UNDERSTANDING AND AGREEMENT

All chaplains are pastors, but not every pastor is called to be a chaplain. Chaplains are like medical doctors who specialize in certain fields of medicine. Chaplains minister in special settings: campus, community, corrections, healthcare and military institutions and organizations. However, the same foundational pastoral proficiencies are essential.

A minimum of two years of pastoral experience is required in order to be considered for ecclesiastical endorsement as a chaplain. Employment as a church pastor is not always available to every applicant. When otherwise qualified, if an applicant lacks the normative pastoral background, the NAD Working Policy provides alternative ways for obtaining the essential functional, pastoral care proficiencies. One method is to coordinate a Memorandum of Understanding and Agreement (MOUA) on a case-by-case basis between ACM, a local conference, an ordained supervisory pastor approved by the conference, and an applicant for chaplaincy. For applicants who are otherwise qualified, this is an acceptable method for acquiring pastoral experience and ministerial credentials. This MOUA outlines the conditions and necessary functional skill training to be accomplished that would normally be expected of a ministerial intern on track toward ordination. When all parties to the MOUA verify that sufficient pastoral experience has been satisfactorily achieved, ACM will include the written evidence in the application packet and present it to the ACM Committee for their consideration of ecclesiastical endorsement.

The service stipulated in the MOUA could be as an associate pastor for a larger church congregation, or caring for one or two churches within a multi-church district, etc. The applicant should be elected as a local elder in those churches where he or she serves. Such service is voluntary and part-time, though a stipend can be paid the applicant. Obviously, the applicant may need to be “bi-vocational” and work at other income-producing employment to provide for personal and / or family living expenses.

The applicant has the responsibility to identify a legitimate need for ministry and work with a local pastor and local conference officials in arranging for authorization to assist a pastor and church(es). ACM can assist in clarifying MOUA standards with a conference. Like any other intern or pastor on track toward ordination, the applicant must demonstrate calling, capability, caring and competency. The applicant is encouraged to keep a written log of every professional activity performed; the log should show date, event and pastoral care / support provided. Attached are the requirements that must be performed and evaluated. Completion of all the requirements does not diminish or eliminate the two years’ time requirement. An ordained minister / supervisor must sign off on each requirement that it has been satisfactorily accomplished by the applicant. Quarterly performance counseling should be done by the supervisory minister to the applicant / intern. Suggestion: make copies of the Functional Pastoral Skill list and use it as a guide for the counseling session. Score to show current standing. Applicants must submit an annual progress report to ACM.

MOUA CONTENTS and PROCESS

ACM encourages use of two key resources to help guide the MOUA process:

1. General Conference Ministerial Association manuals – “Manual of Evaluation Instruments for Pastors, Churches and Church Administrators” and “Manual for Seventh-day Adventist Ministerial Interns and Intern Supervisors.” Though dated, sections 10 thru 12 provide excellent evaluation instruments.

2. Local conferences and union conferences criteria for evaluating pastoral performance and readiness for ordination.

The MOUA should define the following areas:

1. Location of church(es) and contact information.
2. Title given applicant.
3. Nature of responsibilities defined (brief position description).
4. Compensation or stipends, if any.
5. Supervision (name and contact information of ordained minister).
6. Accountability (periodic performance reports and evaluations).
7. Specific skills to be evaluated (see list of Functional Pastoral Skills).
8. Relationship with the conference and requirements leading to credentials as a licensed minister or commissioned minister license.
9. Signatures of four parties involved (Applicant, Supervisor, Conference official and ACM Director).

When a satisfactory level of professional experience is achieved, the supervisory pastor should write a letter of recommendation to the conference, attach the list of evaluated functional pastoral skills and send it to the local conference ministerial secretary. The conference ministerial secretary should review that letter and, if appropriate, request credentials (ministerial license or commissioned minister license) for the applicant. When the credential is granted, a copy of that credential should be attached to a letter of recommendation written by the conference ministerial secretary or designated conference official and sent to the division ACM Director, along with the pastor’s letter of recommendation and the list of completed functional pastoral skills. The ACM Director will then present the applicant’s application to the ACM Committee for consideration of ecclesiastical endorsement. The ACM Director will notify all parties of the results.

MEMORANDUM OF UNDERSTANDING AND AGREEMENT

FUNCTIONAL PASTORAL SKILLS

INSTRUCTIONS for Supervisory Pastor: For each of the functional pastoral skills listed below, rate the applicant / intern on a scale of one (1) to six (6) and initial each skill and the date evaluated. A “four” is the norm; do not over-rate. Use the following scale:

- One (1) = Requires further training, unacceptable
- Two (2) = Requires more practice, unsatisfactory
- Three (3) = Requires refinement, below average
- Four (4) = Satisfactory, average and acceptable (recommend)
- Five (5) = Excellent, above average (recommend)
- Six (6) = Exceptional, commendable (highly commend)

FUNCTIONAL PASTORAL SKILL	SCORE / INITIAL	DATE
<u>Personal Growth</u>		
01. Devotional life (Bible study and prayer)	_____	_____
02. Attitudes (calling and commitment to ministry)	_____	_____
03. Loyalty (church beliefs and organization)	_____	_____
04. Leadership abilities (style, reliability)	_____	_____
05. Ethics (confidentiality, opposite sex, etc.)	_____	_____
06. Appearance (dress, courtesy, mannerisms)	_____	_____
07. Finances (debt, management, stewardship)	_____	_____
08. Health (balanced lifestyle, emotionally stable)	_____	_____
09. Continuing education (courses, reading, etc.)	_____	_____
10. Local language (articulate, oral, written)	_____	_____
Average score for Personal Growth	_____	
<u>Relationships</u>		
11. Family (spouse, team / co-worker, parenting)	_____	_____
12. Inside church (congregation, leadership)	_____	_____

13. Outside church (community, other clergy) _____

FUNCTIONAL PASTORAL SKILL GO / NO GO DATE

14. Acceptance (age, gender, nationality, race) _____

15. Religious pluralism (respect for other faiths) _____

Average score for Relationships _____

Training

16. Spiritual gifts (development in others) _____

17. Training (church leaders, witnessing) _____

18. Teaching (preparation, practicality, SS class) _____

19. Technology (use of AV and computer) _____

20. Resources (handouts, materials, activities) _____

Average score for training _____

Outreach

21. Planning (mission, objectives, calendar) _____

22. Discipleship and shepherding new members _____

23. Bible studies (decisions, baptismal class) _____

24. Public evangelism (planning, serial, seminar) _____

25. Special evangelism (health, media, youth) _____

Average score for outreach _____

Worship Leadership

26. Planning (assessment, church year, themes) _____

27. Coordination (leaders, music, scheduling) _____

28. Service (bulletin, order, flow, time) _____

29. Preaching (biblical, clear, illustrations, length) _____

FUNCTIONAL PASTORAL SKILL GO / NO GO DATE

30. Prayer (appropriate for occasion, length) _____

Average score for worship leadership _____

Pastoral Care and Nurture

31. Ministry of presence (present when not leading) _____

32. Visitation (home, hospital and workplace) _____

33. Pastoral counseling (general, spiritual) _____

34. Marital counseling (pre-marital, family) _____

35. Weddings and anniversaries _____

36. Dedications (baby, building, special) _____

36. Baptisms and professions of faith _____

37. Communion (foot-washing, shut-ins, varied) _____

38. Anointing and prayer for the hurting _____

39. Funerals and memorials (graveside) _____

40. Special occasions (retreats, patriotic, social) _____

Average score for pastoral care and nurture _____

Administration

41. Church board and committees _____

42. Master Religious Plan _____

42. Budget and financial management _____

43. Stewardship program and fund-raising _____

44. Church building (insurance, maintenance, etc.) _____

45. Office management (hours, organization)	_____	_____
FUNCTIONAL PASTORAL SKILL	GO / NO GO	DATE
46. Conference programs (promotions)	_____	_____
47. Religious education (church school, SS, VBS)	_____	_____
48. Youth programs (Pathfinders, teens)	_____	_____
49. Problem-solving and conflict resolution	_____	_____
50. Multi-church district (coordination, integration)	_____	_____
Average score for administration	_____	

INSTRUCTIONS for Supervisory Pastor: Write in the average score for each functional area of emphasis. Then add them up and divide by 7 to obtain the overall average score. A score of four or above is acceptable. The applicant has demonstrated a satisfactory level of functional pastoral skills and can be recommended.

Average score for personal growth	_____	
Average score for relationships	_____	
Average score for training	_____	
Average score for outreach	_____	
Average score for worship leadership	_____	
Average score for pastoral care and nurture	_____	
Average score for administration	_____	
Sum of all seven averages	_____	
Divide sum by seven (7) equals (=)	_____	OVERALL AVERAGE

NOTE for Supervisory Pastor: Please answer the following questions and explain your answer as requested on a separate sheet of paper.

1. Has the applicant / intern ever given any indication that he or she is abusive by language or behavior to spouse, child(ren) or others? ___ No, ___ Yes, explain.
2. Does the applicant / intern set boundaries in relationships and stay within them to insure proper professional, ethical behavior and decorum? ___ Yes, ___ No, explain.
3. Does the applicant / intern treat all others in a Christ-like manner with respect and courtesy? ___ Yes, ___ No, explain.
4. Is the applicant / intern able to handle stress, exercise discernment and balanced judgment in difficult situations and understand priorities? ___ Yes, ___ No, explain.

MOUA CERTIFICATION

We hereby certify that the chaplain candidate / intern (FULL NAME) has satisfactorily completed and fulfilled the Memorandum of Understanding and Agreement (MOUA). We also believe that (FULL NAME) has demonstrated capabilities, competencies and caring in performing those functional skills that are initialed “go” by the supervisory minister. We recommend that (FULL NAME) be granted ecclesiastical endorsement as a Seventh-day Adventist Chaplain and believe (HE /SHE) has completed the pastoral experience requirement as stated in the NAD Working Policy and “ACM Manual of Standard Operating Procedures”.

Signature

Conference Official (Print name and title)

Date

Signature

Supervisory Minister (Print name)

Date

Signature

Chaplain Candidate / Intern (Print name)

Date

Signature

ACM Director or Associate (Print name)

Date