



Volume

1

MILITARY CHAPLAINCY

Department of Leadership Development

Chaplains' Manual

THE ANGLICAN MISSION IN THE AMERICAS

Chaplains' Manual

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Introduction

The Chaplains' Manual provides the requirements, policies and guidelines for military chaplains endorsed by the Anglican Mission. Chaplains in the Anglican Mission function under the episcopal oversight of the Primate of the Anglican Mission and, as an extension of his office, are administered by the Archdeacon as the Endorsing Agent.

An Anglican who is endorsed as a chaplain fulfills his/her primary ministry in a context that is beyond the ministry environment of a local parish setting. This context requires significant preparation, understanding and education. A military chaplain is called upon to conduct every aspect of the ministry of an ordained priest/presbyter under unique and sometimes isolated and difficult circumstances, including combat. A chaplain must be versatile and understand the pluralistic setting and culture of the military environment.

The Anglican Mission supports this unique ministry as an extension of its call to reach the "130 million" unchurched in the United States with the transforming reality of Jesus Christ.

Endorsement

The ministry of Chaplaincy to the Armed Services of the United States (Army, Navy, Air Force, National Guard, Civil Air Patrol) is supported by endorsed clergy and authorized representatives from the broad range of religious beliefs within the population of the United States. Each chaplain is required to be endorsed by a recognized religious body. The Anglican Mission is a recognized endorsing agency with the Department of Defense and the Endorsing Agent is the recognized endorser for the Anglican Mission and authorized to fulfill that responsibility.

The detailed requirements and procedures for making application for military Chaplaincy vary between branches of the armed services. In all cases, the service will consider only applicants who have received ecclesiastical endorsement from a recognized endorser. Information concerning the various Chaplaincy programs may be obtained directly from the branch of service to which the individual is seeking to become a chaplain. Granting of ecclesiastical endorsement by the Endorsing Agent authorizes one of the armed services to accept an application from a duly ordained clergyperson. Ecclesiastical endorsement does not guarantee acceptance of the person for employment by the armed services.

Purpose of the Endorsing Agent

1. To serve as the liaison between the Anglican Mission and the Offices of the Chiefs of Military Chaplains, the Armed Forces Chaplains Board and other agencies or organizations to which our chaplains are assigned.
2. To keep these offices appropriately informed as to the developments in, and growth of the Anglican Mission.
3. To provide the official technical endorsement necessary for an applicant approved by the Anglican Mission provided the applicant meets all of the necessary requirements of the Anglican Mission and of the Chaplaincy to which he/she is seeking to be endorsed.
4. To encourage and assist our chaplains by every reasonable means possible, such as by maintaining contact, by serving as a liaison and representative body, by promoting the ministry of the chaplaincy, etc.
5. To keep affiliated missional communities informed concerning the chaplaincy programs and to encourage prayer support for chaplains.
6. To assist with the discernment and recruitment of well-qualified individuals for chaplaincy.

Duties and Responsibilities of the Endorsing Agent

1. The Endorsing Agent shall process all applications for endorsement. He shall attempt to interview each applicant personally or may designate another person or group to conduct the interview such as a chaplain (active duty or retired) or committee. Upon satisfactory

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- completion of the application, approval from the applicant's network and/or bishop, approval of the person conducting the personal interview and all other requirements, the Endorsing Agent shall prepare the official endorsement of the applicant.
2. The Endorsing Agent shall maintain contact with the endorsee through correspondence, telephone and/or personal visits.
 3. The Endorsing Agent shall keep accurate files and records of all chaplains holding Commission endorsements.
 4. The Endorsing Agent shall prepare an annual report for the Anglican Mission and shall provide information and news on chaplaincy programs as appropriate to churches, agencies and publications.
 5. The Endorsing Agent shall be the primary representative of the Anglican Mission in meetings of the endorsing agents in Washington or elsewhere and in the offices of the Chiefs of Military Chaplains and of other agencies or organizations to which our chaplains are assigned.
 6. The Endorsing Agent shall be in charge of the budget for the Department of Leadership Development – Military Chaplaincy.

The Requirements for Ecclesiastical Endorsement

1. The applicant shall meet all of the requirements of the Anglican Mission as a priest/presbyter and be in good standing.
2. The applicant must be approved by his/her bishop to the Endorsing Agent.
3. The applicant must meet all of the requirements of military chaplaincy as defined by DoD Directive 1304.19 and/or subsequent DoD documents.
4. The applicant shall have a minimum of two years of practical ministry experience or its equivalent to include practicum in areas such as preaching, sacraments, youth work, evangelism, teaching, counseling, etc.
5. The applicant shall give evidence that he/she is able to function within a pluralistic environment and support directly and indirectly the free exercise of religion by all members of the Military Services, their family members and other persons authorized to be served by the military chaplaincy.
6. The applicant shall give evidence that he/she is able to submit to military authority and willing to honor and abide by the requirements and guidelines of the Anglican Mission as far as chaplains are concerned.
7. The applicant shall submit to the Endorsing Agent a completed application form, with references as requested.

8. The applicant shall meet with the Chaplain Endorsement Committee (or other suitable interview as determined by the Endorsing Agent) and receive its recommendation.
9. Ecclesiastical endorsement may be withdrawn by the Endorsing Agent in consultation with the individual chaplain's Bishop, or for cause. In the case of withdrawal for cause, the appropriate provisions for ecclesiastical discipline shall have been followed.

What the Endorsee may Expect from the Anglican Mission and the Department of Leadership Development – Military Chaplaincy

1. The endorsee may expect the official approval and endorsement of the Anglican Mission and the Endorsing Agent as long as he/she meets the military requirements of chaplaincy, meets the requirements of endorsement and remains a member of the clergy in good standing with the Anglican Mission.
2. The endorsee may expect official representation with his/her chaplaincy's leadership, such as with the Chief of Chaplains of the service for which he/she is endorsed.
3. The endorsee may expect of the Endorsing Agent appropriate information and counsel.
4. The endorsee may expect prayer and support from the Anglican Mission and particularly of the networks and local parishes within the Anglican Mission.

What is Expected from the Endorsee

1. The endorsee shall maintain regular contact with the Endorsing Agent. At minimum a semi-annual report shall be required. The semi-annual reports shall coincide with the Ember Week in Advent (between the 3-4 Sundays in Advent) and the Ember Week between Pentecost and Trinity Sunday. Semi-annual reports should contain a brief description of the ministry that has taken place since the last report including all Baptisms, Confirmations, Marriages and Burials. As well the endorsee should include any changes in contact information, duty assignments, promotions, achievements, etc. Personal updates are welcomed as are areas of need or prayer.
2. Chaplains who minister under the canonical authority of the Anglican Mission shall execute the ministries of their office in accordance with the Constitution and Canons of the Province and the Canonical Charter for Ministry of the Anglican Mission in the Americas and the Book of Common Prayer.
3. Chaplains endorsed by the Anglican Mission are required to sign the Solemn Declaration on an annual basis and submit it to the Endorsing Agent no later than February 28, of each year.
4. The endorsee shall keep the Endorsing Agent informed on such matters as assignment, change of status, promotion, etc. Upon change of stations or any other change of address, the endorsee shall provide the Endorsing Agent with the new address, telephone number(s), and email address.

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5. Endorsed chaplains will establish contact with the local network leader and/or bishop within whose network their military facility is located as soon as possible after arrival. Military chaplains may not function in a local network unless approval to do so is given by the missionary bishop and the Endorsing Agent has been informed.
6. Endorsed chaplains are expected to attend the annual Chaplains Conference unless a waiver is granted by the Endorsing Agent.
7. The endorsee shall be expected to pay their required dues (according to the following table) to the Anglican Mission which shall be considered a portion of their tithe. The remainder of their tithe shall be used for charitable works which advance the Chaplain’s ministry.

Monthly Chaplaincy Dues

Pay Grade	O-1 to O-3	O-4	O-5 to O-6	O-7 to O-8
Active Duty	\$35.00	\$50.00	\$60.00	\$90.00
Guard/Reserves	\$25.00	\$40.00	\$50.00	\$80.00

Dues may be made in one of three ways:

- **Monthly payment** – due on the 10th of each month (by direct deposit, check, credit card, automatic withdrawal, etc.);
- **Semi-annual payment** - due on the 10th of June and the 10th of Jan each year (paid in advance); and
- **Annual payment** – due on the 10th of Jan of each year (paid in advance).

Chaplains being initially endorsed will owe dues the first month after the date on their 2088 (e.g. if the 2088 is dated 15 June, first monthly dues would be paid no later than 10 July).

If an endorsed Anglican Mission chaplain becomes three (3) months in arrears, they will be issued a warning that they are in danger of losing their ‘good standing’ with the commission. At six (6) months arrears, they will be considered no longer in good standing and their endorsement may be pulled if that action is deemed appropriate by the Endorsing Agent.

8. The endorsee shall support the Anglican Mission wherever he/she may be located by attending local network meetings and by visiting area parishes of the Anglican Mission as his/her schedule allows.
9. The endorsee shall support and participate in the annual Chaplains Conference held in conjunction with the annual Winter Conference of the Anglican Mission.

Exceptions

Exceptions to the guidelines set forth in this manual shall be made only with the approval of the Endorsing Agent of the Anglican Mission.

Summary

In view of our responsibility to God, the Church and institutions including the government of the United States, the Endorsing Agent cannot and must not look lightly upon a person holding the Anglican Mission's endorsement. Endorsement is not a matter of convenience and those who are endorsed should demonstrate a commitment to the mission, vision and values of the Anglican Mission. The Endorsing Agent is obligated to maintain a constant vigil to see that mutual responsibilities indicated in this manual are being fulfilled in a manner that is honoring to God and the good order of His Church.

Policy Statement on Military Chaplains

The Armed Forces of the United States do not generate religious ministry. They receive ministries from the churches and religious bodies of America in accordance with the religiously pluralistic pattern of American society. The United States Code, for example, provides in the case of the Navy and Marine Corps, that:

“An officer of the Chaplain Corps may conduct public worship according to the manner and format of the church of which he is a member.” (10 U.S.C. 6031(a))

Liturgical, sacramental, and pastoral acts are performed on the basis of ecclesiastical authority rather than military credentials. Therefore, it follows that the ultimate responsibility of the substantive nature of chaplains’ religious ministry rests with their churches.

The religious context of the Armed Forces, like that of American society at large, is one of religious pluralism, in which independent churches and religious bodies coexist in mutual respect. Because of the impracticality of providing clergy of every faith or denomination at every military command, the Armed Forces and the churches of America have jointly developed a pattern of cooperative ministry. The principle of cooperative ministry places on every chaplain the obligations to:

1. Make provision for meeting the religious needs of those in the command who are adherents of other churches, and
2. Cooperate with other chaplains and commands in meeting the religious needs of members of the chaplain’s own faith group.

The Anglican Mission is a missionary jurisdiction with an episcopal ecclesiology and embraces in its worship the liturgical, evangelical and charismatic streams of the Christian tradition and affirms the Holy Scriptures of the Old and New Testaments to be the word of God and to contain all things necessary to salvation. Each chaplain endorsed by the Anglican Mission must be guided in his/her ministry not merely on an individual interpretation of Scripture, rather by the catholic Creeds, the dogmatic definitions of the General Councils of the undivided church, the Book of Common Prayer and the Ordinal, 1662, the 39 Articles of Religion of the Church of England in their literal and grammatical sense, and the Lambeth Quadrilateral of 1888, since the same are conformable to the Scriptures, and are bound to teach nothing contrary there to, and engage to conform to the doctrines, discipline and worship of the Anglican Mission in the Americas.

These policies, therefore, will be followed by chaplains endorsed by this Agency.

Doctrinal

A chaplain shall have liberty in the full and free presentation of the whole counsel of God as contained in the Scriptures and consistent with the Solemn Declaration of the Anglican Mission.

Ecclesiastical

No military or civilian higher authority may require an Anglican Mission chaplain to:

- Lead or participate in conducting worship services with non-Trinitarian chaplains.
- Conduct worship services that are not consistent with the chaplain's convictions on the matter.

This in no way prohibits a chaplain from working with ordained chaplains in other appropriate professional areas of ministry.

Sacraments

Since the sacraments, Baptism and the Lord's Supper, are given to the church in particular, chaplains must exercise caution in their administration by insuring that the sacraments are always administered in a form and manner which is consistent with the Anglican Mission and the Book of Common Prayer.

Marriage

The Anglican Mission believes that marriage is a total commitment between a man and a woman, according to the teachings of our Lord found in the Scriptures. Holy Matrimony is the lifelong union of a man and a woman, blessed by God with the full authority of the Church, for the procreation of children (if it be God's will), and their physical and spiritual nurture, for the purpose of mutual love, comfort and honor, and for the safeguarding and benefit of society.

No clergy may solemnize any marriage or bless any previous union except in accordance with the policies of the Anglican Mission, the canons of its sponsoring province and the laws of the civil jurisdiction in which the marriage is to take place. No Anglican Mission clergy may perform a marriage or blessing of a union between people of the same sex.

Divorce and Remarriage

Persons with a history of divorce will be assessed and evaluated in accordance with the Anglican Missions policy on divorce and remarriage.

Seminarian Chaplain Candidates Program

All three branches of the Armed Services have established a Chaplain Candidate Program (SCCP) designed to offer seminary students an opportunity to explore, without obligation, chaplain ministry in the military. The Endorsing Agent is authorized by the Department of Defense to recommend candidates for this summer program after receiving agreement from the missionary bishop who provides episcopal oversight for the candidate. While the seminarian may apply for SCCP during their first year, it is best that the seminarian actually attend during the summer following the middle year.

Qualifications and Requirements

- Be a postulant or candidate for holy orders
- Be accepted or enrolled full-time in an accredited seminary
- Desire to explore a call to military chaplaincy
- Have the recommendation of the missionary bishop (the Endorsing Agent receives this directly from the missionary bishop)
- Have a completed background check on file
- Receive and maintain the Endorsing Agent' approval for service in the Chaplain Candidate Program (SCCP)

Note: SCCP candidates are not authorized to wear the Cross insignia on the military uniform.

Military Appointment and Service

Normally, the military branch commissions the candidate as a Second Lieutenant or Ensign (O-1). Exceptions may be made for those with prior commissioned, military service. No guarantee of subsequent commissioning as a chaplain or success in the Chaplaincy is made. The candidate's seminary studies should take precedence over the SCCP. SCCP officers may drill with a reserve unit; attend training for chaplains or SCCP officers sponsored by the military branch, or matriculate in a Clinical Pastoral Education program under the auspices of the military. Drill participation may or may not be remunerated; however educational benefits and pay may be available for attendance at the military service's Chaplain School or through on-the-job training.

Seminary Support

Some seminaries offer field education credit for SCCP participation

Register of Official Acts

All chaplains endorsed by the Anglican Mission are considered to be in charge of a worshipping community with respect to their ministry and are required to maintain a register of official acts for the recording of all Baptisms, Confirmations, Marriages and Burials. All such acts shall be reported to the chaplains Bishop and Endorsing Agent in their semi-annual report.