

SAMPLE GUIDELINES

SUBJECT: CHAPLAIN PROGRAM

1.00 PURPOSE

1.01 To provide guidelines and standards for the administration of a (insert FD name) chaplain program.

2.00 OBJECTIVE

2.01 To provide a Chaplain for spiritual and emotional stability to all employees/volunteers in times of need.

3.00 SCOPE

3.01 This guideline applies to all employees/volunteers of the (insert FD name)

4.00 RESPONSIBILITIES

4.01 The Assistant Chief will be responsible for supervising the administration of this guideline.

4.02 The Chaplain of the (insert FD name) will be responsible for maintaining a pastoral relationship with employees/volunteers and will provide council and guidance when requested.

4.03 The Dispatcher shall be responsible for contacting the (insert FD name) Chaplain in cases of employee/volunteer deaths or injuries requiring hospitalization.

5.00 GUIDELINES

5.01 Assistant Chief will provide supervision and guidance to the Chaplain(s). This will include:

- A. Receiving and reviewing applications for Chaplain(s)
- B. Interviewing Chaplain applicants.
- C. Introducing new Chaplains to the Command Staff and members.
- D. Monitoring the program, approving monthly summary reports, and implementing modifications in the program.
- E. Evaluating complaints and seeking resolutions.
- F. Overseeing the budget and the issuing of the items necessary for the Chaplain Program (i.e. I.D. , vehicle, etc.)
- G. Ordering background checks when needed.

5.02. Chaplain responsibilities include:

- A. Assisting members and their families in many areas including:
 - 1. Family crisis.
 - 2. Death.
 - 3. Counseling to assist members in coping with particularly distressful emergency calls.
- B. The Chaplain and/ or the Fire Chief will notify families when a death or critical injury has occurred to a member. This notification will be done in person and the Chaplain will always be accompanied by and (insert FD name) officer.
- C. The Chaplain will be responsible for notifying the (insert FD name) Funeral Coordinator, Public Information Officer, and all appropriate employee organizations when a firefighter dies in the line of duty.
- D. The Chaplain will comfort, console, and give spiritual guidance to members and the families of members in the event of crisis situations such as: physical injury, mental disturbance, substance abuse, suicide, etc.
- E. The Chaplain or designee will make hospital visitations in cases of serious illness or injury and will make house calls in cases of prolonged confinement.
- F. The Chaplain will assist with funeral services (if requested) and provide family consolation and guidance in event of death of and active or retired member. The Funeral Coordinator will assist the Chaplain as needed.
- G. The Chaplain will provide invocations and benedictions at ceremonies and represent the (insert FD name) in community religious services as needed.
- H. The Chaplain will participate in Fire Training Academy orientations.
- I. The Chaplain shall not publicly criticize any department policy or the actions of any firefighter, officer, or other department member.
- J. The Chaplain will serve as a liaison between the religious community and the Department.
- K. The Head Chaplain will supervise and provide guidance to the other Chaplains.
- L. The Chaplain will maintain strict confidentiality and ethics regarding all information, reports, and events while serving in the role of the (insert FD name) Chaplain.
- M. The Chaplain will receive and review assistant Chaplain applications and forward them to the Council or BOD.
- N. The Chaplain will prepare and monitor reports, maintain Chaplain files, and implement modifications in operations as needed.

6.04 Qualifications for the selection of the (insert FD name) Chaplain.

- A. The Chaplain must exhibit high spiritual-moral standards and be available to provide assistance to Firefighters and their families on a 24-hour basis.
- B. The Chaplain must have at least (insert number) years of service as a member of the (insert FD name).
- C. The Chaplain must be trained, educated, or ordained/recognized as a member of a religious faith with experience in pastoral works in order to cope with the spiritual, psychological and social needs of the members of the Department and community. (This area is to be determined by the department. If you choose someone who is not a pastor, there are educational classes that certify Chaplains)
- D. The Chaplain must be reliable and show a willingness to participate in training, to enhance their efficiency in meetings and dealing with people in crises.
- E. The Chaplain must be tactful and considerate in their approach to all people regardless of race, color, sex, creed, sexual orientation, or national origin.
- F. The Chaplain must be a person of confidence and poise in situations requiring Public Relations assistance, to help establish order out of chaos.
- G. If applicable or needed, a Chaplain should lead in Sunday morning services at the station. The Chaplain should also lead or oversee any fellowship groups.

6.05 Assistant Chaplains:

- A. May include outside, civilian clergy who will be governed by the rules, regulations, and guidelines applicable to the (insert FD name) Chaplain.
- B. Must possess the same high level of spiritual-moral standards required of the (insert FD name) Chaplain.
- C. Must show the same reliability and willingness to serve and train, as the (insert FD name).
- D. May be called upon to assist the Chaplain during emergencies, during the Chaplain's absence, or whenever requested.
- E. Are supervised in their Assistant Chaplain duties by the (insert FD name) Chaplain and in this capacity are to complete all the duties assigned to them by the Chaplain.