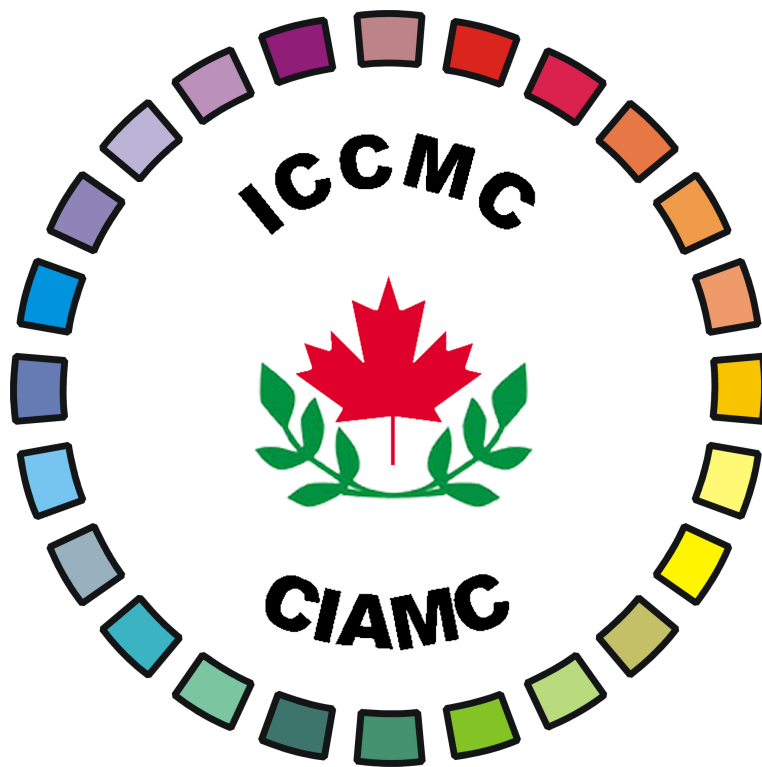


**Interfaith Committee
On
Canadian Military Chaplaincy**



Handbook 2008

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Chapter 1

Historical Sketch

1. During the early days of the Canadian Forces Chaplaincy, relations between the Government of Canada and the Churches were based on informal mutual recognition. No formal authority existed for the establishment of chaplains.
2. Surprisingly, only in 1945, three days after VJ Day did the Army officially establish the *Canadian Chaplain Services (Protestant)* and (*Roman Catholic*) as active units of the Canadian Army. This '*Order in Council*' was published in the *Canada Gazette* on 9 Aug 1945 by the *Governor-General-in-Council*.
3. One month later, the Treasury Board concurred with the proposal by the Department of National Defence, and on 1 Oct 1945, the Adjutant-General issued the order, which set up the Chaplain Services with an establishment of 137 Protestant and 162 Roman Catholic chaplains. Actual numbers, of course, were but a fraction of these figures. Subsequent orders accepted the wartime guide that one Protestant chaplain be appointed for every 1,000 service members and one RC chaplain for every 500 service members from those denominations.
4. Appointments of individual clergy were made upon recommendation of the *Inter-Church Advisory Committee*, which endorsed candidates and provided general oversight over the Chaplain Service, as did the Military Vicar. This arrangement carried on until September 1947. However, the committee lacked a definite mandate from the Canadian Government and from the Minister of Defence. Hence, during years of disarmament, chaplaincy was in danger of being obliterated.
5. Dr W.J. Gallagher, the then Secretary of the *Canadian Council of Churches* and Secretary of the *Inter-Church Advisory Committee*, wrote to the Minister of Defence on 22 September 1947 asking that the proposition put forward by the Canadian Council of Churches be accepted by the Minister. The request recommended a committee of the Council, which was to be recognized as the sole channel of communication between churches and the Government of Canada on matters concerning chaplain services to the Forces. At the same time, this committee was to become the agency through which participating churches, namely the *Anglican Church of Canada*, *Baptist Convention* churches, the *Presbyterian Church of Canada* and the *United Church of Canada* would co-operate as they ministered to their personnel in the Forces. Lutheran churches through the *Canadian Lutheran Council* joined a few years later.

6. In reply to Dr. Gallagher, the Defence Department affirmed the formation of the *Canadian Council of Churches' Committee on Chaplain Service in the Forces* (or "5Cs"). The committee was to:

- a. be the recognized instrument of the churches for the consideration of all matters affecting the Chaplain Services, which are of common interest to the communions,
- b. exercise a general oversight of religion in the Forces,
- c. act as a link between the chaplains and the churches, and
- d. serve as the common channel of communication between the churches and the Government of Canada with regard to the Chaplain Services.

7. Thus the "5Cs", the *Canadian Council of Churches Committee on Chaplain Services to the Forces* was born. It, and its sister agency, the Military Ordinariate of the Roman Catholic Church would guide the ministry of Canadian Forces chaplaincy for the next half-century.

8. Meanwhile, a parallel development formalized relations between the government and the Roman Catholic Church, when in early 1948 Archbishop Maurice Roy was appointed *Military Ordinary of Canada*. Because of his other responsibilities as Archbishop of Quebec, he assigned Monsignor Cannon, a former chaplain, the task of *Vicar Delegate for the Armed Forces* in order to assist him in his military role. In an exchange of letters between the Archbishop and the Minister of Defence, the Hon. Brook Claxton, it was pointed out that the Military Ordinary and the Vicar Delegate deal with chaplains as priests, not as officers. The military side of the chaplain service rests upon the sole responsibility of the Principal Chaplain, while the Military Ordinary exercises spiritual oversight, takes care of the recruitment of chaplains and serves as the official link between the Hierarchy and the Government.

9. A few years later, on February 17, 1951, the Sacred Congregation Consistorial in the decree *Maternae Ecclesiae* erected the Military Ordinariate of Canada, as it is known now. Archbishop Maurice Roy became *Military Vicar* of the Canadian Forces. The decree of erection also gave the Military Vicar the faculty of constituting a *Cappellanus Major* whose office and faculty would be similar to those of a *Vicar General* and provided for three delegated Directors, respectively for the Navy, Army and Air Force. It granted to the *Military Vicar* a personal jurisdiction on all Catholic military chaplains, all Catholic military members of the Regular Force, as well as all Catholic civilians working in military establishments. A little later, as the bases were being organized in residential sectors, chapels and schools, this jurisdiction was extended to all people residing in family quarters.

10. At the request of the *Military Vicar*, the Sacred Consistorial Congregation instituted the new office of *Chaplain General (RC)* on October 8, 1960. In 1963, Bishop Norman Gallagher became the first Auxiliary Bishop of the Canadian Forces and was instituted *Cappellanus Major*. In 1967, he was succeeded by Bishop Francis J. Spence. Following the resignation of Cardinal Maurice Roy, Pope John Paul II appointed Archbishop Spence *Military Vicar* on March 19, 1982.

11. On April 21, 1986, following a meeting of several Military Vicars during which they expressed the desire to see Military Vicariates become personal dioceses, the Apostolic Constitution *Spirituali militum curae* was signed by the Pope. It changed the canonical status of Military Vicariates, which became Military Ordinariates. This Constitution takes into account the just autonomy of particular ecclesial communities, special missions and proper charismas. It elevates the status of the vicariates to the status of a proper diocese, i.e. a portion of God's people, the military family, with their own pastor, a full time bishop assisted by his clerics and lay pastoral associates. The jurisdiction of the Military Ordinary was hereby extended to military in the Regular Force and in the Reserves, to their dependants, and to civilian employees serving the military.

12. On October 28, 1987, Most Reverend André Vallée, P.M.E., was appointed *Military Ordinary of Canada* and became the first full time incumbent in that office. Most Reverend Vallée was ordained to the episcopacy on January 28, 1988 at Notre Dame Basilica, in Ottawa, and took canonical possession of his office on the same day.

13. Half a century after an *Order in Council* officially established the (postwar) *Chaplain Services (Protestant)* and (*Roman Catholic*), the principles by which chaplaincy is rendered were once again challenged. The end of the 'Cold War' and a fight against government debt and deficits brought about a re-evaluation. Secular thinking in many circles, demands of a pluralistic society and pre-occupation with social programs threatened to obliterate the need for religious services. At that time, members of the 5Cs and the Military Ordinary of Canada, Bishop André Vallée realized that churches had to take the initiative in finding new ways to render ministry to the troops.

14. For the previous fifty years, two ecclesiastical authorities supported and guided the Canadian Forces chaplaincy. While co-operating on vital concerns, the *Military Ordinary of Canada (RC)* and the *Canadian Council of Churches Committee on Chaplain Service to the Forces* (the "5Cs") operated independently of each other. As part of the "re-engineering process" in the Forces during the nineties, these two authorities began to explore ways by which ministry to Canada's military personnel and dependents might be rendered in a more proficient manner. During the 1995 Retreat of Protestant chaplains at Gananoque, the "5Cs" issued an appeal for total integration of the two functioning chaplaincies. Two weeks later, Bishop Russell Hatton and Pastor Jo von Schmeling representing the "5Cs", and Bishop André Vallée and Msgr Jean Pelletier representing the *Canadian Conference of Catholic Bishops* met in London to discuss the future of the chaplaincy.

15. The result was the “*London Accord*”, which set forth the concept of “*Administrative Integration*”. This concept called for the integration of the administrative and command structure within the chaplaincy, but maintained the integrity of worshipping communities. For the next two years, while the new integrated chaplaincy formed, the two ecclesiastical authorities continued to lay groundwork in joint meetings. A sub-committee - consisting of the head of the Canon Law faculty at St Paul University in Ottawa, a former Surgeon General, and a staff member of the CF Chaplain School and Centre - was tasked to work out a constitution for a new joint authority. This authority would serve as channel between the churches in Canada and the Canadian Government in all matters affecting chaplaincy. At the October 1997 meeting, the Joint Committee approved a constitution. A week later, the chairman of the “5Cs”, the Administrator for the Military Ordinariate and the committee’s Secretary presented the draft to the Minister of National Defence. When Mr. Eggleton signed the document on 22 December 1997, *the Interfaith Committee on Canadian Military Chaplaincy* officially replaced the two former authorities.

16. On November 11, 1999, Bishop Donald Thériault, who had replaced Bishop Vallee in 1998, opted to incardinate his own clerics in an effort to develop the effectiveness and proper charisma of the Canadian Military Ordinariate. Previously, clerics were only «temporarily serving » the Military Ordinariate and did not personally belong to that diocese. Clerics who wish to do so may now seek to be incardinated into the Military Ordinariate of Canada. This new development has contributed to the promotion of the fact that the Canadian Forces are a special portion of God’s people, tasked with a very specific mission in the world, and thus requiring their own particular Church which will take on the mission of serving these men and women and all those who support them.

17. In the following year, a number of “*Other Protestant Denominations*”, who by now provided chaplains to the CF, agreed to join and be represented on the ICCMC on a rotational basis. Thus the committee broadened its scope from the original five Protestant denominations and the Roman Catholic Church, who had co-operated in the chaplain program, and now reflects more accurately the pluralistic nature of Canadian society. Initially, a member of the Pentecostal Assemblies of Canada represented this group of ‘OPDs’. In 2006 the designation of *Other Protestant Denominations* was removed and the title, “*Churches of the Evangelical Fellowship of Canada*” was chosen.

18. Following the closure of 7 Wing Ottawa, the former Military Police building on the Uplands Site was renovated and on 27 September 1999 was dedicated to serve as the offices and meeting places of the CFSU(O) chaplains, the chapel communities, The Military Ordinariate of Canada and *the Interfaith Committee on Canadian Military Chaplaincy (ICCMC)*.

19. From September 11, 2001 the tempo of military operations increased dramatically as did the very nature of the Chaplain Branch of the Canadian Forces. In 2002 the two divisions within the Branch – Roman Catholic and Protestant - began the process of amalgamating their two separate classifications, Chaplain (RC) and Chaplain (P), into one military occupation specification. This amalgamation of classification culminated on 1 January 2007 with the creation of one Military Occupation Specification Identification (MOSID - 00349) for all Regular and Reserve Force chaplains. More chaplains were recruited and the *ICCMC* further refined the *Chaplain's Educational Standards*, a process that continues as the Branch becomes more multi-faith.

20. The increasingly multi-cultural and multi-faith nature of Canadian society had occasioned the employment by local team leaders of *Civilian Officiating Clergy (COCs)* [a title more recently changed to *Civilian Officiants (CivO)*] from several faith communities. As well, the Chaplain General established an *Interfaith Advisory Council* which included representation from the *ICCMC*, an Imam from the Canadian Islamic Conference and a Rabbi from the Canadian Jewish Congress. Base and Wing chapels began to build or make provision for 'Sacred Space' for those of various faith traditions and were encouraged to establish local Interfaith Advisory Councils within their areas of responsibility.

21. On June 27, 2003, Imam Suleyman Demiray was enrolled as the first ever Muslim chaplain to serve within the Canadian Forces and was initially posted as a Regular Force chaplain to ASU Edmonton. On March 13, 2007, Rabbi Chaim Mendelsohn was enrolled as the first Jewish chaplain within the Canadian Forces since the Second World War and assumed duties as a Reserve Force chaplain with the 28 (Ottawa) Medical Company.

22. The *Interfaith Committee of Canadian Military Chaplaincy* was to become truly representative in 2006 when Rabbi Reuven Bulka, appointed by the Canadian Jewish Congress, and Imam Mohammed Alnadvi, appointed by the Imam Council of Canada, became regular members. On the advice from the Canadian Forces' *Aboriginal Advisory Council*, Elder Roger Armitte of the University of Manitoba joined as an Official Observer.

23. While chaplains and chaplaincies have long been a part of the military presence in what is now Canada, there has been a considerable evolution in the Chaplain Branch to address and serve the spiritual needs of the Canadian Forces which reflect the diversity of this nation.

Chapter 2

Guiding Principles

1. Historically, the Chaplain Service in the Canadian Forces has been rendered by a partnership between the Government of Canada, as represented by the Minister of National Defence, and the Canadian Conference of Catholic Bishops and the Canadian Council of Churches. With the evolution of the Service the partnership included churches and faith groups beyond the foundational agreements, in order to reflect the diversity of Canadian Society and to meet the needs of all in the Canadian Forces.
2. Therefore, in order to fulfil its mandate, the Interfaith Committee on Canadian Military Chaplaincy shall have access to the Minister of National Defence.
3. Chaplains are called by God through their faith group. They are not self-chosen or self-appointed, nor are they simply professionals trained in skills to perform “chaplaincy” tasks.
4. Chaplains are sent by their faith groups in order to minister in the context of the Canadian Forces. Therefore the sending faith groups share responsibility for all Chaplains, their families, and the ministry entrusted to them. That ministry and how it is to be supported and effected is articulated in *The Chaplain Branch Manual* and in *Called to Serve - A Strategic Vision for the Chaplain Branch* (2007) the *Code of Ethics for Military Chaplaincy* (ICCMC - 1998), and the *Queen’s Regulations and Orders for the Canadian Forces (Chapter 33 - Chaplain Services and other Religious and Spiritual Matters - 2007)*.

CHAPLAIN BRANCH MISSION

5. The Chaplaincy Mission is to support and enhance the effectiveness of the CF as a whole, its leadership, the individual men and women who serve and their families, through the provision of comprehensive religious and spiritual support, advice, and care.

CHAPLAIN BRANCH VISION

6. The Branch Vision is to be an operationally relevant Chaplaincy that supports and cares for all CF personnel and their families --- wherever they live and serve --- empowering them spiritually and morally to meet the demands of military service.

CHAPLAIN BRANCH MOTTO

7. The Branch motto is the words of insignia found within the hat badge, “Vocatio ad servitium”, and is translated as “Called to Serve”.

CODE OF ETHICS FOR MILITARY CHAPLAINCY

8. On 26 March 1998, the ICCMC approved the following Code of Ethics for Military Chaplaincy.

PREAMBLE

As military chaplains in the Canadian Forces, we pledge to exercise our ministry and our commission in a decent, honourable, truthful and professional manner, congruent with the rules and regulations of the Canadian Forces, the Canadian Constitution and norms of our Churches and Faith Groups. We will be loyal to our Branch, to Canada and in all things faithful to God.

BASIC PRINCIPLES

As chaplains we accept the responsibility to minister in the name of God to all military personnel and their families in support of Canadian Forces operations.

We adhere and are loyal to the standards, traditions and faith of our respective endorsing religious authorities. We respect the traditions and practice of those with whom we share ministry, and of those to whom we minister.

We see this multi-faith and collaborative ministry marked by service, love, stewardship, trust and exemplary personal and professional behaviour.

COMMITMENTS

Our commitment to a ministry of service is expressed in responsibility towards those to whom we minister, our colleagues in ministry, and to ourselves.

- a. Responsibility Towards those to Whom We Minister
 - i. We endeavour to serve with faithfulness, integrity, charity, humility, justice, openness and hope.
 - ii. We recognize that true leadership is about service, not power, and that it calls and enables others to serve.

- iii. We strive to lead our personal lives in such a way as to honour God and respect the normative expectations of our faith communities
 - iv. We affirm that everyone is created equal and in the image of God; hence, we respect the dignity of each person and serve all without discrimination.
 - v. We accept and honour the trust placed in us.
 - vi. We do not in any way abuse or harass any person.
 - vii. We respect the privacy of the people to whom we minister; hence, we do not disclose confidential communication in private or in public.
 - viii. We respect the physical and emotional boundaries of the professional counselling relationship. In counselling relationships we promote human and spiritual growth and do not foster dependency.
- b. Responsibilities Towards Our Colleagues in Ministry
- i. We respect and affirm the multi-faith environment in which we minister.
 - ii. We work collaboratively with our colleagues in chaplaincy, respecting our differences and affirming each other's gifts.
 - iii. We acknowledge that proselytizing (in the sense of '*sheep-stealing*') of any kind is unacceptable.
 - iv. We honour the ministry of our predecessors and refrain from interfering in the ministry of our successors.
 - v. We are committed to the highest standards of loyalty within the Chaplain Branch, which requires responsibility of each chaplain to the Branch and the Branch to each chaplain.
- c. Responsibilities Towards Ourselves
- i. We respect ourselves, and care for our personal, intellectual, physical, emotional and spiritual well being.

- ii. We maintain a disciplined spiritual life through prayer and devotion.
- iii. We endeavour to maintain wholesome interpersonal relationships.
- iv. We regularly participate in personal and professional development.

Chapter 3

Terms of Reference

1. OBJECTIVES

The aims or objectives of the ICCMC are:

- a. to support the Chaplain Branch in its mission in the unique context of the Canadian Forces, by being the channel whereby the faith communities of Canada express and actualize support for this ministry and for the members of the Canadian Forces, and
- b. to represent the work of the Chaplain Branch to the faith communities.

2. FUNCTIONS

The ICCMC is the recognized medium of the faith groups in Canada for the consideration of matters affecting military chaplaincy. To fulfil this mandate, the Committee will:

- a. act as a direct link between chaplains and their respective civilian faith group authorities,
- b. be the common channel between the faith groups of Canada and the Government of Canada and with the Office of the Chaplain General,
- c. ensure that the integrity of all faith groups within the military is respected and that reasonable provision, subject to operational requirements, is made for the practice of their faith,
- d. exercise religious oversight of the ministry of chaplains,
- e. set the academic, spiritual and professional standards required and to assist in the selection of chaplains and to assume responsibility for endorsement and, if needs be, withdrawal of the same,
- f. nominate to the Minister of National Defence the candidate for the position of Chaplain General and to the Chief of the Defence Staff the candidate(s) for the rank of Colonel/Captain(N),

- g. consult with the Chaplain General on the appointment of Principal Chaplains (RC) and (P),
- h. assist in the exercise pastoral oversight and care for the chaplains and their families, and
- i. provide advice and assistance in the areas of worship, religious education, pastoral ministry, Chapel Life and all other areas of religious and moral import.

3. **EXERCISE OF MANDATE**

In order to fulfil its objectives and functions the ICCMC will:

- a. normally meet at least three times per year,
- b. be available for consultation as required,
- c. provide representation at area conferences, strategic and operational councils, posting conferences and other meetings and work as required,
- d. assist in the provision of the annual retreat for chaplains, and
- e. visit chaplains, their families, chapel communities, bases/wings and formations.

4. **RELATIONSHIPS**

The ICCMC, in order to carry out its mandate, relates to, but is not limited to:

- a. the Government of Canada through the Minister of National Defence,
- b. the Chief of the Defence Staff,
- c. the Chaplain General and his/her staff,
- d. the Chaplains and Chapel Communities, and
- e. the Faith Groups of Canada.

Chapter 4

Membership on the ICCMC

1. MEMBERSHIP

The Committee is constituted as follows:

- a. Regular Members:
 - i. Representatives of faith groups who provide chaplains endorsed for service in the Regular and Reserve Force.
 - ii. Such members are appointed by the faith group's authority competent to appoint those representing them.
 - iii. The General Secretary of the Canadian Council of Churches or his/her representative.
 - iv. Duration of service is at the pleasure of the appointing faith group.
- b. Ex officio members:
 - i. The Chaplain General and Directors shall attend meetings of the Committee as advisor when so requested. They will have voice but no vote.
 - ii. Advisors from other faith groups at the discretion of the Committee. They will have voice but no vote.
 - iii. Other individuals, at the discretion of the Committee, may be invited to participate. They will have voice but no vote.

2. CONSTITUENT MEMBERS

As of 30 November 2007 the constituent members of the ICCMC are:

- a. Anglican,
- b. Baptist ,
- c. Churches of the Evangelical Fellowship of Canada,

- d. Lutheran,
- e. Presbyterian,
- f. Roman Catholic,
- g. United Church of Canada,
- h. Jewish Faith,
- i. Muslim Faith, and
- j. the Canadian Council of Churches.

3. NEW MEMBERS

New members can be added in accordance with the requirements for Regular Members and with the approval of the Committee and in consultation with the Office of the Chaplain General.

Chapter 5

Recruitment and Endorsement

Section A. PROCEDURES AND RESPONSIBILITIES OF THE ICCMC:

1. Faith Group representatives and the Office of the Chaplain General shall be jointly responsible for the recruitment of chaplains.
2. Prospective candidates must have been ordained, commissioned or mandated by churches or other faith groups recognized by the Canadian Council of Churches, the Evangelical Fellowship of Canada, the Canadian Jewish Congress or the Imam Council of Canada in order to be endorsed by the ICCMC.
3. If an inquirers faith group is not recognized by or known to the members of the ICCMC inquiry shall be made of the recognized authority of the faith group. The results of such inquiry shall be presented to the Committee which will assign a member to oversee the application.
4. ICCMC members, as customary and appropriate within their respective faith groups, will assist in the preparation of a candidate for nomination and acceptance as a chaplain in the Canadian Forces in accordance with:
 - a. requirements for pastoral ministry within the respective faith group,
 - b. requirements for service within the Chaplains Branch, and
 - c. requirements of the military for officers in the Canadian Forces.
5. Completed application forms and all other required documentation will be forwarded by the Regional Recruiting Chaplain or the Reserve Brigade/Formation Chaplain to the Recruiting Officer from the Office of the Chaplain General.
6. After reviewing the file, the Recruiting Officer from the Office of the Chaplain General will prepare a letter of introduction and present the files of prospective candidates to the appropriate representative of the ICCMC for consideration.
7. If approved, the representative will nominate the candidate for endorsement and present the file to the ICCMC for action.
8. Following decision of the ICCMC, the file will be returned to the Office of the Chaplain General for appropriate action.

9. Nominations for endorsement can be accepted only if:
 - a. the candidate's status in respect to Canadian Citizenship is acceptable to the Government of Canada's requirements for the Canadian Forces, and
 - b. the overseeing faith group is recognized in Canada.
10. If an equivalency for academic degrees is requested by an ICCMC representative, the Recruiting Officer from the Office of the Chaplain General will seek assessment from:
 - a. Saint Paul University or the Université Laval (Quebec City), or, where necessary,
 - b. an academic institution or other resource chosen by the ICCMC as competent to assess, or to facilitate the assessment of, equivalency.
11. Chaplains seeking component transfer (i.e. Regular to Reserve or vice versa) or to transfer from one Reserve Force unit to another must be re-endorsed by the ICCMC. The full documentation, required for the original endorsement, may not be required.

Section B. REVOCATION OF ENDORSEMENT

1. No one may serve as a chaplain without the endorsement of his/her faith group. Inasmuch as the chaplain is subject to the disciplines established by their faith group, endorsement may be withdrawn after said group's due process.
2. A chaplain changing endorsing group is deemed to have lost the previously acquired endorsement. He/She may seek a new endorsement after a minimum period of two years and a new file will be required.

Section C. RESPONSIBILITIES AND PROCEDURES OF THE CHAPLAIN BRANCH

Responsibility

1. The Director of Chaplain Services (DChapSvcs) is responsible for coordinating recruiting advertising efforts, creating new recruiting tools, and for preparing the Selection Boards. The Directorate is also responsible for the evaluation of the

recruitment files and for communicating with the CFRCs and CFRG for enrolling chaplains.

2. DChapSvcs 2-2 is the Branch OPI (Office of Primary Interest) for recruiting. Chaplains tasked by the Chaplain General to be responsible for recruiting in the various regions of Canada will be a primary point of contact for Regular Force candidates, and Reserve Brigade/Formation Chaplains will normally attend to this task for Reserve candidates. These Regional Recruiting Chaplains will interview candidates and ensure they have all the appropriate forms. Suitability for multi-faith team ministry will begin to be discerned at this time. They collect all the forms and documents required and send the complete file to the Recruiting Officer at the Chaplain General Office.

Content of recruiting files

3. The Regular Force recruiting file should include:
 - a. endorsement application,
 - b. form letter of permission or of good standing within faith group,
 - c. copy of applicant's certificate of citizenship, certificate of landed immigrant status or Canadian birth certificate,
 - d. Curriculum Vitae,
 - e. transcripts of Post Secondary formation and photocopy of diplomas,
 - f. four (4) letters of reference:
 - i. Two (2) from clergy or religious leader, and
 - ii. Two (2) from lay people or non-religious leader, and
 - g. candidate's Personal Information Form
4. Reserve Brigade/Formation Chaplains normally collect all the forms and documents required for Reserve applicants and send the complete file to the Recruiting Chaplain at the Office of the Chaplain General. In addition to the same documentation listed in paragraph 3 above, the Reserve applicant requires the the signature of the Commanding Officer (CO) of the Reserve Unit which is agreeing to accept the applicant if enrolment is successful.

5. For component transfer, a new endorsement by the ICCMC is necessary. The file would normally include:
 - a. current letter of permission or of good standing from the applicant's denomination or faith group authority,
 - b. updated Curriculum Vitae,
 - c. letter from the applicant's former Commanding Officer, and
 - d. letter from the applicant's Brigade/Formation Chaplain.

6. For Reserve Entry Scheme Officers (Chaplains) (RESO), the Regional Recruiting Chaplain should send the file when completed to DChapSvcs 2-2, with the following documents:
 - a. registration form,
 - b. letter of motivation regarding the RESO program,
 - c. letter from Seminary, University or religious authority,
 - d. letter of reference from lay person,
 - e. letter of reference from clergy/religious leader, and
 - f. copy of certificate of citizenship or a Canadian birth certificate.

[NOTE: The ICCMC is not involved in the process of enrolling RESO Chaplains as normally they are neither approved by their denominational/religious representation nor endorsed by the ICCMC.]

7. For the Military Chaplain Training Plan (MCTP) or Specialist Officer Training Plan (SOTP) chaplain applicants the following documents should be included in the file:
 - a. military application as requested by Directorate Military Career Administration (DMCA),
 - b. letter from the appropriate ICCMC representative,
 - c. letter of reference from the CO,

- d. letter of motivation, and
- e. letter of support for ordination/religious leadership.

Endorsement

- 8. When the file is completed, it is forwarded by DChapSvcs 2-2 to the appropriate ICCMC representative for review. If that ICCMC representative recommends the file, an e-mail is sent to all members of the ICCMC for concurrence. If concurrence is received from a quorum of the ICCMC, the candidate is officially endorsed.
- 9. After the endorsement, applicants for Regular Force chaplaincy are invited to participate to the next Selection Board.

Selection Boards

- 10. A Selection Board will be convened to assess all Regular Force candidates who have been endorsed by the ICCMC. These Selection Boards are normally organized twice a year in November and February.
- 11. Canadian Forces Recruiting Centre (CFRC) Ottawa is the main partner for the Chaplain Selection Boards. The candidate files are completed by them including the medical and the CFRC interview. The CFRC indicates when the candidate is ready to be enrolled.
- 12. Candidates who are successful at the Selection Board will be recommended for enrolment to the Chaplain General.
- 13. All candidates must meet the minimum standard for enrolment required of all officers to the Canadian Forces.

Enrolment

- 14. For the Regular Force, the Chaplain General recommends to the appropriate military authority selected candidates for recruitment. For the Reserve, the Command Chaplains recommend the Reserve candidates on behalf of the Chaplain General.
- 15. When a Regular Force candidate is Merit Listed (ML), a message is sent to by DChapSvcs 2-2 to Canadian Forces Recruiting Group (CFRG) for the enrolment of the selected candidate. This message includes the position to which the candidate will be posted, or the unit to which the candidate will be pre-positioned

awaiting training, an indication of the availability of the candidate, and the Distinct Environmental Uniform (DEU - Air/Army/Navy). An offer is made to the candidate in the following days.

16. For a Reserve Chaplain, a message of enrolment is sent to the Reserve Unit and to the Brigade/Area Chaplain.

Chapter 6

Policy Matters

1. PASTORAL CARE

- a. Members of the ICCMC have pastoral care responsibilities in relation to chaplains and their families. While a member will be directly responsible for those in his/her faith group, they are available to any chaplain so long as this does not impinge on the relationship between said chaplain and their representative.
- b. Inasmuch as the chaplain's ministry is an extension of the ministry of the faith group from whence they come, the members of the ICCMC share in the religious leadership and pastoral care ministry of the chaplains as appropriate.

2. LINES OF ACCOUNTABILITY

- a. Inasmuch as the members of the ICCMC are appointed by their faith group, they are under its authority and are encouraged to maintain the link with regular reporting.
- b. The ICCMC relates directly to the Minister of National Defence and the chairperson shall seek to arrange an annual meeting between the Minister and a delegation of the Committee. The purpose of this meeting is to discuss broad policy matters and areas of spiritual and moral concerns.
- c. Mutual accountability is crucial to healthy relationships and working environments. Therefore, the Committee will work in close collaboration with the Chaplain General and his/her staff. While visiting base, wings, formations, councils, a Committee member will be prepared to make a presentation concerning the work of the ICCMC.

3. FUNDING AND LOGISTICAL SUPPORT

- a. The activities of the ICCMC are considered to be in direct support of the work and ministry of the Chaplain Branch and as such shall be publicly funded through the Chaplain General's business plan.

- b. Funds so allocated will be used as follows:
 - i. for the general operating expenses of the Committee (eg. travel, rations and quarters), or
 - ii. for the expenses of the Chairperson and the Secretary (eg. office supplies, postage, telephone)
- c. A Staff Officer and other support personnel required to fulfil the ICCMC mandate will be provided by the office of the Chaplain General.

4. MEETINGS

- a. The Committee shall normally meet three times a year with the Annual Meeting, at which the officers of the ICCMC are elected, being at the Annual Chaplain Retreat.
- b. Sixty percent of the Regular Members shall constitute a quorum.
- c. Normally the Committee will function by the means of a consensus model.
- d. The Chairperson and the Staff Officer assigned to the Committee will set and disseminate the agenda.
- e. The assigned Staff Officer will be the recording secretary for meetings not held 'in camera'. The 'in camera' meetings will be recorded and disseminated by the Secretary of the ICCMC.

5. THE ANNUAL RETREAT

- a. The Annual Retreat and Seminar was initiated by the *Canadian Council of Churches' Committee on Chaplain Services to the Forces*, and supported by Canadian Forces Administrative Orders (CFAO 33-5). The ICCMC commits to the continuation of this vital component for the well-being of the serving chaplains in the Canadian Forces.
- b. While the Annual Retreat and Seminar is administered and funded by the Office of the Chaplain General, the ICCMC continues to be involved in the gathering in that:
 - i. Members of the ICCMC participate in the Retreat.
 - ii. Representatives take a lead role in the time allocated for faith group meetings. This may include a guest speaker for whom an honorarium is provided through the budget of the Chaplain General.

- iii. The ICCMC meets during Retreat. At this meeting the officers of the Committee are elected.
- iv. A report on the activities of the ICCMC is made to a plenary session.

6. **VISITS** (See also Chapter 8)

Members of the ICCMC are encouraged to visit bases, wings, formations and ships in order to maintain and strengthen relationships between service personnel, their family members and their faith group. Unless the visit has a specific faith group purpose, members are encouraged to visit on behalf of the entire Committee, caring for all.

7. **IDENTITY AND SECURITY MATTERS**

- a. Inasmuch as the members of the ICCMC are required to be privy to secure personnel information (merit boards, nominations and that which may relate to chaplains in their faith group) and are often visitors to military establishments they should have:
 - i. appropriate Department of National Defence identification, and
 - ii. a level of security clearance necessary for the execution of their duties and responsibilities.

Chapter 7

Nominations

1. MANDATE

The ICCMC is responsible for providing nominations to the Minister of National Defence for the position of Chaplain General and to the Chief of the Defence Staff for the rank of Colonel or Captain(Navy).

2. AUTHORITY

The nomination process was originally established by a *Memorandum of Understanding*, dated 28 October 1969 and signed by the Chief of Personnel for the Canadian Forces and the two Chaplains General, at that time, on behalf of the churches. It was amended on 3 November 1994 at a meeting between CPCD, representing the Chief of the Defence Staff, and all members of the former founding churches of the *Canadian Council of Churches' Committee on Chaplain Service in the Forces*. With the 'Administrative Integration' of the Branch a joint committee of the *Military Ordinariate of Canada (RC)* and the *Canadian Council of Churches Committee* approved a constitution to establish the *Interfaith Committee on Canadian Military Chaplaincy* (October, 1997) which was signed by the Minister of National Defence on 22 December 1997.

3. NOMINATION OF THE CHAPLAIN GENERAL

a. Term of Office.

The term of office for the Chaplain General shall be two years.

b. This nomination is made to the Minister of National Defence who appoints the Chaplain General.

c. The Nomination Board.

i. This meeting is 'in camera' with the Secretary of the ICCMC recording and then distributing minutes which shall be 'eyes only' to members of the Committee.

ii. The Chaplain General will be at the first part of the meeting, until it goes into 'in camera' sessions, in order to brief the Committee on matters related to the candidates' files and to offer information and guidance requested by the members.

- iii. The Committee shall determine what other interactions may be required in order to be well informed of all the candidates.
 - iv. Normally the Committee will strive to reach this decision by consensus; however, should a vote be required, no action will be approved without a two-thirds majority of members present.
- d. Reporting Procedure.
- i. The Chairperson will submit the Committee's nomination to the Minister of National Defence preferably in October or November of the year prior to the appointment.
 - ii. As a courtesy, the Committee will choose a time to inform the Chaplain General and the Chief of the Defence Staff of the nomination to be submitted to the Minister.
 - iii. Nominations by the Committee will be held in confidence by the ICCMC until after the Minister has announced the appointment.
 - iv. The Chaplain General shall inform the ICCMC and the candidate of the Minister's appointment.

4. NOMINATIONS TO THE RANK OF COLONEL/CAPTAIN (NAVY)

- a. Nominations to the rank of Colonel or Captain(Navy) are made to the Chief of the Defence Staff.
- b. The Nomination Process.
 - i. The annual Merit Board for chaplain Lieutenant-Colonel/ Commander will be convened in consultation between the ICCMC and appropriate military authorities (Career Manager) in order to assess performance and potential of available candidates. The Board shall include:
 - 1. three members of the ICCMC
 - 2. three general officers appointed by the Chief Military Personnel
 - 3. the Career Manager assigned to the Chaplain Branch, for staff duties only
 - 4. normally the Chaplain General or the Branch Advisor will be present to provide required information

- ii. The decision of the Merit Board will be considered a recommendation to the ICCMC, and a special meeting of the ICCMC will be called by its Chair within 30 days of the Merit Board to consider its recommendation.
- iii. Reporting Procedure:
 - 1. The decision of the ICCMC shall be communicated to the Chief of the Defence Staff and, as a courtesy, to the Chief Military Personnel and to the Chaplain General.
 - 2. Nominations by the Committee will be held in confidence by the ICCMC until after the Chief of the Defence Staff has announced the appointment.

Chapter 8

Visits

1. PURPOSE AND EXPECTATIONS

- a. Visits to bases, wings, ships and other formations enable members of the ICCMC to experience and contribute to the life of communities in the Canadian Forces. They also enable members of the Forces and their families to maintain and strengthen relationships with their faith group.
- b. Members of the ICCMC are encouraged to visit chaplains and their units and the chapel community; however, all visits are to be arranged with the advice and assistance of the Office of the Chaplain General.
- c. It is expected that members of the ICCMC plan time and opportunity for hearing the concerns of chaplains and their congregations. Therefore, if possible, visits should be scheduled to include a weekend to better facilitate contact between the Committee and the faith gathered community.
- d. While visiting, a Committee member will be prepared to make a presentation, if appropriate, on the work of the ICCMC.
- e. In order to maximize exposure, the ICCMC is encouraged to annually establish a visitation slate and distribute it to the Chaplain General and relevant chaplain teams for consideration.

2. TYPES OF VISITS

- a. There are three categories of visits:
 - i. Official (or *Formal*) Visits:
 - (1) If a Base or Unit invites a member he/she visits as a member of the ICCMC and represents all faith groups represented on the ICCMC. Such visits are not limited to chapel congregations and chaplains but include the entire military community. This includes, but is not limited to:
 - (a) Visiting with the Commander(s),
 - (b) Visiting Sections and places of work,

- (c) Sharing and communicating with the Chapel Community or Faith Group,
 - (d) Learning about Forces members, their families and their work, and
 - (e) Being involved with and supporting chaplains and the chaplain team.
- (2) Visiting members of the ICCMC are expected to conform to official military protocol in both the planning and the carrying out of such visits. The invitation will be originated from the base, wing or unit according to the established procedures and will be coordinated through the ICCMC Staff Officer.
 - (3) Official Visits originated by a member of the ICCMC for specific faith group purposes will be arranged as above.

ii. Pastoral Visits.

- (1) If a member is authorized for a Pastoral Visit, he/she may do so representing his/her denominational or faith group. The visit's purpose may be to render a religious function particular to one's faith or to participate in congregational worship. Usually a Pastoral Visit is limited to visiting chaplains and congregations but may include 'courtesy calls', if so desired.
- (2) A Pastoral Visit may be made for the purposes of supporting chaplains and their families, (i.e. those who may be sick, bereaved or in any other need of pastoral support).
- (3) The administrative process is the same as that for an Official Visit.

iii. Private (or *informal*) Visits.

- (1) Although members of the ICCMC must be aware of their status on military installations as VIPs, they are encouraged to visit informally for worship, social events or for pastoral contact with individual chaplains and their families of their own faith group. This may involve a personal Pastoral Visit.

3. POST-VISIT REPORTS

Normally, and as appropriate, each visiting member gives a brief summary of the visit to the ICCMC and the Chaplain General. This report could include: general impressions, special observations and - if warranted - recommendations for follow-up.

4. RESERVE FORCE UNITS

Members of the ICCMC are encouraged to include chaplains and units of the Reserve Force in their visit plans. No special procedures apply.

5. VISIT PROTOCOL – 21 NOVEMBER 2001

To assist members of the ICCMC in their pastoral and ecclesiastical responsibilities to the chaplains and the congregations of the CF, a protocol was distributed by the Chaplain General in November 2001. A copy of that protocol is contained as Annex E to this Handbook.

Annex A THE CONSTITUTION

THE CONSTITUTION of THE INTERFAITH COMMITTEE ON CANADIAN MILITARY CHAPLAINCY

Article 1: NAME

The name of this Committee shall be “*The Interfaith Committee on Canadian Military Chaplaincy*” (ICCMC) / “*Comite inter-religieux pour l’Aumonerie militaire canadienne*” (CIAMC)

Article 2: PREAMBLE

- a. Through the ICCMC, the faith groups of Canada and the government of Canada commit to continue a long-standing national partnership in providing spiritual care to Canada’s military personnel and their families. In this partnership, the faith groups of Canada endeavour to provide chaplains to the Canadian Forces and to support the military chaplaincy in on-going spiritual care. In this partnership, the Government of Canada provides the necessary support and resources to facilitate the effective working of the Committee.
- b. Historically, the roots of the ICCMC were in the Canadian Council of Churches and the Military Ordinariate of the Roman Catholic Church. In 2006 the ICCMC made the decision to include members of other faith groups. The Committee acts as the sole channel of communication and the instrument of consideration between the faith groups of Canada and the Government of Canada on all matters concerning chaplain services to the Canadian Forces.
- c. The ICCMC functions in an oversight capacity and as a partner with the Chaplain General, providing advice, guidance and direction to the Chaplain Branch.

Article 3: COMPOSITION

The Committee is constituted as follows:

- a. Regular Members:
 - i. Representatives of Faith Groups who provide chaplains endorsed for service in the Regular and Reserve Forces are *Regular Members* of the Committee.
 - ii. The General Secretary of the Canadian Council of Churches or his/her representative.
 - iii. Such members are appointed by the authority within each faith group who is competent to appoint those who represent them.
- b. Ex Officio Members:
 - i. The Chaplain General and the Directors who shall attend meetings of the Committee as advisors when so requested. They have voice but no vote.
 - ii. Advisors from other Faith Groups at the discretion of the Committee. They have voice but no vote.
 - iii. Other individuals who, at the discretion of the Committee, may be invited to participate in meetings. They have voice but no vote.

Article 4: ROLE

- a. *The Interfaith Committee on Canadian Military Chaplaincy (ICCMC)* is the recognized medium of faith groups in Canada for the consideration of all matters affecting military chaplaincy that are of common interest to all groups. To fulfil this mandate the Committee will:
 - i. serve as the common channel of communications between faith groups and the Government of Canada in matters relating to military chaplaincy and as such are directly responsible to the Minister of National Defence with whom they will meet at least annually;
 - ii. maintain continuing concern for the social, moral and spiritual welfare of the Canadian Forces members and their dependants;
 - iii. exercise religious oversight of the ministry of the chaplains in the Canadian Forces;
 - iv. act as a link between chaplains and faith groups; and
 - v. ensure that the integrity of faith groups within the military is respected and that reasonable provision is made for the practice of their faith.
- b. Given its nature and structure, the *Interfaith Committee on Canadian Military Chaplaincy* both expresses and actualizes the process of integration undertaken in the military chaplaincy in that its composition reflects religious denominations and faith groupings represented in the Canadian Forces.
- c. The Committee is mandated to study those questions and issues that are put to it by religious, military and governmental authorities and to make recommendations to those same authorities (including the Chief of the Defence Staff and the Minister of National Defence) in so far as they affect the life and ministry of the chaplains and the spiritual, religious and moral life of Canadian Forces personnel and their families.
- d. The Committee, upon request, may provide advice and assistance to the Chaplain General and his/her staff in matters pertaining to pastoral care and other issues of moral and religious import.
- e. The Committee, representing as it does the multi-faith nature of chaplaincy in the Canadian Forces, will work to *foster mutual understanding* and respect of all religious traditions, polities and practices, and will work to enhance mutual trust amongst themselves and those faith groupings they represent.
- f. Recognizing that military chaplains minister to all, the Committee has the mandate of setting standards for enrolment specific to chaplains, assisting in recruiting, and endorsing any candidates for ministry as chaplains to the Canadian Forces. These requirements shall be at least in accordance with the requirements of all officer candidates in the Forces, and notwithstanding the right of each competent religious authority to approve and present suitable candidates to this Committee for potential enrolment as chaplains.
- g. The Committee, upon being informed by the pertinent faith group that an endorsement for the practice of ministry of a chaplain has been revoked, will remove the endorsement and will notify the Chaplain General of this action. In such cases, due process is to be observed along with strict adherence to military, civilian and the faith group's own rules and regulations governing these matters.

- h. The Committee has the responsibility to nominate the candidate for the office of Chaplain General to the Minister of National Defence.
- i. The Committee, in consultation with appropriate military authority, will provide to the Chief of the Defence Staff nominations of chaplains to assume the rank of Colonel / Captain (N).

Article 5: OFFICERS

The Officers of the Committee shall be designated as follows:

- a. The Chairperson:
 - i. The Chairperson shall be elected annually from amongst the *Regular Members* and shall not normally serve for more than two years consecutively.
 - ii. In addition to presiding at each meeting of the Committee, the chairperson assumes the responsibility of being the spokesperson for the Committee in dealing with religious, military and governmental authorities in matters related to its jurisdiction and mandate.
- b. The Secretary:
 - i. The Secretary shall be elected annually and shall not normally serve for more than two years consecutively.
 - ii. The Secretary will record and disseminate minutes of meetings held 'in camera' and will engage in correspondence as required.
 - iii. The Staff Officer assigned to the ICCMC will be the Recording Secretary for meetings, except those held 'in camera', and will disseminate such minutes. The Staff Officer will provide for other staff duties required by the Committee in the fulfilling of its mandate.
- c. Elections:

Elections shall normally take place at the time of the Annual Chaplain Retreat.

Article 6: MEETINGS

- a. Frequency and Process of Meetings. There shall normally be three meetings of the Committee held each year, one of them being during the Annual Chaplain Retreat.
- b. Quorum. Sixty percent of voting members shall constitute a quorum.
- c. Decision-Making. Normally the Committee will function by the means of a consensus model in the practical exercise of its mandate. Should a vote be required, no action will be approved without a two-thirds majority of members present.

Article 7: SUPPORT FOR THE ICCMC MANDATE

- a. Expenses for the work of the ICCMC will be funded through the budget of the Chaplain General.
- b. A dedicated Staff Officer and other logistical support will be provided by the Office of the Chaplain General.
- c. For the purposes of obtaining administrative and logistical support and Departmental access, all representatives of the ICCMC, during the term of their office, will be deemed to have appropriate formal status in the Department. They shall be issued Geneva Convention cards and departmental

identification numbers, and be processed for the appropriate level of security clearance.

- d. To affect the mandate of the ICCMC, the *Handbook of the Interfaith Committee on Canadian Military Chaplaincy*, containing detailed descriptions of duties, procedures, protocols and logistics, shall be deemed to have authority.

Article 8: AMENDMENTS

- a. Inasmuch as previous Constitutions have been enacted by various religious judicatories and the Minister of National Defence, any amendments proposed to this Constitution will require the consent of the members of the Committee and the concurrence of said Minister.
- b. The *Handbook of the Interfaith Committee on Canadian Military Chaplaincy* may be revised by the Committee in consultation with the Chaplain General, provided that such revisions are consistent with this Constitution and agreements with the Minister of National Defence.
- c. This Constitution and the attendant *Handbook* supersede any previous agreements between the ICCMC and the Minister of National Defence.

Dated at Ottawa this _____ day of _____

{original signed by}

The Rev. Dr. Barton Beglo
Chairperson of the ICCMC

{original signed by}

The Honourable Peter MacKay, PC, MP
Minister of National Defence

Annex B FAITH GROUPS
Appendix 1 The Canadian Council of Churches

Background

1. The ICCMC originated, in part, as a committee of the Canadian Council of Churches, and continues to relate to the Council. The General Secretary of the Council or his/her representative serves as a full voting member of the ICCMC to keep the Committee informed on matters related to this former parent body, and to keep the Council informed on matters related to this committee. He/she certifies what churches are recognized by the Canadian Council of Churches.

Representative

2. The representative of the Canadian Council of Churches is:

The Rev. Dr. Karen Hamilton
General Secretary
The Canadian Council of Churches
47 Queen's Park Crescent East
Toronto, ON M5S 2C3

(O) 416-972-9494 ext.22
fax 416-927-0405
Email: hamilton@ccc.cce.ca

Annex B FAITH GROUPS
Appendix 2 Anglican

Authority

1. Since 1952 the General Synod of the Anglican Church of Canada (ACC) has authorized the appointment of a Bishop Ordinary to the Canadian Forces. This bishop is appointed by the Primate of the ACC and in consultation with the four regional Metropolitans (archbishops) to have “episcopal jurisdiction over the chaplains of the ACC on duty in the Canadian Forces”. (*General Synod Canon on The Primacy - III.4.c*) The Primate may, at his/her discretion, consult with the Ordinariate Chapter. A resolution of the General Synod of 2007 (A025) paves the way for the possible election of a Bishop Ordinary.
2. While not a diocese, the Bishop Ordinary has voice and vote in the House of Bishops as do the clergy and lay delegates of the Ordinariate at the General Synod of the ACC.

Jurisdiction and Endorsements

3. The licensing of chaplains is in accordance with *General Synod Canon on The Licensing of Clergy - XVII*. The Bishop Ordinary can only endorse and licence clergy for whom ‘*letters testimonial*’ have been received from a diocesan bishop of the Anglican Church of Canada. These clergy are on leave from their diocese in which they retain ‘canonical residence’.
4. The chaplain is under the jurisdiction of the Bishop Ordinary in respect to military duties “while still remaining under the jurisdiction of their own respective diocesan bishop”. (*Ordinariate Canonical Prescriptions - Canon XI*)
5. The ministry of the Ordinariate is under the direct authority of and accountable to the Primate of the Anglican Church of Canada and the Canons and practices of said Church.
6. The Anglican Bishop Ordinary is designated to represent the ACC on the *Interfaith Committee on Canadian Military Chaplaincy*.

Governance

7. As well as being governed by the Canons and practices of the Anglican Church of Canada the Ordinariate is governed by *Canonical Prescriptions Governing the Anglican Military Ordinariate of Canada*.
8. In accordance with these Canons the Ordinariate is led by a council (*Chapter*) of senior chaplains appointed by the Bishop Ordinary to be Canons of Chapter.

9. At least annually the chaplains, chaired by the bishop, will meet as a *Clericus* to, in the context of prayer and community in order to consider and make decisions, as appropriate, for the good of the ministry to which we are called with other faith groups in the Canadian Forces. Such decisions include the election of clerical and lay delegates to the General Synod of the ACC which take place every three years. A member of the Ordinariate is always on the Council of General Synod and members serve on General Synod Committees.

Cathedral Church

10. By gracious assent of the Diocese of Ottawa, Christ Church Cathedral, Ottawa is the National Cathedral of the Anglican Military Ordinariate.

Representative

11. The Anglican Bishop Ordinary to the Canadian Forces is:

The Rt. Rev. Peter R. Coffin
home: 42 Bridle Park Drive, Kanata, ON, K2M 2E2
613 -591-9268

office: Bldg 469, CFSU(O) Uplands Site, Ottawa, ON, K1A 0K2
613- 990-7137
Email: coffin.pr@forces.gc.ca

Annex B FAITH GROUPS
Appendix 3 Baptist

Preamble

1. Canadian Baptists are a movement of 4 regional denominations, 1200 churches and about 250,000 worshipping people who join together under the umbrella of Canadian Baptist Ministries. It is a multi-cultural network of churches worshipping in 41 different languages on any given Sunday in almost as many diverse worship styles.
2. Our approach to ministry affirms the desire to see people form themselves in faith communities based on commitment to Christ and service in the world. CBM is a “grass-roots” movement which believes that mission and ministry emerge from the local church into the neighbourhood and beyond, seeking a ministry that is both spiritual and social in its dynamic.
3. Across Canada, we serve through four regional denominational conventions and unions:
 - a. Canadian Baptists of Western Canada
 - b. Baptist Convention of Ontario & Quebec
 - c. l'Union d'Églises Baptistes Françaises au Canada
 - d. Convention of Atlantic Baptist Churches

Authority

4. The Board of Canadian Baptist Ministries, acting on behalf of the 4 aforementioned denominations, has the authority to appoint the coordinating Convener of Chaplain Services that relates to the Chaplains branch. The responsibility and authority for approving candidates for chaplaincy is the purview of the respective denominations and is addressed under credentialing.

Credentialing

5. Canadian Baptist Chaplains for service under the auspices of the ICCMC must follow the credentialing processes of their respective regional denominational convention or union before being able to apply for service as a chaplain.

Continued Ministry

6. Canadian Baptist candidates for chaplaincy must present a letter of good standing from their respective Regional Body, and must be recommended by the Canadian Baptist representative for endorsement by the ICCMC.

Pastoral Oversight

7. Baptist Chaplains are under the convention or union within the region that they are stationed and within which their ministries are carried out. As such, they are accountable in matters of ecclesiastical discipline, and also receive pastoral care and fellowship. The Convener is the link with the Chaplain Branch. The Convener also leads the denominational retreat at the Annual Chaplains Retreat.
8. The convener and representative of Canadian Baptist Ministries is:

The Rev. Jeremy Bell
Executive Minister
5920 Iona Drive
Vancouver, BC V6T 1J6

Phone: (O) 604-225-5903
Cell: 604-809-5487
Email: jbelle@cbwc.ca

Annex B FAITH GROUPS
Appendix 4 Churches of the Evangelical Fellowship

Authority

1. The Evangelical Fellowship of Canada (EFC) appoints its representative to the ICCMC. The representative is chosen from the forty (40) denominations that currently are a part of the EFC. The EFC Executive Committee chooses the denomination it wishes to approach, and then that denomination makes its search for a suitable candidate. He/she is then ratified by the EFC Executive Committee.

Endorsements

2. All CEFC candidates to be considered for endorsement must belong to and be a member of a denomination that itself is a member/affiliate denomination with The EFC. Each CEFC applicant must fill out the prescribed application form, and submit that along with all documentation requested. A letter from each applicant's denominational leadership approving the applicant's desire to become a chaplain must also accompany the application. This file is reviewed by the CEFC Representative and must receive the representative's support before the name being submitted for endorsement by The ICCMC.

Jurisdiction

3. CEFC chaplains remain within their ecclesiastical, denominational structure, and hence are governed by each denomination's structure as outlined in each General Constitution.

Pastoral Oversight

4. While the CEFC Representative works to maintain regular contact with the CEFC chaplains, each chaplain is expected to keep in relationship with his/her own denominational leadership. And conversely, each denomination is requested to keep in close contact with its chaplain, providing every opportunity for attendance at its special meetings, conferences, etc. all in accordance with approvals for attendance at same being provided by the proper chain of command within the Chaplain Branch.

Representative

5. All serving CEFC chaplains meet annually. This normally occurs at the annual Chaplains' Retreat. Updates/reports are shared by each one present, and a guest presenter is usually present to bring timely encouragement and a contemporary challenge.

6. The CEFC representative is:

The Rev. Stewart Hunter
2236 Vista Drive
Burlington ON L7M 3M8

(O) 905-542-7400 ext 2232

FAX 905-542-0377

(H) 905-331-0999

Email: shunter6@paoc.org
shunter6@cogeco.ca

Annex B FAITH GROUPS
Appendix 5 Jewish

Authority

1. The Canadian Jewish Congress appoints the representative to the ICCMC. The representative is the link with the Chaplain Branch in matters relating to the Canadian Jewish Congress and the Jewish Community.

Endorsements

2. Jewish candidates for the chaplaincy are recommended by the Jewish representative for endorsement by the ICCMC.

Support

3. Jewish Chaplains receive on-going spiritual care and guidance from the Jewish representative to the ICCMC.
4. The Jewish representative is:

Rabbi Reuven Bulka
Congregation Machzikei Hadas
2310 Virginia Drive
Ottawa ON K1H 6S2

(O) 613-521-9700
Email: rbulka@cyberus.ca

Annex B FAITH GROUPS
Appendix 6 Lutheran

Designated Agency

1. The *Evangelical Lutheran Church in Canada* (ELCIC) and *Lutheran Church-Canada* (LC-C) have designated the *Lutheran Council in Canada* (LCIC) as their agency in matters pertaining to chaplaincy in the Canadian Forces. The *Lutheran Council In Canada* appoints the Lutheran representative to the ICCMC. The representative is authorized to speak and act on behalf of the Lutheran churches in matters pertaining to the spiritual ministry to Lutheran members of the CF and their families, as well as to civilian employees of the Department of National Defence.

Endorsements

2. Lutheran candidates for appointment as chaplains must be recommended by the *Lutheran representative on the ICCMC*.

Oversight & Pastoral Care

3. All Lutheran chaplains come automatically under the ecclesiastical jurisdiction of their respective church body, to which they owe full obedience in matters of ecclesiastical discipline. The Lutheran representative will act as their denominational link and will exercise pastoral care and oversight on behalf of the respective Synod Bishop/ District President.

Access to National Leadership

4. The Lutheran representative reports to and consults with the National Bishop of the ELCIC and the National President of LC-C.
5. The Representative of the Lutheran Churches is:

The Rev. Dr. Barton Beglo
St Peter's Lutheran Church
400 Sparks Street
Ottawa, Ontario
K1R 5A2
Phone: (O) 613-233-9911
(H) 613-729-2091
Fax 613-233-9936
Email: st.peters@rogers.com

Annex B FAITH GROUPS
Appendix 7 Muslim

Authority

1. The Imam Council of Canada appoints the representative to the ICCMC. The representative is the link with the Chaplain Branch in matters relating to the Imam Council of Canada and the Muslim community.

Endorsements

2. Muslim candidates for the chaplaincy are recommended by the Muslim representative for endorsement by the ICCMC.

Support

3. Muslim Chaplains receive on-going spiritual care and guidance from the Muslim representative to the ICCMC.
4. The Muslim representative is:

Imam Mohammad Alnadvi
3289 Southmill Way
Mississauga ON L5L 3P6

Cell: 416-524-2753
Email: alnadvi@hotmail.com

Annex B FAITH GROUPS
Appendix 8 Presbyterian

Authority

1. The Life and Mission Agency of the Presbyterian Church in Canada appoints the denomination's representative (the "Chaplaincy Convenor") to the ICCMC. The Convenor reports through the office of Ministry and Church Vocations to the Life and Mission Agency and to the General Assembly.

Chaplaincy Convenor

2. It is the responsibility of the Chaplaincy Convenor to determine the qualifications of Presbyterian candidates for the Canadian Forces Chaplaincy and to support the Presbyterian chaplains in the Canadian Forces.

Endorsements

3. Presbyterian candidates for chaplaincy must present a letter of good standing from their Presbytery, and must be recommended by the Presbyterian representative for endorsement by the ICCMC.

Pastoral Oversight

4. Presbyterian Chaplains are members of the Presbytery within which their ministries are carried out. As such, they are accountable to the Presbytery in matters of ecclesiastical discipline, and also receive pastoral care and fellowship. The Convenor is the link with the Chaplain Branch in matters relating to the Presbyterian Church in Canada.

Representation

5. All serving Presbyterian Chaplains meet annually, called together by the Convenor (usually at the annual Chaplains' Retreat). They appoint their representative to the General Assembly of the Presbyterian Church in Canada. Chaplains also have access through the General Secretary for Ministry and Church Vocations to the Life and Mission Agency and to the General Assembly.
6. The representative of the Presbyterian Church in Canada is:

The Rev. Dr. Alan McPherson
135 Daffodil Crescent
Ancaster ON L9K 1E3

Phone: 905-648-8908

Email: Alan.mcpherson@sympatico.ca

Annex B FAITH GROUPS
Appendix 9 Roman Catholic

Authority

1. The Roman Catholic Military Ordinariate (RCMO) was raised to the status of an Ordinariate by the Apostolic Constitution *Spirituali militum curae* published 21 April 1986. General norms were sanctioned, therein, which concerned all Military Ordinariates. The Particular Statutes of the RCMO were so approved, and then promulgated by a decree of the Congregation for the Bishops, dated 10 August 1988. The RCMO is officially and canonically entitled the **Roman Catholic Military Ordinariate of Canada** and commonly called the Roman Catholic Military Diocese of Canada.

Rights, Duties and Obligations of the Military Ordinary

2. The Military Ordinary is endowed with Episcopal rank as a proper ordinary who enjoys all the rights and is bound by the obligations of a Diocesan Bishop, as are described by the Code of Canon Law. Taking into account the particularities of his mission, the rights and duties of the Military Ordinary are further described and amplified by the Apostolic Constitution *Spirituali militum curae* and the *Particular Statutes of the Military Ordinariate of Canada*. That he might dedicate all of his efforts to this special pastoral work, the Military Ordinary shall remain free from other offices that have the care of souls attached to them.

Subject

3. The Roman Catholic Military Ordinariate of Canada is subject to the Congregation for Bishops.

Appointment

4. The Military Ordinary of Canada is freely appointed by the Sovereign Pontiff.

The Social See

5. The Social See of the Military Ordinariate of Canada is located in Ottawa, Province of Ontario.

Principal Chapel

6. The Roman Catholic Chapel at Canadian Forces Base Ottawa (South) is designated as the Principal Church.

Administrative Support

7. The RC Military Ordinariate is supported by the office of the Chaplain General and is collocated with the ICCMC. A full-time Chancellor supports the Military Ordinary. This person is freely chosen by the Ordinary. Thereafter it is a Military appointment given by the Chaplain General and the person receives proper ecclesiastical mandate from the Ordinary.

Ecclesiastical Support

8. The Curia of the Ordinariate is essentially composed of the Vicar General, the Chancellor, and the Directors of personnel, administration, vocations, and pastoral services. They are normally military chaplains. Various committees and councils also support the Ordinary.

Membership

9. The Bishop Ordinary is also a member by right to the Canadian Conference of Catholic Bishops and invited guest to the four regional assemblies of Bishops: Western, Ontario, Québec and Atlantic.

Membership ICCMC

10. He is a regular member and the representative of the Roman Catholic Faith Group who provides the proper endorsement for Regular and Reserve Forces Chaplains (ref. ICCMC Annex A Constitution art.3). The authority, in the Roman Catholic Faith Group, for an appointment is the Sovereign Pontiff.

Civil Corporation

12. He is the president of the Roman Catholic Military Ordinariate Corporation.

Endorsement

13. Roman Catholic candidates who are priests or deacons, of Latin or Oriental rite, must have the approval of their bishop of incardination and be recommended by the Roman Catholic Military Bishop Ordinary for the endorsement of the ICCMC. The Bishop Ordinary also recommends Roman Catholic candidates of Latin or Oriental rite for chaplaincy as lay pastoral associates. (ref. Chapter 5)

Jurisdiction

13. Priests can be either incardinated in their diocese of origin or request to be incardinated within the RC Military Ordinariate, after a probation period of five years. They must follow due process as stated by Canon Law and the Military Ordinariate Roman Catholic Directory. Priests and Lay Pastoral Associates are

governed in accordance with Canon Law, and the Statutes and Directory of the Ordinariate that is under the jurisdiction of the military Bishop.

14. In addition to the persons mentioned in the above section, the following are subjects of the Military Ordinariate of Canada:
 - a. The faithful who are military persons, including Catholic military personnel of the Eastern Rites as well as the civilian personnel bound by the laws of the National Defence Act;
 - b. All the members of their families, husbands, wives, and children, even those who, though independent, live in the same house, as well as relatives and servants who also live with them in the same house; likewise the Catholic family of a non-Catholic military person in similar circumstances;
 - c. Those who attend military training schools, or who live or work in military hospitals, hospices for the elderly, or similar institutions;
 - d. All the faithful both men and women, whether or not they are members of a religious institute, enrolled or not in the Canadian Armed Forces, who perform in a permanent way a task committed to them by the Military Ordinary, or with his consent;
 - e. Foreign military personnel. attached by their country to the Canadian Forces and foreign military units lodged on a Canadian Base or Station, when they are not accompanied by their own Catholic chaplain;
 - f. Civilians who dwell in a permanent fashion on a Canadian Base or Station.
 - g. Members of the Canadian Police Corps embedded to a mission of the Canadian Forces

Territorial Jurisdiction

15. In addition to such personal jurisdiction possessed by the Military Ordinary, jurisdiction within the territory of all military bases and reservations is primarily his also. In regards to marriage this personal and territorial jurisdiction is shared with Episcopal. Vicar(s) for Marriage IAW Code of Canon Law. Likewise, each chaplain serving on active duty possesses similar personal jurisdiction over the subjects of the Military Ordinary who are assigned to or in transit status within the Command or Station entrusted to his pastoral care. The delegation of the Local Ordinary or the Local Parish Priest is required for purposes of liceity only, for the marriage of the faithful not subject of the Military Ordinary, at which a Chaplain presides within the territory of a Command, Base or Station entrusted to his pastoral care. The jurisdiction possessed by a chaplain in regards to marriage may be delegated to another priest or deacon.

Patron Saint

16. For the Military Ordinariate of Canada, Saint Martin of Tours is the heavenly Patron of the Military Ordinariate of Canada.

Representative

17. The Roman Catholic Military Ordinary is:

The Most Rev Donald Thériault,
Bldg. 469 - CFSU(0) - Uplands Site
Ottawa, ON KIA OK2

(O) 613-998-8661

(F) 613-991-1056

Email: theriault.dj@forces.gc.ca

Annex B FAITH GROUPS
Appendix 10 United

Authority

1. The United Church of Canada, through its General Council Executive, appoints a representative to the ICCMC. This representative is a member of the United Church Committee on Canadian Military Chaplaincy which is responsible for recommending endorsements to the ICCMC. Membership on that committee includes ordained and lay persons with experience and understanding of chaplaincy, as well as serving chaplains. It is staffed by a member of the General Council staff and resourced by the senior United Church chaplain.

Endorsements

2. Applicants for endorsement must be in good standing with a presbytery, and be recommended by The United Church Committee on Canadian Forces Chaplaincy.

Jurisdiction

3. Members of the Order of Ministry of the United Church, who are chaplains in the Canadian Forces, are ecclesiastically under the discipline of a presbytery. They would normally lodge their membership with the presbytery where they are living and/or working.

Representation

4. United Church chaplains, through their membership in presbytery, are eligible for representative roles throughout the church (i.e. Presbytery, Conference, General Council and related committees).

ICCMC Representative

5. The representative of The United Church of Canada on the ICCMC has responsibility for contributing to recruitment, care and support for United Church chaplains in the Canadian Forces. Currently the representative is:

The Very Rev. Dr. Peter Short
Wilmot United Church
473 King Street
Fredericton NB E3B 1E5

(O) 506-458-1392
Fax: 506-458-1390
Email: peter@wilmotuc.nb.ca

Annex D EDUCATION STANDARDS FOR RECRUITMENT

[Although the Education Standards are currently under review by the ICCMC, the following document from 2001 is included for information. The ICCMC has committed to develop this document to maintain a standard that equitably incorporates multi-faith issues, as well as provides a “level playing field” that more fully addresses the diversity of educational systems within and outside of Canada.]

Background: The Canadian Forces Chaplain Branch is challenged to provide spiritual, moral and ethical leadership within the diverse and demanding military community. Chaplains, like all other specialist officers, are expected to possess a high degree of expertise in their field. The demands and expectations placed on chaplains require that applicants must have proven themselves capable in a number of areas - some of which may be at a higher level or have a different focus than that required to be recognized as spiritual leaders by their own faith communities. Although some professional development will be part of one's career progression, much of this expertise must be achieved prior to the chaplain receiving an endorsement from the Interfaith Committee on Canadian Military Chaplaincy (ICCMC), the initial step for consideration and selection as a Canadian Forces Chaplain.

Traditionally within the Canadian Forces the minimum accepted educational standard was stated as "B.A. and M.Div, or equivalent". This expression of the standard has always been problematic for those coming into chaplaincy from educational systems where these degrees have no automatic equivalent. As well, it is widely recognized that the academic standard, so stated, is not the norm for qualified spiritual leaders of some faith communities, and that ministry formation within some faith communities is through approved settings other than the academic. On 9 April 2001, the ICCMC established a new minimum educational standard based predominately on formation content that addressed these recognized deficiencies.

General Norm: The Bachelor of Theology and a Masters degree in Pastoral Theology are generally normative for applicants educated in Quebec. For all other applicants, the Bachelor of Arts and Masters of Divinity remain generally normative. The ICCMC recognizes that the newly established requirements are normally available through either of those degree programmes; however, they also recognize that these degree programmes do not always meet, nor are they the exclusive means by which one can meet, the established requirements.

Authorized Educational Institutions: Applicants for Canadian Forces Chaplaincy will normally have attained appropriate educational background through both pre-seminary and seminary training. No term is inclusive of all possible educational paths. Pre-seminary training is deemed to include that which would be accomplished at an undergraduate University, CEGEP or similar programme. Seminary is deemed inclusive of theological schools or other institutions of higher learning primarily aimed at preparing personnel for full-time work within their respective faith community.

All study must be in institutions accredited by the Association of Colleges and Universities in Canada (AUCC) and/or the Department of Education in the Province of Quebec, and/or the Association of Theological Schools in the United States and Canada (ATS).

Pre-Seminary: In the pre-seminary experience applicants are expected to have attained expertise in three areas: (**Note: The bolded subjects are required within the standard.**)

- a. foundational thought, which includes **Philosophy, History, Literature, Psychology**, Language, Classics, Art, Music, Natural Sciences, and Logic;
- b. human and social sciences, which includes Sociology, Cultural Studies, Canadian Studies, Political Science, Art History, Music, International Studies; and,
- c. communication, which includes oral and written communication and computer literacy.

Expertise would be demonstrated through the applicant achieving a minimum of a C+ average while completing a total of no less than 60 units at this level, a maximum of 15 of which could be in area (c).

Seminary: In the seminary experience applicants are expected to have attained expertise in four areas: (**Note: The bolded subjects are required within the standard.**)

- a. theological foundation, which includes **Church history, scriptural studies, systematics, moral theology and ethics**;
- b. cultural studies, which includes missiology, moral values, global culture, ecumenics, and social context;
- c. ministry, which includes Public Leadership, Homiletics, Youth and Adult Education, Liturgics, Pastoral Care, Counseling, **Supervised Ministry Experience (Field Education Practicum)**, and Supervised Pastoral Education (SPE/CPE); and
- d. personal spiritual formation which should be experienced as an integral part of the community life centered on ministry formation and may be evident in such courses as spiritual direction, personal and professional ethics and personal formation.

Expertise in the first three parts would be demonstrated through the applicant achieving a minimum of a C+ average while completing a total of no less than 90 units at the theological school or seminary level. Expertise in the fourth area would normally be

evident through letters of reference and the recognition by one's faith community as a spiritual leader within that community.

Assessment And Equivalency: All applicants for chaplaincy shall submit to the ICCMC, with their application, a detailed report of their educational achievements. These documents, normally transcripts from both their pre-seminary and seminary, will be evaluated against the established requirements. Any applicant, whose documentation does not clearly meet the established requirements, will be afforded the opportunity to have the documentation submitted to an educational institution recognized by the ICCMC to have a formal assessment of equivalency. In those cases, the application would proceed only upon the completion of that assessment stating that the applicant has achieved the necessary equivalency to the established requirements.

Annex E PASTORAL VISITS BY THE ICCMC

[The original letter was distributed in bilingual format on the Chaplain General's letterhead and is on file in the Office of the Chaplain General. Although the following does not reflect this format, it accurately conveys the content of the original.]

1150-110/J272 CHAPGEN (D Chap Pol)

21 November 2001

Distribution List

PASTORAL VISITS BY THE ICCMC

1. In its role representing the Churches of Canada to the Government of Canada, the Interfaith Committee on Canadian Military Chaplaincy (ICCMC) provides an essential link between the Canadian Forces Chaplain Branch, its chaplains, and their denominational Churches. As such, ICCMC members have occasion to visit CF chaplains and their congregations in both static and operational settings. The Chaplain Branch supports these visits and regards them as vital in maintaining the link between the military and civilian communities of the Canadian Church.
2. To better facilitate these visits, the following protocol is to be utilized to assist members of the ICCMC and chaplain teams.
 - a. In consultation with the Principal Chaplains (P) and (RC), the members of the ICCMC are to plan their pastoral visits to Bases, Wings, and theatres of operations.
 - b. These visits will be supported by the Chaplain General's Business Plan (BP) and will be planned for during the normal BP preparation each year by DCAET.
 - c. Since all members of the ICCMC are appointed to the position by their National Church bodies, they are authorized to deal with the Government of Canada on matters pertaining to the Chaplain Branch on the spiritual and moral welfare of the members of the CF and their families. They are to be granted VIP status while visiting bases, units, and personnel.
 - d. Members of the ICCMC are civilian clergy and as such will not wear military rank if dressed in combat clothing because of environmental requirements. Combat clothing should sport the Chaplain Branch cross IAW CF dress regulations. SO ICCMC will ensure members of the ICCMC are issued combat clothing and accoutrements as required.

e. For Base, Wing, or Garrison visits, the senior chaplain shall normally be the OPI in coordinating and accompanying the member of the ICCMC, IAW Branch policy for VIP visits.

f. For visits to operationally deployed units, the Senior chaplain for the Army, Navy, or Air Force shall accompany the ICCMC member when practical and accommodations are available (particularly applicable to sea-going operations). The OPI for the visit will be the senior chaplain in theatre.

3. The Chaplain Branch recognizes that there will be occasions where members of the ICCMC are requested to be present to chaplains for a variety of reasons. These could include the death of immediate family members, other compassionate matters, or personal personnel issues. The Chaplain General's office will be notified when these visits are required.

4. It is my hope that this protocol will assist members of the ICCMC in their pastoral and ecclesiastical responsibilities to the chaplains and congregations of the CF.

[original signed by]

T.A. Maindonald
Commodore
Chaplain General

Distribution List

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