

PASTORAL CHAPLAINCY PROGRAM

for the
WESTERN PENNSYLVANIA DISTRICT
of
THE CHRISTIAN AND MISSIONARY ALLIANCE

Submitted by:

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I. PURPOSE

To provide a safe, caring and available pastoral ministry to official workers and their families, which will serve as a front line of defense in the growing number of crises that are occurring among our clergy.

II. GOALS

1. To offer a compassionate District funded non-threatening ministry to our official workers and their immediate families that will communicate support, understanding and love.
2. To provide an opportunity for those encountering undue stress to vent without the fear of reprisal or incrimination that might otherwise threaten their current security or future ministry.
3. To suggest alternate ways of dealing with the pressures of ministry or life in general that might bring hope and healing to those who feel helpless and hopeless.
4. As a representative of the district family, to come along side our brothers and sisters in time of need, and help bear their burdens, thus fulfilling the law of Christ.

III. STRUCTURE

A. Geographical

Currently the district is comprised of 154 churches, which have been divided into quadrants according to location, staff size and accessibility.

- # 1 Southeast 45 churches =29%
- # 2 Southwest 45 churches =29%
- # 3 Northwest 45 churches =29%
- # 4 Northeast 19 churches =13%

(Because of the nature of their positions, and the purpose of this program, the district office personnel have not been included.)

B. Staff

The program is designed to operate through a team of 4 part-time, strategically located chaplains who will be assigned, one to each of the above-mentioned quadrants, and one of which will be designated by the District Superintendent as coordinator.

1. Qualifications

A staff member must be an ordained official worker of the C&MA with at least 20 years of pastoral experience, preferably with some academic background in psychology, and at least one quarter of clinical pastoral education, who is capable of empathic understanding and supportive counseling.

2. Manner of appointment and term of service

Each staff member will be chosen by the District Superintendent, and upon the approval of the DEXCOM, be appointed for a term of one year with successive terms pending annual review by the District Superintendent and DEXCOM.

3. Expectations

a. Time:

Chaplains #1 - #3: One full day (8 hours) per week, or the equivalent in flex time as is convenient.

Chaplain #4: 7 Hours per month as is convenient.

b. Case load: Official workers 201; Retirees 41 Total 242

Chaplains #1 - #3: 45 churches; approximately 58 official workers plus 13 retirees each.

Chaplain #4: 19 churches; approximately 26 official workers plus 2 retirees.

c. Contacts

Chaplains #1 - #3: 9 pre-arranged face-to-face contacts per month which should be initiated by the chaplain, and take place in the vicinity of the person to be visited.

Chaplain #4: 3 pre-arranged face-to-face contacts per month which should be initiated by the chaplain, by the chaplain and take place in the vicinity of the person to be visited.

These visits may occur in the pastor's home, a designated church, restaurant, etc., but should always be at the pastor's discretion. (Money is provided for meals).

Other contacts may include phone calls, counseling sessions, cards, letters, etc., as is possible within the time and budget constraints of the individual chaplain.

d. Reporting:

Each chaplain will be expected to keep a careful account of contacts made, time spent, miles traveled, and costs incurred on a provided report form which is to be sent to the coordinator by the 10th of the following month. Upon receipt of the completed forms, the coordinator will forward compiled information to the District Superintendent without comment. (see example of reporting forms on pages 5 – 6)

e. Collection of referral information

Each chaplain will be expected to gather materials regarding individuals, agencies, or organizations in his quadrant that may be helpful if and when referral is necessary. This would also include the compiling of articles and books on pertinent topics that could be useful in given situations.

f. Chaplaincy meetings

At least once a year, but not more than quarterly, a joint meeting of the chaplaincy team would be called by the coordinator for the purpose of re-viewing the program, sharing ideas, burdens, etc., and when possible, having a presentation done by a professional in a related field.

g. Confidentiality

It must be understood that, by the very nature of the office of chaplain, those appointed are bound by the strictest rules of confidentiality. This means that all communication between him and those to whom he is assigned is privileged, except in instances where there is explicit danger to the life of the person himself/herself, others or where child abuse (physical or sexual) has occurred and then the chaplain, in consultation with the coordinator and/or the District Superintendent, or his designee, report that information to an appropriate family member, professional, or the authorities for intervention purposes only.

h. Travel

Most churches are within a 50-mile radius of the chaplain’s residence, with a few exceptions in each area. Those exceptions are based upon proximity, accessibility and case load.

Please note that in the more urbanized centers there are more churches with multiple staffs, therefore the case load is higher, and the travel time and mileage is less. Hopefully this is fairly well balanced in the break-down presented.

IV. FINANCES

A. Annual overall budget = \$40,000.00

B. Individually

Chaplains #1 - #3	Annual	Monthly
Salary (H.A.)	\$ 5,820.00	\$ 485.00 8 hrs. per week @ \$14.00 per hr.
Mileage	2,076.00	173.00 100 miles per week @ .40 per mile
Food, etc.	1,296.00	108.00 @ \$25.00 per week
Misc.	516.00	43.00 @ \$10.00 per week
Cell Phone	<u>600.00</u>	<u>50.00</u> Allowance
	\$10,308.00	\$859.00

Chaplain #4

Salary (H.A.)	\$ 1,176.00	\$ 98.00 7 hrs. per month @\$14.00 per hr.
Mileage	420.00	35.00 88 miles @ .40 per mile
Food, etc.	264.00	22.00
Misc.	108.00	9.00
Cell Phone	300.00	<u>25.00</u> Allowance
	\$2,268.00	\$189.00

C. Coordinator:

An additional \$125.00 per month, or \$1,500.00 per year, bringing his annual compensation to \$11,824.00.

D. Stipulated budgetary allocation: \$40,000.00

Projected operational cost:
 Salaries (Housing allowance) \$20,136.00

Expenses	<u>14,556.00</u>
Total	<u>\$34,692.00</u>
Balance:	\$ 5,308.00*

**This amount is to be set aside for assessment or testing procedures, professional counseling, etc., when referrals are necessary.*

V. INSURANCE

The district must cover each chaplain with at least \$300,000.00 liability insurance. The following is a series of color-coded documents showing the location of each church in each of the four quadrants, and providing details such as names of pastor and wife, job title, telephone numbers, FAX numbers, etc.

ADDENDUMS:

EXHIBIT OF MONTHLY REPORT FORMS TO BE USED (Chaplains 1-3 and Chaplain 4)
SOUTHEAST QUADRANT (Color-coded Map and Personnel listing)
SOUTHWEST QUADRANT (Color-coded Map and Personnel listing)
NORTHEAST QUADRANT (Color-coded Map and Personnel listing)
NORTHWEST QUADRANT (Color-coded Map and Personnel listing)
CHAPLAIN AS ADVOCATE