

## **CHAPLAIN/CHAPLAIN CANDIDATE RESPONSIBILITIES:**

1. Chaplain/chaplain candidate provides update as to duty assignments and contact information.
2. Chaplain/chaplain candidate maintains membership in a UU congregation. It is understood that the Church of the Larger Fellowship may be the most appropriate congregation for membership.
3. Chaplain continues in good standing and fellowship with the UUA.
4. Chaplain/chaplain candidate prepares a brief annual report that summarizes the service provided in their duty assignment.
5. Chaplain/chaplain candidate submits all their officer evaluations to the Official Endorser. These documents will only be reviewed by the Official Endorser and will be placed within their Ministerial Fellowship file at the UUA for safekeeping.
6. Chaplain/chaplain candidate is required to attend annually the UUMA Professional Days/UUA General Assembly. Chaplains/Chaplain Candidates are also expected to attend other national meetings of the UU Ministers Association, UU Ministers Association Chapter meetings, and/or meetings of host nation UU bodies. Dispensation may be granted by the Official Endorser in exceptional circumstances. This requirement is in place so that Chaplains may retain on-going connection with the UUA.

## **TO APPLY FOR APPROVAL OR ENDORSEMENT**

Candidates seeking either Ecclesiastical Endorsement or Approval must:

1. Complete and submit a standard application form (see UUA website).
2. Submit an essay (between 1000 and 2500 words) detailing the reasons for seeking position as military, Veteran's Affairs, or Civil Air Patrol chaplain, and confirming their understanding of the nature of military chaplaincy.
3. Submit at least three letters of reference, one of which shall be from a UU minister or denominational official.
4. Be successfully interviewed by the Official Endorser and/or designate (i.e. CMM).

Ecclesiastical endorsement or approval is initially granted for three years, then subject to review and renewal for indefinite period. Should the Chaplain fail to submit required annual reports, be removed from fellowship with the UUA, renounce their ministerial fellowship, be convicted of either a felony or crime of moral turpitude, or should their military (active duty, reserve, or National Guard) status be revoked or terminated, then endorsement and/or approval can be immediately revoked.

# **Unitarian Universalists in Military Ministries**

## **Approval - Endorsement - Support**



## **Policies and Procedures for Military Chaplain Candidates: Approval and Support and Military Chaplains: Endorsement and Support**

**Committee on Military Ministry  
Ministry and Professional Leadership Staff Group  
Unitarian Universalist Association  
June, 2007**

## **ECCLESIASTICAL APPROVAL AND ENDORSEMENT**

It is the responsibility of the Director of the Ministry and Professional Staff Group (MPL) to act on behalf of the UUA as Official Endorser for Unitarian Universalist military and U.S. Federal government chaplains. As Official Endorser, the MPL Director will provide APPROVAL for those eligible for acceptance into the military's Chaplain Candidate Program and ENDORSEMENT for those service personnel who are already in ministerial fellowship with the UUA, ordained, and qualified to become chaplains.

### **General Requirements for Ecclesiastical Approval:**

1. Be a full-time graduate student at an Association of Theological School (ATS) accredited institution.
2. Be in Aspirant status for ministerial fellowship with the UUA.
3. Be a member of a UU congregation.
4. Meet age and physical requirements of the Armed Forces, Reserve, and/or National Guard, relative to place of service.
5. Receive favorable criminal background check (costs paid by the applicant).
6. Have the ability to serve in situations where rank and line of authority are valued.
7. Understand the nature of military chaplaincy and have the ability to faithfully represent Unitarian Universalism in the carrying out of their responsibilities, as well as willingness to provide ministry to non-Unitarian Universalist personnel.

### **General Requirements for Endorsement:**

1. Be a minister in good standing and in fellowship with the UUA.
2. Either be in final fellowship, or if in preliminary fellowship have two years of pastoral experience demonstrating effective and excellent ministry; exception is made for those who have successfully completed the Chaplain Candidate program—for them acceptance into preliminary fellowship will be sufficient.
3. Be ordained by a UU congregation, or, if transfer member, be ordained by another religious tradition.
4. Meet age and physical requirements of the military branch being served.
5. Receive favorable criminal background check (costs paid by the applicant).
6. Have ability to serve in situations where rank and line of authority are valued.
7. Understand the nature of military chaplaincy and have ability to faithfully represent Unitarian Universalism in the carrying out of their responsibilities, as well as ability and willingness to provide ministry to non-Unitarian Universalist personnel.

## **UUA SUPPORT FOR MILITARY CHAPLAINS**

To build strong Unitarian Universalist connections and provide ongoing support to UU ministers serving as military chaplains and chaplain candidates and their families, MPL, mostly through the newly formed Committee on Military Ministry (CMM) offers the following:

1. Chaplains/chaplain candidates are expected to annually attend the UUMA Professional Days/UUA General Assembly. Further they are expected to attend other national meetings of the UU Ministers Association, a UU Ministers Association Chapter meeting, or meetings of host nation UU gatherings. Exceptions can be made for Chaplains serving in multi-year overseas assignments. This requirement is in place so that Chaplains will be granted permission to attend, and thus retain on-going connection with the UUA.
2. UUA through MPL appoints CMM to support, mentor and befriend UU military chaplains/chaplain candidates and their families. Members of CMM will be persons with knowledge and commitment to supporting UU military chaplains/chaplain candidates.
3. CMM will be in regular contact with the military chaplains and their families to provide on-going support.
4. MPL and CMM will develop and use rituals for military chaplains/chaplain candidates including commissioning service, blessing for departing service members, acknowledgement and thanks for retiring chaplains.
5. Official Endorser and/or chaplain/mentor will visit chaplains annually, where possible.
6. Official Endorser and/or CMM/mentor will visit with chaplain's/chaplain candidate's Command should issues arise in the chaplain's/chaplain candidate's service to provide support and ensure fair treatment.
7. MPL will identify and use services of consultant on military protocol to advise on any visits with or services for military chaplains/chaplain candidates.

### **CONTACT INFORMATION:**

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