



Interfaith Committee on Chaplaincy in collaboration with the Correctional Service of Canada

Ms. Michelle Landry, Executive Secretary, IFC
c/o Chaplaincy, 340 Laurier Ave. West, Ottawa, ON, K1A 0P9
Fax 613 952-8464 Tel. 613 995-8366 E-mail: ChaplaincyG@csc-scc.gc.ca

These **Guidelines for Submission** are incomplete without the **Requirements, Statement of Work and Memorandum of Understanding (2007)** as referenced below.

TO WHOM IT MAY CONCERN (Individual desiring to offer chaplaincy services on behalf of his or her faith community):

Thank you for your interest in providing contract Chaplaincy Service for the Correctional Service of Canada (CSC) on behalf of your ecclesiastical authority. Under the terms of the Memorandum of Understanding between the Interfaith Committee on Chaplaincy (IFC) and the Correctional Service of Canada (CSC) signed in January 2007, the CSC provides Chaplaincy Services by entering into contracts with the religious authority of the individual ministering on their behalf. We encourage you to familiarize yourself with the Memorandum of Understanding, Statement of Work as well as the Requirements. The former outlines the framework under which Chaplaincy Services are to be delivered in the context of the Correctional Service of Canada. The Statement of Work provides a detailed description of the work to be done on behalf of the Ecclesiastical Authority by an institutional Chaplain.

As part of your discernment process, we invite you to dialogue with your religious authority who would be your employer should you be selected. You would be ministering on behalf of your denomination.

The selection process is coordinated by the CSC National Chaplaincy Office. Representatives of the Interfaith Committee first screen the expressions of interest (submissions) received and make recommendations to the CSC Chaplaincy National Office. The CSC Chaplaincy Office then manages the final steps of the process. This Office will reimburse your faith community e.g. home diocese/ presbytery/religious community, the travel costs incurred to attend an interview should you be invited to attend on their behalf. Once an offer of service has been accepted, CSC initiates a contract with the successful person's religious authority. Ministry can begin at a mutually acceptable time thereafter.

We recommend that you forward this document in the pdf format to the appropriate church official. We hereby request a letter from your ecclesiastical authority/home diocese on official letterhead indicating clearly that they are proposing that you be their representative in fulfilling the requirements of the contract for chaplaincy services. We also ask that they complete the enclosed certificate concerning the contracting process. We must receive the official letter and certificate along with all the other required documentation including letters of reference (see page 5) from your ecclesiastical authority before proceeding with the screening process. A letter to your referees describing what we are looking for in letters of reference is enclosed. **We ask you to please respect the deadline indicated for receiving these submissions in order that we may expedite the process to fulfill our needs.**

Further information may be obtained from the Chaplaincy Division by calling collect (613) 995-8366, by checking our website: <http://www.csc-scc.gc.ca/text/prgrm/chap/index-eng.shtml>, or by e-mail at ChaplaincyG@csc-scc.gc.ca. We look forward to receiving an expression of interest on your behalf.

(Cathy Nobleman for)

Michelle Landry,
Executive Secretary – Interfaith Committee



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TO THE RELIGIOUS AUTHORITY of

Proposed personnel

Under the terms of the *Memorandum of Understanding* between the Correctional Service of Canada and the Interfaith Committee on Chaplaincy (January 2007), a contract chaplain's services are provided through contract with his or her religious authority. In this situation, the religious authority and the Chaplain's employer are one and the same. The Interfaith Committee annually recommends appropriate levels of contract costs. This information is available from this office. An additional amount is negotiated separately for travel related to the chaplain's institutional/ community-based responsibilities.

We request that in a letter on official letterhead, you indicate that

1. the proposed personnel is in good standing with the denomination and meets the ordination (or equivalent) requirement.
2. the church affirms the proposed personnel's suitability for prison chaplaincy and his/her ability to fulfill the **Statement of Work** as referred to in the **Guidelines for Submissions**; and that
3. You indicate your willingness to assist the Interfaith Committee and the Correctional Service of Canada Chaplaincy Branch in the evaluation process by completing the attached **Certificate of Religious Authority**. This requires that you and /or the appropriate body (Diocese, District, Presbytery, Conference etc. ideally that closest to the institution where the Chaplain would serve) be prepared to meet certain contracting requirements (See page 3); and furthermore, that you be willing to facilitate the full participation of your representative which, depending on the location of the interviews, may entail some travel. Travel expenses incurred by you in sending your representative, will be reimbursed by the CSC according to Treasury Board Guidelines. Further information will follow should you be invited to send your representative to the interview.

Should you require further information, please do not hesitate to contact the Chaplaincy Office by calling collect (613) 995-8366. **We would appreciate receiving all the documentation required and original signed copies by mail to the above address.**

Yours truly,
(Cathy Nobleman for)

Michelle Landry
Executive Secretary

- 1) Information requested by the Interfaith Committee (see Page 5)
- 2) [Statement of Work](#), & **Requirements**.
- 3) Letter to referees (See page 4) with link to Skills Rating Scale.
- 4) Information on the Interfaith Committee on Chaplaincy [Memorandum of Understanding](#)

CERTIFICATE OF RELIGIOUS AUTHORITY

TO THE INTERFAITH COMMITTEE:

Concerning _____
Proposed personnel

We have indicated in a separate document (attached) on official church letterhead that (a) the above is suitable for prison chaplaincy and we are confident in his/ her ability to fulfill the **Statement of Work** as referred to in the **Guidelines for Submissions**; and that (b) the above is under our religious jurisdiction and in good standing with us and we present him/her as our representative in expressing interest in serving as a contract Chaplain in the Correctional Service of Canada.

We fulfill the following requirements to undertake a contracting relationship with the Correctional Service of Canada and

- Are willing to recognize the obligations of the *Charter of Right and Freedoms* with respect to addressing the spiritual and religious needs of the offenders in the care of Correctional Service of Canada;
- Are willing, and have the capacity to undertake the obligations with respect to liability for the actions of our Chaplain. **We have attached a copy of the appropriate proof of liability insurance.**
- Have the capacity to provide adequate oversight and regular supervision of the chaplain in the new role which he/ she would be undertaking on our behalf in ministry in a CSC institution with the collaboration and support of the Regional Chaplain.
- Would be available for ongoing dialogue, as needed, with the Correctional Service of Canada contracting authority, the Regional Chaplain.
- Furthermore, in the event of _____ being selected to represent us as Chaplain, we are prepared to
 - Facilitate transportation to the interview (with the understanding that we will be reimbursed) and
 - Enter into a contract with the Correctional Service of Canada to provide this ministry **or**
 - Assist the Correctional Service of Canada in facilitating the contract process with the appropriate official representing our religious jurisdiction in the area where the community chaplaincy or correctional institution is located, as per the above requirements.

(Signature) _____
(Date)

Name (please print): _____

Position: _____

Full Name of Faith Community: _____

Address: _____

Telephone: () _____ Ext. _____

Email: _____

Fax: _____

Attachments: Proof of liability insurance and letter on official letterhead



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LETTER & RATING SCALE TO BE GIVEN TO THOSE PROVIDING REFERENCES
(Candidate: Please make this request of individuals who are in a position to respond as indicated below.)

Sir/ Madame (Person named as reference):

Regarding _____
Proposed personnel

PART I: As you know, the above has expressed interest in providing contract Chaplaincy Services in the Correctional Service of Canada on behalf of their faith community and has indicated your name as a reference. We would appreciate your **confidential response**, explaining the context in which you know this person and giving your considered assessment of this person's background and suitability for this ministry by describing the individual's proven effectiveness in offering pastoral ministry as measured against the **Statement of Work for Chaplaincy and Requirements**. (See attachments).

Part II: We request that, based on your knowledge and experience of this individual that you evaluate the relevant skills of this individual on this **Skills Rating Scale** ([Form CSC/SCC 1394E](#)).

Please forward your letter and the Skills Rating Scale directly to the Ecclesiastical Authority of the proposed personnel named above, or to their designate at the following address (to be filled in by candidate):

Thank you for your assistance in this important matter.

(Cathy Nobleman for)

Michelle Landry
Executive Secretary

1. [Statement of Work](#)
2. **Requirements**

INFORMATION REQUESTED BY INTERFAITH COMMITTEE ON CHAPLAINCY

(Revised November 2008)

The language of the Submission must be in accordance with the linguistic requirements of the contract.
RELIGIOUS AUTHORITIES SHOULD ENSURE THAT THE FOLLOWING INFORMATION IS INCLUDED IN THE SUBMISSION SENT TO THE INTERFAITH COMMITTEE C/O THE CSC CHAPLAINCY OFFICE:

I. Name and complete address including telephone numbers, fax number, email of the proposed personnel

II. Appropriate biographical information

III. Information regarding current ecclesiastical standing. Include name, title, address of present Canadian ecclesiastical or religious authority or, in the case of Roman Catholic laity, please give name and complete address of pastor of parish to which they belong. Date of Ordination and other related information, if applicable.

IV. Indicate preferred region/regions: Atlantic Quebec Ontario Prairies Pacific

V. Language proficiency: French, English, Other: _____

VI. Statement of purpose

Provide a statement (written by the person you are proposing to us) describing how the person who will be providing the services understands his/her calling to this specialized ministry setting. This document needs to highlight relevant gifts (pastoral, preaching, teaching, organizational, etc.) and experience.

VII. Relevant Training and work experience (see Mandatory and Rated Requirements)

Examples include: Canadian Association of Pastoral Practice and Education (C.A.P.P.E.) Units or equivalent training (location and hours of supervised pastoral work, field placement or practicum needs to be documented clearly –See **Requirements**)

Experience in pastoral ministry, preferably in Canada, in a parish/congregation, other forms of chaplaincy as well as prison ministry

VIII. Post-Secondary and Theological Education

List colleges, universities, seminaries attended with the degree or diploma received (include place where degree earned, name change of institution if applicable and manner in which degree work was done, e.g. distance education or onsite). Mention any awards received. List other forms of ongoing professional development.

IX. Hobbies

Extracurricular activities. e.g. Reading, sports, recreation, community involvement....

X. Other documents:

1. Ordination certificate, if applicable or official information regarding the equivalent recognition
2. Final Academic transcripts (photocopies accepted). The Diploma or Certificate will not be accepted.
3. Letter from Ecclesiastical Authority; **Catholic lay persons** also require a recommendation letter from their Pastor.
4. Completed Certificate from Ecclesiastical Authority concerning contracting process (p. 3)
5. Proof of liability insurance (see page 3).
6. Three other letters of reference as well as the Skills Rating Scale (p.4) describing the candidate's proven effectiveness in offering pastoral ministry as measured against the **Statement of Work & Requirements** for Chaplaincy;
7. Completed **Skills Self-Rating Scale** ([Form CSC/SCC 1394-1E](#))