

The Interfaith committee on Chaplaincy in collaboration with the
Correctional Service of Canada
Revised November 2008

**REQUIREMENTS FOR PROTESTANT & ROMAN CATHOLIC CANDIDATES
WISHING TO PROVIDE CONTRACT CHAPLAINCY SERVICES ON BEHALF
OF THEIR FAITH COMMUNITY**

*Please note that these **Requirements** must be read in conjunction with the **Guidelines for Submission** and the **Statement of Work**.*

1. MANDATORY REQUIREMENTS - CHAPLAIN

a) Ecclesiastical Status (One or the other)

*i) **Protestant:*** Ordination or, in the absence of an ordination tradition, the equivalent recognition (official commendation for pastoral ministry) by a Church, Religious denomination or similar group.

The completed and signed Certificate of Religious Authority (see p. 3, **Guidelines for Submission**) and letter, as requested (See p. 2, *ibid.*), will include an endorsement by the candidate's Canadian faith credentialing body indicating that the proposed personnel is in good standing with the denomination and meets the ordination (or equivalent) requirement.

Or

*ii) **Roman Catholic:*** **The completed and signed Certificate of Religious Authority** (see p. 3, **Guidelines for Submission**) and letter as requested (See p. 2, *ibid.*), will include an endorsement by the candidate's Canadian Roman Catholic Diocese or religious congregation indicating that the proposed personnel is in good standing with the denomination/ religious congregation. A letter from the Parish priest of the lay person is required.

b) Education

*i) **A first theological degree*** (normally a Masters of Divinity). If there are questions about the educational program, the candidate may be asked to have his/her transcripts evaluated, at the candidate's personal expense, by an educational credential evaluating agency recognized by CSC Chaplaincy.

*ii) **Degrees or educational credits earned abroad:***

Degrees or educational credits earned abroad must meet recognized international educational standards and be deemed an equivalent to similar training in North America. If there are questions about the educational program, the candidate may be asked to have his/her transcripts evaluated, at the candidate's personal expense, by an educational credential evaluating agency recommended by CSC Chaplaincy.

iii) Experience equivalent to education requirements:

Five years or more of credentialed/mandated ministry may be considered the equivalent to a maximum of one year of academic work. Special consideration will be given to candidates who can demonstrate a commitment to ongoing learning by chronologically documenting the various learning opportunities, courses, workshops etc. taken, can request a review of this ministry experience and continuing education by the **C.S.C. Chaplaincy Equivalency Committee**. This review will be done at no expense to the candidate.

- c) **A period of 200 hours of supervised pastoral work** (For example, supervised internship, field placement, practicum, [*Supervised Pastoral Education*](#)). This supervised pastoral work must be documented by providing information about how and where this supervised pastoral work experience was obtained & clearly stating the number of hours. Include a list of **references and supporting documents**.

d) **Language** - Knowledge of English or French or both is essential depending upon the requirements of the institution requesting contract Chaplaincy services.

e) **Experience** – A minimum of 3 years of clearly documented leadership experience in ongoing/continuous pastoral ministry (congregational, parish or church-based, or institutional i.e. Chaplaincy). This experience must be clearly documented.

2. RATED REQUIREMENTS:

Note: Candidates of faith communities making submissions are required to complete the self-rating scale (see the Guidelines for Submission, page 7).

Knowledge:

Candidates who are interviewed will need to demonstrate their knowledge of the following:

1. The Memorandum of Understanding and the *Canadian Charter of Rights and Freedoms* and concomitant obligations related to religious and spiritual accommodation.
2. Restorative Justice principles and their application.
3. Religious Education programming and techniques, learning and communication theory.
4. The Canadian criminal justice system.
5. Community resources and services in the area of the institution and have networking contacts within local faith communities.
6. Canadian cultural values and customs and how they are reflected in the workplace i.e. equality & diversity, respect, tolerance, non-violence, etc.

7. A theological framework for prison ministry, i.e. what are the theological/ spiritual motivating factors for ministry to prisons? How does pastoral work address criminogenic issues and needs?

Skills

Expertise in performing each of the tasks below:

1. Integrates faith perspective within a multi-disciplinary context.
2. Works positively with others from various faith communities in an interdenominational and/or interfaith team context.
3. Communicates effectively with groups and within interpersonal relationships with demonstrated conflict resolution skills.
4. Administrates/ manages ministry tasks through record-keeping, reporting, ordering supplies, volunteer management, establishment of a pastoral plan, and budget.
5. Functions as part of a team while maintaining pastoral values and priorities.
6. Develops trust relationships based on personal honesty and spiritual commitment.
7. Maintains a healthy sense of pastoral and personal boundaries.
8. Demonstrates tact, flexibility, patience, creativity, and initiative.
9. Demonstrates computer literacy with use of the internet, email, word processing software, and search methods.

Correctional or Related Experience

1. Preferred minimum of 100 hours of institutional correctional chaplaincy or community-based chaplaincy experience, or experience in working with marginalized populations. This may consist of volunteer service.