

CHAPTER 12

THE CHAPLAIN SERVICE

2-1. Purpose. This chapter defines the authority, mission, and organization of the Indiana Guard Reserve Chaplain Service. Its design is based upon Army and Air Force Chaplain Service Regulations, and its intent is to duplicate the Chaplain Service of the active and reserve components within the Federal military structure.

12-2. The Chaplain Service Mission. The mission of the Indiana Guard Reserve Chaplain Service is to provide opportunities for the free exercise of religion to the Indiana Guard Reserve community through worship, rites, religious education, visitation, pastoral counseling, and responsiveness to individual religious needs.

12-3. Chaplain Endorsement and Military Requirements. A chaplain is a representative of a religious body and a commissioned officer in the Indiana Guard Reserve.

a. Chaplains as Religious Representatives. All Chaplains are endorsed by and represent a religious body recognized by the Armed Forces Chaplains Board (AFCB) of the Department of Defense (DOD). This endorsement certifies that a person qualified to represent a specific faith group that believes in God and is a fully ordained or qualified priest, rabbi, or minister.

(1). The religious needs of the Indiana Guard Reserve Community determine chaplain requirements. The Office of the Chief of Chaplains coordinates these needs with religious faith groups and denominations recognized by the AFCB. Clergy appointed as chaplains serve the pluralistic religious needs of the personnel of the Indiana Guard Reserve.

(2). Religious agencies provide new chaplain endorsements on the following occasions: Prior to initial appointment in the IGR or upon a change of denominational affiliation or status of clergy.

b. As Commissioned Officers, Chaplains:

(1). Comply with the directives of the Joint Forces Headquarters Indiana regarding commissioned officers.

(2). Possess 120 credit hours of undergraduate credits (or the equivalent) from an accredited college of university. This requirement cannot be waived.

(3). Possess a Master of Divinity degree (or the equivalent) from an approved Theological Seminary. This requirement may be waived providing the chaplain has served five (5) continuous years of pastoral duties or taught three (3) semesters in a school of theology.

(4). Have rank without command, but exercise operational supervision and functional direction of Chaplain Service personnel and activities.

(5). Serve only in a noncombatant status and do not bear arms. In the event of Federal Activation a chaplain must carry DOD Form 1934, "Geneva Conventions Identify Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces."

(6). Upon being called to State Active Duty (SAD) all chaplains must carry a set of their activation orders stating, "The Mission of Religious Personnel Who Serve in or Accompany Forces of the Indiana Guard Reserve."

12-4. Religious Title. Chaplains are addressed as "chaplain" regardless of grade. Traditional religious titles may be used when appropriate.

12-5. Chaplain Attire:

a. Only officers with an ecclesiastical endorsement and appointment as chaplains according to this chapter may wear the chaplain insignia.

b. When conducting religious services, chaplains wear either the prescribed IGR uniform, liturgical apparel, or conservative civilian attire appropriate for conducting religious services. Chaplains may wear religious accouterments with the uniform in the performance of worship and practices distinctive to their faith group.

12-6. Chaplain Communications:

a. **Professional.** Communications pertaining exclusively to professional matters go directly to the professional agency and not through administrative channels. Chaplains may communicate directly with the Chief of Chaplains or the Deputy Chief of Chaplains for the Indiana Guard Reserve for personal and confidential matters.

b. **Privileged.** Privileged communication with chaplains is protected against interference from third parties according to religious practices of faith groups and Rule 503 of the Military Rules of Evidence. Chaplains will not divulge privileged communication without the written consent of the persons enjoying the privilege. When state and federal courts are involved, chaplains will seek the advice of the judge advocate. Chaplains must secure files copies (paper, computer files, or both) of communications containing privileged information. Chaplains personally dispose of privileged communication files.

12-7. Command Responsibility. The Indiana Guard Reserve accommodates the religious practices of its personnel.

a. Program and Support Commanders provide a comprehensive religious program through the Chaplain Service and authorize the necessary financial and logistical support.

b. Incompatible Assignment. Commanders will not:

(1). Assign chaplains to duties that are incompatible with the role and profession of a chaplain.

(2). Direct chaplains or other military personnel to conduct or take part in liturgical rites or joint services that conflict with their religious beliefs.

(3). Detail chaplains to deliver death or seriously ill messages to military personnel or their family members. For pastoral care, chaplains should accompany personnel responsible for delivering such messages.

12-8. Chief of Chaplains. The chief of Chaplains is the director of the IGR Chaplain Service and advisor to the Commander and the Chief of Staff on religious, ethical, and quality of life concerns. Also, the Chief of Chaplains:

a. Directs and maintains a trained, equipped, and professional Chaplain Service.

b. Promotes the effectiveness of chapel and religious programs by establishing policies and providing resources.

c. Manages, with other staff agencies, the program-related areas of:

(1). Manpower and personnel.

(2). Program Support.

(3). Religious facilities.

(4). Ecclesiastical and public relations.

(5). Readiness.

(6). Professional and military education.

(7). Funds and materiel.

d. Establishes and maintains a working relationship with the leaders and endorsing agencies of the religious communities of the State of Indiana.

12-9. Major Command Chaplains:

a. Each level of command within the IGR will have an assigned chaplain who shall serve on the special staff of the commander as advisors and make command policy for religious, ethical, and quality of life concerns.

b. When directed by the Chief of Chaplains, serve as an evaluative body and provide observations for formulating policy.

c. Supervise and provide pastoral care for personnel within their command according to the policies of the Chief of Chaplains by providing:

(1). Educational programs.

(2). Professional conferences.

(3). Inter-command conferences in coordination with JFHQIN-IGR-CS.

(4). Staff assistance visits.

(5). Inspections.

d. Notify Headquarters, Indiana Guard Reserve within twenty four (24) hours in the event of:

(1). Death, serious illness or hospitalization of any unit member.

(2). Whenever a unit member loses a spouse or immediate family member through death.

e. Provide weekly update status on any deaths, illnesses, or hospitalizations.

12-10. Senior Chaplains. Unless otherwise directed by the Chief of Chaplains, the senior ranking chaplain of any unit is the Senior Chaplain. The Senior Chaplain serves on the special staff of the commander as advisor on religious, ethical, and quality of life concerns. This Senior Chaplain engages the combined resources of all chaplains, enlisted Chaplain Service personnel, and other members of the IGR chapel community in developing an effective chapel program for the needs of the IGR,

a. The Senior Chaplain is responsible for:

(1). Designing and operating a total religious program at the unit level.

(2). Acquiring and managing appropriated and non-appropriated funds and resources.

(3). Maintaining facilities, including the proposal of modification, or development of structures suitable for religious services and activities.

(4). Scheduling and using facilities.

(5). Giving priority to major faith group needs versus denominational needs.

(6). Prohibiting gratuities to chaplains and enlisted Chaplain Service personnel for weddings, baptisms, funerals, etc. In the performance of official duties.

(7). Establishing a duty chaplain program.

(8). Provide current schedules and publicity of chapel services and activities for information centers, bulletins, newspapers, and other media.

(9). Making religious literature available; ensuring the propriety of all chapel-sponsored literature displays; prohibiting the display or distribution of materials derogatory to any religious group; providing a suitable library of religious books and periodicals for the use of IGR personnel and families.

(10). Identifying religious holy days and special needs by:

(a). Advising the commander concerning holy days that are significant to religious groups.

(b). Advising the commander and other officials concerning special support requirements of religious groups in the practice of their religious observances.

12-11. Chaplains. Their ministry embraces faithfulness to the traditions and requirements of their endorsing religious bodies, as well as full participation in a cooperative and pluralistic ministry. Where a chaplain finds that his traditions forbid him to perform certain duties of other traditions, he will do all within his power to see that those needs are met through visiting military chaplains or clergy approved by the Chief of Chaplains.

12-12. Chaplain Service Support Personnel. These are enlisted members of the Chaplain Service. The ranking member of the chaplain support service is directly responsible to the Senior Chaplain. He is the central manager for religious program support, facilities, administration, and the NCOIC of the chaplain element.

12-13. Additional Resource Personnel:

a. **Auxiliary Chaplains.** These are Federal Active duty Chaplains or Retired Chaplains who may be available to conduct religious services or instruction classes to supplement the assigned chaplain.

b. Non-Chaplain Personnel. The commander may authorize certain civilian clergy, or lay leader, to conduct religious services or perform certain rites where the requirements of a certain religious body cannot be met by the assigned chaplains or such has been requested by IGR personnel or family members.

12-14. Chapel Programs. They include, but are not limited to:

a. Worship and Religious Observances. Worship services are conducted according to the faith traditions of the assigned chaplains and the needs of the community. At least one of the Sunday morning services is designated to express the shared faith commitment of the Protestant community.

b. Religious Education. Religious education is provided for all personnel. Core religious education materials approved for use in the chapel program are selected by the religious education advisory groups under the direction of the Chief of Chaplains.

c. Pastoral Care. Pastoral Care includes the spiritual, physical, social and emotional needs of all personnel.

d. Visitation Ministry. Chapel Personnel will visit all work, recreation and residential areas, hospitals, sites, and confinement facilities.

e. Lay Ministry. The development of lay leadership is essential in all aspects of the chapel program.

12-15. Readiness Requirements and Responsibilities:

a. Readiness requires planning, training, and the ability to perform chaplain responsibilities under adverse circumstances such as natural and civil disasters as well as Armory Management in the event of activation of the National Guard.

b. Pastoral Ministry Readiness required that a chaplain be trained to provide spiritual support, solace, and ministry during emergency contingencies.

c. Casualty Assistance. The unit chaplain will provide casualty assistance under most circumstances. However, in his absence, authorization is granted for the Commander to request the Chief of Chaplains to supply fully qualified Chaplain personnel to render the proper assistance in providing pastoral support during casualty notification.

12-16. Chaplain Training. Three levels of training will be made available by the Chief of Chaplains:

a. Level I. This is a basic orientation course dealing with military courtesies and customs, and designed to assist the chaplain to adjust from a civilian to a military community and ministry.

b. Level II. This is an advanced course designed to assist the chaplain in understanding his place as a staff officer.

c. Level III. This is a course designed to assist the chaplain to minister in disaster and specialized ministries.

12-17. Annually the chaplain will submit a statistical report consisting of his attendance at meetings, annual training activities, services performed, training completed and honors involved in his service to the IGR. Such reports shall cover the period 1 January THRU 31 December and shall be in the Chief of Chaplains office not later than 15 January each year. The Chief of Chaplains will compile the report to be given to the Commanding General not later than 31 January of each year.