



# International Fellowship of Chaplains

PO Box 1004, Temple TX 76503  
(254) 314-2159 Fax (989) 753-3238  
www.ifoc.org. Chaplains@ifoc.org

## **INSTRUCTIONS for I.F.O.C. CHAPLAIN ORDINATION**

Chaplain Licensure is for those who are seeking chaplaincy as a vocational choice.

Chaplain Ordination is for those who have received a divine calling from the Lord to chaplain ministry.

Candidates who wish to be considered for Ordination will send in the information requested in the Pathway (1,2,3,4 or 5) they wish the ordination committee to review.

Each Ordination pathway includes an "Assessment of Character" document (Page 9).

The Assessment of Character document for pathway 1 must be completed by the Senior Pastor of the applicant's home church.

If a candidate believes they qualify for one of the 5 Pathways to ordination, they are encouraged to submit documentation to the Credential Committee for review. Decisions are made from the documentation received, therefore, there is no way to discuss the application over the phone or by email to determine if a candidate qualifies prior to the documentation being received.

Ordination applicants must send in a signed "Application for Chaplain Ordination Checklist" (Page 8) and the required documents for the pathway they are applying under. If the signed checklist is missing then the applicant will be processed for Chaplain Licensing only.



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## APPLICATION for CHAPLAIN ORDINATION – Optional

Pages 8-9 must be submitted with copy of current I.F.O.C. Chaplain ID or completed APPLICATION for CHAPLAIN LICENSE.

The I.F.O.C. accepts applications for Ordination through one of the following five pathways. Please check the pathway (1-5) you are applying under and attach the required documentation.

✓ *Check off the document list (Pathway 1,2,3,4 or 5) below as you prepare your application.*

### 1st. Pathway

- A. \_\_\_\_\_ Assessment of Character for Ordination document (page 9) from the Pastor of my local church attesting to my calling as an Ordained Chaplain. (This form is NOT to be completed by a retired or home group pastor.)
- B. \_\_\_\_\_ I have attached written documentation of community involvement that attests to my commitment to chaplaincy ministry.
- C. \_\_\_\_\_ I have attached written documentation of my ministry involvement.

### 2nd. Pathway

- A. \_\_\_\_\_ I am an ordained minister in good standing with my church.
- B. \_\_\_\_\_ I have attached a copy of my Ordination Certificate.
- C. \_\_\_\_\_ Assessment of Character for Ordination Character document (page 9) from Ordaining organization.

### 3rd. Pathway

- A. \_\_\_\_\_ I am an ordained minister in good standing through an established ministerial organization.
- B. \_\_\_\_\_ I have attached a copy of my Ordination Certificate.
- C. \_\_\_\_\_ Assessment of Character for Ordination document (page 9) from Ordaining organization.

### 4th. Pathway

- A. \_\_\_\_\_ I currently hold a Master of Divinity degree from an accredited seminary.
- B. \_\_\_\_\_ I have attached a copy of my degree certificate.
- C. \_\_\_\_\_ Assessment of Character for Ordination from the Executive Officer of the accredited seminary. (page 9)
- D. \_\_\_\_\_ Assessment of Character for Ordination document from current place of employment as a minister. (page 9)

Should pathways 1-4 not be an option for ordination, the Licensed I.F.O.C. Chaplains can apply thru Pathway 5 after 12 months.

### 5th. Pathway

- A. \_\_\_\_\_ I am a Licensed I.F.O.C. Chaplain.
- B. \_\_\_\_\_ I have been Licensed for 12 months.
- C. \_\_\_\_\_ I am actively involved in my local congregation. My church name is: \_\_\_\_\_
- D. \_\_\_\_\_ I have attached written documentation of community involvement as an I.F.O.C. chaplain that attests to my commitment to chaplaincy ministry.
- E. \_\_\_\_\_ I have attached Certificates of Completion showing evidence of 14 contact hours of advanced training from either I.F.O.C. or ICISF demonstrating commitment to the work and spirit of chaplain ministry.

List below the Course Certificates and Contact hours attached with your application:

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I have a genuine calling of the Lord to Chaplain ministry & hereby submit my application for Ordination.

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Date \_\_\_\_\_

*Allow 8 weeks for processing & receipt of Chaplain Ordination application.*



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## ASSESSMENT of CHARACTER for ORDINATION

**To be completed for Pathways 1 - 4 by Senior Pastor or Ecclesiastical Overseer**

**Instructions:** Please return to the Ordination Candidate to send with their application for credentials. (do not send to I.F.O.C.)

Ordination Candidate Name \_\_\_\_\_

Pastor/Overseer Name (print) \_\_\_\_\_

Pastor/Overseer Signature and phone # \_\_\_\_\_

Church Name \_\_\_\_\_

Church phone # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Church website \_\_\_\_\_

Indicate how often do you directly interact with the candidate.

- Weekly  Monthly  Quarterly  Seldom  Never

Which best describes the candidate's response to the authority of your direct oversight? Describe.

- Submits easily  Submits reluctantly  Problematic.  Poorly

Which best describes the candidate's level of reliability and commitment?

- On time.  Frequently late or no shows  Prepared  Unprepared  Disinterested

Which best describes the candidate's ability to resolve conflicts within the organization?

- Resolves with wisdom.  Uses Biblical approach  Accusatory  Judgmental

Describe the fruit shown in the life of the candidate (such as benevolence towards others, examples of display of mercy and grace in their conversations with others and their involvement with helping others)

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Describe how the candidate demonstrates a genuine calling on his/her life for chaplain ministry.

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In a few sentences, describe your view of the candidate's character and reputation within your organization.

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Do you recommend the candidate for Chaplaincy Ordination with The International Fellowship of Chaplains?

- Yes  No If No, please explain on the reverse side