



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).

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.)

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 have attached my completed Assessment of Character for Ordination document from my Pastor. (page 9)
D. _____ My Pastor has direct oversight and interaction with me.
E. _____ I have attached written documentation of community involvement as an I.F.O.C. chaplain that attests to the candidate's commitment to chaplaincy ministry.

- F. _____ I have attached Certificates of Completion showing evidence of 14 contact hours of advanced training from the following list demonstrating commitment to the work and spirit of chaplain ministry (check the Certificates attached with application):

i	_____ I.F.O.C. Weddings and Funerals	4 contact hours
ii	_____ I.F.O.C. Annual Conference package	8 contact hours
iii	_____ I.F.O.C. Corps Leadership Course	6 contact hours
iv	_____ ICISF Individual Crisis Intervention and Peer Support	14 contact hours
v	_____ ICISF Group Crisis Intervention	14 contact hours
vi	_____ ICISF Spiritual and Psychological First Aid	14 contact hours
vii	_____ Red Cross Psychological First Aid	4 contact hours
viii	_____ ICISF Grief Following Trauma	14 contact hours

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 all candidates 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)

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

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

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

Yes No If No, please explain on the reverse side