

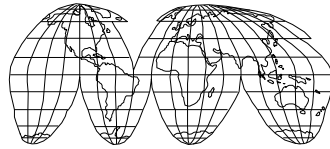
WANT TO BE PART OF A SELECT GROUP OF CIVIC-MINDED RELIGIOUS LEADERS?



CIVIL AIR PATROL CHAPLAIN SERVICE

INTRODUCTION

The mission of the Civil Air Patrol (CAP) Chaplain Service is to provide for the religious, moral, and spiritual needs of all Civil Air Patrol members. The dedicated men and women who comprise the CAP Chaplain Service are religiously trained and certified, and specifically appointed for this exciting ministry. CAP chaplain service members are at the forefront of the community serving humankind. Our vision is: The Civil Air Patrol Chaplain Service--the world's best volunteer chaplaincy. Our vision builds on more than 50 years of outstanding service to America. If you would like to join this proven ministry team, read on.



There are two categories of membership in the CAP Chaplain Service. Both must meet the full standards for senior (adult) membership in CAP as a starting point. Chaplains have the highest qualifications and, therefore, have the greatest responsibilities. In essence, CAP chaplains must meet the same religious standards as US military chaplains. Moral leadership officers (MLOs) have more limited qualifications and, therefore, more limited responsibilities. "Limited" certainly does not mean unimportant, however. MLOs assist chaplains by providing moral leadership classes when chaplains cannot be present, and they assist chaplains with worship and emergency services ministries to the extent allowed by their religious bodies.

"BUT I'M TOO BUSY TO JOIN."

Every clergy person certainly has more demands than hours in the day. The real question, then, is not the number of demands, but which ones to meet in order to make the best use of the time available. From that point of view, the CAP Chaplain Service is certainly a wise investment.

"SO HOW MUCH TIME ARE WE TALKING ABOUT?"

Normally, CAP units meet for two hours each week. Chaplains and MLOs, like all other CAP unit

members, generally make every meeting they possibly can. In addition, there are periodic actual and practice emergency services missions, special activities, conferences, and educational events. As volunteers, each chaplain and MLO is free to choose his or her level of involvement. But like most things in life, the more one invests, the more one receives from the investment.

"INVESTMENT? WHAT DO I GET OUT OF THIS?"



Prestige. CAP is the official civilian auxiliary of the United States Air Force. CAP members proudly wear the Air Force uniform, with distinctive markings, and perform non-combatant Air Force missions when tasked to do so. CAP chaplains meet the same high religious standards as military chaplains. No other volunteer chaplaincy meets such demanding standards. Being part of the CAP Chaplain Service, then, marks one as a leader among one's peers.

Community Service. CAP performs approximately 85% of the Air Force authorized search and rescue missions within the continental United States. CAP also provides invaluable assistance during natural disasters. During the 1993 midwest floods, for example, CAP delivered mail, provided aerial surveys of the flood area, and controlled all airspace over the federally-declared disaster area within 3000 feet of ground level. During the 1994 Los Angeles earthquake relief efforts, CAP volunteers staffed 17 of the 34 aid stations. These examples illustrate the ministry opportunities. As integral components of the CAP team, chaplain service members comfort disaster victims, survivors, and family members; strengthen and support the disaster relief workers; and bring a healing presence in the midst of chaos and tragedy. Not every clergy person is cut out for this type of ministry. Those who are, however, find opportunities for ministry where no ordinary civilian pastor could.

Influence with Community Leaders. CAP senior members tend to be leaders in their community. They join because they want to serve the community and the nation. Some are pilots, others are nurses, doctors, lawyers, or business people. They, too, tend to be a cut above their peers. This gives chaplain service members the opportunity to influence those who

will influence public leadership and policy--even those who do not regularly attend any church or synagogue.



Influence with Future Community Leaders. The CAP cadet program is for young men and women ages 12 through 18. Because of its military-style organization and discipline, not all young people are willing to join. Those who do, however, are destined for future community leadership. Whatever their starting point in life, they want to do and be more. CAP chaplain service members have a unique opportunity to be key shapers of these future leaders' values. Moral leadership is one of the five required components of the CAP cadet program. CAP chaplains and MLOs lead these classes monthly. By using creativity to simulate these teens to think about moral and ethical issues, chaplains and MLOs have the chance to shape the values of tomorrow's leaders. This can give a 10, or even 100-fold return on the investment of time.

Collegial Ministry. The CAP Chaplain Service is a team. Chaplains and MLOs work with other chaplain service members to furnish a comprehensive chaplain program for the wing (state) and region. To do so, they work with other chaplain service members from all the religious bodies approved by the Armed Forces Chaplains' Board. Following the Air Force model, they practice "cooperation without compromise." This is an effective antidote to the loneliness and isolation some clergy report. It is also a powerful preventative for staleness in one's normal ministry setting.

Educational Opportunities. Since CAP Chaplain Service members may be called upon to perform Air Force chaplain service missions, their training curriculum mirrors the Air Force chaplain service curriculum very closely. MLOs are encouraged to take the same excellent training track as CAP chaplains. Normally MLOs will hold a CAP specialty rating in addition to the chaplain service rating. MLOs and chaplains who take these advanced courses will find that the end result will be more effective ministry in CAP and in their civilian setting.



Both chaplains and MLOs may attend wing, regional, and national training conferences. Chaplains must attend regional staff colleges to advance to positions of leadership within the CAP chaplain service. Most of these colleges and conferences offer

continuing education credits for participants. All are tuition free, making them a real bargain in today's tight-dollar economy.

"YOU SOLD ME. HOW DO I JOIN?"

That depends on which branch of the chaplain service you intend to apply for. The following sections describe the requirements, duties, and application process for each. If you have any questions about any of this, you may always contact:

National Staff Chaplain
 HQ CAP-USAF/HC
 105 South Hansell Street
 Maxwell Air Force Base AL 36112-6332
 Phone: 1-334-953-6002
 Fax: 1-334-953-7200
 E-Mail: hc@cap.af.mil

or check the Civil Air Patrol home page on the World Wide Web: <http://www.cap.af.mil>, or call 1-800-FLY-2338.

THE REQUIREMENTS FOR A CAP SENIOR MEMBER



All members of the CAP Chaplain Service must meet all these standard CAP senior member requirements before being appointed to their respective functions:

- 1) Possess the desire, willingness, and capability to promote the objectives and purposes of Civil Air Patrol.
- 2) Be at least 18 years of age or be a member of the Armed Forces on active duty at any age.
- 3) Be a citizen of the United States or an alien lawfully admitted for permanent residence to the United States of America and its territories and possessions or any lawfully admitted non-citizen residing in the United States specifically approved by the National Commander's designee (National Headquarters DP).*
- 4) Subject to being waived by the Executive Director or National Commander, any one or more of the following may be the basis for rejection of or loss of membership:
 - a) Conviction of a felony by any court of record whether federal, state or military.
 - b) A pattern of arrests and/or convictions including but not limited to sex offenses, child abuse, DUIs, dishonesty and violence.
 - c) Discharge from the Armed Services under less than honorable conditions.

d) Falsification of information on the membership application.

e) Previously terminated or nonrenewed for cause from membership in Civil Air Patrol.

f) Any other unfavorable information brought to the attention of Civil Air Patrol officials at any level.

*Applicants desiring a more complete explanation of these requirements can request assistance from their local CAP unit with CAP Manual 39-2, *Civil Air Patrol Membership*.

THE REQUIREMENTS FOR A CAP CHAPLAIN

In addition to the regular CAP senior member requirements, CAP Regulation 265-1, *The Civil Air Patrol Chaplain Service*, requires that applicants meet the following minimum standards before being appointed a CAP chaplain:



1) Receive an ecclesiastical endorsement or approval from a national religious official approved by the Armed Forces Chaplains' Board (AFCB).

2) Possess an accredited undergraduate degree AND an accredited graduate seminary degree (or equivalent graduate work if you belong to a religious group that does not normally require graduate education to function as part of that group's clergy).

3) Be engaged in a vocation acceptable to the AFCB approved endorser for clergy of that denomination, and document completion of CAP Level One training.

In exceptional cases the National Chaplain Administrative Committee may grant equivalency to the graduate study requirement, providing the applicant meets all other requirements and submits a resume of at least five years' experience as a pastor or similar role within their denomination. This equivalency is by no means automatic. The burden of verifying qualifications rests squarely with the applicant.

Successful applicants who meet all the basic standards are appointed chaplain, captain, CAP. Those who successfully pass the equivalency requirement are appointed chaplain, first lieutenant, CAP.

“WHAT DOES A CAP CHAPLAIN DO?”

Legally and morally, the unit commander has responsibility for the religious program within the

CAP unit. This responsibility is grounded in the First Amendment of the US Constitution and elaborated in US law establishing the federal chaplain service. The chaplain functions as the commander's staff officer and expert in religious and moral areas.

There are 12 *core processes*, or essential functions, that every chaplain should perform. These mirror the USAF Chaplain Service core processes and further verify the close working relationship between the Air Force and its auxiliary, the Civil Air Patrol. Chaplains work with their respective commanders to determine how to implement these core processes within the unit. For a more complete definition of each, see CAP Pamphlet 265-4, *Chaplain Service Handbook*, Chapter One.

- 1) Provides worship, liturgies, rites, and religious observances.
- 2) Provides pastoral counseling and spiritual nurture.
- 3) Performs pastoral visitation.
- 4) Plans for emergency service ministry. This is the CAP analog to the USAF emphasis on readiness.
- 5) Provides ethics and values instruction. This function is uniquely important in the Civil Air Patrol structure. It is how CAP chaplains “pay the rent” in many units.
- 6) Provides group pastoral care and spiritual renewal.
- 7) Provides advice on religious, ethical, and quality of life concerns.
- 8) Provides training, involvement, and recognition for volunteers who support chaplain ministry.
- 9) Provides humanitarian program suggestions to the unit commander.
- 10) Provides for financial support of the chaplain program. The chaplain requests and justifies funds from the unit budget.
- 11) Provides community religious observances.
- 12) Maintains ecclesiastical and clergy relations.

“HOW DO I APPLY?”

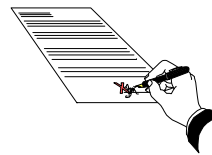


Figure 1 gives a flow of the application process described in this section. Applicants who need assistance with any of these areas can call Civil Air Patrol Personnel Directorate at 1-334-953-4248, or the National Staff Chaplain's office at 1-334-953-6002.

As Figure 1 indicates, there are two starting points to the process, both of which must take place

more or less simultaneously. The applicant must request an ecclesiastical endorsement to serve as a CAP chaplain from a national religious official approved by the Armed Forces Chaplains' Board (AFCB). Depending on the denomination, that process can take up to six months, and an applicant cannot be appointed until it is complete. Information regarding approved endorsers may be received by calling the National Conference on Ministry to the Armed Forces at 703-276-7905 or the National Staff Chaplain at 334-953-6002.

At about the same time the applicant requests the ecclesiastical endorsement, the applicant secures CAP Form 35--*Civil Air Patrol Chaplain Appointment Application*--from a local CAP unit. All applicants complete all blocks on the front of the form and all applicable blocks on the top of the back of the form. The applicant will send the completed form, signed by the unit commander, along with the completed FBI fingerprint card and a personal check or money order for national dues to the National Staff Chaplain's Office.

Applicants who are not graduates of accredited seminaries or other accredited graduate institutions must also complete the "Waiver Applicants" section

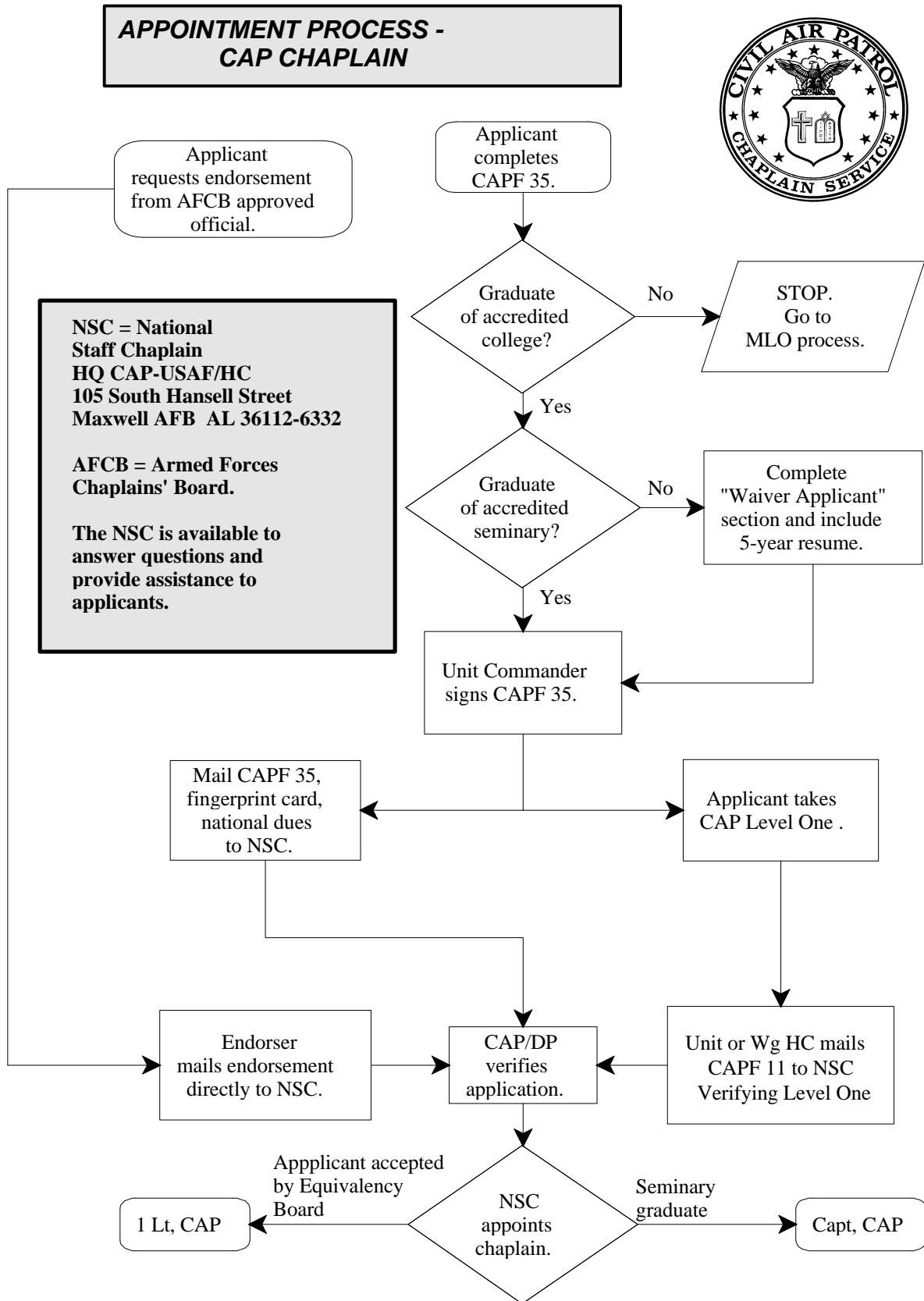
on the back of the CAP Form 35. To be considered by the equivalency board (the National Chaplain Administrative Committee), the applicant must submit a resume showing at least five years' pastoral experience (or similar denominational leadership position). Work which would traditionally be considered a lay person's job (for example, leading Bible study or teaching Sunday school) is **not** acceptable. This resume should be attached to the CAP Form 35 before the applicant mails it to the National Staff Chaplain.

Once the application is mailed, the applicant should work closely with the unit commander or wing chaplain to take and complete the CAP Level One course. This course is required for all CAP senior members, and chaplain service applicants must document completion of Level One prior to being appointed as a chaplain. That documentation happens when the unit commander, training officer, or wing chaplain notifies the National Staff Chaplain's office that the training has been completed.

The process sounds demanding, and it is. Only the best can be part of the "World's Best Volunteer Chaplaincy." Personally and professionally, however, the end result is more than worth it.



Figure 1



THE REQUIREMENTS FOR A CAP MORAL LEADERSHIP OFFICER



Moral leadership officers (MLOs) are valuable members of the CAP chaplain service team. They assist and support CAP chaplains by providing, upon request, moral and ethical instruction to cadets and seniors, by assisting chaplains with worship, and by supplementing chaplain resources during emergency services missions. Their qualifications match their responsibilities.

- 1) Complete two years (60 credit hours) of college, or present evidence of equivalent educational attainment.
- 2) Obtain a letter of recommendation from their pastor or other denominational official affirming their moral, religious, and teaching qualifications to lead moral leadership classes for CAP cadets and seniors.
- 3) Complete an interview with the wing chaplain or the wing chaplain's designee. The chaplain interview will specifically cover the candidate's ability and willingness to function effectively in a religiously pluralistic ministry.
- 4) Present evidence of at least two years' practical group leadership and/or teaching experience. Examples of acceptable experience include (but are not limited to) teaching Sunday school or CCD classes, Bible study leader, youth group leader, or pastor.

“WHAT DOES A MLO DO?”

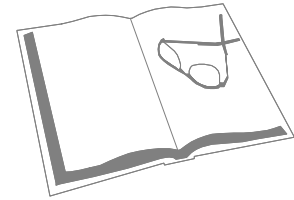
As the job title suggests, the MLO's primary function in the unit is to conduct *Values for Living* (cadets) and *Ethics for Command* (seniors) classes. If both a chaplain and a MLO are assigned to a unit, the MLO reports to the chaplain to develop a teaching schedule. The same principle applies when MLOs attend summer encampments or other special activities. When functioning as part of the chaplain service, the MLO always functions under the guidance and supervision of a chaplain.

In most cases, a mentor chaplain assigned by the wing chaplain provides this guidance and supervision. This structure gives both persons the opportunity to build a strong, mutually supportive working relationship from the very beginning.

During emergency services missions, MLOs are very real “force multipliers” for chaplains. Because MLOs have other CAP skills, they normally function in

these other areas. This gives them the opportunity to hear and see things a chaplain might not. With their religious sensitivity and knowledge of the CAP Chaplain Service, they can direct chaplains to the most needful places of ministry. In the event of mass casualties, the MLO's training can help them provide “spiritual triage” for the chaplain. If they have proper training, they can definitely be part of the overall trauma pastoral care team, assisting with debriefing trauma survivors and supporting fellow rescue workers.

Within the limits allowed by their denominational authority, MLOs are most welcome to assist chaplains with worship leadership. They may do this by offering



appropriate prayers, invocations, and benedictions as requested by commanders or chaplains. They may assist chaplains with scheduled and announced worship services. In the absence of chaplains, they may conduct worship services. They may also assist chaplains with military or military-style funerals.

MLOs may not serve as commanders, vice commanders, or chief of staff within CAP. However, they can perform other additional duties that other senior members accomplish.

MLOs may certainly offer advice and counsel, under the supervision of a CAP chaplain, on matters of ethics and morals to all senior members and cadets within the unit. However, MLOs do not enjoy the privilege of confidential communication that chaplains enjoy. For that reason, MLOs may not conduct the confidential religious interviews with unit members, nor may they be the sole chaplain service coverage for encampments or other special activities. If they have proper religious and legal credentials, they may offer pastoral counseling to unit members, but they must have unit members waive their right to confidentiality prior to engaging in such counseling. This restriction protects both the MLO and the unit member. Naturally, MLOs who are not clergy have a more limited scope of practice than those who are. Even clergy (chaplain or MLO) may not engage in practices which would be unusual for other clergy of their denomination with similar qualifications.

MLOs are a vital part of the chaplain service team. They can participate meaningfully in all of the core processes of the chaplaincy. Their two

fundamental restrictions are that they do not wear chaplain insignia nor do they use the title “chaplain.”

“HOW DO I APPLY?”



Applicants for moral leadership officer follow the process diagrammed in Figure 2. As members of the chaplain service, they use CAP Form 35 for the process. The one difference is that they specifically request appointment as a moral leadership officer in the “Waiver

Applicants” section on the back of the form. The unit commander signs both the front and the back. Like chaplain applicants, MLO applicants mail the completed CAP Form 35, the completed FBI fingerprint card, and a personal check or money order for national dues to the National Staff Chaplain’s office.

Applicants should request a letter of recommendation from their pastor or, if they are clergy, from a clergy member in their ecclesiastical chain of command. This individual should be one who knows the candidate well and can attest to his or her religious, moral, and ethical qualifications. The person writing the letter mails it directly to the National Staff Chaplain.

The applicant should also request a letter of recommendation from the wing chaplain. In most cases, the wing chaplain will appoint an experienced CAP chaplain in the vicinity to conduct the interview, write the required letter of recommendation and mail it directly to the National Staff Chaplain. If the applicant needs assistance locating the wing chaplain, he or she can always contact the National Staff Chaplain.

At the same time, the MLO should work with the unit commander or wing chaplain to take and complete the CAP Level One course. This course is required for all CAP senior members, and MLO applicants must document completion of Level One prior to being appointed. That documentation happens when the unit commander, training officer, or wing chaplain sends verification to the National Staff Chaplain.

Once all the required documentation is verified by Civil Air Patrol Personnel Directorate, the National Staff Chaplain appoints the applicant a MLO with the rank of second lieutenant in the Civil Air Patrol. He or she is now a select member of a proud team--a team with more than 50 years’ history of outstanding volunteer service to God, community, and nation--The Civil Air Patrol Chaplain Service.

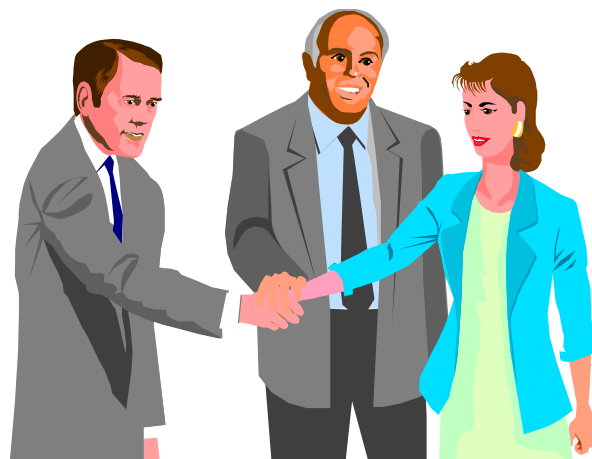


Figure 2



APPOINTMENT PROCESS - CAP MORAL LEADERSHIP OFFICER

