

American Township Fire Department			Standard Operating Guideline	
Section Training	Referral No. 10.7	Subject: Job Description- Chaplin	Date Issued 11/03/2008	Date Revised

Job Description Chaplin

Purpose:

To assist the A.T.F.D. In the fulfillment of its mission by providing for the spiritual and emotional needs of fire department personnel and possible victims of accidents served by those personnel through the establishment of a comprehensive chaplaincy program with the response area of American Township Fire Department.

Appointment of Department chaplains:

Due to the constant risk and stress that fire and emergency medical service personnel face in the line of duty, a chaplaincy program will be instituted in the American Township Fire Department. The Chaplain(s) will be formally appointed by the Fire Chief and the Officers.

Qualifications and Training of Chaplains:

Chaplains within the American Township Fire Department may be, but are not required to be, regular department members.

The individual(s) appointed to serve in the position of ATFD Chaplain will be:

- An ordained or lay member of the clergy with a written endorsement form his church or superior verifying his training and qualification to carry out ministerial duties.
- In good physical health so as to not be limited in ministering to personnel and victims in critical settings.
- Interested in the fire and emergency medical service.
- Prepared to serve in a crisis zone.
- Willing to make a significant commitment of time.
- Committed to learn the skills necessary to relate to firefighters and EMS personnel.

The individual(s) appointed to serve in the position of A.T.F.D. Chaplain will whenever possible:

- Meet with department and staff members.
- Visit and become familiar with the station.

Signature: Thomas Hadding	Title: Chief	Page 1 of 4
---------------------------	--------------	-------------

American Township Fire Department			Standard Operating Guideline	
Section Training	Referral No. 10.7	Subject: Job Description- Chaplain	Date Issued 11/03/2008	Date Revised

- Receive training on department organization and procedures, on personal protection in an emergency setting, and on rendering aid.

The individual(s) appointed to serve in the position of A.T.F.D. Chaplain will receive:

- Standard Fire and EMS gear with Chaplaincy designations.
- Picture ID.
- Fire Department pager.
- Area map book

Duties of the Department Chaplains:

The nature of the Fire and Emergency Medical Service lends itself to unpredictable situations. Therefore, the following is only a summary of what may be required in meeting the objective set by the American Township Fire Department Chaplaincy Program.

Emergency situations:

The Chaplain will respond when contacted directly through a page, or at his own discretion, and will report to the Officer in Command. When at the scene, the Chaplain will be under the authority of the Officer in Command.

Examples of emergency situation:

- A working structure fire.
- An incident of serious injury or death to a firefighter or other personnel.
- An incident that involves a victim that is a department member's immediate or extended family.
- Incidents where the victim or family is highly emotional or unstable.
- Care is needed for the family while a victim's treatment is underway.
- The victim of family of the victim specifically requests the services of a chaplain.
- Location and notification of victim's family.

Routine Duties:

- Visitation of the station and shifts to develop and maintain relationships with personnel.
- Attend fire department functions.
- Participate in department function.
- Participate in training as suggested by the training officer.

Signature: Thomas Hadding	Title: Chief	Page 2 of 4
----------------------------------	---------------------	--------------------

American Township Fire Department			Standard Operating Guideline	
Section Training	Referral No. 10.7	Subject: Job Description- Chaplin	Date Issued 11/03/2008	Date Revised

- Visitation of hospitalized department members and members of their families.
- Participate in training events as determined by the chief or other officers as being of benefit to the Chaplain's service.
- Provide comfort and counsel.
- Refer members to appropriate agencies for assistance.
- Be available to meet with members of the department in times of stress or difficulty.
- Conduct follow-up to insure victims are receiving necessary assistance.
- Serve as a member of the Critical Incident Stress Debriefing Team.
- Be on-call on a twenty-four hour a day basis.
- Represent and interpret fire department goals and concerns to the churches and religious institutions of the community.
- Assist when requested with public events or public information needs.

General Guidelines:

- The Chaplain's primary responsibility is to the church he services as a lay or full-time pastor. Thus the critical needs of his members will take precedence. If critical needs of his church and the department occur at the same time, and he is unable to honor both needs, he will endeavor to locate another pastor who can substitute for him at the scene (if possible and permitted by the Officer in Command) until he is sufficiently freed from his primary duties.
- The Chaplain will respect the beliefs of department members and any individuals he might encounter in his chaplaincy role. However, at no time can he be asked to compromise his personal, church, and denominational beliefs in the crew or others. If the Chaplain cannot adequately serve the religious needs of the individual, he will endeavor to do all that he can to secure religious care appropriate to the beliefs of the person in need.
- Communications with the Chaplain are on a strictly confidential basis and will not be released to department members or any other person. Fire personnel are encouraged to go to the Chaplain without having to notify their superior or anyone else. The Chaplain will, however encourage members to communicate appropriately with their department regarding their needs or of problems they observe in the department.
- Special services (weddings, funerals, etc.) are encouraged to be performed by department member's own pastoral staff. In the event that a department member in need does not have a church or pastor the Chaplain may be asked to fulfill such a role, but is under no obligation to do so. The Chaplain is encouraged to attend special services to support the department members and their families.
- The Chaplain, unless specifically trained and licensed to, does not provide counseling in the technical sense as this is used in the mental health field. His role is that of pastoral

Signature: Thomas Hadding	Title: Chief	Page 3 of 4
----------------------------------	---------------------	--------------------

American Township Fire Department			Standard Operating Guideline	
Section Training	Referral No. 10.7	Subject: Job Description- Chaplin	Date Issued 11/03/2008	Date Revised

care provider, offering comfort, assurance, and advice within his vocation as a minister of the Gospel.

- The Chaplain, at the request of the department or chief, may make himself available to represent the department at other official function, such as public or civic memorials. This request should be sensitive to the restrictions or guidelines of his or her own religious denomination, especially if other clergy are involved.

Signature: Thomas Hadding	Title: Chief	Page 4 of 4
---------------------------	--------------	-------------