**Covenant of Joint Supervision**

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Calling Church: Email:

Chaplain: Email:

*This document serves as a template for the Covenant of Joint Supervision between Chaplaincy and Care Ministry (CCM), the calling church, and the chaplain. The calling church and the chaplain together will review and adapt the Responsibilities of the Calling Church and Chaplain to include determining the month of the annual report due to council. After the calling church and chaplain sign the document, the council clerk will email the document to the CCM director for review and signature. The CCM director will provide a copy of the signed CJS back to the clerk and chaplain.*

**Responsibilities of Chaplaincy and Care Ministry (CCM)**

1. Provide orientation material for the chaplain and their calling church.
2. Provide initial endorsement of chaplain.
3. Facilitate the appointment of mentors for persons entering chaplaincy when appropriate.
4. Communicate with calling church when issues arise regarding the chaplain’s life, doctrine, and duties.
5. Receive and review annual reports from chaplains and calling churches.
6. Visit chaplain when possible—on site or with local chaplain cluster —to affirm, assess, and encourage his/her ministry.
7. Review and renew the chaplain’s endorsement of the chaplain every five years, including:
   1. Meeting with the chaplain (in person, by video conference, or by phone).
   2. Contact with employer.
   3. Meeting with calling church council, when deemed appropriate.
   4. Review of available reports from professional chaplaincy or accrediting organizations
8. Support and provide professional development of the chaplain.
9. Invite chaplain to annual CRC Chaplains Training.

**Responsibilities** **of the Calling Church**

1. The calling church shall have primary responsibility for supervising the chaplain’s life and doctrine and will communicate with CCM when issues arise regarding the chaplain’s life, doctrine, and duties.
2. The calling church will receive a report from the chaplain for inclusion for the calling church’s annual report. This will be done annually in the month of
3. The council will send an annual report (in conjunction with the chaplain’s report) to CCM. Reports may include:
   1. Names of those in the church who will provide church communications as well as emotional and spiritual support for the chaplain.
   2. Written reports provided by the chaplain to the calling church.
   3. How the chaplain fits into the life of the congregation, including invitations to preach, lead worship, and attend meetings and retreats.
   4. How the chaplain shares their special knowledge and training with the congregation.
   5. If and when the chaplain can attend or be a delegate to the major assemblies of the church.
4. The council, in conjunction with CCM, will review the chaplain’s ministry every five years.
5. One or more members of the council will meet with the chaplain at least once a year to review and report to the elder body on matters of the chaplain’s doctrine and life.
6. The administrative council will encourage the chaplain to share their expertise and gifts with the congregation, classis, and denomination.

**Responsibilities of the Chaplain**

1. The chaplain will provide the calling church and Chaplaincy and Care Ministry (CCM) with an annual ministry report at the council meeting (the written report will be presented each year as noted above).
2. The chaplain will commit to active involvement with his/her local congregation, considering the chaplain’s ministry obligations and unique giftedness.
3. The chaplain is responsible to report to the calling church and CCM when issues arise concerning their life, doctrine, and duties.
4. The report will incorporate the following questions:
   1. How the chaplain has seen God in his/her ministry
   2. Celebrations, challenges, or needs the chaplain currently faces in his/her ministry
   3. New initiatives, programs, staffing, or organization that the chaplain has implemented in his/her ministry during the last year
   4. New initiatives that the chaplain plans to do in the next year
   5. Prayer requests
   6. Educational, personal, and professional development
   7. Summary of denominational involvement such as attending the annual chaplains training, preaching, workshops, etc.
   8. Self-care and spiritual disciplines
   9. Interactions with a mentor if applicable (Required for first five years of chaplain ministry. If your classis has not assigned one; you may be asked to work with the Regional Pastor to initiate this process)

Chaplain: Date:

Chaplain signature

Council: Date:

Council member signature

CCM: Date:

Chaplaincy and Care Ministry Endorser, Rev. Tim Rietkerk