

Chaplaincy Academy of Religious Education & Training

Positions and Roles



ENDORISING BODY

Chaplaincy Nevada training is biblically based; which emphasizes Christ as the central figure and paradigm for all Christianity. Chaplains Certification and Academy studies and materials are endorsed after satisfying its specific education and training objectives as outlined by the authority of Messages of Faith Ministry, E.D. and governing Chaplains body, of religious trainers. Chaplaincy Academy Endorsing Body Members are professionals in education and training: Pastors, Assoc. Pastors, Elders, Sr. Chaplains, and Licensed Psych./Counseling.

They also meet once a year (**the last Saturday in the month of January**) to review the curriculum for the current year and approve any new courses that have been presented by a member of MOFM. One of their main purposes is to make sure the chaplaincy academy is in compliance to God's word and current religious educational standards.

Our Mission and Goal

Fostering Excellence: in the study of Christian principles and Chaplaincy An Entry Level In-house Academy of Chaplains Specialized Education and Training.

Provide: Sanctioned curriculum, and a unique format that allows the Chaplain to advance from a beginners level to an intermediate level of special training.

Provide Instructors: Trained & Professional.

Academy Tuition: No Cost. The Graduate Chaplain Academy provides students their materials, text, handouts, syllabus' as downloads for individual printing. All instruction and instructors are professionals, who are working the "Community for Christ". It is our purpose to "Build an Army of Chaplains", by feeding his sheep.

CHAPLAINCY ACADEMY DIRECTOR – SR Chaplain Michael Thrower

Primary Function: To provide a standard of excellence for religious studies and ongoing education.

Duties include but are not limited to:

- Annual session/class schedules.
- Class notifications (emails).
- Chaplaincy Academy student transcripts.
- Oversee all aspects of the chaplaincy academy courses.
- Review new courses for compliance.
- Monitor Instructor and student attendance.
- Provide annual review of Instructors and courses.
- Enforce code of conduct procedures for students and instructors.
- Provide statistics and quarterly reports to MOFM Advisory Board and Consultation Board.
- Provide two (2) annual training sessions for instructors.

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Positions and Roles Continued



ASSISTANT ACADEMY DIRECTOR – SR Chaplain LaQuieta Cooks

Primary Function: Support the Academy Director

Duties include but are not limited to:

- Serve as the backup for the Director when he/she is not available.
- Class notifications (emails).
- Submit monthly update to MOFM Advisory Board.
- Chaplaincy Academy student transcripts.
- Support the spiritual and physical wellbeing of Instructors.
- Implement new courses, upon approval.
- Monitor Instructor and student attendance.
- Assist with the annual training sessions for instructors.
- Maintain instructor and student code of compliance and class presentations.
- Assist where needed.

ACADEMY AIDE

Primary Function: Document, record, review, update and archive documents.

Duties include but are not limited to:

- PowerPoint review and updates
- Review and update class documents and syllabuses
- Class statistics and data configuration
- Document compliance
- Track class attendance
- Track annual graduation requirements
- Proofread advertisements: flyers, memos, correspondence, etc
- Evaluation tracking
- Assist in class when available
- Assist where needed

Academy Instructors

Primary Function: Educate chaplains on the Word of God.

Duties include but are not limited to:

- Skilled trainers/instructors, should be subject-matter experts, subject matter graduates, or subject matter certificate holders, and utilize their interactive learning skills in order to provide an exceptional learning experience for their fellow chaplains and students.
- Trainees, only assist, shadow, and apprentice under a skilled trainers/instructors.
- Each class shall be started and ended in Prayer, instructors name and information, name of the class and the topics that will be discussed. Each class training materials, PP, etc. shall use scriptures.
- Good manners and social skills should be administered at all times, whether on-location, in a classroom, on the telephone, and via any emails or texts.
- Trainers should use positive and productive methods to instill their training and subject matters, which may include workbooks, lectures, other literature, and power point for learning experiences.

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- Good hygiene, and proper dress codes at all times.
- Instructors must own a uniform Chaplaincy black polo conducting Chaplaincy classes. Chaplains may also use color-uniformed shirts for attending additional classes, events, etc.
- Language used for addressing students, fellow Chaplains, instructors and individuals will be conducted with respect and courtesy at all times. Instructor will not use derogatory, cursive, or sexual connotation, language at any time in any classroom.
- Addressing individuals with the proper salutation, title, etc. in a class setting should be done at all times.
- Introducing (passing the torch) to the next speaker should be done properly “Please help me welcome”.
- Never intrude or assume to be the “host, instructor, emcee, speaker, etc., where you have not been assigned, invited or without permission to participate. Never correct another instructor during their teaching session,
- Arrive to the classroom at least 30 min prior to your teaching time for preparation.
- Never ask a student chaplain to wait to the end of class to ask a question. You should always answer each questions at the time it is asked. Students need to feel that they are important. Keep answers brief if you’re on a time constraint to insure proper timing. Every class should have active participation.
- Spend time preparing and covering your syllabus, and topic; refer back to notes or textbook content in class.
- Do not give out any personal bias on subject matters, and NO negative opinionated references to POLITICS, or interfaith denominations. The Basic class has individuals from different faiths, denominations, and political parties. It is not the job of the instructor to be biased to any individual or belief, but to teach on their subject matter. Discussion is always welcome and appreciated.
- Debate, respectfully.
- Follow the syllabus, topics, bullet points, and subject matter at all times.
- Classes made up of 6 hrs. should have five 5-minute breaks (10 min. max.) and a 30-minute lunch break.
- Classes made up of 3 hrs. should have two 5-minute breaks (10 min. max.)
- Classes should start and end on time, with proper handouts or power points for note taking. Always stick to the point and cover the subject in a timely manner.
- The instructor should be the last person out the door to lock up. Never lend your key out. Please make sure the class has picked up all items, trash is thrown into the trashcan, coffee maker is off and rinsed out and the air heat/cool thermometer is off.
- Special classes, presentations, guest speakers may be scheduled as Chaplains further education and training/mentor resources from outside the Chaplaincy program. Any Chaplain who desires to schedule a special presentation/guest speaker, special training must submit the request for approval.
- Emails and texts should be sent out as informational, upcoming, or reminders only on Chaplaincy services, classes, bulletins. Each one should be sent professionally. They should contain only the proper and vital information, such as a greeting to “Chaplains”, the topic, and body of information, the date, time and location. They should be short and to the point. Send attachments, which are needed for printing. Every email response should be made with courtesy and respect.
- Phone calls to students and fellow chaplains should always be done with courtesy and respect, not with reprimand or impatience.
- Only the office of MOFM or the AB Chaplain Chair, or the class Instructor may send out first hand email information. Any second hand email containing training and training material information needs to be reviewed and approved by MOFM, and any AB meeting information needs to be reviewed and approved by the AB Chair.
- Instructors are provided a roster with their student names and email. Class updates, reminders may be sent out by the instructor, and must be copied to Admin, chaplain Barry.
- Instructors may not schedule any media, etc. without the approval of the board and AB Chair. Please submit any requests in writing.
- Instructors are volunteers. Enjoy your teaching. Give a minimum two-week notice if you’re unable to teach, as a sub will need to be assigned.
- Academy classes: All instructors are responsible for reporting their Attendance roster back to the Admin.