

Chaplain Guidebook

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS



Chaplain Guidebook

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

Published by
The Church of Jesus Christ of Latter-day Saints
Salt Lake City, Utah
© 2023 by Intellectual Reserve, Inc.
All rights reserved.
Version: 8/23
PD60004543 000
Printed in the USA

Unpublished work (copies not distributed to the general Church membership or to the public)
Administrative Note for Individuals Reviewing this Draft Document:
Areas for future Hyperlinks to specific Church publications are marked with a yellow highlight of a blue and underlined text.
Example: General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints, 18.13.

Summary of Recent Updates

September 2023

All Chapters have been updated as part of the initial revision of the guidebook. Any future updates will be noted here.

Table of Contents

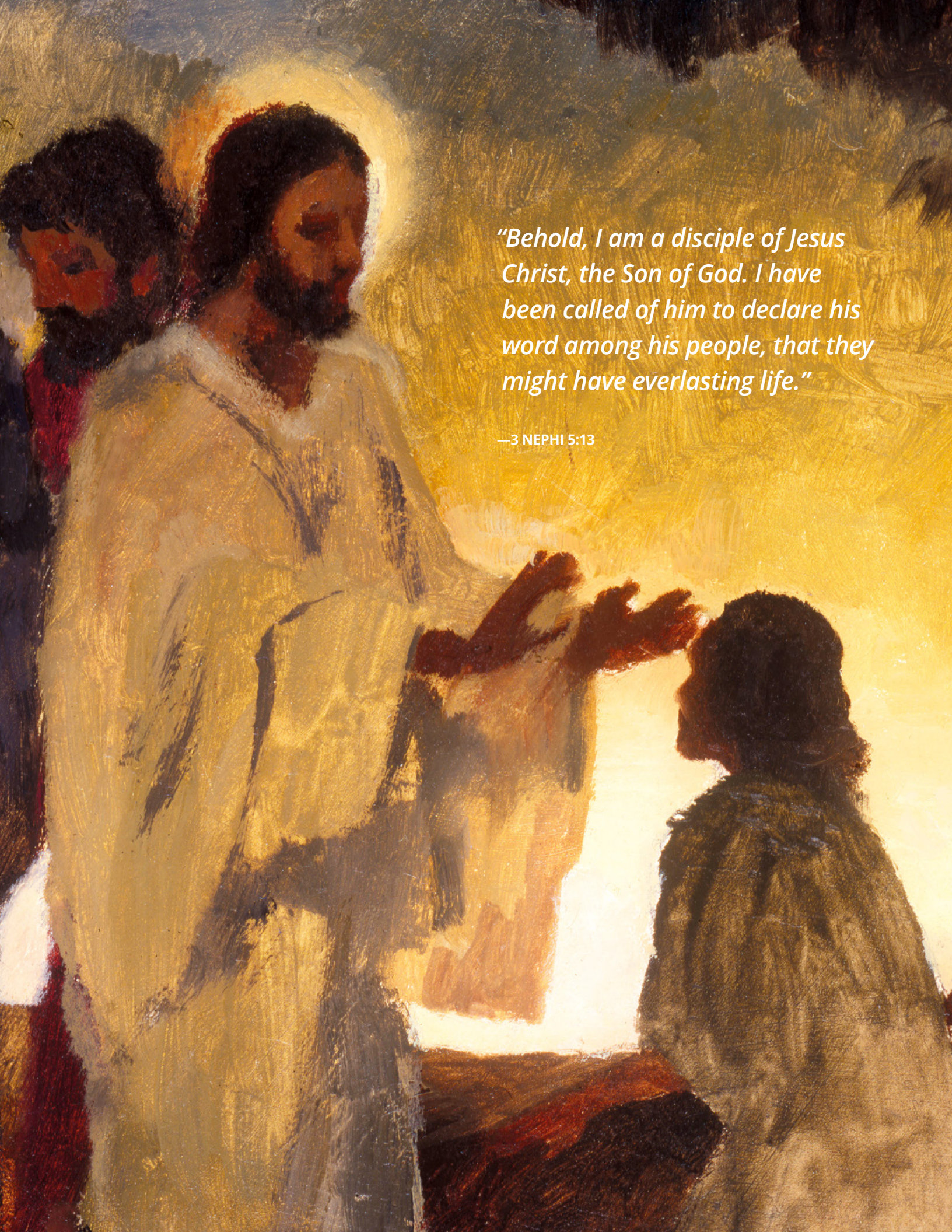
A Message from the First Presidency	ix
0. Introductory Overview	1
0.0 Introduction	1
0.1 This Guidebook	1
0.2 Updates	1
0.3 Questions about Instructions	1
0.4 The Church of Jesus Christ of Latter-day Saints Chaplains	1
0.5 Types of Chaplains	1
0.6 The Role of Latter-day Saint Women Chaplains	2
0.7 Reporting Lines	2
1. Obtaining and Maintaining Church Endorsement	3
1.0 Introduction	3
1.1 Initial Endorsement Requirements	3
1.2 Annual Endorsement Requirements	3
1.3 Withdrawal of Endorsement	3
2. The Church of Jesus Christ of Latter-day Saints Chaplain Code of Ethics	4
3. Chaplain Ministry Responsibilities	5
3.0 Introduction	5
3.1 Advising Leaders and Staff Regarding Religious and Spiritual Affairs	5
3.2 Advising on Moral, Ethical, Cultural, and Spiritual Matters	5
3.3 Completing Spiritual Assessments and Formulating Intervention Strategies	5
3.4 Counseling Individuals and Groups	6
3.4.1 Providing Pastoral Care, Counseling, Guidance, and Support	6
3.4.2 Premarital Counseling	6
3.4.3 Counseling LGBT Individuals and Couples	6
3.4.3.1 Counseling Individuals about Same-Sex Attraction	6
3.4.3.2 Counseling Transgender Individuals	6
3.4.4 Making Appropriate Counseling Referrals	7
3.5 Conducting Individual and Group Crisis Intervention	7
3.6 Collaborating with Other Professionals	7
3.7 Death Notifications and Providing Grief Counseling	7
3.8 Delivering Inspirational and Spiritual Messages	7
3.9 Offering Public or Private Prayers	7
3.10 Worship Services	8

3.10.1	Sermons	8
3.10.2	Offerings	8
3.10.3	Religious Rites from Other Faiths	8
3.10.3.1	Christian Communion	9
3.10.4	Christian Worship Service Chaplain Rotations	9
3.10.5	Attire	9
3.11	Conducting Ceremonies and Events	9
3.11.1	Civil Marriages	9
3.11.1.1	Marriages of Latter-day Saint Couples	9
3.11.1.2	Civil Marriage for Those Who Are Not Members of the Church	10
3.11.1.3	Religious Marriage Ceremony Following Civil Marriage	10
3.11.1.4	Marriage Ceremonies	10
3.11.1.5	Marriage Renewal Ceremonies	10
3.11.1.6	Fees	10
3.11.2	Memorial Ceremonies and Memorial Services	10
3.11.3	Funeral Services	11
3.11.4	Patriotic Ceremonies	11
3.11.5	Other Events	11
3.12	Conducting Suicide Awareness and Prevention Training	11
3.13	Providing Education Classes and Resource Materials	11
3.14	Facilitating Additional Religious and Spiritual Needs	11
3.15	Performing Rituals, Ordinances, and Blessings of Comfort and Healing	11
3.16	Coordinating Faith Tradition–Specific Ordinances, Rituals, and Spiritual Care	11

4. Relationships with Local Priesthood Leaders, Chaplains, Local Clergy, and Interfaith Leaders **12**

4.0	Introduction	12
4.1	Local Priesthood Leaders	12
4.1.1	Church Callings	12
4.1.2	Establishing Church Units or Groups	12
4.1.2.1	Institutional Restrictions on Religious Services	12
4.1.2.2	Service Member Groups in War Zones or Remote Areas (Military)	13
4.2	Relationships with Other Chaplains	13
4.3	Relationships with Local Clergy and Spiritual Leaders	13
4.4	Relationships with Interfaith Leaders	13
5.0	Introduction	14
5.1	Naming and Blessing of Children	14

5.2	Interviews for Convert Baptisms and Priesthood Ordinations	14
5.3	Sacrament	15
5.4	Administering to the Sick and Afflicted	15
5.5	Giving Blessings of Comfort and Counsel	16
5.6	Dedicating Graves	16
6.	Restrictions	17
6.0	Introduction	17
6.1	Malevolent Literature	17
6.2	Bearing Arms	17
6.3	Creeds	18
6.4	Repentance and Resolution of Transgressions	18
6.5	Robes, Stoles, Sashes, or Clergy Collars	18
6.6	Proselytizing	18
6.7	Same-Sex Marriage	18
7.	Privileged and Confidential Communications and Privacy Laws	19
7.0	Introduction	19
7.1	Privileged and Confidential Communications	19
7.2	Privacy Laws	19
8.	Education and Training Requirements	20
8.0	Introduction	20
8.1	Annual Chaplain Training Requirements	20
8.2	Volunteer Chaplain Training Requirements	20
8.3	Professional Chaplain Training Requirements	20
9.	Administrative Reports	21
9.0	Introduction	21
9.1	Submitting Administrative Reports	21
10.	US Military Chaplain– Specific Information	22
10.0	Introduction	22
10.1	Common US Military Chaplaincy Terms	22
10.2	Information Specific to US Military Chaplains	23
10.3	Supervising and Supporting US Military Distinctive Religious Group Leaders (DRGLs) and Religious Lay Leaders	23
	Appendix A: Procedure for the Civil Marriage Ceremony	24
	Appendix B: Request to Perform a Civil Marriage	24

An oil painting depicting a religious scene. In the center, a man with a beard and a golden halo, representing Jesus Christ, is shown from the waist up. He wears a white robe and has his right hand raised in a gesture of blessing or teaching. To his left, another man with a beard and dark hair is partially visible, looking towards the central figure. In the foreground, the back of a person's head and shoulders are visible, looking towards Jesus. The background is a warm, golden-yellow wash of color, suggesting a bright, divine light. The painting style is expressive, with visible brushstrokes and a rich, textured surface.

"Behold, I am a disciple of Jesus Christ, the Son of God. I have been called of him to declare his word among his people, that they might have everlasting life."

—3 NEPHI 5:13



A Message from the First Presidency

Dear Brothers and Sisters,

As a chaplain of The Church of Jesus Christ of Latter-day Saints, you have a unique opportunity to help our brothers and sisters and friends around the world feel God's love as you represent His Son, Jesus Christ.

The guidelines provided in this Chaplain Guidebook are based on gospel principles. They have been developed under the direction of the First Presidency and Quorum of the Twelve Apostles. We invite you to use them in your ministry and to help gather Israel.

May the Lord bless you in this sacred work of offering compassionate ministering to those you have been appointed to serve.

The First Presidency



0. Introductory Overview

0.0 Introduction

The Lord taught, “Let every man learn his duty, and to act in the office in which he is appointed, in all diligence” (Doctrine and Covenants 107:99). As a chaplain in The Church of Jesus Christ of Latter-day Saints, you should seek personal revelation to help you learn and fulfill the duties of a chaplain.

Studying the scriptures and the teachings of latter-day prophets will help you understand and fulfill your duties. As you study the words of God, you will be more receptive to the influence of the Spirit (see Doctrine and Covenants 84:85).

You also learn your duties by studying the instructions in this guidebook. These instructions can invite revelation if they are used to provide an understanding of principles, policies, and procedures to apply while seeking the guidance of the Spirit.

Doctrine and Covenants 4:5–6 records a revelation given by the Lord through the Prophet Joseph Smith. These verses list character traits that chaplains should possess: faith, hope, charity, love, virtue, knowledge, temperance, patience, kindness, godliness, humility, and diligence. Chaplains must be firmly grounded in the teachings and doctrines of The Church of Jesus Christ of Latter-day Saints, possess good listening and counseling skills, and have a strong and abiding testimony of the restored gospel.

0.1 This Guidebook

The Church of Jesus Christ of Latter-day Saints Chaplain Guidebook provides guidance for chaplains endorsed by The Church of Jesus Christ of Latter-day Saints (Church) as they fulfill their responsibilities to their employer or volunteer agency. The instructions are general in nature and may not address every situation a chaplain may encounter in his or her ministry.

For additional information, contact Military Relations and Chaplain Services by phone at 1-801-240-2286 or by email at PST-Military@ChurchofJesusChrist.org.

0.2 Updates

This handbook will be updated periodically. A list of recent changes is available in “Summary of Recent Updates.”

0.3 Questions about Instructions

When questions arise that are not addressed in the scriptures, the words of living prophets, or this guidebook, chaplains should rely on their covenants with God, the counsel of their local leaders, and the inspiration of the Spirit for guidance.

If chaplains have questions about information in this guidebook or about issues it does not address, they should contact Military Relations and Chaplain Services by phone at 1-801-240-2286 or by email at PST-Military@ChurchofJesusChrist.org.

0.4 The Church of Jesus Christ of Latter-day Saints Chaplains

The Church of Jesus Christ of Latter-day Saints chaplains serve people of all faiths. They must be able to minister effectively in a pluralistic religious environment without compromising their own religious beliefs. They ensure that individuals are afforded religious freedom and help facilitate the religious and spiritual needs of these individuals. If a chaplain is unable to provide certain religious rites, he or she seeks assistance from other chaplains or local religious leaders.

0.5 Types of Chaplains

Latter-day Saint chaplains serve in a variety of settings, including the following:

Military—Army, Air Force (US Air Force chaplains also serve the US Space Force), and Navy (US Navy chaplains also serve the US Marine Corps and Coast Guard)

Healthcare—hospitals, outpatient clinics, hospice, behavioral health, and assisted living or nursing homes

Public Safety—law enforcement, fire departments, prisons, detention centers, rehabilitation centers, Border Patrol, and other federal agencies

Education—colleges and universities

Corporate—workplaces

Civic, Private, and Nongovernment—US Civil Air Patrol, veterans' organizations, various civic organizations, and relief agencies

Some chaplains serve in unpaid volunteer positions. Others are in full-time or part-time paid positions. The Church does not provide compensation to chaplains for their services; the salaries for these chaplains are paid by the hiring entity.

0.6 The Role of Latter-day Saint Women Chaplains

Latter-day Saint women chaplains may perform marriages, funerals, memorials, worship services, counseling, classes, and other needs of ministry. If services or ordinances are needed beyond the scope of one's

authority, the chaplain will facilitate the service taking place with authorized personnel. This protocol is also used for administration of the sacrament and priesthood blessings.

0.7 Reporting Lines

Chaplains endorsed by the Church have two reporting lines: to the government or civilian entity they serve and to the Church as their designated endorsing agent. Chaplains endorsed by the Church are not considered Church employees or its agents.



1. Obtaining and Maintaining Church Endorsement

1.0 Introduction

The Church of Jesus Christ of Latter-day Saints encourages all members serving as a chaplain to obtain the blessings associated with becoming a Church-endorsed chaplain.

Due to the important role that a chaplain is required to fulfill, not every member who desires to become a chaplain will meet all of the training, experience, and other qualifications required to become an endorsed chaplain.

Each organization establishes its own educational and ministry requirements for chaplains. Most organizations require Church endorsement before a person may serve as a Latter-day Saint chaplain. The Church's Military Relations and Chaplain Services provide endorsement for all Latter-day Saint chaplains. Letters of endorsement from bishops and stake presidents are not sufficient and should not be provided.

1.1 Initial Endorsement Requirements

Before a person can begin service as a chaplain, he or she must receive official endorsement from the Church. Below are the requirements for initial endorsement:

Submit an application for ecclesiastical endorsement to Military Relations and Chaplain Services.

- Be endowed in the temple, possess a current temple recommend, and live worthy to enter the temple.
- Complete interviews with the bishop and stake president to assess worthiness, maturity, and suitability to represent the Church as an endorsed chaplain.
- Complete a chaplain advisory board review.
- Complete a psychological personality evaluation (required for military chaplains only).
- Complete a General Authority interview (required for military chaplains only).
- Serve faithfully in Church callings. (It is preferred, but not mandatory, that chaplains have served full-time

missions. However, they should have extensive experience serving in the Church; many institutions require a minimum of two years of ministry experience.)

- Have a working knowledge of *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*.
- Complete academic and specialized training requirements established by the institution. Many organizations require their chaplains to complete Clinical Pastoral Education.
- Regularly attend local Church services.

1.2 Annual Endorsement Requirements

Most institutions and organizations require annual certification of a chaplain's endorsements. For example, the Armed Forces Chaplains Board requires each faith group to annually submit a list of the military chaplains it endorses. Below are the requirements for continued endorsement of a Latter-day Saint chaplain:

- Possess a current temple recommend and live worthy to enter the temple.
- Serve faithfully in Church callings.
- Maintain decorum consistent with Church standards of personal behavior.
- Submit required reports to Military Relations and Chaplain Services by email at PST-Military@ChurchofJesusChrist.org.
- Attend the Annual Chaplains Training, unless excused by the Church's endorsing agent.
- Complete an annual interview with the stake president to reaffirm that the chaplain is temple worthy, meets family obligations, and fulfills Church callings.
- Adhere to "The Church of Jesus Christ of Latter-day Saints Chaplain Code of Ethics." (For more information, see section 2 in this guidebook.)

1.3 Withdrawal of Endorsement

If a chaplain of The Church of Jesus Christ of Latter-day Saints no longer adheres to the established standards, the Church may withdraw endorsement. Each situation is prayerfully reviewed by the endorsing agent and the assigned General Authorities.



2. The Church of Jesus Christ of Latter-day Saints Chaplain Code of Ethics

- I will adhere to the doctrine and practices of The Church of Jesus Christ of Latter-day Saints.
- I will follow the instructions and policies established by the Church for maintenance of my endorsement.
- I understand that, as a chaplain, I must work in cooperation with chaplains of other faith traditions. Together, we will strive to minister as completely as possible to the individuals and their families under our care.
- I will offer pastoral care and ministry to people of all faiths with the same commitment with which I serve members of my own faith.
- When conducting religious services that include people from other faith traditions, I will draw upon those beliefs, principles, and practices that we have in common.
- If I am asked to supervise other chaplains, I will respect the practices and beliefs of those I supervise. I will not ask any chaplain to perform a religious rite or worship service that would violate his or her religious beliefs or practices.
- I will seek to build constructive relationships with staff members and colleagues.
- As a disciple of Jesus Christ, I will maintain temple worthiness, observe personal and family devotions (including prayer and scripture study), and magnify my callings in the Church. I will live so that my personal practices are consistent with the Savior's teachings.
- I will ensure the free exercise of religion for members of my work environment, their families, and other associated individuals.
- I will treat all people with dignity and respect.
- I will keep confidential any privileged communication I receive in my ministry as a chaplain. (For additional information, see section 7 in this guidebook.)
- I will not proselytize to those I serve, but I retain the right to answer sincere questions about my faith when asked.
- I recognize the sacred trust afforded me as a chaplain. I will never betray that trust or exercise unrighteous power or influence over others. I will hold myself to the highest standard of moral and ethical behavior and will only do what is in the best interest of the people under my care.

3. Chaplain Ministry Responsibilities

3.0 Introduction

The scope of a chaplain's ministry varies depending on the setting. However, most chaplains may have the following responsibilities:

- Advise the leaders and staff as a subject matter expert regarding the impact of religious and spiritual affairs on the organization's operations.
- Advise the leaders and staff on moral, ethical, cultural, and spiritual matters.
- Complete spiritual needs assessments and formulate intervention strategies.
- Provide pastoral care, counseling, guidance, and support in individual and group settings—showing love, compassion, and service to others in need.
- Conduct individual and group crisis intervention.
- Actively collaborate with medical providers, caregivers, mental health counselors, other chaplains, clergy members, and community faith leaders as appropriate.
- Assist with death notifications and provide comfort to grieving family members and friends.
- Deliver inspirational and spiritual messages, including at interfaith services.
- Offer public or private prayers in various settings.
- Provide worship services.
- Conduct ceremonies such as civil marriages, memorial services, and funerals.
- Conduct suicide awareness and prevention training.
- Teach a variety of religious and nonreligious education classes and provide resource materials.
- Facilitate additional religious and spiritual needs with other chaplains or local clergy.
- As qualified and authorized, perform various rituals, ordinances, and blessings of comfort and healing.
- Coordinate qualified local priesthood holders,

clergy members, spiritual advisers, and other faith group leaders to perform faith tradition-specific ordinances, rituals, and spiritual care as necessary.

3.1 Advising Leaders and Staff Regarding Religious and Spiritual Affairs

As subject matter experts, chaplains are often asked to advise their leaders and staff regarding the impact of religious and spiritual affairs on the organization's operations. This can include how to support various religious and spiritual holidays and ways to help individuals ensure their religious freedoms can be respected and reasonably accommodated.

★★★★★

"I will go and do the things which the Lord hath commanded, for I know that the Lord giveth no commandments unto the children of men, save he shall prepare a way for them that they may accomplish the thing which he commandeth them."

—1 NEPHI 3:7

3.2 Advising on Moral, Ethical, Cultural, and Spiritual Matters

Chaplains are often expected to be available to advise leaders and staff in situations related to moral, ethical, and cultural issues as well as in spiritual matters.

3.3 Completing Spiritual Assessments and Formulating Intervention Strategies

All chaplains should be able to identify individuals who are experiencing spiritual distress and then assist them with appropriate pastoral care and counseling based

on the chaplain's level of capabilities. When their needs are beyond the capabilities of the chaplain, those individuals or couples should be referred to other chaplains or professionals who specialize in such counseling.

Professional chaplains should be able to complete spiritual assessments on individuals they are counseling and then provide them with an intervention plan to assist them with overcoming their spiritual distress. Clinical chaplains may also be required to document this in the patient's medical records.

3.4 Counseling Individuals and Groups

Chaplains are expected to provide both individual and group counseling commensurate with the chaplain's level of education and training. When any counseling needs are beyond the capabilities of the chaplain, those individuals or couples should be referred to other chaplains or professionals who specialize in such counseling.

Chaplains must remember to maintain appropriate levels of confidentiality associated with the type of individual and group counseling. (For additional information, see section 7 in this guidebook.)

3.4.1 Providing Pastoral Care, Counseling, Guidance, and Support

Pastoral care and counseling are related but distinct concepts that involve providing spiritual and emotional support to people in various settings. Pastoral care is a broader term that encompasses any activity of chaplain ministry that meets the needs of its members and its community.

Pastoral counseling is a branch of counseling that integrates both psychological and theological concepts into its counseling framework. What sets it apart is the way faith, spirituality, and theology are incorporated into the model. This incorporation of spiritual exploration and support can foster wholeness, healing, and growth in those who are seeking assistance.

3.4.2 Premarital Counseling

Chaplains are encouraged to conduct premarital counseling with the couple before performing the marriage.

Counseling should emphasize the importance of the vows the couple will make with each other.

3.4.3 Counseling LGBT Individuals and Couples

When Latter-day Saint chaplains are requested to provide counseling to LGBTQ individuals and couples, they should seek the inspiration of the Spirit for guidance, search the scriptures, read the words of living prophets, and review the instructions contained in this guidebook.

3.4.3.1 Counseling Individuals about Same-Sex Attraction

When a chaplain provides pastoral counseling to LGBTQ individuals or couples, he or she should do so with kindness, compassion, and a caring attitude—never in a condescending or judgmental manner. If LGBTQ individuals or couples request counsel regarding same-sex relationship issues or behaviors that conflict with the doctrines of the Church (such as same-sex sexual relationships or physical intimacy) or request counsel regarding topics that are otherwise beyond the capabilities of the chaplain, those individuals or couples should be referred to professionals who specialize in such counseling.

For additional information, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 38.6.15.

3.4.3.2 Counseling Transgender Individuals

Some people experience feelings of incongruence between their biological sex and their gender identity. As a result, they may identify as transgender (in this section, the term transgender includes those who identify as nonbinary or gender fluid). The Church does not take a position on the causes of people identifying as transgender.

Transgender individuals face complex challenges. When a chaplain provides pastoral counseling to these individuals, he or she should do so with sensitivity, kindness, compassion, and an abundance of Christlike love. All are welcome to attend Church meetings and activities as long as their attendance and behavior are consistent with the meeting's purpose.

If a transgender individual requests counsel regarding behaviors that conflict with the doctrines of the Church (such as sexual relationships or physical intimacy) or requests counsel regarding topics that are otherwise beyond the capabilities of the chaplain, those individuals or couples should be referred to professionals who specialize in such counseling.

When counseling Church members who have questions about specific policies, chaplains should refer them to their bishop.

For additional information, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 38.6.23.

For more information on understanding and supporting transgender individuals, see “Transgender” in the Life Help section on ChurchofJesusChrist.org.

3.4.4 Making Appropriate Counseling Referrals

When requests for counseling conflict with the doctrines of the Church (such as same-sex sexual relationships or physical intimacy) or requests for counsel regarding topics that are otherwise beyond the capabilities of the chaplain, those individuals or couples should be referred to professionals who specialize in such counseling.

3.5 Conducting Individual and Group Crisis Intervention

Chaplains will often be asked to provide post-trauma interventions for individuals and groups. These interventions should only be accomplished by chaplains who have appropriate crisis intervention training. Military chaplains should follow their service-specific crisis intervention training and intervention requirements.

When any crisis intervention needs are beyond the capabilities of the chaplain, those individuals or groups should be referred to other chaplains or professionals who specialize in individual and group crisis intervention counseling.

3.6 Collaborating with Other Professionals

Chaplains should always develop positive relationships and collaborate with other professionals, including medical providers, caregivers, mental health counselors, other chaplains, clergy members, and spiritual and faith leaders in the community as appropriate.

Healthcare and hospice chaplains also function as part of an interdisciplinary team (IDT). This IDT is a group of healthcare providers from different fields who work together or toward the same goal to provide the best care or best outcome for a patient or group of patients.

3.7 Death Notifications and Providing Grief Counseling

All chaplains should be prepared to assist with providing death notifications and should be ready to provide appropriate comfort to grieving family members and friends. There are many appropriate training resources available for both of these areas.

3.8 Delivering Inspirational and Spiritual Messages

Latter-day Saints chaplains should prepare and deliver inspiring messages so that all may be edified. In settings where participants come from many different faith traditions, such as a nondenominational service, chaplains should exercise discretion and base their messages and teaching on inspirational topics and beliefs that are shared in common.

All Latter-day Saint chaplains are encouraged to participate in any interfaith forums, councils, groups, and service projects in their local area.

When they are invited, it is also appropriate for chaplains to provide interfaith prayers and deliver inspirational and spiritual messages at interfaith services and events. Providing guest sermons for other churches or faith traditions is encouraged when invited.

Participating in “Christian chaplain” or “Protestant chaplain” or worship service rotations with other Christian chaplains or clergy members is also encouraged when requested.

3.9 Offering Public or Private Prayers

When providing a prayer at a mandatory function, chaplains must be sensitive and respectful to all present and follow general, inclusive guidelines established by their supervisors. In this setting, chaplains function in their institutional or governmental role. A chaplain's participation at mandatory functions is classified as government or institutional speech, not religious worship.

When providing these interfaith prayers, ending the prayer in the name of Jesus Christ may be offensive to non-Christian attendees who are required to be present. In such situations, The Church of Jesus Christ of Latter-day Saints chaplains may end their prayers using words such as "in His holy name, amen" or "in His sacred name, amen." Additional examples include "For these things we pray in Your holy name, amen" or for Abrahamic religious groups you can use "In the name of the God of Abraham, Isaac, and Jacob, amen," or the chaplain can simply close with the word "amen."



"But behold, I say unto you that ye must pray always, and not faint; that ye must not perform any thing unto the Lord save in the first place ye shall pray unto the Father in the name of Christ, that he will consecrate thy performance unto thee, that thy performance may be for the welfare of thy soul."

—2 NEPHI 32:9

However, when The Church of Jesus Christ of Latter-day Saints chaplains are functioning in their ecclesiastical role and are giving a prayer in a Christian or Latter-day Saint worship service where those in attendance have come voluntarily, they should close the prayer with "in the name of Jesus Christ, amen."

For additional information, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 29.6.

3.10 Worship Services

Since the United States government is prohibited from establishing a state religion, it cannot dictate the religious content of worship services. Therefore, chaplains are free to teach, counsel, and preach from their respective denominational doctrine.

Chaplains residing outside of the United States should follow the appropriate laws, policies, and procedures related to worship services for their respective location.

In worship settings where participants come from many different faith traditions, such as a general Christian worship service or a nondenominational service, chaplains should exercise discretion and base their sermons and teaching on doctrine and beliefs that are shared in common.

When conducting Latter-day Saint worship services, chaplains should follow Church practices and policies and teach Church doctrine and scripture.

3.10.1 Sermons

The Church of Jesus Christ of Latter-day Saints chaplains should prepare and deliver inspiring sermons so that all may be edified. Extremes in presentation (loud volume, dramatic movement, and so forth) should be avoided.

Providing guest sermons for other churches or faith traditions is encouraged when invited.

3.10.2 Offerings

In many churches, it is common practice to pass a collection plate during the worship service. Members of the congregation are asked to make an offering.

In the military, these funds are collected as part of the non appropriated funds and used for various ministerial activities under the supervision of the chaplains.

Chaplains may give a prayer of thanks for the offerings, asking that they be used in a manner that will bless the lives of those who receive them.

3.10.3 Religious Rites from Other Faiths

In general, Latter-day Saint chaplains should not perform religious rites from other faiths. Rather, they should arrange for another chaplain, civilian minister, or certified lay leader to perform these rites.

3.10.3.1 Christian Communion

Latter-day Saint chaplains should ask another Christian chaplain or qualified lay leader to conduct the Communion portion of the Christian worship service.

However, when assigned to isolated areas or war zones where there are no other chaplains available, Latter-day Saint chaplains may provide Christian Communion in the following manner:

The chaplain, lay leader, or assistant chaplain prepares trays with bread or wafers and grape juice. The chaplain then reads the following verses from 1 Corinthians 11:23–25:

Scripture Reading for Bread or Wafers

“The Lord Jesus the same night in which he was betrayed took bread: and when he had given thanks, he brake it, and said, Take, eat: this is my body, which is broken for you: this do in remembrance of me.”

Scripture Reading for Grape Juice

“After the same manner also he took the cup, when he had supped, saying, This cup is the new testament in my blood: this do ye, as oft as ye drink it, in remembrance of me.”

3.10.4 Christian Worship Service Chaplain Rotations

Participating in “Christian chaplain” or “Protestant chaplain” or worship service rotations with other Christian chaplains or clergy members is encouraged when requested.

3.10.5 Attire

When conducting a worship service, chaplains should wear either their uniform or conservative attire appropriate for Sabbath day worship.

3.11 Conducting Ceremonies and Events

Chaplains are routinely asked to conduct various ceremonies and events including civil marriages, marriage renewal ceremonies, memorial ceremonies, memorial services, funeral services, patriotic ceremonies, and many other types of events.

3.11.1 Civil Marriages

Latter-day Saint chaplains are not considered presiding Church officers unless they are serving as a stake president, bishop, or branch president. When a chaplain who is not a presiding Church officer performs a civil marriage, he or she functions as an agent of the government or civilian organization he or she serves. Thus, the wording of the civil marriage ceremony is changed slightly for these chaplains as noted in “Appendix A: Procedure for the Civil Marriage Ceremony.”

Latter-day Saint chaplains may only perform a civil marriage between a man and a woman.

Retired chaplains are not authorized to perform civil marriages in their capacity as chaplains.

Latter-day Saint military chaplains on active duty may perform a civil marriage without prior approval if civil law authorizes them to do so. Nonmilitary chaplains and chaplains assigned to Reserve or National Guard units must receive approval from the Church’s Military Relations and Chaplain Services.

Submit the request form at least two weeks prior to the wedding date. Refer to “Appendix B: Request to Perform a Civil Marriage.”

When a Latter-day Saint chaplain is requested to perform a civil marriage, the chaplain should be familiar with and follow all local marriage licensing procedures.

For additional information on performing civil marriages, contact Military Relations and Chaplain Services by phone at 1-801-240-2286 or by email at PST-Military@ChurchofJesusChrist.org.

3.11.1.1 Marriages of Latter-day Saint Couples

Although chaplains may perform a civil marriage for Church members, it is preferred that the bishop of the bride or groom perform the ceremony. If the couple wants the chaplain to perform the marriage, the chaplain should inform their bishop(s) before the ceremony takes place.

After the ceremony, the chaplain sends documentation to the bishop(s) of the couple's home ward(s). This written or electronic notification should include all the information needed to update membership records. The chaplain must also comply fully with local legal requirements for reporting and recordkeeping.

3.11.1.2 Civil Marriage for Those Who Are Not Members of the Church

Unlike a Church officer, Latter-day Saint chaplains may perform a marriage when neither the bride nor the groom is a member of the Church.

3.11.1.3 Religious Marriage Ceremony Following Civil Marriage

Couples who are married by a justice of the peace or other civil authority often desire to have a religious ceremony. Chaplains are authorized to perform the wedding ceremony following the procedures in "Appendix A: Procedure for the Civil Marriage Ceremony."

3.11.1.4 Marriage Ceremonies

The marriage ceremony should be performed in a dignified setting. Rehearsals are often needed to ensure that everyone is aware of the sequence of events and how the ceremony will be conducted. Before performing a civil marriage, a chaplain may counsel the couple on the sacred nature of the marriage vows. This may include a short sermon about the importance of love, kindness, selfless service, and respect between husband and wife. The chaplain may then add other counsel as the Spirit directs.

When performing civil marriages, chaplains should use the wording found in "Appendix A: Procedure for the Civil Marriage Ceremony."

If couples want to use personalized vows, they may do so during the ring exchange portion of the ceremony.

3.11.1.5 Marriage Renewal Ceremonies

Chaplains frequently participate in marriage enrichment programs where couples may desire to renew their wedding vows. Such ceremonies are often held to celebrate a wedding anniversary or following a military deployment or period of family separation. Latter-day Saint chaplains are authorized to perform these ceremonies.

3.11.1.6 Fees

In some faith traditions, it is customary for couples to provide monetary compensation to the clergy member who performs their marriage. Latter-day Saint chaplains may not accept any personal fee or other compensation for performing a marriage or other services.

3.11.2 Memorial Ceremonies and Memorial Services

Most government and nongovernment institutions distinguish between memorial ceremonies and memorial services. Memorial ceremonies are mandatory functions held under the direction of the unit commander or institutional supervisor.

Chaplains should follow the guidelines established by their respective institutions when leading a memorial ceremony. A memorial ceremony is not considered a religious service, but it may include religious elements, such as prayers, scripture readings, and hymns. The content of the ceremony is predominantly a celebration of the individual's life. Chaplains should be sensitive to the beliefs of all present at the ceremony.

Memorial services, on the other hand, are not mandatory. Like memorial ceremonies, they are still under the direction of the commander or institutional supervisor, but they are led by the chaplain. Memorial services contain more religious elements than memorial ceremonies.

3.11.3 Funeral Services

A funeral is considered a religious service and is conducted in accordance with the religious practices of the deceased. Latter-day Saint chaplains are often called upon to conduct funeral services.

When conducting a funeral service for someone who is not a Latter-day Saint, chaplains should be sensitive to the feelings and beliefs of the family and friends of the deceased.

For additional information, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 29.5.

3.11.4 Patriotic Ceremonies

Guidelines for participation in military or other institutional ceremonies are established by the commanders or institutional supervisors. Chaplains should present inspirational vignettes, prayers, devotionals, or spiritual thoughts with sensitivity toward those who may have differing beliefs. Service members who are preparing for war often look to the chaplain as a source of faith, hope, and courage. Messages given by the chaplain should encourage these virtues.

3.11.5 Other Events

Commanders or institutional supervisors may require chaplains to participate in other non worship events, such as suicide prevention or ethics trainings. In these settings, the commander or institutional supervisor may establish guidelines for the content being presented.

3.12 Conducting Suicide Awareness and Prevention Training

Chaplains will often be asked to provide suicide awareness and prevention training for individuals and groups. These training classes should only be accomplished by chaplains who have undergone appropriate suicide awareness and prevention training. There are many standardized training materials available for chaplains to use. Military chaplains should follow their service-specific suicide awareness and prevention training requirements.

3.13 Providing Education Classes and Resource Materials

Chaplains are often tasked with providing a variety of religious and nonreligious education classes and providing participants and other individuals with appropriate resources.

Chaplains should conduct appropriate research on the assigned topics prior to teaching any classes. Some organizations may have specific curricula that chaplains are required to use for their assigned classes.

3.14 Facilitating Additional Religious and Spiritual Needs

Latter-day Saint chaplains serve people of all faiths. They must be able to minister effectively in a pluralistic religious environment without compromising their own religious beliefs. They ensure that individuals are afforded religious freedom and help facilitate the religious and spiritual needs of these individuals. Local religious and spiritual leaders should be contacted as needed to provide specific needs to those you serve.

3.15 Performing Rituals, Ordinances, and Blessings of Comfort and Healing

As qualified and authorized, Latter-day Saint chaplains may perform appropriate rituals, ordinances, and blessings of comfort and healing.

For additional information, see sections 5 and 6 in this guidebook.

3.16 Coordinating Faith Tradition-Specific Ordinances, Rituals, and Spiritual Care

No chaplain is expected to be able to personally meet the religious and spiritual needs of every person. In circumstances when a Latter-day Saint chaplain is unable to provide specific ordinances, rituals, or spiritual care for members of other faith traditions, it is important for chaplains to develop relationships with local clergy members and spiritual leaders who are able to fulfill those requests. Such requests may include faith tradition-specific ordinances, rituals, and spiritual care as necessary.

4. Relationships with Local Priesthood Leaders, Chaplains, Local Clergy, and Interfaith Leaders

4.0 Introduction

All Latter-day Saint chaplains must operate in a pluralistic religious and spiritual environment and therefore should make an effort to meet and develop positive relationships with local leaders of the Church, other clergy members, and spiritual leaders in and around the communities in which each chaplain serves.

These efforts may include multiple areas depending on the geographical area and scope of a chaplain's ministry. Chaplains should make an effort to develop positive relationships with interfaith leaders who are not represented in the local community. Chaplains should also contact interfaith leaders and spiritual representatives near the chaplain's location to facilitate appropriate referrals for supporting individuals of other faith or spiritual traditions.

4.1 Local Priesthood Leaders

Latter-day Saint chaplains are encouraged to develop positive relationships with local Church leaders. This can make it easier to get any required permission from the local bishop or branch president.



4.1.1 Church Callings

Latter-day Saint chaplains should have appropriate callings in their ward or stake. This should include callings to serve as ministering sisters and brothers within their ward or branch. Chaplains should counsel with their ecclesiastical leaders if their chaplain duties and responsibilities might conflict with their Church callings.

4.1.2 Establishing Church Units or Groups

Local priesthood leaders, under the direction of area leaders, have the responsibility to provide support to Church members in prisons, hospitals, military installations, and assisted-care or rehabilitation centers.

This may include organizing Church units or providing worship services. Chaplains serving in these facilities work closely with local priesthood leaders to ensure that Church members are afforded the blessings of the gospel.

For more information, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 36; 38.9.4.

4.1.2.1 Institutional Restrictions on Religious Services

Chaplains ensure that priesthood leaders understand the policies and procedures that are unique to the government and institutional entities where they serve. Some entities have restrictions that limit the scope of the religious program that can be provided to Church members.

Church volunteers should not interfere in the treatment plans for patients in hospitals, assisted-care centers, or rehabilitation centers. Healthcare and other institutions are bound by federal, state, and institutional regulations to protect the safety of individuals and preserve confidentiality.

4.1.2.2 Service Member Groups in War Zones or Remote Areas (Military)

If military members are deploying to war zones or remote areas, chaplains should coordinate with priesthood leaders to ensure that group leaders are called

and set apart. They should coordinate with Military Relations and Chaplain Services to determine if there are functioning service member groups or Church units at the deployed location.

For more information, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 38.9.5.

4.2 Relationships with Other Chaplains

Since Latter-day Saint chaplains operate in an interfaith environment, all efforts should be made to meet and develop positive relationships with fellow chaplains from other faith traditions, as well as with other Latter-day Saint chaplains who are serving within the same or another organization. Other chaplains can also be utilized to perform faith tradition specific ordinances, rituals, and spiritual care as necessary.

4.3 Relationships with Local Clergy and Spiritual Leaders

It is important for chaplains to develop relationships with local clergy members and spiritual leaders in order to facilitate any individual religious and spiritual needs for those the chaplains serve, including having them perform faith tradition-specific ordinances, rituals, and spiritual care as necessary.

Delivering guest sermons for other churches or faith traditions is encouraged when invited.

4.4 Relationships with Interfaith Leaders

All Latter-day Saint chaplains are encouraged to participate in local interfaith forums, councils, groups, and service projects.

When chaplains are invited, it is also appropriate for them to provide interfaith prayers and deliver inspirational and spiritual messages at interfaith services and events.

The leaders of The Church of Jesus Christ of Latter-day Saints promote interfaith associations.

5. Priesthood Ordinances and Blessings

5.0 Introduction

Chaplains who hold the priesthood may perform priesthood ordinances and blessings. In some cases, prior authorization is required from the local priesthood leader who holds the appropriate keys. This chapter outlines instructions and requirements unique to chaplains.

For more information, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 18.

5.1 Naming and Blessing of Children

Before giving a child with Latter-day Saint parents a name and a blessing, chaplains should receive authori-

zation from the local bishop or branch president. This authorization is not required if the blessing is requested by parents from other faith traditions.

Sometimes service members or individuals of other faith traditions ask Latter-day Saint chaplains to christen or baptize children. In these cases, the chaplain should carefully explore with them what christening means. They should clearly explain that they cannot baptize the child, but they can give the child a blessing, or they can assist in arranging for clergy from another denomination to perform the baptism.

For more information, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 18.6.

5.2 Interviews for Convert Baptisms and Priesthood Ordinations

Interviews for convert baptisms are normally conducted by full-time missionaries under the direction of the mission president. In war zones or areas where there

“I am bold to declare before Heaven that I am just as ready to die in defending the rights of a Presbyterian, a Baptist, or a good man of any other denomination; for the same principle which would trample upon the rights of the Latter-day Saints would trample upon the rights of the Roman Catholics, or of any other denomination who may be unpopular and too weak to defend themselves.

“It is a love of liberty which inspires my soul—civil and religious liberty to the whole of the human race.”

— TEACHINGS OF PRESIDENTS OF THE CHURCH: JOSEPH SMITH (2011), 345

are no established missions, the Area President may authorize a Latter-day Saint chaplain to conduct baptismal interviews and perform baptisms and confirmations. Chaplains must provide Military Relations and Chaplain Services with the appropriate new member information for any baptisms performed so that appropriate database entries can be completed.

The Area President may also authorize a chaplain to conduct worthiness interviews and perform priesthood ordinations.

Chaplains should document all baptisms, confirmations, and priesthood ordinations on the appropriate forms and send the completed documents to the area offices so that the individual's membership record can be created and the ordinances recorded.

For more information, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 18.7; 18.8; 18.10.

5.3 Sacrament

The sacrament is a priesthood ordinance and must be administered under the direction of those who hold priesthood keys.

When participating in military exercises that prevent members from attending

church services, Latter-day Saint chaplains may conduct a sacrament service, including administration of the sacrament, with prior approval from the local bishop or branch president. Civilian chaplains must also have prior approval from the bishop or branch president to administer the sacrament as part of their chaplain ministry.

When military chaplains are deployed to remote areas or war zones, they are authorized to hold sacrament services for Latter-day Saint service members. When feasible, they should report their activities to designated priesthood leaders who have stewardship over the geographical area.

When a service member is isolated from other Church members while deployed, he may receive authorization from his bishop to administer and partake of the sacrament if he is a priest in the Aaronic Priesthood or holds the Melchizedek Priesthood. If there is more than one member at a deployed location, a group leader should be called to conduct church services and administer the sacrament.

For more information, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 18.9.

5.4 Administering to the Sick and Afflicted

Only worthy Melchizedek Priesthood holders may administer to the sick or afflicted. They do not need to seek approval from a priesthood leader.

Normally, two or more Melchizedek Priesthood holders administer to the sick. However, one may perform both the anointing and sealing.

For additional information, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 18.13.





If requested by an individual or family member not of our faith, any Latter-day Saint chaplain may provide an appropriate prayer or blessing of healing without prior authorization. As such, this would not be performed as a priesthood ordinance but would be offered as a simple prayer or blessing of faith.

5.5 Giving Blessings of Comfort and Counsel

Only worthy Melchizedek Priesthood holders may give blessings of comfort and counsel to family members and to others who request them. These may be especially helpful when individuals are preparing for important life decisions or when facing special challenges.

If requested by an individual or family member not of our faith, any Latter-day Saint chaplain may provide an appropriate prayer or blessing of comfort without prior authorization. As such, this would not be performed as a priesthood ordinance but would be offered as a simple prayer or blessing of faith.

5.6 Dedicating Graves

A chaplain who dedicates the grave of a Latter-day Saint should be authorized by the priesthood leader who conducts the funeral service, as applicable.

If requested by family members, chaplains may dedicate the grave of someone not of our faith without prior authorization. If the family prefers, a graveside prayer may be offered rather than a dedicatory prayer.

“And there were great and marvelous works wrought by the disciples of Jesus, insomuch that they did heal the sick, and raise the dead, and cause the lame to walk, and the blind to receive their sight, and the deaf to hear; and all manner of miracles did they work among the children of men; and in nothing did they work miracles save it were in the name of Jesus.”

6. Restrictions

6.0 Introduction

There are some limitations for Latter-day Saint chaplains when situations conflict with Church doctrine or are not in harmony with Latter-day Saint beliefs and practices.

If chaplains have any questions concerning restrictions, contact Military Relations and Chaplain Services by phone at 1-801-240-2286 or by email at PST-Military@ChurchofJesusChrist.org.

6.1 Malevolent Literature

Chaplains should not permit any literature that attacks a religion or faith group to be distributed or placed in literature racks at the base chapel or area of employment or deployment. Chaplains should give any inappropriate literature to their supervisor.

6.2 Bearing Arms

Chaplains in the military are considered noncombatants under the Geneva Conventions of August 12, 1949. US Armed Forces regulations and policies forbid them to bear arms. Security protection for the chaplain is



provided by the chaplain assistant. However, other chaplains may bear arms if required or authorized by their agency. For example, a US Border Patrol chaplain also serves as an agent and is required to bear arms when in uniform. Other chaplains may also be authorized to carry a weapon by their institution or agency.

6.3 Creeds

Creeds are statements or shared beliefs of a religious community (somewhat similar to the thirteen Articles of Faith). Some of the most widely accepted Christian creeds are the Nicene Creed and the Apostles' Creed. The Nicene Creed deals with the nature of Christ and the Trinity. The Apostles' Creed outlines the basic beliefs of Christianity and is primarily used by liturgical churches, such as the Roman Catholic, Lutheran, Episcopal, Presbyterian, and Methodist traditions.

Creeds of other faith groups often have doctrinal statements that are not in harmony with Latter-day Saint beliefs and practices. When conducting liturgical worship services, Latter-day Saint chaplains should ask other chaplains or lay leaders to lead the recitation of the creeds.

6.4 Repentance and Resolution of Transgressions

Bishops have the responsibility and necessary priesthood keys to help individual members of the Church to repent and resolve their transgressions. Chaplains may assist individuals in this process but should always refer Church members to their bishop to resolve any transgression.

6.5 Robes, Stoles, Sashes, or Clergy Collars

Latter-day Saint chaplains should not wear robes, stoles, sashes, or clergy collars that represent religious

vestments. Vestments are liturgical garments and articles worn by clergy from certain Christian denominations, such as the Catholic, Eastern Orthodox, Anglican, and Lutheran faiths.

The US Army chaplaincy has a generic stole, which is a uniform item for chaplains and is worn during special ceremonies, including honoring fallen service members who are being transported home. This stole has the seal of the United States of America at each end and is not considered a vestment. It may be worn by Latter-day Saint chaplains.



*"We claim the privilege
of worshiping Almighty
God according to the dictates
of our own conscience, and
allow all men the same privilege,
let them worship how, where, or
what they may."*

—ARTICLES OF FAITH 1:11

6.6 Proselytizing

Chaplains should be exemplary in the way they live the gospel of Jesus Christ and how they interact with others. They may answer inquiries regarding their beliefs and religious practices but should not engage in proselytizing activities with those they serve in their chaplain ministry. Those desiring to actively investigate the teachings of the Church should be referred to the full-time missionaries.

6.7 Same-Sex Marriage

Latter-day Saint chaplains are not authorized to perform same-sex marriages or union ceremonies or to conduct any ceremony renewing same-sex marriage or union vows, even though such marriages and unions are now recognized as legal by various states, territories, and countries.

For additional information, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 38.6.16.

7. Privileged and Confidential Communications and Privacy Laws

7.0 Introduction

All chaplains must be familiar with and follow all respective laws regarding privileged and confidential communications. These laws will vary significantly in each state, territory, and country, and from region to region.

7.1 Privileged and Confidential Communications

Latter-day Saint chaplains follow the policies on confidentiality established by the institution by which they are employed or for which they volunteer. They have a solemn duty to keep confidential all information that individuals give them in confessions, pastoral counseling, and interviews. However, some jurisdictions may require chaplains and clergy to report incidents, such as child abuse.

In the US military, each individual is entitled to the privilege of confidential communication with a chaplain. Privileged communication includes information shared privately with a chaplain as a matter of conscience or as a formal act of religion. This right to confidentiality belongs to each individual, and a chaplain cannot be required to violate that right by disclosing privileged communication in a court of law or to the authorities without informed consent from the individual who shared it. If authorities challenge the confidentiality required of chaplains, the chaplains should seek advice from the legal office of the governmental or nongovernmental entity where they serve.



7.2 Privacy Laws

Among the US laws governing privacy, there are two in particular that chaplains should be aware of: the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act (HIPAA). The Privacy Act protects individuals' records that can be retrieved by personal identifiers, such as a name, social security number, or other identifying number or symbol. This law prohibits the disclosure of these records without the written consent of the individual. HIPAA governs the protection of patients' medical records and healthcare information. Normally, any information that is released requires the patient's prior consent. Chaplains outside of the US must be familiar with and follow the appropriate laws governing privacy in their respective state, territory, country, or region.

8. Education and Training Requirements

8.0 Introduction

Although the Church does not have any specific baseline education or training that is required for all Latter-day Saint chaplains, it is highly recommended that each chaplain be diligent in preparing for their respective chaplain ministry utilizing the most current education and training resources.

In addition to an ecclesiastical endorsement for chaplains, most organizations that utilize chaplains have specific training requirements that must be met in order to serve with their organization as a chaplain. Additionally, there are many great resources for chaplaincy training. For additional information on recommended education and training resources, contact Military Relations and Chaplain Services by phone at 1-801-240-2286 or by email at PST-Military@ChurchofJesusChrist.org.



“And as all have not faith, seek ye diligently and teach one another words of wisdom; yea, seek ye out of the best books words of wisdom, seek learning even by study and also by faith.”

—DOCTRINE AND COVENANTS 109:7

8.1 Annual Chaplain Training Requirements

Military Relations and Chaplain Services holds an annual training for chaplains in conjunction with each October general conference. As part of the annual endorsement requirements for Latter-day Saint chaplains, all chaplains must attend the annual chaplains' training, unless excused by the Church's endorsing agent.

All chaplains must meet the current continuing education requirements for the organization in which they are serving. Latter-day Saint chaplains are encouraged to also complete additional chaplaincy-related training on an annual basis in order to maintain and improve their capacity to serve others.

Every chaplain must obtain sufficient chaplaincy-related training for their chosen chaplain specialty (such as military, healthcare, public safety, education, corporate, civic, private, and nongovernmental organizations).

8.2 Volunteer Chaplain Training Requirements

Education and training requirements for volunteer chaplains vary significantly depending on the type of chaplain ministry where the chaplain is serving. These requirements vary from institution to institution, and the level of education and training requirements vary based on the type of chaplain ministry that is desired. Typically, the education and training requirements for volunteer chaplains are not as extensive as those required for professional chaplains.

8.3 Professional Chaplain Training Requirements

All military chaplains and other professional chaplains have rigorous education and training requirements from their organizations that must be completed prior to receiving a Church endorsement. These requirements vary from institution to institution, and the level of education and training requirements vary based on the type of chaplain ministry.

As an example, in addition to meeting college education requirements, all professional chaplains desiring to work in hospitals are normally required to complete a year of Clinical Pastoral Education (CPE). Each hospital organization has specific standards regarding what type of CPE they accept at their institution.

For additional information on recommended education and training resources, including Clinical Pastoral Education (CPE), contact Military Relations and Chaplain Services by phone at 1-801-240-2286 or by email at PST-Military@ChurchofJesusChrist.org.

9. Administrative Reports

9.0 Introduction

Submission of all required reports to Military Relations and Chaplain Services is part of the established standards included in the annual endorsement requirements for all Latter-day Saint chaplains.

9.1 Submitting Administrative Reports

Monthly chaplain reports must be submitted to Military Relations and Chaplain Services. If chaplains have questions concerning reporting procedures, contact Military Relations and Chaplain Services by phone at 1-801-240-2286 or by email at PST-Military@ChurchofJesusChrist.org.





10. US Military Chaplain-Specific Information

10.0 Introduction

Military chaplains are commissioned officers in the United States Armed Forces. They ensure that military service members and their families are afforded religious freedom. Chaplains may serve full-time while on active duty in the Army, Navy, Air Force, Marine Corps, or Coast Guard. They may also serve part-time in the Reserves and National Guard while pursuing other types of civilian employment. Reserve and National Guard chaplains frequently deploy with their units for extended periods of time.

10.1 Common US Military Chaplaincy Terms

Chapel Tithes and Offerings Fund (CTOF). This is the term used by the US Army, US Air Force, and US Space Command to represent the account for non-appropriated funds, including individual religious donations. The CTOF provides the means by which tithes, offerings, and donations given as an act of worship during religious activities are accounted for, safeguarded, and disbursed. The CTOF is intended to fund non-mission-essential religious, moral, humanitarian, and related social needs addressed by the religious community.

Command Master Religious Plan (CMRP). This is the term used by the US Army, US Air Force, and US Space Command to represent the overall religious program at a command. It is the primary document

used by the Chaplain Corps to plan and track religious support programs at all levels of the Army.

Command Religious Program (CRP). This is the term used by the US Navy, US Marine Corps, and US Coast Guard to represent the comprehensive program of religious ministry that is planned, programmed, budgeted, and implemented to meet identified religious ministry requirements at each level of command.

Distinctive Religious Group Leader (DRGL). This is the term used by the US Army, US Air Force, and US Space Command to represent qualified individuals certified by recognized religious organizations to assist commanders and military chaplains in accommodating religious requirements of soldiers and family members belonging to religious groups with distinct religious needs that cannot be met by available military chaplains. A DRGL provides a very precise service for a prescribed period of time to further the CMRP in the free exercise of religion. The DRGL must be sponsored and approved by a local chaplain. The DRGL has no inherent authority or implied permission to conduct religious activities outside of the CMRP.

Religious Lay Leader. This is the term used by the US Navy, US Marine Corps, and US Coast Guard to represent qualified individuals certified by recognized ROs and appointed by the commanding officer. Lay leaders are supervised and trained by the command or immediate superior in command chaplain to serve for a period of time to meet the needs of a particular religious organization when their military chaplains are not available. The lay leader may conduct services but may not exercise any other activities usually reserved for chaplains.

Religious Offering Fund (ROF). The system by which monetary collections offered by religious service participants in the context of worship are managed. This is the term used by the US Navy, US Marine Corps, and US Coast Guard to represent the account for non-appropriated funds, including individual religious donations. The ROF provides the means by which tithes, offerings, and donations given as an act of worship during religious activities are accounted for, safeguarded, and disbursed. The ROF is intended to fund non-mission-essential religious, moral, humanitarian, and related social needs addressed by the religious community.

Religious Organization (RO). An entity that is organized and functions primarily to perform religious ministries. Religious organizations possess ecclesiastical authority to endorse and withdraw endorsement for religious ministry professionals serving under their authority.

Service Member Group Leader. This is the term used by The Church of Jesus Christ of Latter-day Saints for DRGLs and religious lay leaders who are appointed to represent the Church. All RO letters of appointment for the Church are centrally issued by the Military Relations and Chaplain Services Division. For questions concerning letters of appointment, contact Military Relations and Chaplain Services by phone at 1-801-240-2286 or by email at PST-Military@ChurchofJesusChrist.org.

The service member group leader does not have priesthood keys. Because of this, they are not authorized to receive tithes or offerings, counsel members about serious sins, restrict membership privileges, or perform other duties that require priesthood keys.

For additional information on calling service member group leaders, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 30.8.5; 38.9.5.

Tithes and Offerings. All tithes and offerings collected as part of the CMRP or CRP by chaplains, DRGLs, or religious lay leaders are required to be deposited in the CTOF or ROF. These donations are required to stay at the command, and no portions of the donations may go directly to any other religious or nonreligious organization.

Church members in the military should be encouraged to pay their tithes and offerings. They submit their tithes and offerings to their home ward or online at ChurchofJesusChrist.org. Members who are unable to make donations online should send an email to DonationsInKind@ChurchofJesusChrist.org and request assistance.

10.2 Information Specific to US Military Chaplains

Military chaplains are appointed to their specific military service (such as the US Army, US Navy, or US Air Force) after meeting all the requirements of the Department of Defense (DoD) (*The Appointment and Service of Chaplains, DoD Instruction 1304.28 series*). This military appointment requires chaplains to obtain and maintain an ecclesiastical endorsement from a DoD-recognized religious organization (RO). Continued service as a military chaplain requires both continued approval from the military service and continued approval of the RO endorsing agent.

Chaplains in the military are considered noncombatants under the Geneva Conventions of August 12, 1949. US Armed Forces regulations and policies forbid them to bear arms. Security protection for the chaplain is provided by the military chaplain assistant.

10.3 Supervising and Supporting US Military Distinctive Religious Group Leaders (DRGLs) and Religious Lay Leaders

Chaplains are responsible to supervise all assigned DRGLs and Religious Lay Leaders.

In all of the military services, Distinctive Religious Group Leaders (DRGLs) and religious lay leaders must be supervised by an assigned chaplain.

Additionally, Latter-day Saint chaplains should provide additional faith-specific guidance and support to any Latter-day Saint DRGLs and Religious Lay Leaders.

Latter-day Saint Service Member Group Leaders in Remote Areas or War Zones

Stake or mission presidents normally call and set apart service member group leaders. However, this may not be possible in some remote locations or war zones.

Since a group leader is not given priesthood keys with his calling, it is permissible for him to be appointed without being set apart. The priesthood leader who is responsible for the location can appoint a worthy Melchizedek Priesthood holder to serve as the group leader. He first verifies the man's worthiness with his bishop and stake president. If a Latter-day Saint chaplain is in the area, the priesthood leader can authorize him to call and set apart a group leader.

For additional information, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 38.9.5.

Appendix A: Procedure for the Civil Marriage Ceremony

Latter-day Saint chaplains are not considered presiding Church officers unless they are serving as a stake president, bishop, or branch president. When a chaplain who is not a presiding Church officer performs a civil marriage, he or she functions as an agent of the government or civilian organization he or she serves. Thus, the wording of the civil marriage ceremony is changed slightly for these chaplains as shown below. For further information, see *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 38.3.6.

The chaplain should be familiar with and follow local marriage licensing procedures.

"To perform a civil marriage, [a chaplain] addresses the couple and says, 'Please take each other by the right hand.' [The chaplain] then says, '[Groom's full name] and [bride's full name], you have taken one another by the right hand in token of the vows you will now enter into in the presence of God and these witnesses.' (The couple may choose or nominate these witnesses.)

"The [chaplain] then addresses the groom and asks, '[Groom's full name], do you receive [bride's full name] as your lawfully wedded wife, and do you of your own free will and choice solemnly promise as her companion and lawfully wedded husband that you will cleave unto her and none else; that you will observe all the laws, responsibilities, and obligations pertaining to the holy state of matrimony; and that you will love, honor, and cherish her as long as you both shall live?'

"The groom answers, 'Yes' or 'I do.'

"The [chaplain] then addresses the bride and asks, '[Bride's full name], do you receive [groom's full name] as your lawfully wedded husband, and do you of your own free will and choice solemnly promise as his companion and lawfully wedded wife that you will cleave unto him and none else; that you will observe all the laws, responsibilities, and obligations pertaining to the holy state of matrimony; and that you will love, honor, and cherish him as long as you both shall live?'

"The bride answers, 'Yes' or 'I do.'

"The [chaplain] then addresses the couple and says, 'By virtue of the legal authority vested in me as a chaplain in the [branch of military or civilian organization], I pronounce you, [groom's name] and [bride's name], husband and wife, legally and lawfully wedded for the period of your mortal lives.

'May God bless your union with joy in your posterity and a long life of happiness together, and may He bless you to keep sacred the vows you have made. These blessings I invoke upon you in the name of the Lord Jesus Christ, amen.'

"The invitation to kiss each other as husband and wife is optional, based on cultural norms" (*General Handbook*, 38.3.6).

If couples want to use personalized vows, they may do so during the ring exchange portion of the ceremony.

Appendix B: Request to Perform a Civil Marriage

Chaplains must use this form to request permission from the Church's Military Relations and Chaplain Services to perform a civil marriage.

The official form can be accessed online at [ChurchofJesusChrist.org/military/forms](https://www.ChurchofJesusChrist.org/military/forms). Civilian chaplains and chaplains assigned to Reserve or National Guard units must receive approval from Military Relations and Chaplain Services prior to performing any civil marriages. Submit the request at least two weeks prior to the wedding date. The chaplain should also be familiar with and follow local marriage licensing procedures.

