

# RESPONDERS Resource Center

Community Chaplaincy Program

## Community Chaplaincy Manual Introduction

The following is a basic introduction primary to the use of the Community Chaplaincy Manual including the resources available herein. Please take some time before attending your first training to familiarize yourself with this book. You will find that there are tracking logs which you will need to know how to utilize in order to monitor your progress as well as which courses and meetings will still be needed to complete the Community Chaplaincy program.

### The Basics

- Manual cost – included in the Community Chaplaincy training fee.
  - If you have not paid, you will need to do so before receiving the manual.
  - If you lose your manual and need a new one, the replacement cost is \$25.
- Mark your name inside as all manuals look alike.
- Review the Table of Contents and note the four sections:
  - Program Overview (Green tabs)
  - Course Notes (Pink tabs)
  - Tracking Logs (Blue tabs)
  - Miscellaneous (Brown tabs)

### The Details

- Program Overview (Green tabs)
  - Please carefully read and learn the basics of the Community Chaplaincy program.
- Course Notes (Pink tabs) list each course description only.
  - The actual notes will be handed out at only at the time the course is taken.
  - These will be pre-punched for placement in your binder in each appropriate section.
  - There are two blank note pages per course in your binder for your use.
- Tracking Logs (Blue tab)
  - “Course Tracking log”
    - In addition to signing the attendance sheet at each course, you will also be responsible for tracking the courses you have completed on this sheet.
  - “Mentored Apprenticeship Proposal Worksheet”
    - **Start thinking about this immediately as this is the one thing that most wait too long to start which causes a hold-up to the completion of the training.**
    - Once you have completed this proposal, set a time to meet with one of the RRC staff members for approval before beginning.
    - If you need assistance determining where to serve, request help from a chaplain or a RRC staff member.
  - “Mentored Apprenticeship Tracking Log”
    - **Be sure to use the tracking log as it is your only record for these hours served.**

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- Miscellaneous (Brown tabs)
  - *“Training Schedule”*
    - If a course is missed for any reason, you can attend the course the next time it is offered. Be sure and place it on your calendar to ensure its completion.
  - *“Chaplaincy Comparatives”*
    - Please review. This may assist you in determining your particular field for the required mentorship piece.
  - *“Recommended Reading List”*
    - These resources are here for your assistance and training.

We hope you enjoy the course and look forward to our time together.