Mission Chaplain Task Book

Extracted from the Civil Air Patrol Mission Base Staff Tasks
Manual Dated 24 May 2004

NATIONAL EMERGENCY SERVICES CURRICULUM
MISSION CHAPLAIN TASKS

The following tasks are included in this task guide.

Task # Task Title
Command Tasks

C-1000 DEMONSTRATE KNOWLEDGE OF THE ROLE OF THE MISSION CHAPLAIN ON SAR/DR MISSIONS INCLUDING CRISIS MINISTRY SKILLS

Logistics Tasks

L-0001 BASIC COMMUNICATIONS PROCEDURES FOR ES OPERATIONS

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Familiarization and
Preparatory Training

C-1000
DEMONSTRATE KNOWLEDGE OF THE ROLE OF THE MISSION CHAPLAIN ON SAR/DR MISSIONS INCLUDING CRISIS MINISTRY SKILLS

CONDITIONS

You are a new Mission Chaplain and have been asked to report to a mission base to serve as the Mission Chaplain.

OBJECTIVES

1. Take actions to minister to CAP members staffing the SAR mission.
2. Take actions to minister to family members of the search subject.

TRAINING AND EVALUATION

1. The Mission Chaplain must provide a comprehensive ministry to CAP members and families affected by the SAR mission. This must be done in a pluralistic setting that recognizes personal ministry limitations while ensuring religious needs of all parties are accommodated as much as possible.

a. The Mission Chaplain should first report to the Incident Commander for a situation report. The Mission Chaplain should also try to find additional local religious resources from a variety of religious backgrounds (Catholic, Jewish, Protestant, Orthodox) in case referrals are necessary or circumstances require additional resources.

b. The Mission Chaplain should contact family members affected by the SAR mission. Any religious preferences should be noted for possible referral to local religious resources. The chaplain should set up times and procedures for giving the family regular progress reports.

c. The Mission Chaplain should begin a visitation ministry that includes all functional work areas.

2. The Mission Chaplain should function as an observer of the people he interacts with. The chaplain may observe people that are hampered by fatigue or frustration. There may be emotional or psychological issues that may interfere with effective action on the mission. The chaplain should minister to those he believes he can assist, or refer to other resources if he cannot. If the chaplain believes there to be a significant mission impact, he should inform the Incident Commander of relevant issues while maintaining confidentiality of all privileged communications.

a. The Mission Chaplain should provide for the religious needs of the CAP team. This could include conducting worship or prayer services, as well as publicizing dates and times of local religious activities or arranging for visits from a variety of local religious resources. Arrangements should ensure that services or visits do not interfere with the search processes.

b. The Mission Chaplain should also be observing the Incident Commander for signs of fatigue and frustration. No one is immune to stress, and the IC is usually the focal point for every stressful situation.

c. The Mission Chaplain should offer his services to the family, but should not do so in a way that competes or interferes with any existing pastoral relationship the family may have. The best way to assist the family is to support any local religious resources the family may have. Someone in the family should be selected as the “point of contact”, so that a consistent communication process can be established and miscommunication minimized. If family members want to visit the mission base, the chaplain should serve at the point of contact with the family, and minimize the contact between the family and the rest of the mission base staff to prevent interference to the search operations.

Additional Information

More detailed information on this topic is available in the current CAPP 265-4 and CAPP 221.

Evaluation Preparation

Setup: This evaluation is best done as part of a daylong SAR exercise. Actual visitation with CAP members can be done, and visits or phone calls to and from the search subject's family can be simulated.

Brief Student: The student is the only chaplain who was able to respond to serve as Mission Chaplain. Provide a comprehensive ministry during the day to all CAP members and family members.

Evaluation

Performance measures:	Results	
1. Use and follow the checklist for Mission Chaplains?	P	F
2. Visit the Mission Base and assess its members morale and welfare?	P	F
3. Visit all functional areas of the mission? (Air Ops, Comm, etc.)	P	F
4. Assess team member's morale and welfare?	P	F
5. Meet at least once daily with the Incident Commander to report the assessment of mission member's morale and welfare?	P	F
6. Offer to set up Critical Incident Stress Management debriefings for team members?	P	F
7. Provide worship opportunities at times that did not interfere with search activities?	P	F
8. Establish a "point of contact" within the affected families?	P	F
9. Explore the use of local clergy resources familiar to the family?	P	F
10. Set up regular times to give the families a "progress report"?	P	F
11. Minimize contact between visiting family members and the mission base staff?	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

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Advanced Training

L-0001
BASIC COMMUNICATIONS PROCEDURES FOR ES OPERATIONS

CONDITIONS

You are a member of the CAP mission staff performing a task in which the use of a radio is necessary.

OBJECTIVES

Properly operate a CAP radio.

TRAINING AND EVALUATION

Training Information Outline

1. From time to time, duties may require the use of a CAP radio. This is not a difficult task, but does require some knowledge of operating procedures and equipment.

2. You should be able to demonstrate the following skills:

a. Demonstrate the proper method to contact another station.
b. Demonstrate knowledge of call signs.
c. Demonstrate knowledge of basic prowords.
d. Demonstrate ability to operate basic radio equipment.
e. Demonstrate knowledge of prohibited practices.
f. Demonstrate knowledge of National communications policies.
g. Demonstrate knowledge of local operating practices.
h. Demonstrate knowledge of region, wing, and local policies.

Additional Information

Additional information is available in CAPR 100-1 Vol. 1 and the "Radiotelephone Procedures Guide."

Evaluation Preparation

Setup: The student is provided with a basic radio (volume, squelch, channel controls) and asked to communicate with another station. At least one radio will be needed for this exercise. The pro-words "roger," "over," "out," affirmative," should be used. The exchange should go through several transmissions with questions and answers. Prohibitive practices, such as "chit chat," should be used or discussed.

Brief Student: The student is at mission base and has been assigned the task of reporting when the director of the local office of emergency management arrives for his/her tour of the facility.

Evaluation:

Performance measures	Results	
1. Listen before transmitting	P	F
2. Demonstrate calling procedures including call signs	P	F
3. Demonstrate use/understanding of basic prowords	P	F
4. Demonstrate understanding of radio equipment including finding local repeater/simplex	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

SPECIALTY QUALIFICATION TRAINING RECORD (SQTR)
Mission Chaplain

NAME (Last, First, MI)	CAPID	DATE ISSUED

Prerequisites

Item	Date Completed
Qualified GES	
Satisfactory completion of the current CAP Chaplain's Course (221)	

The above listed member has completed the required prerequisite training for the mission chaplain specialty.

_____ _____
UNIT/WING/REGION COMMANDER OR AUTHORIZED DESIGNEE'S SIGNATURE DATE

Familiarization and Preparatory Training

Task	Evaluator's CAPID and Date Completed
Complete NIMMS G193 or equivalent	
Complete Task C-1000 Demonstrate knowledge of the role of the mission chaplain on SAR / DR missions, including crises ministry skills	
Satisfactory completion of the current Chaplain's Helping Chaplains Course (221-A)	

The above listed member has completed the required familiarization and preparatory training requirements for the mission chaplain specialty qualification and is authorized to serve in that specialty while supervised on training or actual missions.

_____ _____
UNIT/WING/REGION COMMANDER OR AUTHORIZED DESIGNEE'S SIGNATURE DATE

Advanced Training

Task	Evaluator's CAPID and Date Completed
Complete Basic Communications User Training	
Complete Task L-0001 Basic Communications Procedures for ES Operations	
Complete the appropriate portion of CAPT 117, *Emergency Services Continuing Education examinations*	

Exercise Participation

The above listed member satisfactorily participated as a mission chaplain trainee under my direct supervision on mission number _____.

_____ _____
QUALIFIED SUPERVISOR'S SIGNATURE DATE

The above listed member satisfactorily participated as a mission chaplain trainee under my direct supervision on mission number _____.

_____ _____
QUALIFIED SUPERVISOR'S SIGNATURE DATE

Unit Certification and Recommendation

The above listed member has completed the requirements for the mission chaplain specialty qualification and is authorized to serve in that specialty on training or actual missions.

_____ _____
UNIT/WING/REGION COMMANDER OR AUTHORIZED DESIGNEE'S SIGNATURE DATE