



## **Emergency Services Chaplaincy (SA) Training Policy**

### **1. Purpose of this Policy Document**

This policy document is purposed to set out the Training Policy, High Level Methodology and Processes that are to be implemented when providing ESC (SA) training from the date of approval by the Emergency Services Chaplaincy (South Africa) ESC(SA) Board.

### **2. Background to this Policy**

A sound training mechanism had developed over the years within the ESC(SA) and has been applied in a specific single lecture format. This has grown from training stretched over three weekends to what is now five consecutive days. While this in itself is not a significant challenge what has happened is that of late the course has not been effective in producing Chaplains that stay, or even take part in the ESC (SA) Ministry after the course.

- Part of the reason for the drop out of Chaplains is the ineffective entry evaluation process where students have been taken on to the course when it is obvious that they were not of the required, psychological, emotional or dedication level to become a functioning Chaplain. An emotionally immature individual could suffer long terms psychological effects from the Trauma faced in the Ministry.
- The education level of Chaplains has also changed over the past few years as has the education levels of the Emergency Services Personnel.
- The cultural profile of the Emergency Services Personnel.
- Another challenge has been that while much effort has been put into keeping the Training Course up to date and current. However, of late Students and existing Chaplains have been highlighting the short-comings of the course and seriously challenging its relevance.
- Course content has also come under scrutiny by specialists in the Pastoral and Social Sciences and very valuable recommendations have been made.
- The concept of training someone to be a Chaplain (which is seen as a Pastor) in just five days has also attracted valid criticism. As one of the Emergency Services Personnel commented "I have been here for 18 years and now someone with 5 days training must come and council me!"
- Training techniques, mechanisms and the advent of electronic media has also highlighted the need for a complete revamp of the ESC (SA) Training content and methodologies.
- The price of the course has also become a problem in today's financial climate, especially as the students question the value of the content.



The result is that a series of meetings have been held with a wide range of Subject and Training Specialists, Chaplains and Potential Chaplains and the result is what has been recorded in this Policy.

The ESC(SA) has realised that the time has come to completely revamp and modernise its training and training methods to meet the changing demands and needs in the field.

### **3. Scope of this Policy**

This Policy includes ALL Official Training done by and within the ESC(SA) whether this training is done to existing and potential Chaplains or to groups outside of the Chaplaincy. Where external trainers are engaged to train in and official capacity, Existing Chaplains, Potential Chaplains or Other groups for the ESC(SA) they will also be required to adhere to this policy.

### **4. Review Cycle of this Policy**

This Policy will be implemented as measured on an ongoing basis with any amendments being placed on the ESC(SA) Website at least 3 Months prior to implementation of any changes. All students impacted by any such changes will be engaged and the impact to their training minimised.

## **5. ESC (SA) Training and Development Policy Statements**

### **5.1. Training Outcome**

#### **5.1.1. OVERALL TRAINING OUTCOME**

As Chaplains are viewed as Pastors who are expected to provide trauma and stress debriefing including a wide range of Pastoral Services that include officiating at weddings, funerals, providing Spiritual Guidance etc it is vital that the outcome of the ESC (SA) training equips the Chaplain for all these tasks.

The psychological stress and impact on active Chaplains are enormous as our “fall off” statistics show and the ESC(SA) training must be designed to effectively take this into account.

One of the major areas of focus needs to be practical on the ground experience and all Candidate Chaplains and Chaplains on the development course must complete a report document that provides validated information on the practical Chaplaincy Work that the Chaplain or Candidate Chaplain has undertaken throughout the year.

#### **5.1.2. SUBJECT and LECTURE CONTENT**

The ESC (SA) Course is made up of a series of lectures that are provided over 3 – 5 years and will include subject matter listed below. Actual Lecture Content is compiled by competent specialists in the specific fields, evaluated and approved by the Board for use.

- History of the Chaplaincy.
- ESC (SA) Processes and Procedures.
- The Chaplain’s Legal Responsibility.
- Know Yourself and Deal with your own Trauma.



- The Pastoral Role of a Chaplain.
- A Sound understanding of the Word of God.
- Prayer, Fasting, Teaching and Preaching the Word of God.
- The support, trauma, stress and general debriefing techniques that Chaplains need to be proficient in.
- Who are the different Emergency Services and how do they function?
- How to work with each of these Services.
- The different types of stress and trauma they face.
- Dealing with Accident, Crime and other Disaster Scenes.
- Dealing with various cultures and beliefs.
- Dealing with Traumatic Incidents like accidents and violent crimes.
- Dealing with the Guilty and the Innocent.
- Dealing with Major Incidents and Disasters.
- Dealing with death of all ages and from all reasons.
- Dealing with death notifications in an electronic world.
- Various advanced lectures may also be included about other specialised matters like – SIDS, Suicide, Counselling, Drug abuse etc

### 5.1.3. LECTURERS

The Chaplaincy has decided to build a strong and close local team relationships through the concept of having normal Experienced Chaplains train potential and fellow Chaplains on subjects in which they have specialised knowledge or experience. The Training will be run under the auspices of the local Manager and be attended by a moderator to ensure that a high quality of lecturing and training takes place.

The Board will be selecting and training Experienced Chaplains in each area. This “Train the Trainer” concept must be applied circumspectly with prayer and guidance from the Holy Spirit. Only Chaplains who have successfully passed the Train the Trainer course may train other Chaplains or Potential Chaplains.

It is the Policy of the ESC (SA) to keep the cost of training as low as possible and therefore Trainers will do the training on a voluntary basis with reimbursement of expenses and any other payments kept to a minimum.

Specialist Trainers from outside the Chaplaincy may be approached to provide specialist courses as an integral part of the Chaplaincy Development Program on condition that this has been approved by the Board.

### 5.1.4. MEASURING COURSE OUTCOME

The ESC(SA) must ensure that the Chaplains that are placed into the field are properly equipped and suitable trained.

All Lecturers will be evaluated, by a Moderator and by the students as well.

In ensuring that lecture content is understood and able to be applied each subject will require the student to complete an assignment that will be sent to the Board/Moderator for evaluation. Each course will carry a set credit level and the credits will be based on the successful completion of the assignment.



## 5.2. Course Structure

There are four phases that make up the Chaplaincy Development Course and the status of the individual taking the course changes as the different stages are completed. The course is made up of single lectures of approximately 1 – 2 hours. The lectures may be held on Saturdays or in the evenings as may be arranged with the students and the lecturer. The student will receive a document that covers only the course outline. Students are required to make their own notes and do additional study or research to complete their assignments.

### THE COURSE IS STRUCTURED AS FOLLOWS:

**5.2.1. ENTRY EVALUATION** – this is in the form of an interview and information sharing. The ESC (SA) does not discriminate against any person but due to the stressful nature of our function the ESC (SA) needs to ensure that we protect the Health and Safety of potential Chaplains by evaluating their suitability to enter this stressful Ministry.

The ESC (SA) therefore has an entry interview, evaluation and selection process that includes amongst others, the following Key Principles:

- A strong testimony that they have accepted the Lord Jesus Christ as their ONLY Lord and saviour.
- A strong alignment with the ESC(SA) Faith, Beliefs and Vision
- A tangible Calling to the Ministry
- Commitment to serve faithfully at a specific Emergency Services Station(s)
- A desire to complete at least the first two years of the ESC(SA) Course
- A Servant Heart that reveals the Love of Christ
- Support from a Local Church
- Family Support for the Ministry
- A desire to Serve or Helping others
- A CV of past work and serving experience.

A Report on this interview is presented to the Board who will make the final approval or rejection of the applicant. This interview report will also form the basis for admittance to the Chaplaincy at the end of the first phase, combined with successful completion of the course and especially the successful practical application work done by the student.

**5.2.2. PHASE 1 - SIX LECTURES** – each Saturday or as arranged with the Lecturer.

This entry level course is aimed to build adequately trained **Candidate ESC(SA) Chaplains** who know the Lord, are Spirit Filled and can stand by and support the Emergency Services Personnel. There will be six subjects to be lectured and short assignments that need to be done. Some practical Station or other Emergency Services input may be provided.

**5.2.3. PHASE 2 – 10 LECTURES** – one each month or as arranged with the lecturer.

This phase includes the Candidate Chaplain working at a predefined station and is purposed to ensure that the Candidate Chaplain has adequate knowledge of



the Word and sufficient knowledge of incidents, Stress and Trauma to also effectively lead others to Christ and run distress and trauma debriefings. Successful completion enables the award of **ESC (SA) Chaplain Status**.

**5.2.4. PHASE 3 – Min 10 LECTURES** – one each month or as arranged with the lecturer.

At the end of this phase which includes practical work at a specified station and possibly guiding Candidate Chaplains the course is designed at fully equipping the Chaplain so that they can deal with leading others to the Lord, Holding Prayer Meetings, Bible Studies, Preaching, Teaching, Destressing and Debriefing Emergency Services Staff and Victims. As well as dealing with Incident and Crime Scenes. Trauma Support of victims and guiding other Potential and Candidate Chaplains is also enabled.

**5.2.5. PHASE 4 – Min 10 LECTURES** – one each month or as arranged with the lecturer.

At the end of this phase which includes practical work at a specified station, guiding and training Candidate Chaplains the course is designed at fully equipping the Chaplain to an advanced level in specific areas of interest and calling with advanced lectures and input from external experts where appropriate. This Phase is designed to enable a Chaplain to become expert in any of the specialised fields that are available. These include Trauma Reduction, Counselling, Teaching, Mentoring and Leadership etc.

**5.2.6. PHASE 4 – 10 LECTURE ORDINATION {Only valid in the ESC(SA)}COURSE** – one course per month or as arranged with the lecturer.

The outcome of this course is a fully equipped and Ordained ESC (SA) Chaplain that can deal with all the different situations that a Chaplain can face. Able to officiate at Mass Events and able to teach, lead, mentor and guide other Chaplains as well as deal with coordinating a team at major or mass destruction incidents. **N/B this is not a Church Ordination but is only valid within the ESC (SA).**

**5.3. External Courses, Seminars, Training etc.**

The ESC (SA) Board may approve and recommend other courses including external courses, seminars etc and where relevant and appropriate award of credits to successful completion of such courses.

The ESC (SA) may give any applicant credits for their prior education at the sole discretion of the ESC (SA) Board.

**6. ESC(SA) Course Pricing** – Current pricing will be placed on the ESC(SA) Website  
The ESC (SA) will endeavour to keep the pricing of its courses as low as possible to ensure that all those that have been called to this vital ministry are able to attend. To achieve this objective the ESC(SA) will:

- Call on Trainers to Train on a voluntary non-paid basis.
- Use local venues that are able to be provided at a minimal cost.



- Use electronic communication to include students that would otherwise need to travel long distances.
- Examine all possible training methods including distance and eLearning where possible.
- Expenses will be for essential training materials only.

The ESC(SA) may provide its courses or part of its courses to outside organisations as approved by the Board. The pricing for such training will be determined on an adhoc basis and Trainers may be fully remunerated in such cases. Such training provided outside of the ESC(SA) Chaplaincy will carry such status as approved by the Board at the time of arranging the training.

## 7. ESC (SA) Chaplain Training and Development Course Application Process

To apply for acceptance into the ESC(SA) Chaplaincy Training and Development Course you need to do the following:

- 7.1. Complete the application form that is found on the Website [www.escsa.org.za/training](http://www.escsa.org.za/training) pay the non-refundable R100-00 application fee.
- 7.2. You will be contacted for and interview and a set of documents will be sent to you for completion.
- 7.3. At the interview you must bring all the required documentation including the signed Code of Conduct.
- 7.4. After the interview the documents will be forwarded to the ESC(SA) Board for approval.
- 7.5. You will be advised in writing of the Board's decision.
- 7.6. If you have been accepted, you will be advised of the dates of the relevant courses and you will need to pay your course fees to be placed on the course that you have been accepted for.

**End.**

