

THE NATIONAL ASSOCIATION OF CATHOLIC CHAPLAINS

Glossary for Standards, Certification Procedures Manual, and Ethics Procedures Manual

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NACC Standards Commission

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National Association of Catholic Chaplains

Glossary

AAPC:

American Association of Pastoral Counselors
<http://www.aapc.org>

Accredited CPE Program:

A program authorized by the USCCB/CCA, ACPE, or CAPPE/ACPEP to conduct clinical pastoral education.

ACPE:

Association for Clinical Pastoral Education
<http://www.acpe.edu>

Action-Reflection Model of Learning:

A progressive model of adult education that incorporates the learner's experience and then processes what can be learned from that experience in light of the desired outcome.

Active Status:

The standing of a person who maintains the position as a certified Chaplain or CPE Supervisor in accordance with the NACC Standards.

Appeal:

Formal written request for reconsideration of a decision rendered by the Certification or Ethics Commission.

Appeals Panel:

Group of certified Chaplains and/or CPE Supervisors charged by the Certification or Ethics Commission with overseeing the appeals process regarding issues of certification or ethics.

Appellant:

A person requesting reconsideration of a decision rendered by the Certification or Ethics Commission.

Applicant:

A person who has requested certification or renewal of certification as a Chaplain, Supervisory Candidate, Associate CPE Supervisor, or CPE Supervisor.

Associate Supervisor:

A board certified professional who has demonstrated the competencies required by and who is authorized by the NACC or ACPE to function autonomously for a limited period of time to facilitate and oversee Clinical Pastoral Education.

APC:

Association of Professional Chaplains
<http://www.professionalchaplains.org>

BCC:

Board Certified Chaplain.

Boundaries:

The emotional and physical distance between a spiritual care provider and client(s) that is appropriate for a pastoral relationship.

CAPPE/ACPEP:

Canadian Association for Pastoral Practice and Education

<http://www.cappe.org>

Catholic Social Teaching:

The body of official instruction by the Catholic Church on issues of rights and responsibilities regarding the common good.

Catholic Tradition:

Beliefs and practices handed on throughout history that pertain to the essence of Catholicism.

Certification:

A formal process and an action whereby the Certification Commission authorizes the applicant to function as Chaplain, Supervisory Candidate, Associate CPE Supervisor, or CPE Supervisor in accord with the Standards established for the respective level of certification being sought.

Certified Chaplain:

A board certified professional who has met the requirements and competencies established by the NACC.

Chair:

The member of the team or panel responsible for convening, facilitating a process, and participating in the discussion, discernment, and recommendations of the particular process.

Chaplain(s):

See Certified Chaplain.

Clients:

Counselees, patients, family members, students, or staff with whom chaplains provide care.

Clinical Pastoral Education:

A method of learning ministry by means of pastoral functioning under supervision. It is a process model of education. This model includes individualized learning goals, didactics, group process, clinical experience, and evaluation of learning.

Clinical Pastoral Educators/Supervisors:

Those who have been certified as Supervisory Candidates, Associate CPE Supervisors, or CPE Supervisors.

Common Code of Ethics:

Code of conduct affirmed as the ethical standards for its members by the Spiritual Care Collaborative (APC, AAPC, ACPE, CAPPE/ACPEP, NACC, and NAJC).

Commission:

A representative group appointed and authorized by the NACC Board of Directors to make decisions in accord with its purpose on behalf of the NACC. The standing commissions are Certification, Ethics, and Standards.

Complainant:

Individual formally alleging a violation of NACC Standards.

Complaint:

Grievance presented in writing and signed involving an alleged violation of NACC Standards.

Confidentiality:

Ethical mandate to safeguard information of any kind obtained through pastoral work; such information is not to be disclosed without the consent of the appropriate party(ies). Confidentiality is related to, but not identical with, privileged communication.

Conflict of Interest:

A situation that occurs when one's personal interests or feelings compromise his/her ability to participate impartially in a policy or decision-making process.

Consultation:

Feedback and guidance sought by an individual from one or more professionals.

Continuing Education:

The ongoing program of learning which enhances the competencies of Chaplains and CPE Supervisors. The learning is documented as hours of continuing education (*Standard 414.2*) or Continuing Education Hours (CEHs) (*Certification Procedures Manual 232*).

Convener:

See Chair.

Council for Higher Education Accreditation (CHEA):

Agency which monitors the accreditation of colleges and universities.
<http://www.chea.org>

CPE Supervisor:

A board certified professional who has met the requirements established by and who is authorized by the NACC or ACPE to function autonomously to facilitate and oversee Clinical Pastoral Education.

CPE Unit:

Four hundred (400) hours of supervised pastoral education at a program accredited by the ACPE, CAPPE/ACPEP, or USCCB/CCA.

Criminal:

A legal term, differing from state to state, referring to an act that is against the law (illegal).

Current Theology:

Theology informed by the authoritative teachings of Vatican Council II and post-conciliar documents.

Days:

Calendar days.

Ecclesiastical Endorsement:

The formal authorization to function in ministry granted to a lay person by the ordinary (bishop) in the diocese of the person's ministry, to a member of a religious congregation by the major religious superior, or to a diocesan priest or deacon by the ordinary of the diocese in which the ordained is incardinated.

Endorsement:

See Ecclesiastical Endorsement.

Equivalency Review Committee:

A subgroup of the Certification Commission that either grants or denies a request for an equivalency for a unit of CPE.

Equivalency:

Demonstrated and documented ability to meet the Standards for the NACC, which have been acquired in a way other than those specified in the Standards or Procedures.

Ethical and Religious Directives for Catholic Health Care Services (ERDs):

Document published by the USCCB which describes standards for Catholic Healthcare Institutions. The most current edition is to be used.

Ethics Accountability Statement:

Documentation of the absence of disciplinary or corrective action arising from a complaint of unethical and/or criminal conduct.

Fact-Finding:

Gathering and summarizing information from various sources relative to the situation under review.

Faithfulness:

The quality of individuals and spiritual care organizations who share the common calling as healers in a manner that is authentic and truthful.

Membership in the NACC:

The status of NACC individuals who are current in payment of the annual NACC dues.

Good Standing:

Status of a person who has received formal approval for ministry by the required endorser.

Graduate Level Theological Degree:

A master's degree in theology, divinity, religious studies, pastoral ministry, pastoral studies, or spirituality from a college, university, or theological school accredited by a member of the Council for Higher Education Accreditation.

Hours of Continuing Education:

An hour is equal to sixty (60) minutes. See Continuing Education.

Imbalance of Power:

Unequal existence of influence between or among two or more persons or groups in which one has dominance over the other(s).

Inactive Status:

A temporary leave of absence due to a hardship, unemployment, or personal needs, granted by the NACC National Office at the request of a Certified Chaplain or CPE Supervisor. An individual with inactive status may not function as a Chaplain or CPE Supervisor.

Informed Consent:

Permission freely granted based upon an adequate understanding of the risks, benefits, and alternatives.

Institutional Culture and Systems:

The patterns of behavior, expression of values, and formal and informal organization of persons and processes that interact to form and re-form the environment.

Interview Team:

A team authorized by the Certification Commission to make an initial assessment of the applicant's ability to meet the Standards for the level of certification being sought (Chaplain, Supervisory Candidate, Associate Supervisor, and CPE Supervisor).

Justice:

Fairness, impartiality, righteousness.

Maintenance of Certification:

The status attained by Renewal of Certification through the Peer Review process and approval by the Certification Commission. See Renewal of Certification and Peer Review.

Missioning Ceremony

The event during which newly certified members receive their certificates and their ministry is affirmed by the NACC.

NACC:

National Association of Catholic Chaplains
<http://www.nacc.org>

NAJC:

National Association of Jewish Chaplains
<http://www.najc.org>

Notification Letters:

Written announcement of the Certification Commission's decision to grant or deny certification or renewal of certification.

Official Transcript:

A record from the educational institution of the courses completed and the degree(s) conferred.

Ordinary:

The Bishop, the overseer of the Diocese.

Organizational Behavior:

The interdisciplinary study and application of how individuals and groups act within the context of a specific organization.

Pastoral Authority:

Ability to claim one's ministerial identity and pastoral leadership in relationship to self and others, mindful of appropriate boundaries.

Pastoral Practice:

The art and skill of providing spiritual care, including making a spiritual assessment, devising a spiritual care plan, and offering appropriate interventions.

Pastoral Care Cognate Groups:

Members of the Spiritual Care Collaborative: APC, AAPC, ACPE, CAPPE/ACPEP, NACC, and NAJC.

Peer Group:

A group of between three and eight students engaged in group process and committed to fulfilling the requirements of the educational program.

Peer Review:

The process of consultation in dialogue with an active certified NACC Chaplain or an active certified NACC CPE Supervisor.

Peer Review Team:

A panel selected by a CPE Supervisor as part of the renewal of certification process in order to provide consultation to the CPE Supervisor regarding the enhancement of competencies for certification.

Policy:

A set of rules and/or directions for a designated activity congruent with NACC Standards, Procedures, and guidelines by which decisions are made.

Position/Theory Papers:

Professionally written papers in the areas of theology, personality, and education that describe the supervisory candidate's understanding and integration of theory and practice.

Presenter:

The member of the team or panel responsible for reading all the supportive materials, for developing the documentation, and for participating in the discussion, discernment, and recommendations of the particular process.

Presenter's Report, Part I:

Report completed by the Presenter in preparation for a certification Applicant interview that addresses the degree to which the Applicant has achieved the Standards for certification as observed in his/her submitted materials. The report also notes areas for further discussion during the interview.

Presenter's Report, Part II:

Report completed by the Presenter following a certification interview, which summarizes the process, content, and recommendations of the interview. It includes the interview team's recommendations for further growth in ministry of the Applicant, as well as a recommendation to the Certification Commission regarding the readiness of the Applicant to be certified.

Procedures:

A set of mandatory steps to be followed in a regular and defined order to accomplish the implementation of Standards.

Professional Accountability:

A characteristic that demonstrates the high quality and quantity of work, according to recognized and established criteria, to colleagues and those in positions of authority.

Professional Competence:

Ability to function with expertise in all the areas required for certification.

Reader:

The member of the team or panel who is responsible for reviewing the written materials and for participating in the discussion, discernment, and recommendations of the particular process.

Readiness Consultation:

Dialogue between an Applicant and a group of three certified CPE Supervisors to assess an Applicant's preparedness for beginning supervisory education.

Recommendation:

An area for ongoing learning identified through the certification or renewal of certification process by a Certification Interview Team or a Peer Reviewer.

Renewal of Certification:

The process by which persons certified by the NACC demonstrate their maintenance and enhancement of the competencies recognized by certification. See Maintenance of Certification.

Respondent:

Individual who is alleged to have violated NACC Standards.

Restorative Justice:

Rectifying a situation of inequality with a preference for the disadvantaged.

Review Team:

Panel of three certified Chaplains and/or CPE Supervisors responsible for guiding a formal association process.

Scripture:

The Christian Scriptures, also known as the Christian Bible, consisting of the Old and New Testaments.

Sexual Misconduct:

Any sexual advance, request for sexual favors, or physical contact of a sexual nature, even if by mutual consent, between persons in situations of unequal power. Sexual misconduct is inclusive of the terms sexual harassment, sexual abuse, sexual assault, and sexual exploitation. Sexual contact with those served pastorally or supervised, even if by consent, is considered a violation of the NACC Code of Ethics.

Spiritual Assessment:

Method of ascertaining strengths and limitations of a persons' spiritual well-being.

Spiritual Care Professionals:

Certified Chaplains, Supervisory Candidates, Associate Supervisors, and CPE Supervisors.

Standards:

Criteria established by a professional organization by which competency is assessed and evaluated.

Supervisory Candidacy:

The status granted a Supervisory Candidate for a specified period of time to offer supervision under the direction of a certified CPE Supervisor.

Supervisory Candidate:

A person approved to offer supervision under the supervision of a certified CPE Supervisor.

Supportive Materials:

Transcripts, endorsements, papers, or other materials required by the association that give evidence of fulfillment of NACC Standards.

Theological Reflection:

Use of scripture, church teaching, and lived experience to explore meaning.

Theory/Position Papers:

Professionally written papers in the areas of theology, personality, and education that describe the Supervisory Candidate's understanding and integration of theory and practice.

Undergraduate Degree (B.A., B.S., or A.B. degree):

A four-year B.A., B.S., or A.B. undergraduate degree from a college, university, or theological school accredited by a member of the Council for Higher Education Accreditation.

Unethical:

Contrary to right and proper behavior as described in the Code of Ethics.

USCCB/CCA:

United States Conference of Catholic Bishops Commission on Certification and Accreditation (USCCB/CCA) is an incorporated national accrediting commission authorized by the United States Conference of Catholic Bishops to grant accreditation to clinical pastoral education programs and ministry formation programs and to approve certification standards and procedures for the certification of ecclesial ministers.

Verbatim:

A written tool for learning in a CPE program involving a word for word pastoral interaction between a Chaplain and a patient/client, preceded by pastoral observations and the pastoral plan, and followed by reflective observations on theological, pastoral, psychosocial, cultural, and interpersonal themes identified in the interaction.

Violation:

Failure to comply with a Standard.