



**Glossary for Competencies,
Certification Procedures Manual and Ethics Procedures Manual**

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NACC Competencies and Qualification 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 formal program of pastoral care studies and clinical experience authorized by the Association for Clinical Pastoral Education (ACPE), or the Canadian Association for Spiritual Care (CASC/ACSS), or a program that was accredited by the former United States Conference of Catholic Bishops Commission on Certification and Accreditation (USCCB/CCA).

ACPE:

ACPE The Standard for Spiritual Care and Education
<http://www.acpe.edu>

Action:

A disciplinary decision made as a result of an ethical violation.

Action Reflection Model of Learning:

A model of learning that is initiated from an experience of the learner. The experience is then considered and reviewed in context to enable future learning. This model may be facilitated by a CPE Educator for the purpose of maximizing its potential for instruction, pastoral growth and professional development.

Active Status as Certified:

The standing of a person who maintains the position as a Board Certified Chaplain (BCC), a Certified Associate Chaplain (CAC), a Palliative Care Hospice Advanced Certification (PCHAC) specialist, or CPE Certified Educator (BCC-E) in accordance with the NACC Qualifications and Competencies.

Advocacy:

The act of speaking on behalf of or in support of another person, place, or thing. Advocacy seeks to ensure that people, particularly those who are in positions of vulnerability, have their voices heard on issues that are important to them and have their views and wishes genuinely considered when decisions are being made about their lives.

Appeal:

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

Appeals Panel:

A group of certified Chaplains and/or CPE Certified Educators 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 is requesting certification or renewal of certification as a Board Certified Chaplain, a Certified Associate Chaplain (CAC), an PCHAC specialist, or CPE Certified Educator.

Applied Ethics:

The application of ethical principles and theories when dealing with moral problems in specific professions or areas of technology, e.g., business ethics, biomedical ethics, or environmental ethics.

Associate Certified Educator:

A board certified professional, having met the competencies required by ACPE - The Standard for Spiritual Care and Education, who is authorized to function autonomously for a limited period of time to facilitate and oversee a CPE program.

APC:

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

BCC:

Board Certified Chaplain

BCC-PCHAC:

Board Certified Chaplain-Palliative Care Hospice Advanced Certification

BCC-VA

Board Certified Chaplain Veterans Affairs

Board Certified Chaplain:

A board certified professional who has met the requirements for certification by one of the professional certifying associations of the Strategic Partners for Spiritual Care: APC, CASC, NACC, or NAJC.

Board Certified Chaplain-Palliative Care Hospice Advanced Certification

Professionals who manifest proficiency in utilizing Catholic theology, holistic care, and ethical principles within interdisciplinary palliative and end-of-life ministry through the development of specialized Competencies.

Board Certified Chaplain-Veterans Affairs

NACC Chaplains are Roman Catholics who manifest proficiency in Catholic theology and spiritual care praxis, and develop competence in the areas of Theory and Practice, Professional Identity and Conduct, Professional Practice Skills and Organizational

Leadership and who demonstrate the development of Veterans Affairs specialized Competencies to serve this population.

Boundary:

The limits, viewed in context, through which the spiritual care provider demonstrates respect for the pastoral care relationship. These limits may be reflected through physical distance, language used, tone of voice, cultural respect and other considerations specific to the person being served. The professional chaplain must be continually alert to additional limits imposed within the encounter.

Care Recipient (formerly known as “clients”):

Any person or group of persons (patients, residents, family members, students, staff) to whom Spiritual Care Professionals/Chaplains provide spiritual care.

CAC:

Certified Associate Chaplain

Certified Associate Chaplain:

NACC Certified Associate Chaplains are Catholics who have formal education in Catholic theology and spiritual care praxis and develop competence in all NACC-Specific competencies and select Common Competencies in the areas of Professional Identity and Conduct and Professional Practice Skills."

CASC/ACSS

Canadian Association for Spiritual Care/ Association Canadienne de Soins Spirituels
<https://www.spiritualcare.ca/>

Catholic Social Teaching:

Rooted in Scripture and emanating from the Tradition of the Church, Catholic Social Teaching encompasses seven major principles: Dignity of the Human Person; Call to Family, Community and Participation; Rights and Responsibilities; Preferential Option for and with People who are Poor; Dignity of Work and the Rights of Workers; Solidarity; and Care for God's Creation.

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 a Board Certified Chaplain (BCC), a Certified Associate Chaplain (CAC), a Palliative Care Hospice Advanced Certification (PCHAC), or CPE Certified Educator.

Certified Educator Candidate:

The status granted a Certified Educator Candidate for a specified period of time to offer supervision under the direction of a Certified Educator.

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):

Used in the NACC Certification documents to refer to a Board Certified Chaplain (see Board Certified Chaplain).

Clinical Pastoral Education (CPE):

Accredited education (one unit includes 400 educational hours) intended to foster a person's growth, and to form a person's pastoral identity and professional authority. A minimum of four units are required for becoming a Board Certified Chaplain, and minimum of two units are required for becoming a Certified Associate Chaplain. The curriculum content includes learning contracts and goals, didactic resources, the action reflection model of learning, and clinical experience. Taken together, the curriculum is designed to integrate theory, personal history and professional practice coupled with individual and group supervision.

Clinical Pastoral Education Supervisor: (now called Certified Educator)**Common Code of Ethics:**

Code of conduct affirmed as the ethical standards for its members by the Strategic Partners for Professional Chaplaincy (APC, AAPC, ACPE, CASC, NACC, and NAJC).

Common Competencies:

The set of skills (determined by the member organizations of the Strategic Partners: ACPE, APC, CASC, NACC, and NAJC) necessary for board certification as Professional Chaplains.

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 Qualifications and Competencies.

Complainant:

An individual formally alleging a violation of NACC policies, procedures, or NACC Code of Ethics.

Complaint:

Grievance presented, in writing and signed, involving an alleged violation of the NACC policies, procedures or the Code of Ethics.

Competencies (formerly called Standards):

Criteria established by a professional organization by which proficiency is assessed or evaluated.

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).

Conflict of Interest:

A situation that occurs when one's personal or professional relationship, 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:

A program of learning that enhances the competencies of Chaplains/Spiritual Care Professionals. The learning is documented as hours of continuing education (306. MNT2:) or Continuing Education Hours (CEHs).

Convener: (See Chair.)**Council for Higher Education Accreditation (CHEA):**

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

CPE: (See Clinical Pastoral Education)**Certified Educator:**

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 programs of Clinical Pastoral Education.

CPE Unit:

Four hundred (400) hours of supervised pastoral education in a program accredited by the ACPE or CASC/ACSS), or a program that was accredited by the former United States Conference of Catholic Bishops Commission on Certification and Accreditation (USCCB/CCA).

Criminal:

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

Cultural Competence:

The integration and transformation of specific ethnic, racial, religious, geographic, or social knowledge about individuals and/or groups of people that enable a professional minister to work effectively in cross-cultural situations, providing ministry that is respectful of and responsive to the beliefs, practices, and cultural and linguistic needs of all persons.

Cultural Humility:

An attitude of openness and respect for persons of other cultures, customs, and heritages which may be different from one's own. Cultural Humility encourages curiosity to continually learn and understand more about others with awareness of one's own cultural bias and limited experience.

Current Theology:

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

Days:

Calendar days

Diversity:

Diversity in the practice of spiritual care means accepting and respecting individual differences in areas of race, age, ethnicity, gender, political ideologies, physical abilities, religious or spiritual beliefs, sexual orientation, socio-economic status and other areas which can separate our common humanity.

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 Committees:

Subgroups of the Certification Commission: one reviews and either grants or denies a request for an equivalency for a unit of CPE; the other reviews and either grants or denies a request for equivalency of a graduate degree.

Equivalency: CPE or Graduate Degree

CPE Equivalency refers to the documentation and demonstration of having met the educational requirements of a CPE unit in ways other than those specified by the NACC. Graduate Degree Equivalency refers to the documentation and demonstration of having met the formal graduate-level academic qualifications in ways other than a graduate degree.

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.

Ethical Principle:

A rule, fact, or fundamental truth upon which an ethical theory is based, e.g., autonomy or nonmaleficence.

Ethical Theory:

A system of ideas or suppositions by which to determine what is right or wrong. The theory may utilize existing ethical principles or propose new ones.

Ethics Accountability Statement:

Signed document by the member certifying the absence of disciplinary or corrective action arising from a complaint of unethical and/or criminal conduct, and acknowledging the responsibility to report within 30 days a complaint against him/her.

Fact-Finding:

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

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).

HIPAA:

Health Insurance Portability and Accountability Act

Imbalance of Power:

The existence of unequal authority or influence between or among two or more persons or groups in which one has dominance.

Inactive Status:

A temporary leave of absence due to a hardship, unemployment, or personal need granted by the NACC National Office at the request of a Board Certified Chaplain, Certified Associate Chaplain, a PCHAC Specialist, or Certified Educator. An individual with inactive status may not function as a Board Certified Chaplain, a Certified Associate Chaplain, or a PCHAC specialist or Certified Educator, but needs to maintain the required Continuing Education Hours (CEH's).

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.

Integration of Theory and Practice (ITP):

The ability to maintain congruence between one's understanding of a theoretical concept or idea and the way in which that understanding impacts one's provision of spiritual care.

Interview Team:

A team authorized by the Certification Commission to make an initial assessment of the applicant's ability to meet the Competencies for the level of certification being sought.

Team members include the:

Reader: Reads the written materials of an Applicant, and participates in the discussion, discernment, and recommendations that evolve through the interview process. (Includes interview team training/team-building workshop and development of the Presenter's Report Part I (PRP I) in the weeks prior to an applicant's interview.)

Chairperson: In addition to performing the functions described for the Reader, the Chairperson serves as the facilitator of the interview process.

Presenter: In addition to performing the functions described for the Reader, the Presenter leads the team in the development of the Presenter's Report Part I (PRP I), and the Presenter's Report Part II (PRP II).

Justice:

Fairness, impartiality, righteousness.

Maintenance of Certification:

The status attained by Renewal of Certification through a process prescribed by the NACC and through the process of approval by the Certification Commission.

Membership in the NACC:

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

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>

NACC Code of Ethics: (See Common Code of Ethics)**NAJC:**

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

NAVAC:

National Association of Veterans' Affairs Chaplains
<http://www.navac.net>

NCVACC:

National Conference of Veterans' Affairs Catholic Chaplains
<http://www.ncvacc.net>

Notification Letter:

The written decision from the Certification Commission to grant or deny certification or renewal of certification to an applicant.

Official Transcript:

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

Ordinary:

The Bishop who is the head of the Diocese.

Organizational Behavior:

The interdisciplinary study concerning how individuals act within the context of a specific organization or group. The study outcomes are normally applied to improve efficiency.

Organizational Leadership (OL):

The set of skills which enable the individual to lead more effectively, especially within multidisciplinary or multi-location settings. These may include: strategic planning, management of resources, financial strategies, marketing strategies, communication, program design and implementation, and departmental effectiveness.

PCHAC:

Palliative Care and Hospice Advanced Certification

Pastoral Identity:

Pastoral identity is an ongoing development process of integrating one's self-awareness within ministry in the context of being called to be an agent of God's healing.

Peer Group:

A group of students engaged in a CPE group process and committed to fulfilling the requirements of the educational program.

Peer Review:

The one-to-one interview process for the renewal of certification that takes place between an active NACC Board Certified Chaplain, a Certified Associate Chaplain, a PCHAC specialist, or Certified Educator and the one seeking renewal of certification.

Peer Review Team:

A panel of Certified Educators selected by a renewing Certified Educator as part of the renewal of certification process. The Peer Review Team provides consultation to the renewing Certified Educator regarding the enhancement of competencies for certification for future growth in Clinical Pastoral Education.

Policy:

A set of rules and/or directives for a designated activity congruent with NACC Qualifications and Competencies, 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's Report Part I (PRP I):

Report completed by the Presenter (in consultation with the other members of the certification interview team or panel) in preparation for a certification Applicant's interview to determine the degree to which the Applicant has achieved the Competencies for Certification, based on the review of the Applicant's submitted written materials. The Presenter's Report Part I also includes questions for further discussion during the interview.

Presenter's Report Part II (PRP II):

Report completed by the Presenter (in consultation with the other members of a certification interview team or panel) which summarizes the process, content, and recommendations that evolve during and after an Applicant's certification interview. It includes the team's recommendations for further growth in the professional practice and personal development of the Applicant as well as a recommendation to the Certification Commission regarding the readiness of the Applicant to be certified.

Professional Accountability:

Willingness to accept responsibility for one's actions.

Professional Authority (formerly called "Pastoral Authority"):

Cognizant of one's pastoral identity, the ability to claim one's spiritual leadership in relation to self and others while being mindful of appropriate boundaries.

Professional Competence:

Ability to function in all areas required for certification.

Professional Identity and Conduct (PIC):

The ability to evidence how one's understanding of the attitudes, beliefs, knowledge and values as a Chaplain/Spiritual Care Professional influences and is integrated into the actions one undertakes as a provider of spiritual care.

Professional Practice (formerly called "Pastoral Practice"):

The ability to provide spiritual care utilizing all the competencies under the Professional Practice Skills Competencies (PPS 1-11).

Professional Practice Skills (PPS) (See Professional Practice):

Reader (See Interview Team):

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:

A formal application process, defined by the NACC Certification Commission, through which a Board Certified Chaplain (BCC), a Certified Associate Chaplain (CAC), a Palliative Care Hospice Advanced Certification (PCHAC) specialist, or CPE Certified Educator (BCC-E evidences that one has fulfilled the requirements necessary to remain certified. Upon completion of the application process, the Commission affirms or denies certification renewal for the next five (5) years.

Research:

Primary Research is new research, carried out to answer specific issues or questions. It can involve questionnaires, surveys, or interviews with individuals or small groups. **Secondary research** makes use of information previously researched for other purposes and is publicly available.

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 Certified Educators responsible for guiding a formal NACC certification process.

Sanction: (See Action)

Scripture:

The Christian Scriptures, also known as the Christian Bible, consisting of the Hebrew and Christian sacred, canonical texts.

Sexual Misconduct:

A term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation, and is inclusive of the terms sexual harassment, sexual abuse, sexual assault, and sexual exploitation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different genders. In professional chaplaincy, any sexual advance, sexually suggestive talk, request for sexual favors, or physical contact of a sexual nature, even if there is mutual consent between persons in situations of unequal power, is a violation of the NACC Code

of Ethics. This includes, but is not limited to, those who are served (spiritual care recipients) or supervised by Chaplains/Spiritual Care Providers.

Spiritual Assessment:

Method of ascertaining a person's beliefs, practices, values, and inner resources that may affect their health and care, generally provided by a board certified chaplain or certified associate chaplain.

Spiritual Screening:

An initial screening of a person's beliefs and values, often provided by a physician, nurse or other health care provider.

Spiritual Care Professionals:

Board Certified Chaplains and Certified Educators.

Spiritual Care Encounter:

A narrative required for certification that demonstrates the Applicant's competency for certification rather than what the Applicant learned through the encounter, as would be given in a CPE verbatim.

Standards (now known as Competencies):

Strategic Partners in Spiritual Care:

APC, AAPC, ACPE, CASC/ACSS, NACC, and NAJC.

Supervisory Candidacy (Now known as Certified Educator Candidate):

Supportive Materials:

Transcripts, endorsements, papers, or other materials required by the Association that gives evidence of fulfillment of NACC Qualifications and Competencies.

Systematic/Foundational Theology:

Foundational theology refers to the core areas of Catholic theology, e.g., Revelation, Christology, and Ecclesiology, whereas systematic theology seeks to give an exposition of Christian doctrine. (New Catholic Encyclopedia C 2003)

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 Certified Educator Candidate's understanding and integration of theory and practice.

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

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

Unethical:

Contrary to appropriate behavior as described in the NACC /Common Code of Ethics.

USCCB:

United States Conference of Catholic Bishops

USCCB Subcommittee on Certification for Ecclesial Ministry and Service:

United States Conference of Catholic Bishops **Subcommittee on Certification for Ecclesial Ministry and Service (SCEMS)** is a subcommittee of the USCCB that assists the bishops and national professional associations or organizations in reviewing and approving certification standards and procedures for those preparing for pastoral leadership roles in parishes and in institutions such as hospitals and universities.

Verbatim: (for certification purposes, see Spiritual Care Encounter)

A written tool for learning in a CPE program involving a word-for-word, pastoral interaction between a chaplain and a patient/care recipient, 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 competency within the NACC /Common Code of Ethics