

## Chaplains Corner SOP (Standard Operating Procedure)

Lead Sr Chaplain Marshaun Winston



1. All Chaplains report to their Lead Chaplain Marshaun when signing in, or to the appointed lead assigned.
2. Any type of reporting needed for any event, function, venue, partnership, etc. shall be reported to the Lead Chaplain Marshaun, who will then report and discuss all situations with the necessary and appropriate person, venue, partner, etc., chaplains are subject to the venue, partner, etc. policies and procedures at all times, with only the lead chaplain negotiating any agreements with any and all events or venue.
3. The standard should be a minimum of 2 chaplains on duty working a venue, a male and a female when possible,
  - a. Male chaplain for service of males.
  - b. Female chaplain for service of females.
4. When on duty, chaplains should be in uniform, black polo, black pants, black shoes.
5. When on duty a chaplains service is for spiritual guidance and prayer only.
6. When on duty a chaplain should not approach or participate with any persons or groups during the counseling, mentorship, training programs, work, and religious type sessions,.
7. Chaplains should make themselves known, pray and greet people prior to any program or session start, letting individuals know they are available if they are in need of the chaplains service, and directing them to the chaplains corner station.
8. Unless a chaplain is given permission by the person in charge or the individual client themselves, get permission before offering spiritual guidance and one-on-one/group prayer.
9. Only the Lead chaplain may create or revise standards for chaplains corner.
10. Chaplains are required to follow the CC standards and SOP.
11. Chaplains Corner shall not to be used for personal or business gain at any time.
12. Confidentiality is required at all times.
13. Chaplains should not enter into personal relationships, offer rides, lend or borrow money, have personal phone conversations, etc, with clients involved in counseling, mentorship programs, etc. of any partnered venue/organization.
14. If chaplains are involved as mentors for mentoring or counseling programs, they are subject to the venue, organization, partnership, etc. policies and procedures at all times. If chaplains are volunteering in a group program as a mentor they should not wear chaplains uniforms, as not to confuse themselves with those on duty.
15. Any advertisements, fliers, banners, etc must be approved by the chaplains lead, Chaplaincy Nevada, and any partnered venue listed.
16. Chaplains Corner will actively pursue relationships and fellowship with the community and faith-based organizations, events, etc.
17. Courtesy, and respect for all is required at all times.
18. Chaplains will not degrade, belittle, or disrespect, nor discriminate, harass, retaliate, or intimidate other persons, based on (subject to, but not limited to) race, creed, color, politics, religion, disability, or peer compatibility.