Annual Chaplain Check-In Policy and Purpose

Chaplains Mandatory Check-in/Annual Prayer
October 1st 2026: Thursday
Check-in Start Time: 4:30
Check-in/ Peace Be Still Prayer: 5:00 PM-6:15 PM
Chaplaincy Nevada: Mandatory Check-in Event.
Adopt a Cop: Annual Prayer Meet Event

MOFM
Messages of Faith Ministry

The Annual Chaplain Check-In is an established administrative and ministry oversight process designed to maintain accurate records, promote accountability, and support the continued effectiveness of the chaplaincy. The process provides an opportunity to verify the active status and participation of each chaplain and to ensure that ministry records remain current and accurate.

Who can be Excused?
To be excused. Please email into Administrations Chaplain Hours.
chaplainhours@gmail.com or log on to

Excused Only for:
A. **Out of Town** B. **Employment** C. **Hospitalization/Illness**
Please contact Administration to be excused.

Chaplaincy Requirements: Chaplains are responsible for:
A. Monthly hours reporting. = *1 Monthly Report =12 Reports Per Year.*
B. One-time Annual Check-in/Prayer. = *1 Mandatory Check-in Per Year*
C. Unexcused/No show Absences are noted and after 3yrs unexcused a termination will follow: Code 21b
D. You may also contact your Admin POC to be excused.

The Annual Chaplain Check-In is intended to:

- Verify and maintain an accurate record of active chaplains.
- Review chaplain participation, ministry involvement, and areas of service.
- Identify current needs, challenges, and opportunities for additional training, development, or support.
- Evaluate the effectiveness of ministry, community outreach, and chaplain response efforts.
- Strengthen communication and coordination among chaplains, team members, and leadership.
- Provide an opportunity for fellowship, peer support, encouragement, and collective prayer.
- Assist leadership in identifying trends, changes, and emerging needs within the chaplaincy.
- Provide information that may assist leadership in establishing priorities and determine where ministry efforts, training, resources, and support may be most appropriately directed.

The information gathered through the Annual Chaplain Check-In will be used by leadership for appropriate ministry oversight, planning, communication, and continued development of the chaplaincy. The process is intended to strengthen the organization as a whole while supporting each chaplain in remaining prepared and engaged in fulfilling the mission of the ministry and serving the community effectively.

Prayer and spiritual guidance remain central to this process, recognizing that the work of the chaplaincy is both a ministry responsibility and a commitment to serving others with compassion, integrity, accountability, and preparedness.

