



BSAFFMINST 2.0
17 March 2011

BSAFFM INSTRUCTION 2.0

From: Bishop Suffragan for Armed Services and Federal Ministries of The Episcopal Church

Subj: SEMI-ANNUAL REPORTS FOR CHAPLAINS ENDORSED FOR ARMED SERVICES AND FEDERAL
MINISTRIES OF THE EPISCOPAL CHURCH

Ref: (a) None

1. Purpose. To establish guidelines for completing and submitting Semi-Annual Chaplain Reports.
2. Cancellation. All previous documents pertaining to preparing and submitting semi-annual chaplain reports including the Roll Call Reports.
3. Applicability. This instruction applies to all persons who have an ecclesiastical endorsement from The Episcopal Church for chaplaincy in The US Department of Veterans Affairs; The US Department of Defense; and The Federal Bureau of Prisons.
4. Semi-Annual Chaplain Reports.
 - a. Semi-Annual Chaplain Reports must be submitted to the Bishop Suffragan for Armed Services and Federal Ministries on 1 April and 1 October using the report form located on the Federal Ministries web site: http://www.episcopalchurch.org/109530_ENG_HTM.htm
 - b. The chaplain shall send a copy of the report to the bishop of the diocese in which the chaplain is canonically resident and to the bishop in whose diocese the chaplain is currently serving.
 - c. Chaplains are expected to keep the Bishop Suffragan apprised of changes in status, address, rank, awards, assignments, and family within 30 days of any changes.
 - d. Semi-Annual Chaplain Reports must include a complete listing of all worship and sacramental acts conducted within the last 6 months.

- e. Submission of Semi-Annual Chaplain Reports is required from all chaplains serving in federal ministries of The Episcopal Church. Continued ecclesiastical endorsement by the Bishop Suffragan for Armed Services and Federal Ministries is contingent upon regular and timely submission of these reports.

- f. All Episcopal Distinctive Faith Group Leaders must submit the same Semi-Annual Reports as those who have an ecclesiastical endorsement for the Armed Services or Federal Ministries. The continued appointment as a Distinctive Faith Group Leader is contingent upon the timely submission of all Semi-Annual Chaplain Reports.

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Distribution:
All Episcopal Federal Chaplains
All Episcopal Distinctive Faith Group Leaders