



CHAPLAIN PROGRAM HANDBOOK

YMCA Chaplaincy Program Mission:

To demonstrate the love of Christ by encouraging and caring for people within the YMCA.





WELCOME LETTER FROM THE CEO

Dear Friend of the YMCA,

We are honored and privileged that you are taking the time to prayerfully consider joining the YMCA Chaplaincy program. By providing voluntary chaplains at every YMCA branch, we are able to spiritually impact a very large segment of the greater Memphis community. Without people like you, this unique vision would not be able to be fulfilled.

Oswald Chambers, a former YMCA Chaplain, impacted his culture as well as generations to come through his devotions in My Utmost for His Highest. You too, are an influential piece to providing Christian values to our YMCA culture and the generations to come.

The YMCA of Memphis & the Mid-South area serves over 100,000 people in our community. By having Chaplains engaged in YMCA branches, people who would not normally set foot in a church have an opportunity to be presented with the love of Christ. We are so thankful for you and your heart to make a difference in the spiritual lives of those that come in contact with the YMCA!

In Christ,



Keith Johnson, CEO
YMCA of Memphis & the Mid-South

YOUNG MEN'S CHRISTIAN ASSOCIATION HISTORY

YMCA History (From ymcamission.com)

George Williams was born in a farmhouse in southern England in 1821. He was brought up in the Church of England. However, when young George arrived in the city to become an assistant drapers apprentice, he found his faith lacking. He managed to find a few young workers who, by their example, encouraged him to give his own life more completely to Jesus Christ. On June 6, 1844, twelve men, led by George Williams, founded the Young Men's Christian Association, and thus the YMCA was born to substitute Bible study and prayer for life on the streets. The original Mission Statement: "The Young Men's Christian Association (YMCA) seeks to unite those young men, who regarding Jesus Christ as their God and Savior, according to the Holy Scriptures, desire to be His disciples in their faith and in their life, and to associate their efforts for the extension of His Kingdom amongst young men.

To spiritually impact more people, they started adding pools and work out facilities to interact with other young men. Despite the good intentions many YMCAs lost the true reason behind why the Y even started. There is a re-birth of YMCAs across the nation who are living out their Christian Heritage.

The Meaning of the Emblem (From mymissionfocus.org website)



The YMCA has a great history of outreach and ministry focus that is reflected in the components of the YMCA emblem. This emblem represents the organization's history and purpose and few organizations have as meaningful and rich a symbol as the YMCA. Here are all of the component:

THERE ARE THE GREEK LETTERS CHI & RHO (XP): These 2 Greek letters are the first two letters of the word Christos – meaning Christ. In early Christianity, they not only represented the name of Christ, but they represented the Church as well.

THERE IS A DOUBLE CIRCLE: One circle symbolizes the completeness and unity of the total of life and God's created order. The other circle symbolizes a wedding ring, friendship and love without end, among individuals. Within these circles or rings, the rest of the emblem is placed.

THERE ARE TWO TRIANGLES: One standing for the trinity within the Godhead: Father, Son and Holy Spirit. The other, the trinity within man, that of the spirit, the mind and the body.

THERE IS THE BIBLE: It is opened to Jesus' prayer for his disciples and followers in the book of John, chapter 17, verse 21. This scripture passage was set forth as the foundation for the YMCA: "That all of them may be one, Father, just as you are in me and I am in you. May they also be in us so that the world may believe that you have sent me." – John 17:21.



The John Logo was one of six different logos that the YMCA has used since 1844. The latest shown here, shortens the name, to the most identifiable moniker, "the Y", but continues to uphold the traditions by including the "YMCA" in the logo colored the same as the triangle.



YMCA VOLUNTEER CHAPLAIN EXPECTATIONS

What does it mean to be a YMCA Chaplain?

As a Volunteer YMCA Chaplain, you are the presence of Christ in the YMCA. You are vital to maintaining and emphasizing a Christian culture in the YMCA of Memphis & the Mid-South. As a Chaplain you are put in a position to "demonstrate the love of Christ by encouraging and caring for people within the YMCA."

The Metro Christian Emphasis Committee is looking for volunteer Chaplains who are:

- Willing, able and motivated to love people and successfully win their trust
- Sensitive and perceptive to individual's needs
- Meek and gentle in offering assistance and support
- A person who walks alongside, offering friendship and encouragement
- Prayerful
- A person who seeks the Holy Spirit's guidance
- Lives a lifestyle that honors God in all that he/she does
- Available to accept referrals from staff
- Available to be "on call" for immediate and sudden emergency situations (ex: hospital visits, funeral visits, emergencies, prayer needs, etc.)

Volunteer Chaplain Requirements:

- Must be a recognizable Christian leader in their church and community
- Must go through the complete process to be a Chaplain Must support the mission and purpose of the YMCA Chaplaincy Program
- Must be willing to attend training courses if needed
- Must be actively involved in branch programs, events and/or activities to build exposure to the Christian Emphasis Program
- Attend a yearly all Chaplains meeting TBA
- Must attend a yearly personal Chaplain review
- Accountable to YMCA Executive Director, Branch Board and ultimately accountability to God

YMCA Chaplain Limitations

- The YMCA Chaplaincy program is not meant to take the place of the Church nor regular formal worship.
- The Chaplaincy program is not exactly the same at every YMCA branch.
- The Chaplaincy Program is not professional counseling.
- The Chaplaincy Program is not a threatening-condemning environment.
- During a crisis, the YMCA Chaplain should continue in a supportive role.
- Chaplains should not provide assistance or support beyond the request of the individual.
- The Chaplaincy program is not a long-term support resource. It is not intended to deliver mental health services. Individuals should be referred to a counselor or long-term care provider as soon as a need is identified.



HOW DO YMCA CHAPLAINS SERVE?

Various Chaplain Roles

Each Chaplain has different gifts, strengths, and passions. We encourage chaplains to serve in an area where they feel called and passionate to serve. Here are some possible roles that Chaplains could fill, to give you an idea of the diversity between the chaplains.

- Develop and give 10 minute devotions before YMCA staff meetings (Some topics have included: leadership, teamwork, faith vs. fear, servant hood, etc.)
- Serve the front desk staff by greeting members as they come in, folding towels, swiping cards, asking members if they have any prayer requests, and talking with front desk staff about their lives.
- Play basketball regularly with men from the YMCA and spend time intentionally engaging in young men's lives
- Spend time reading Christian books to children in the branch or YMCA Childcare site
- Develop and implement a class and/or event for kids with a biblical focus
- Do bible programming for kids in the YMCA Childcare sites
- Hang out with teens in the teen center and lead bible studies, classes or spend consistent time each week pouring into teens lives
- Lead a bible study at the YMCA
- Lead a Christian class at the YMCA (financial, marriage, parenting, etc.)
- Promote "Rally at the Pole" event
- Hold a runners group where the sole focus is to build relationships and talk to people about faith
- Plan and implement a Christian event for active older adults at the YMCA (For example: Thanksgiving Luncheon, Valentines Luncheon, Christmas event)
- Pilot a Mom and Me Bible Study/ Play group at the YMCA
- Pass out hot chocolate to families at YMCA sporting events and talk to them as you serve them
- Deliver devotions for kids at YMCA sporting events (For example: soccer, softball, tee-ball, etc)
- Checking in with staff, praying for them and building relationships with them
- Manage the prayer request box and follow-up with those who requested prayer on a specific area
- Assist in developing Christian signage for the YMCA branch
- Help with administrative tasks for the YMCA Christian Emphasis Committee on a consistent basis
- Develop multi-media that is used for (programming purposes, Church Partners, casting vision to YMCAs across the nation, etc.)
- Promote YMCA Sunday
- Host a Good Friday Prayer Breakfast
- Create your own tasks. If you have a gifting and passion to do something that hasn't been done yet, we are open to it as long as it is done with the right heart, motives and blessing of God. We will try just about anything to reach people for Christ!



PROCESS TO BECOME A YMCA CHAPLAIN

Process to become a Volunteer YMCA Chaplain

1. Express interest to the Executive Director of the branch to be a Chaplain.
2. Receive the Chaplain Program Handbook and prayerfully consider if God is leading you to serve as a YMCA Chaplain.
If after prayer you feel led to serve as a Chaplain, you will need to complete the Chaplain application and send to the address below:

YMCA at Schilling Farms
Christian Emphasis Committee/Executive Director
1185 Schilling Blvd., East
Collierville, TN 38017

3. Set up a time with Executive Director and a representative from the Branch Christian Emphasis Committee for an interview.
 - a. Fill out the Addendum to Chaplain Application authorizing a background check and drug screen. Return to Executive Director.
 - b. Include a copy of Driver's License.
4. Once we have received your application and results from your background check and drug screen, the Executive Director will determine the status of your approval into the Chaplaincy Program.
5. You will receive a phone call or email in regards to the status of your application
6. After acceptance to the Chaplaincy program we will set up a meeting with the Executive Director of the Branch.
7. Begin serving as a Chaplain.



YMCA LEADERSHIP ROLES AND RESPONSIBILITIES

Role of Metro Christian Emphasis Committee

- Oversee all CE endeavors across association
- Communicate branch and association wide needs for Chaplains
- Conduct yearly Chaplaincy Program review working closely with Branch CE Committees

Role of Branch CE Committee

- In conjunction with Executive Director, conduct all proper meetings for potential Chaplains
- In conjunction with Executive Director, take candidates through process including documentations, drug screen, background checks, etc.
- Place all Chaplains in program
- Communicate changes and modifications to Chaplains in a timely manner
- Remove Chaplains who are not fulfilling expectations or duties
- Pray for and encourage all Chaplains

Role of Executive Director

- Discuss Chaplains program with any interested candidates; give a copy of Chaplain Manual to candidates
- Work closely with Branch CE Committee on process for potential Chaplains
- Meet with new Chaplains to share uniqueness of branch and needs of the community
- Verify and agree upon counseling resources for community
- Encourage and communicate with Chaplains on a regular basis
- Be available as a resource to answer questions or resource within the YMCA or the community
- Communicate to Branch CE Committee any Chaplains who are not meeting expectations



YMCA CHAPLAIN PROGRAM PROCEDURES

Confidentiality

- Respect the members/staffs right to privacy and confidentiality unless you are placed in a position where you find out there is potential for harm to self or others that must be addressed to an Executive at the branch or the YMCA Christian Emphasis Department

Code of Conduct

- We expect chaplains to behave maturely, responsibly and respect the rights of others.
- Prohibited actions include:
 - Inappropriate attire
 - Angry or vulgar language
 - Physical contact with another person in a threatening way
 - Sexual contact with another person
 - Harassment or intimidation by words, body language, gestures or frightening behavior
 - Destruction of property or theft
 - Carrying or concealing weapons or devices that can be used as weapons
 - Using alcohol or drugs on YMCA property, in YMCA vehicles or at YMCA sponsored events
 - Smoking in or outside the YMCA
- We prefer chaplains to meet with same gender, but we know that may not always occur. Use wisdom and place yourself in healthy situations that are not questionable to outsiders.
- Chaplains meet at the YMCA and on special occasions outside for YMCA events. If you meet with anyone outside the YMCA, please conduct yourself in a manner where you would if you were serving as a Chaplain at the YMCA.

Procedures for Intervention

- Chaplains are called to care for and encourage people, but some situations are out of our scope and training.
- YMCA Chaplains should refer individuals in need of spiritual guidance to an established church when needed.
- Chaplains should refer individuals to counseling when needed.
- Disciplinary or job performance issues are outside the chaplains scope and will be referred to YMCA leadership. Please express frustrations to Christian Emphasis Department or Executive Director at branch if problems occur.
- If you feel uncomfortable, unsafe or words were exchanged that you don't feel comfortable with please contact the Christian Emphasis Department.

Termination of Chaplaincy Responsibilities

- If the chaplain decides to end his/her service as a chaplain, it is required that they communicate that to the Christian Emphasis Department so that proper measures can take place.
- At any time the Christian Emphasis Department may ask the chaplain to step down from their position if they do not have the same mission of the Chaplaincy Program or there is any conduct that is not consistent with the program's agenda.



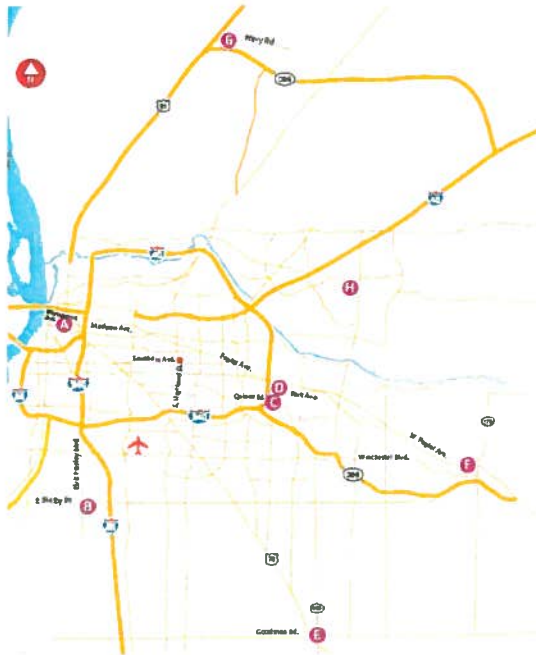
CONTACT INFORMATION

Association Support Staff

Valerie Carr, Executive Assistant
Association Support Center
6373 Quail Hollow, Suite 201
Memphis, Tennessee 38120
901-766-7677, ext. 230
vcarr@ymcamemphis.org

Branch Staff

Will Albritton, Executive Director
YMCA at Schilling Farms
1185 Schilling Blvd. East
Collierville, Tennessee 38017
901-850-9622
walbritton@ymcamemphis.org



BRANCH LOCATIONS:

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| A Fogelman
245 Madison Ave.
Memphis, TN
901.527.9622 | D Sweeney
5959 Park Ave.
Memphis, TN
901.765.3105 | G Millington
7725 Navy Cr. E.
Millington, TN
901.873.1434 |
| B Davis
4727 Elvis
Presley Blvd.
Memphis, TN
901.398.2366 | E Olive Branch
8555 Goodman Rd.
Olive Branch, MS
662.890.9622 | H Cordova
7950 Club Center Cv.
Cordova, TN
901.755.2123 |
| C Nuber
5885 Quince Rd.
Memphis, TN
901.682.8025 | F Schilling Farms
1185 Schilling Blvd. E.
Collierville, TN
901.850.9622 | |

YMCA of Memphis & the Mid-South's Website
www.ymcamemphis.org