**POLICY ON CHAPLAINCY OF THE UNION CHRISTIAN COLLEGE**

**(Approved by the 75th Session)**

**Basis of Chaplaincy**

The Union Christian College was founded and established by the North East India Christian Council for the purpose of training men and women who will become leaders of integrity, respect and responsible citizens of their respective societies, churches and the nation. In so doing, imparting quality education and spiritual nurturing need to go hand in hand. In order to achieve the above stated goal, the North East India Christian Council has been appointing chaplains for the college. The following policy on the Union Christian College chaplaincy is hereby adopted and enacted by the 75th Annual Session of the North East India Christian Council.

**Appointment of the Chaplain**

Application for the Chaplain shall be entertained only from the NEICC affiliated member churches. Advertisement for the post of the Chaplain shall be notified to the affiliated churches. Interview of the applicants shall be conducted by the Working Committee of the Executive Committee of the NEICC. The Chaplain shall then be appointed by the Working Committee and report to the Executive Committee of the NEICC. The Executive Committee shall report the appointment to the Biennial Session of the Council.

**Qualifications for the Chaplain**

1. He/She should be an ordained minister or a Pastor having minimum of five years service experience in ministry.
2. He/She should have theological education with a minimum degree of Bachelor of Divinity (BD) or itsequivalent.
3. He/She should be a member of any of the affiliated member church of the NEICC.
4. He/She should have a good command of the English language.
5. He/she should be between the ages of 30 – 55 yrs.

**Terms and Conditions**

The term for the Chaplain shall be three years. The same person shall not be appointed for more than two consecutive terms. The Chaplain shall be deputed by his/her sending Church. He/She should enclose recommendation and financial sponsorship letter along with his/her application letter from his/her sending Church with other documents required by the Executive Committee of the NEICC. The Chaplain is required to reside at the Chaplain Quarters during his/her tenure.

**Joining Report**

The Chaplain shall give his/her joining report to the Secretary of the NEICC with a copy of it to the Principal of the College.

**Installation**

Installation service of the Chaplain shall be conducted at the earliest possible and while the college is in session. The installation programme shall be organized by the College with input from the Secretary of the NEICC.

**Functions**

The Chaplain shall:

1. take full responsibility for the spiritual programmes of the College community especially for the students, including chairing the Chapel Committee, making spiritual programmes for hostels and arranging roster for the chapel services.
2. be the treasurer of the chapel committee and shall make the books ready for the time of audit.
3. be spiritual counsellor of the College. Counselling ministry should be one of the main ministries of the Chaplain in addition to other regular activities and chapel services.
4. be an ex-officio member of the College Governing Board, NEICC Biennial Session and SCMI- UCC Unit. His/her annual reports shall be included in the UCC report to the NEICC Biennial Session.
5. give prior information to and take consent from the Principal of the College for functions and programmes organized by him/her including programmes outside the campus.
6. be responsible to keep the sanctity and sacredness of the College Chapel.
7. follow the leave rules of the College.
8. Fulfil the functions and other responsibilities assigned to him/her.

**Facilities**

* 1. The basic furnishings of the Chaplain’s quarters and office shall be provided by the College.
  2. Monthly honorarium, the amount of which is proposed by the Governing Board, shall be given to the chaplain.

**Revision of the Policy**

The Executive Committee of the NEICC shall be responsible for revision of the policy, if and when deemed necessary, with inputs from the College. The revised policy shall then be brought to the NEICC Biennial Session for approval.