

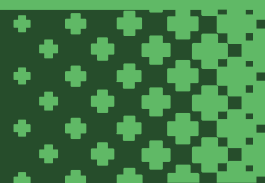


Muslim Endorsement Council, Incorporated

The National Standard-Bearer for Islamic Chaplaincy

GENERAL TERMS OF CHAPLAINCY ENDORSEMENT

Revised September 27, 2020 (Safar 9, 1442 AH)





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This document describes the general terms of chaplaincy endorsement by the Muslim Endorsement Council, Inc. (MEC) for all its endorsees.

MEC endorsements are to specific areas of chaplaincy such as military, healthcare, educational, corrections, and community. The conditions that an endorsee is required to meet for a distinct area of chaplaincy endorsement are included in each endorsee's Board of Directors' Determination of Chaplaincy Endorsement letter or subsequent Continuation of Chaplaincy Endorsement letter.

Endorsees are required to meet the conditions in the letter and these general terms to maintain their endorsement with MEC. MEC endorsement remains in force, provided the endorsed Chaplain adheres to the terms and conditions. MEC is assured that by applying to MEC for chaplaincy endorsement and agreeing to abide by the "MEC Pledge and Code of Ethics," the endorsed Chaplain understands, accepts, and agrees to adhere to the terms and conditions.

1. General Expectations

MEC expects that endorsed chaplains follow its code of ethics and live their personal and professional lives consistently according to Qur'anic-based principles and ideas, and the life example of Prophet Muhammad (Peace be upon him).

2. Oversight and Supervision

Chaplains are under the direct supervision of their employer's supervisory structure. However, MEC retains chaplaincy oversight of the endorsed Chaplain's work and life as a representative of the Muslim community in the United States and MEC. Such oversight includes, but is not limited to, an annual report, annual review meeting with the Board of Directors or its designated representative, and where feasible, an assessment of the Chaplain at his or her place of work. MEC expects the endorsed Chaplain's cooperation and availability to respond to any questions or concerns during the annual review and assessment.

3. Annual Reports

An endorsed chaplain must file online a signed and dated annual report for the prior year no later than the last day of the first month of the Gregorian calendar (January 31) that includes:



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- i. A completed and signed Annual Accountability for Ethical Conduct Form (see below)
- ii. Significant professional accomplishments
- iii. In-service and professional development training
- iv. Job-status
- v. Any change to contact information, and personal, marital, professional, legal and immigration status
- vi. professional and academic achievements such as certificates, degrees, continuing education, promotions, civic and community involvement
- vii. Steps taken to meet the conditions outlined in either the endorsee's initial Determination of Chaplaincy Endorsement letter or subsequent Continuation of Chaplaincy Endorsement letter after each annual review

4. Annual Fee

The endorsee pays a yearly fee based on the following sliding scale:

- i. Full-time chaplaincy employment- \$50.00
- ii. Part-time chaplaincy employment (15 hours or more)- \$25.00
- iii. Volunteer chaplaincy - \$10.00
- iv. Retired or 20+ years of service- \$5.00

5. In-service training specific to the Muslim community

Each endorsee is required to attend and participate in specialized training at MEC organized workshops to continue to develop their chaplaincy skills specific to the Muslim community according to best practices, to maintain a high level of proficiency as a Muslim in Chaplain pastoral care and for networking purposes including the following or equivalent

1. AMC Conference/Workshops and or Retreat
2. Chaplaincy Workshops at ISNA Conference
3. Mosque Cares Conference
4. Annual Black Muslim Psychology Conference
5. Annual Muslim Mental Conference
6. First Aid Mental Health Workshop
7. RIS - Reviving the Islamic Spirit Conference
8. ICNA-MAS Conference
9. Association of Muslim Jurists (AMJA)'s Imam Conference

Attendance at any one of the training annually is mandatory. MEC's endorsement of any chaplain is automatically suspended if the endorsee misses two (2) annual training events. The missed events may be consecutive or not consecutive.



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6. Other Professional Development Training

Endorsed chaplains are also required to attend other professional development training, such as continuing education or advanced professional learning intended to improve their professional knowledge, competence, skill, and effectiveness in Chaplain pastoral care.

7. Endorsement Updates

It is the responsibility of the endorsed Chaplain to initiate the process for updating an endorsement when their status or area of chaplaincy changes. The Chaplain should complete and submit a new application form with fee to MEC and only complete the parts that are relevant to the changes.

8. Transferring an Endorsement

A chaplain can only be endorsed through one endorsing body. Any MEC endorsed chaplain who wishes to change their chaplaincy endorsement from MEC at any time for any reason must inform MEC in writing within 90 days before the transfer of endorsement to another endorsing body.

9. Discipline and Withdrawal of a MEC Endorsement

It is MEC's right to choose to exercise disciplinary measures it deems necessary. If an endorsed chaplain violates a law (local, state, or federal, including Uniform Code of Military Justice), the policy of their place of employment, MEC general expectations, Code of Ethics, or actions which adversely impact the reputation of MEC. Such disciplinary action may include suspension of the Chaplain's endorsement or withdrawal of MEC endorsement.

10. Suspension of a MEC Endorsement and Reinstatement

A suspended MEC endorsement may be reinstated only after an in-person meeting between the chaplain or spiritual care professional and the Board of Directors or its designated representative initiated at the behest of the Chaplain or spiritual care professional. The meeting may not be held by teleconference. The Board of Directors of MECC may require the Chaplain or spiritual care professional to meet certain conditions to reinstate and maintain their endorsement after the meeting.

In the event of suspension of endorsement due to a missed training, the meeting may be held at a mutually agreed upon mode, place and time.



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ANNUAL ACCOUNTABILITY FOR ETHICAL CONDUCT FORM FOR 20____ REPORTING YEAR

Each Muslim Endorsement Council, Inc. (MEC) endorsed chaplain is asked to complete this form each year as part of the annual reporting requirement of the prior year due on or before January 31 of the current year for continuing endorsement status in accordance with The MEC Pledge and Code of Ethics, or as needed if there is a change since the last year.

Please read carefully and complete Section I or II and Section III.

Section I:

I certify that since the completion of my initial Notarized Accountability Letter for Ethical Conduct or last Annual Accountability for Ethical Conduct Form:

- (a) no complaint against me for unethical conduct has been filed, is pending, or has been settled in a civil, criminal, employment, or another professional organization's forum; and
- (b) I have never resigned, been terminated, nor negotiated a settlement from a position for reasons related to unethical conduct.

SIGNATURE: _____ **DATE:** _____

NAME: _____

Section II:

If Section I above cannot be certified, provide an account of the complaint, including the forum, charges, and outcome. Provide contact information for people involved in the process, whom you authorize to give a full report to the Muslim Endorsement Council, Inc. (MEC). Each situation will be evaluated on its own merits by the professional ethics review panel. (Attach pages if necessary.)



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Please read carefully and sign Section III.

Section III:

I understand that as a condition of endorsement by Muslim Endorsement Council, Inc. (MEC), I will provide to the Muslim Endorsement Council, Inc. (MEC) timely notice of any complaint of unethical conduct filed against me. I agree to deliver to the Muslim Endorsement Council, Inc. (MEC) in a timely fashion, the information it requests regarding the investigation, adjudication, dismissal, or settlement of such complaint. Failure to report or provide accurate, full, and truthful information may be grounds for action by the Muslim Endorsement Council, Inc. (MEC), including but not limited to suspension or withdrawal of my endorsement.

SIGNATURE: _____ **DATE:** _____

NAME: _____

**PLEASE SUBMIT THIS FORM ONLINE through the MEC Endorsee's Portal at
muslimendorsementcouncil.org**

Website: muslimendorsementcouncil.org

Email: info@mec-usa.org **Phone #:** 203-836-8548

PO Box 8224 New Haven CT 06530

MEC is a 501(c) 3 tax-exempt organization; Donations to MEC are tax-deductible.

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