

CONSTITUTION

INTERFAITH COMMITTEE ON CHAPLAINCY IN THE CORRECTIONAL SERVICE OF CANADA

**Revision adopted in Vancouver, British Columbia
May 25th, 2007**

I. NAME

The name of this organization is the Interfaith Committee on Chaplaincy in the Correctional Service of Canada (CSC), which shall hereinafter be referred to as the Interfaith Committee on Chaplaincy (IFC).

II. NATURE AND PURPOSE

The Interfaith Committee on Chaplaincy is a Committee of the religious bodies of Canada whose representatives are delegated by the respective constituent churches and other faith groups for the purpose of coordinating, ensuring and supporting the ministry of the religious community through Chaplaincy Service.

The Committee acts as an advisor to the Correctional Service of Canada, as a liaison between churches and other faith groups and the Correctional Service of Canada, in the recruitment/selection of chaplains, and as a partner in carrying out the terms of the Memorandum of Understanding.

III. NON-PROFIT

The Corporation is to carry on its operations without pecuniary gain to its members, and any profits or other accretions to the Corporation are to be used in promoting its objectives.

IV. FUNCTIONS

Functions of the Interfaith Committee on Chaplaincy are implemented through the following roles:

1. Advisory Role

The Interfaith Committee acts as an advisory body and resource to the Correctional Service of Canada, and to the churches and other faith groups on religious issues related to the ministry of chaplains.

- (A) The advisory role to the Correctional Service of Canada includes:
- (i) regular meetings with the Correctional Service of Canada;
 - (ii) on-going consultation with the Director of Chaplaincy;
 - (iii) institutional visits to review the delivery of pastoral services in accordance with the visitation guidelines drawn up from time to time;
 - (iv) recommending innovation approaches in the correctional ministry and in the training of chaplains;
 - (v) preparing an annual report presented to the Correctional Service of Canada and to the churches and other faith groups.
- (B) The advisory role to the churches and other faith groups includes:
- (i) encouraging churches and other faith groups to support correctional ministry and chaplaincy (e.g. volunteer groups; educational programs);
 - (ii) supplying religious communications media with information concerning the chaplaincy and supplying administrative authorities of religious bodies with information regarding the work, the needs and the staffing requirements of the Chaplaincy Service;
 - (iii) assistance in implementing any agreements with the Correctional Service of Canada.

2. Supporting Role

To facilitate the support of individual chaplains in their ministry through visits by representatives of the several churches and other faith groups.

3. Recruitment and Screening

The Interfaith Committee acts as a resource to the Director of Chaplaincy in recruitment policy and in identifying qualified chaplaincy candidates.

4. Selection

A member of the Committee, or its appointee, shall be on each Selection Board for full-time chaplains. The Interfaith Committee shall be involved in selection of part-time chaplains. Members or appointees will report the decision to the Interfaith Committee.

5. Liaison

The Committee will endeavour to:

- (i) advise the Correctional Service of Canada on ways to improve the quality of chaplaincy;
- (ii) improve the awareness in the churches and other faith groups of this ministry;
- (iii) critique issues which affect the chaplaincy role;
- (iv) act as a liaison between the Correctional Service of Canada and the individual religious bodies and churches and other faith groups;
- (v) assist chaplains in transition to new ministry.

6. Reporting

The Interfaith Committee shall provide to the Correctional Service of Canada through the Director of Chaplaincy and to the member churches and other faith groups, an annual report on the overall operation of chaplaincy and of the ministry of the churches and other faith groups in the institutions of the Correctional Service of Canada. The Interfaith Committee is also expected to table any issues or concerns that it may have on an on-going basis through the Director of Chaplaincy.

V. HEAD OFFICE

The mailing address of the Interfaith Committee on Chaplaincy shall be located at such place as the Committee may from time to time determine.

VI. MEMBERSHIP AND VOTING

The Interfaith Committee on Chaplaincy is to be constituted as follows:

- i) ***a national*** church or faith group ***with a clearly defined leadership structure*** accepted by the Interfaith Committee on Chaplaincy, which has an interest in and concern for chaplaincy work in the Correctional Service of Canada, is eligible for membership.

[see appendix 2 for criteria]

Representatives are to be officially named by a ***Christian*** church or another faith group after consultation with Interfaith Committee officers. The number of representatives of member bodies shall be guided by inmate population, number of chaplains and Canadian demographics.

- (ii) The *Director General of Chaplaincy or designate* shall be invited to attend and participate in the meetings of the Interfaith Committee and its officers' meetings but does not have the right to vote;
- (iii) The Interfaith Committee shall also include the following non-voting representatives:
 - a) 3 representative chaplains selected for a two-year period by the chaplains of the Correctional Services Canada regions on a rotating basis: *one from Quebec, one from Ontario, one from Prairies, Maritime and B.C. (this third position will rotate from region to region) as well as a chaplain representative for women's facilities selected for a two-year period by the chaplains to women.*
 - b) A representative from the Church council on Justice and Corrections;
- (iv) *Membership shall be considered lapsed if no representative attends for three years. (NEW)*

VII. OFFICERS

The officers shall consist of a president, past president, and vice president. If one of these three positions is not held by a representative of the Roman Catholic Church, one representative becomes a fourth member of the executive after consultation with the Roman Catholic representatives on the Committee.

VIII. QUORUM

A majority of the voting representatives on the Interfaith Committee on Chaplaincy present at a properly constituted meeting shall be the quorum for the transaction of all business. A meeting shall be deemed to be properly constituted if notice in writing is sent to its members thirty (30) days prior to the date set for the meeting.

IX. TERMS OF OFFICE

The president and the vice president are elected for a two year term, renewable once.

X. ANNUAL MEETING

The annual meeting shall be held within three (3) months of the closing of the fiscal year, the date of the closing of the fiscal year being March 31 of each year.

XI. AMENDMENT

This Constitution may be amended by two-thirds ($2/3$) vote of the members present at any meeting, provided that notice of the proposed amendment had been sent in writing to all members at least thirty (30) days prior to the meeting. Before the amendment can be adopted consultation with the Correctional Service of Canada shall occur.

APPENDICES

The following appendices attached hereto, for reference purpose only, are not an integral part of the Constitution and may be changed from time to time.

[Revisions to the Appendices:

1. Eliminate the present appendix 1 which is a list of members.
2. Rename the next 2 documents and change the numbering:
 - Appendix 1: *Guidelines of Membership for a Faith Group*
 - Appendix 2: *Criteria for the Faith Group representative*]

Appendix 1

Guidelines of Membership for a Faith Group

Suggested Guidelines for selection of new representatives to the Interfaith Committee by member bodies:

Each candidate should have:

- a knowledge of and interest in criminal justice and corrections;
- pastoral concern for prisoners, their families, and correctional staff;
- a good understanding of their church or other faith group structures and lines of authority;
- the trust and respect of their church or faith group to represent it adequately in an ecumenical and interfaith context;
- preferably, knowledge of both official languages;
- a clearly defined process for communicating with the appointing church or other faith group.

Each member body is requested to provide a profile of its prospective representatives at the time of appointment to be shared by the Interfaith Committee with the Correctional Service.

Chaplains serving in the Correctional Service of Canada may have a conflict of interest and should not be appointed to the Interfaith Committee. (Chaplains have a non-voting member on the Committee.)

Appendix 2

Criteria for the Faith Group representative

In order to be accepted as a member of I.F.C., a faith group must have most of the following characteristics:

1. Represent one of the religious bodies in Canada;
2. Faith group should have a national scope;
3. Interest in working cooperatively in the context of I.F.C., within the terms of its Constitution and the Memorandum of Understanding Between the Interfaith Committee on Chaplaincy and the Correctional Service of Canada;
4. Respect for each member group's faith tradition;
5. Involvement or interest in ministry to inmates of correctional institutions;
6. Involvement in justice and corrections issues;
7. Recognition by Revenue Canada as a charitable organization;
8. The religious practitioners in the faith group are licensed to perform marriages in their Province of work.

Adopted by the Interfaith Committee Annual Meeting April 13, 1989.