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OIA-2024-4920

// March 2024

[REDACTED]
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Dear [REDACTED]

I refer to your email of 14 February 2024 requesting, under the Official Information Act 1982 (OIA), *copies of the current policies, procedures and operational guidelines for the Royal New Zealand Chaplains Department and any NZDF structure Chaplains currently operate under.*

As military personnel, New Zealand Defence Force (NZDF) Chaplains operate in accordance with a large number of NZDF policies and procedures. Your request is declined as the provision of all relevant information would require a substantial collation and research effort. This is in accordance with section 18(f) of the OIA.

For your information, however, copies of current policies and procedures that are specific to NZDF Chaplaincy are enclosed. Where indicated, the signatures of NZDF personnel are withheld in accordance with section 9(2)(k) of the OIA to avoid the malicious or inappropriate use of staff information, such as phishing, scams or unsolicited advertising. The high level health policy under which NZDF Chaplaincy sits is publicly available on the NZDF website¹. If there are other specific policies or procedures that you wish to receive, please identify them and your request will be considered accordingly.

You have the right, under section 28(3) of the OIA, to ask an Ombudsman to review this response to your request. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that responses to official information requests are proactively released where possible. This response to your request will be published shortly on the NZDF website, with your personal information removed.

Yours sincerely

AJ WOODS

Air Commodore
Chief of Staff HQNZDF

Enclosures:

1. Chaplaincy Employment Profile
2. Defence Force Instruction 18.6 – Chaplaincy

¹ https://www.nzdf.mil.nz/assets/Uploads/DocumentLibrary/dfo_18.pdf



NZDF Chaplaincy Employment Profile

NZDF Health Vision

A Better, Stronger, Healthier NZDF

NZDF Health Mission

To Enhance the Force Strength through Health

Approver Position	Approver Name	Signature	Date
Principal Defence Chaplain	CHAPCL1 Peter Olds	[Redacted]	26/04/22

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For Endorsement

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

NZDF Chaplaincy Employment Profile 2022

January 24, 2022

Position / Board	Endorser Name	Signature	Date
Director Defence Health	BRIG A. Gray	s. 9(2)(k)	24 MAR 22
Army Management Board	BRIG R.T. King		12 APR 22
RNZN Naval Establish Board	CAPT J.E. Beadsmoore		
RNZAF Trade Structures Committee	GPCAPT M.J. Cannon		25 APR 22

INTRODUCTION

NZDF Mission

1. The primary mission of the NZDF is:

To secure New Zealand against external threat, to protect our sovereign interests, including within the Exclusive Economic Zone (EEZ), and to be able to take action to meet likely contingencies in our strategic area of interest.

The Defence Health Mission

2. The Defence Health Mission statement succinctly captures its purpose which is:

To enhance the Force strength through health.

3. As a core component of the wider Defence Health Capability, NZDF Chaplaincy's mission aligns upwards through the Defence Health Strategy 2025 pursuing the three strategic outcomes of:

- a. The health of the operational Force is maximised;
- b. the NZDF has a deployable health capability that can go anywhere, anytime, with flexibility and agility; and
- c. Defence Health governance arrangements are robust and benchmarked.

4. Our long-established history and traditions provide a solid foundation of both knowledge and practice across the range of competencies that the organisation currently requires. Further, this history assists in informing how best to grow those competencies to meet unique and emerging challenges. In order to effectively maintain and build on this foundation it is necessary to ensure that the outputs of all the Branches, Trades and Specialisations within the NZDF, referred to elsewhere as Employment Groups (EGs), have relevance in their contribution to the overall NZDF Mission. This unique mission contribution forms the cornerstone of each Employment Group's Employment Profile (EP) document.

EMPLOYMENT PROFILE PURPOSE

5. The purpose of this EP is to establish alignment between the contribution and outputs of the EG to the overarching NZDF / Defence Health mission across the spectrum of operational and non-operational outputs. Furthermore, this EP is essential for bringing together relevant information that should inform decision making around, but not limited to, the following areas of the EG:

- a. Recruitment, Career management, and skills development;
- b. current and future training needs;
- c. the impact of new technologies and capabilities;
- d. sustainability requirements, redundancy and/or outsourcing reviews;
- e. market based remuneration reviews; and
- f. doctrine development.

6. In essence, the EP becomes the strategic level source document for each EG from which decisions about the EG can be made regarding areas such as career development and training progression. In addition to promoting a continuous improvement culture, the

development of such a framework is consistent with the intended outcomes of the Defence Health Strategy 2025.

7. The linkages between the mission, capability, branch employment profile, training, career management and how and where personnel are employed are depicted in Figure 1.

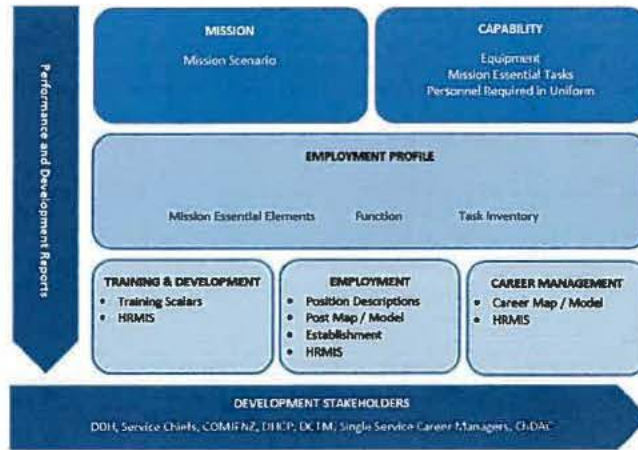


Figure 1: Employment Profile Linkages

8. This EP should be used in conjunction with any Single Service EPs to determine all additional competencies relating to generic knowledge, skills and aptitudes required for warfighting across all trade groups and domains.

GENERAL INFORMATION

Employment Group / Trade Details

Title:	NZDF Chaplaincy
Abbreviation:	CHAP
Branch/Corps:	Chaplain (RNZN), RNZChD (Army), Operational Support (RNZAF)
Ranks:	CHAPCL4 (CAPT(E)) to CHAPCL1 (COL(E))

Key Appointments

9. The management of NZDF Chaplaincy is unique. While the individual Services retain responsibility for Ab-Initio and service-specific training requirements, Chaplaincy's broader professional competence and compliance requirements necessitate that the management of NZDF Chaplains' employment is governed collectively with NZDF Health leaders.

10. **Head of Profession.** The Head of Profession for the EG is the Principal Defence Chaplain (PDC). The PDC is responsible for:

- providing strategic leadership for the CHAP EG;
- representing the EG in the development of employment, training, and doctrine;
- representing NZDF Chaplaincy across allied and partner militaries;
- interacting with profession stakeholders;
- interacting with external agencies;

- f. providing Chaplaincy advice to command on issues affecting the EG and acting as the champion on specialist issues; and
- g. ensuring the currency of this EP.

11. **Profession Sponsor.** The Profession Sponsor for the EG is the Principal Chaplain Capability (PC(C)). The PC(C) is responsible for:

- a. leading, coaching, mentoring members of the EG;
- b. representing the profession in the development of training and education;
- c. acting as a representative for EG employment, training, and doctrine;
- d. interacting with EG stakeholders;
- e. providing specialist advice to unit command on issues affecting the CHAP EG and acting as the profession champion on EG issues; and
- f. maintaining the currency of this EP in conjunction with the PDC.

12. **Key Stakeholders.** In addition to the appointments above the following appointments are deemed key stakeholders in Chaplaincy development:

- a. DDH;
- b. Service Chiefs;
- c. Commander Joint Forces New Zealand (COMJFNZ);
- d. Director Heritage, Commemorations and Protocol (DHCP)
- e. the Director of Career and Talent Management (DCTM);
- f. single Service Career Managers; and
- g. the Chaplains' Defence Advisory Council (ChDAC).

EMPLOYMENT GROUP MISSION

Fundamental Defence Capabilities

13. Under the NZDF Operational Doctrine there are seven fundamental capability strands that shape the thinking around force generation necessary for war fighting. These strands are necessary to discharge the prime function of conducting military operations. The NZDF CHAP EG contributes directly to the capabilities of **prepare, protect, and sustain** both domestically and internationally.

14. **EG Purpose.** The CHAP EG is an integral component of the wider NZDF Health System which is, collectively, responsible for performing tasks in support of all NZDF activities both operational and non-operational. While Chaplains hold a unique responsibility as kaitiaki (guardians) of the NZDF's wairua (spiritual health) they contribute to the collective health and wellness of the NZDF across all domains of Te Whare Tapa Whā.¹

15. CHAP EG personnel support the NZDF Mission by providing high quality pastoral care, command guidance, and spiritual, religious and social services to both support and enhance the Hauora, or overall health and wellbeing, of all NZDF personnel, uniformed and civilian, and their whānau.

¹ For an explanation of Te Whare Tapa Whā see <https://www.health.govt.nz/our-work/populations/maori-health/maori-health-models/maori-health-models-te-whare-tapa-wha>

16. The CHAP EG comprises commissioned Chaplains from across the three services who are responsible for providing both responsive and preventative care and guidance in operational and non-operational environments.
17. In non-operational, domestic environments, care is delivered across all NZDF locations and communities providing the wider NZDF whānau with quality pastoral care, spiritual, religious, and social support.
18. On operations CHAP EG personnel deploy as required to provide an organic capability in support of NZDF and / or coalition forces. This capability includes, but is not limited to, the provision of:
- a. Pastoral and spiritual / religious support to deployed personnel;
 - b. healthcare provision including triage and pastoral counselling as a core component of the NZDF's multidisciplinary health approach;
 - c. religious area analysis in support of informed command decision making;
 - d. key leader engagement across local faith networks;
 - e. advice to command as to the overall morale and wellbeing of deployed personnel; and
 - f. commemorative and ceremonial support to NZDF elements / contingents.
19. **Output Statement.** NZDF Chaplaincy contributes to the delivery of a comprehensive health effect to the Force as a core component of an integrated health system, ensuring a better, stronger, and healthier fighting force best positioned to succeed on missions.
20. **Mission Essential Positions.** The mission essential positions are shown in the CHAP EG Trade Post map at para 44 below.
21. **Chaplaincy Task Inventory.** A task inventory is contained at para 49 below. Position Descriptions for Chaplains in the different Classes are contained in the Chaplains' DDMS Library and Career Pathways Schemas are found on the Defence Health ILP Site.

EMPLOYMENT

22. **Chaplaincy Roles.** Throughout their career in Defence a Chaplain may be expected to be employed within any of the following roles:
- a. **Non-Operational Roles.** Domestically Chaplains fill the following roles:
 - (1) Principal Defence Chaplain.
 - (2) Principal Chaplain (Delivery, Capability, Operations).
 - (3) Lead Chaplain (Regional).
 - (4) Co-ordinating Chaplain.
 - (5) Chaplain on a Base or Camp or, in the case of a Reserve Force Chaplain, to a Reserve Unit or Ship.
 - b. **Operational Roles.**
 - (1) Delivery of Chaplaincy support while deployed on exercises or operations.
 - (2) Delivery of ceremonial support for commemorative events

23. Hours of Work.

- a. **Non-Operational.** Personnel are expected to work normal Defence working hours but be available to provide ongoing support outside these hours. Noting that the CHAP EG mandate for care includes both NZDF personnel *and* their wider whānau it is to be expected that the hours of work may become irregular dependant on the task to be completed. Chaplains provide a 24/7 on call service for all Camps and Bases within New Zealand 365 days a year. During exercise and non-operational deployments personnel are expected to work extended periods and are subject to a 24/7 duty roster.
- b. **Operational.** Personnel are expected to work extended periods continuously in an operational setting for deployments that could last up to 12 twelve months, as directed. During such operations the hours of work are dictated by the current risk state and the requirements of the mission, as expressed by command, balanced against human resilience and operational effectiveness.
- c. **Driving Hours.** While operating in NZ Chaplains are restricted by NZTA legislation and NZDF Policy in relation to driving hours. Work time variation of driving hours can be approved by PDC.

24. Working Environment.

- a. **Non-Operational.** The general working environments, hazards, and conditions for non-operational employment are the same as for those of other NZDF trades and personnel but may include duties in developing nations with more basic infrastructure than are routinely found in New Zealand. For land-based operations, the operational environments are laid down in the NZ Army Foundation Soldier Skills EP. For maritime operations these are found in the RNZN Seamanship and Mariner Skills EP.
- b. **Operational.** The employment information below pertains to Chaplains in an operational environment or carrying out enabling or training tasks, which are conducted in a garrison or other non-operational environment in order to simulate in-theatre conditions. Chaplains may be required to work under the following conditions within urban, close and open country environments during non-combat training, phase zero operations, stability and support operations, or humanitarian aid/disaster relief operational missions. This may entail:
 - (1) working indoors and outdoors, by day and night, in either rural or urban environments while exposed to the elements and associated extremes of hot and cold climatic conditions with access only to personal protective clothing, equipment and shelter;
 - (2) operating independently or as part of a team;
 - (3) working long periods, with a requirement to intermittently stand, bend, crouch and crawl, in and around open, mobile or dug in Command Posts;
 - (4) carrying personal equipment, over long distances and time, across difficult terrain;
 - (5) deploying at short notice on operational duties by road, air or sea;

- (6) operating in an enclosed environment of a basic level of development such as in tents, temporary shelters or dilapidated buildings;
- (7) working in conjunction with other nations, arms, services and agencies;
- (8) performing these functions with limited food and water intake, rest and whilst deprived of sleep for extended periods of time due to operational and geographic / climatic conditions; and
- (9) working whilst being exposed to high levels of stress from a variety of sources within the Area of Operations (AO).

25. **Hazards.** The NZDF places a very high premium on ensuring that all of its standard operating procedures are safe in their application. CHAP EG personnel may regularly be exposed to a range of occupational health and safety hazards in the course of their duties. NZDF policy detailing the procedure, policies and safe working practices required to reduce and eliminate risks posed by these hazards are to be adhered to at all times. Chaplains may be exposed to a range of occupational health and safety hazards in the course of their duties which include, but are not limited to, the following:

- a. **Non-Operational Hazards.** During non-operational employment, the hazards are similar to other NZDF personnel employed in garrison situations. Hazards may, however, replicate those of operational situations as described below during exercise and training activities. During non-operational deployments overseas hazards may include psychological stress or threats to personal security resulting from working in isolation immersed in a foreign environment.
- b. **Operational Hazards.** During the conduct of military operations all non operational hazards are intensified; the CHAP EG may, further, be exposed to hazards including but not limited to:
 - (1) Fatigue, illness, injury or death as a result of hostile environmental factors;
 - (2) fatigue, illness, injury or death as a result of direct or indirect adversary action or local population action;
 - (3) fatigue, illness, injury or death due to:
 - (a) Operating over complex terrain;
 - (b) the requirement to employ live ammunition;
 - (c) exposure to disease vectors and organisms;
 - (d) friendly forces kinetic operations and activities.
 - (e) psychological trauma due to the effects of operational stress, host nation population attitudes and behaviours or another actor's information operations; and
 - (f) deprivation of personal liberty by third parties in-theatre.

26. **Working Conditions.** Chaplains routinely work in established Camps and Bases. Whilst deploying non-operationally they may experience lower standards of accommodation and facilities than those common in their home location. In the field environment Chaplains may work in a permanent or temporary headquarters or command post environment or from a sub-unit operating base. These conditions range from well-developed urban infrastructure to improvised or temporary fortified and non-fortified field structures. Chaplains may also operate from, or be transported in, military vehicles, ships and aircraft.

27. **Professional Environment.** Chaplains predominantly work alone as well as contributing to Multi Disciplined Teams in providing support to the NZDF personnel and whānau. In addition to ministering to individuals, NZDF Chaplains also care for the organisation as a whole. They exercise their spiritual and pastoral ministry to effect positive changes in the flavour and culture of the NZDF, and contribute towards the five strategic health effects of:

- a. Prepare;
- b. protect;
- c. improve;
- d. restore; and
- e. inform.

28. **Social Environment.** As a small, tri-service, trade Chaplains must be able to work independently as well as collaboratively with other Chaplains and Wellbeing providers in support of NZDF personnel and whānau. They must be highly self-directed, maintain a high level of specialist competence, be prepared to confidently advise others professionally including senior NZDF personnel, and be prepared to carry out independent action when appropriate in order to meet the purpose of the trade. Chaplains must balance their first loyalty which is to the NZDF, with the need to be loyal to their individual service, their sending denominational organisation, and at all times striving to achieve excellence in all of their outputs.

29. **Physical and Mental Skills.** Chaplains must be able to meet all applicable environmental physical and military skills standards for specific missions and employment contexts.

30. **Consequence of Error.** By virtue of their position and their freedom of engagement across all NZDF personnel and their whanau, NZDF Chaplains have unique and vital insights, allowing them to act as trusted advisers. This enables Chaplains to:

- a. Advise command and staff on a wide variety of issues, supporting the process of command at all levels; and
- b. provide advice on a range of moral, ethical and social issues that is both proactive and reactive.

31. Failure to deliver timely and accurate advice to Command, and support to NZDF personnel will have an adverse effect on the ability to maintain operational readiness and the wellbeing of individuals.

32. As religious professionals, Chaplains must demonstrate the highest standards of moral integrity and honesty. They are required to observe strict personal and professional boundaries, while maintaining trust and respecting confidentiality. Failure to maintain these standards will limit the ability of a Chaplain to deliver the expected level of support required by the NZDF for its personnel and whānau.

33. **Security Clearances.** The minimum level of security clearance required for a Chaplain is Secret Vetting. Top Secret Vetting is desirable for Chaplains supporting Papakura Military Camp and is a requirement for members of the Chaplaincy Leadership Team.

RESPONSIBILITIES

34. **General.** The CHAP EG is a core component of the wider NZDF Health System which is, collectively, responsible for performing tasks in support of all NZDF activities both Domestic and International. The scope of practice for NZDF Chaplains is necessarily broad and includes:

- a. Providing religious, spiritual and pastoral advice and care to NZDF personnel and whānau; and
- b. supporting the overall NZDF morale and wellbeing.

35. **Leadership and Management.** Chaplains are unique among uniformed members of the NZDF in that, although commissioned Officers, they hold no command or executive authority. This is to enable them to have mobility upwards, downwards and across command chains. The degree of leadership and management authority required of Chaplains by rank is as follows:

- a. **Chaplain Class 4 (CAPT(E)).** Chaplains at the Class 4 (CHAPCL4) are expected to operate at Lead Self to Lead Leaders level. Their primary focus is the front line delivery of chaplaincy services to NZDF personnel and their whānau across their posting location.
- b. **Chaplain Class 3 (MAJ(E)).** Chaplains at the Class 3 (CHAPCL3) level are expected to operate at the Lead Systems level. Additional function roles at this level include;
 - (1) Co-ordinating Chaplain. This entails planning and administering the Chaplaincy functions for a single Camp or Base for up to five Chaplains.
 - (2) Lead Chaplain. This entails responsibility for the management and administration of at least three Camps / Bases, comprising multiple services, and up to nine Regular Force Chaplains, as well as Reserve and Officiating Chaplains across a geographic region.
- c. **Chaplain Class 2 (LTCOL(E)).** Chaplains at the Class 2 (CHAPCL2) are expected to operate at the Lead Capability level. They hold a senior position within Chaplaincy and are members of the Chaplaincy Leadership Team. They are responsible for the management of, and delivery against, one of the following Chaplaincy portfolios:
 - (1) Principal Chaplain Delivery.
 - (2) Principal Chaplain Capability.
 - (3) Principal Chaplain Operations.
- d. **Chaplain Class 1 (COL(E)).** The Principal Defence Chaplain (PDC) is expected to operate at the Lead Integrated Capability level and is responsible for the strategic direction of chaplaincy services and the overall delivery of Chaplaincy across the NZDF. Additionally they hold a Director's role within the Health Directorate and are the regulatory custodian for NZDF Spiritual Services.

36. **Scope of Action.** Chaplains must be capable of sufficient independent thought and initiative to act with minimal supervision. They must be resourceful in problem solving and provide advice within their specialised sphere of influence. In addition, they must be capable of assuming responsibility at the next higher chaplaincy Class as the situation requires.

37. The CHAP EG scope of action is defined by respective Chaplaincy Position Descriptions. In general, Chaplains are required to have a broad understanding of the NZDF and its people to enable them to provide the necessary religious, spiritual, and pastoral care to NZDF personnel and whānau, while supporting the overall NZDF morale and wellbeing.

38. **Workplace Training.** Chaplains are recruited as qualified Specialist Officers. They are expected to have the necessary training, experience, and ability to deliver appropriate religious, spiritual and pastoral support to NZDF personnel and their whānau. On completion of their formal military training, and on posting to a Camp or Base, all Chaplains are required to complete a one year probationary period during which time they undergo an extensive induction programme as well as completing a Chaplains' Basic Course. They are then required to complete mandatory compliance training every two years as well as any other prescribed individual and collective development training.

39. As Commissioned Officers Chaplains are also expected to undertake appropriate professional military coursing as required with a particular focus on Leadership Training, via the NZDF Leadership Development Framework, and the higher level academic and management competencies required for senior Chaplaincy position.

CAREER MATTERS

40. **General.** Members of the CHAP EG require a range of specialist knowledge and skills to support trade outputs. Career progression is subject to personnel demonstrating the required chaplaincy competencies to operate at the next Class, NZDF and Single Service career progression requirements, and successful completion of any required military professional coursing.

41. **Entry Requirements.** Chaplains are religious professionals who, prior to engagement by the NZDF, are to be credentialed in accordance with their relevant faith body through the Chaplains' Defence Advisory Council (ChDAC). Minimum entry requirements for the CHAP EG will normally require that candidates:

- a. Meet the citizenship and security requirements required for service and necessary to qualify for an appropriate security clearance;
- b. be Ordained, Commissioned, or otherwise fully authorised to officiate on behalf of their sending religious or faith body;
- c. have successfully completed a tertiary Theology or equivalent degree to NZQA level seven;
- d. have completed five years full-time ministry and be in good standing with their sending faith body;
- e. be medically fit for service; and
- f. have successfully completed an approved Officer Selection Board.

42. **Career Progression.** Career progression is subject to authorised career progression models which are approved by the CHAP EG Head of Profession in consultation with Single Service Career Managers and the Director of Career and Talent Management (DCTM).

43. **Promotion.** Eligibility for promotion is contingent on fulfilment of the career progression model requirements in addition to relevant Single Service and NZDF promotion requirements.

44. **Chaplaincy Trade Post Map.** The NZDF CHAP EG Trade post Map is found at Figure 2.

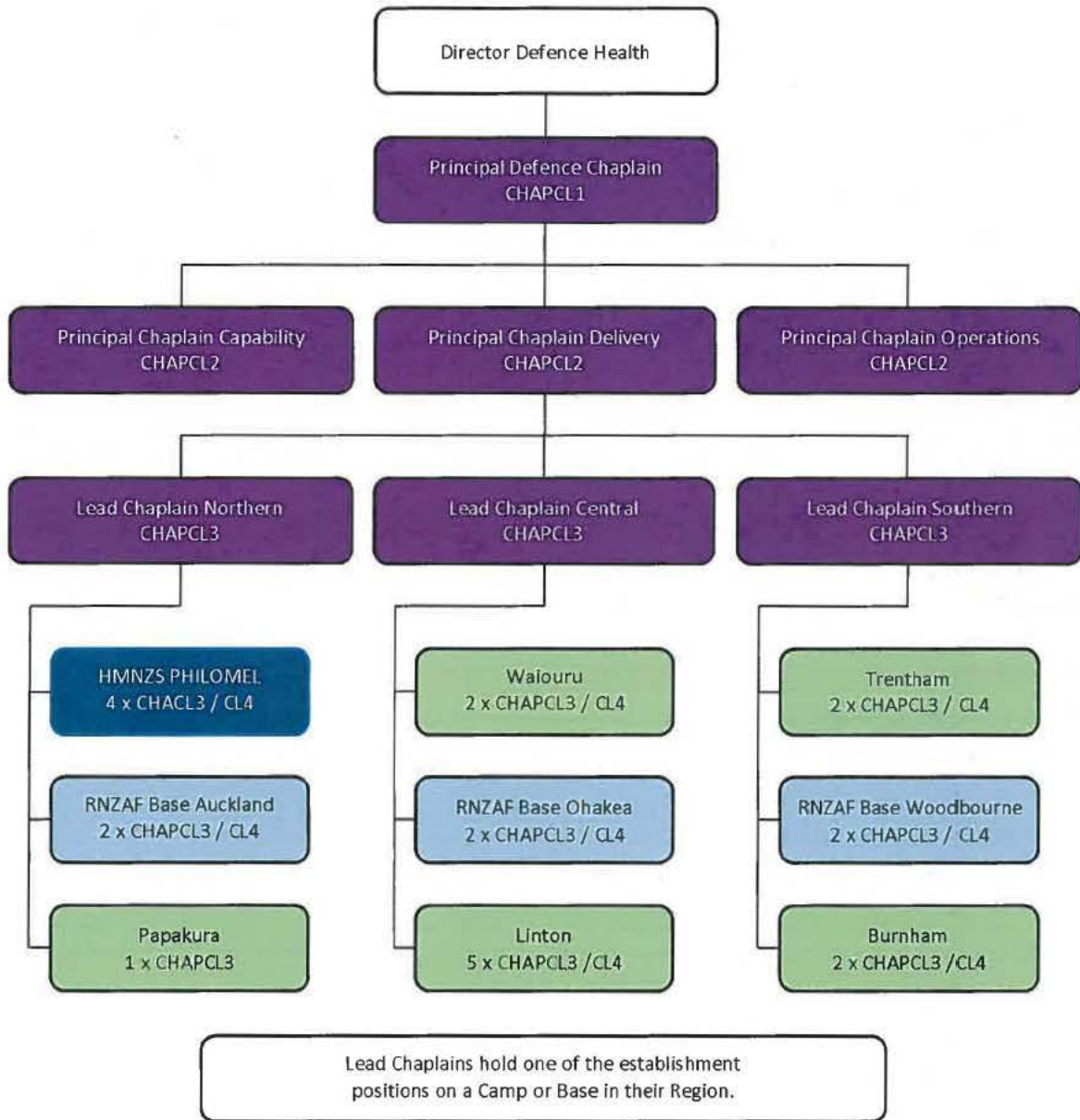


Figure 2: CHAP EG Trade Post Map

Chaplaincy Trade Roles by Class

45. **CHAPCL4.** The role of a CHAPCL4 is the delivery of religious, spiritual and pastoral support to NZDF personal and whānau including, but not limited to, the following functions:

- a. Operational service including:

- (1) key leader engagement;
 - (2) support to command; and
 - (3) religious area analysis.
- b. Healthcare provision including:
- (1) triage and pastoral counselling;
 - (2) facilitating internal and external referrals to allied health professionals; and
 - (3) supporting multidisciplinary care provision.
- c. Ceremonial Taskings including:
- (1) Military commemorations;
 - (2) changes of command; and
 - (3) charter parades.
- d. Spiritual / Religious Services including:
- (1) Divine / chapel services;
 - (2) weddings / funerals; and
 - (3) blessings.
- e. Educational briefings including:
- (1) relationship advice;
 - (2) grief / loss;
 - (3) suicide awareness; and
 - (4) moral and ethical training.
- f. Command feedback including:
- (1) providing a view of overall organisational wellbeing and health; and
 - (2) informing command of any emerging issues and themes.

46. **CHAPCL3.** The role of a CHAPCL3 includes all of the functions detail above for a CHAPCL4 as well as the following roles as required:

- a. Camp / base Coordinating Chaplain with responsibility for the day to day planning of camp / base wide chaplaincy activities and administrative support for the other chaplains in their location; and
- b. Regional Lead Chaplain with responsibility for the delivery of chaplaincy to all the camps / bases within their region including the management of the Regular Force, Reserve Force, and Officiating Chaplains within the region.

47. **CHAPCL2.** The role of a CHAPCL2 includes membership of the Chaplaincy Leadership Team as well as responsibility for the delivery of one of the following portfolios:

a. **Delivery**

- (1) Administrative and management support to all camp and base Chaplains throughout New Zealand.
- (2) Management of Reserve and Officiating Chaplains domestically.

b. **Capability**

- (1) Recruitment of Chaplains.
- (2) Delivery of initial Chaplains training.
- (3) Continuation and compliance training for all Chaplains.

c. **Operations**

- (1) Coordination and management of the deployment of Chaplains on operations.
- (2) Coordination and management of chaplaincy support to internal and external exercise.
- (3) Coordination and management of chaplaincy support to commemorative and ceremonial taskings.
- (4) Oversight and standardisation of training delivered by chaplaincy to the wider NZDF.

48. **CHAPCL1.** The PDC is accountable to the Director Defence Health and holds overall responsibility for delivery of chaplaincy to the NZDF. PDC responsibilities include the:

- a. strategic direction of chaplaincy services within the NZDF and their alignment to Defence Health;
- b. provision of guidance to Senior Command on Chaplaincy Services within the NZDF;
- c. professional / technical control of chaplaincy services, including governance and regulatory compliance; and
- d. management of the NZDF chaplaincy budget and cost centre.

49. **Chaplaincy EP Task Inventory by Class**

Chaplain Class I					
Serial	Task	Authority	Manage	Perform	Advise
Operational Tasks					
1.	Approve chaplains for operational deployments.	X			
Non-operational Tasks					
2.	Strategic direction and goals of NZDF Chaplaincy.	X	X		
3.	Responsible for the delivery of Chaplaincy to the NZDF.	X	X	X	X
4.	Delivery of military ceremonial activities including military commemorations, changes of command and parades.			X	X
5.	Posting of NZDF Chaplains.	X			
6.	Promotion of Chaplains in conjunction with DCTM.	X	X		
7.	Extensions of Service for Chaplains in conjunction with DCTM.	X	X		
8.	Provision of advice to CDF on matters which impact the wellbeing of NZDF personnel.				X
9.	Leader of NZDF Chaplaincy and member of ChDAC, responsible for overall Governance and Management of NZDF Chaplaincy.	X	X	X	X

Chaplain Class II					
Serial	Task	Authority	Manage	Perform	Advise
Operational Tasks					
10.	Identify and manage Chaplains for operational deployments.		X	X	X
Non-operational Tasks					
11.	Administrative Management and Support to all NZDF Regular Force, Reserve, and Officiating Chaplains.		X	X	X
12.	Recruitment of Chaplains.		X	X	X
13.	Delivery of Chaplaincy training including initial, continuity and compliance training		X	X	X
14.	Oversight and standardisation of training delivered by Chaplaincy to the NZDF		X		X
15.	Co-ordination of Chaplaincy support to internal and external exercises		X		X
16.	Delivery of military ceremonial activities including military commemorations, changes of command and parades.		X	X	X
Chaplain Class III					
Serial	Task	Authority	Manage	Perform	Advise
Operational Tasks					
17.	Delivery of Chaplaincy while on operations			X	X
18.	Key Leader Engagements			X	X
18.	Support to Command			X	X
20.	Religious environment education			X	X
Non-operational Tasks					
21.	Perform the functions of a Regional Lead Chaplain		X	X	X
22.	Perform the functions of a Coordinating Chaplain			X	X
23.	Healthcare provision including pastoral counselling, internal and external referrals and multidisciplinary care.			X	X
24.	Delivery of military ceremonial activities including military commemorations, changes of command and parades.			X	X
25.	Provision of Spiritual Services including divine services, weddings, funerals and blessings.			X	X
26.	Conduct educational briefings including relationships, grief/loss, suicide awareness and moral and ethical training.			X	X
27.	Provision of command feedback at all levels with a view of overall organisational wellbeing and health as well as alerting command to emerging issues and themes.			X	X
Chaplain Class IV					
Serial	Task	Authority	Manage	Perform	Advise
Operational Tasks					
28.	Delivery of Chaplaincy while on operations			X	X
28.	Key Leader Engagements			X	X
30.	Support to Command			X	X
31.	Religious environment education			X	X
Non-operational Tasks					
32.	Perform the functions of a Coordinating Chaplain (Senior CHAPCL4 only)			X	X
33.	Healthcare provision including pastoral counselling, internal and external referrals and multidisciplinary care.			X	X
34.	Delivery of military ceremonial activities including military commemorations, changes of command and parades.			X	X
35.	Provision of Spiritual Services including divine services, weddings, funerals and blessings.			X	X
36.	Conduct educational briefings including relationships, grief/loss, suicide awareness and moral and ethical training.			X	X

37.	Provision of command feedback at all levels with a view of overall organisational wellbeing and health as well as alerting command to emerging issues and themes.			X	X
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DFI 18.6 Chaplaincy

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Authority Order

DFI 18.6 Chaplaincy

Issued by the Surgeon General,
Defence Health Directorate, Headquarters New Zealand Defence Force

Authority

1. DFI 18.6 *Chaplaincy* is issued and promulgated under the delegated authority of the Chief of Defence Force (CDF) to the Surgeon General pursuant to s 30(2) of the [Defence Act 1990](#) and promulgated in [DFO 18](#) *Defence Health*.

Conflict

2. Nothing in this publication is to be construed as prevailing over any relevant Act of Parliament or secondary legislation made under it, or Defence Force Orders and Directives issued by the CDF.
3. Any conflict between this instruction and any other policy, order, direction or instruction issued within the New Zealand Defence Force is to be reported to the Custodian without delay.

Signed on original
CM TATE
Colonel
Surgeon General

22 March 2023

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Preliminary Provisions

Purpose of Defence Force Instruction 18.6

1. This instruction sets out the New Zealand Defence Force (NZDF) policies and direction for—
 - a. chaplaincy in NZDF;
 - b. spiritual healthcare provision to the NZDF Whānau; and
 - c. the management of religious and spiritual matters in NZDF.

Application

2. This instruction constitutes orders for the purposes of the [Armed Forces Discipline Act 1971](#) and the [Defence Act 1990](#) to all members of the Armed Forces and instructions to members of the Civil Staff.
3. All NZDF members must comply with the orders stipulated in this instruction.
4. This instruction applies equally to contractors, consultants, and other persons or organisations engaged for NZDF purposes. It is the responsibility of NZDF members engaging any contractors, consultants, and other persons or organisations who are not NZDF members to make them aware of this requirement and include such requirements in their contracts.
5. Non-compliance with this instruction may result in—
 - a. disciplinary action in accordance with the [Armed Forces Discipline Act 1971](#); or
 - b. possible sanctions in accordance with the NZDF [Civil Staff Code of Conduct](#).
6. Non-compliance by contractors, consultants, or other persons or organisations engaged by NZDF could lead to termination of their contracts.

Commencement date

7. The commencement date of DFI 18.6 is 01 July 2021.
8. Amendments to this instruction are documented in the [Record of Change](#) in the end matter.

Repeal

9. This instruction supersedes [DFO 65](#) *Defence Force Orders for NZDF Chaplaincy Services*.

Authorising Authority, Approving Authority and Custodian

10. The Authorising Authority for DFI 18.6 is the Surgeon General.

11. The Approving Authority for DFI 18.6 is the Principal Defence Chaplain.
12. The Custodian for DFI 18.6 is the Director Defence Health Policy.

Meanings of terms

13. Terms used in DFI 18.6, and not explained or stated in the authorised references, are defined in [Annex A - Meaning of Terms](#) of these *Preliminary Provisions*.

Authoritative version of DFI 18.6

14. The online copy of DFI 18.6 promulgated in [NZDF Publications Centre](#) is the authoritative version. Any printed copy or any other electronic copy is deemed uncontrolled and to be used for guidance only.

Related publications

- A. [Civil Union Act 2004](#)
- B. [Defence Act 1990](#)
- C. [Defence Health Instruction: 036/19](#) *Defence Health Cultural Competence*
- D. [Evidence Act 2006](#)
- E. *Geneva Conventions and Additional Protocols* (refer to [Geneva Conventions Act 1958](#))
- F. [Health Instruction: 024/18](#) *NZDF Health Professional Competence Review*
- G. [Marriage \(Definition of Marriage\) Amendment Act 2013](#)
- H. [Marriage Act 1955](#)
- I. [Public Records Act 2005](#)

ANNEX A

Meaning of Terms

1. Words and phrases are to be given their ordinary grammatical or military meaning promulgated in relevant legislation, military glossaries and authorised dictionaries.
2. Meanings of terms used in this publication and not explained in authorised reference documents or that are not in common use are—

Term	Meaning
Deleted	Deleted
Deleted	Deleted
‘Chaplain’ and ‘Chaplaincy’	The terms ‘Chaplain’ and ‘Chaplaincy’, as used in this document, are inclusive of all and any faiths and are not intended as specifically Christian terms
Deleted	Deleted
Deleted	Deleted
Faith Body	Formally constituted religious groups, organisations or denominations recognised in the New Zealand Census
Letter of Good Standing	A document provided by a Chaplain’s Faith Body to verify that they are of good standing within that body
Deleted	Deleted
NZDF Whānau	<p>Primary NZDF Whānau members include—</p> <p>(1) serving Regular Force, Territorial Force and NZDF Civil Staff;</p> <p>(2) immediate/significant family members of serving Regular Force, Territorial Force and NZDF Civil Staff; and</p> <p>(3) serving NZDF Contractors.</p> <p>Secondary NZDF Whānau members include—</p> <p>(1) veterans; and</p> <p>(2) ex-Regular Force and Territorial Force servicepersons.</p>
Deleted	Deleted
Deleted	Deleted
Te Whare Tapa Whā	<p>Defence Health has adopted Sir Mason Durie’s Te Whare Tapa Whā model of health. Te Whare Tapa Whā is embedded in the Defence Health Strategy 2025</p> <p>Te Whare Tapa Whā comprises four interconnected elements that contribute to the health and wellbeing of the NZDF Whānau. Defence Health acknowledges that these four elements are all necessary to maintain and sustain health and wellbeing. The four elements are as follows—</p> <ul style="list-style-type: none"> • Taha tinana (physical) • Taha hinengaro (mental) • Taha whānau (social/family) • Taha wairua (spiritual)

Chapter 1 - Chaplaincy in the New Zealand Defence Force

1.1 New Zealand Defence Force health capability

- a. Chaplaincy Services are a—
 - (1) core component of the broader Defence Health capability; and
 - (2) key provider of pastoral and spiritual aspects of Te Whare Tapa Whā.
- b. New Zealand Defence Force (NZDF) Chaplaincy recognises Te Tiriti o Waitangi as the foundational constitutional document that defines the relationship between Māori and the Crown in New Zealand. As such, NZDF Chaplains must be both culturally competent and safe in their practice.
- c. NZDF Chaplains serve the whole of the NZDF Whānau and comprise the following—
 - (1) Regular Force NZDF Chaplains—
 - (a) Regular Force NZDF Chaplains are uniformed members of the NZDF who are commissioned as NZDF Chaplains and who are serving, in a full-time capacity or on a Short Term Regular Force Engagement (STRFE), within the Chaplaincy capability of the Defence Health Directorate.
 - (2) Territorial Force NZDF Chaplains—
 - (a) Territorial Force NZDF Chaplains are uniformed members of the NZDF who are commissioned as NZDF Chaplains and who are serving in a part-time capacity providing Chaplaincy support to NZDF Territorial Force Units or who are providing short-term Chaplaincy support within the garrison context, on exercise, or on operations.
 - (3) Officiating Chaplains—
 - (a) Officiating Chaplains, or equivalent religious professionals, are ordained or similarly qualified civilian employees who are engaged to provide Chaplaincy Services to the NZDF when required by NZDF Chaplaincy.
- d. Primary NZDF Whānau members are generally to be accorded priority in the provision of NZDF Chaplaincy Services. Secondary NZDF Whānau members shall have access to NZDF Chaplaincy Services as appropriate and where NZDF Chaplaincy capacity allows. Advice should be sought from the Principal Chaplain (Delivery) before responding to requests for NZDF Chaplaincy Services from Secondary NZDF Whānau members.
- e. NZDF Chaplains are to be hospitable to, and inclusive of, the beliefs and spiritual needs of the NZDF Whānau.

Chapter 2 - New Zealand Defence Force Chaplaincy Scope of Practice

2.1 Scope of New Zealand Defence Force Chaplaincy Services

- a. New Zealand Defence Force (NZDF) Chaplains are part of the wider Defence Health capability and are mandated to be kaitiaki (guardians) of the NZDF's spiritual health (wairua).
- b. The scope of practice for NZDF Chaplains is necessarily broad and includes—
 - (1) providing religious, spiritual and pastoral care to NZDF Whānau; and
 - (2) supporting the overall NZDF morale and wellbeing.
- c. Chaplaincy Services are available to the NZDF Whānau at all times, both in New Zealand and overseas.

2.2 Requirements of NZDF Chaplains

- a. NZDF Chaplains are religious professionals who are credentialled prior to commencing service in the NZDF, in accordance with their relevant Faith Body, and who are endorsed by the Chaplains' Defence Advisory Council (ChDAC). Where an applicant's Faith Body is not represented in ChDAC, they may be assessed by an appropriate external body.
- b. Professional practice is to be maintained and regulated by the—
 - (1) appointed ChDAC representative on behalf of the Faith Body; and
 - (2) Principal Defence Chaplain (PDC) through the Chaplaincy Leadership Team (refer to Chapter 4, [paragraph 4.2](#) *Principal Defence Chaplain*).
- c. NZDF Chaplains must comply with—
 - (1) the codes of conduct and ethics that apply to their Faith Body;
 - (2) all NZDF doctrine;
 - (3) all relevant Defence Health policy and standards; and
 - (4) [Chapter 6](#) *New Zealand Defence Force Chaplains' Professional Code of Conduct*.

2.3 How NZDF Chaplains work

NZDF Chaplains are to—

- (1) respect the beliefs and spiritual needs of all;
- (2) work with each other and with other wellbeing providers as a consultative, cooperative and collaborative team in an atmosphere of mutual respect, support and care;
- (3) embody the NZDF ethos and values to encourage integrity and ethical practice;

- (4) hold NZDF accountable to the highest ethical and moral standards, and abide by [Chapter 6](#);
- (5) practice self-care to manage the effects of spiritual, emotional, psychological and physical stress;
- (6) support the organisational wellbeing of NZDF health providers; and
- (7) act as force enabler by engaging with local faith communities and leaders domestically and overseas.

2.4 Role of NZDF Chaplains

- a. NZDF Chaplains are to ensure that NZDF Whānau are supported by providing the following—
 - (1) Religious care—
 - (a) Religious care is where NZDF Chaplains—
 - (i) conduct services and/or provide pastoral care, according to their own faith/denomination, for the NZDF Whānau; and
 - (ii) provide inter-faith religious care, as required, for the NZDF Whānau and wider public.
 - (2) Spiritual care—
 - (a) Spiritual care in the NZDF context is not specific to any particular faith. It recognises that NZDF is a diverse organisation, within which individuals may hold either a variety of spiritual beliefs or no faith-based belief.
 - (b) Spiritual care, therefore, is where NZDF Chaplains support members of the NZDF Whānau by providing guidance, comfort and support on matters affecting the human spirit/wairua or soul.
 - (3) Pastoral care—
 - (a) Pastoral care contributes to building on enduring relationships with personnel and command alike. NZDF Chaplains relate to all aspects of the Te Whare Tapa Whā model from a pastoral paradigm. This non-clinical approach seeks to support personnel in all aspects of life.
 - (b) Pastoral ministry reflects a holistic approach to any member of the NZDF Whānau as a whole person and extends care beyond normal religious/spiritual care provisions.
 - (4) Mental health/hauora hinengaro—
 - (a) NZDF Chaplains work with other NZDF health and wellbeing providers to support the mental health of the NZDF Whānau.

- (5) Organisational care—
 - (a) As well as ministering of individuals, NZDF Chaplains also care for the organisation as a whole. They exercise their spiritual and pastoral ministry to effect positive changes in the flavour and culture of NZDF, and contribute towards the five strategic health effects of—
 - (i) prepare;
 - (ii) protect;
 - (iii) improve;
 - (iv) restore; and
 - (v) inform.
 - (6) NZDF Chaplains are the guardians/kaitiaki of the chapels on each camp/base. Chapels are dedicated sacred spaces for individual and group practice and/or reflection.
- b. NZDF Chaplaincy Services include, but are not limited to, the following—
- (1) **Operational services.** Examples of operational services include—
 - (a) key leader engagement;
 - (b) support to command; and
 - (c) religious environment education.
 - (2) **Healthcare provision.** Examples of healthcare provision include—
 - (a) triage and pastoral counselling;
 - (b) internal and external referrals; and
 - (c) participation in multidisciplinary care provision.
 - (3) **Military ceremonial.** Examples of military ceremonial include—
 - (a) military commemorations;
 - (b) changes of command; and
 - (c) parades.
 - (4) **Spiritual services.** Examples of spiritual services include—
 - (a) divine services;
 - (b) weddings/funerals; and
 - (c) blessings.

- (5) **Educational briefings.** Examples of educational briefings include—
 - (a) relationship advice;
 - (b) grief/loss;
 - (c) suicide awareness; and
 - (d) moral and ethical training.
- (6) **Command feedback.** Examples of command feedback include—
 - (a) providing command at all levels, with a view of overall organisational wellbeing and health; and
 - (b) alerting command to any emerging issues or themes.
- c. On entry as an NZDF Regular Force Chaplain, a *Service of Induction* is to be held in the military establishment to which the NZDF Chaplain is initially posted (refer to DHR 39 *Spiritual Health and Support Services* (on issue)).

Chapter 3 - Relationship to Command

3.1 New Zealand Defence Force Chaplain responsibilities

- a. By virtue of their position, New Zealand Defence Force (NZDF) Chaplains have unique and vital insights, allowing them to act as trusted advisers. This enables NZDF Chaplains to—
 - (1) advise command and staff on a wide variety of issues, supporting the processes of command at all levels; and
 - (2) provide advice on a range of moral, ethical and social issues that is both proactive and reactive.
- b. NZDF Chaplains have no command authority; therefore, they have mobility upwards, downwards and across command chains.
- c. NZDF Chaplains perform their duties under the authority of their relevant external Faith Body for spiritual, ecclesiastical, pastoral and doctrinal matters.

3.2 Command responsibilities

- a. Commanding officers are to ensure that NZDF Chaplains are—
 - (1) treated with respect; and
 - (2) given every reasonable facility to perform their duties efficiently.
- b. Command must allow NZDF Chaplains to access any level in the command chain while performing their duties.
- c. NZDF Chaplains are entitled to the compliments that are due to commissioned officers as per Service custom.
- d. Command are to release their people for pastoral assistance and/or worship as required, as long as it does not compromise organisational effectiveness or risk the safety of others.
- e. Command must not compel personnel to attend public worship against their wishes, with the exception of Parades and Services, which may be arranged to mark events of a local or national significance (eg Anzac Day) and which may include a religious or spiritual component.
- f. Chapels are to be regarded as centres of spiritual activity. Camp/Base Commanders within New Zealand are, wherever possible, to provide permanent Chapels to support the spiritual wellbeing of NZDF Whānau and to enable the appropriate delivery of pastoral ministry and worship. When no permanent facility is available, Command must ensure that appropriate facilities are made available as required for the conduct of worship for all recognised faiths, in consultation with the relevant NZDF Chaplain.

- g. Command must not place NZDF Chaplains in any situation that—
- (1) impacts on their status as non-combatants;
 - (2) contravenes their role in law; or
 - (3) compromises their relationship with members of the NZDF Whānau.

Chapter 4 - Governance Framework

4.1 Governance of New Zealand Defence Force Chaplaincy Services

The governance framework for the delivery of Chaplaincy Services in the New Zealand Defence Force (NZDF) consists of—

- (1) the Principal Defence Chaplain (PDC);
- (2) the Chaplaincy Leadership Team (CLT);
- (3) the Chaplains' Defence Advisory Council (ChDAC);
- (4) Defence Health Directorate governance; and
- (5) the Surgeon General.

4.2 Principal Defence Chaplain

a. The PDC is—

- (1) accountable to the Surgeon General for providing Chaplaincy Services within NZDF; and
- (2) responsible for the—
 - (a) strategic direction of Chaplaincy Services within NZDF and its alignment to Defence Health;
 - (b) professional/technical control of the NZDF Chaplaincy Service, including governance and regulatory compliance; and
 - (c) management of the NZDF Chaplaincy's budget and cost centre. This includes allocating specified amounts for—
 - (i) Lead Chaplains;
 - (ii) Principal Chaplains, in the performance of their duties; and
 - (iii) each NZDF Regular Force Chaplain, for supervision and personal ministry purposes (refer to DHR 39 *Spiritual Health and Support Services* (on issue)).

b. The specific functions of the PDC are—

- (1) specifying the required standards of practice and the governance framework for NZDF Chaplaincy;
- (2) being the NZDF Chaplaincy Regulator in order to ensure—
 - (a) legal compliance;
 - (b) quality assurance;
 - (c) professional competence;

- (d) cultural competence;
 - (e) the appropriate conduct of religious services; and
 - (f) fiscal accountability; and
- (3) being a full member of ChDAC.
- c. In addition, the PDC is responsible for ensuring that NZDF Chaplains—
 - (1) are appropriately trained and credentialed prior to joining the NZDF; and
 - (2) maintain professional practice throughout their employment with the NZDF.

4.3 Chaplaincy Leadership Team

- a. The CLT has a shared responsibility for delivering and managing chaplaincy in the NZDF.
- b. The key responsibilities of the CLT include the following—
 - (1) Assisting with the review and approval of policies, ensuring that they are—
 - (a) consistent with ongoing requirements of NZDF Chaplaincy Services; and
 - (b) in accordance with both the [Defence Health Strategy 2025](#) and the NZDF Chaplaincy strategy.
 - (2) Ensuring that NZDF Chaplains are recruited, trained and managed to sustain the chaplaincy capability.
 - (3) Ensuring that NZDF Chaplains are adequately resourced in order to provide Chaplaincy Services to the NZDF Whānau.
 - (4) Providing guidance on the training of NZDF personnel on ethical and moral matters.
 - (5) Ensuring that operational deployments and exercises are appropriately resourced with Chaplaincy Services.
- c. All decisions made at CLT meetings are under the authority of the Surgeon General.
- d. The CLT membership consists of the—
 - (1) PDC;
 - (2) Principal Chaplain (Delivery);
 - (3) Principal Chaplain (Capability); and
 - (4) Principal Chaplain (Operations).
- e. Decision thresholds for the CLT are as follows—
 - (1) Approval of strategic and operational policy related to Chaplaincy Services.

- (2) Approval of operational chaplaincy decisions relating to workforce, training and equipment.
 - (3) Recommendations on appointments, promotions and extensions of service for NZDF Chaplains.
 - (4) Recommendations on the posting and deployment of NZDF Chaplains.
 - (5) Oversight of the provisions of chaplaincy input into ceremonial and commemorative events.
- f. The CLT is managed and conducted in accordance with the *Terms of Reference* stated in DHR 39 *Spiritual Health and Support Services* (on issue).

Chapter 5 - The Chaplains' Defence Advisory Council

5.1 General

- a. New Zealand Defence Force (NZDF) Chaplaincy is assisted in its work by the Chaplains' Defence Advisory Council (ChDAC, the Council). The ChDAC—
 - (1) offers advice to the Principal Defence Chaplain (PDC) and NZDF;
 - (2) provides spiritual, ecclesiastical, pastoral and doctrinal oversight of their respective Chaplains; and
 - (3) forms a vital link between the represented Faith Bodies and military chaplaincy.
- b. ChDAC is comprised of non-uniformed representatives from Faith Bodies that have either Regular Force or Territorial Force Chaplains serving within the NZDF.
- c. Faith Bodies nominate their representatives, who are known as Senior Representative Chaplains.
- d. The work of Senior Representative Chaplains should not be at a cost to any member's Faith Body, and thus travel, time, and approved associated costs are to be funded by the NZDF.

5.2 Responsibilities

The ChDAC's responsibilities are as follows—

- (1) Provide advice to NZDF, either directly or through the PDC, on policy matters affecting religion and chaplaincy in the NZDF.
- (2) Contribute to the selection and appointment of the PDC and Principal Chaplains (PCs).
- (3) Endorse the selection of potential NZDF Chaplaincy candidates.
- (4) Provide a pathway for oversight and discipline of NZDF Chaplains, in accordance with their particular Faith Body's policies.
- (5) Recommend the review of a NZDF Chaplain's service when a Letter of Good Standing is withdrawn.
- (6) Provide annual reports to relevant Faith Bodies.

5.3 Recruitment of NZDF Chaplains

- a. In conjunction with relevant NZDF recruitment and selection practices, NZDF Chaplaincy applicants will undergo an assessment procedure by a selection committee of ChDAC.

- (1) NZDF Chaplaincy applicants must provide the names of three referees, whose comments will be considered and assessed by a selection committee comprising—
 - (a) respective Senior Representative Chaplain, or their nominee, plus a minimum of two other council members; and
 - (b) Chaplaincy Leadership Team.
- (2) The selection committee must interview the NZDF Chaplaincy applicant and provide a formal confirmation of—
 - (a) the applicant's chaplaincy status as—
 - (i) a member in good standing within their respective Faith Body; and
 - (ii) a suitably trained, ordained or equivalent practitioner within that Faith Body; and
 - (b) the selection committee's endorsement of the candidate's application.

5.4 Council structure and management — Membership

- a. The members of the Council are nominated by the leadership of their Faith Body. Nominations are to be formally communicated to the NZDF, through the PDC, by the respective Faith Body.
- b. The PDC is a member of the council.
- c. The PDC is to extend any new invitations for membership to the relevant Faith Body after—
 - (1) consultation and agreement from the council; and
 - (2) endorsement by the Chief of Defence Force.
- d. The council members are accorded the status of NZDF Chaplain Class 2 when undertaking their duties at NZDF establishments.

5.5 Council structure and management — Structure

- a. The council chair is elected from the membership of the council, and the chair term is for two years.
- b. The council deputy chair is elected from the membership of the council, and the deputy chair term is for two years.
- c. The council secretary is the PDC or their representative.

5.6 Council structure and management — Meetings

- a. Full ChDAC meetings are to be held twice a year, with the provision for further meetings if the needs of the NZDF or Faith Bodies deem it necessary. A ChDAC selection committee meeting does not constitute a full ChDAC meeting.
- b. The council chair and/or the PDC can invite PCs to join meetings.
- c. A minimum of four ChDAC members, including the PDC, are required to form a quorum for a full ChDAC meeting.

5.7 Senior Representative Chaplains

- a. The Senior Representative Chaplains are the members of the Council. They provide spiritual, ecclesiastical, pastoral and doctrinal oversight to Chaplains of their respective Faith Body, and they exercise care and discipline over their Regular Force, Territorial Force and Officiating Chaplains.
 - (1) Moved to 5.7.a.
 - (2) Moved to 5.7.a.
- b. The role of Senior Representative Chaplains is exercised by—
 - (1) recommending and inducting NZDF Chaplains of their Faith Body, as required;
 - (2) visiting their NZDF Chaplains and offering pastoral care to them and their families;
 - (3) providing retreats and Faith Body training opportunities as appropriate;
 - (4) offering guidance to their NZDF Chaplains in matters of doctrine and order;
 - (5) regularly reviewing their NZDF Chaplains' practice; and
 - (6) representing their Faith Body at military functions (ceremonial and social), as and when required.
- c. Within their Faith Body, Senior Representative Chaplains are to—
 - (1) represent the views, needs and concerns of both NZDF and its Chaplains; and
 - (2) engage, as necessary, in debate and study within their Faith Body on relevant contemporary topics.

5.8 Financial entitlements

- a. Council members are remunerated for their attendance at council meetings (refer to DHR 39 *Spiritual Health and Support Services* (on issue)).
- b. All approved expenses will be covered by the NZDF and are to be supported by relevant documentation.

Chapter 6 - New Zealand Defence Force Chaplains' Professional Code of Conduct

6.1 Introduction

- a. New Zealand Defence Force (NZDF) Chaplains fulfil a demanding ministry. Given the rigours of this ministry, the level of responsibility they hold, and the fact that NZDF necessarily faces issues of life and death, NZDF Chaplains must be held to the highest professional standards.
- b. Chaplains must comply with all applicable Faith Body Codes of Conduct and Ethics, as well as this NZDF Chaplains' Professional Code of Conduct in order to ensure the highest level of professionalism is maintained among NZDF Chaplains.
 - (1) Moved to 6.1.b.
 - (2) Moved to 6.1.b.
- c. The NZDF Chaplains' Professional Code of Conduct will be referred to as the *Code of Conduct* throughout [Chapter 6](#).

6.2 Spiritual health/hauora wairua of NZDF Chaplains

- a. As Faith underpins the work of NZDF Chaplains, they must attend to their own spiritual/wairua development. This will be maintained by—
 - (1) regular, personal study of their Holy Scriptures;
 - (2) regular, personal prayer or meditation;
 - (2)A regular and ongoing engagement and connection with their respective Faith Body;
 - (3) engaging in opportunities and activities that allow spiritual refreshment, while accepting that their primary role is as a Chaplain to the NZDF; and
 - (4) ongoing reflection and theological study.
- b. NZDF Chaplains must ensure that regular collective prayer and scripture study is part of the rhythm of life in their camps/bases.
- c. NZDF Chaplains should ensure a sound working relationship with other wairua/spiritual advisors on their camps/bases.

6.3 Relationship between NZDF Chaplains and those in their care

- a. The ministry of an NZDF Chaplain involves establishing relationships and engaging in pastoral practices in situations where people are vulnerable and where there may be an imbalance of power.

- b. This requires NZDF Chaplains to exercise their role with sensitivity, discernment and within clear ethical boundaries. Special care should be taken when relating to spouses, partners or children and with those who are vulnerable.
- c. In their relationships with those in their care, NZDF Chaplains should always seek the highest spiritual good and best interests of the individual, whilst seeking also to meet the needs of the NZDF.

6.4 Mental health

- a. NZDF Chaplains are to be trained in first aid for mental health.
- b. NZDF Chaplains also have a responsibility to refer those with clear mental health concerns to an appropriate health provider, NZDF and external. If NZDF Chaplains refer individuals to external health providers, they are to inform the relevant NZDF medical practitioner.

6.5 General conduct of NZDF Chaplains

NZDF Chaplains are professionally accountable for their decisions and conduct. NZDF Chaplains must be able to justify their practice with regards to military personnel, civilians and/or dependents in their care. In particular, NZDF Chaplains must comply with the following requirements—

- (1) Respect and support the principles embodied in Te Tiriti o Waitangi.
- (2) Respect the rights of individuals, cultures and faith communities to hold their own values, traditions, beliefs and practices.
- (3) Promote and safeguard the interests and wellbeing of the NZDF Whānau.
- (4) Treat all with respect and dignity.
- (5) Take responsible action to challenge violence and the abuse of power.
- (6) Act with integrity, sensitivity and understanding.
- (7) Develop and maintain their knowledge, skills and capabilities to practice safely, ethically, competently and legally.
- (8) Maintain competent practice through—
 - (a) regular supervision with a qualified supervisor;
 - (b) appropriate professional development courses as set by their respective Faith Bodies; and
 - (c) appropriate professional development courses as set by Defence Health and NZDF Chaplaincy Leadership.
- (9) Comply with NZDF's terms of service, orders, policies and protocols.

- (10) Maintain their recognised or accredited status with their Faith Body.
- (11) Uphold and improve the reputation of NZDF Chaplaincy as a professional element of the NZDF health capability.

6.6 Personal and professional boundaries

- a. Boundaries enable the effective functioning of caring and supportive relationships within which NZDF Chaplains can respond to the needs of those who access their support.
- b. Boundaries frame behaviour and practice so that pastoral relationships are consistent, and their limitations clear, to all parties involved. In particular, NZDF Chaplains must comply with the following requirements—
 - (1) Observe personal and professional boundaries in their practice such that it sustains the integrity and rights of those in their care.
 - (2) Recognise and work within their personal and professional limits, and refer to colleagues or other health/support professionals, where necessary.
 - (3) Ensure that they do not behave in ways that exploit, manipulate, intimidate, or cause distress, pain or harm.
 - (4) Ensure that they do not—
 - (a) impose their values, beliefs or practices on those in their care; or
 - (b) fail to respect the beliefs, values or spiritual interests of others.
 - (5) Refrain from entering any inappropriate and/or sexual relationships with persons to whom they are offering ministry. The term 'sexual relationship' includes any form of contact which has, as its purpose, some form of sexual gratification, or which may reasonably be construed as being used for that purpose.
 - (a) Moved to paragraph 6.6.b.(5).
 - (6) Engage with their colleague(s)/supervisor(s) in a timely manner in the management of these relationship boundaries as and where any uncertainties arise.

6.7 Maintaining trust

The ministry of an NZDF Chaplain is both a privilege and a responsibility, and NZDF Chaplains must practice only in ways that foster trust and ethical relations with the NZDF Whānau. In particular, NZDF Chaplains are to—

- (1) provide support to NZDF Whānau, only where free and informed consent has been obtained—
 - (a) 'Free consent' implies a lack of pressure to disclose anything discussed against the wishes of the person being cared for.

- (b) 'Informed consent' implies an understanding of the scope of an NZDF Chaplain's care.
- (2) respect the rights of personnel, civilians or dependents to refuse or withdraw their consent at any time.
- (3) respect the autonomy and agency of those in the NZDF Chaplain's care, including their freedom to make decisions contrary to the NZDF Chaplain's beliefs, practices or advice;
- (4) ensure that none of their actions or omissions could, knowingly or reasonably, be considered to be detrimental to the wellbeing of those in their care;
- (5) maintain clear professional and personal boundaries in the relations they establish with those in their care;
- (6) involve those in their care in decisions about the support and care they will provide and facilitate;
- (7) be fair and impartial when dealing with multiple parties involved in a matter, ensuring that they appropriately respond to the needs, concerns and interests of all involved;
- (8) ensure that clarification is obtained, when providing support to two or more persons who have a relationship, with respect to the nature of the relationship the NZDF Chaplain will have with each person; and
- (9) avoid any conflicts of interest; however, in the event that conflicts arise and the NZDF Chaplain has to withdraw their involvement on the grounds of conscience, faith or ethical principles, they are to refer the person to a colleague or another social care professional for the continuity of the individual's care.

6.8 Respecting confidentiality

- a. Confidentiality is an expression of trust that enables people to talk freely about personal and private concerns relevant to their faith, health and wellbeing. Chaplaincy support to the NZDF Whānau inherently involves the discussion and sharing of information that, due to the provision of spiritual or ministerial services, might be considered confidential. NZDF Chaplains must therefore respect and promote confidences, and in particular must do the following—
 - (1) Treat all communication between the NZDF Chaplain and military personnel, civilian or dependants as private, confidential and privileged information, unless—
 - (a) the person gives their consent to disclose particular information; or
 - (b) there is a legal obligation to disclose particular information without consent.

- (2) Establish clear boundaries of confidentiality with those in the NZDF Chaplain's care, and respect, as far as possible, the limitations of disclosure that an individual can reasonably expect or request.
 - (3) Ensure that any personal information received by them is not disclosed to a third party in the course of their duties, unless—
 - (a) the individual to whom the information relates gives their consent;
 - (b) there is a serious threat to the health or life of an individual;
 - (c) there is a serious threat to public safety;
 - (d) there is a legal requirement (eg Act of Parliament or Court Order); and/or
 - (e) the Principal Defence Chaplain (PDC) gives approval after receiving legal advice from Defence Legal Services (DLS).
 - (4) Ensure that any disclosure is consistent with the relevant Faith Body's codes of conduct or ethics. If a conflict between such Faith Body's codes/ethics and statutory/common law arises, NZDF Chaplains are to—
 - (a) inform the PDC; and
 - (b) seek advice from DLS.
- b. The CLT are to ensure policies and facilities are in place for the safe and confidential storage of notes in accordance with the [Public Records Act 2005](#).

6.9 Working with colleagues

- a. Spiritual, religious and wellbeing care involves NZDF Chaplains working effectively with other spiritual/wairua and wellbeing providers.
- b. At times, NZDF Chaplains may be required to work with both NZDF and non-NZDF health and wellbeing providers, volunteers, civilian ministers of religion and representatives of faith communities or cultural groups; therefore, NZDF Chaplains are to—
 - (1) respect the skills and contributions of these persons;
 - (2) work in a collaborative and co-operative manner with these persons;
 - (3) communicate effectively with these persons within the limits of confidentiality;
 - (4) work within the professional protocols and boundaries of confidentiality, when receiving/initiating referrals and/or liaising with persons outside NZDF; and
 - (5) make arrangements, as required, for those who need continued support and care at the start of their—
 - (a) leave;

- (b) posting to another location; or
- (c) discharge from NZDF.

6.10 Honesty and integrity in professional chaplaincy practice

NZDF Chaplains, as religious professionals, must demonstrate the highest standards of moral integrity and honesty. In particular, NZDF Chaplains must—

- (1) be honest and accurate in representing their professional affiliations, qualifications and experience, and not make false claims about their competence; and
- (2) manage any finance responsibilities—
 - (a) in accordance with relevant NZDF orders;
 - (b) with diligence; and
 - (c) in accordance with its intended purpose.

6.11 Unethical behaviour and discipline

- a. At times, NZDF Chaplains may identify colleagues who, they have reason to believe, have behaved unethically or are in contravention of this code. This should be managed, in the first instance, by approaching the NZDF Chaplain believed to be at fault, before escalating their concerns in accordance with DFI 18.2 *Regulation of NZDF Health Services* (on issue).
- b. The PDC is the regulator for disciplinary purposes, and will—
 - (1) complete an initial assessment of risk; and
 - (2) determine the required disciplinary pathway in accordance with [paragraph 6.11 b.\(2\)\(a\)–\(e\)](#)—
 - (a) In all cases of alleged breaches, the NZDF Chaplain's ChDAC Senior Representative Chaplain will be notified to ensure that—
 - (i) there is full visibility and support available from their credentialing authority; and
 - (ii) all appropriate individual Faith Body processes are followed.
 - (b) Where it is assessed by the regulator that an unacceptable level of risk (either personal or reputational) exists to any party in the NZDF Chaplain's continued practice, the NZDF Chaplain shall be stood down from all chaplaincy duties, until the allegation is resolved.
 - (c) Where the alleged breach, or elements thereof, is credible and involves an issue of professional competence, it shall be addressed via the processes stipulated in [Health Instruction: 024/18 NZDF Health Professional Competence Review](#).

- (d) Where the alleged breach, or elements thereof, is credible and involves a moral or ethical violation that brings into question the suitability of an individual's continued service as a Chaplain within NZDF, the matter shall, pending the advice of DLS, result in the raising of a report as stated in [DFO 4](#) *Defence Force Orders for Personnel Administration - Policy*, Chapter 16, Section 8 *Discharge – Conduct Shown Retention Undesirable (Category DF)*.
 - (e) Where the alleged breach, or elements thereof, is credible and involves an offence against the [Armed Forces Discipline Act 1971](#), it shall, pending the advice of DLS, be subject to a preliminary inquiry as per the provisions in [DM 69](#) *Manual of Armed Forces Law* (2 ed), Volume 2 *The Court Martial Handbook*, Chapter 3 *Offences and Changes in the Court Martial* (on issue), with a view to determining subsequent actions.
- c. Where the alleged breach, or elements thereof, is credible and involves a criminal act it shall, pending the advice of DLS, be referred to the New Zealand Police for investigation.

Chapter 7 - New Zealand Defence Force Territorial Force Chaplains

7.1 Role of New Zealand Defence Force Territorial Force Chaplains

- a. New Zealand Defence Force (NZDF) Territorial Force Chaplains are suitably qualified religious professionals, who may be called upon to provide Chaplaincy Services to all NZDF Whānau.
- b. Territorial Force chaplaincy within NZDF is considered a secondary ministry and is, therefore, limited in its capacity to alone ensure the ongoing maintenance of a chaplain's core practicing skills. The minimum requirements of a NZDF Territorial Force Chaplain's primary ministry are outlined in DHR 39 *Spiritual Health and Support Services* (on issue).
- c. The Royal New Zealand Navy and New Zealand Army have dedicated reserve units, whose chaplaincy needs are usually met by NZDF Territorial Force Chaplains only, and as such NZDF Territorial Force Chaplains may provide a standalone ministry.
- d. NZDF Territorial Force Chaplains provide the same services as NZDF Regular Force Chaplains, including the ability to deploy when required.
- e. Short-term Regular Force engagements may be offered to NZDF Territorial Force Chaplains to fill long-term vacant positions, as required.

7.2 Recruitment and employment

- a. According to single Service policies, NZDF Territorial Force Chaplains are engaged by the NZDF in all three Services.
- b. Engagement of NZDF Territorial Force Chaplains is through either—
 - (1) direct entry, which is subject to the same processes and prerequisites as NZDF Regular Force Chaplains; or
 - (2) approved transfer between Regular Force and Territorial Force Chaplaincy as per single Service policies.
- c. NZDF Territorial Force Chaplains receive set scales of uniform entitlements, plus required chaplaincy accoutrements.
- d. Ab initio training is to be delivered to NZDF Territorial Force Chaplains as per the single Service requirements.
- e. NZDF Territorial Force Chaplains must—
 - (1) maintain their currency, with respect to security clearance and mandatory coursing; and
 - (2) meet applicable physical fitness, medical and dental requirements to be deployable.

7.3 Training and advancement

- a. As appropriate, NZDF Territorial Force Chaplains will have the same access to training and development opportunities as NZDF Regular Force Chaplains.
- b. The promotion guidelines for NZDF Chaplains specified in DHR 39 *Spiritual Health and Support Services* (on issue) also apply to NZDF Territorial Force Chaplains from Class 4 to Class 3.
- c. There are no Class 2 or Class 1 positions available to NZDF Territorial Force Chaplains and, therefore, they are not routinely cleared for promotion at Class 3 level, unless transferring to the Regular Force.

7.4 Posting

- a. NZDF Territorial Force Chaplains are posted to a position in the region where they are located.
- b. Should NZDF Territorial Force Chaplains relocate within New Zealand, every effort will be made to post them to a new position that is close to their residence. However, it should be noted that there is no guarantee of employment in locations where NZDF footprints do not exist.
- c. As for all NZDF Territorial personnel, there are no mandatory postings for NZDF Territorial Force Chaplains.

Chapter 8 - Officiating Chaplains

8.1 Officiating chaplains

- a. Officiating chaplains, or equivalent religious professionals, provide Chaplaincy Services to the New Zealand Defence Force (NZDF), as civilians, when required by the NZDF chaplaincy.
- b. Officiating chaplains are ordained.
- c. Officiating chaplains—
 - (1) are employed under the casual individual employment agreement; and
 - (2) form an important component of the full NZDF chaplaincy capability.
- d. All approved costs related to the work of officiating chaplains are to be funded by NZDF.

8.2 Role of officiating chaplains

When required, officiating chaplains provide the following services—

- (1) Offering pastoral support for personnel either in planned encounters or in times of immediate crisis.
- (2) Officiating at divine services.
- (3) Teaching classes.
- (4) Maintaining an NZDF Chaplaincy presence when there are no uniformed NZDF Chaplains available.

8.3 Engagement of officiating chaplains

Before proceeding with the engagement process, prospective officiating chaplains are to be assessed for the suitability of the position. The process for engaging officiating chaplains is outlined in DHR 39 *Spiritual Health and Support Services* (on issue).

End Matter

Record of Change

Amendment Number	Commencement Date	Reference	Details of Change	Approving Authority
Version 1.00	01 Jul 2021	70124601	Initial issue	P OLDS ChapCl1 Principal Defence Chaplain
Version 2.00	22 March 2023	DHP AR 230322b	Main changes: updated definition of NZDF Whānau and added information on who is served by different types of NZDF Chaplains Amendment Summary	CM TATE Colonel Surgeon General