



COMISS Network -The Network on Ministry in Specialized Settings

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October - 2018

Dear COMISS Network Member,

As we write this letter, we hope that you are well and that you are in the midst of celebrations of one of the COMISS Network initiatives: [Spiritual Care Week](#).

The Annual Forum of the COMISS Network will be held January 13-14, 2019, at Crystal City Marriott at Reagan National Airport, 1999 Jefferson Davis Highway, Arlington, VA. This is the sister hotel to the Crystal Gateway Marriott where NCMAF is meeting later in the week. The hotels are connected by underground tunnel with restaurants and shopping. The room rate for this year's meeting is \$119.00 single or double. National/Reagan Airport and Dulles International are the nearest airports to the meeting location. By far, National/Reagan Airport (DCA) is the closest to the hotel.

Please make your plans **now** to attend. The number for the Marriott reservations is 1-800-228-9290 or (703) 413-5500.. You **must** make your reservations before **Monday, December 17, 2018**. Please ask for the **“COMISS Network” group rate**. Also, we know that many of the Religious Endorsing Body representatives will be staying at the Crystal Gateway Marriott hotel for the NCMAF/ECVAC meetings. So that the COMISS Network can get credit for your stay, please book your time with us under our room block. It saves us money!

The Registration Form for the COMISS Network Forum is also enclosed. You will note that the registration fee is \$195.00. This covers all expenses for the Forum (speakers, lunch, two breakfasts, meeting rooms, etc.) **Please remember that there will be a continental breakfast on Sunday morning and a plated breakfast on Monday morning of the Forum.**

This year's theme is: **“Return on Investment (ROI) and Research: Tools for Advancing the Practice of Chaplaincy.”** Plenary speakers include Patti Phillips (President & CEO, ROI Institute), a panel of chaplains who use the ROI Method (Doug Steward and Lynn Burgess), Lex Tartaglia (ACPE Certified Educator and Interim Dean, Virginia Commonwealth University) and George Fitchett (Director of Research, Department of Religion, Health, and Human Values, Rush University).

At this year's business session, we will be reviewing and discussing proposed updates to the *Guidelines*, located at www.comissnetwork.org. Additionally, your organization will want to report on the events of the past year that you are pleased to announce during the Sunday morning “Celebration Reports” session.

We hope that the 2019 COMISS Network Forum will be a significant time of discovering new and classic resources for professional spiritual and pastoral care. Please plan to be with for this important time of communication, learning, and sharing together.

The COMISS Network Forum Planning Team



COMISS Network: The Network on Ministry in Specialized Settings

REGISTRATION FORM

COMISS NETWORK ANNUAL FORUM MEETING January 13-14, 2019

RESERVATIONS: A block of rooms has been reserved at the at Crystal City Marriott at Reagan National Airport, 1999 Jefferson Davis Highway, Arlington, VA. When making your reservations, please indicate you are with **The COMISS Network Forum 2019**. Reservations for the Event will be made by calling Marriott reservations at 1-800-228-9290 or 703-413-5500.

The deadline for hotel reservations is Monday, December 17, 2018. After the deadline, any reservations will be taken on a space available basis and the room rate is subject to change. To avoid any cancellation charges on individual rooms, please cancel if necessary, 12 hours prior to your arrival date.

RATES: Single and double occupancy: \$119.00

REGISTRATION: \$195.00 — included: Breakfast on Sunday and Monday mornings January 13th and 14th and Lunch on Sunday, January 13th.

Please complete this registration form. Return it with the registration fee of \$195.00 (make checks payable to **The COMISS Network** by **Friday, December 14, 2018** to:

**The COMISS Network
1802 Green Trail
Keller, TX 76248-5397**

Name: _____

Title: _____

Preferred name on badge: _____

Association Representing: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email Address: _____

Special Meal Requirements: (The registration fee includes the standard meals and breaks, including vegetarian. Some special meals may incur an additional expense to be billed to the attendee.)

Please check here if this is your first time attending a **COMISS Network** meeting.

COMISS Network Credit Card Form:

Credit Card Information – MasterCard – Visa – Discover - American Express

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Card Type: MasterCard Visa Discover American Express

Card Number: _____

Card Verification Number (3 or 4 digit number): _____

Expiration Date: Day _____ Month _____ Year _____

Amount: \$ _____

Authorizing Signature: _____

2019 COMISS NETWORK FORUM

January 13-14, 2019
Crystal City Marriott at Reagan National Airport
Alexandria, Virginia

RETURN ON INVESTMENT (ROI) AND RESEARCH TOOLS FOR ADVANCING THE PRACTICE OF CHAPLAINCY

Sunday, January 13, 2019

8:00 AM	Continental Breakfast and Forum Registration
9:00 - 9:10	Welcome Russell H. Davis, PhD, Chair, COMISS Network
9:10 - 9:15	Opening Meditation: Jason Torpy, President Military Association of Atheists & Freethinkers Endorser for The Humanist Society
9:15 - 9:30	Introductions of Attendees, New Members & Overview of Agenda
9:30 - 9:45	Election Information and Nominating Committee Ballot for Officers Serving 2019-2020
9:45 - 10:15	Celebration Reports
10:15 - 10:30	Break
10:30 - Noon	Plenary 1: Demonstrating Value for Money: An Introduction to the ROI Methodology Patti P. Phillips, PhD How does one demonstrate the value of chaplaincy? While some argue that the value of chaplaincy cannot be quantified, others argue that it must be. The answer lies somewhere in the middle. During this session you will be introduced to the ROI Methodology. The process of ROI is becoming the gold standard for demonstrating value, including the financial return on investment (ROI), for all types of programs, projects, and initiatives—including chaplaincy. You will learn: What ROI is and what it is not How to ensure alignment between chaplaincy efforts and organizational and individual needs Why value reported through the process is credible
Noon - 1:15PM	Lunch

2019 COMISS NETWORK FORUM

- 1:15 - 2:45 Plenary 2: Panel Discussion facilitated by Patti Phillips
Doug Stewart, MDiv, BCC and Lynn Burgess, MDiv, BCC
- Putting ROI to Work: Applications of the ROI Methodology**
Sound theory is important to ensuring a credible and reliable story of the value we bring to organizations and individuals. But it is the actual application of that theory that is most meaningful. During this panel discussion, you will hear from two practitioners of the ROI Methodology.
- You will learn:
- Why ROI is important
 - How ROI has been applied in actual case studies
 - What steps to take when addressing the challenges and opportunities that exist in pursuing this type of work
- 2:45 - 3:15 Break - Refreshments on your own
- 3:15 - 3:30 Presentation of the Proposed Changes to the Guidelines
- 3:30 - 5:00 Plenary 3: Alexander Tartaglia, DMin, BCC
Chaplains and Organ Donation: ROI and the VCU Experience
- 5:30 Reception for COMISS Network Members, Guests & Leadership

Monday, January 14 2019

- 8:00 - 8:30 AM Plated Breakfast
- 8:30 - 8:35 Opening Meditation: Kathleen Ennis-Durstine, MDiv, BCC
Senior Chaplain/Manager
Children's National Health System
Dean, Pediatric Chaplains Institute
- 8:35 - 9:30 Business Session
- . Minutes of Forum 2018
 - . Report of Chair
 - . Report of Budget & Finance -Treasurer
 - . Report of CCAPS
 - . Report of Spiritual Care Week
 - . Action on New Member Applications
 - . New Business: COMISS Guidelines, Changes
 - . Election of Leadership
 - . Election of Nominating Committee

2019 COMISS NETWORK FORUM

9:30 - 9:45	Break	
9:45 - 10:00	Presentation of COMISS Medal	Russell H. Davis, PhD
10:00 - 11:30	Plenary 4: Spiritual Care Research: Accomplishments and Challenges	George Fitchett, DMin, PhD
	<p>The twenty-first century has seen the emergence of an evidence-based paradigm for spiritual care in healthcare. In the first two decades of this century research has begun to examine the role of religion and spirituality in coping with illness, the spiritual care provided by chaplains, and the impact of that care on selected outcomes. Developing strategies to advance this research is arguably one of the most important challenges for professional chaplains and their colleagues.</p> <p>Learning Objectives. The presentation will:</p> <ol style="list-style-type: none">1. Describe the rationale for evidence-based spiritual care in healthcare2. Provide an overview of important recent developments in research about spiritual care in healthcare3. Review the priorities for future research about spiritual care in healthcare4. Outline strategies for advancing research about spiritual care in healthcare	
11:30	Adjourn	

Patti Phillips, PhD is president and CEO of ROI Institute. A renowned leader in measurement and evaluation, she helps organizations implement the ROI Methodology in 60 countries around the world. Patti serves on the Board of Trustees of the United Nations Institute for Training and Research (UNITAR). Patti also serves on the faculty of the United Nations System Staff College in Turin, Italy, and The University of Southern Mississippi's PhD in human capital development program.

Patti's work has been featured on CNBC, EuroNews, and in more than a dozen business journals. Patti's academic accomplishments include a PhD in international development and a master's degree in public and private management. She is certified in ROI evaluation and has been awarded the designations of Certified Professional in Learning and Performance and Certified Performance Technologist. She and her husband Jack Phillips contribute to a variety of journals and have authored several books on measurement, evaluation, analytics, and ROI. Her most recent publication is *Value for Money - How to Show the Value for Money for All Types of Projects and Programs in Governments, Nongovernmental Organizations, Nonprofits, and Businesses* (Wiley, 2019). Patti can be reached at patti@roiinstitute.net.

Lynn A. Burgess, MDiv, BCC, BSN began her career as an obstetrics nurse where she was drawn toward pastoral care, specifically in cases of perinatal loss. Lynn received her MDiv from McCormick Theological Seminary and her CPE in Wisconsin, thus beginning her second career

2019 COMISS NETWORK FORUM

as a healthcare chaplain. Lynn has worked in a variety of healthcare settings, including being the Director of Chaplaincy at Northeast Vermont Regional Hospital in St. Johnsbury, Vermont. Lynn currently is an instructor for the Palliative Care Chaplaincy Specialty Certificate Course and the Advanced Palliative Care Chaplaincy Specialty Certificate Course offered by the Spiritual Care Association. In 2017, Lynn participated in ROI Institute's learning event sponsored by the United Methodist Educational Association. During the event Lynn met Patti and Jack Phillips, discovering that there just might be a way to facilitate understanding of the value of utilizing clinically trained chaplains as a regular part of the health care team.

Doug Stewart is Chief Chaplain of Memorial Regional Health System (MRHS) in Belleville, Illinois. Prior to his current position, Doug was Director of Innovation and LEAN at St. Elizabeth's Hospital (O'Fallon, Illinois) where he developed the LEAN initiatives, quality improvement and Spiritual Care Services for the hospital and Southern Illinois Region of HSHS. He has served 12 years as an adjunct faculty in Philosophy at Southwestern Illinois College teaching Philosophy, Ethics and developing a bioethics program. He has a MDiv from Southern Methodist University. Doug is an ordained Elder in the Illinois Great Rivers Annual Conference of the United Methodist Church and is endorsed by the United Methodist Endorsing Agency (General Board of Higher Education and Ministry) as a chaplain.

Alexander Tartaglia, DMin is Acting Dean of the College Health Professions and the Katherine I. Lantz Professor of Patient Counseling at Virginia Commonwealth University. Dr. Tartaglia holds a BA from Colgate University. He holds three degrees from Andover-Newton Theological School: an MA (Theological Ethics), MDiv, and DMin (Psychology and Clinical Studies). He is an ACPE Certified Educator as well as an APC Board Certified Chaplain.

Lex most recently served as Senior Associate Dean in the College of Health Professions from 2007-2018 and before that as Chair of the Department of Patient Counseling from 1996-2008 and Director of Pastoral Care for the VCU Health System from 1996-2007. He currently serves the VCU Health System as Co-chair of the Ethics Committee. He has held national and regional appointments in Accreditation and Certification with the ACPE. He currently serves on APC's Joint Council on Research and is a co-investigator on the *Transforming Chaplaincy* project. He has served on the editorial board of *Chaplaincy Today* and currently is a peer reviewer for the *Journal of Pastoral Care and Counseling*, the *Journal of Healthcare Chaplaincy*, and the *Journal of Religion and Health*. He has published over 40 peer reviewed articles and book chapters in diverse areas such as organ donation, spirituality and HIV disease, clinical pastoral education, provider stress, disability employment, spirituality and palliative care, and clinical ethics.

George Fitchett, DMin, PhD is Professor and the Director of Research in the Department of Religion, Health, and Human Values, Rush University Medical Center, Chicago, Illinois. He has been a certified chaplain (APC) and chaplain educator (ACPE) for over 35 years. In addition to his chaplaincy training, George holds a PhD in epidemiology and is a leader in developing a research-informed approach to chaplaincy. With Wendy Cadge (Brandeis University), he co-directs the Transforming Chaplaincy project (www.transformchaplaincy.org). He is co-editor of the new book *Evidence-based Healthcare Chaplaincy: A Research Reader* (Jessica Kingsley, 2018). With Steve Nolan, he has edited two books of chaplain case studies *Spiritual Care in Practice* (2015) and *Case Studies in Spiritual Care* (2018).

COMISS Network Guidelines

Revised for the January 2019 Annual Forum in Arlington, VA.

- I. Name, Purpose, Mission and Objectives
 - a. The name of this group is COMISS Network; incorporated as a 501.c3 in Atlanta, Georgia.
 - b. The purpose of the COMISS Network is to provide its membership with a unique forum for communication, networking, and advocacy.
 - c. The Mission of the COMISS Network is to serve as the pre-eminent network of professional organizations, institutions, and faith communities that promotes and supports collaboration among its member organizations which are committed to the theological and clinical education and the competent practice of interfaith spiritual care through chaplaincy and pastoral counseling and research in specialized settings.
 - d. The Vision of the COMISS Network is to facilitate advocacy for specialized ministry by developing and sharing evidenced based best practices in chaplaincy, pastoral counseling and research.
 - e. The Objectives of the COMISS Network are:
 - i. To provide a forum for dialogue among its member organizations.
 - ii. To encourage shared programs/resources toward creating greater collaboration among specialized ministries.
 - iii. To advocate professionalism in standards and service in the provision of interfaith-based care and counseling.
 - iv. To educate our constituency and various publics about the value of professional interfaith-based spiritual care and counseling.
 - v. To propose and plan initiatives that further our mission, vision, and purpose.
 - vi. To promote ongoing research in order to establish evidence-based spiritual care and counseling.

- II. Membership:
 - a. Membership is available to organizations which subscribe to the purpose, mission, and objectives of COMISS. Organizations applying for membership and those renewing current membership may self-select the organization's membership category. The characteristics of each category are recommended guidelines for assisting the organizations in selecting the most appropriate category for membership:
 - i. Professional Certifying or Accrediting Organization: These organizations certify individuals for the practice of and or training for professional **spiritual** care. They will demonstrate how certified chaplains, pastoral counselors, or other pastoral care professionals conform to a code of ethics that prohibits proselytizing, conflicts of interest, and crossing of professional

boundaries. Or, organizations in this category accredit institutions, facilities, centers, or systems for the practice, education, and training of chaplains, pastoral counselors, and/or other spiritual care professionals.

- ii. Religious Endorsing Bodies: These organizations include faith groups, denominations, or religious organizations which endorse individuals of their respective group for chaplaincy, pastoral counseling, and/or other professional spiritual care ministries. A Religious Endorsing Body will be able to demonstrate a process of endorsement which includes on-going accountability between the endorser and the endorsed individual. Also, these organizations will be able to demonstrate recognition as a religious endorsing body. They will be able to demonstrate that they are recognized as a 501 (C) (3) religious organization and have primarily a lay constituency.
- iii. Professional Membership Organizations: These organizations exist as groups of chaplains and/or other pastoral care professionals whose work focuses on ministry in specific specialized settings. These organizations may be for profit or not for profit.
- iv. Chaplain and Pastoral Counselor Employing Organizations or Agencies: These organizations utilize the services of chaplains and/or pastoral counselors who are certified by one of the Certifying Organizations of the COMISS Network. These organizations may be for profit or not for profit, but they must demonstrate, via their mission statement and table of organization, that they operate in accordance with the purpose, mission, and objectives of the COMISS Network.
- v. Academic and Educational Institutions: These institutions prepare students for chaplaincy/ specialized ministry through academic degree programs and/or conduct research related to ministry in specialized settings. These institutions are accredited by an accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education.

III. COMISS Network Forum

- a. Membership
 - i. Members in good standing are current in membership dues and have filed all reports required.
 - ii. Each member organization may be represented by up to three participants.
 - iii. There will be one vote per member organization in good standing.
- b. Annual Forum
 - i. The COMISS Network will gather for one or more meetings annually in Forum.

- ii. All Forum business will be presented for agenda approval to the COMISS Network Leaders no later than 24 hours prior to the opening of the Forum.
- iii. The conduct of business at the Annual Forum will include presentations, discussion and action on:
 - 1. Annual reports
 - 2. Financial report
 - 3. Presentation of a budget and its adoption
 - 4. Election of officers
 - 5. Election of nominating committee
 - 6. Presentation of new members
 - 7. Proposed new initiatives
- iv. All mailings pertaining to an upcoming Forum are to be sent to **the member organizations.**

IV. COMISS Network Leadership (Officers and At-Large Members)

- a. Network Leadership shall be members of one of the member organizations of the COMISS Network in good standing.
- b. The COMISS Network Leadership annual elections shall take place at the Annual Forum.
- c. New COMISS Network Leaders will begin their terms of office at the conclusion of the Annual Forum.
- d. The officers of COMISS Network will be:
 - i. Chair
 - 1. Presides at all meetings of the COMISS Network Forum and the COMISS Network Leadership.
 - 2. Presents an annual report to the Forum.
 - ii. Chair-Elect
 - 1. Assumes the duties of the Chair in absence or disability of the Chair.
 - 2. Serves as chair of Forum Program Planning Task Force.
 - iii. Treasurer
 - 1. Is responsible for preparing a budget for review by the COMISS Network Leadership and for approval by the Forum Membership.
 - 2. Provides financial reports to the COMISS Network Leadership and to the Annual Forum.
 - 3. Schedules an audit every three years with an outside professional auditor.
 - iv. Secretary
 - 1. Attends all sessions of the COMISS Network Leadership and Annual Forum and records all votes and minutes.

- e. The officers of the COMISS Network will serve as the officers of the corporation and as such are responsible for its business and direction as approved by the COMISS Network.
- f. At-Large Members: There shall be two at-large members elected at the Annual Forum by and from the membership groups to insure diversity.
- g. Spiritual Care Week Committee Chair: The spiritual care week committee chair will be the liaison between the COMISS Network Leadership and the Spiritual Care Week Committee.
- h. The COMISS Network Leadership will act on business responsibilities between meetings of the Forum. They will:
 - i. Contract services
 - ii. Hire and annually evaluate staff
 - iii. Implement decisions of the Forum
 - iv. Propose an annual budget to the Forum for adoption and oversee the budget and finances of COMISS
 - v. Engage the membership in strategic planning
 - vi. Establish and appoint Task Forces as needed to support the mission and objectives.
- i. Terms of Service
 - i. The Chair and Chair-Elect will each serve one two-year term. The Chair-Elect succeeds the Chair. If the chair position is vacated before the end of the two year term the chair-elect will assume the position and fill the unexpired term (and afterwards, fulfilling the term to which s/he was elected.) An election will be held at the next Forum to elect a succeeding chair-elect.
 - ii. In the interest of continuity, a nominee for Chair-Elect is selected by the **COMISS Network Leadership from the COMISS Network Leadership or from former COMISS Network Leadership members who have served within the last 5 years.**
 - iii. The Secretary, Treasurer and two Members-at-Large of the COMISS Network Leadership will serve a two-year term and may be re-elected to one successive term.
 - iv. The Chair-Elect and Treasurer will be elected in odd-numbered years; the Secretary and two At-Large members will be elected in even-numbered years.
 - v. Spiritual Care Week Committee members will serve a four-year term. The Chair will serve a three-year term and may be re-elected.
 - vi. CCAPS Commissioners will serve three-year terms and may be re-appointed to one successive term.
 - vii. Individuals who are completing an unfulfilled term are eligible to serve a two-year term and be re-elected to one successive term.

viii. The chair can appoint an individual for Secretary or Treasurer if the position is vacated prior to the Forum.

V. COMISS Network Staff **and/or Outside Services**

- a. The Executive Administrator
- b. The Bookkeeper (**outside services**)

VI. Standing Committees and Commissions

- a. A Nominating Committee of four (4) will be nominated and elected annually from the membership categories at the Annual Forum. They will be responsible for the process of nominations and conducting the election.
 - i. Solicit names from each of the membership groups.
 - ii. Secure agreement to being nominated from the nominee.
 - iii. Prepare the slate to be mailed to the membership with registrations packets for the Annual Forum.
 - iv. Conduct the election at the Annual Forum.
 - v. The Committee may receive nominations from the floor.
 - vi. They are administratively accountable to the COMISS Network Leadership.
- b. The COMISS Commission for Accreditation of Pastoral Services consists of eight members.
 - i. The Network Leadership will appoint three commissioners drawn from the Certifying or Accrediting category, two from the Religious Endorsing Bodies, one from one of the other two Network groups, and two at-large drawn from outside the COMISS Network. When there is a commissioner vacancy, CCAPS will receive applications from individuals representing the appropriate membership group. CCAPS will then make their recommendation to the National Leadership who will make the appointment.
 - ii. CCAPS will:
 - 1. Propose and revise CCAPS standards
 - 2. Conduct accreditation site visits of pastoral services
 - 3. Represent the COMISS Network to external national accrediting bodies
 - 4. Submit an annual report to the Network
 - 5. Recommend nominees to the Network Leadership for the at-large commissioners from outside the Network.
 - iii. COMISS Network Leadership will:
 - 1. Approve membership criteria for CCAPS
 - 2. Appoint CCAPS commissioners. The commissioners will elect their own chair from among themselves.

3. Approve policies, procedures, and standards of CCAPS.
4. Approve CCAPS accreditation recommendations for pastoral services.

c. Spiritual Care Week Committee

- i. The purpose of the committee is to plan and implement the annual observance of Spiritual Care Week. A committee will be appointed by the COMISS Network Leadership from among the membership categories. The Spiritual Care Week observance is intended to raise awareness of the importance of pastoral/spiritual care. This includes, but is not limited to:
 1. Determination of a theme for a three-year cycle in advance.
 2. Promote and manage an opportunity for constituents to design and submit a graphic promoting a theme.
 3. Produce publicity and educational materials to support the theme.
 4. Contract with and supervise a manufacturer to supply materials
 5. Supervise sale and distribution of materials
- ii. The committee will nominate its own chair with approval by the COMISS Network Leadership.
- iii. The committee will present an annual report to the Annual Forum.

VII. Amendments and revisions to the Guidelines

- a. Will be developed as needed by the COMISS Network Leadership
- b. Will be sent to the voting member of record of each member organization 60 days prior to the Forum.
- c. Changes to the Guidelines shall be ratified by a simple majority of the voting members present at the annual Forum.

VIII. Required Quorum

- a. At the COMISS Network Leadership meetings, a simple majority (one more than half of the Network Leadership) is sufficient to take action.
- b. At the Annual Forum a simple majority of the voting members present is sufficient to take action.