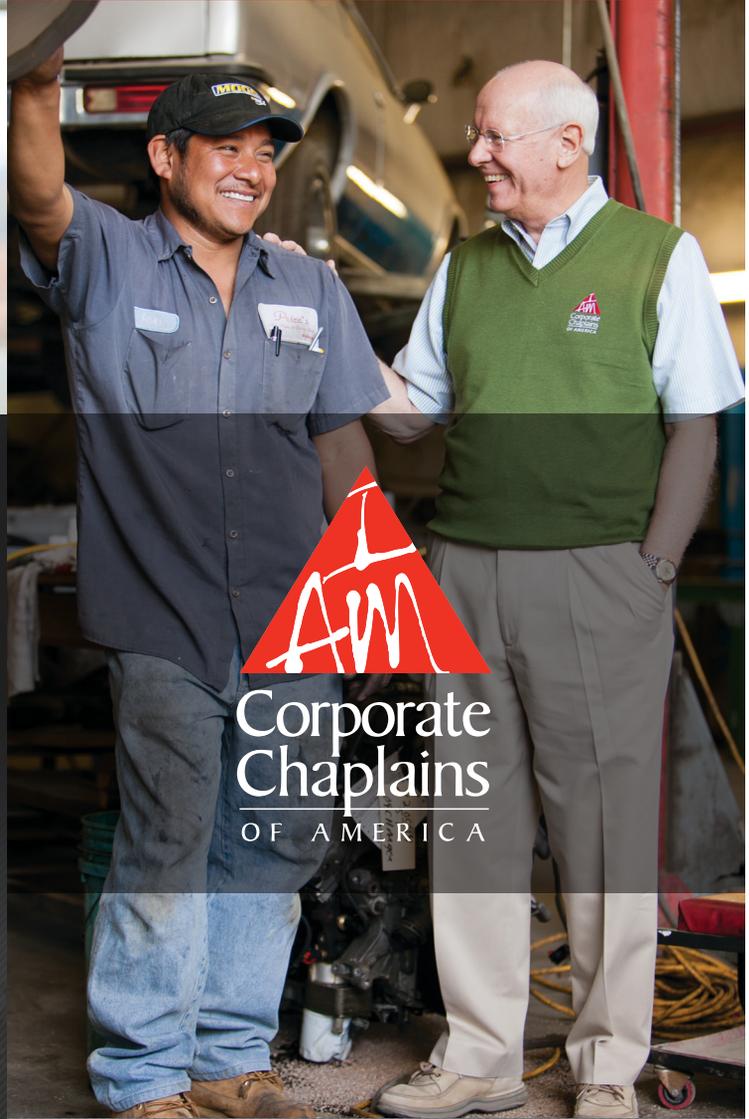


Absolutely No Cost to You

This resource costs you absolutely nothing; no premiums, no fees. We are confident you will find the service invaluable as you get to know your chaplain.

Caring in the workplace



Friendship First

Our job is to be there when you need a friend. Remember, this is a voluntary program designed to help improve your quality of life. We all need someone who truly cares about us.



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Introduction to the
Chaplain Assistance Program

How the Program Works

Your chaplain will stop by your work site on a weekly basis offering a moment of encouragement. If you have something you want to discuss with your chaplain, you may mention it at that time. Depending on the nature and urgency of your need, your chaplain will coordinate a place and time to meet with you. This may be on your break, at lunch or by phone.

Many times crises occur when we are not on site. In such cases you can simply call the toll-free number printed in red on the card you receive at orientation. Immediate access to your chaplain is only a phone call away via an automated service specially designed for Corporate Chaplains of America. Our goal is to respond to every call within ten minutes of receiving a page!



Assurance of Confidentiality*

Maintaining confidentiality with you is the cornerstone of our chaplaincy program. We will never place information about you in the company's personnel files. Your private information will not be disclosed to anyone by the chaplain without your permission.

** Local, state and federal laws require full disclosure in cases of child abuse or where personal safety is at risk.*

Explanation of Program

Your chaplain will:

- Visit the workplace at least once a week
- Encourage every employee on each visit
- Be available via custom voice-mail data pager system 24 hours a day, 7 days a week, 365 days a year to care for you

Certified chaplains routinely offer confidential care in the following areas:

Employee

- Hospital visitation
- Marriage and remarriage
- Divorce
- Spousal and child abuse
- Problems with wayward children
- Financial and budgeting matters
- Pre-marital counseling and ceremony officiating
- Courtroom testimony and emotional support
- Death and dying
- Planning and performing funeral services

Health

- Serious illness
- AIDS and HIV-related illnesses
- Drug and alcohol dependency
- Psychiatric problems
- Long-term grief support
- Fears of national, state and local terrorist activity

Work

- Stress management
- Conflict resolution
- Assisting supervisors with attraction and retention problems
- Dispute resolution
- Lay-off or termination transitions