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**RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES**  
**DEFENCE PEOPLE GROUP**

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R1-1-C007, Department of Defence, CANBERRA ACT 2600

**RACS MEMBER MEETING MINUTES 8 DECEMBER 2021**

1. The meeting was conducted at the Vibe Hotel Canberra Airport.

**ITEM 1 - OPENING**

2. The Chair opened the meeting at 0830 on Wednesday 8 Dec 2021.
3. s47F provided a reflection on thanksgiving. (Enclosure1).

**ITEM 2 - WELCOME**

4. The Chair welcomed those in attendance and gave an overview of the agenda. The Chair discussed such matters as transition arrangements of incoming and outgoing HPCs, reform and outcomes of ongoing RACS activities. The Chair also detailed the outcomes of a recent meeting with HPC designate.

**Present:**

s47F

Chair (RC)

(ANG)

(APCCB)

(Buddhist)

(Islam)

(Jewry)

(Pres)

(UCA)

(Sikh)

SO Ops

Secretary

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## Apologies

s47F

(Hindu)

### ITEM 3 –AGENDA

5. The agenda as proposed was approved.

### ITEM 4–MINUTES CONFIRMED

6. It was moved by s47F and seconded by s47F that the Minutes of the RACS member meeting held on 23 Sep 2021 be confirmed.

### ITEM 5–BUSINESS ARISING FROM RACS MINUTES (PREVIOUS)

7. The following are items of Business arising from Items 6–7 of the RACS meetings on 23 Sep 2021:

- a. **Para 13 (b) Losing our Religion Paper.** This item was deferred to General Business for 9 Dec 21.
- b. **Para 13 (c) Women in Chaplaincy motion to ADFCC.** This item is deferred to General Business for 9 Dec 21. Note: RACS through the ADFCC have invited s47F s47F the Chair of the Women in Chaplaincy Working Group, to provide an update.
- c. **Para 13 (e) RACS Response to the ADF Values–2021.** The RACS Chair presented a copy of the publication to RACS members and provided an update of its release to CDF and Service Chiefs. RACS agreed to visit the Chaplains College in the New Year to present the publication and introduce RACS members.
- d. **Para 15 Pastoral Care for Veterans through the Joint Transition Authority (JTA).** RACS Chair to liaise with HPC on; socialising the retired Chaplain list through the JTA, Defence Member and Family Support Branch and the ADF veterans' community. RACS discussed how to best support these volunteer former Chaplains in their role. RACS Chair provided an update based on his recent discussion with HPC designate on the next steps for Pastoral care. s47F s47F discussed legal and financial aspects of providing pastoral care to this cohort.
- e. **Para 22 Ethical Dilemmas facing the ADF–Role of RACS.** To be discussed as a General Business item on 8 Dec 21.

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- f. **Para 24 Metrics Submissions.** The RACS Metrics were modified and submitted for the 01 Aug 21-31 Oct 21 period. The next set of metrics for the period 1 Nov 21-31 Jan 22 are to be submitted by 16 Feb 22.
- g. **Para 25 RACS Submission–The Royal Commission for ADF and Veterans Suicide.** RACS provided a submission to the Royal Commission for ADF and Veterans Suicide on 21 Oct 21.
- h. **Para 26 Afghanistan National Prayer Day.** RACS to advise HPC of its concern that planning for the day should include local Afghan communities prior to a confirmed date.

#### ITEM 6–HPC UPDATE

- 8. HPC and HPC designate addressed the meeting. HPC acknowledged the overall work of RACS. HPC spoke to the RACS initiatives in regards to key engagements with faith groups and in its support of domestic and international operations.
- 9. COVID-19 vaccinations rates are high for ADF and APS personnel, and the framework of COVID-19 management for Defence personnel has been effective. The posting cycle has been a challenge in the current environment, especially for those moving to QLD and WA.
- 10. HPC expressed thanks for the RACS ‘Values’ publication and extended her congratulations to HPC designate on his imminent promotion. HPC discussed the ongoing governance requirements of boards similar to RACS across government departments and extended congratulations to s47F on his appointment as RACS Chair.
- 11. HPC discussed the Woman in Chaplaincy motion to the ADFCC and general developments to promote inclusion (for Woman) across Defence programs. There were also updates on Defence family programs to monitor the wellbeing and development of Defence family children in the school environment.
- 12. Developments of the ADF Defence Force Recruiting tender process were discussed in the context of tender composition and the likely scope of work for a service provider.
- 13. RACS and HPC discussed general engagement with faith group communities and developments on the National Prayer Day for Afghanistan. HPC discussed the ongoing issues from the Royal Commission and the challengers for current and former Defence personnel and their families.

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## ITEM 7–GENERAL BUSINESS

### ADF Chaplain Appointments

14. RACS Chair tabled information in regards to new Chaplain appointments across the ADF. RACS members stated their unanimous support for AIRCDRE James Cox on his appointment as the new Director General Chaplaincy Air Force. RACS further discussed the role of RACS in the selection process for Chaplains in senior ADF roles and the contribution RACS may add to the process.

15. The following personnel have been appointed Faith Group Lead Chaplains (FGLC) for Army:

- a. s47F – Anglican (WEF Dec 2021);
- b. s47F – Australian Christian Churches
- c. – Baptist
- d. s47F – Churches of Christ
- e. s47F – Jewish
- f. s47F – Lutheran
- g. s47F – Presbyterian
- h. s47F – Roman Catholic (WEF Dec 2021)
- i. – Russian Orthodox (pending appointment)
- j. s47F – Salvation Army
- k. – Seventh Day Adventist
- l. s47F – Uniting Church

16. RACS endorses and congratulates the Faith Group Leads on their appointments. Additionally, RACS will maintain a relationship with Faith Group Leaders to promote close working relationships.

**ACTION:** RACS members to work with relevant FGL appointments to develop and strengthen working relationships on behalf of faith groups and Army Chaplaincy.

### How and what voice should RACS have into Defence?

17. s47F led the discussion on focus points for RACS as a religious advisory committee to the ADF. His areas of focus were:

- a. What does RACS need to do as a committee to be more proactive and provide inspiration and moral direction to defence?
- b. What are the practical steps to make this happen?

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18. As a solution, RACS identified the benefits of more engagement with ADF senior officers and ADF Committees to increase their profile and influence. Previously, RACS members were part of the ADF Senior Leadership Group monthly briefings. RACS members discussed the benefits and opportunities to present at these forums on a regular basis. RACS also acknowledged that increasing community engagement in local and international ADF Operations such as Afghanistan and the Solomon Islands is highly regarded by Senior ADF Officers.

**ACTION:** RACS Chair is to seek opportunities for closer engagement with ADF Senior leaders and Committees.

### **ADF Veteran Spirituality Project**

19. HPC wrote to the RACS Chair on 12 Nov 2021 requesting that RACS engage with s47F and evaluate possible opportunities to assist the veteran community through the ADF Veteran Spirituality Project. s47F met with RACS on 08 Dec to discuss the ADF Veterans Spirituality Project and its broad scope.

20. He detailed the background of the project that included the spiritual experiences of soldiers serving on operations. To summate, the Project focusses on the events that affect the spirituality and wellbeing of veterans despite the demands of their operational service.

21. s47F explained the assistance he is seeking from RACS and Service Groups to support his project. This assistance will include meeting RACS members, ADF faith group leaders, former Chaplains and conducting targeted surveys on ADF personnel.

**ACTION:** Further to Defence approval, s47F is to liaise with RACS members for the conduct of interviews and data gathering to support the outcomes of the Veterans' Spirituality project.

### **Former ADF Chaplains cohort support to Veterans**

22. RACS Chair discussed the former ADF Chaplains cohort list. RACS Chair has briefed HPC designate on this initiative and brought to his attention the ongoing support needed from stakeholders such as JTA to develop this project.

23. There are still a number of issues to consider such as expectations, support, publicity, the management of insurance risk and remuneration for this cohort.

**ACTION:** RACS Chair to sponsor the development of the retired Chaplains cohort project.

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### **RACS Metrics Communication Strategy**

24. The RACS Metrics provide evidence of what RACS contributes to Defence capability. The communication of the raw data requires analysis and possible briefing to select senior leaders. §47F discussed the RACS Metrics analysis strategy and suggested internal distribution to RACS members, to HPC and to other ADF senior leaders as appropriate. Additionally, analysis from the metrics could be incorporated into the Annual RACS Chair report.

**ACTION:** RACS Chair to ensure pastoral care trends are included as an ongoing RACS Business agenda item.

### **RACS Chair Report (Workshop)**

25. RACS Chair outlined the general direction and outcomes of the Annual Report and the opportunity at the meeting for the RACS members to contribute its critique on RACS performance. RACS highlighted the drivers and trends of recruiting data for ADF Chaplains, noting its responsibilities in ensuring a robust selection process which is an often difficult and time-consuming process

26. Other areas of discussion included an assessment of its journey as a multi-faith committee acknowledging that progress has been made but acknowledging that there is still much work to do.

27. RACS reviewed its relationships with the Service DGCHAPs and other stakeholders and the on-going need to seek continued collaboration improvements to further develop the shared responsibility for ADF Chaplaincy.

28. RACS reviewed its progress in regards to inclusiveness as it applies to Women in Chaplaincy and acknowledges that it needs to be more proactive in challenging the culture and environment that does not further the healthy inclusion and place of female Chaplains in defence.

### **RACS MEMBER AND DGs MEETING MINUTES 9 DEC 2021**

29. The meeting was conducted at the Vibe Hotel Canberra Airport.

#### **ITEM 1 - OPENING**

30. The Chair opened the meeting at 0830 on Thursday 9 Dec 2021.

31. The Chair provided a reflection.

#### **ITEM 2 - WELCOME**

32. The Chair welcomed those in attendance.

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**Present:**

s47F

Chair (RC)  
(ANG)  
(APCCB)  
(Buddhist)  
(Islam)  
(Pres)  
(UCA)  
(Sikh)  
DGCHAP-A  
DGCHAP-AF  
SO Ops  
Secretary

**Apologies**

s47F

DGCHAP-N  
(Hindu)  
(Jewry)

**ITEM 3 –AGENDA**

33. The agenda as proposed was approved.

**ITEM 4–CORRESPONDENCE**

34. RACS outwards and inwards correspondence from 22 Sep 2021 to 1 Dec 2021 is listed below for record but not tabled at the meeting.

35. **Outwards:**

- a. RACS submission to Royal Commission into ADF and Veterans Suicide of 21 Oct 2021
- b. RACS email to HPC on the development of the RACS MOA to support the RCDVS-TF of 2 Nov 2021
- c. RACS letter to CDF advising s47F as new RACS Chair from Jan 22 of 5 Nov 2021

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- d. RACS letter to HPC advising s47F as new RACS Chair from Jan 22 of 5 Nov 2021
- 36. **Inwards:**
  - a. COFS HPC email requesting background on the development of the RACS MOA to support the RCDVS-TF of 22 Oct 2021
  - b. HPC letter to RACS Chair concerning ADF Veteran Spirituality Project of 12 Nov 2021
  - c. National Sikh Council of Australia (NSCA) letter to RACS concerning entry requirements for Sikh ADF Chaplains of 17 Nov 2021 (Request feedback from all RACS members)
  - d. DGCHAP-A minute to RACS Members on the Appointment of Army Faith Group Lead Chaplains of 29 Nov 2021

#### ITEM 5–BUSINESS ARISING FROM RACS MINUTES (PREVIOUS)

- 37. The following are items of Business arising from Items 6–7 of the RACS meetings on 23 Sep 2021:
  - a. **Para 13 (f) Socialise the pastoral care net.** (duplicated) RACS Chair has sent a covering letter to the ADFCC confirming arrangements for promulgating the document to their respective Service Chaplains.
  - b. **Para 17 Ongoing Endorsement of ADF Chaplains.** RACS has developed an annual reporting framework to support the annual accreditation of their ADF Chaplains through a modification to RACS Metric 4.
  - c. **Para 18 Faith Group/Denomination Retreats.** RACS members have facilitated local retreats as applicable to their Faith Group or denomination. DGCHAP-A has confirmed the following dates are currently booked at ‘The Hermitage’ in anticipation of corporate ADF Chaplains’ retreats for 2022:
    - (1) 03-07 Oct (Protestant Denominations)
    - (2) 17-21 Oct (Protestant Denominations)
    - (3) 31Oct-04 Nov (Roman Catholic)
    - (4) 14-18 Nov (Anglican).

These are predicated on the four night/five day construct. Individual Faith Groups will need to liaise directly with ‘The Hermitage’ if they plan to conduct longer retreats, (at their own expense). The assumption remains that the Presbyterian group are sourcing their own venue, but this can be negotiated in the New Year; including possibilities at the ‘The Hermitage’ if it is available.

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Smaller Faith Groups will make individual arrangements as appropriate. s47E(c)  
s47E(c) is the POC for current bookings.

- d. **Para 19 RACS Response to 'Losing our Religion' paper.** s47F and s47F provided an update on their contributions.
- e. **Para 24 RACS Response to the ADF Values.** Referred to General Business Item.
- f. **Para 25 RACS Submission–The Royal Commission for ADF and Veterans Suicide.** RACS provided a corporate submission to the Royal Commission on 21 Oct 21.

## ITEM 6–REPORTS

- 38. The following Service Reports are tabled:
  - a. **Navy.** In response to para 2 of the report, the RACS Sikh representative provided some clarification in regards to the potential recruitment of a Sikh Junior Sailor. s47F raised a number of concerns on processes as they apply to the Sailor and will further this matter with DGCHAP-N.
  - b. **Army.** DGCHAP-A further outlined the model and workings of the Faith Group Lead Chaplains. RACS was assured that the model does not impair in any way the direct communication between RACS members and the DGCHAP-A.
  - c. **Air Force.** DGCHAP-AF spoke to the incoming DGCHAP-AF, s47F and other appointments within Air Force Chaplaincy. He reported that there was widespread positive feedback received from Commanders on the service provided by AF Chaplains at units and on operations.
  - d. **ADFCC.** The Chaplaincy Policy document (CHAPPOL) has been updated and will be released for implementation soon. RACS sought advice and any outcomes in regards to Chaplains not willing to receive the COVID-19 vaccination. Chair ADFCC reported that the CDF has issued instructions that ADF personnel will not be stood-down if they do not take the vaccination but they are to be employed in accordance with the relevant State and Territory COVID directions.

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## ITEM 7—GENERAL BUSINESS

### Women in Chaplaincy working Group

39. §47F Chair Woman in Chaplaincy Working Group (WCWG) attended the meeting on 09 Dec 21. This attendance of a representative from the WCWG was the first of a regular initiative to further RACS' engagement with Women in Chaplaincy.

40. Earlier this year, RACS provided its response to the Women in Chaplaincy Working Group recommendations. A number of the WCWG recommendations were not supported by the RACS.

41. §47F provided an update on the recent RACS discussion on 08 Dec 21 in regards to the background for RACS' position on the WCWG recommendations. The meeting provided a valuable opportunity for the Chair WCWG and the RACS to further address concerns resulting in a positive engagement and outcome. RACS affirmed the following in regards to the place of women in Chaplaincy:

- a. RACS is supportive of women in Chaplaincy and are proactively engaged in the recruitment and support of women within Chaplaincy.
- b. RACS commits to promote values and behaviours of inclusiveness and champions the place of women in chaplaincy.

42. The meeting discussed the goodwill between RACS and the Working Group, despite differing viewpoints on the outcomes of the RACS response to the Working Group.

43. RACS agreed to form a Working Group to consider a number of outcomes. These include a review of its position as to the WCWG recommendations, practical steps as to how RACS members may further incorporate inclusivity of women within Chaplaincy, address cultural issues militating against inclusivity, and to sign up to a RACS accountability statement similar to the accountability statement prepared by ADFCC.

**ACTION:** §47F is to lead a Women in Chaplaincy Working Group with §47F §47F to report back to the Mar 22 RACS Meeting.

### RACS response to 'Losing our Religion' (from 8 Dec)

44. §47F provided an update of personnel (researchers and scholars) assigned to the task and an abstract of the scoping review for the paper §47F provided further details on the developments of multifaith-chaplaincy including from recent ADF operations that utilised technology in a virtual environment.

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45. The plan remains extant to publish the scoping statement on the 20 Dec 21 with ongoing academic development of papers after Christmas.

46. s47F spoke of local and international engagements with Islam communities and Defence Forces and his intention to detail the positive outcomes in a paper due for release early next year.

**ACTION:** s47F are to provide updates to RACS at the next meeting.

### **Appreciation to Chaplains**

47. RACS Chair expressed his appreciation for ADF Chaplains acknowledging the service and contribution of all ADF Chaplains over a very difficult time. This acknowledgement for the committed and valued work of ADF Chaplains was unanimously supported by the RACS. The RACS expressed its sincere appreciation to those Chaplains separating from ADF Chaplaincy, acknowledging their valued contribution over many years of service. To those Chaplains who may be separating due to health issues, the RACS expresses its concern for their wellbeing and prays that each will return to full health.

### **Chaplain Resilience (Workshop)**

48. RACS Chair discussed the current rate of effort and the wellbeing of Chaplains in this high tempo and stressful environment.

49. DGCHAP-A added details of current initiatives underway to monitor and promote the wellbeing of their Chaplains who may suffer from vicarious trauma and compassion fatigue. This included ensuring Chaplains take leave, are provided specialist support and acknowledging the difficult role of Chaplains.

50. DGCHAP-AF informed RACS of a number of issues he recognised amongst his Chaplains that were linked to stress and mental burnout. Various initiatives are underway, though a common theme is the need for pastoral care for ADF Chaplains.

### **RACS relationship with DGCHAPS and RACS Secretariat**

51. RACS Chair spoke to the positive engagement between RACS and DGCHAP over the last year and the positive development in these working relationships for the benefit of ADF Chaplaincy.

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52. RACS Chair thanked DGCHAP-AF for his service and wished him well as he transitioned to the Reserves. s47F and other RACS members also thanked DGCHAP-AF for his service.

53. The Chair thanked the RACS Secretariat for its committed work in support of RACS members. The RACS Secretariat continues to develop as a valued support to the work of the RACS.

54. s47F RACS thanked the Chair for his leadership and commitment to the RACS for his past two years as RACS Chair.

#### ITEM 8—NOMINATION OF CHAPLAINS

55. The following Chaplains were nominated and subsequently approved by the Committee:

- a. s47F Presbyterian, Army Full Time
- b. s47F Presbyterian, Army Part Time
- c. s47F Uniting Church of Australia, Navy Full Time
- d. s47F Islam, Air Force Full Time
- e. s47F Australian Christian Churches, Army Part Time
- f. Seventh-Day Adventists, Navy Part Time
- g. s47F Australian Christian Churches, Army Part Time
- h. s47F Anglican Church of Australia, Army Part Time
- i. s47F Anglican Church of Australia, Army Part Time
- j. s47F Anglican Church of Australia, Army Part Time
- k. Provisional upon Ordination, Anglican Church of Australia, Army Full Time
- l. s47F Anglican Church of Australia, Army Part Time
- m. s47F—Provisional upon Ordination, Anglican Church of Australia, Navy Full Time

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**ITEM 9--ARRANGEMENTS FOR THE NEXT MEETING**

56. The next RACS meetings are planned for 8-10 Mar 2022 at the Vibe hotel.

*Original Signed*

s47F

**Monsignor  
Chair**

**22 Dec 2021**

*Original Signed*

s47F

**CAPT  
SO Admin**

**22 Dec 2021**

**Enclosure:**

1. Reflection by s47F

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s47F

As we approach Christmas it is good to consider what this event in the Christian calendar is all about. You will all be fairly familiar with it I'm sure – but for Christians it celebrates the birth of our Lord and Saviour Jesus. You will know that Christians believe that Jesus was God from eternity past who took on human form and became a man. Philippians Chapter 2 beginning at verse 6 spells it out:

*Who (Jesus), being in very nature God, did not consider equality with God something to be used to his own advantage; rather, he made himself nothing by taking the very nature of a servant, being made in human likeness.*

*And being found in appearance as a man, he humbled himself by becoming obedient to death—even death on a cross! Therefore, God exalted him to the highest place and gave him the name that is above every name, that at the name of Jesus every knee should bow, in heaven and on earth and under the earth, and every tongue acknowledge that Jesus Christ is Lord, to the glory of God the Father.*

So Christmas and Easter are our most sacred times of the year. In addition, at Christmas we give gifts to each other following the example of God the Father who gave humanity the greatest gift of all in His Son Jesus becoming human. (Isa 9:6).

Christians give presents at Christmas because they are thankful. Christmas is a time of joy and thankfulness for Christians. So if you are anything like me, you're not always thankful. I take many things we have for granted. I was in a group once with a colleague who was from Nigeria. I asked how often he prayed and he said many, many times a day. Curious, I asked what for: electricity, water, car starts, safety, food, etc, etc.

It reminded me of when Jesus healed the lepers from (Luke 17:11):

*Now on his way to Jerusalem, Jesus travelled along the border between Samaria and Galilee. As he was going into a village, ten men who had leprosy met him. They stood at a distance and called out in a loud voice, "Jesus, Master, have pity on us!" When he saw them, he said, "Go, show yourselves to the priests." And as they went, they were cleansed. One of them, when he saw he was healed, came back, praising God in a loud voice. He threw himself at Jesus' feet and thanked him—and he was a Samaritan. Jesus asked, "Were not all ten cleansed? Where are the other nine? Has no one returned to give praise to God except this foreigner?"*

I can sometimes be like those ungrateful lepers who were healed. I have been given much and often I take it for granted.

"Thanksgiving" is an attitude that is learned and practiced until it becomes a habit and way of life. Here is great conversational story for around the table.

Matthew Henry, who was a godly, English Bible scholar and lived around 350 years ago. He was once attacked by thieves and robbed. He wrote these words in his diary regarding his

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experience: "Let me be thankful first, because I was never robbed before; second, because although they took my wallet, they did not take my life; third, because although they took all I had, it was not much; and fourth, because it was I who was robbed, and not someone else."

This story reflects I Thess 5:18 "Give thanks to God in everything, no matter what the circumstances may be; for this is the will or desire of God for you who are in Christ Jesus."

So let me encourage you, as I encourage myself, to give thanks in all circumstances. A helpful practice is to note down 10 things you can be thankful for each morning. Just stop and say thanks for food, car, for hospitals, for a job, for no Covid-19, for water, for tea and coffee, for health, and a nice bed. We have much to be thankful for in this country!

And for us Christians we are thankful at this time of year especially, for Jesus, as we give and receive gifts to remind us of the great gift of God to humanity.

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**RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES  
DEFENCE PEOPLE GROUP**

**COMMITTEE MEETING MINUTES**

**THURSDAY 9 MARCH 2022**

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**RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES**  
**DEFENCE PEOPLE GROUP**

R1-1-C007, Department of Defence, CANBERRA ACT 2600

**RACS MEMBER MEETING MINUTES 9 MAR 2022**

1. The meeting was conducted at the Vibe Hotel Canberra Airport.

**ITEM 1 - OPENING**

2. The Chair opened the meeting at 0830 on Wednesday 9 Mar 2022.
3. s47F provided a reflection. (Enclosure 1)

**ITEM 2 - WELCOME**

4. The Chair welcomed those in attendance.

Present		
s47F		Chair (ANG)
		(RC)
		(APCCB)
		(Islam)
		(Pres)
		(UCA)
		(Sikh)
		(Hindu)
		(Jewry)
		SO RACS Ops
Secretary		
Apologies		
s47F		(Buddhist)

**ITEM 3 –AGENDA**

5. The agenda as distributed was agreed by RACS members.

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**ITEM 4—CORRESPONDENCE**

4. Outwards:
  - a. RACS Annual Report to HPC of 17 Dec 2021
  - b. RACS Business Case Brief to HPC for s47F and s47F of 15 Feb 2022
  - c. RACS Chair letter to ADFCC concerning the provision of key milestone dates for Chaplains of 22 Feb 2022
  - d. RACS Chair letter to s47F from Human Resources (HR) Transformation Branch concerning HR management of ADF Chaplains and the Enterprise Resource Planning (ERP) Program of 23 Feb 2022.
5. Inwards:
  - a. RACS Chair brief RACS Annual Report to HPC, signed by HPC, of 15 Jan 2022
  - b. Research Paper by Mark Layson, Factors Influencing Military Personnel Utilising Chaplains of 26 Jan 2022
  - c. Bishop George from the Russian Orthodox Church letter to the RACS Chair on Religious requirements of beards for Orthodox clergy of 23 Feb 2022
  - d. s47F from HR Transformation Branch email to RACS Chair concerning HR management for ADF Chaplains in the ERP Program of 25 Feb 2022
  - e. s47F to RACS Chair email with attachments concerning accountability statement for diversity, inclusion, respect, and Women in Chaplaincy Working Group outcomes of 1 Mar 2022
  - f. s47F paper on How Religion and Faith is used as a tool to Empower People in the ADF of 2 Mar 2022

**ITEM 5—MINUTES CONFIRMED**

6. It was moved by s47F and seconded by s47F that the Minutes of the RACS Member meeting held on 8 Dec 2021 be confirmed.

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## ITEM 6–BUSINESS ARISING FROM RACS MINUTES (PREVIOUS)

7. The following are items of Business arising from Item 7 of the RACS meetings on 8 Dec 2021:

- a. **Para 14 ADF Chaplain Appointments.** RACS members have been working with relevant Faith Group Lead (FGL) appointments to develop and strengthen working relationships on behalf of faith groups and Army Chaplaincy. s47F noted that there was one female FGL and there may be opportunities for increased female representation in the future.
- b. **Para 17 How and what voice should RACS have into Defence.** RACS Chair is seeking opportunities for closer engagement with ADF Senior leaders and Committees.
- c. **Para 19 ADF Veteran Spirituality Project.** Defence approval has not yet been received. Once received s47F is to liaise with RACS members for the conduct of interviews and data gathering to support the outcomes of the Veterans' Spirituality project.
- d. **Para 22 Former ADF Chaplains support to Veterans.** The list of retired chaplains will be updated to include chaplains that have recently retired. HPC is seeking a simple list of Chaplains available to support Veterans. RACS noted this project will align with other concurrent Veteran support projects.  
**ACTION:** RACS members are to update the chaplains list with chaplains who have recently retired and advise current chaplains on the list that they will be the point of contact in the location for referral, not providing chaplaincy services.
- e. **Para 24 RACS Metrics Communication Strategy.** A brief will be provided to HPC quarterly providing key points on the metrics including pastoral care and recruiting trends. Pastoral care and recruiting are general business item for 10 Mar 22.

## ITEM 7–GENERAL BUSINESS

### RACS Chair Annual Report

8. RACS Chair and s47F discussed the RACS Chair annual report. s47F acknowledged the discussion and input from RACS members at the previous RACS Members meeting, which added value to the report. RACS members commented that the report effectively captured RACS outputs and strategy. There was discussion on the utility of the Defence Values booklet and its distribution to chaplains.

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Additionally, s47F offered that short video presentations could be produced to augment the Defence Values booklet and raise the profile RACS.

**ACTION:** s47F will produce a PDF version of the Defence Values document to be distributed to ADF Chaplains.

**ACTION:** A subcommittee of RACS Faith Group Members s47F s47F are to produce a script or scripts for short video/s to support the Defence Values document with a view to the video being shot by the support of Defence media at the next RACS meeting.

### **RACS response to Women in Chaplaincy Working Group (WCWG) Recommendations**

9. s47F spoke to the RACS responses to the RACS Working Group Outcomes which provided more clarity. s47F discussed the need for continued discussion between RACS and the WCWG on a number of matters. However, more work needs to be done to address WCWG concerns and improve alignment and expectations between RACS and the WCWG.

10. An updated RACS response to the WCWG recommendations was drafted to be presented at the RACS and DGs meeting on 10 March.

### **Diversity and Inclusion**

11. s47F spoke to the draft RACS Accountability Statement for Diversity, Inclusion and Respect that had been developed through a RACS working group. A number of minor amendments were made at the meeting. The cleared accountability statement is to be presented to the RACS and DGs meeting on 10 March.

### **RACS Strategic review leading to RACS priorities for 2022**

12. s47F facilitated a strategic planning process for RACS Members to identify where RACS would like to be positioned in three to five years. Short and long-term priorities were discussed and will be further refined to develop short (one-year) and long-term (five-year) priorities for RACS focussing on capability outputs and governance.

**ACTION:** RACS Chair to provide HPC with 2022 'Plan on a Page' prior to next meeting with HPC.

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### **RACS Metrics**

13. RACS Chair outlined that the metrics will be collated, analysed and a brief produced each quarter for HPC that will highlight RACS contributions to capability and identify trends in pastoral care and recruiting.

**ACTION:** RACS Chair is to provide quarterly briefs to HPC on RACS metrics.

### **Efficacy of religious chaplaincy within the ADF**

14. RACS Chair noted that the academic paper produced by the Anglican research team had been published in a peer reviewed academic journal and distributed to DGs and most chaplains. He outlined the broad feedback from key ADF Stakeholders on the paper. Further, he indicated that the results of the survey have been released to s47F with a view to being available to the remainder of the academic team soon. The results will form the basis of a second academic paper which will discuss the attitudes of ADF personnel to religious chaplaincy.

15. s47F discussed the background of the multi-faith paper he had written and noted how multi-faith chaplaincy can assist the ADF on operations.

**ACTION:** s47F is to submit his paper to the 'Forge' and the Army Chaplaincy Journal.

### **Admin brief**

16. s47F discussed current issues and priorities of administration for RACS Members. The key subjects of discussion were on the processes and authorities required to book and manage travel. RACS members are requested to provide early notice regarding proposed travel to enable sufficient time for approval and subsequent notification of travel to chaplains. If short notice travel is required, RACS Members are to liaise with s47F and produce an email record of short notice approval. Reimbursement can be subsequently applied.

17. There was discussion on the benefits of continuing RACS member activity codes on fortnightly diary submissions as the data from the codes is not being used by Defence. Diary codes were used by RACS members prior to the introduction of RACS metrics which also captures work undertaken by RACS members.

18. RACS members are to undertake four CAMPUS courses prior to the June RACS meeting. These can be done before the meeting or during time set aside during the meeting.

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**ACTION:** RACS Chair is to continue discussion with COFS for HPC decision on the continued use of codes on RACS fortnightly payment forms.

**ACTION:** RACS Secretary is to distribute the CAMPUS courses for completion to RACS members with a link to 'CAMPUS anywhere'.

*Original Signed*

s47F

**Right Reverend  
Chair**

**29 Mar 2022**

*Original Signed*

s47F

**CAPT  
SO Admin**

**29 Mar 2022**

**Enclosure:**

1. Reflection by s47F

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**RACS Devotional – s47F – 9 March 2022**

I had the amazing opportunity to Deploy to the Middle East in January 2020 for a two-month tour as the J08 - Senior Chaplain for Middle-East Operations.

The role was to coordinate and support the Chaplains in Theatre and to engage with Senior Leadership regarding all aspects of the support and welfare of all troops in the various areas of operation.

During this time, I had the amazing privilege of travelling and engaging with Soldier, Sailors and Aviators and their leaders, across the Area of Operations to Afghanistan, Iraq, Kuwait and within the UAE. It was one of the most enriching times in my life and in many ways was the pinnacle of my time in uniform. I had been set up for success for this deployment as I followed our illustrious chair who had held the role for the previous 2-month period.

However, I do want to reflect on a personal challenge which occurred two weeks prior to the end of my deployment, and I offer it as an opportunity for us all to reflect on the challenges our service women and men experience when they are far from home.

Early in the morning on 17th February I was in normal daily briefings, which went for about 2 and a half hours. Being in a secure location all personal devices were required to be left outside. When the briefings finished I collected my device and saw that I had received 8 missed calls and a text message from my supervisor 24 year old daughter. The tone of the text was clear and focussed. **"Dad, you need to call me ASAP."**

I immediately called home and I was informed that my wife had been involved in a very severe car accident in which a motorcyclist who was evading police and was in a high-speed chase had collided with my wife's car at in excess of 140km/hr. The bike had hit near the driver's door and my wife's head struck and smashed the side window rendering her unconscious with a significant head injury. She regained consciousness at the scene as the paramedics and police were removing her from the car, which had been written off and forced from the road.

Her prognosis for recovery was good but it was unclear as to the long-term effects of the significant head injury she had received.

You can imagine my personal feelings and concern; you can understand how I suddenly felt isolated and powerless simply because I was so far away.

I immediately informed my chain of command and MAJGEN Susan Coyle gave me immediate release to make arrangements to head home if required.

I was also contacted by Chaplains from home and the rest of the leadership team offered anything I could need in terms of support.

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Over the next few hours, I was able to speak to my wife and we made the difficult decision that, due to the significant support that was available at home, I would not return immediately but I would see out the last 2 weeks of my deployment.

It was a long two weeks and a very good home coming - over the following months my wife made a full recovery and had no ongoing effects from the accident and she has a new car!

I offer this narrative to you today as an opportunity to reflect on the varied challenges our deployed personnel can experience and the Importance of on the ground Pastoral Care. At points of personal challenge and difficulty, be it any one of a thousand different circumstances our Chaplains can offer human support at critical times. This is why we need to be vigilant to ensure that we recruit and endorse the right people who have the right resources to these roles.

This also gives me a personal opportunity to reflect on the ministry of comfort that I am offering to others as they face points of need and moments of challenge.

The Apostle Paul wrote in his Pastoral Letter to the Corinthian Church - *"Blessed be the God and Father of our Lord Jesus Christ, the Father of mercies and God of all comfort, <sup>4</sup> who comforts us in all our tribulation, that we may be able to comfort those who are in any trouble, with the comfort with which we ourselves are comforted by God."* (2 Cor 1:3)

I am thankful for the comfort I have received from God and from others and I allow it to inform the comfort that I will offer to all who are in need.

I would encourage us all to take an opportunity to reflect on all of our currently deployed personnel both overseas and on domestic operations - that they may be surrounded with the support and comfort that they need this day and that the Chaplains and others who support them are refreshed and ready to meet the needs as they arise.

I offer you an opportunity to silently pray or reflect according to your own tradition.

Amen.

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**RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES  
DEFENCE PEOPLE GROUP**

**COMMITTEE MEETING MINUTES**

**THURSDAY 10 MARCH 2022**

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**RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES  
DEFENCE PEOPLE GROUP**

R1-1-C007, Department of Defence, CANBERRA ACT 2600

**RACS MEMBER AND DGs MEETING MINUTES 10 MAR 2022**

1. The meeting was conducted at the Vibe Hotel Canberra Airport.

**ITEM 1 – OPENING**

2. The Chair opened the meeting at 0830 on Thursday 10 Mar 2022.
3. The morning devotion was provided by the ADFCC Chair (Enclosure 1).

**ITEM 2 – WELCOME**

4. The Chair welcomed those in attendance.

Present		
s47F		Chair (ANG)
		(RC)
		(APCCB)
		(Islam)
		(Pres)
		(UCA)
		(Sikh)
		(Hindu)
		(Jewry)
		DGCHAP-N
		DGCHAP-A
		DGCHAP-AF
Apologies		
MAJGEN Stothart		HPC
s47F		(Buddhist)

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**ITEM 3 –AGENDA**

5. The agenda as proposed was approved.

**ITEM 4–CORRESPONDENCE**

6. RACS outwards and inwards correspondence from 1 Dec 2021 to 2 Mar 2022 is listed below for record but not tabled at the meeting.

7. **Outwards:**

- a. RACS Annual Report to HPC of 17 Dec 2021
- b. RACS Chair letter to ADFCC concerning the provision of key milestone dates for Chaplains of 22 Feb 2022
- c. RACS Chair letter to s47F from Human Resources (HR) Transformation Branch concerning HR management of ADF Chaplains and the Enterprise Resource Planning (ERP) Program of 23 Feb 2022

8. **Inwards:**

- a. RACS Annual Report to HPC, signed by HPC, of 15 Jan 2022
- b. Bishop George from the Russian Orthodox Church to the RACS Chair on Religious requirements of beards for Orthodox clergy of 23 Feb 2022
- c. s47F from HR Transformation Branch to RACS Chair concerning HR management for ADF Chaplains in the ERP Program of 25 Feb 2022

**ITEM 5–MINUTES CONFIRMED**

9. It was moved by s47F and seconded by s47F that the Minutes of the RACS Member and DG meeting held on 9 Dec 2021 be confirmed.

**ITEM 6–BUSINESS ARISING FROM RACS MINUTES (PREVIOUS)**

10. The following are items of Business arising from Item 7 of the RACS meetings on 9 Dec 2021:

- a. **Para 39 Women in Chaplaincy Working Group.** s47F has led a Women in Chaplaincy Working Group with s47F  
This item will be discussed as a general business item at today's meeting.

**ITEM 7–HPC UPDATE**

11. HPC was not available to provide an update due to commitments with the Royal Commission into Defence and Veteran Suicide. The RACS Chair advised that he had met with HPC and provided a back brief on his meeting with HPC. HPC's key priorities for RACS were providing capability and governance. He confirmed that the provision of pastoral care and recruiting were key tasks for RACS member in the MOA and that he expects those to consume

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most of RACS member's effort. HPC acknowledged the engagement of RACS Members in recent overseas and domestic operations.

**ITEM 8—REPORTS**

12. The following Service Reports were tabled:
- a. **Navy.** DCHAP-N discussed recruiting targets in general terms. He acknowledged the benefits of diversity in the Chaplain cohort though recognised the aim was to attract and develop quality candidates to support capability rather than meet perceived religious group quotas. DGCHAP-N discussed the general expectations from Command on the role of Navy Chaplains. Additionally, DCHAP-N spoke on in-service applications and the management of part time and full time Chaplains in regards to training requirements. (Enclosure 2)
  - b. **Army.** DGCHAP-A discussed the general work force pressures facing recruitment, operational commitments and support to the Royal Commission. RACS members were encouraged to attend the Army Regional Seminars. There will be further planning on Religious symbolism policy and RACS members will be asked to comment in a limited timeframe. Following discussion on Professional Supervision requirements, DGCHAP-A advised that a tri-service policy on accreditation and professional supervision for ADF Chaplains will be developed in the near future. DGCHAP-A confirmed the significant commitment of Chaplains, (currently more than 22 Army along with Navy and Air Force representatives), to Operations Flood Assist, COVID Assist and several near region operations and engagements.

**ACTION:** RACS Secretary to coordinate RACS members visits to Army Regional seminars

- c. **Air Force.** RACS Chair welcomed DGCHAP-AF to the RACS meeting. DGCHAP-AF provided RACS with a brief history of his pastoral background, military experience and personal values. He discussed the recent on boarding of Reserve Chaplains and identified the locations of Darwin and Williamtown as needing Chaplaincy support. DGCHAP-AF spoke of the Air Force Chaplaincy Review (AIRCDRE Ehlers). DGCHAP-AF advised of the two Air Force strategic documents that will shape Air Force Chaplaincy into the future. These are; the Air Force Strategy and Our Air Force Our Culture.

**ACTION:** RACS Secretary to distribute the Air Force Strategy and Our Air Force Our Culture to RACS members.

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- d. **ADFCC.** Chair ADFCC discussed deployments of Chaplains and advised that HQJOC Chaplain should be able to provide a list of deployed chaplains and those about to deploy. A policy Enabling and Support Product (ESP) on Professional/Pastoral supervision for ADF Chaplains is currently being developed, along with other ESPs. Chair ADFCC will promulgate the development of these products to RACS as they are released. Chair ADFCC advised that the Services will pay for four nights of service retreats and that funding is provided for full time chaplains to conduct individual retreats who are not able to attend coordinated faith group retreats. Further, ADFCC support to RACS is up to five individual faith group corporate retreats, that despite the additional impost DGCHAPs would support speaker/ancillary costs at the current level (up to \$5K) for each of those retreats for 2022. However, funding caps into 2023 would need to be revisited on account of the expanded number of retreats.

**ITEM 9–GENERAL BUSINESS**

**Diversity, Inclusion and Respect**

13. s47F tabled the RACS accountability statement for inclusion, diversity and respect (Enclosure 6). It was well received by DGs and WCWG Chair.

**ACTION 1:** RACS Secretariat to distribute the RACS Accountability statement to ADFCC and DG CHAPS for distribution to all Chaplains.

**ACTION 2:** RACS Secretariat to include the statement in RACS presentations.

**ACTION 3:** RACS members to use the statement in interviews with Chaplains and potential Chaplains.

**ACTION 4:** Review the accountability statement for diversity, inclusion and respect annually.

**RACS Women in Chaplaincy position**

14. s47F tabled RACS clarification of their response to the WCWG recommendations (Enclosure 7). It was agreed that dialogue is the preferred means of advancing any specific issues of Women in Chaplaincy. s47F requested further dialogue on inclusive wording for sacred texts in public gatherings and increased female speaker representation on RACS retreats.

**ACTION:** Female speaker representation is to be included as an agenda item for the Jun RACS Members and DGs Meeting.

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### **Defence Families Australia**

15. s47F provided a presentation on Defence Families Australia (DFA) outlining their key tasks and potential opportunities to engage with RACS. There are 40,000 Defence spouses in Australia. DFA provides an advocacy role for Defence families. They encourage diversity and are interested in partnering with RACS concerning religious advocacy for Defence families.

### **Pastoral Care trends**

16. RACS Chair opened the discussion by requesting pastoral care themes from RACS members and DGs. RACS members provided their contributions and the key themes were that chaplains have been overworked for an extended period with support to Bushfire Assist, COVID-19, deployments and now assisting ADF personnel and communities dealing with the aftermath of flood damage. Therefore the chaplaincy capability has been stretched and it has been difficult for chaplains to take breaks to recuperate.

**ACTION:** RACS Chair to include pastoral care trends in his quarterly RACS Metrics brief to HPC.

### **Recruiting priorities and targets for RACS**

17. RACS chair tabled the DFR recruiting priority list. RACS and DGs discussed recruiting issues, targets and processes with the aim of increasing efficiency and transparency of chaplain vacancies as they present across the ADF. It was noted that DFR recruiting targets do not fully reflect service requirements or vacancies.

**ACTION 1:** DG's Service reports for RACS Members and DGs meetings are to continue to contain a prioritised list of Chaplaincy vacancies for full time and part time Chaplain positions.

**ACTION 2:** RACS Secretariat to produce a table by geographic region, service and full and part time recruiting needs as indicated by DGs and distribute to RACS members by 31 March in order to focus RACS recruiting to meet Defence priority needs.

**ACTION 3:** DGs to liaise with DFR regarding the mismatch of their priorities and DFR targets and update next RACS and DGs meeting in June.

### **Timely notification for Chaplains key milestones**

18. RACS Chair spoke to the requirement of RACS members having better visibility of chaplain key milestone dates to assist in the pastoral care of chaplains. DGCHAP-N advised

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that Letters of Offer for potential chaplains are sent from the Services to DFR. DFR dispatches these and also has visibility of the induction service dates and location. RACS and DGs discussed the varying challenges in tracking these milestones. HQ JOC Chaplain can provide details of Chaplains preparing for deployment. RACS members were also encouraged to reach out to their chaplains requesting them to notify the RACS member of key milestones in their career. DGCHAPs committed to encouraging (again) their Chaplains and candidates to engage with RACS members on significant personal milestones, noting that Chaplains and Candidates remain the most reliable point-of-truth.

**ACTION:** RACS is to liaise with DFR to increase the oversight and transparency of key recruiting milestones for ADF Chaplains.

**DVA Pastoral care project update**

19. s47F provided an update of the DVA pastoral care project. The project is ongoing with Senior Leadership support from both Defence and DVA. He informed that the project may deliver through a 'pilot activity' over a two-year period. This could involve a framework of 'Wellbeing Centres' across Australia as part of the pilot, which would be staffed by part time and full time Chaplains.

20. If the project proceeds, there will be practical steps of providing accreditation and training, identifying suitable candidates and a shortage of suitable personnel. Possible RACS involvement would be in accreditation of chaplains and some areas of governance.

21. s47F provided insights from his recent experiences with the Royal Commission. Chaplaincy was mentioned on a number of occasions and has received positive commentary from many senior leaders.

**ACTION 1:** RACS is to invite s47F to provide another update at next RACS Members and DGs meeting.

**ACTION 2:** RACS Members are encouraged to provide submissions to the Royal Commission into Defence and Veteran Suicide if they have not already done so.

**ITEM 10–NOMINATION OF CHAPLAINS**

22. The following Chaplains were nominated and subsequently approved by the Committee:

- a. s47F Baptist, Army Part Time
- b. s47F Baptist, Army Full Time
- c. s47F Baptist, Army Part Time

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- d. s47F Australian Christian Churches, Air Force Full Time
- e. s47F Australian Christian Churches, Army Full Time
- f. s47F Salvation Army, Army Part Time
- g. s47F Anglican, Air Force Full Time
- h. s47F Hindu, Army Part Time
- i. s47F Presbyterian, Army Part Time
- j. s47F Anglican, Army Part Time
- k. s47F Anglican, Army Part Time
- l. s47F Anglican, Navy Full Time
- m. s47F Buddhist, Army Part Time
- n. s47F Catholic, Navy Permanent
- o. s47F National Sikh Council of Australia, Army Full Time

**ITEM 11–ARRANGEMENTS FOR THE NEXT MEETING**

23. The next RACS Members and DGs meetings is planned for 2 Jun 2022 at the Vibe hotel.

*Original Signed*

s47F

**Right Reverend  
Chair**

**29 Mar 2022**

*Original Signed*

s47F

**CAPT  
SO Admin**

**29 Mar 2022**

**Enclosures:**

- 1. Reflection by Chair ADFCC
- 2. Navy report
- 3. Army report
- 4. Air Force report
- 5. ADFCC report
- 6. RACS Accountability statement for inclusion, diversity and respect
- 7. RACS response to WCWG recommendations

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### Reflection for RACS meeting 10 Mar 22 by Chair ADFCC

CHAP J K W Mathieson was sunk in HMAS Perth and a POW of the Japanese. He uniquely is the only Navy Chaplain to have been a POW in the Pacific Theatre of WW2.

Mathieson was clearly aware of the potential for men to despair about their predicament, and urged them to engage with their prison life on the basis that these days too were part of the life God had given them. His diary entries included the following:

I saw a book in the Camp the other day "Wake up and Live". There is a danger that we may come to regard our life in this POW Camp as a sort of hiatus between two phases of living – just something to exist through – to put up with until as it were we can live again. But let us Wake up and Live. Make our lives worthwhile here – live each day to the fullest degree we can and we will find new friendships, new experiences and even the common round as an enrichment of life. Let us look each day for the Angel of Life, This is the Day which the Lord hath made, in it we will live.

He urges the prisoners to hope, and used the example of St Paul who also knew what it was to be shipwrecked and a prisoner. In Serang he used the words of Psalm 46, "The Lord of Hosts is with us" to remind the newly imprisoned men of the care of God for his people. In 1943, probably the worse year of their captivity, Easter Day fell on the same date as Anzac Day. Among his listeners were some older soldiers who had served at Gallipoli, and Mathieson spoke of how experiencing war gave them a better understanding of both Easter and Anzac Day.

Asserting the Christian belief that the resurrection of Christ was a victory that they could use in their own experience of evil. Both Easter and Anzac Day were days of remembrance and sacrifice, but they were also days of hope. Reminding them that Anzac Day actually remembered a defeat, Mathieson pointed out that was a defeat which had kindled "our ideal of national spirit" so that Anzac Day became a "symbol of victorious living". In just the same way, he said, the demoralised and dispirited disciples of Christ had their defeat turned to victory by Jesus' resurrection.

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**DGCHAP-N (NAVY) REPORT TO THE RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES – MAR 22**

1. **Recruitment.** Recruitment is progressing well. Navy has achieved all SERCAT 7 targets for NEOC 66 (Feb-Jun 22). The candidates are s47E(c)

2. As previously advised, there are s47E(c) SERCAT 7 targets for FY22/23. There are no quotas/targets for specific faith groups or Christian denominations. Should more candidates apply than positions available, offers will be based on an Order of Merit determined by the Officer Selection Board and DGCHAP-N – indigenous, female and younger demographic continue to be highly desirable. Of note, if CHAP PQ or MSWO PQ targets are not met, they will be filled by the other Primary Qualification (PQ).

3. In the Reserve space (SERCAT 3/5) Navy has recently recruited a female Buddhist in Perth, an ethnically Fijian SDA Chaplain in Darwin, Baptists in Adelaide and Tasmania, and a Catholic in Sydney. Navy is currently tracking in Sydney s47E(c)

s47E(c) There are specific Reserve targets in Sydney, Shoalhaven, ACT, Perth, Darwin, and Cairns. These targets are open to both Chaplains and MSWOs. Cairns is critical, with no Reserve support currently offered in this location.

4. **In-Service Scheme.** There are currently five candidates in the In-Service scheme (ANG, UCA, PRES, BUD and HIN). They are all progressing well and I thank their RACS members for their continued support and mentoring of candidates. I attended the ordination of s47F (Anglican) in Goulburn Cathedral on 26 Feb 22. s47E(c)

I welcome invitations to

5. There were no RACS endorsed applications for In-Service training for 2021 or 2022, and Navy is not currently tracking any future applicants. Navy was tracking a CPO for ACC In-service candidature in 2023, however he has accepted his Warrant and is no longer a candidate. In addition to meeting recruiting targets, Navy sees value in a percentage of Navy Chaplaincy having previous naval service and thus value the Inservice Chaplaincy scheme, regardless of whether targets are being met through DFR recruiting. Potential In-service candidates endorsed by RACS members are actively sort by Navy.

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6. **Staffing.** There are currently 36 SERCAT 7 or SERVOP-C Chaplaincy members (fulltime). 1 ACC Chaplain and 1 MSWO are expected to graduate from NEOC in Jun 22. They will post to s47E(c) respectively.

7. **Training.** Reported above.

8. **Postings and Advancements.** s47F (Islamic Chaplain) has been substantively confirmed as a Div 2 CL3 and is the Coordinating Chaplain HMAS *Cerberus*.

9. **Maritime Spiritual Wellbeing Officer (MSWO).** Further to information reported above, there are currently five fulltime MSWOs in Navy (3 x SERCAT 7, 2 x SERVOP-C contracts). An additional SERCAT 7 MSWO will transfer PA and be appointed in Apr 22.

10. **Ongoing/New Matters**

a. **Afghanistan Inquiry.** No significant increase in interventions due to the Inquiry

b. **COVID-19.** Navy continues to deploy with ships currently in North and South East Asia, and the South Pacific. Overseas shore leave is still not occurring due to There is still no shore leave to speak of, and the tempo remains high. General recruitment numbers are significantly down with Navy to be well short of meeting recruitment targets for 2FY21/22 and separation has increased to 8%.

c. s47F (UCA) continues to provide outstanding Key Religious Leader Engagement in Tonga. CJOPS regularly specifically mentions s47F in his daily briefs. Navy senior leadership have realised that Chaplains provide a unique capability when operating in communities of different faith.

d. Government has approved Navy to grow from 15,000 to 20,000 over the next decade. To address this, the increased tempo in a contested maritime environment, and the development of a nuclear submarine capability, Navy Chaplaincy will conduct a Force Structure Review. If approved this will increase the size of the Navy Chaplaincy Branch.

e. The NCB annual conference has been deferred to 24-27 May in HMAS Penguin, Sydney. RACS members are welcome to visit during this time. Please contact my office if you wish to do so.

**Conclusion**

11. Navy Chaplaincy is delivering quality pastoral care, religious and spiritual support to all members of the Navy and their families.

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12. I value and appreciate the engagement RACS members have provided over this period and look forward to continuing to work with RACS and its members.

s47F



s47F



Principal Chaplain, RAN  
Director General Chaplaincy – Navy

s22



s47F



2 Mar 22

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## **AUSTRALIAN ARMY**

Director General Chaplaincy - Army

BQ34301149

### **DGCHAP-A (ARMY) REPORT TO THE RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES – MAR 2022**

#### **Service pressure points**

1. **Confluence**, of Afghan Inquiry response, RCDVS participation, high profile legal actions, High Risk Weather Season (HRWS) & domestic support, regional and international tensions.

#### **Service Chaplaincy Issues**

2. **Resilience of Chaplains.** This remains a departmental focus through 2022, utilising Regional Seminar opportunities, interrogation of entry pathways, continued focus on tempo, Professional/Pastoral Supervision, Retreat & cultural messaging. Most chaplains appear to have exploited leave opportunity through Dec-Jan (less those operationally committed).

3. **2022 Army Chaplain Regional Seminars.** These seminars will focus on understanding and self-management of vicarious trauma for chaplains, along with progressing RAACHD priorities. RACS members are invited (but not obliged) to make a brief visit IOT meet chaplains over meal breaks (or speak for 30 minutes if desired) where geographical proximity enables. Please forecast attendance through s47E(c) s47E(c) for referral to Regional COORDs. Planned dates are: North Queensland (TVL) 1-3 June; Eastern Region (SYD) 15-17 June; Southern Region (MLB) 20-22 July; Western Region (PTH) 03-05 Aug; South Queensland (BNE) 29-31 Aug; Northern Region (DWN) 21-23 Sep; Central Region (ADL) 26-28 Sep; ACT/Central NSW (CBR) 07-09 Nov.

4. **Employment Specifications review.** Latest version to be signed off in the coming months reduces minimum time in rank for Div1 chaplains, broadens the language and requirement around “accreditation” to accommodate faith groups and other diversity, reflects changes associated with the evolution of the PRINCHAP/FGLC role, and incorporates faith group inclusive language throughout. A copy will be provided on completion.

5. **Faith Group Representation.** The embedding of diversified faith group chaplaincy is a continuing departmental focus for 2022. (Many of you have been with us on this journey since 2015). This includes implementation of FGLC construct, ES (per above), realisation of recruiting initiatives, local teaming, policy remediation and departmental branding.

6. **RAACHD Branding & Religious Symbolism.** My staff will seek feedback in the coming weeks/months from individual RACS members around religious symbolism, particularly pertaining to RAACHD branding. This will require an out-of-session response and with relatively quick turnaround (4 weeks). I offer this as a warning order, and in

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appreciation of your timely response and understanding.

7. **Strategic Management Conference.** I will gather selected Chaplaincy leaders in Conference 22-24 Mar (COVID permitting) to consolidate many of the above themes.

8. **Religious Leader Engagement.** Army chaplains are progressing this ongoing RAACHD priority, exploiting staff capacity of s47F [REDACTED] coordination of 1DIV Senior Chaplain and targeted Collective Training Learning Outcomes for chaplains & commanders.

9. **“Positioned to Serve” video series.** Filming occurred late Feb for the third production in this series (despite the impacts of COVID and torrential weather), featuring s47F [REDACTED] amongst others, with an updated domestic, pastoral and remembrance focus. Product is expected in the coming months. The previous productions remain accessible at <http://drnet/Army/DGCHAPA/Pages/Positioned-to-Serve.aspx> (intranet) or at <https://youtu.be/RX4ZXLq3ymQ> & <https://youtu.be/2kFgiOIyGM8> (outside the wire).

10. **Indigenous Matters.** s47F [REDACTED] (Indigenous Spirituality Advisor to DGCHAP-A) has provided really useful advice and resourcing to Army chaplains around Australia Day considerations, anniversary of “the Apology”, and chaplaincy contribution to the Defence RAP. An Army Indigenous chaplain will support SA-based RSL ANZAC Day activities on specific request.

11. **Australian Army Chaplaincy Journal 2022.** I will send a separate communique inviting contributions to this year’s journal. I encourage submissions as an opportunity for greater RACS profile.

12. **Operational.** Refer ADFCC reporting.

13. **Representational.** Refer ADFCC report for Lourdes Pilgrimage & International Protestant Military Chaplaincy invitations and response. DGCHAP-A will support DVA led ANZAC Day commemorations at Gallipoli, Turkey (should they proceed).

### Faith Group Issues

14. **Religious Accommodations for Dress and Deportment.** DGCHAP-A appreciates recent input from relevant RACS members around beards for Orthodox chaplains, field attire for orthodox female Rabbis, and “ecclesial” wear.

15. **STOC.** I invite your input (by exception) to Army chaplains’ PARs via the Specialist Technical Officer Comment function, through your FGLCs to relevant chaplains’ COORD/SNR chaplain. Any input should pertain specifically to Faith Group compliance, vitality and broader FG contribution that might not be visible to COORD chaplains.

### Pastoral concerns

16. **Chaplain workforce.** RACS members are tracking previously reported pastoral considerations for individual chaplains. NFTR. Refer para 2.

17. **ADF members.** See above comment around confluence of activities.

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**CRT**

18. Not included, pending specific RFI. Army continues to experience the majority of CRT special issues reporting (Afghan Inquiry & RCDVS).

**Posting and Management issues**

19. **CMC22.** All SERCAT7 positions will be filled by Apr/May22 (following successful Feb AOSB). Some SERCAT5 posting tweaks still occurring.

20. **CMC23.** FGLC input to posting considerations/requirements have been communicated to CMA. For SERCAT7, I anticipate at minimum 5x CRA or other retirements, 3x others approaching CRA who may or may not seek/achieve extension, and 3x commencements from the ITS. CMC23 will require recruitment or transfer of 2-5 new chaplains. CMC24 is anticipated to require 3-5. Succession for DGCHAP-A is unlikely to be known until Jun22 due to election impacts on incoming Chiefs of Services. CMC23 is anticipated to see 2x advancements to Div4 and 2x advancements to Div3. SERCAT7 Promotion Boards are currently sitting.

21. **ITS.** Two chaplains s47F (PRES), s47F (UCA)) have entered SERCAT7 chaplaincy in Jan 2022. Three will do so in 2023 s47F (ANG), s47F (ANG), s47F (RC)) and two in 2024 s47F (ACC), s47F s47E(c)

s47E(c) We are, as always, prioritising demographics that are both “hard to get” and/or for whom less doors are open to access training. This prioritisation does not, however, preclude other applications. I appreciate your assistance in presenting suitable ITS candidates.


22. **Establishment.** The AHQ Senior Staff Chaplain position (Div3) has been amended to Div4 for 2022 with anticipated approval for enduring. This will require 3x ongoing Div4 Army Chaplains. SERCAT5 (former) PRINCHAP positions have been redesignated IOT accommodate FGLCs (by exception) and retain retiring senior (Div4-5) chaplains in departmental roles IAW service requirement. AOF/AFSIP continues to see emergence of new SERCAT5 positions, and we posture for potential SERCAT7 establishment growth. An additional STTP position continues to be filled in Perth for veteran & regimental support per late 2021 ministerial direction.

23. **Recruitment.** 4x candidates were successful at Feb22 AOSB (BAPT, ANG, JEW & TSA). 6x will present to the Mar22 AOSB. On occasion, candidates may go (and have gone) to AOSB prior to formalisation of endorsement or medical suitability. This is not usual or preferred, but occurs on rare occasions in the interest of expediency. No chaplain will be appointed without an AD460. My latest list of recruitment pre-AOSB candidates (which may be incomplete) includes 6x APCCB, 4x Anglican, 2x Hindu, 2x Jewish, 1x Islamic, 1x Presbyterian, 1x Buddhist, 1x UCA.

24. **Transitions (recent and upcoming, further to previous reporting):**

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s47E(c)



25. **DVA Secondment.** Army Chaplaincy continues to administer and fund secondment of s47F to DVA.

### Conclusion

26. Army Chaplaincy continues to be highly valued for the critical religious, spiritual and pastoral distinctive and capability it delivers to our people.

27. Army Chaplaincy appreciates the advice and support received from RACS over the reporting period.

s47F



s47F




PRINCHAP

Director General Chaplaincy - Army

Tel: (02) 5109 7929

Email: s47F



Mar 22

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# ROYAL AUSTRALIAN AIR FORCE

## DIRECTOR GENERAL CHAPLAINCY

F4-2-016, PO Box 7933, CANBERRA BC ACT 2610

BP23292675

### DGCHAP-AF REPORT TO THE RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES – MARCH 2022

This Report covers the period January to March 2022.

1. **Recruitment:** Air Force has one fully-qualified direct entry target for 2022, due in May. DFR received a number of enquiries from prospective applicants. However, at this stage only one applicant, an Imam, has been recommended to proceed to Officer Selection Board. Two new part-time Chaplains have been successfully recruited and are awaiting the issue of Letters of Offer from Directorate of Personnel Air Force. s47E(c)

s47E(c) are expected to have their appointment process completed by May.

2. **Staffing:** 37 SERCAT 7 CHAPs, two less than last period. Two SERCAT 5 Chaplains working Service Option C (continuous full time service). This gives a combined 39 full time Chaplains for 39 full time positions.

3. **Training:** No training completed since last report. s47F (ACC) s47F (ANG) and s47F (PRES) and the successful candidate for the May recruitment target will all be required to complete Support Chaplain Course this year. In addition, s47F s47F (ANG) and the to-be-recruited Chaplain will all need to complete Officer Training this year.

4. **Postings/Advancements:** s47E(c)  
s47E(c)

#### 5. Hails and Farewells:

- Recategorised from Trainee to Chaplain, s47F (ACC) Jan 22
- Recategorised from Trainee to Chaplain, s47F (PRES) Jan 22
- Recategorised from Trainee to Chaplain, s47F (ANG) Feb 22
- Transferred from S5 to S7 s47F (UCA) Jan 22
- Transferred from S7 to S3 s47F (ANG) Jan 22
- Transferred from S7 to S2 s47F (ANG) Feb 22 (retired)
- Transferred from S7 to S2 s47F (PRES) Feb 22 (retired)
- Transferred from S7 to S3 s47F (CofC) Feb 22

#### 6. Ongoing/New Matters:

- The most recent update from the Air Force Chaplaincy Review team indicated that the report was not expected to be ready for delivery to AFHQ before “the end of the first quarter of 2022”.
- The likely successful recruitment of an Islamic Chaplain into Air Force later this year is an important step in diversifying the faith base of Air Force Chaplaincy. I

remain committed to further expanding the diversity of Air Force Chaplaincy during my term as DGCHAP-AF. We have had unsolicited expressions of interest from a number of strong internal candidates from all RACS-represented faith groups other than Judaism. To this end, my team is currently working with Air Force Personnel Branch to develop innovative recruiting solutions in an attempt to harness this interest. I look forward to working with RACS representatives as we move forward in this area and deepen our conversation around these areas.

- c. Health of Branch: My optics are that the Branch is in a 'poised state' as we wait out for the Review. I am also focussing on significant cultural and strategic shaping of the Branch to align with CAF's AF STRAT and Our Air Force, Our Culture documents.

7. **Conclusion:** Generally speaking, CHAPBR-AF is in good shape. I am optimistic and excited at the prospects before us and looking forward to the journey.

Yours sincerely

s47F



Principal Air Chaplain  
Director General Chaplaincy – Air Force  
Chair RAAF Welfare Trust Fund

(02) 4077 9741

03 Mar 2022

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AUSTRALIAN DEFENCE FORCE CHAPLAINCY COMMITTEE

Chair: CP4-07-034, Campbell Park Offices, PO Box 7913 CANBERRA BC, ACT 2610

BS28603606

**ADFCC REPORT TO THE RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES – MAR 22**

1. **Policy:** Enabling and support products (ESP) for *Chaplaincy Support to Operations*, *Chaplaincy Services* and *Chaplaincy Training* were signed and approved in Dec 21. Future editions of *ADF@Worship* will include resources that can be used “out field” - there will also be an opportunity to review content.
2. **Review Joint Chaplaincy Positions:** There is an intent to establish two joint Div 3 positions, in addition to the Chief Instructor DFCC (Army DIV 3 position), to create rotational positions in JOC, JHC and DFCC. Subject to single Service approvals, these positions are proposed to be established by 2024.
3. **Royal Commission into Defence and Veterans Suicide:** s47F has been posted to 150 RDS as the Senior Chaplain to RCDVS Task Force. In this role he will provide support to the task force, attend hearing as a support Chaplain to witnesses, and in consultation with the DGCHAPs, coordinate chaplaincy support to RCDVS witnesses and Commands. Chaplaincy support is included in the suite of supports offered to all RCDVS witnesses.
4. **Women in Chaplaincy Working Group:** The Chair of the WCWG continues to be a standing member of the ADFCC and provides regular updates and reports.
5. **ADF Organisational Support:** ADF Chaplains are engaged with representation into Defence Welfare Sync, FDV WG, Policy development and support to the Royal Commission into Defence & veteran Suicide, IGADF (Afghan Inquiry) welfare support and reporting, SeMPRO, and support to HPC..
6. **Joint Operational Chaplaincy:** The classification of this report precludes specific information. A Verbal update will be provided.
7. **Joint Chaplaincy Training:** The first Chaplaincy Support Course for 2022 commenced 7 Mar 22 with both Chaplains and MSWOs in attendance. A review of the Intermediate Course will be undertaken in 2022 with the intent to refresh and update the course.
8. With regards training for Senior Chaplains, COMADC has provided guidance to examine and review what training has been provided to date for Div 4 Chaplains with the

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intent to look at a seminar/course that provides some relevant exposure to chaplaincy issues and matters at the O6/O7 level.

9. The Character Leadership Course was not approved to be conducted in 2021. COMADC has given guidance to define the course objectives to better illustrate the faith based rationale which will enhance leadership with the ADF. If this is achieved, the course may be refreshed and run again.

10. COMADC is supportive of offering chaplaincy training packages to our near region partners to develop their chaplaincy services.

11. **Joint Health Chaplaincy:** MI/PND (Moral Injury/Pastoral Narrative Disclosure) Advanced course workshop planning is underway with a pilot trainer course expected in mid April.

12. The ongoing support of RACS to ADFCC and DGCHAPs' governance responsibilities and support to Chaplains is appreciated.

s47F



Principal Chaplain, RAN  
Director General Chaplaincy – Navy  
Chair, Australian Defence Force Chaplains Committee

Mar 22

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## RACS Accountability Statement for Diversity Inclusion and Respect

1. We, the RACS, are committed to an accountability culture. As faith group leaders we champion our faith group perspectives which all affirm, support and reinforce Defence Values as we have outlined in our statement “RACS response to the ADF Values 2021”. We agree to challenge question or clarify matters not upholding Defence Values, including matters of diversity and inclusion. We commit to empowering individuals to query any issue according to the framework below.

2. Our faith groups value all people and we will respect all views even those with whom we disagree. We will listen to them with a genuine intent to understand their perspectives and we will value them for doing so. We will respectfully and faithfully present our faith group perspective to command, recognising that it is just one point of view to be included in order to assist command to make their decision as part of the diversity valued by Defence.

3. **RACS recognise that working in Defence is a unique and complex environment. It requires people who are comfortable working in an inclusive, diverse and multifaith space, which may not suit some admirable faith group leaders. Consequently, we are committed to exploring conversations with potential Chaplains as part of the recruiting process as well as with serving Chaplains. The intent of these conversations is to promote positive attitudes and outcomes and to prevent inappropriate behaviour and/or reshape any disrespectful attitudes towards those who are ‘other’ than one’s self, such as people from other cultures, diversity groups, beliefs, religions and traditions.**

4. Our framework for all RACS Members and Chaplains is:

- a. **Observe.** Maintain a discussion about how we as human beings might sometimes witness a conversation, action or attitude made by others that causes discomfort to other parties.
- b. **Conscious.** To respond and challenge when we as human beings knowingly utter words, perform an action or display an attitude that causes discomfort to other parties.
- c. **Unconscious.** To respond when we as human beings unknowingly utter words, perform an action or display an attitude that causes discomfort to other parties.

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## **RACS Working Group Outcomes for Women in Chaplaincy Working Group Recommendations and RACS Responses**

1. RACS members received the concerns raised by the Women in Chaplaincy Working Group (WCWG) about the formal responses of RACS to the 8 recommendations.
2. We heard the disappointment that only three of eight were supported and that some members of RACS did not feel able to respond until further discussions could happen.
3. Further discussions have now happened. The members of RACS would like WCWG to know that broadly speaking the members of RACS support the recommendations in principle and RACS appreciate the sentiment and issues being addressed by them and welcome the challenges that came with the recommendations.
4. It was unfortunate that with some items there were a number of issues conflated in the same recommendation which made it difficult for some members to give support. Isolating issues from each other would enable positive responses to more of the recommendations. Rather than respond again to particular items, the RACS members invite regular and ongoing dialogue.
5. RACS seeks to implement that which is within its current capacity and has begun to implement changes and developments with regard to the involvement and support of Women in Chaplaincy:
  - Several Faith Groups (FG)s have implemented or are exploring pathways to enable an increased number of women to be appointed as Chaplains. For example, Catholic FGs have established Lay Pastoral Associates and Lutherans are exploring possibilities for suitably experienced and qualified women to serve
  - 11 of the 22 in-service trainees for Chaplaincy are women
  - Anglicans have appointed two women to their Defence Force Board
  - A Jewish woman has been appointed as a chaplain
  - Encouraging all women chaplains to participate in the Women in Chaplaincy Conference
  - Applicants for chaplaincy are now being asked in their initial interview about their willingness to work within the ADF values including diversity and inclusion
  - RACS members are encouraging their women chaplains to network within their particular service
  - We have made a standing invitation to a representative of the WCWG to attend and engage RACS Meetings
6. RACS has adopted an accountability statement for inclusion, diversity and respect as a tool for holding each other accountable and as a basis for education, awareness raising and direction to chaplains.

RACS Members

9 March 2022

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**RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES  
DEFENCE PEOPLE GROUP**

**COMMITTEE MEETING MINUTES**

THURSDAY 1 JUNE 2022

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**RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES  
DEFENCE PEOPLE GROUP**

R1-1-C007, Department of Defence, CANBERRA ACT 2600

**RACS MEMBER MEETING MINUTES 1 JUN 2022**

1. The meeting was conducted at the Vibe Hotel Canberra Airport.

**ITEM 1 - OPENING**

2. The Chair opened the meeting at 0830 on Wednesday 1 Jun 2022.

Present	
s47F	Chair (ANG)
	(RC)
	(APCCB)
	(Islam)
	(Pres)
	(UCA)
	(Sikh)
	(Hindu)
	(Jewry)
	(Buddhist)
	Secretariat, Research
	Secretariat, Admin
	Secretariat, Recruitment

3. s47F provided a reflection. (Enclosure 1)

**ITEM 2 - WELCOME**

4. The Chair welcomed those in attendance.
5. The s47F CSM, on behalf of RACS members thanked s47F for his contribution to the RACS Secretariat throughout 2021/2022.

### ITEM 3 –AGENDA

6. The agenda as distributed was agreed by RACS members.

### ITEM 4–CORRESPONDENCE

#### 7. Outwards: Outwards:

- a. Email s47F to DGCHAP-A Army Chaplaincy Journal submission of 10 Mar 2022
- b. Email to RACS Members for requirements of Mandatory Training of 16 Mar 2022
- c. Noting Brief for HPC on RACS Metrics and Contribution to Capability from 1 Nov 2021 to 31 Jan 2022 of 17 Mar 2022
- d. Email from s47F on guidance to s47F concerning an application for an ADF member to grow and wear a beard of 4 Apr 2022
- e. Email RACS Chair to HPC on RACS Strategic Plan of 5 Apr 2022
- f. Email request to DGs for ADF Chaplaincy Recruiting priorities of 05 Apr 2022
- g. Email RACS Chair request to COFS for RACS Secretariat Reserve Day bids for FY 2022/23 of 8 Apr 2022
- h. Decision Brief for HPC on additional allocation of RACS days for s47F s47F of 8 Apr 2022
- i. Email containing updated RACS presentation from s47F to ADF Chaplains College of 19 Apr 2022
- j. RACS Chair email to RACS members advising that activity codes are no longer required on fortnightly AF022 of 4 May 2022
- k. RACS Chair email to DGCHAP-A on RACS representation at Army Regional Seminars of 4 May 2022
- l. Decision Brief for HPC on additional allocation of RACS days for s47F s47F of 5 May 2022
- m. RACS Chair letter to Vicar General Coptic Church on legal matter of 5 May 2022
- n. Initial response to Audit Task External Advisory Committee Management of 11 May 2022
- o. Noting Brief to HPC on RACS Metrics 1 Feb – 30 2022, of 19 May 2022
- p. Email from RACS Chair concerning 01 Jun 2022 invitation to Sikh function at Canberra Gurudwara of 20 May 2022

8. **Inwards:**

- a. Email from DGCHAP-AF on Air Force Strategy and Our Airforce, Our Culture of 10 Mar 2022
- b. Email from s47F requesting Islamic Guidance Paper on Umrah (The Lesser Pilgrimage) be included as RACS member agenda item of 16 Mar 22
- c. Email from DGCHAP-A requesting group photo of RACS members of 16 Mar 2022
- d. Email from DGCHAP-A requesting that RACS MOA be dated of 18 Mar 2022
- e. Email from s47F requesting review of draft Sikh Chaplaincy in the ADF document of 23 Mar 2022
- f. Email from RACS Chair concerning possible change on nomenclature for MSWOs of 24 Mar 2022
- g. Email request for Army Chaplaincy Journal articles of 24 Mar 2022
- h. Email from s47F on wearing of the tilak chandlo of 25 Mar 2022
- i. Email COFS request for RACS documents supporting the RACS Metrics brief of 31 Mar 2022
- j. Email on products developed by an Indigenous Advisor from DGCHAP-A of 4 Apr 2022
- k. Decision Brief (signed) by HPC on additional allocation of days of 18 Apr 22
- l. Email on DPG FBT Group Tax return of 11 Apr 2022
- m. Email on DGCHAP-A absence and acting arrangements from 15 Apr – 4 May 22 of 11 Apr 2022
- n. s47F email to RACS Chair concerning Navy People Wellbeing Program – Spirituality of 4 May 2022
- o. Email from COFS advising HPC has approval of s47F additional days of 6 May 2022
- p. Email from Audit Task External Advisory Committee Management of 10 May 2022

**ITEM 5–MINUTES CONFIRMED**

- 9. It was moved by s47F and seconded by s47F that the Minutes of the RACS Member meeting held on 9 Mar 2022 be confirmed.

**ITEM 6–BUSINESS ARISING FROM RACS MINUTES (PREVIOUS)**

10. The following are items of Business arising from Items 6 and 7 of the RACS meetings on 9 Mar 2022:

- a. **Para 7 d Former ADF Chaplains support to Veterans.** RACS members are to update the chaplains list with chaplains who have recently retired and advise current chaplains on the list that they will be the point of contact in the location for referral, not providing chaplaincy services. It was noted this is an ongoing action.
- b. **Para 8 RACS Chair Annual Report:**
  - (1) s47F to produce a PDF version of the Defence Values document to be distributed to ADF Chaplains by DGs'. **Completed.**
  - (2) A subcommittee of RACS Faith Group Members s47F s47F are to produce a script for short videos to support the Defence Values document. These videos were filmed on 31 May 2022. **Completed.**
- c. **Para 12-13 RACS priorities and metrics.**
  - (1) RACS Chair to provide HPC with the 2022 'Plan on a Page' prior to next meeting with HPC. **Completed.**
  - (2) RACS Chair to provide HPC with a brief on RACS metrics. **Completed.**

**ACTION:** Secretariat to promulgate a reminder for RACS members to submit their metrics two weeks before the due date.

**ACTION:** A copy of the consolidated RACS Metric brief for HPC to be sent to all RACS members.

- d. **Para 14 to 15 Efficacy of religious chaplaincy with in the ADF.** s47F is to submit his paper to the 'Forge' and the Army Chaplaincy Journal. **Completed.**

**ACTION:** s47F to seek an update from 'Forge' on publication intentions.

- e. **Para 16 to 18 RACS Administration:**
  - (1) RACS Chair is to continue discussions with COFS for HPC decisions on the continued use of codes on RACS fortnightly payment forms. **Completed.**
  - (2) RACS Secretary is to distribute the CAMPUS courses for completion to RACS members with link to 'CAMPUS anywhere.' **Completed.**

## ITEM 7–GENERAL BUSINESS

### Women in Chaplaincy

11. The s47F provided feedback from the recent Women in Chaplaincy Conference and noted that attendees were encouraged by RACS' focus on diversity and inclusion. Members briefly discussed the importance of nomenclature of the different women in chaplaincy working groups. It was agreed that RACS working group will be called the *RACS subcommittee on Women in Chaplaincy*.

**ACTION:** Secretariat to update March meeting minutes to reflect this.

12. **RACS Strategic plan and priorities** s47F facilitated a discussion on the RACS Strategic plan implementation. A list of tasks and those responsible to complete them is at Annex A.

### Adequacy of RACS Guidance documents

13. RACS Chair and s47F led a discussion on RACS guidance documents and noted that a solid repository has been established and will continue to grow. It was agreed that the repository could be better organised by faith group to ensure easier and more intuitive access.

14. Consideration was given to how to enhance existing information including developing more content on faith group daily disciplines, specific military requirements for each faith group, and practical guidance on how to address representatives of faith groups.

**ACTION:** Secretariat to develop templates for each faith group inclusive of Defence writing conventions and styles and include information in current documents in the repository.

**ACTION:** RACS members to review these and add relevant information as appropriate.

### Management of RACS days

15. The Chair noted that a decision brief will be provided to HPC seeking allocations for RACS members work days in FY 2022/2023. In addition to individual allocations, it is proposed that HPC authorise the RACS Chair to be provided with a pool of days to distribute to members on a need's basis for priority tasks in addition to their MOA directed tasks.

16. The Chair also outlined that analysis is being undertaken by the Secretariat of RACS members work based on the activity codes provided by members over the previous three



years. The analysis will provide a solid basis and additional confidence to future resource management and allocations.

**ACTION:** Chair to submit RACS FY 2022/2023 resource bids to HPC in early June.

### **Islamic Guidance Paper - Umrah**

17. s47F discussed his Islamic Guidance Paper: Umrah (*The Lessor Pilgrimage*). The Umrah is one of two types of pilgrimage that a Muslim must perform and involves a visit to the Sacred Lands of Makkah and Madinah to facilitate important rituals including circumambulating the Ka'ab.

**ACTION:** s47F to include this in the Islamic guidance document.

### **RACS Short videos supporting Defence Values**

18. s47F discussed the production of the RACS Defence Values video. Content for the videos was filmed on 31 May 2022. The videos provide reflections on the key themes as outlined in the Defence values booklet and will be a rich and digestible source of information for faith groups and the wider defence community. All RACS members were involved in the production of the video and the CDF also provided video comments that will be used in the introduction. The videos will be an important part of the RACS communication strategy. It was noted that the videos were produced efficiently and without defence funding.

**ACTION:** s47F will finalise the videos by the next RACS meeting.

### **Conversation Hour Interview**

19. The Chair discussed an interview that CDRE Acton gave to the Australian Broadcasting Commission's Sarah Kanowski as part of the Conversation Hour program which aired on 26 April 2022. The interview, *Lost as sea: losing faith as a Navy Chaplain*, centred on CDRE Acton's relationship with faith and his service in the RAN. It had been raised with several RACS members by numerous members of the public and numerous chaplains. The s47F had heard the interview and excused herself from all discussions about this matter. Other Members listened to the interview and considered some of the key themes that were raised including the pastoral care of chaplains, and how these themes relate to ADF values.

**ACTION:** Chair to write to CDF outlining RACS concerns with interview. This will represent the views of all RACS members with the exception of s47F

**ACTION:** s47F will draft a pastoral email that RACS members may send to their faith group chaplains.

**RACS Group Photo**

20. A RACS group photo was taken on 31 May 2022 in Canberra.

**ACTION:** s47F will coordinate a gift on behalf of RACS in appreciation of s47F s47F photography assistance in producing the RACS group photo.

**Other business**

21. Several RACS indicated that the Defence Jobs website did not include information on all Faith Groups accredited in the ADF.

**ACTION:** Secretariat to liaise with RACS members to determine which Faith Groups information is missing and then seek that information for the relevant RACS member. Chair then to write to DFR to request that the Defence Jobs website is expanded to include information on all faith groups represented by RACS.

*Original Signed*

s47F

**The Right Reverend  
Chair**

**17 Jun 2022**

*Original Signed*

s47F

**CAPT  
SO Admin**

**17 Jun 2022**

**Enclosures:**

1. Reflection by s47F
2. RACS Strategic plan and priorities – tasks.

**Enclosure 1**

**RACS Devotional – s47F – 1 Jun 2022**

Guru Nanak's Concept of Oneness

One of Guru Nanak's fundamental messages is the oneness of all humanity.

Guru Nanak was the first of the ten Sikh Gurus. He emphasized that there is only One God who has created the entire universe, including human beings. Guru Nank gave us the message of Ik-Onkar, which is the very first word in the Sikh holy scripture, the Guru Granth Sahib (GGS), and means there is only One, universal Creator who has created all of us. 'Ik Onkar', is the spiritual principle which advocates the concept of Oneness

Guru Nanak emphasized that all humans, being children of the same One Creator or One Divine, are divinely interconnected. The same Divine, or God, permeates all of us, and we are all an integral part of the same Divine. As a natural consequence, no one is superior or inferior to anyone else, whether it is in the context of gender, whether it is in the context of religion, whether it is in the context of caste, or anything else. As translated from the Guru Grant Sahib; the Sikh holy scripture 'First, God Created light, all humanity has been Created by the same Divine; all have been Created out of the same light, how could one be good and another bad.'

This concept of One humanity is reflected in many Sikh traditions and historic events. Among others, these include:

- the concept and practice of 'langar'; the vegetarian community meal where everyone sits together and eats a meal without any distinction of religion, without any distinction of ethnicity, without any distinction of national origin, without any distinction of gender, without any distinction of social status, without any distinction of race or caste, or any other division

- the inclusion, in the Guru Granth Sahib, of the writings of spiritual writers from other faiths alongside those of the Sikh Gurus

and the act of giving water and tending to the wounds of injured enemy soldiers who had been fighting the Sikhs

Sikhs believe in the oneness of humanity. All members of the Sikh community are seen as equal. All individuals, regardless of gender, regardless of race, regardless of disability, regardless of class or wealth, are treated with respect and dignity. Through their actions within the gurudwara and the local community, Sikhs show their belief in the oneness of humanity.

Sikhs believe men and women are equal. Guru Granth Sahib page 473 states:

"From woman, man is born; within woman, man is conceived; to a woman he is engaged and married. Woman becomes his friend; through woman, the future generations come. When his

woman dies, he seeks another woman; to woman he is bound. So why call her bad from whom kings are born. From woman, woman is born; without woman, there would be no one at all.”

Guru Nanak defined God as Divine Virtues and living the Divine Virtues as realising God. The realisation of God within us is the Realisation of the divine values within us and the internalisation of these values.

Guru Nanak says a ray of the sun transforms water to water; it melts the mighty iceberg. It is the same water that in gaseous form rises high into the skies and rains down water.

Just as a ray of the sun that comes into our room illuminates it; a ray of Divine Virtues transforms an icy cold human heart into a soft warm human heart. Divine Virtues in the ultimate analysis is the realisation of the Divine within us.

Fragrance resides within a flower and is not to be found outside the flower. Similarly Divine Virtues reside within us. Let us discover the Divine Virtues within us through spiritual devotion.

Enclosure 2

RACS Strategic plan and priorities - tasks

Priority	Actions
<b>Priority 1:</b> Deliver on MOA requirements including: pastoral care, religious advice and high quality recruitment.	<p><b>ACTION:</b> s47F to draft a reworded priority to emphasise the important role of RACS in delivering capability related to the MOA.</p> <p><b>ACTION:</b> RACS Chair to form a working group from available volunteers to develop a framework document to detail the roles and responsibilities of ADF recruitment stakeholders.</p>
<b>Priority 2:</b> Implement mentoring system for RACS members.	<p><b>ACTION:</b> s47F to provide a guidance document outlining how mentoring would occur between RACS members.</p> <p><b>ACTION:</b> RACS Chair and Secretary s47F to investigate how to facilitate more tailored delivery of mandatory training for RACS members.</p>
<b>Priority 3:</b> Review character and ethics development in the ADF.	<b>ACTION:</b> RACS Secretariat s47F to undertake a scan of strategic policies related to ADF ethics development to inform next steps including how RACS can influence future programs.
<b>Priority 4:</b> Explore ways of delivering whole of life care in consultation with DVA.	<b>ACTION:</b> RACS Chair will continue to build the relationship with DVA and s47F
<b>Priority 5:</b> Identify ADF policy that RACS could inject into in order to contribute to capability	<b>ACTION:</b> Secretariat s47F to identify and facilitate the attendance of a relevant policy development stakeholder at the next RACS meeting to present on how policy is developed and how RACS may add value.
<b>Priority 6:</b> Develop process for KLE by RACS members	<p><b>ACTION:</b> Chair to form a working group to develop a framework document to guide Defence and RACS on how to better facilitate the partnering with key stakeholders s47F</p> <p>s47F</p>
<b>Priority 7:</b> Develop processes and materials for Buddhist, Hindu, Muslim and Sikh members allowing better engagement with their religious communities thereby enhancing recruitment opportunities.	<b>ACTION:</b> RACS Chair to strengthen collaboration with DFR on recruitment opportunities and brief future RACS meetings. Revisit the strategy at the October 2022 RACS meeting.

<b>Priority 8:</b> Identify and celebrate multi-faith events	<b>ACTION:</b> All RACS members to provide their key faith events or celebrations to s47F s47F by 03 Jun 22.  <b>ACTION:</b> s47F to lead development of a social media strategy to assist publicising key faith related events.
<b>Priority 9:</b> Complete annual endorsement and accreditation of Chaplains	<b>ACTION:</b> RACS members to complete annual endorsement and accreditation by 30 June each year.
<b>Priority 10:</b> Complete quarterly metrics collection and brief HPC	<b>ACTION:</b> Secretariat s47F to seek metric information from RACS members ahead of quarterly reports to HPC; provide members with finalised briefs.
<b>Priority 11:</b> Produce high quality annual report	<b>ACTION:</b> Chair will draft the report and provide a copy to HPC and CDF; an Executive Summary will also be produced for wider Defence audience to enhance transparency of RACS impact.
<b>Priority 12:</b> Develop and utilise Business Continuity Plan	<b>ACTION:</b> s47F s47F will undertake a refresh of the Business Continuity Plan.

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**RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES  
DEFENCE PEOPLE GROUP**

**COMMITTEE MEETING MINUTES**

THURSDAY 2 JUNE 2022

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**RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES  
DEFENCE PEOPLE GROUP**

R1-1-C007, Department of Defence, CANBERRA ACT 2600

**RACS MEMBER AND DGs MEETING MINUTES 2 JUN 2022**

1. The meeting was conducted at the Vibe Hotel Canberra Airport.

**ITEM 1 – OPENING**

2. The Chair opened the meeting at 0830 on Thursday 2 Jun 2022.

Present	
s47F	HPC
	Chair (ANG)
	(RC)
	(APCCB)
	(Islam)
	(Pres)
	(UCA)
	(Sikh)
	(Hindu)
	(Jewry)
	(Buddhist)
	DGCHAP-N
	DGCHAP-A
	DGCHAP-AF
	Secretariat, Admin
	Secretariat, Recruiting

3. The morning devotion was provided by the s47F (Enclosure 1).

**ITEM 2 – WELCOME**

4. The Chair welcomed those in attendance and extended his gratitude to s47F for hosting dinner on Wednesday evening.

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### ITEM 3 –AGENDA

5. The agenda as proposed was approved.

### ITEM 4–MINUTES CONFIRMED

6. It was moved by s47F and seconded by s47F that the minutes of the RACS Members and DGs meeting held on 10 Mar 2022 be confirmed.

7. The s47F noted that RACS agreed on 1 June 2022 that the RACS women in chaplaincy work will be undertaken via the *RACS subcommittee on Women in Chaplaincy*; minutes will be amended to ensure this reference is used.

### ITEM 5–BUSINESS ARISING FROM RACS MINUTES (PREVIOUS)

8. The following are items of Business arising from Item 7 of the RACS meetings on 10 Mar 22:

- a. **Para 12 b Army Regional Chaplaincy Seminars.** RACS Secretary to coordinate RACS members visits to Army Regional seminars. **Complete.**
- b. **Para 12 c Air Force Strategic Documents.** RACS Secretary to distribute the Air Force Strategy and Our Air Force Our Culture to RACS members. **Complete.**
- c. **Para 13 Diversity, Inclusion and Respect:**
  - (1) RACS Secretariat to distribute the RACS Accountability statement to ADFCC and DG CHAPS for distribution to all Chaplains. **Complete.**
  - (2) RACS Secretariat is to include the statement in RACS presentations. RACS members are to use the statement in interviews with Chaplains and potential Chaplains. **Complete.**
  - (3) Further, RACS is to review the accountability statement for diversity, inclusion and respect annually.
- d. **Para 14 RACS Women in Chaplaincy position.** Female speaker representation is to be included as an agenda item for the Jun RACS Members and DGs Meeting. Members noted this will take place at today's meeting.
- e. **Para 16 Pastoral Care trends.** RACS Chair to include pastoral care trends in his quarterly RACS Metrics brief to HPC. Members noted that this work is ongoing.

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f. **Para 17 Recruiting priorities and targets for RACS:**

- (1) DG's Service reports for RACS Members and DGs meetings are to continue to contain a prioritised list of Chaplaincy vacancies for full time and part time Chaplain positions. Members noted that this work is ongoing.
- (2) RACS Secretariat is to produce a table by geographic region, service and full and part time recruiting needs as indicated by DGs and distribute to RACS members by 31 March in order to focus RACS recruiting to meet Defence priority needs.

**ACTION:** Chair to invite DG DFR to a future meeting to discuss chaplain recruitment matters.

**ACTION:** Chair to write to s47F from DFR thanking her for her dedication and commitment in supporting RACS members in their recruiting efforts.

g. **Para 18 Timely Notification of Chaplains Key Milestones.** RACS is to liaise with DFR to increase the oversight and transparency of key recruiting milestones for ADF Chaplains. Members noted that this issue can be raised with DG DFR when he attends a future meeting.

h. **Paras 19-21 DVA Pastoral Care Project update:**

- (1) RACS is to invite s47F to provide another update at the next RACS Members and DGs meeting. Members noted this will occur at today's meeting.
- (2) RACS Members are encouraged to provide submissions to the Royal Commission into Defence and Veterans Suicide if they have not already done so. **Complete.**

**ITEM 6-HPC UPDATE**

9. HPC thanked s47F for hosting a Sikh function the previous evening. The function highlighted how the Sikh culture is an important element of Australia's multiculturalism.

10. HPC provided insights from the sustained high tempo environment that Defence has been involved in. Fatigue is on the rise after a culmination of international exercises and deployments, coupled with significant domestic deployments during flood assistance missions

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and supporting the age care industry during Covid 19. On the back of this high tempo, Defence is experiencing increased separation rates and declining recruitment.

11. Governance and capability continue to be enduring priorities for RACS. HPC highlighted the important work being undertaken to better understand the impacts of stress. Chaplaincy and pastoral care is more important than ever. Support for our people is the priority and HPC noted that faith group leaders were also under strain. HPC appreciated the care that RACS and DG CHAPS continue to provide to carers: 'thank you for looking after the people that look after us.'

12. RACS and DG CHAPS engaged on a variety of issues with HPC.

- a. Australia's underemployment statistics provide opportunities to employ more reservists.
- b. Defence is investigating pathways to enable more reservists into full time service.
- c. HPC strongly supports RACS providing preventative and restorative care to their chaplains and encouraged this to continue.
- d. HPC invited RACS input on how Defence can better understand mental health risks including on benchmarks as to when mental health issues need to be escalated.
- e. The Defence Wellbeing Model was discussed. In light of the Royal Commission into Defence & Veteran Suicide highlighting the importance of chaplaincy HPC invited input to it to incorporate the spirituality aspect of wellbeing.
- f. It was noted that the value of chaplains may not be well understood in Defence People Group. One example was the Defence submission (from DPG) to the Royal Commission into Defence Members and Veterans Suicide which was underwhelming in terms of the chaplaincy contribution to mental health and welfare.
- g. Chaplains are under sustained pressure. HPC encouraged all chaplains to have the courage to moderate their work to the available resources and escalate issues when required. He emphasised the need for all defence personnel to look after themselves first, then have positive relationships with families; once these important wellbeing foundations are in place then 'we can go forward'.
- h. HPC acknowledged the importance of diversity and supported the RACS diversity statements which he will discuss with the Chair.

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## ITEM 7-REPORTS

### Navy

13. DCHAP-N took his Service Report (Enclosure 2) as read and discussed the current recruitment status. He highlighted that there are no faith group targets. In the context of existing demographics, indigenous, female and younger candidates are highly desirable. s47E(c)

s47E(c)

s47E(c)

14. The recent NCB Conference (23-27 May, HMAS Kuttabul) was most successful the attendance s47F was appreciated and well received.

15. DGCHAP-N led a discussion on calling MSWOs chaplains. Some members of RACS were strongly in favour of differentiating MSWOs from chaplains, others were strongly in favour of MSWOs being called chaplains. While the majority of RACS would the term chaplain to be used only for religious chaplains they recognised that for pragmatic purposes Navy may call MSWOs chaplains and would not oppose this.

### Army

16. DGCHAP-A took his Service Report (Enclosure 3) as read summarising the content of his report and highlighted the pressures of recruitment and retention across Army chaplaincy. He showed members the new Army Chaplaincy "Positioned to Serve" video which was well received. It was noted that a large increase in trauma assessments on the back of support to OP Flood Assist. Similarly, domestic operations are negatively impacting key capabilities.

17. DGCHAP-A highlighted that there are two funded positions each year for the In-Service Scheme.

18. DGCHAP-A indicated that his office will prepare a generic administration instruction for the retreats this year. Each faith group will have an annex for specific details.

**ACTION:** s47F will discuss with DGCHAP-A the need for a Muslim retreat.

**ACTION:** s47F is to send DGCHAP-A details regarding the 19 July 2022 retreat.

### Air Force

19. DGCHAP-AF took his Service Report (Enclosure 4) as read. He noted that the Air Force Chaplaincy Review will be sent to Deputy Chief of Air Force this month. The Review's agreed recommendations will need time to implement and may need to take into consideration any changes to the Air Force's executive.

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20. The appointment of the Air Force's first Islamic chaplain and early moves to recruit a Buddhist candidate was highlighted.

21. DGCHAP-AF indicated that RAAF requires chaplains with good skills in pastoral care and who can work in diverse and inclusive, secular environments like Defence. Discussions around DGCHAP-AF suggestions in his report to facilitate this ensued. It was agreed to have further discussion at the next meeting.

**ACTION:** Chair to include further consideration of how RACS can support Air Force capability by selecting candidates with required qualities.

**ADFCC**

22. ADFCC-Chair took his Service Report (Enclosure 5) as read. He provided a snapshot of key activities of the ADFCC for the reporting period including: policy, membership, and support to the Royal Commission. Operational support matters were outlined to attendees; chaplains are providing extensive support to the ADF over the next several months.

**ITEM 8—GENERAL BUSINESS**

23. **Navy People Wellbeing Project.** s47F has written to the Chair requesting that RACS members provide multi-faith information to the project. This will assist to improve the spiritually pillar of the Navy People Wellbeing Project,

**ACTION:** RACS to provide the Secretariat with useful and relevant faith-related links to be included in the Navy People Wellbeing Project by 30 June 2022.

**Female Speaker Representation at RACS Retreats**

24. s47F provided an update on the 2 May 2022 Women in ADF Chaplaincy Conference and led a discussion on how to strengthen active female participation in retreat planning, programming, leading and speaking.

25. It was noted that the standing agenda item of this group provides an opportunity to track and check progress. Other conferences and fora may provide examples on how to manage female participation.

26. s47F noted the strong efforts of Catholics to encourage female participation including at this year's retreat where a female leader is planned. He noted participation may fluctuate from year to year.

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**ACTION:** RACS to maintain a commitment to female representation and meaningful inclusion in the planning through to the delivery of retreats.

**ACTION:** RACS to annually review the extent of the involvement of women in terms of planning, delivery and content.

### **RACS Strategic Plan for 2022**

27. RACS Members and DGs discussed the RACS Strategic Plan (Enclosure 6). The Chair outlined the work that s47F led on 1 June 2022 on priorities including allocating tasks and how to take these forward. The Plan has been promulgated to HPC and continues to be worked on. HPC is engaged on the Strategic Plan and noted efforts on pastoral care, Key Leadership Engagements, recruiting and whole of life care including working with the Department of Veteran Affairs.

### **Pastoral Care Trends**

28. RACS Chair thanked DG CHAPs for including information on pastoral care trends and information in their respective reports. The information confirms many of the issues that RACS members are hearing.

29. It was noted that much of this issue had been discussed earlier with HPC.

### **Recruiting Priorities**

30. RACS Chair and DGs noted that recruitment issues had been discussed via other agenda items including via the service reports and with HPC. The Chair noted that he will invite DG DFR to a future meeting.

**ACTION:** The Chair to invite DG DFR to a future meeting.

### **Notification of Chaplains deploying on operations**

31. RACS Chair discussed the requirement of RACS Members being provided visibility of chaplains being deployed to afford the opportunity of RACS Members providing timely pastoral care prior to, during and post deployment. It was noted that chaplains have been asked by their DGCHAPs to inform RACS of their deployments, but given the short notice and often demanding requirements to prepare to deploy, chaplains did not always inform their RACS member.

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**ACTION:** DGCHAP-N will liaise with JOC chaplaincy to consider a system of notifying of RACS of Chaplains who are deploying overseas so that RACS can coordinate pastoral care as required.

**DVA Pastoral Care Project update**

32. §47F provided an update on the DVA chaplaincy project he is working on. He believed that the change of Government will not stop the project. Funding and timings may be reconsidered but he is confident the fundamentals will endure.

33. He summarised the DVA Chaplaincy 'bridge model'. The model is flexible and the enduring aim is to get ADF members from service to the 'other side' of the bridge which is the community.

34. DVA is willing to facilitate upskilling and training for local multi-faith group stakeholders to assist them with knowing what mental health and other support options are available for veterans.

35. §47F indicated that former defence chaplains are an obvious possible workforce but not many are under the age 70 or available and other options include former service personnel who are now ministers or upskilling of exist chaplains, for example in hospitals and prisons. More work is also being undertaken on identifying qualification needs.

36. The question on how chaplains will be endorsed is being worked through, with RACS likely to be the endorsing body.

**ITEM – RACS video update.**

37. The §47F informed the DGs about the production of the RACS Defence Values video. Content for the videos was filmed on 31 May 2022. The videos provide reflections on how Faith Group values align so well with Defence values. The video will be a rich and digestible source of information for faith groups and the wider Defence Community. All RACS members were involved in the production of the video and the CDF provided comments that will be used in the introduction.

**ITEM 9–NOMINATION OF CHAPLAINS**

38. The following Chaplains were nominated and subsequently approved by the Committee:


§47E(c)

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s47E(c)



**ITEM 10–ARRANGEMENTS FOR THE NEXT MEETING**

39. The next RACS Members and RACS Members and DGs meetings will be virtual and take place 0900-1200 on Tuesday 6 and Wednesday 7 September 2022 respectively.

40. The next in-person meeting is scheduled for 24-26 October 2022 in Canberra; this meeting will coincide with the Diwali Hindu festival.

*Original Signed*

s47F

**Right Reverend  
Chair**

**17 Jun 2022**

**Enclosures:**

1. Reflection by s47F

*Original Signed*

s47F

**CAPT  
SO Admin**

**17 Jun 2022**

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2. Navy report
3. Army report
4. Air Force report
5. ADFCC report
6. RACS Strategic Plan for 2022

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Enclosure 1

Reflection by s47F

Abdul Qadir Jilani was an eminent Islamic scholar born in 11th Century CE, Persia.

Early stories of Abdul Qadir Jilani describe him as a youth with a strong inclination for learning with a pious mother who encouraged her son to acquire knowledge. The following incident is narrated in a number of biographies of Abdul Qadir Jilani.

At the age of eighteen he asked permission from his mother to travel to Baghdad to pursue his education. Baghdad then was the hub of political, commercial and cultural activity, and the centre of world learning.

On hearing this his mother was more than happy to send her son off to follow the path of higher scholarship. It was for such a purpose she had saved forty gold coins for Abdul Qadir. As she prepared supplies for his journey she sewed the coins into the lining of his coat for safekeeping.

Before Abdul Qadir joined the caravan to travel to Baghdad, her parting advice to her son was, "Whenever you speak, speak the truth. Remember that the Prophet Muhammad (pbuh) said, 'Truthfulness leads to righteousness and righteousness leads to Paradise...' and the Quran tells us "O you who believe! Be careful of your duty to God, and be with the truthful." (Quran 9:119)

In route to Baghdad the caravan was assaulted by a band of robbers. As the thugs began to extract all the valuables from the travellers, one of the robbers started to search Abdul Qadir's belongings.

While searching, the robber asked Abdul Qadir, "Do you have anything valuable?"

Abdul Qadir calmly replied, "Yes."

On hearing this the robber frantically searched further but could not find anything.

The robber took Abdul Qadir to his leader and said, "This boy says he has valuables but I cannot find anything on him."

The leader of the robbers asked Abdul Qadir, "Are you hiding any valuables?"

Again Abdul Qadir answered, "Yes."

The robber asked, "What are you hiding?"

Abdul Qadir replied, "Forty Gold Coins."

Upon further searching the robber discovered the coins hidden in the lining of Abdul Qadir's coat.

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Among all the chaos and panic stricken travellers Abdul Qadir's unfrazzled demeanor and admitting the valuables he was hiding was perplexing to the robber.

The robber was now curious to know more about this boy who was not afraid and insisted on speaking the truth.

The robber asked, "What is your name and where do you come from?"

He got a reply, "My name is Abdul Qadir and I come from the province of Jilan in Persia."

"Where are you going?"

"I am going to Baghdad."

"What do you plan to do in Baghdad?"

"I want to study with the greatest scholars to gain knowledge."

"Why didn't you hide the truth and keep your gold coins safe from us?"

Abdul Qadir related the advice his mother gave him and the directive of the Prophet and the Quran to always speak the truth.

On hearing this the robber was overcome with remorse and exclaimed to his companions, "This young boy is fearless and has an unshakable faith in God. He has the courage to stand up against people like us. Indeed his mother has taught him wisely and he is a true example of being a Muslim."

Holding his head in shame, tears started to roll down his face. He embraced Abdul Qadir and asked for his forgiveness.

Abdul Qadir responded, "You only need to pray to God and ask for forgiveness and guidance. God willing you will amend your ways."

On hearing this the leader of the robbers told his henchmen to return everything that was taken from the travellers. Then he cried out, "O God this young boy has shown us the straight path. Please forgive us and guide us to the right way."

This is how a simple moral value of truthfulness thought by a mother to a young boy affected a band of robbers to change their lives.

Abdul Qadir Jilani went on to become a great scholar and teacher of Islamic jurisprudence.

All religions place a high value on truthfulness. It is the foundation for a fair and just society. Truthfulness and trustworthiness exemplify spiritual qualities without which individual or social progress is not possible.

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ENCLOSURE 2



# NAVY ROYAL AUSTRALIAN NAVY

Director General Chaplaincy - Navy

## DGCHAP-N (NAVY) REPORT TO THE RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES – MAY 22

1. **Recruitment.** As previously advised, there are s47E(c) targets for FY22/23. There are no quotas/targets for specific faith groups or Christian denominations. Should more candidates apply than positions available, offers will be based on an Order of Merit determined by the Officer Selection Board and DGCHAP-N – indigenous, female and younger demographic continue to be highly desirable. Of note, if CHAP PQ or MSWO PQ targets are not met, they will be filled by the other Primary Qualification (PQ). Navy has s47E(c) SERCAT 7 targets for NEOC 67 (Jul-Nov 22). The candidates are s47E(c) There is an MSWO target that has been unable to be filled. This target could have been met by a Chaplain of any faith/denomination had there been any suitable applicants. All current NEOC trainees are expected to graduate in Jun, with s47E(c) s47E(c)

2. 46% of the Branch will reach CRA in the next 4 years. This combined with the Navy's inability to meet current recruiting targets across the board means that suitable candidates may be considered beyond current targets.

3. There are specific Reserve targets in Sydney, Shoalhaven, ACT, Perth, Darwin, and Cairns. These targets are open to both Chaplains and MSWOs. Cairns is critical, with no Reserve support currently offered in this location – this shortage continues to place an increased burden on wellbeing of the SERCAT 7 CHAP posted to HMAS Cairns. Similarly, Darwin and Sydney seek Reserve Chaplains who can provide a day or two a week in support of the SERCAT 7 teams. In the Reserve space (SERCAT 3/5) There has been successful recruiting of s47E(c) s47E(c)

4. **In-Service Scheme.** There are currently five candidates in the In-Service scheme (ANG, UCA, PRES, BUD and HIN). They are all progressing well and I thank their RACS members for their continued support and mentoring of candidates. s47E(c) s47E(c) s47E(c) I welcome invitations to significant rites of passage for all in-service candidates.

5. There were no RACS endorsed applications for In-Service training for 2021 or 2022, and Navy is not currently tracking any future applicants. In addition to meeting recruiting targets, Navy sees value in a percentage of Navy Chaplaincy having previous naval service and thus value the Inservice Chaplaincy scheme, regardless of whether targets are being met through DFR recruiting. Potential In-service candidates endorsed by RACS members are actively sort by Navy. I invite you to encourage your Chaplains or Defence faith group networks to identify and nominate suitable in-service candidates.

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6. **Transfer from SERCAT 7.** s47E(c)  
s47E(c)

7. **Postings for 2023.** A large number of the Branch will be on geographic posting at the end of this year. Career Management will begin conversations in coming weeks with posting notices anticipated in Jul 22. Additionally, there is the possibility that 4 new positions will be established in Darwin, Cairns, Adelaide and Sydney – the Adelaide and Darwin positions may provide the opportunity for SERVOP-C contracts to current SERCAT 3 Chaplains 8.

**Staffing.** There are currently 36 SERCAT 7 or SERVOP-C Chaplaincy members (fulltime), including 7 Chaplains currently posted to seagoing units. In Jul there will be 8 Chaplains and MSWOs posted to sea – the highest number since WW2.

9. **Training.** Reported above.

8. **Postings and Advancements.** s47E(c)  
s47E(c)

9. **Maritime Spiritual Wellbeing Officer (MSWO).** Further to information reported above, there are currently six fulltime MSWOs in Navy (4 x SERCAT 7, 2 x SERVOP-C contracts).

10. **NCB Conference 23-27 May at HMAS Kuttabul.** The NCB Conference has been a great success, with Chaplains and MSWOs from all over Australia gathering. The Community and collegial engagement has been excellent with solid professional development and Navy and Chaplaincy appreciation sessions also undertaken. I thank s47F for his attendance, it was well received and appreciated by APCCB Chaplains.

11. **Pastoral Trends.** I have attached Chaplaincy Reporting Tool (CRT) pastoral trends for the period Jan-Apr 2022.

12. **Ongoing/New Matters**

a. **Afghanistan Inquiry and RCDVS.** No significant increase in interventions.

b. **COVID-19.** Navy continues to deploy with ships currently in North and South East Asia, and the South Pacific. Overseas shore leave is beginning to occur, with tempo remaining high. It is likely that next years Fleet Activity Schedule (FAS) will have reduced tempo, however this is still subject to Govt directed requirements. General recruitment numbers are significantly down with Navy to be well short of meeting recruitment targets and separation has increased to 9%.

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## Conclusion

13. Navy Chaplaincy is delivering quality pastoral care, religious and spiritual support to all members of the Navy and their families.

14. I value and appreciate the engagement RACS members have provided over this period and look forward to continuing to work with RACS and its members.

s47F



Principal Chaplain, RAN  
Director General Chaplaincy – Navy

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s47F



25 May 22

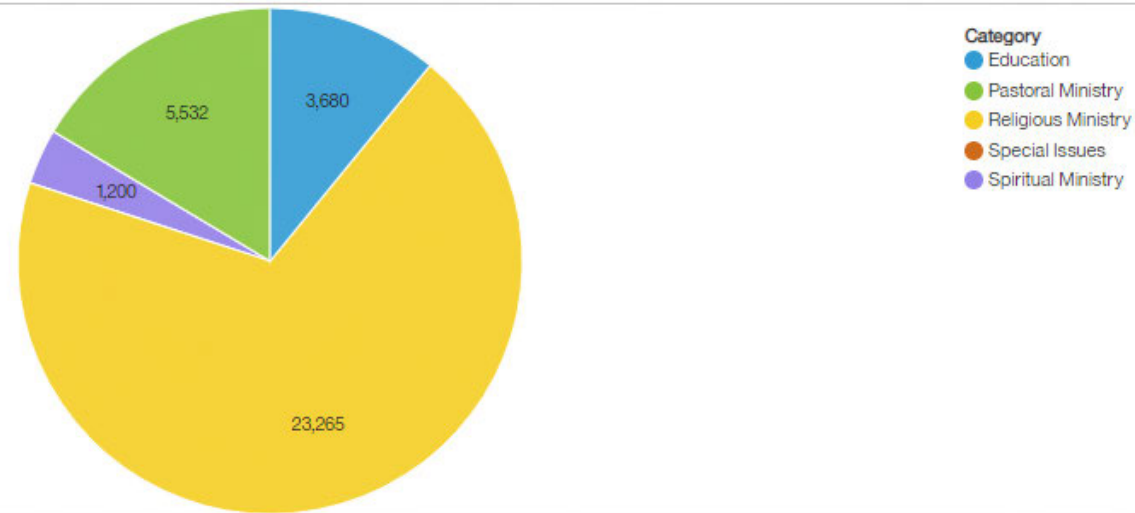
Enclosure:

1. Navy CRT Pastoral Trends Jan-Apr 22

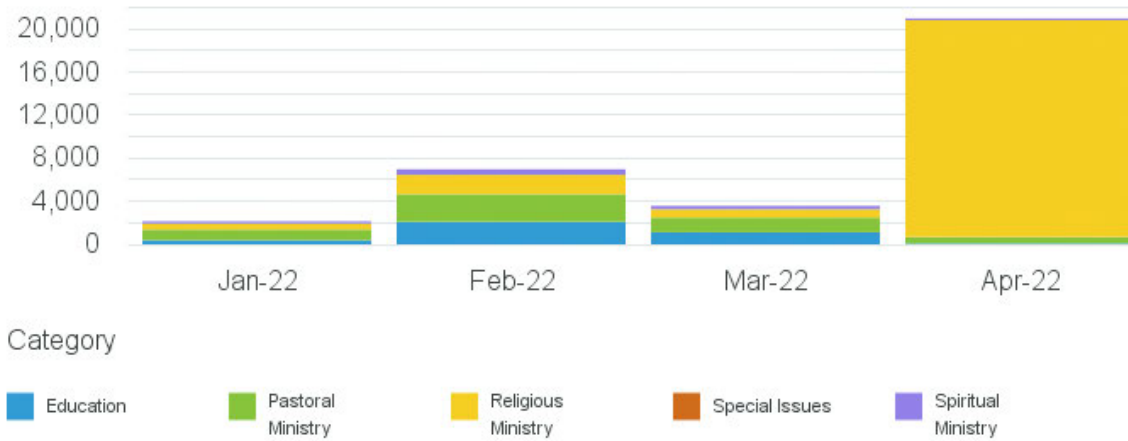
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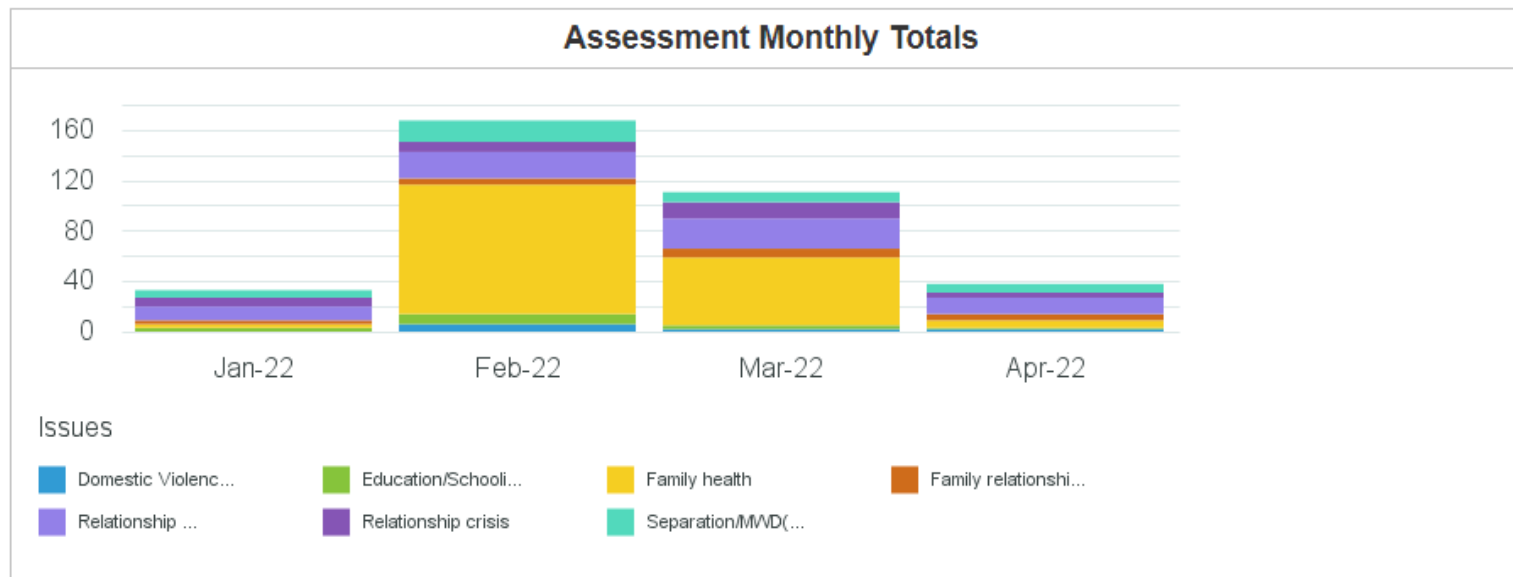
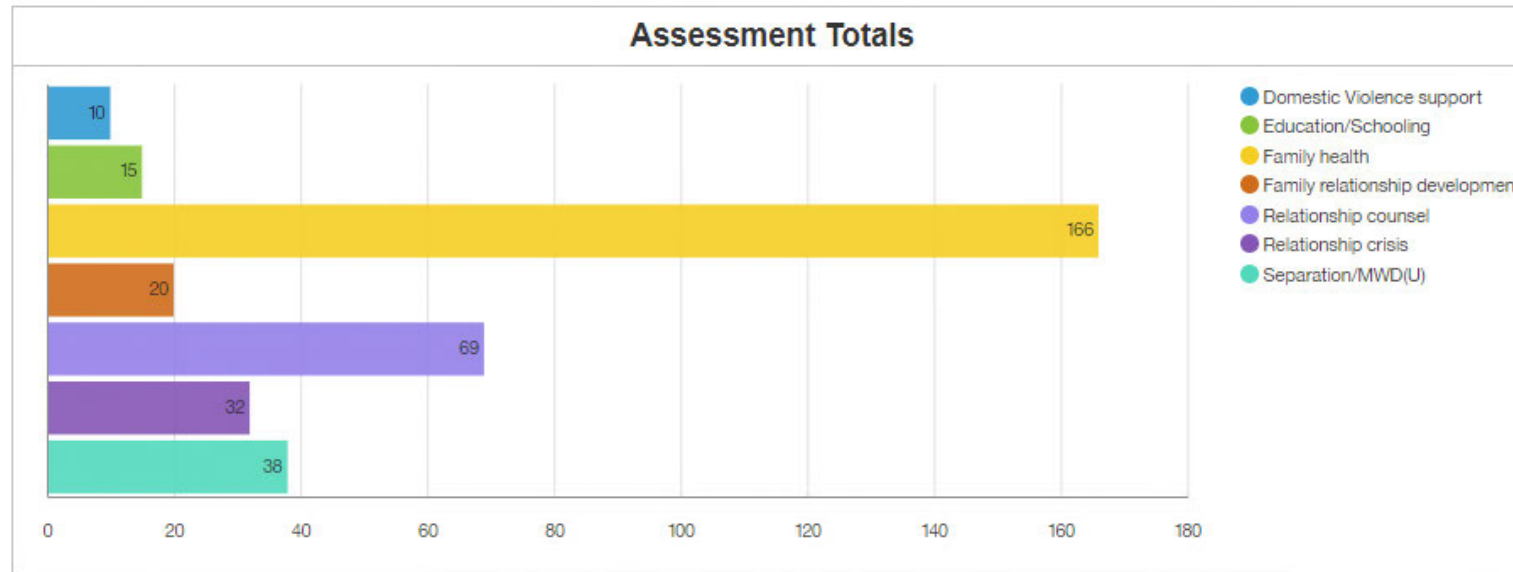


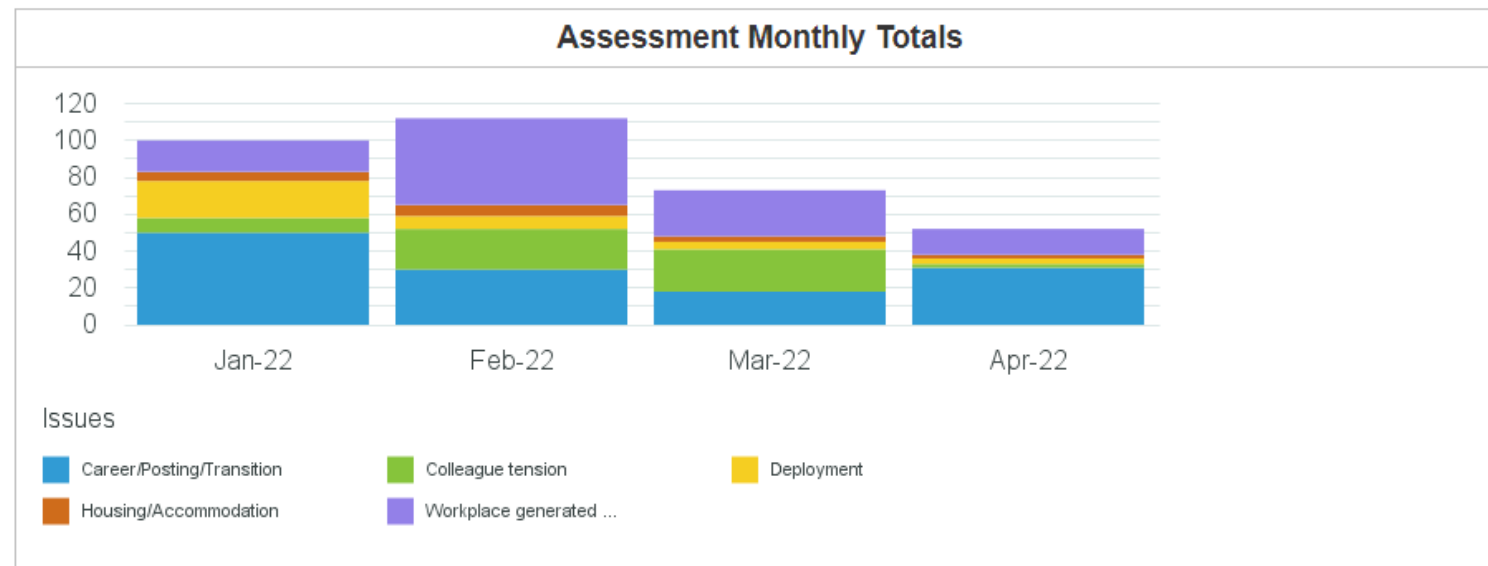
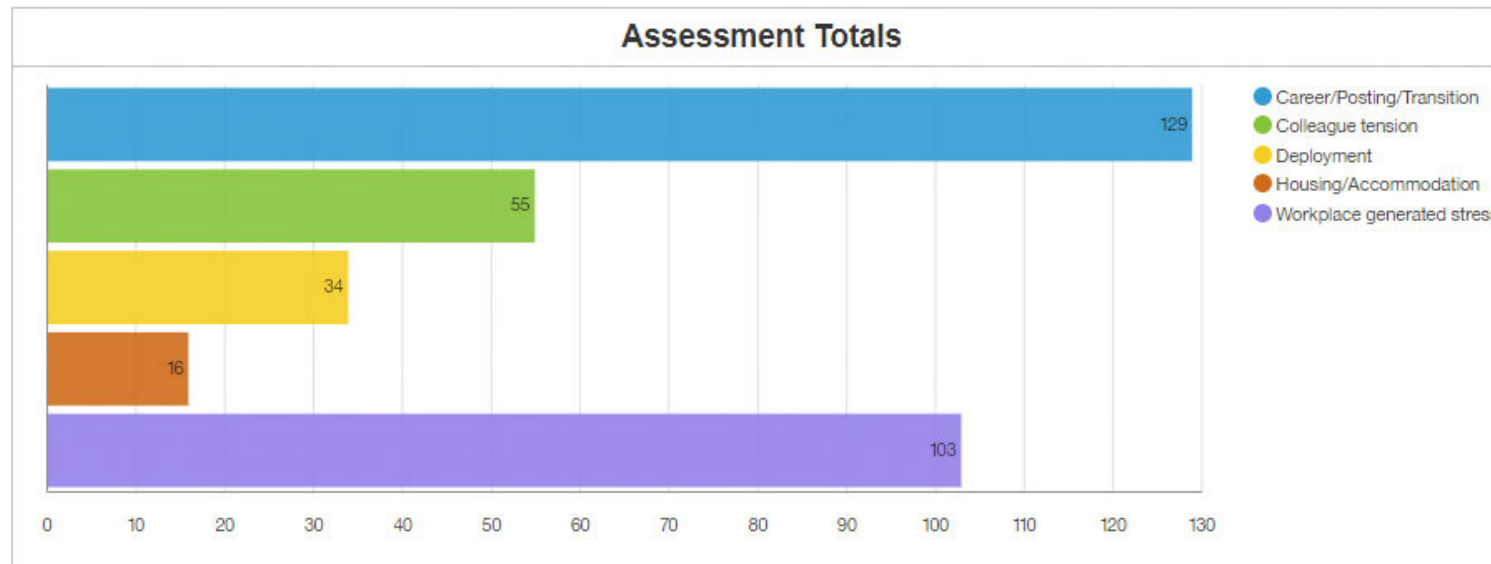
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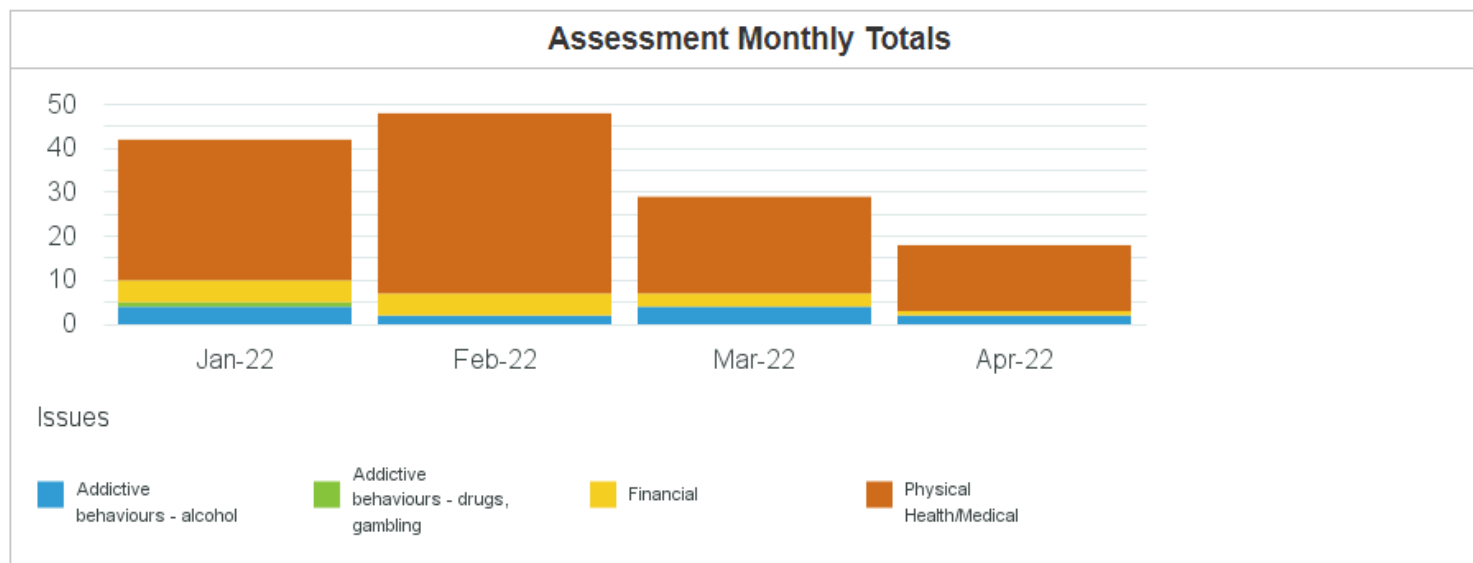
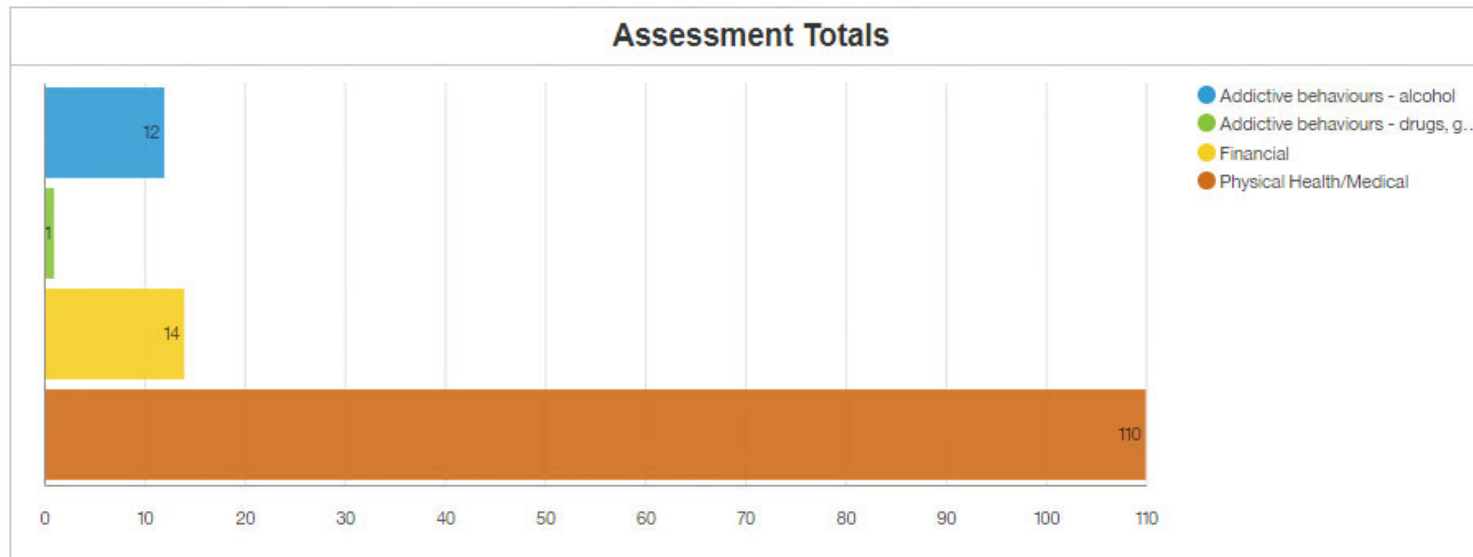


Core Chaplaincy Capability - Monthly









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## AUSTRALIAN ARMY

Director General Chaplaincy - Army

BQ37462961

### DGCHAP-A (ARMY) REPORT TO THE RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES – JUN 2022

#### Service pressure points

1. Impacts of current commitments on preparedness, RCDVS response/workload, regional and international tensions.

#### Service Chaplaincy Issues

2. **Resilience of Chaplains.** Ongoing departmental focus through 2022 – how do we value “sustained wellbeing” as highly as “service commitment”. Some good work at Mar Strategic Management Conference and focus of 2022 Regional Seminars. Deployed chaplains are being asked to attend additional PPS sessions focussed on wellbeing/self-care. Task has been established to draft a wellbeing plan for RAACHD, led by s47E(c)
3. **2022 Army Chaplain Regional Seminars.** Per previous reporting, roll-out commences Jun22, with invitation to AF & Navy chaplains under own local arrangements. I appreciate the commitment of RACS members to visit each seminar.
4. **SERCAT5 vacancy.** This remains a point of vulnerability and departmental focus (see recruiting comments below). 50% vacancy in SERCAT5.
5. **FORCOMD initiatives.** In Mar22 FORCOMD Chaplains successfully gathered COORD chaps for teaming, PD in technical supervision, raised awareness of Future Force, Operational, Army Leadership/Character dev, RCDVS Pastoral response, & Chaplaincy enablers. They have developed deliberate chaplaincy injects into Collective training which will better test and develop the preparedness of our chaplains in the operational environment.
6. **KRLE.** DCC has brought together a team to work with s47F at HQ 1DIV / DJFHQ to develop training specific to Key Religious Leader and Religious Community Engagement with input from my Chaplaincy Leadership Team. Lead by Army on opportunity with available workforce. The objective of the training is to equip deployed Chaplains with the skills and abilities to build trusted partnerships in the area of operations through key religious leader and religious community engagement. The team includes s47F  
s47F adding extra specialist support. The intent is for development of trg injects, trg product & other command focused resources. Collaboration with JOC, ADC & other services.
7. **Diversification of chaplaincy.** Although much policy and cultural work has been successfully progressed, recruitment has not yet delivered anticipated success of Islamic,

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Hindu, Sikh or Buddhist chaplains. Some remain in the pipeline and we aspire to success NLT Q4 2022. Recent Jewish candidates have been exceptional. Our Russian Orthodox is in training as a NTSSC but well engaged in the Kapooka team. Numbers of women chaplains is anticipated to hit double figures for the first time in our history mid-late 2022, although proportion remains lower than desired.

8. **“Positioned to Serve” video series.** The latest iteration in this suite is anticipated to be released by the time of this meeting. The previous productions remain accessible at <http://drnet/Army/DGCHAPA/Pages/Positioned-to-Serve.aspx> (intranet) or at <https://youtu.be/RX4ZXLq3ymQ> & <https://youtu.be/2kFgiOIyGM8> (outside the wire).

9. **Indigenous Matters.** Command & Coord Chaplains have been encouraged to engage local RILOs WAVT building relationships and enhancing RAACHD contribution to the Defence Reconciliation Action Plan (DRAP), in conjunction with National Reconciliation Week. This has had some exceptional results and is building on the networks and services we provide to Army. Thanks must go to s47F for his work in this area.

10. **Representational.** Army chaplains have supported Gallipoli and numerous local ANZAC Day commemorations. Upcoming: burials & headstone dedications in France Jun-Aug 22; National Vietnam Veterans Remembrance Day 18 Aug; 75<sup>th</sup> Anniversary of Australian Peace Keepers 14 Sep.

### Faith Group Issues

11. **Sacred Spaces Audit.** An initial audit & brief is pending more work, but for interest there are, across Army Barracks, 23 Christian Chapels, 5 multi-faith spaces and 8 “Reflective spaces”.

12. In response to unit level enquiry, my staff are enquiring about inclusion of other religious choices/affiliations not currently available on PMKEYS, for example Wiccan.

13. **Australian Army Chaplaincy Journal.** A reminder that contribution to this journal presents an opportunity to raise the profile of your respective faith groups in Defence, and I thank members who have already contacted the editor.

### Pastoral concerns

14. **Chaplain workforce.** RACS members are tracking previously reported pastoral considerations for individual chaplains. NFTR.

15. **Pastoral care trends.** Key CRT Trends for FEB – MAR 22 are as follows:

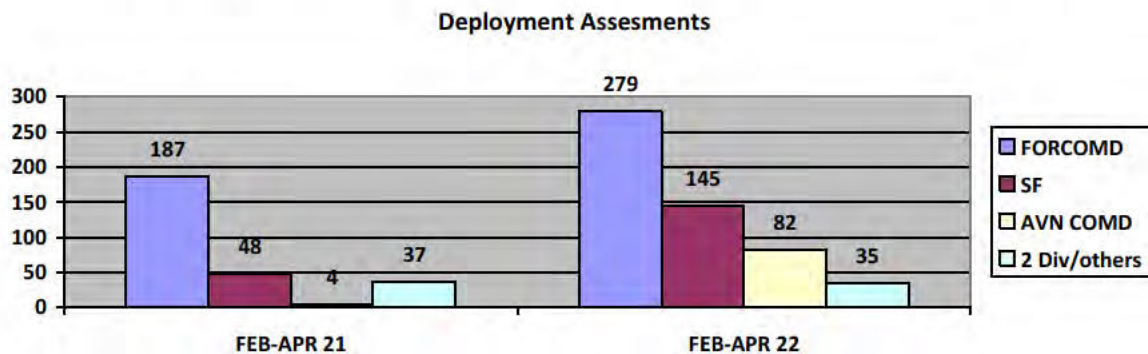
a. Overall Army CRT figures for the period were down 31% on the same period last year. This may be attributed to COVID restrictions lifting.

b. In FEB 22 there were 106 Trauma assessments. This is a 241% increase over the 12 month average of 31. These assessments are primarily focused around support to OP Flood Assist.

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- c. Deployment Issues assessments have seen a 97% increase over the same period last year, likely due to the increase in domestic operations tempo.



16. While the easing of COVID restrictions has reduced the pastoral care load across the board, increased tempo related to Domestic Operations is having a negative affect with key capabilities.

#### Posting and Management issues

17. **CMC23.** No change to previous reporting.

18. **ITS.** s47E(c)  
s47E(c)

19. **Recruitment.** Refer above comments on faith group recruitment success s47E(c)  
s47E(c)

20. **Prioritised vacancies.** Army Chaplaincy fully supports the DFR targets and prioritises these. We note that considerable numbers of SERCAT 5 vacancies are currently in NSW (Sydney), WA (Perth), SEQLD and NT. We are also looking for 4-5 NTS SERCAT 7 Chaplains for 2023. Arrangements exist to create opportunity targets in these areas even if DFR targets do not match.

21. **Transitions (recent and upcoming, further to previous reporting):**


- a. SERCAT7 separating: nil.  
b. SERCAT7 to 5/3/2: nil..

s47E(c)

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s47E(c)



22. **DVA Secondment.** Army Chaplaincy continues to administer and fund secondment of s47F to DVA.

### Conclusion

23. Army Chaplaincy continues to be highly valued for the critical religious, spiritual and pastoral distinctive and capability it delivers to our people.

24. Army Chaplaincy appreciates the advice and support received from RACS over the reporting period.


s47F



PRINCHAP  
Director General Chaplaincy - Army

Tel: (02) 5109 7929

Email: s47F



May 22



## ROYAL AUSTRALIAN AIR FORCE

DIRECTOR GENERAL CHAPLAINCY

F4-2-016, PO Box 7933, CANBERRA BC ACT 2610

BP25085601

## DGCHAP-AF REPORT TO THE RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES – MAY 2022

This Report covers the period March to May 2022.

1. **Recruitment:** Air Force had one fully-qualified direct entry target for 2022, which was filled by s47E(c)

s47E(c)

2. **Staffing:** No change since last report.

3. **Training:** s47E(c)

s47E(c)

4. **Advancements:** The Air Force promotion list for 2022 was released on 05 April 2022.

s47E(c)

5. **Hails and Farewells:**

- a. Appointment s47F (MUS) May 22  
b. Transferring from S7 to S5 s47F (UCA) Jul 22

6. **Ongoing/New Matters:**

- a. The Air Force Chaplaincy Review team has completed the first draft of the review report and it has been forwarded for legal review. It is expected that the report will be ready to be sent to the Appointing Officer (DCAF) during June.
- b. I have informally interviewed an internal Buddhist candidate for Air Force Chaplaincy. This member appears to be well motivated and suitable for Chaplaincy. He has been mentored by an existing Chaplain and has been in regular contact with s47F. I have been impressed and very grateful for the careful formation of the candidate and look forward to working with s47F to determine a possible methodology for the candidate to obtain suitable pastoral experience.

- c. An internal decision to not pass specific reserve Chaplaincy targets to Document 5 has been extended to recruiting year 22/23. Instead, targets will be created on an 'as required' basis, where vacancies exist and suitable candidates are identified. Currently we have vacancies and an identified need for one reserve Chaplain in Darwin and two reservists each in Melbourne and Canberra. I urgently seek the assistance of RACS members in identifying suitable candidates for part-time Chaplaincy in those cities.
- d. I would like to continue to encourage the conversation towards RACS exploring a more rigorous approach to the determination of prospective Chaplaincy candidates. To this end I would encourage a position where candidates provide for two documents, i) a 1500-2000 word statement of their response to CHAPPOL and the skills and experiences they bring to meet the policy framework. A further report provided by a Professional Supervisor also based on the candidate's awareness of the underlying skills informing CHAPPOL would offer a compliment to the candidate's statement. Together these reports would support a point of reference for RACS members to assess the skills and experiences of the candidate and whether additional training and more honed experiences should be sought.
- e. Health of Branch: Overall I feel the Branch is in reasonable health. The response to realign the Branch to AF Strategy and Our Air Force, Our Culture, documents has been positively received. Once we have the Review recommendations in play I will tend to a DG Intent / Vision document that will inform my tenure as DG. Key areas here will be a revitalised Professional Development program, a Battle Ready workshop program, and focus on cultural change.

7. **Conclusion:** I remain grateful for the support of my fellow DG's (Army and Navy) and the incredibly supportive networks within RACS and ADFCC that have provided me with much grace and support thus far. I have almost completed the full suite of Base visits which were to meet and greet the team, but also to open the conversation as to our 'where to'. This conversation has centred on significant engagement with CHAPPOL and AF STRAT, as well as Our Air Force Our Culture. I am heartened by the warmth of the reception received and the very genuine openness from the Branch that has been fed back to me. At this point in my DG formation and journey I am encouraged and gently optimistic Air Force Chaplaincy is in a strong condition to work with the challenges and developmental processes before us.

Yours sincerely

s22

s47F

Principal Air Chaplain  
Director General Chaplaincy – Air Force  
Chair RAAF Welfare Trust Fund

(02) 4077 9741

May 2022



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ENCLOSURE 5



## AUSTRALIAN DEFENCE FORCE CHAPLAINCY COMMITTEE

Chair: CP4-07-034, Campbell Park Offices, PO Box 7913 CANBERRA BC, ACT 2610

### **ADFCC REPORT TO THE RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES – MAY 22**

1. **Policy.** Work will commence in ADF@Worship on providing suggested preambles for Chaplains to use prior to praying exclusively faith based prayers in public gatherings.
2. **ADFCC membership.** To ensure appropriate gender representation at ADFCC, it has been agreed to expand membership of ADFCC to include <sup>s47F</sup> (Div 3 RAAF). This is in addition to the standing senior ADF women's Chaplain membership of ADFCC.
3. **Women in Chaplaincy Working Group:** The Chair of the WCWG continues to be a standing member of the ADFCC and provides regular updates and reports.
4. **Women in ADF Chaplaincy Conference.** This successful conference was held in Canberra week of 2 May with good representation from all Service. The Chair of the WCWG will provide separate feedback.
5. **Royal Commission into Defence and Veterans Suicide:** <sup>s47F</sup> has commenced his role as the Senior Chaplain to RCDVS Task Force. In this role he will provide support to the task force, attend hearing as a support Chaplain to witnesses, and in consultation with the DGCHAPs, coordinate chaplaincy support to RCDVS witnesses and Commands. Chaplaincy support is included in the suite of supports offered to all RCDVS witnesses.
6. **ADF Organisational Support:** ADF Chaplains are engaged with representation into Defence Welfare Sync, FDV WG, Policy development and support to the Royal Commission into Defence & veteran Suicide, IGADF (Afghan Inquiry) welfare support and reporting, SeMPRO, and support to HPC.
7. **Joint Operational Chaplaincy:** The classification of this report precludes specific information. A Verbal update will be provided.
8. **Support to Religious Retreats.** ADFCC will provide financial assistance of \$5K to support visiting speaker costs for each approved Retreat.
9. **PNGDF Chaplaincy College.** CDF PNGDF has agreed to the establishment of a PNG Chaplaincy College. In consultation with COMADC and IPDIV, ADFCC will look to

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the most appropriate way ADF Chaplaincy, and DFCC specifically, can appropriately support this endeavour.

10. **ADF Ceremonial Support to ANZAC Dawn Services.** Australia intends increasing official participation in overseas ANZAC services. It is likely to see the request for the participation of Islamic and Christian Chaplains in Borneo and the Southwest Pacific.

11. **Joint Health Chaplaincy.** MI/PND (Moral Injury/Pastoral Narrative Disclosure) Advanced course workshop planning underway with pilot trainer course being conducted in Canberra 6-9 June. Additionally, a mobile application (android/apple) has been purchased for use exclusively by ADF chaplains. It will carry all chaplaincy resources necessary to operate independently anywhere. More importantly, it will allow for 'just in time' reporting to the CRT. The pilot of this application is due to begin this month. The ESP in support of this service is yet to be drafted.

12. **Spiritual Care Australia Professional Development Committee.** ADFCC has agreed to identify a suitable Chaplain to be a member of the Professional Development Committee of Spiritual Care Australia. This will provide ADF Chaplaincy with access to the Professional Development resources of SCA as well as proving input into the development of future resources.

13. The ongoing support of RACS to ADFCC and DGCHAPs' governance responsibilities and support to Chaplains is appreciated.

s47F

Principal Chaplain, RAN  
Director General Chaplaincy – Navy  
Chair, Australian Defence Force Chaplains Committee

26 May 22

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# Religious Advisory Committee to the Service Strategic Plan

## VISION

RACS provides a tangible contribution to capability. It is trusted and sought out by ADF stakeholders for recruitment, the provision of pastoral care, and policy advice and development. High quality Chaplains from all faith groups are recruited into the ADF. Wise, compassionate pastoral care is provided to all members of the ADF under RACS leadership. RACS supports key strategic and operational level planning groups, policy development in the personnel area particularly the religious, spiritual and wellbeing aspects. It provides a bold and trusted voice into the development of ADF character and ethics development. RACS is seen as the leading authority in the operation of a multi-faith community.

## OBJECTIVES

Contribute to ADF Capability through delivering on the MOA

Expand the continuum of care for soldiers, sailors and aviators into the Veteran community in order to foster hope

Positioned to provide trusted, relevant and innovative advice to stakeholders and key leaders in a timely manner

Be a long term contributor to character and ethics development in the ADF

## 2022 PRIORITIES

1. Deliver on MOA requirements: pastoral care, religious advice and high quality recruitment	7. Develop processes and materials for Buddhist, Hindu, Muslim and Sikh members allowing better engagement with their religious communities thereby enhancing recruitment opportunities
2. Implement mentoring system for members within RACS	8. Identify and celebrate multi-faith events
3. Review character and ethics development in the ADF	9. Complete annual endorsement and accreditation of Chaplains
4. Explore ways of delivering care across the whole of life in consultation with DVA	10. Complete quarterly metrics collection and brief HPC on these
5. Identify ADF policy that RACS could inject into in order to contribute to capability	11. Produce a high quality annual report
6. Develop process for KLE by RACS members	12. Develop and utilise the business continuity plan



# **MEMORANDUM OF ARRANGEMENTS**

**BETWEEN**

**THE CHIEF OF DEFENCE FORCE STAFF  
SECRETARY, DEPARTMENT OF DEFENCE**

**AND**

**THE HEADS OF CHURCHES  
REPRESENTATIVES**



## INTRODUCTION

1. This memorandum records the arrangements entered into between the Defence Force and the Churches and Denominational Groups listed in paragraph 2, for the provision of advice on religious matters to the Defence Force and for the organisation of the chaplaincy services.

2. The religious denominations participating in these arrangements are:

The Church of England in Australia  
The Roman Catholic Church of Australia  
The Uniting Church in Australia  
The Presbyterian Church of Australia  
The Federal United Churches Chaplaincy Board, comprising.  
    The Baptist Union of Australia,  
    The Lutheran Church of Australia,  
    The Church of Christ Conference of Australia,  
    The Salvation Army Eastern and Southern Territories,  
    The Continuing Congregationalists, and  
    ← The Executive Council of Australian Jewry.

3. The agreed arrangements are recorded in three parts as follows:

- a. PART 1 — Organisational Relationship Between the Churches and the Defence Force
- b. PART 2 — The Religious Advisory Committee to the Services
- c. PART 3 — Principal Chaplains Committees

## PART 1

### ORGANISATIONAL RELATIONSHIP BETWEEN THE CHURCHES AND THE DEFENCE FORCE

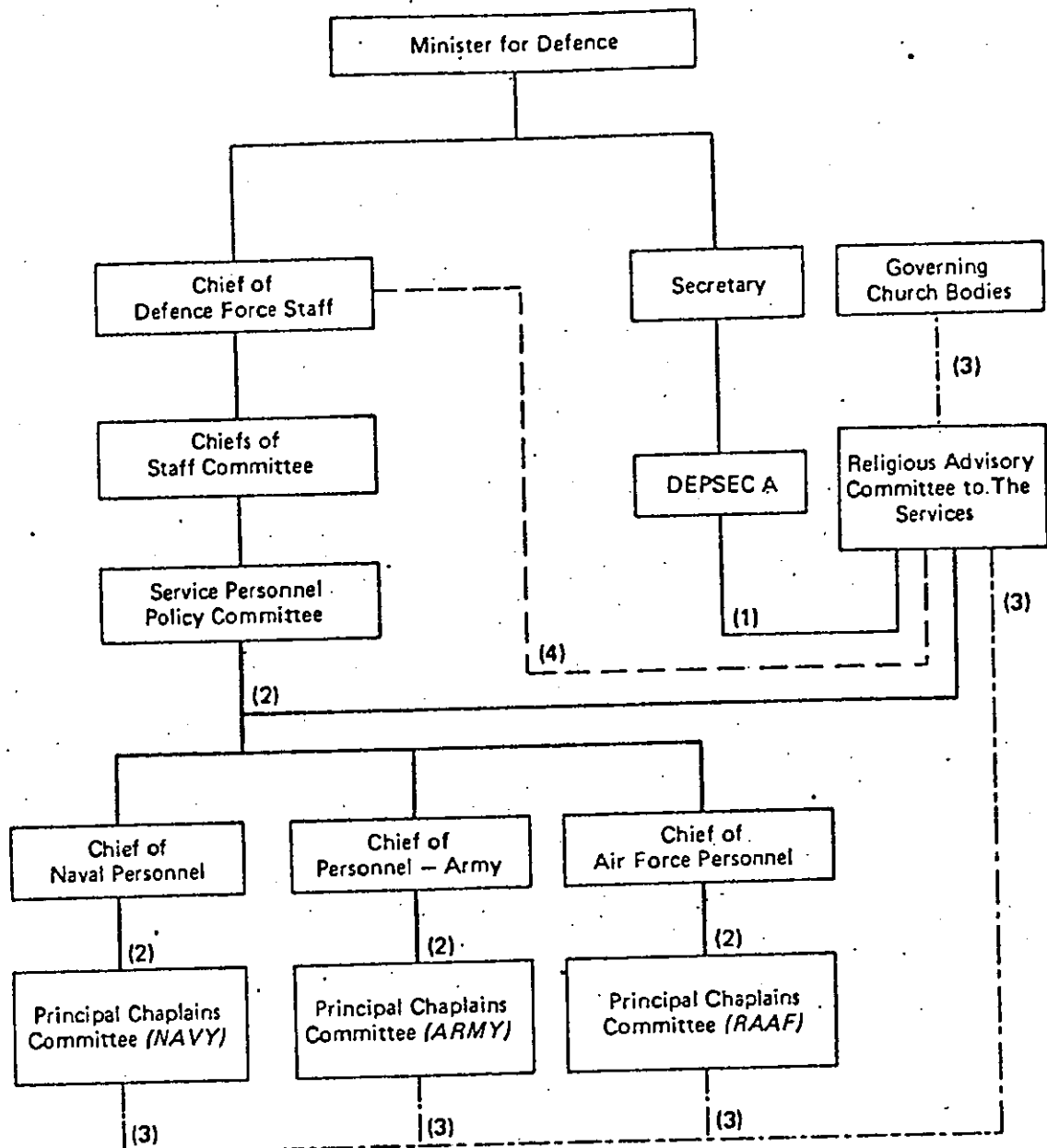
4. There is to be a Religious Advisory Committee to the Services (RACS) to provide the link between the governing bodies of Church and Denominational Groups, which have chaplains in the Services, and the Defence Force on religious matters. It is to comprise non-uniformed representatives, of two star status, at bishop or equivalent level. The RACS is described in detail in Part 2.

5. There is to be a Principal Chaplains Committee (PCC) in each Service to provide for the administrative and technical control of chaplains within that Service. It is to comprise principal chaplains, of not more than brigadier or equivalent status, serving on full-time or part-time duty. The PCCs are described in detail in Part 3.

6. The organisational relationship of the RACS, each PCC and the Defence Force is shown in Figure 1.

7. The parties acknowledge that detailed arrangements for the appointment and duties of chaplains and the organisation of chaplaincy services in each of the Services will be contained separately in single Service regulations and instructions.

# ORGANISATIONAL RELATIONSHIP BETWEEN THE CHURCHES AND THE DEFENCE FORCE



**LEGEND:**

- (1) ——— Financial Authority for Travel etc
- (2) ——— Church/Service Matters
- (3) - - - - - Matters of Technical Control ie, Spiritual and Other Church Matters
- (4) - - - - - Exceptional Matters

Figure 1

## PART 2

### RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES (RACS)

#### COMPOSITION

8. The RACS is to comprise the representatives, at bishop or equivalent level, of those Churches and Denominational Groups which have chaplains in the Services. The representatives, who are responsible to their respective church authority or governing body, are:

- a. The Anglican Bishop to the Forces,
- b. The Roman Catholic Bishop to the Forces,
- c. The Convenor of the Defence Force Chaplaincy Committee of the Uniting Church in Australia,
- d. The Convenor of the Defence Force Chaplaincy Committee of the Presbyterian Church of Australia,
- e. The Chairman of the Federal United Churches Chaplaincy Board, and
- f. The Rabbinical Representative of the Executive Council of Australian Jewry.

#### APPOINTMENT

9. Members of the RACS are to be nominated by the head or governing body in Australia of the appropriate Church or Denominational Group and appointed by the Minister for Defence.

#### RESPONSIBILITIES

10. The responsibilities of the RACS are to:

- a. Collectively:
  - (1) maintain an interest in, and offer advice on, Defence Force policy as it relates to the religious and spiritual well-being of all members of the Defence Force;
  - (2) advise on the appointment of chaplains to principal chaplains' positions in the Services;
- b. Individually:
  - (1) exercise pastoral care and pastoral oversight of chaplains, Service personnel and their families;
  - (2) advise on denominational policy to each Service;
  - (3) initiate the recruitment and nomination of chaplains for duty with the Services; and
  - (4) monitor the return of chaplains to the civilian community in accordance with Service and denominational requirements.

#### OPERATION OF THE RACS

11. MEETINGS. The RACS should meet at least quarterly at convenient venues. Extraordinary meetings may be called by the Chairman or by any of the Services acting through the Chairman. Meetings usually will be of one day's duration.

12. SERVICE REPRESENTATION. A representative of the Principal Chaplains Committee in each Service is to be in attendance at each meeting of the RACS.

13. SECRETARIAL SUPPORT. The Services are to provide the necessary secretarial and administrative support to the RACS.

14. CHAIRMANSHIP. The chairmanship of the RACS is to rotate every two years as determined by the members.

15. VISITS TO SERVICE BASES. RACS members may visit Service establishments, to fulfil their responsibilities at sub-paragraph 10 b. on a regular basis subject to the concurrence of the appropriate Service for proposed visits.

#### FINANCIAL ARRANGEMENTS

16. Movement of members of the RACS from their normal place of residence to meetings and to Service bases on duty visits is to be at public expense.

17. Committee members will be remunerated for their expertise and services by the payment of an annual fee and travelling allowance as determined from time to time by the Remuneration Tribunal.

### PART 3

#### PRINCIPAL CHAPLAINS COMMITTEE (PCC)

##### COMPOSITION

18. The composition of each PCC is to be determined by the Service concerned. Its members will be senior chaplains of not more than brigadier equivalent status, serving on full time or part time duty.

##### RESPONSIBILITIES

19. In broad terms, each PCC will be responsible to the Chief of Personnel for the following:

- a. the administrative and technical control of chaplains within its Service;
- b. liaison with the RACS for the recruitment of chaplains and their return on completion of their appointment to the Service; and
- c. advice on chaplaincy matters and character training.

20. Detailed responsibilities to meet the requirements of each Service will be recorded separately in single Service instructions.

##### OPERATION OF THE PCC

21. The operation of each PCC will be in accordance with respective single Service instructions.

IMPLEMENTATION

22. The arrangements contained in this Memorandum will come into effect on 1 July 1981.

Signed on the *Thirty First* day of *March* 1981

s22

(A.M. SYNNOT)  
Admiral  
Chief of Defence Force Staff

s22

(K.H. SHORT)  
on behalf of  
THE CHURCH OF ENGLAND IN  
AUSTRALIA

s22

(N.J. ATTWOOD)  
Acting Secretary  
Department of Defence

s22

(J.A. MORGAN)  
on behalf of  
THE ROMAN CATHOLIC CHURCH OF  
AUSTRALIA

s22

(R.A. BUSCH)  
on behalf of  
THE UNITING CHURCH IN AUSTRALIA

s22

(K.J. GIBSON)  
on behalf of  
THE PRESBYTERIAN CHURCH OF  
AUSTRALIA

s22

(M. McCULLOUGH)  
on behalf of  
THE FEDERAL UNITED CHURCHES  
CHAPLAINCY BOARD

s22

(A. FABIAN)  
on behalf of  
THE EXECUTIVE COUNCIL OF  
AUSTRALIAN JEWRY

**MEMORANDUM OF ARRANGEMENTS  
BETWEEN THE COMMONWEALTH OF AUSTRALIA  
REPRESENTED BY THE CHIEF OF THE DEFENCE FORCE**

**AND**

**THE ANGLICAN CHURCH OF AUSTRALIA  
THE ASSOCIATED PROTESTANT CHURCHES CHAPLAINCY  
BOARD**

**THE AUSTRALIAN NATIONAL IMAMS COUNCIL  
THE CATHOLIC MILITARY ORDINARIATE OF AUSTRALIA  
THE EXECUTIVE COUNCIL OF AUSTRALIAN JEWRY  
THE NATIONAL SIKH COUNCIL OF AUSTRALIA  
THE PRESBYTERIAN CHURCH OF AUSTRALIA  
THE AUSTRALIAN SANGHA ASSOCIATION  
THE UNITING CHURCH IN AUSTRALIA  
THE VISHVA HINDU PARISHAD OF AUSTRALIA**

**TOGETHER COMPRISING**

**THE RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES  
(FIRST ISSUED 1981 – REVISED 1991, 2004, 2008, and 2018)**



## GLOSSARY

ADF	Australian Defence Force
AFR	Authorised Faith Representative
CDF	Chief of Defence Force
Defence	Department of Defence
DGCHAP	Director General Chaplaincy
HPC	Head of People Capability
MOA	Memorandum of Arrangements
RACS	Religious Advisory Committee to the Services
Services	Refers to the Royal Australian Navy, Australian Army and Royal Australian Air Force



## **Preamble**

1. Attention to the religious, spiritual and pastoral needs of all Australian Defence Force (ADF) members is a matter of the highest importance. The relationship between the ADF and Religious Institutions has been in place since the early 1900's, leading to the establishment of the Religious Advisory Committee to the Services (RACS) in 1981. To meet the increasingly divergent faith and religious needs of the ADF, a review of the Memorandum of Arrangements (MOA) between the Commonwealth of Australia and the Religious Institutions through the Religious Advisory Committee to the Services dated 2 December 2008, was completed in January 2018.

2. RACS continues to provide a means by which Defence can communicate with Religious Institutions to obtain advice on religion, religious practices and spirituality, whilst ensuring the recruitment of suitable religious ministers to serve as Defence chaplains. To achieve this, it is essential that the Religious Institutions recognise the unique military environment that members of the ADF are engaged in, and ensure that appropriate representatives from their respective Religious Institution are appointed to facilitate the ongoing and collaborative engagement between Defence and RACS.

3. This MOA records the arrangements entered into between Defence and the Religious Institutions listed in Annex A relating to the role and management of RACS in providing religious advice independently of the chain of command.

## **Definitions**

4. See Annex B.

## **Purpose**

5. The purpose of RACS is to provide religious support, including advice, to Defence so as to ensure that the religious, spiritual and pastoral needs of ADF members are appropriately maintained.

6. The objectives of RACS are to:

- a. provide a direct link between chaplains, Defence, and the respective civilian Religious Institutions;
- b. provide a common channel between Religious Institutions in Australia and Defence;
- c. uphold the freedom of all Faith Groups within Defence, seeking to ensure that they are respected, and that reasonable provision, subject to command and operational requirements, is made for the practice of their beliefs;
- d. nominate the Authorised Faith Representatives (AFR) / Principal Chaplain (PRINCHAP);
- e. lead in the exercise of pastoral oversight and care for chaplains and their families;
- f. provide advice and assistance to Defence, chaplains and ADF personnel in the areas of worship, religious education, pastoral ministry, Chapel life, and other areas of religious and moral import.

7. The collective and individual responsibilities of RACS and its members are contained in Annex C to this MOA.

#### **RACS Membership**

8. RACS is comprised of those members who are representatives of the Religious Institutions that are signatories to the Agreement (see Annex A), nominated by their authorised Religious Institutions and appointed by the Minister or delegate in consultation with the CDF. These appointments are made, giving due consideration to the ADF operational need, the number of adherents, the ability of the Religious Institution to provide endorsed chaplains and/or religious advice. In deciding on any particular appointment, the Minister or delegate may request alternate or additional nominations from a Religious Institution to ensure the selection of a suitable member for RACS.

9. In addition, specialist advisors may be nominated by RACS and appointed by the CDF as required.

10. Circumstances may arise in which a RACS member wishes to resign his or her appointment, becomes infirm or otherwise becomes unable or unsuitable to continue in his or her position. If the Minister:

- a. receives an application from a RACS member to resign his or her appointment; or,
- b. in consultation with CDF and the nominating Religious Institution, determines that a RACS member is no longer able to perform his or her responsibilities as outlined in this MOA as a result of illness or infirmity; or
- c. in consultation with CDF and the nominating Religious Institution, determines that a RACS member is no longer suitable to continue his or her appointment,

then the Minister may revoke that member's appointment and request that the relevant Religious Institution nominate a replacement member.

11. By formal arrangement, a RACS member may act on behalf of another Religious Institution or Faith Group not represented by this MOA.

12. **Australian Protestant Chaplaincy Board.** The current representatives of the Australian Protestant Chaplaincy Board (formerly Federal United Churches Chaplaincy Board) are detailed at Annex D.

#### **Meeting Schedule**

13. RACS will meet three times each year at a location and date advised in writing by the Chair. With the written agreement of the Chair, members may also meet from time to time out of session. Policy may also be agreed out of session by means of electronic communication as authorised by the Chair. A RACS member who is absent from any meeting is to provide the Chair with any relevant reports and an indication of his or her position on any policy matter that is on the agenda of the meeting concerned. Individual RACS members may nominate a substitute to attend meetings in their absence at Commonwealth expense.



14. Working Groups may be raised to meet any specific requirements identified by the Religious Institution, RACS and/or Defence.

15. The Chair of RACS is to be appointed by RACS from within the RACS membership and is to rotate every two years.

16. Head of People Capability (HPC) within Defence shall receive agendas and minutes of RACS meetings and may attend any RACS meeting as necessary.

#### **Tenure and Remuneration**

17. Members of RACS are appointed for a period of five years or a period as agreed by the CDF and the Minister. Members may be renominated for a further period of appointment, which will be determined in accordance with the normal appointment process for RACS membership. Specialist advisors may be appointed for such period as determined by the CDF.

18. RACS members may be remunerated up to forty days per annum at the daily fee rate set by the Remuneration Tribunal. The forty days is devoted to RACS work, covering policy, representational and administrative responsibilities.

19. Travelling allowance will be paid at a rate determined by the Remunerations Tribunal.

20. Additional remuneration for time devoted to denominational responsibilities in relation to Serving Chaplains (SERCAT 3, 5, 6 and 7) by faith group and denomination will be based on the daily fee set by the Remuneration Tribunal. The formula for this will be reviewed every two years.

21. The remunerations of RACS members shall be incorporated in a draft budget raised by the Chair to be approved annually by HPC. RACS members are to submit fortnightly diaries and will undertake activities within budget.

22. RACS members should not exceed their annual budget allocation without prior approval of HPC.

23. RACS members are non-uniformed representatives, accorded two-star status, and remunerated in accordance with the rates established by the Remuneration Tribunal for Holders of Part-Time Public Office, with additional remuneration for time devoted to pastoral responsibilities with their respective Chaplains and adherents.

#### **Relationship between RACS and the Services**

24. RACS acknowledges that the service chaplains have been specifically authorised by their Religious Institution to provide for the religious and spiritual needs of the adherents of their own Religious Institution while also having a generic responsibility to provide pastoral care and spiritual support to all ADF members and their families.

25. RACS acknowledges the diverse and inclusive nature of the ADF work environment, and the need for ADF chaplains to work within that diversity.

26. The respective DGCHAPs within Defence will be invited to participate in RACS meetings, advise RACS on chaplaincy matters within Defence and their own service and, where required, ensure that RACS advice, on spiritual and religious matters in Defence, is conveyed to and understood by, ADF chaplains.

27. RACS acknowledges that each DGCHAP within Defence is responsible to their respective service chief for the administrative and technical control of chaplains and chaplaincy associated matters.

28. The AFR/PRINCHAP are to provide effective interface between RACS, the members of their Religious Institution and the DGCHAP.

#### **Travel and Secretarial Support**

29. RACS members may visit service establishments, units and ships to fulfil their pastoral and spiritual responsibilities to their chaplains and members of their Religious Institution. A RACS member may visit deployed personnel as approved, in writing, by CDF.

30. Any arrangements for, or notification of visits is to be in accordance with the requirements laid down by the service concerned. The relevant DGCHAP will provide advice to RACS members on the single service protocols in regard to visit requests. The Chair of DGCHAPs will provide advice on protocols in Joint Areas.

31. HPC will facilitate RACS visits in accordance with normal travel arrangements. Travel of RACS members from their normal place of residence to meetings of RACS and to service establishments and ships on duty visits is to be at public expense.

32. HPC is to provide secretarial and administrative support to RACS.

#### **Amendment of this Memorandum of Arrangements**

33. Amendments to this MOA, other than for the addition of new members to the list of Religious Institutions at Annex A, may be made with the written agreement of all the signatories.

34. Any addition of a new constituent member to the Religious Institutions listed at Annex A shall be at the direction of the Minister for Defence, in consultation with CDF. A written Memorandum of Variation signed by CDF and the Chair of RACS (or their delegates) shall amend the list of constituents in Annex A to include the details of the new member in accordance with any such direction.


**Implementation of this Agreement**

35. The arrangements contained in this Memorandum will come into effect on the date of last signature.

s22



**Angus J Campbell AO DSC**  
**GEN**  
**CD**s22




on behalf of  
**THE ANGLICAN CHURCH OF AUSTRALIA**

s22



on behalf of  
**THE ASSOCIATED PROTESTANT CHURCHES CHAPLAINCY BOARD**  
s22




on behalf of  
**THE AUSTRALIAN NATIONAL IMAMS COUNCIL**

s22



on behalf of  
**THE CATHOLIC MILITARY ORDINARIATE OF AUSTRALIA**  
s22



on behalf of  
**THE EXECUTIVE COUNCIL OF AUSTRALIAN JEWRY**

s22



on behalf of  
**THE NATIONAL SIKH COUNCIL of AUSTRALIA**



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on behalf of  
THE PRESBYTERIAN CHURCH OF AUSTRALIA  
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on behalf of  
THE AUSTRALIAN SANGHA ASSOCIATION  
s22

on behalf of  
THE UNITING CHURCH IN AUSTRALIA  
s22

on behalf of  
THE VISHVA HINDU PARISHAD OF AUSTRALIA

**Annexes:**

- A. Participating Religious Institutions
- B. Definitions
- C. The Responsibilities of RACS
- D. Associated Protestant Churches Chaplaincy Board

ANNEX A  
TO RACS MOA  
DATED 04 DEC 19

### **PARTICIPATING RELIGIOUS INSTITUTIONS**

The Religious Institutions participating in these arrangements with the Commonwealth of Australia are:

1. The Anglican Church of Australia;
2. The Associated Protestant Churches Chaplaincy Board, comprising:
  - a. Australian Baptist Ministries;
  - b. The Lutheran Church of Australia;
  - c. The Churches of Christ in Australia;
  - d. The Salvation Army Australia;
  - e. The Australian Christian Churches; and
  - f. The Seventh-day Adventist Church in Australia.
3. The Australian National Imams Council
4. The Catholic Military Ordinariate of Australia;
5. The Executive Council of Australian Jewry,
6. The National Sikh Council of Australia;
7. The Presbyterian Church of Australia;
8. The Australian Sangha Association (Buddhist);
9. The Uniting Church in Australia;
10. The Vishna Hindu Parishad of Australia.



ANNEX B  
TO RACS MOA  
DATED 04 DEC 19

## DEFINITIONS

The following definitions are used in this MOA.

- a. **Advice:** Guidance or recommendations offered with regard to prudent action.
- b. **Authorised Faith Representative:** The ADF chaplain of a Religious Institution nominated by RACS to assist the DGCHAPs in the management of the chaplains of their Faith Group.
- c. **Denomination:** a recognised autonomous branch of the Christian Churches.
- d. **Ecclesiastical:** relating to the Christian Churches or its clergy.
- e. **Ecumenical:** representing/including a number of different Christian Religious Institutions.
- f. **Faith Group:** a particular religious faith; the members of a particular religious faith considered collectively, e.g. Christian Faith Group, Muslim Faith Group, Buddhist Faith Group.
- g. **Multi-faith:** involving or characterized by a variety of religions.
- h. **Pastoral Oversight:** Spiritual care, guidance, protection, encouragement, teaching and nurture provided by authorised religious leaders to grow the spiritual maturity of adherents.
- i. **Principal Chaplain:** The ADF chaplain of a Religious Institution nominated by RACS to assist the DGCHAPs in the management of the chaplains of their Faith Group.
- j. **Religion:** An organised system of beliefs, rituals and symbols designed to facilitate closeness to the sacred or transcendent (God, higher power, or ultimate truth/reality), and foster an understanding of one's relationship and responsibility to others in living together in a community. Depending on the context within the MOA, it may refer to a major religion, denomination or branch within that religion or a smaller religious or faith group of a distinct nature.
- l. **Religious:** relating to a religion; (of a belief or practice) forming part of someone's faith in a divine being.
- m. **Religious Institution:** A legally constituted, visible and organised manifestation of practices and beliefs of a faith community or body within a particular social and historical context. Within the context of the Christian Faith Group, 'Religious Institution' may equate to a denomination.
- n. **Religious Oversight:** Monitoring of religious processes or systems within Defence on specific religious matters to ensure they are conducted efficiently and correctly.
- o. **Spirituality:** the quality of being concerned with the human spirit or soul as opposed to material or physical things.
- p. **Technical Control:** the provision of specialist and technical advice by designated authorities for the management and operation of forces –Annex 1A-3 – Defence Chaplaincy Manual.

ANNEX C  
TO RACS MOA  
DATED 04 DEC 19

### THE RESPONSIBILITIES OF RACS

1. The responsibilities of RACS members are exercised both collectively and individually:
  - a. **Collective Responsibilities:**
    - (1) to maintain an interest in, and offer advice to Defence and its members on Defence Force policy and practice as it relates to the religious and spiritual well-being of all members of the Defence Force. Other matters of general concern or morale may also be addressed.
    - (2) to recommend the appointment of Directors General of Chaplaincy.
    - (3) to make recommendations and provide advice on religious policy within the ADF;
    - (4) to provide advice for:
      - i. forms of worship for ecumenical and religious services;
      - ii. multi-faith ceremonies; and
      - iii. forms of worship used during national occasions throughout the ADF;
    - (5) to communicate with the Minister for Defence on RACS matters, and, as a courtesy, inform the CDF.
    - (6) to report annually to the CDF on RACS activities.
  - b. **Individual Responsibilities:**
    - (1) to exercise pastoral care of chaplains and their families and, where appropriate, to extend pastoral care and religious/sacramental support to Defence Force members and their families;
    - (2) in accordance with relevant religious tradition and discipline, to report to, consult, and be guided on religious policy by their own Religious Institution;
    - (3) to inform Defence on religious policy of their own Religious Institution;
    - (4) to seek out and encourage suitably qualified persons to pursue a vocation in ADF Chaplaincy;
    - (5) to initiate the recruitment and nomination of prospective chaplains for duty with the ADF;
    - (6) act as a religious endorsing authority for chaplains and prospective applicants, and ensure the academic, spiritual and professional standards required by the Religious Institutions for chaplains are met and maintained;
    - (7) to provide initial and continuing endorsement of chaplains endorsed by RACS;
    - (8) to exercise appropriate Religious Institution discipline and religious oversight for chaplains during their periods of service;
    - (9) to monitor the content and appropriateness of the ADF professional and pastoral education of chaplains;
    - (10) to disendorse chaplains who no longer meet the requirements of their respective Religious Institution;
    - (11) to support former chaplains returning to civilian life;
    - (12) to nominate the Authorised Faith Representative(s)/Principal Chaplains for each Service;
    - (13) to communicate with the Minister for Defence on particular Religious Institution matters, and, as a courtesy, inform the Chair.
    - (14) to communicate to the Minister for Defence on any emerging matters which might reasonably be perceived to impact on their suitability for appointment or continuing appointment as a member of RACS.

ANNEX D  
TO RACS MOA  
DATED 04 DEC 19

**ASSOCIATED PROTESTANT CHURCHES CHAPLAINCY BOARD**

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on behalf of  
Baptist Ministries Australia

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on behalf of  
Churches of Christ in Australia  
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on behalf of  
The Salvation Army Australia

s22

on behalf of  
The Lutheran Church of Australia

s22

on behalf of  
The Australian Christian Churches

s22

on behalf of  
The Seventh-day Adventist Church in Australia



<b>NOTING BRIEF FOR HPC</b> RACS Annual Report	
Branch: RACS	Reference: BQ32189190
For Information: CDF, VCDF, CN, CA, CAF, CJOPS	Due Date: 31 Dec 21

**Reference:**

- A. RACS Memorandum of Understanding dated Jun 2019

**Purpose**

1. The purpose of this brief is to advise HPC of the contribution to Defence Capability made by RACS members calendar year 2021.

**Recommendations**

2. It is recommended that HPC:
- a. **Note** the enclosed annual report which details key observations and accomplishments from RACS members whilst supporting the ADF in 2021.

NOTED / PLEASE DISCUSS

- b. **Note** that RACS has contributed to Defence capability in the following key areas:
- (i) **Attraction and endorsement of Chaplains.** RACS continues to be the primary conduit that identifies and recruits future chaplains. A key focus area remains the recruitment of more female chaplains. RACS members formally conduct an annual faith group endorsement activity on each chaplain.
- (ii) **Organisational agility.** RACS has embraced the Defence Values clearly aligning all of its activities with them. A command led approach has allowed RACS to engender respect with all faith groups and professionalise its outputs.
- (iii) **Pastoral Care.** RACS members have been a key part of the 'pastoral care net' offering comfort and hope to chaplains, ADF members and their families. Care and support has been provided during a challenging 18 months for the ADF.

NOTED / PLEASE DISCUSS

s22 [REDACTED] s47F [REDACTED] RACS Chair 17 Dec 21	<b>W. Stothart</b> MAJGEN HPC Dec 21
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## Annual Review

3. Each year, in accordance with reference A, the Chair of RACS provides a written report highlighting key contributions to capability with the ADF. This report is attached at enclosure 1 reflecting the views of ten faith groups. Key contributions in 2021 were:

- a. **Royal Commission into ADF and Veterans Suicide.** RACS provided a submission for the Royal Commission and have highlighted they are able to assist in identifying suitably qualified retired Chaplains to provide pastoral care to Veterans.
- b. **IGADF Afghanistan Inquiry.** RACS assisted in drafting and distributing a letter to faith group leaders highlighting some of the issues and how welfare support could be provided to those affected by the Inquiry.
- c. **Afghanistan Withdrawal.** RACS members were involved in various services of prayer and lament following the withdrawal assisting people process complexities.
- d. **Support to COVID-19 Task Force.** RACS was able to provide the TF commander relating to cultural sensitivities with uniformed members. This was particularly helpful within the Islamic Community.
- e. **Attraction and endorsement of Chaplains.** RACS is a key stakeholder in identifying future Defence Force Chaplains across faith facilitating a critical annual endorsement process. Recruitment of more female chaplains remains a key focus area.
- f. **RACS reviews and innovations.** RACS has proactively undertaken several activities to improve the effectiveness and efficiency of its business, focusing clearly on how it can best contribute to Defence capability. Some of these activities include building a pastoral care net, conducting a mission analysis on its key tasks, reviewing its quarterly reporting metrics and building a business plan.

4. During 2021 a full review of the quarterly metrics has been undertaken and implemented providing an excellent snapshot into how RACS contributes to ADF capability.

## Conclusion

5. 2021 has been an extremely busy year for RACS members in the provision of care and support to ADF chaplains, Defence members and their families. Despite the high tempo both internationally and domestically RACS has taken the opportunity to review its business demonstrating its adaptability, innovation and agility. As a diverse organisation RACS recognises the need to continue to harness the capability of Australian society and particularly of its women. RACS will build this baseline into 2022 and beyond.

Brief prepared and cleared by: §47F RACS Chair

Consultation: RACS members

## Enclosure:

1. 2021 RACS Annual Report



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RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES  
DEFENCE PEOPLE GROUP

R1-1-C005, Department of Defence, Canberra ACT Australia 2600

**CHAIR'S REPORT ON THE RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES  
(RACS)**

**2020/21**

**Introduction**

1. The RACS Chair report provides the Chair with an opportunity to record the contributions RACS has made to ADF capability over his term as Chair.
2. RACS is a two star (e) strategic part time advisory committee representing a relationship between the Defence and those Faith Groups who are signatories to the MOA at Enclosure 1. RACS members are nominated by the various Faith Group's national bodies and appointed for a 5 year tenure by the Minister of Veterans' Affairs and Defence Personnel in consultation with the CDF.

**RACS membership**

3. The current committee consists of ten members:

s47F

(Anglican)  
(APCCB)<sup>1</sup>  
(Buddhist)  
(Catholic Church)  
(Hindu)  
(Islam)  
(Judaism)  
(Presbyterian)  
(Sikh)  
(Uniting Church)

4. s47F commenced his two year term as the RACS Chair in Jan 2020. On 01 January 2022 s47F will assume the role of Chair for a two year appointment.

**Memorandum of Arrangements**

5. A Memorandum of Arrangements (MoA) is signed by the Chief of the Defence Force (CDF) on behalf of the Commonwealth of Australia and respective RACS members on behalf of parent religious institutions. This MOA outlines collective and individual tasks of RACS members and incorporates a multi-faith lens with Buddhist, Christian, Hindu, Islamic, Jewish and Sikh members.

<sup>1</sup> The s47F is the Australian Christian Churches member on RACS. He represents, Lutheran, Baptist, Churches of Christ, Salvation Army, Seventh-day Adventists and Australian Christian Churches. The committee that oversees this assembly of Christian denominations is the Associated Protestant Churches Chaplaincy Board.

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6. An Addendum to the MOA is recommended for early 2022 to cover governance and remuneration aspects to provide clarity for the Commonwealth and Faith Groups.

#### **RACS' REVIEW 2020-21**

7. Over 2020-21, The RACS has undergone a significant review process as outlined in the following:

##### **RACS Resources and Function Review**

8. A RACS Resource and Function Review sponsored by HPC was conducted over May – June 2020. The purpose of the Review was to reset the balance of support, restore governance compliance whilst operating with flexibility as RACS evolves as a multi-faith committee and so contribute to Defence capability. Secondly the Review set out to determine the specific resourcing requirements of the RACS and its Secretariat to best position RACS for the future. The Review proposed a governance reform timeframe to be implemented over 2020-21.

##### **RACS Secretariat**

9. The RACS Resource and Function Review sought to reset the base line support provided to the RACS in proposing a re-alignment of functions within its Secretariat. This reform has largely been achieved with duty statements for the each of the four Staff Officers positions detailing role specifics defining defined deliverables. To further this reform process work is almost finalised on two documents, the first of these is a Business Plan which clearly articulates Secretariat contributions to RACS capability. The second in a 'live' task tracker which outlines and delineates responsibilities for Secretariat members on current RACS tasking, be they a one off or cyclical task. The RACS would like to acknowledge the untiring support of the RACS Secretariat in all its activities.

##### **RACS Role Charter and Metrics**

10. In Aug 19, HPC requested that a RACS statement of intent with supporting metrics be developed to demonstrate how RACS provides a contribution to Defence capability. In Set 19 RACS developed its first iteration of intent with supporting metrics, sourced primarily from the MoA. This document underwent significant refinement in 2021. A self-initiated review determined that the existing metrics, whilst useful as a general indication of value, did not accurately articulate the contribution to capability made by RACS. As a result proposed changes were undertaken including rationalisation of existing metrics and orientation of all metrics to a 'contribution to capability' mindset.

11. The new metrics were utilised for the most recent RACS quarterly reporting. These are attached at Enclosure 2.

##### **RACS Rhythm of Activity**

12. Over the 2020-21 period RACS has demonstrated that the one team approach is at the basis of its work rhythm with effective working groups contributing to its outcomes. RACS could not have achieved its contributions to Defence capability if it hadn't been for a number of working groups that were raised within the Committee. These groups were instrumental in response to the implementation of the Resource and Function Review, to the on-going development of the Role Charter and Metrics refinement, RACS' submission to the Royal Commission into ADF and Veteran Suicide and Pastoral Care of Chaplains document and various activities. Individual RACS members were active in the provision of advice in regards to specific religious requirements, advice on multi-faith spaces within existing chapels and in their contributions to ADF at Worship document. As this

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report details, RACS members facilitated ADF's engagement in several community engagements including the COVID 19 Task Force and other aspects of sensitive community engagement in regards to the Afghanistan withdrawal and the resulting refugee concerns.

### RACS' Self -Assessment

13. At the RACS meeting on 08 Dec 21, the Committee engaged in a self- assessment exercise undertaking a review as to its development as a multi-faith entity, its perceived view as to its value and status within Defence and its contribution to Defence capability.

14. **Multi-Faith.** The expansion of RACS from a Judeo/Christian to a multi-faith entity has been a very positive outcome that clearly reflects ADF multiculturalism and diversity of faith groups amongst its members. Such an integration has had its real challenges mainly on two fronts, firstly in seeking an understanding of each faith group's theological, philosophical and cultural diversity, and secondly, in assisting the new members with a growing understanding of ADF culture given that the other than Christian members had little previous knowledge of the ADF. This has been a work in progress and there is still much to be achieved. The common factors assisting in the building of unity within the Committee are the members' genuine good intent, mutual respect and a growing readiness in seeking to understand each other's diversity and the gifts each offers in the Committee's multi-faith contribution to Defence. This work continues as RACS wishes to exemplify within its ranks a genuine inclusiveness of intent and the richness of diversity in all its outcomes.

15. **Relationships with Defence Stakeholders.** RACS is continuing to build on an already long term relationship with the Directors General Chaplaincy in each Service. RACS believes its interaction with the ADFCC has been productive, there is evidence of positive mutual collaboration and underlying respect for each at the committee level and positive interaction at the individual level. The members believe this is evidenced through mutually working together in the implementation of a multi-faith chaplaincy, its full implementation is yet to be realised. RACS extends its appreciation to all three DGCHAPs for their continued support and collaboration. As a Defence Committee RACS seeks to imbed itself within DPG in its interactions with the JTA and continuing involvement with DMFS demonstrating its intent on building on the value that it brings to Defence capability. There is a strong desire for RACS to further seek opportunities to be invited to provide contributions to Defence where Faith group advice and community engagement would be beneficial to Defence. The RACS would like to acknowledge over the last two years the committed support of s47F s47E(c) s47E(c)

16. 2020-21 was definitely a challenging time with the RACS Resource and Function Review especially in regards to its governance and remuneration aspects. RACS perceived at times that it wasn't highly valued and its identity within Defence was questioned whilst engaged in the churn of reform. The reality was of course quite different. This in fact gave the RACS the momentum to pro-actively work at reform which is still on-going. RACS feels assured of HPC's support and it appreciates her commitment and guidance. We thank MAJGEN Natasha Fox for her steadfast commitment to RACS.

17. The following outlines RACS' significant outcomes with stakeholders within Defence and the broader community. Included in this report are a number of matters that may be considered relevant to Defence.

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**ENGAGEMENT WITH DEFENCE STAKEHOLDERS****Support to COVID 19 Task Force.**

18. During the recent surge in COVID cases in the greater western Sydney region, RACS was able to provide timely and practical advice to the local TF commander through its Islamic Member. This advice included the provision of cultural sensitivities when uniformed ADF members were on the streets in various neighbourhoods. It helped formulate a measured and sensitive approach by the ADF, particularly within the Islamic community. This work was appreciated.

**Pastoral Care of chaplains**

19. Pastoral care is at the heart of religious conviction. IAW MoA, RACS members provide pastoral care of chaplains and their families within their respective faith groups. The COVID19 environment with its many challenges along with Chaplains' pastoral presence to ADF and community members providing emergency assistance within the recent bushfire regions have certainly increased the physical and mental toll on chaplains along with those whom they served during 2020/21. RACS members albeit with imposed travel restrictions have continued to provide pastoral support to their members primarily through zoom videoconferencing, emails and telephone calls. Those visits that have been possible have been extremely well received and their highlighted the benefits of them.

20. A pastoral care net was developed in 2021 that shows interactions between RACS members, DGs, coordinating chaplains and command. This pastoral care net was distributed to ADF senior leaders in July 21 and to all chaplains.

**Attraction and Endorsement of chaplains**

21. Attraction and endorsement of chaplains remains the primary focus and responsibility of RACS members. A specific RACS commitment is to maintain the high quality, standards and capability of ADF. All RACS members are very cognizant of the responsibility they have in identifying and assessing potential Chaplains. The reputation of chaplaincy (and therefore Faith Groups), is based on the quality of the chaplains. Over the last twelve months, Metric 1 indicates that RACS members conducted a total of 322 male and 120 female recruiting engagements, a total of 442. Of this number, a total of 53 were endorsed with 23 candidates being appointed as Chaplains. This demonstrates both the significant workload for RACS members and the robust selection process with its attrition prior to faith group endorsement and in the recruiting process conducted by DFR, RACS values the support of DFR and believes that the efforts of the recently created SO Recruiting and Transitions position within the Secretariat is beneficial to RACS members.

**Women in Chaplaincy**

22. In 2018 CDF appointed a female specialist advisor to RACS s47F as at that time there were no female RACS members. In 2019 two female RACS members, s47F s47F (Uniting) and s47F (Buddhist) were appointed to RACS.

23. In June 2020 s47F concluded her time as the CDF appointed specialist advisor to RACS and provided an issues paper for RACS and the Women in Chaplaincy Working Group (WCWG) to consider. With this as a foundation, RACS is seeking to develop, encourage and foster the significant contributions that women bring to Chaplaincy. RACS acknowledges a co-responsibility in championing along with the ADFCC the role, place and value of women in the ADF Chaplain community. The Chair of the WCWG engages with RACS and has a standing invitation to present at RACS meetings.

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**OFFICIAL****Defence values with faith group underpinnings.**

24. Following the release of Defence values in Nov 20, RACS developed against these values various faith group sacred texts that support Defence values. This demonstrates that Defence values have a faith based nexus that supports a multi faith and diverse Defence. A publication highlights this faith underpinning, copies of which have been presented to senior ADF leaders.

**ADF at Worship**

25. In 2020 RACS members significantly contributed faith specific information to the most recent edition of 'ADF at Worship'. This work was reasonably extensive involving the other than Christian RACS members in particular. These new additions to this publication demonstrate the richness of faith diversity and inclusiveness. RACS thanks those Chaplains responsible for this new edition of 'ADF at Worship' in reaching out to faith group peak bodies for these significant contributions. Thanks to the ADFCC for sponsoring this work.

**Advice on specific religious requirements**

26. Common questions raised by ADF members from the various faith groups concern the wearing of beards and the growth of hair in line with their religious traditions as well as seeking guidance in relation to food rations. RACS members have been engaged frequently to provide advice on these matters. In addition the Islamic member has provided guidance for ADF Islamic members on whether they can attend unit / social activities where alcohol is served. Faith Group advice from religious peak bodies assists unit commanders to make decisions for exemptions on religious grounds. RACS is uniquely placed to provide this advice to Defence.

**Functional requirements for multi faith spaces.**

27. At the request of Navy a review of advice relating to the use of Defence facilities for multi-faith spaces was conducted. The review established some common principles that can be provided to Estate and Infrastructure Group prior to any major base redevelopment. These principles can ensure that construction of future faith spaces will best meet the needs of the faith demographics within the ADF. The review also established some common advice in relation to repurposing existing facilities for multi-faith activities. It was determined that whilst some 'repurposing' is possible, it is largely 'in the margins'. Care needs to be taken to ensure that historical and local requirements can be held in tension effectively. True multi-faith approaches will require significant investment.

**Quarterly ADF Religious data**

28. RACS receives a quarterly breakdown of religious affiliation within the ADF that is updated regularly those who identify with the Christian faith are 43% and other faith group affiliated members represent approximately 1% percent of the ADF population.

29. Within the 56% who do not identify with a recognised faith group, only 6% identify of no faith or atheist. Anecdotally, chaplains find that many of the Defence Members who use their services come from the "not applicable" group. To examine this phenomena more thoroughly, a survey has been undertaken by a team of academics (University Ethics Professors and researchers) utilising the "Have Your Say Survey". They also undertook a worldwide literature review as the first step in the process which is to be published in a peer reviewed academic journal in the near future. The survey results should be release soon and we look forward to examining them and their application to Defence.

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### **Air Force Chaplaincy Review**

30. Head Air Force Chaplaincy Review and team engaged with the RACS both as a collective and individually with members. One of the Review's specific requirements was to determine how the relationship between Air Force and RACS is structured. The various discussions with RACS were considered valuable to growing an understanding of the relationship between RACS and Air Force Chaplaincy.

### **ENGAGEMENT OF RACS WITH STAKEOLDERS AND COMMUNITIES OUTSIDE DEFENCE**

#### **Royal Commission into ADF and Veterans Suicide**

31. RACS has provided submissions to the Royal Commission into ADF and Veterans Suicide emphasizing spiritual element of the person as a main contributor to a person's wellbeing. It spoke to the role of ADF chaplaincy wellbeing care of serving personnel. The submission addressed the significant requirement for the pastoral care of ADF Veterans upon separating from the ADF.

#### **National Commissioner for Defence and Veteran Suicide Prevention Task Force**

32. RACS provided a submission to the National Commissioner for Defence and Veterans Suicide Prevention Task Force on 24 Sep 20.

#### **Former ADF Chaplains Support to ADF Veterans**

33. At the request of HPC, RACS has prepared a list of retired ADF chaplains who can be a first point of contact veterans as they move into their new communities. Work continues as to how best to support these volunteer retired Chaplains.

### **IGADF Afghanistan Inquiry**

34. RACS members identified the need to communicate to faith groups in relation to the confronting issue of the content of the IGADF Afghanistan Report. This resulted in proving a letter, in consultation with ADF Welfare stakeholders, to faith group peak bodies. The communication highlighted the concerns of the ADF and outlined where welfare support could be sought.

### **Afghanistan Withdrawal**

35. Recent events in Afghanistan, in particular the recent withdrawal of Australian Forces, have evoked many complex and conflicting emotions. Recognising the important need to process these emotions, RACS members have been involved in various services of prayer and lament across Australia. Feedback has been that these services have been emotive but extremely helpful in processing these emotions for many soldiers.

36. Having an Islamic ADF chaplain on the ground in Afghanistan when withdrawing Australian citizens and Afghan nationals worked well from a religious and cultural perspective.

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## Conclusion

37. RACS has sought to make a significant contribution to ADF capability over a sustained and challenging period for the ADF as this report seeks to demonstrate. RACS is very conscious of its place within Defence. One may perceive that in the current climate, being an advisory committee on religious matters in Defence is a delicate and therefore nuanced matter. It would be a self-defeatist perception for the RACS to conceive that it is outside the Defence's tent. The release in 2020 of Defence's single set of agreed values demonstrates to the RACS that there is no dissonance between being a person of a particular faith tradition and being an effective member of the Defence community. Likewise for the place of the RACS within Defence. The values held by our faith groups align seamlessly and resonate with Defence values in a common voice. The RACS has a firm foundation with Defence through a shared values voice. But the RACS realises that it is required to contribute more than just notionally championing our shared values. It is required to actively participate through its moral, ethical and spiritual contributions in building up the rich fabric of this diverse and inclusive community. RACS is very appreciative of its place within Defence. It acknowledges with gratitude Defence's resourcing and support. It does not take this for granted.

38. The RACS' core business is perennially expressed through the provision of suitable faith-group chaplains on ships, in units and on bases across the country and in deployed space. Expediting the process of appointment and sustainment of Chaplains is the *raison d'être* of the RACS Committee. It is committed to working with Service Chaplaincies in the on-going pastoral care of all Defence personnel, and their families. This is our significant contribution to Defence capability.

39. The RACS would wish to acknowledge the grass roots support that Chaplains receive from commanders at all levels. This support enables Chaplains 'being there' within command's greatest asset, their people.

40. Various CDFs have often acknowledged the place of the RACS within Defence. General Angus Campbell has demonstrated his appreciation on many occasions and for this the RACS is very appreciative.

s22



s47F



Chair  
Religious Advisory Committee to the Services

14 Dec 21

## Enclosures:

1. Memorandum of Arrangements
2. RACS Metrics

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**MEMORANDUM OF ARRANGEMENTS  
BETWEEN THE COMMONWEALTH OF AUSTRALIA  
REPRESENTED BY THE CHIEF OF THE DEFENCE FORCE**

**AND**

**THE ANGLICAN CHURCH OF AUSTRALIA  
THE ASSOCIATED PROTESTANT CHURCHES CHAPLAINCY  
BOARD**

**THE AUSTRALIAN NATIONAL IMAMS COUNCIL  
THE CATHOLIC MILITARY ORDINARIATE OF AUSTRALIA  
THE EXECUTIVE COUNCIL OF AUSTRALIAN JEWRY  
THE NATIONAL SIKH COUNCIL OF AUSTRALIA  
THE PRESBYTERIAN CHURCH OF AUSTRALIA  
THE AUSTRALIAN SANGHA ASSOCIATION  
THE UNITING CHURCH IN AUSTRALIA  
THE VISHVA HINDU PARISHAD OF AUSTRALIA**

**TOGETHER COMPRISING**

**THE RELIGIOUS ADVISORY COMMITTEE TO THE SERVICES**  
(FIRST ISSUED 1981 – REVISED 1991, 2004, 2008, and 2018)

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## **Preamble**

1. Attention to the religious, spiritual and pastoral needs of all Australian Defence Force (ADF) members is a matter of the highest importance. The relationship between the ADF and Religious Institutions has been in place since the early 1900's, leading to the establishment of the Religious Advisory Committee to the Services (RACS) in 1981. To meet the increasingly divergent faith and religious needs of the ADF, a review of the Memorandum of Arrangements (MOA) between the Commonwealth of Australia and the Religious Institutions through the Religious Advisory Committee to the Services dated 2 December 2008, was completed in January 2018.

2. RACS continues to provide a means by which Defence can communicate with Religious Institutions to obtain advice on religion, religious practices and spirituality, whilst ensuring the recruitment of suitable religious ministers to serve as Defence chaplains. To achieve this, it is essential that the Religious Institutions recognise the unique military environment that members of the ADF are engaged in, and ensure that appropriate representatives from their respective Religious Institution are appointed to facilitate the ongoing and collaborative engagement between Defence and RACS.

3. This MOA records the arrangements entered into between Defence and the Religious Institutions listed in Annex A relating to the role and management of RACS in providing religious advice independently of the chain of command.

## **Definitions**

4. See Annex B.

## **Purpose**

5. The purpose of RACS is to provide religious support, including advice, to Defence so as to ensure that the religious, spiritual and pastoral needs of ADF members are appropriately maintained.

6. The objectives of RACS are to:

- a. provide a direct link between chaplains, Defence, and the respective civilian Religious Institutions;
- b. provide a common channel between Religious Institutions in Australia and Defence;
- c. uphold the freedom of all Faith Groups within Defence, seeking to ensure that they are respected, and that reasonable provision, subject to command and operational requirements, is made for the practice of their beliefs;
- d. nominate the Authorised Faith Representatives (AFR) / Principal Chaplain (PRINCHAP);
- e. lead in the exercise of pastoral oversight and care for chaplains and their families;
- f. provide advice and assistance to Defence, chaplains and ADF personnel in the areas of worship, religious education, pastoral ministry, Chapel life, and other areas of religious and moral import.

7. The collective and individual responsibilities of RACS and its members are contained in Annex C to this MOA.

## **RACS Membership**

8. RACS is comprised of those members who are representatives of the Religious Institutions that are signatories to the Agreement (see Annex A), nominated by their authorised Religious Institutions and appointed by the Minister or delegate in consultation with the CDF. These appointments are made, giving due consideration to the ADF operational need, the number of adherents, the ability of the Religious Institution to provide endorsed chaplains and/or religious advice. In deciding on any particular appointment, the Minister or delegate may request alternate or additional nominations from a Religious Institution to ensure the selection of a suitable member for RACS.

9. In addition, specialist advisors may be nominated by RACS and appointed by the CDF as required.

10. Circumstances may arise in which a RACS member wishes to resign his or her appointment, becomes infirm or otherwise becomes unable or unsuitable to continue in his or her position. If the Minister:

- a. receives an application from a RACS member to resign his or her appointment; or,
- b. in consultation with CDF and the nominating Religious Institution, determines that a RACS member is no longer able to perform his or her responsibilities as outlined in this MOA as a result of illness or infirmity; or
- c. in consultation with CDF and the nominating Religious Institution, determines that a RACS member is no longer suitable to continue his or her appointment,

then the Minister may revoke that member's appointment and request that the relevant Religious Institution nominate a replacement member.

11. By formal arrangement, a RACS member may act on behalf of another Religious Institution or Faith Group not represented by this MOA.

12. **Australian Protestant Chaplaincy Board.** The current representatives of the Australian Protestant Chaplaincy Board (formerly Federal United Churches Chaplaincy Board) are detailed at Annex D.

## **Meeting Schedule**

13. RACS will meet three times each year at a location and date advised in writing by the Chair. With the written agreement of the Chair, members may also meet from time to time out of session. Policy may also be agreed out of session by means of electronic communication as authorised by the Chair. A RACS member who is absent from any meeting is to provide the Chair with any relevant reports and an indication of his or her position on any policy matter that is on the agenda of the meeting concerned. Individual RACS members may nominate a substitute to attend meetings in their absence at Commonwealth expense.

14. Working Groups may be raised to meet any specific requirements identified by the Religious Institution, RACS and/or Defence.

15. The Chair of RACS is to be appointed by RACS from within the RACS membership and is to rotate every two years.

16. Head of People Capability (HPC) within Defence shall receive agendas and minutes of RACS meetings and may attend any RACS meeting as necessary.

## **Tenure and Remuneration**

17. Members of RACS are appointed for a period of five years or a period as agreed by the CDF and the Minister. Members may be renominated for a further period of appointment, which will be determined in accordance with the normal appointment process for RACS membership. Specialist advisors may be appointed for such period as determined by the CDF.

18. RACS members may be remunerated up to forty days per annum at the daily fee rate set by the Remuneration Tribunal. The forty days is devoted to RACS work, covering policy, representational and administrative responsibilities.

19. Travelling allowance will be paid at a rate determined by the Remunerations Tribunal.

20. Additional remuneration for time devoted to denominational responsibilities in relation to Serving Chaplains (SERCAT 3, 5, 6 and 7) by faith group and denomination will be based on the daily fee set by the Remuneration Tribunal. The formula for this will be reviewed every two years.

21. The remunerations of RACS members shall be incorporated in a draft budget raised by the Chair to be approved annually by HPC. RACS members are to submit fortnightly diaries and will undertake activities within budget.

22. RACS members should not exceed their annual budget allocation without prior approval of HPC.

23. RACS members are non-uniformed representatives, accorded two-star status, and remunerated in accordance with the rates established by the Remuneration Tribunal for Holders of Part-Time Public Office, with additional remuneration for time devoted to pastoral responsibilities with their respective Chaplains and adherents.

## **Relationship between RACS and the Services**

24. RACS acknowledges that the service chaplains have been specifically authorised by their Religious Institution to provide for the religious and spiritual needs of the adherents of their own Religious Institution while also having a generic responsibility to provide pastoral care and spiritual support to all ADF members and their families.

25. RACS acknowledges the diverse and inclusive nature of the ADF work environment, and the need for ADF chaplains to work within that diversity.

26. The respective DGCHAPs within Defence will be invited to participate in RACS meetings, advise RACS on chaplaincy matters within Defence and their own service and, where required, ensure that RACS advice, on spiritual and religious matters in Defence, is conveyed to and understood by, ADF chaplains.

27. RACS acknowledges that each DGCHAP within Defence is responsible to their respective service chief for the administrative and technical control of chaplains and chaplaincy associated matters.

28. The AFR/PRINCHAP are to provide effective interface between RACS, the members of their Religious Institution and the DGCHAP.

### **Travel and Secretarial Support**

29. RACS members may visit service establishments, units and ships to fulfil their pastoral and spiritual responsibilities to their chaplains and members of their Religious Institution. A RACS member may visit deployed personnel as approved, in writing, by CDF.

30. Any arrangements for, or notification of visits is to be in accordance with the requirements laid down by the service concerned. The relevant DGCHAP will provide advice to RACS members on the single service protocols in regard to visit requests. The Chair of DGCHAPs will provide advice on protocols in Joint Areas.

31. HPC will facilitate RACS visits in accordance with normal travel arrangements. Travel of RACS members from their normal place of residence to meetings of RACS and to service establishments and ships on duty visits is to be at public expense.

32. HPC is to provide secretarial and administrative support to RACS.

### **Amendment of this Memorandum of Arrangements**

33. Amendments to this MOA, other than for the addition of new members to the list of Religious Institutions at Annex A, may be made with the written agreement of all the signatories.

34. Any addition of a new constituent member to the Religious Institutions listed at Annex A shall be at the direction of the Minister for Defence, in consultation with CDF. A written Memorandum of Variation signed by CDF and the Chair of RACS (or their delegates) shall amend the list of constituents in Annex A to include the details of the new member in accordance with any such direction.

### **Implementation of this Agreement**

35. The arrangements contained in this Memorandum will come into effect on the date of last signature.

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Chief of the Defence Force

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on behalf of  
THE ANGLICAN CHURCH OF AUSTRALIA

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on behalf of  
THE ASSOCIATED PROTESTANT CHURCHES CHAPLAINCY BOARD

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on behalf of  
THE CATHOLIC MILITARY ORDINARIATE OF AUSTRALIA

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on behalf of  
THE EXECUTIVE COUNCIL OF AUSTRALIAN JEWRY

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on behalf of  
THE PRESBYTERIAN CHURCH OF AUSTRALIA

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on behalf of  
THE UNITING CHURCH IN AUSTRALIA

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on behalf of  
THE NATIONAL IMAMS COUNCIL OF AUSTRALIA

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on behalf of  
THE NATIONAL SIKH COUNCIL OF AUSTRALIA

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on behalf of  
THE AUSTRALIAN SANGHA ASSOCIATION

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on behalf of  
THE VISHVHINDU PARISHAD OF AUSTRALIA



**Annexes:**

- A. Participating Religious Institutions
- B. Definitions
- C. The Responsibilities of RACS
- D. Associated Protestant Churches Chaplaincy Board

**ANNEX A  
TO RACS MOA  
DATED DEC 18**

**PARTICIPATING RELIGIOUS INSTITUTIONS**

The Religious Institutions participating in these arrangements with the Commonwealth of Australia are:

1. The Anglican Church of Australia;
2. The Associated Protestant Churches Chaplaincy Board, comprising:
  - a. Australian Baptist Ministries;
  - b. The Lutheran Church of Australia;
  - c. The Churches of Christ in Australia;
  - d. The Salvation Army Australia;
  - e. The Australian Christian Churches; and
  - f. The Seventh-day Adventist Church in Australia.
3. The Australian National Imams Council
4. The Catholic Military Ordinariate of Australia;
5. The Executive Council of Australian Jewry.
6. The National Sikh Council of Australia;
7. The Presbyterian Church of Australia;
8. The Australian Sangha Association (Buddhist);
9. The Uniting Church in Australia;
10. The Vishna Hindu Parishad of Australia.

1.

**ANNEX B  
TO RACS MOA  
DATED DEC 18**

**DEFINITIONS**

The following definitions are used in this MOA.

- a. **Advice:** Guidance or recommendations offered with regard to prudent action.
- b. **Authorised Faith Representative:** The ADF chaplain of a Religious Institution nominated by RACS to assist the DGCHAPs in the management of the chaplains of their Faith Group.
- c. **Denomination:** a recognised autonomous branch of the Christian Churches.
- d. **Ecclesiastical:** relating to the Christian Churches or its clergy.
- e. **Ecumenical:** representing/including a number of different Christian Religious Institutions.
- f. **Faith Group:** a particular religious faith; the members of a particular religious faith considered collectively, e.g. Christian Faith Group, Muslim Faith Group, Buddhist Faith Group.
- g. **Multi-faith:** involving or characterized by a variety of religions.
- h. **Pastoral Oversight:** Spiritual care, guidance, protection, encouragement, teaching and nurture provided by authorised religious leaders to grow the spiritual maturity of adherents.
- i. **Principal Chaplain:** The ADF chaplain of a Religious Institution nominated by RACS to assist the DGCHAPs in the management of the chaplains of their Faith Group.
- j. **Religion:** An organised system of beliefs, rituals and symbols designed to facilitate closeness to the sacred or transcendent (God, higher power, or ultimate truth/reality), and foster an understanding of one's relationship and responsibility to others in living together in a community. Depending on the context within the MOA, it may refer to a major religion, denomination or branch within that religion or a smaller religious or faith group of a distinct nature.
- l. **Religious:** relating to a religion; (of a belief or practice) forming part of someone's faith in a divine being.
- m. **Religious Institution:** A legally constituted, visible and organised manifestation of practices and beliefs of a faith community or body within a particular social and historical context. Within the context of the Christian Faith Group, 'Religious Institution' may equate to a denomination.
- n. **Religious Oversight:** Monitoring of religious processes or systems within Defence on specific religious matters to ensure they are conducted efficiently and correctly.
- o. **Spirituality:** the quality of being concerned with the human spirit or soul as opposed to material or physical things.
- p. **Technical Control:** the provision of specialist and technical advice by designated authorities for the management and operation of forces –Annex 1A-3 – Defence Chaplaincy Manual.

**ANNEX C  
TO RACS MOA  
DATED DEC 18**

**THE RESPONSIBILITIES OF RACS**

1. The responsibilities of RACS members are exercised both collectively and individually:
  - a. **Collective Responsibilities:**
    - (1) to maintain an interest in, and offer advice to Defence and its members on Defence Force policy and practice as it relates to the religious and spiritual well-being of all members of the Defence Force. Other matters of general concern or morale may also be addressed.
    - (2) to recommend the appointment of Directors General of Chaplaincy.
    - (3) to make recommendations and provide advice on religious policy within the ADF;
    - (4) to provide advice for:
      - i. forms of worship for ecumenical and religious services;
      - ii. multi-faith ceremonies; and
      - iii. forms of worship used during national occasions throughout the ADF;
    - (5) to communicate with the Minister for Defence on RACS matters, and, as a courtesy, inform the CDF.
    - (6) to report annually to the CDF on RACS activities.
  - b. **Individual Responsibilities:**
    - (1) to exercise pastoral care of chaplains and their families and, where appropriate, to extend pastoral care and religious/sacramental support to Defence Force members and their families;
    - (2) in accordance with relevant religious tradition and discipline, to report to, consult, and be guided on religious policy by their own Religious Institution;
    - (3) to inform Defence on religious policy of their own Religious Institution;
    - (4) to seek out and encourage suitably qualified persons to pursue a vocation in ADF Chaplaincy;
    - (5) to initiate the recruitment and nomination of prospective chaplains for duty with the ADF;
    - (6) act as a religious endorsing authority for chaplains and prospective applicants, and ensure the academic, spiritual and professional standards required by the Religious Institutions for chaplains are met and maintained;
    - (7) to provide initial and continuing endorsement of chaplains endorsed by RACS;
    - (8) to exercise appropriate Religious Institution discipline and religious oversight for chaplains during their periods of service;
    - (9) to monitor the content and appropriateness of the ADF professional and pastoral education of chaplains;
    - (10) to disendorse chaplains who no longer meet the requirements of their respective Religious Institution;
    - (11) to support former chaplains returning to civilian life;
    - (12) to nominate the Authorised Faith Representative(s)/Principal Chaplains for each Service;
    - (13) to communicate with the Minister for Defence on particular Religious Institution matters, and, as a courtesy, inform the Chair.
    - (14) to communicate to the Minister for Defence on any emerging matters which might reasonably be perceived to impact on their suitability for appointment or continuing appointment as a member of RACS.

**ANNEX D  
TO RACS MOA  
DATED DEC 18**

**ASSOCIATED PROTESTANT CHURCHES CHAPLAINCY BOARD**

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on behalf of  
Baptist Ministries Australia

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on behalf of  
Churches of Christ in Australia

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on behalf of  
The Salvation Army Australia

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on behalf of  
The Lutheran Church of Australia

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on behalf of  
The Australian Christian Churches

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on behalf of  
The Seventh-day Adventist Church in Australia





Australian Government  
Department of Defence

## Role Charter

# Religious Advisory Committee to the Services (RACS)

Reference: Memorandum of Arrangements between the Commonwealth of Australia and the RACS Dec 2019

### Intent Statement

The Religious Advisory Committee to the Services contributes to Defence capability through the provision of religious advice and support to address the religious, spiritual, pastoral and character development needs of ADF members.

#### Key Individual Accountabilities

- Responsible to recruit, endorse and pastorally care for ADF chaplains and their families on behalf of their Faith Groups.
- Responsible to provide advice to Defence senior leadership on policy and personnel matters relating to the religious, spiritual, pastoral, moral and ethical needs of ADF members.

#### Contribution to Defence

- Advocate for the freedom of religion within Defence, seeking to ensure that all faiths are respected, and that reasonable provision, subject to command and operational requirements, is made for the practice of recognised faith groups.
- Assist Defence in ensuring that chaplaincy is able to meet the needs of the demographics and faith affiliations of ADF members.
- Contribute to diverse representation within Defence Chaplaincy.
- Provide education and advice on religious policy concerning individual faith groups.
- Contribute to Defence policies and practices that are aligned to a culturally, religiously, and linguistically diverse ADF.

#### Key Metrics

- Attract chaplains to the ADF and provide endorsement to meet Defence capability requirements.
- Contribute to religious policy.
- Promote participation and representation of diverse groups within chaplaincy.
- Provide pastoral care and oversight to some Defence Chaplains, their families and ADF members. Provide specified transition support.
- Provide representational support.

#### Key Shared Accountabilities

- Provide a direct link for chaplains and Defence with their respective faith groups.
- Provision of character development, moral and ethical advice to Defence.
- Responsible to engage with faith groups to ensure suitable representation and understanding within Defence.
- Provide reports and representation for key ADF Chaplaincy and faith group fora.
- Work with the Groups and Services to provide a comprehensive network of religious, spiritual and pastoral needs to ADF members.



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## Metric #1 – Attract chaplains to the ADF and endorse them to meet establishment and liability requirements

RACS Member: ..... Faith Group: ..... Reporting Period (quarterly) .....

Recruiting Engagements <sup>(1)</sup>		Endorsement by AD460 <sup>(2)</sup>		Appointed <sup>(3)</sup>		Transfers from the ADF <sup>(4)</sup>		Comments <sup>(5)</sup>
M	F	M	F	M	F	M	F	

### Table Notes:

1. Recruiting Engagements: A recruiting engagement refers to any contact with either a single person or group of people for the purposes of determining whether they can be further progressed within the recruiting pipeline. It is recognised that several interactions may occur for any single candidate or group prior to proceeding to the endorsement stage. Engagements are to be recorded only once per person/group.
2. Endorsement AD460: Actual number of candidates progressed from interview to formal endorsement by AD460.
3. Appointed: The number of candidates progressed through Defence Force Recruiting & Officer Selection Board and appointed a Defence Chaplain.
4. These figures are only to include those who will no longer be rendering service. Under the Total Workforce Model this means those transferring to SERCAT 2.
5. Comments: Remarks such as reason or number of candidates failing at interview, medical, Officer Selection Board. This information, particularly trends that are identified, will assist recruiting stakeholders apply resources to improve the effectiveness and efficiency of recruiting resources.
6. Those participants In Service Training Scheme/Undergraduate Training Scheme are only to be included post AD460 endorsement.

Strength Statement as at: .....(completed by SO Recruiting and forwarded to RACS members for verification)

	Army				Navy				Airforce				Totals
	M	F	LTS M	LTS F	M	F	LTS M	LTS F	M	F	LTS M	LTS F	
Permanent (SERCAT 6-7)													
Reserve (SERCAT 3-5)													
Totals													GRAND TOTAL

**Table Notes:** LTS: Long Term Schooling (students) / curates)



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## Metric #2 – Contribute to religious policy, religious expression and the development of character, moral and ethical advice to Defence

RACS Member: ..... Faith Group: ..... Reporting Period  
(quarterly): .....

	Description of engagement <sup>(1)</sup>	Outcomes <sup>(2)</sup>	Contribution to capability <sup>(3)</sup>
<b>1</b>	<b>Example 1:</b> Sought advice from the relevant Faith Group Council on the wearing of religious jewellery (necklace worn under a shirt) whilst a Defence member in uniform.	RACS will need to write to the relevant Ceremonial Cell in each of the Services requesting an amendment be made to the relevant Dress Manual.	Progression of this matter will both directly and indirectly assist in the recruiting of members into the Defence Force across the various Faith Groups.
<b>2</b>	<b>Example 2:</b> Faith Group Council contacted RACS member to discuss allegations of religious discrimination against Defence member by ADF personnel.	It is recommended that the matter be reported to the Chain of Command and mentioned to HPC by the RACS Chair.	Religious observance is protected under the Constitution of Australia (Section 116) and The United Nations Universal Declaration on Human Rights (Article 18). Reporting this matter supports ADF Values and makes the ADF more attractive as an employer of choice.
<b>3</b>	<b>Example 3:</b> Conducted a facilitated discussion promoting respect across the faith domain.	Area co-ordinating Chaplains have been asked to conduct pass this information on to their own teams which will ensure wider propagation of this important topic.	The conduct of this discussion directly supports the implementation of the ADF values improving culture and building capability through a diverse and inclusive workforce.

### Table Notes:

1. Description: Details of engagement should be listed here. Only key engagements should be listed here and where they have an identifiable contribution to capability. An example could be where a RACS member attends an employment category review offering key input over a number of days as to how the job specification for a Chaplain might be developed into the future. Other examples of possible key engagements are provided and could include sensitive issues or a first-time engagement that might be significant for the ADF in the future.
2. Outcomes: This section should provide an indication as to what the outcome of the engagement was. This could be that an agreement was made by the lead party to submit a policy change to the delegate. Alternatively, this section could outline what future contributions/commitments might be evident in the future. For example, a further working group might be scheduled in the next month.
3. Contribution to Capability: A clear contribution to capability should be identified.



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### Metric #3 – Promote appropriate participation, representation and care of diverse groups within chaplaincy

RACS Member: ..... Faith Group: ..... Reporting Period (quarterly): .....

Initiatives and undertakings should take into account the following Defence priorities:

- Defence Values of Service, Courage, Respect, Integrity and Excellence
- ADF Mission Set: *“To defend Australia and its national interests in order to Advance Australia’s security and prosperity”*.
- One Defence (Defence is fit for purpose and is able to deliver against its strategy with the minimum resources necessary)
- Any targets mandated by COSC

	Diversity Group	Description of initiative or undertaking	Contribution to Capability
1	Women in Chaplaincy <sup>(1)</sup>	<b>Example 1:</b> Brief at the WCWG annual meeting and contribute to the paper. Develop initiatives plan for RACS	This initiative directly contributes to achieving the ADFs specified recruiting targets thereby gaining a greater and necessary segment of the Australian population
2	Faith Group representation	<b>Example 2:</b> Attend National Faith Group leaders conference and provide a presentation in relation to Chaplaincy in the ADF	Attracting required members of each faith group will improve recruiting of diverse faith groups into the ADF

#### Table Notes:

1. Provide details of policy and activities undertaken that promotes the participation and representation of women in chaplaincy.

Examples might include:

- a. Providing for the delivery of a keynote address by a female leader at a Defence Chaplains annual Retreat.
- b. Circulating for discussion by RACS members’ policy documents on this topic developed by allied Defence Forces.





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## Metric #4 – Provide pastoral care and oversight to Defence Chaplains and their families.

RACS Member: .....

Reporting Period: .....

Chaplains & Families		ADF Personnel <sup>(1)</sup>		Comments
Contact	Visit	Contact	Visit	

Total Chaplains in portfolio:  
(from “grand total” metric 1)

Chaplains engaged this period <sup>(2)</sup>:

Cumulative total<sup>(3)</sup>

**Note:** It is the requirement for Faith Group Leaders to provide ongoing endorsement of Chaplains. Where endorsement of a Chaplain is not possible this is to be communicated to the relevant service Director-general.

### Table Notes:

1. RACS members may provide oversight to ADF members of their faith group especially where there is no Chaplain of that FG. This is to be deliberate and focused pastoral care that is specific to and limited by the RACS members’ responsibilities within the pastoral care net. Examples include:
  - a. Conducting a confirmation service for a Defence family member.
  - b. Pastoral visit to the family of a deployed chaplain.
  - c. Conducting a religious festival for serving members and families of a minor Faith Group (e.g. Hindu festival of Rama Navami).
2. This number represents the number of engagements within the quarterly reporting period, for example 01 Aug – 31 Oct.
3. This number represents the cumulative total of Chaplains engaged in each reporting period. At the end of the final reporting period for a year (01 Nov – 31 Jan) this figure should be in proximity to the total Chaplains in portfolio as possible, representing appropriate coverage across the portfolio.





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## Metric #5 – Provide representational support

RACS Member: ..... Faith Group: ..... Reporting Period (quarterly): .....

Representational activity	Activity Location <sup>(1)</sup>	Purpose <sup>(2)</sup>	Contribution to Capability

### Table Notes:

1. RACS members may provide oversight to ADF members of their faith group especially where there is no Chaplain of that FG.
2. Comments: This metric is designed to capture any activities by RACS members that are not captured by other metrics. The purpose of visit should indicate the value provided to Defence and highlight where this may be different or unique to that provided by a regional chaplain.