

## Instructions

- ❖ Clearly Print all 4 Pages
- ❖ Your Legal Name **MUST** be used
- ❖ Your physical Address (Residence) **MUST** be listed – If you use a PO Box for mail, the application has a place for you to note that Full Address.
- ❖ Your Social security **WILL** be kept in confidence
- ❖ Membership levels will be assigned by the IFPCC Staff
  - a. Charter Member-Board Certified
  - b. Charter Member
  - c. Associate/Student Member

Must supply all supporting documents including, but not limiting to:

- Photocopy current driver's license
- Photocopy current student identification card (if applies)
- Photocopy all Ordination or Ministerial Appointments and/or license documents
- To date fingerprint card (we can supply card if needed)
- To date local background check (must be obtained every 2 years)
- One reference letter – moral, ethical standards
- One reference letter attesting to spiritual conduct and status
- Copies of academic transcripts (if applies)
  - \*Original, sealed transcript documents may be required if applicant is candidate for Professional Certification status.
- Completed membership application which includes Statement of Faith, and Code of Ethics (abbreviated form) document.
  - \*Completed 42 page Code of Ethics is required if applicant is candidate for Professional Certification status.
- If applying for membership, but Ordination covering has NOT been obtained, please call our offices to ascertain procedure.
- Photocopy of current, active Professional Liability Insurance coverage, showing limits.
- Recent Resume
- Two Passport Photo's absolutely **NO** exceptions  
(CVS Pharmacy/AAA/Walgreens, Local Postal Offices, etc. will take this for you)
- Payment of \$125.00 **US Dollars only** (Annual Membership Fee due by Jan. 31<sup>st</sup>)
  - \* **Applications received after Jan. 31<sup>st</sup>** must include the additional \$25.00 Badge Fee
  - \* All IFPCC Badges expire annually on January 1<sup>st</sup>.
- ❖ Renewal members **MUST** send all pertinent, current information, including insurance, student identification card, and full membership applications. Duplication of all documentation need not accompany renewal forms, unless member has changed legal address. Please be certain to include current telephone contact information and email address.
- ❖ Affiliate members, or those applying for membership as a Professional Faith-Based Mediator, must complete the Code of Ethics. This insures that those supporting the Mission of Professional Pastoral Counseling and Chaplaincy subscribe and adhere to the same high moral and ethical standards as do our Charter and Student members. Thank you for your kind cooperation in maintaining the dignity, and high quality of our professional calling.

Because of the nature of the I.F.P.C.C., membership fees are not prorated.

**Any questions can be directed to us at (727) 771-1112, or toll free at 1-877-OUR-IFPC**  
**I.F.P.C.C. Mailing Address: P.O. Box 572, Palm Harbor, FL, U.S.A. 34682**

# International Fellowship of Pastoral Counselors and Chaplains

## Membership Form

Date \_\_\_\_\_ Check Here \_\_\_\_\_ if after Jan. 31<sup>st</sup> (\*see details below)

Legal Name (**PLEASE PRINT**) \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip / Postal Code \_\_\_\_\_

Country \_\_\_\_\_ P.O. Box Address \_\_\_\_\_

Complete Ministry or Business Address \_\_\_\_\_

Social Security (Will NOT be Released) \_\_\_\_\_ Date of Birth \_\_\_\_\_

New Member \_\_\_\_\_ Renewal \_\_\_\_\_ Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Renewal Members Include your Member Number \_\_\_\_\_

Membership requirements:

- Fingerprints (we can supply a card if needed)
- Local Background Check (must be obtained every 2 years)
- Letter of Spiritual Maturity and
- Letter of Moral Character
- Academic Transcripts (if applicable, can be copies)
- Recent Resume (renewals please send a copy if updated)
- (2) Passport Photos  
(CVS Pharmacy/AAA/Walgreens, Local Postal Office etc. will take this for you)
- Photocopy of driver's license
- Payment of \$125.00 **US Dollars only** (Annual Membership Fee due by Jan. 31<sup>st</sup>)  
\* **Applications received after Jan. 31<sup>st</sup>** must include the additional \$25.00 Badge Processing Fee

**Credit Card Payments:** Visa \_\_\_\_\_ Master Card \_\_\_\_\_ Card # \_\_\_\_\_  
Expiration Date \_\_\_\_\_ BILLING Zip Code \_\_\_\_\_ Security Code \_\_\_\_\_

**Member Signature:** \_\_\_\_\_

**An additional \$2.50 charge will be made if using a credit card. All fees are NON-RFUNDABLE.**

Mail all requirements and this form to: IFPCC, P.O. Box 572, Palm Harbor, FL, U.S.A. 34682

**Or call (727) 771-1112 for more information or with your questions or concerns. Thank You!**

---

# The International Fellowship of Pastoral Counselors and Chaplains

---

**This is a subset and abbreviated version of the IFPCC Ethics Document**  
**CODE of ETHICS STATEMENT for PASTORAL COUNSELORS and Chaplains**

## PREAMBLE

As Members of the International Fellowship of Pastoral Counselors and Chaplains, we commit to the basic, traditional Biblical values, and to the dignity, merit and worth of human life. We are dedicated to the growth and welfare of those who seek our counsel and ministry, and to the diligent maintenance of moral and ethical times, according to both Biblical and state laws and standards. This personal responsibility and accountability is expressed in the Biblical quality of our relationships with colleagues, friends, those whom we shepherd and heal, our students, the practice of our faith, and through the acceptance and practice of the principals and procedures of this Code of Ethics. In order to uphold ourselves as professionals in the Lord's ministry of healing and counseling, as members of I.F.P.C.C., we covenant to accept the following foundational premises:

- Ⓐ. To maintain responsible association with, and to remain faithful and true to, our ministerial calling, to guard our sacred trust and position as counselors, and to protect the reputation of fellow Pastoral Counselors and Chaplains, by our high moral and ethical standards and behavior, which will ensure the continuation of public confidence in our counseling profession.
- H. To avoid stereotyping, unwarranted discrimination, or refusing professional counseling assistance to anyone on the basis of age, disability, ethnicity, race, gender, sexual orientation, religion, national origin, or any other affiliation.
- C. To commit to engage in continuous efforts to improve, advance, and amplify our professional services through continuing educational activities, clinical experience, and active support and participation in the events, conferences and gatherings of the I.F.P.C.C.
- D. To maintain a high level of integrity and professional standards, which will always reflect positively on our ministries, the Gospel, and the personal responsibility we have to our counselees.
- K. To recognize and acknowledge through complete disclosure, the scope and limitations of our professional capacity, to diligently avoid any misrepresentation of professional competence, and to minister to the hurting within those limitations and boundaries.
- E. To establish and maintain appropriate professional relationship boundaries, and to certify that we will never engage in personal, social, organizational, financial, or sexual misconduct which will lead to the breach of the sacred trust of the counseling setting.

## CODE FOR PROFESSIONAL PRACTICES

In all professional matters, Members of I.F.P.C.C. shall always maintain a standard of excellence while practicing their counseling and ministry, that shall advance the sanctity and honor of this profession, protect the personal welfare of each counselee, and ensure the counselor governs himself lawfully according to God, church, and by the rules and regulations of the state in which the professional is counseling.

- A. We commit to use our professional knowledge and associations for the benefit of the people we serve and not to secure unfair financial gain or personal advantage.
- B. We shall clearly represent our professional affiliations, level of memberships where applicable, highest degree described by discipline, type and level of certifications, and any church, state, or other licensures, and agree to take personal responsibility to operate our ministries and counseling profession within the scope and limitations of documental competence.
- K. We commit to take responsibility to conform to the laws governing remuneration for faith-based counseling, including the actual formation, covering, and operation of the counseling arena/church, or charitable organization and, if pertinent, 501 (c) 3-type structure, as well as conducting profession activities in accord with Biblical principals.
- D. We commit to discuss service donations, fees, or other financial arrangements in the same ethical matter as we discuss all professional and contractual matters: in simple, straight-forward language, and keeping the counselee's emotional state as a factor in their comprehension of details, we commit to make available all disclosure and other information as is necessary to conduct our counseling ministry above reproach and in a manner that is conducive to counselee growth and healing.
- M. We commit to offer counseling, or other ministry service as competence allows, to individuals, families, groups, and even communities, when in crisis, without regard to financial remuneration (and for the help of those hurting), if that situation becomes necessary.
- N. We covenant that products or services provided by us as counselors, by means of instruction, lecture, seminars, demonstrations, written articles or books, public announcements, programs, or other media exposure, shall meet the criteria cited in the Code of Ethics, and that before we engage in any collateral business by way of product resale, we shall perform our due diligence regarding the rules and laws for resale in the state in which we counsel.
- O. Announcements and brochures promoting our services shall describe same with accuracy and dignity, devoid of all claims or evaluation. We may send.
- H. We do not make public statements which contain any of the following:
  - 1. A false, fraudulent, misleading, deceptive or unfair statement.
  - 2. A misrepresentation of fact or statement likely to mislead or deceive due to partial disclosure of fact.
  - 3. A testimonial from a counselee regarding the quality of this ministry's services or products, or comparing the desirability of offered services.
  - 4. A statement intended to cause, or likely to create false or unjustified expectations of favorable results in the counseling arena.
  - 5. A statement implying unusual, unique, or one-of-a-kind abilities, including misrepresentation through sensationalism, exaggeration or superficiality.
  - 6. A statement intended or likely to exploit general fears, anxieties or emotions.
  - 7. A statement of direct solicitation for individual potential counselees.

Advertisements or announcements we may choose to publish, especially with the appearance of an endorsement of any activity by the I.F.P.C.C. of workshops, clinics, seminars, growth groups or similar services or endeavors, are to give a clear statement of purpose and a clear description of the experience to be provided, and must be accepted by the Board of the I.F.P.C.C. before the use and publishing of the I.F.P.C.C. endorsement. The education, training and experience of the provider (s) involved are to be appropriately specified, at their own responsibility.

- I. We agree that we have an obligation to withdraw from the ministry of counseling or chaplaincy, if we violate the Code of Ethics, or if our mental or physical condition renders us unable to maintain a professional relationship. We agree to hold the I.F.P.C.C., Inc., harmless in all our activities, transactions, programs, exposures, and professional dealings, including our personal, freewill choices or representations, and accept personal responsibility for our actions, behaviors, words, and misrepresentations of the public, especially should such actions or legal or behavioral breach result in a criminal or civil lawsuit. Our signature below attests to our personal responsibility to our own private ministry. The I.F.P.C.C. is not responsible for any member's thoughts, member's actions outside the realm of the state and local laws resulting in criminal or civil discipline or incarceration, shall be grounds for immediate dismissal and termination of all member's rights and privileges as held under membership in this organization.

### CODE FOR CLIENT RELATIONSHIPS

The primary responsibility of Pastoral Counselors and Chaplains is to respect the integrity of their profession, and promote the welfare and best interests of those to whom they minister. The counselor or chaplain is committed to take all necessary precautions to respect and regard confidentiality in every arena and setting, including group counseling, to take reasonable precautions to protect individuals from physical and/or trauma resulting from group or family interactions. A professional Pastoral Counselor or Chaplain must also carefully consider the physical and emotional condition of the person to whom they are ministering and to guard the confidentiality and privacy of each person as much as possible; to proceed with each session or interaction with as much diligent sensitivity and caution as humanly possible, and to understand the scope of "conflict of interest".

- A. We commit to make only the most accurately framed, and realistically stated comments, offering as much information possible to aid the person to whom we are ministering in making appropriate decisions regarding the ministerial process, and understanding the possible options, and ramifications of outcome and/or termination by either party, especially when the minister is a Professional Pastoral Counselor.
- B. Professional Pastoral Counselors commit to the counseling process and will not abandon or neglect counselees. If we contractually cannot continue the professional relationship, every reasonable effort will be made to arrange for referral to another professional. We shall not continue any counseling relationship for longer than is necessary to benefit the counselee.
- C. Professional Pastoral Counselors will not counsel outside the scope and limitation of our education, experience, Biblical training, or understanding, in order to ensure we have attempted to heal and guide our counselee to the best of our legal, documented, disclosed, and competency levels.
- D. We acknowledge the sanctity and the trust of both ministry of counseling and the ministry of Chaplaincy, and are aware of the possible exposure and vulnerability to the complexity of the relationship by those to whom we minister. Therefore, we shall not use, exploit, harass, or coerce anyone, and commit to avoid all dual relationships (supervisory, business or personal) which could impact the health, moral condition, our own personal or professional judgment, or the integrity of the profession, when interacting with those to whom we minister.
- E. Professional Pastoral Counselors and Chaplains commit to be aware of the emotional state of the person to whom we are ministering, and when there is an indication of clear and imminent danger to the counselee, Counselor/Chaplain, or other party, the Counselor or Chaplain must be responsible to perform reasonable action to diligently adhere to state laws regarding mandatory reporting of such condition to the proper and responsible authorities.
- F. Professional Pastoral Counselors and Chaplains must keep records of the counseling relationship, including tapes and electronic storage which shall contain accurate data and be handled in the strictest confidence according to state or federal privacy-act guidelines, and shall maintain all records for a minimum of five (5) years after termination, even extending to any period after counselee's death. All Internet counseling is to be governed with the same confidentiality and all e-records are to be kept in the same strict, secure environment as other forms of records. Any counselee records or data used for teaching, training or research shall be so disguised as to protect the counselee's identity, otherwise it may only be used with the express written consent of the counselee.
- G. Professional Pastoral Counselors commit never to divert or recruit to our own individual counseling office or ministry, any counselee under the care of another professional.
- H. Professional Pastoral Counselors commit to encourage and cultivate counselee adaptability and growth towards self-actualization and self-direction, so that the counselor does not become the decision maker in the process, or foster any future unhealthy dependency on the counselor.
- I. Professional Pastoral Counselors and Chaplains do not engage or condone any unethical behavior, and we especially covenant to refrain from sexual intimacy and/or harassment with counselees or those to whom we minister, even should that person consent to such behavior or involvement. Sexual behavior is defined as, but not limited to, all forms of overt and covert seductive speech, gestures, and behavior as well as physical contact of sexual nature; harassment is defined as, but not limited to, repeated comments, gestures or physical contacts of a sexual nature. All sexual behavior or harassment as defined in the above paragraph is unethical.

We commit to, and sign this Code of Ethics for Statement for Pastoral Counselors and Chaplains

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Membership Number: \_\_\_\_\_

**It is understood that the above ethical behavior standards, and code of conduct will naturally apply to those that are seeking membership as Professional Faith Based Mediators.**