



Dr. Larry N. Chamberlain, President

MEMORANDUM

To: Tom Avey, Robert Fetterhoff, and Fellowship Council
From: Larry Chamberlain
Re: Revision to Chaplaincy Policy and Procedure and Recommendation re Appointment of Endorsing Agent
Date: November 28, 2011

It remains a high honor and privilege to provide administrative and subsidized support for the office of the Chaplains Endorsing Agent and the ministry of the Eagle Commission, per the working agreement dated February 7, 2005 (a copy of which is attached), following the restructuring of Grace Brethren North American Missions and Grace Brethren Investment Foundation.

While the attached agreement has worked very well (the original with GBNAM dating back to 1988), we have been made aware recently that GBIF can no longer solicit charitable contributions across state lines without registering under state charitable solicitation regulations, which is a costly venture. Working with legal counsel, however, we have modified the existing agreement to stipulate that solicitations for contributions for the chaplaincy ministry shall be made from the FGBC, which is a church-controlled organization, does not file an annual 990 report, and thereby is exempt from registration obligations, per John Butler, Attorney at Law, Capin Crouse. GBIF, on the other hand, is a self-governing not-for-profit and is required to file an annual 990 report and therefore subject to charitable solicitation registration requirements.

The modified agreement is attached, approved on November 19 by our Board of Directors in Long Beach, CA. We are submitting the modified agreement for your official approval. The letterhead for the Eagle Commission letters will indicate The Fellowship of Grace Brethren Churches in place of Grace Brethren Investment Foundation, with return envelopes addressed to a PO Box in the name of the FGBC. A separate checking account will be maintained for the deposit of those gifts. Our staff will continue to process the funds and provide periodic reports to the FGBC office. All of those details will be worked out with the Fellowship Coordinator. It is permissible for me to continue to write the monthly letters to the Eagle Commission, as I have done since 1988, so long as I do not sign as President of GBIF, nor is GBIF on the letterhead.

Also at our board meeting this month, we passed a motion to recommend to the Fellowship Council the appointment of Lt Col Mark Penfold, U.S. Army, to succeed Col John Schumacher as the FGBC Endorsing Agent, effective upon John's retirement from this position, probably in late 2013, which is the approximate date of Mark's planned retirement from the Army. I have personally known Mark since his days as Associate Pastor of Winona Lake GBC and throughout his chaplaincy career and recommend him highly for this position. His official bio and picture is attached. We recommend your approval of Mark at the January 2012 meeting of the Fellowship Council.

Thank you for your consideration of these matters . . .

Respectfully, with warmest regards,

A handwritten signature in black ink, appearing to read "Tom Schumacher".

**POLICY AND PROCEDURE
of the
CHAPLAINCY MINISTRY
FELLOWSHIP OF GRACE BRETHREN CHURCHES
(Amended Draft February 7, 2005)**

Statement of Purpose:

We understand the purpose of chaplain ministry to be the sending of qualified representatives from local churches to minister the Word of God in specialized settings.

Authority:

The Fellowship Council is authorized to name endorsing agents to function on behalf of all our churches. Specialized settings for which endorsing agents will serve include the military chaplaincy, the Veteran's Administration chaplaincy, and the Civil Air Patrol chaplaincy. Upon request, endorsing agents will also serve other settings such as fire, police, hospital, prison, and industrial chaplaincies.

Responsibility:

Endorsing agents shall serve indefinite terms by approval of the Fellowship Council under the sponsoring auspices of Grace Brethren Investment Foundation, Inc., hereafter called the parent organization.

- A. The parent organization will provide support for endorsing agents, and may employ its staff in support of chaplain ministry.
- B. The parent organization is responsible for the development of chaplain ministry. This responsibility includes, but is not limited to, the enlistment of chaplains, the raising and management of funds, and encouraging the prayerful support of Grace Brethren people.
- C. A "Chaplain Committee" will be formed by the parent organization to provide support for the chaplain ministry. The Committee will report to the Board of Directors of the parent organization, and the Board of Directors will report to the Fellowship Council on matters pertaining to chaplain ministry. The Committee will be composed of Board members from the parent organization. Endorsing agents and designated staff from the parent organization will serve as ex officio members of the Chaplain Committee.

Initial Endorsement:

The Endorsing Agent is authorized to grant initial endorsement for ministry in specialized settings according to procedures established by the Chaplain Committee and approved by the parent organization.

Continuing Endorsement:

The Endorsing Agent is authorized to grant continuing endorsements as he deems appropriate, and as additional endorsements are needed or required.

Withdrawal of Endorsement:

The Endorsing Agent is authorized to withdraw our endorsement for ministry in a specialized setting upon one or more of the following conditions:

- A. The transfer of a chaplain's credentials to another faith group.
- B. Persistent failure of the chaplain to faithfully represent our view of Christian faith and practice as expressed in our Statement of Faith, on condition that:
 - 1. Allegations of such failure are received from the chaplain himself, the chaplain's commander/supervisor, or at least two ministers familiar with the chaplain's life and work.
 - 2. The chaplain is personally notified of allegations of such failure by the Endorsing Agent or his representative.
 - 3. The allegations of such a failure are communicated to the Chaplain Committee to consider the withdrawal of our endorsement.
 - 4. If the Chaplain Committee agrees that the endorsement should be withdrawn, the Endorsing Agent will notify in writing the chaplain and the agency for which he works.
- C. Moral failure, following an investigation and determination by the Endorsing Agent, following the procedure as outlined above (B:1-4).
- D. Repeated failure to respond to requests for ministry updates from the Endorsing Agent.

Statement of Support:

We call upon Grace Brethren Churches in the United States of America to support fully all men called and commissioned to fulfill ministry in our national military services, and we encourage qualified pastors to prayerfully follow God's leading into effective ministry for Christ within the Active and Reserve components of our military services.

POLICY AND PROCEDURE
of the
CHAPLAINCY MINISTRY
FELLOWSHIP OF GRACE BRETHREN CHURCHES
(Amended Draft November 7, 2011)

(Adopted by the Board of Directors, Grace Brethren Investment Foundation, 11/18/11)

Statement of Purpose:

We understand the purpose of chaplain ministry to be the sending of qualified representatives from local churches to minister the Word of God in specialized settings.

Authority:

The Fellowship Council is authorized to name Endorsing Agents to function on behalf of all our churches. Specialized settings for which Endorsing Agents will serve include the military chaplaincy, the Veteran's Administration chaplaincy, and the Civil Air Patrol chaplaincy. Upon request, Endorsing Agents will also serve other settings such as fire, police, hospital, prison, and industrial chaplaincies.

Responsibility:

Endorsing Agents shall serve indefinite terms by approval of the Fellowship Council and under the administrative support of Grace Brethren Investment Foundation, Inc., hereafter called the Administrative Organization (hereafter, AO).

- A. The AO will provide seconded administrative support for Endorsing Agents, and may employ its staff in support of chaplain ministry.
- B. The AO is responsible for the development of chaplain ministry. This responsibility includes, but is not limited to, the enlistment of chaplains and encouraging the prayers of Grace Brethren people for chaplains and their families.
- C. Funds raised for the Chaplaincy ministry shall be solicited from the Fellowship of Grace Brethren Churches and maintained in the name of the Fellowship of Grace Brethren Churches – Chaplaincy Ministry and under the FGBC's tax identification number, separate from the AO's accounts and tax identification number.
- D. A "Chaplaincy Committee" will be formed by the AO to provide accountability and administrative support for the chaplaincy ministry. The Committee will report to the Board of Directors of the AO, and the AO will report to the Fellowship Council on matters pertaining to chaplain ministry. The Committee will be composed of Board members and designated staff from the AO. The Endorsing Agent shall be a member of the Committee.

Initial Endorsement:

The Endorsing Agent is authorized to grant initial endorsement for ministry in specialized settings according to procedures established by the Chaplain Committee and approved by the AO and FGBC.

Continuing Endorsement:

The Endorsing Agent is authorized to grant continuing endorsements as he deems appropriate, and as additional endorsements are needed or required.

Withdrawal of Endorsement:

The Endorsing Agent is authorized to withdraw our endorsement for ministry in a specialized setting upon one or more of the following conditions:

- A. The transfer of a chaplain's credentials to another faith group.
- B. Persistent failure of the chaplain to faithfully represent our view of Christian faith and practice as expressed in our Statement of Faith, on condition that:
 - 1. Allegations of such failure are received from the chaplain himself, the chaplain's commander/supervisor, or at least two ministers familiar with the chaplain's life and work.
 - 2. The chaplain is personally notified of allegations of such failure by the Endorsing Agent or his representative.
 - 3. The allegations of such a failure are communicated to the Chaplain Committee to consider the withdrawal of our endorsement.
 - 4. If the Chaplain Committee agrees that the endorsement should be withdrawn, the Endorsing Agent will notify in writing the chaplain and the agency for which he works.
- C. Moral failure, following an investigation and determination by the Endorsing Agent, following the procedure as outlined above (B:1-4).
- D. Repeated failure to respond to requests for ministry updates from the Endorsing Agent.

Statement of Support:

We call upon Grace Brethren Churches in the United States of America to support fully all men called and commissioned to fulfill ministry in our national military services, and we encourage qualified pastors to prayerfully follow God's leading into effective ministry for Christ within the Active and Reserve components of our military services.

Chaplain (LTC) Mark Penfold

Chaplain Mark Penfold, from Michigan City, Indiana, received his commission as a Chaplain Candidate on 11 November 1986. Upon completion of seminary and the Chaplain Officer Basic Course, he served 8 years in the Army Reserve. His assignments included the 601st MP Battalion, Fort Wayne, IN, the 384th MP Battalion, Fort Wayne and the 2d Battalion, 70th Training Brigade (IT) at Grissom Air Force Base.

He entered active duty as a chaplain in January 1995. His first active duty assignment was with the 2d Battalion, 22d Infantry, in the 10th Mountain Division (L), Ft Drum, NY. After three years at Ft Drum, he was assigned to Germany to the 94th Engineer Combat Battalion (Heavy), in Vilseck and deployed with the unit to Kosovo during KFOR 1A. He served as brigade chaplain in the 3d Brigade ("Iron Dukes"), 1st Infantry Division (FWD) in Germany from July 2000 to July 2002. He was selected for Advanced Civilian Studies and attended Duke University, completing a Master's degree in Ethics in May 2003. He served from 2003-2007 as Chaplain/Instructor at the U.S. Army Transportation School, Ft Eustis. In July 2007, he was assigned as Brigade Chaplain with the 1st Air Cavalry Brigade, 1st Cavalry Division (Camp Taji, Iraq and Ft Hood). Shortly after returning from Iraq, he was assigned to Ft Lee, VA as the Deputy Installation Chaplain with a follow-on assignment as the Deputy Garrison Chaplain for Operations, Plans, and Mobilization Chaplain at Joint Base Langley Eustis, VA. He is currently assigned as the Chief, Training Execution Division, U.S. Army Chaplain Center and School, Ft Jackson, SC.

Chaplain Penfold holds a Bachelor of Arts from Grace College, Winona Lake Indiana. He also earned both the Master of Divinity degree and Master of Theology degree from Grace Theological Seminary and a Master of Theology degree in Ethics from Duke University. He is currently working on a Doctor of Ministry degree at Columbia International University.

Chaplain Penfold's military education includes the Chaplain Basic and Advanced Courses, Jungle Operations Training Course, NATO Staff Officer Orientation Course, Command and General Staff College, Chaplain Lieutenant Colonel Course, Instructor Training Course and the Systems Approach to Training Basic Course, and the TRADOC Training and Education Middle Manager Course.

His awards include the Meritorious Service Medal (w/3 OLC), Army Commendation Medal (w/2 OLC), Army Achievement Medal (2), Army Superior Unit Award, Reserve Component Achievement Medal, National Defense Medal (2), Kosovo Campaign Medal, Iraq Campaign Medal, and Global War on Terrorism Service Medal, Armed Forces Service Medal, Armed Forces Reserve Medal, Army Service Ribbon and the NATO Medal. Chaplain Penfold was named TRADOC Officer Instructor of the Year in 2004 and he has earned the Air Assault Badge. He is endorsed by the Fellowship of Grace Brethren Churches.

He is married to the former Robin Weik also of Michigan City, Indiana. They have two adult sons, John, who completed 6 years active duty in the Army assigned to Ft Bragg and Ft Huachuca and Matthew, who is in his first year of medical school at Debusk College of Osteopathic Medicine on scholarship with the Air Force.

