



Chapter Operations Manual

University · Church · Regional · State · Field-of-Practice Chapters

North American Association of Christians in Social Work

Equipping members to integrate Christian faith and professional social work practice

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1. About This Manual

Welcome, and thank you for your interest in strengthening the NACSW chapter network. This manual is the single operating reference for anyone starting, leading, or supporting an NACSW chapter — including chapter organizers, faculty and church liaisons, regional coordinators, chapter officers, and the students, practitioners, and educators who make chapter life possible.

It consolidates two previously separate documents — the NACSW Chapter Handbook and the 2026 Chapter Membership & Pricing framework — into one place and clarifies the questions chapter organizers most often ask: what type of chapter fits my setting, what it costs to start and maintain a chapter, who needs to hold NACSW membership, and how a chapter is chartered and renewed.

How to use this manual. Sections 2–4 orient you to NACSW and the chapter types. Section 5 explains membership and pricing — start there if your first question is about cost. Sections 6–10 cover benefits, roles, chartering, operations, and annual requirements. The appendices contain the working forms.

2. About NACSW

The North American Association of Christians in Social Work (NACSW) is a professional organization dedicated to promoting excellence in social work practice among Christians. NACSW welcomes Christians in social work and supporters of social work, and its members represent a rich diversity of Christian denominations and traditions.

For more than 65 years, NACSW has sought to equip its members to integrate Christian faith and professional social work practice. At the core of this mission is the conviction that our witness as Christians in what is often characterized as a secular profession is stronger and more vibrant when it comes from a place of unity.

3. Mission, Values, and Unity in Diversity

Mission

The mission of NACSW is to equip its members to integrate Christian faith and professional social work practice.

Unity in Diversity

NACSW celebrates unity by engaging with one another from the depth of our theological and denominational traditions. We come from many faith traditions, but each reveals something of the character of the Triune God, and each is part of the body of Christ. As social workers, we affirm and delight in the unique strengths embodied in our faith communities, and we understand that we learn the most from one another when we enter conversation as whole selves.

We believe our organization is stronger when it holds Christ at the center of our work rather than defining ourselves by a perimeter of beliefs. We are not bound together by political party, denomination, ethnicity, language, or even our profession — we pursue conversation, not necessarily consensus, and ultimately, we

are bound together by Christ. As Paul writes in Ephesians 4:16, the whole body, joined and held together, grows and builds itself up in love as each part does its work.

To read the full Unity in Diversity Statement, visit nacsw.org/about-nacsw/mission/unity-in-diversity-statement.

4. Chapter Types

NACSW chapters may be chartered at the state, regional, or institutional level. Chapters generally fall into one of three types. Understanding which type fits your setting determines how your chapter is established and how membership works (Section 5).

University / Social Work Program Chapters

Based within an accredited social work program (BSW and/or MSW). The program joins NACSW as an Organizational Member, which covers one Faculty Liaison and makes every student in the campus chapter an NACSW member at no additional cost. Faculty involvement is a defining feature of this chapter type.

Church / Congregation Chapters

Based within a local church or congregation, separate from a social work program. A church joins through a Church / Congregation membership that includes one designated church liaison and a congregational chapter; interested congregants may join individually or through a small-group bundle.

Regional, State & Field-of-Practice Chapters

Member-driven chapters not tied to a single campus — organized around a geographic area (state or region) or a shared field of practice. These are led by a volunteer coordinator who is an NACSW member, and are formed by a small group of individual members. A local agency, church, or university may sponsor the chapter as an Organizational Member.

5. Membership & Pricing (How It Works)

Two things to keep separate. First, how the *chapter* is established with NACSW. Second, how the *individuals* who participate hold NACSW membership. How these two work together depends on your chapter type, as shown below.

University / Social Work Program Chapters

The program joins as an Organizational Member. That single membership covers one Faculty Liaison and makes every student in the campus chapter an automatic NACSW member at no extra cost. Students do not each pay individually. Pricing is tiered by program size (enrolled BSW + MSW students), so larger programs pay more.

Program Size (enrolled BSW + MSW students)	Annual Membership	Included
Small — up to 50 students	\$457	1 faculty liaison + all chapter students free

Program Size (enrolled BSW + MSW students)	Annual Membership	Included
Medium — 51 to 150 students	\$573	1 faculty liaison + all chapter students free
Large — 151 to 300 students	\$745	1 faculty liaison + all chapter students free
Very Large — more than 300 students	\$916	1 faculty liaison + all chapter students free

Tiers use NACSW's four current organizational price points, re-based on program size instead of budget. Rates are subject to annual change.

Church / Congregation Chapters

A church joins through a flat Church / Congregation membership (suggested \$250/year, piloted for one year and then adjusted), separate from social work program pricing. This includes one designated church liaison and a congregational chapter. Interested congregants join individually at standard rates or add a small-group bundle.

Regional, State & Field-of-Practice Chapters

These chapters are member-driven. NACSW recommends chartering at no cost, or a nominal \$50 charter fee, with:

- A volunteer coordinator who is an NACSW member; and
- A minimum of 5–10 individual members, each holding their own NACSW membership.

A local agency, church, or university may sponsor the chapter as an Organizational Member.

Individual Membership Rates (for reference)

Where individuals join on their own (for example, congregants or regional-chapter members), current individual rates are:

- **One-Year Practitioner** — \$166
- **Student / Retired** — \$52
- **Recent Graduate (2nd year)** — \$93

All rates are subject to annual change. Current organizational and individual rates and full benefits are at nacsw.org/membership.

Quick Reference: What It Costs to Start and Maintain a Chapter

Chapter Type	Who Pays / How	Individual Membership
University / Program	Program pays annual Organizational Member rate by size (\$457–\$916).	Included free for all chapter students; liaison covered.
Church / Congregation	Church pays flat ~\$250/yr (pilot).	Congregants join individually or via bundle.

Chapter Type	Who Pays / How	Individual Membership
Regional / State / Field	No cost or nominal \$50 charter fee.	Each of 5–10+ members holds own membership; coordinator must be a member.

6. Membership Benefits

Membership in NACSW connects individuals and chapters to a diverse community committed to integrating faith and social work practice. Benefits include:

- Networking with experienced practitioners, scholars, and fellow students who share a commitment to integrating faith and social work practice.
- Opportunities to present at NACSW conventions and showcase research, projects, and ideas.
- Access to NACSW publications, resources, and research.
- Reduced member rates for NACSW conferences, workshops, and training events.
- Access to JobNet job and career postings through NACSW's network.
- Recognition and awards that affirm outstanding contributions to Christian social work, including the Student Chapter of the Year Award.
- Student activities at NACSW Conventions, including events and networking tailored to student members.
- Participation in the NACSW Emerging Leaders program (mentoring and program tracks).
- Opportunities for meaningful community and volunteer service aligned with our shared values.

Editorial note for Board review. This list has been tightened to reflect benefits that are clearly offered. Several items in the prior handbook (a dedicated member portal, structured psycho-social-spiritual support, and formal special interest groups) were flagged by reviewers as not currently visible on the NACSW website. They have been set aside here pending confirmation — please restore or reword any that are active programs.

7. Chapter Roles and Responsibilities

Chapter Officers

Chapters are led by officers who foster community and shared ownership. Typical officer roles include:

- President
- Vice-President
- Secretary / Treasurer
- Chaplain
- Member-at-Large

Faculty Liaison / Advisor (University Chapters)

Each university chapter has a Faculty Liaison who is a member of the faculty and a member of NACSW, affiliated with the department that oversees social work student activities. The liaison provides guidance and support as the chapter establishes and maintains itself. If no faculty member currently holds NACSW membership, NACSW can help identify a suitable person to support the chapter.

Church Liaison (Church / Congregation Chapters)

Each church chapter designates a church liaison who coordinates the congregational chapter and serves as the point of contact with NACSW.

Volunteer Coordinator (Regional / State / Field-of-Practice Chapters)

Each member-driven chapter has a volunteer coordinator who is an NACSW member and who convenes the chapter's members and activities.

Member Responsibilities

Members help uphold the values and mission of NACSW by:

- Actively participating in chapter events, meetings, and activities.
- Demonstrating professionalism, respect, and integrity in all interactions.
- Seeking opportunities for personal, professional, and spiritual growth in social work practice.
- Contributing positively to the chapter community and promoting NACSW's mission.
- Participating in service to both local and campus or congregational communities where applicable.
- Affirming the NACSW Christian identity statement and, for chapters, signing the chapter's expectations annually.

8. Chartering a New Chapter

Chartering an NACSW chapter establishes a local community dedicated to integrating Christian faith and social work practice. The process below applies across chapter types, with type-specific requirements noted.

Eligibility

- Chapters may be chartered at the state, regional, or institutional level, and as church/congregation chapters.
- At the institutional level, chapters may be chartered at any accredited institution offering a social work program.
- Primary participants should be Christians in social work practice or education, or students enrolled in a social work program; faculty are encouraged to be involved in university chapters.

Requirements for Chartering

- University chapters: a minimum of two students, plus a Faculty Liaison who is an NACSW member.
- Regional / state / field chapters: a volunteer coordinator who is an NACSW member and a minimum of 5–10 individual members.

- Alignment with the mission and values of NACSW, including a commitment to integrating faith and social work practice.
- A plan for regular meetings, activities, and engagement with the broader NACSW community.

Application Process

1. Complete the New Chapter Application (companion form to this manual; see Appendix reference in Section 11).
2. For university chapters, identify the NACSW-member Faculty Liaison and include their approval, along with confirmation of university approval.
3. Submit the completed application and any associated fees to the NACSW national office at info@nacsw.org.

Approval and Charter

The national office reviews the application and may request additional information. Applications are reviewed and voted on by the NACSW Board of Directors. Upon approval, the chapter is officially chartered and receives a charter certificate. A charter/induction service may be held using the template in the appendices.

9. Operating Your Chapter

Chartered chapters uphold the mission and values of NACSW in their activities. Healthy chapters share a few common practices:

- **Meet regularly.** Hold consistent meetings to build community and sustain momentum.
- **Offer a mix of activities.** Combine educational events, service projects, faith-based gatherings, and professional development.
- **Engage the wider network.** Connect with other chapters and participate in NACSW conferences and virtual gatherings.
- **Communicate.** Maintain a simple way to reach members and welcome newcomers and keep a current roster of officers and members.

10. Annual Requirements and Renewal

Year-End Report

All chapters complete a Year-End Report and submit it to the NACSW office by May 31 each year. The report captures officers, membership totals, activities, and (for university chapters) financial and recruitment information. The form is provided in the appendices.

Charter Renewal

Chapters renew their charter annually by submitting an updated report and any applicable dues. Renewal is contingent on continued adherence to these guidelines.

Inactivity and Termination

NACSW may terminate the charter of a chapter that does not fulfill its obligations. Termination may result from prolonged inactivity, failure to submit required reports, or violation of NACSW policies. The national office will communicate with chapter leadership before any such action.

11. Ethics and Conduct

Non-Discrimination Statement

NACSW is committed to promoting diversity, equity, and inclusion within the organization and in the field of social work. Discrimination on the basis of race, ethnicity, color, national origin, religion, age, gender, sexual orientation, gender identity or expression, disability, marital status, or any other characteristic protected by law is prohibited. Members are expected to uphold these principles in their interactions with clients, colleagues, and the NACSW community.

Shared Commitments

NACSW members share a foundation of faith expressed in the NACSW Statement of Faith. Building on that foundation, members commit to:

- Respect for the dignity and worth of every individual.
- Self-reflection, social justice, and advocacy alongside people who are marginalized.
- Integrity in professional relationships and ethical decision-making.
- Thoughtful, ethical integration of Christian faith and spirituality into social work practice.
- Accountability to professional standards and values.

The NACSW Statement of Faith is available at nacsw.org.

Concerns and Support

NACSW is a professional and supportive community rather than a disciplinary body. Members who have concerns are encouraged to reach out to their chapter leadership or the national office, which will respond with care and confidentiality and help work toward resolution.

12. Insurance and Legal Responsibility

Insurance coverage. Each individual affiliated with NACSW — including members, volunteers, and participants in events or activities — should maintain their own personal and professional insurance coverage.

Legal responsibility. NACSW does not assume responsibility for legal matters involving individuals or entities associated with the organization. Any legal issues pertaining to professional practice, employment, or other activities are the responsibility of the individual or organization involved. Members are encouraged to stay informed about legal and ethical standards applicable to their practice and to seek appropriate legal counsel when necessary.

13. Support from NACSW

NACSW provides support and resources to chartered chapters, including:

- Access to publications, training materials, and networking opportunities.
- Guidance and assistance from NACSW staff and leadership.
- Small grants that university student chapters may apply for to support their activities and initiatives.
- Internship and volunteer opportunities that student members may apply for through NACSW.

14. Resources and Contact

For questions, applications, and assistance, contact the NACSW national office:

North American Association of Christians in Social Work

Email: info@nacsw.org

Toll-free: **888.426.4712** · Fax: 203.903.1381

216649 Oak Park Ave. Ste. H3026

Web: www.nacsw.org

Companion forms. A separate, fillable New Chapter Application accompanies this manual for prospective chapters. The Chapter Year-End Report and the Charter / Induction Service Template follow as appendices.

Appendix A: Chapter Year-End Report

All chapters complete this report and submit it to the NACSW Office by May 31 each year.

Date: _____

School / Program Year: _____

Chapter / School: _____

Chapter website and/or social media URLs: _____

Programs (check all that apply): ☐ BSW/BSSW ☐ MSW/MSSW ☐ PhD/DSW

Financial Information

Current account balance: \$ _____

As of (date): _____

Local membership dues, if any: \$ _____

Where does your chapter maintain its funds? ☐ With the college/university ☐ Bank/credit union ☐ No account ☐ Other

New Member Recruitment

Number of students invited to join: _____

Number who joined: _____

Recruitment method(s): ☐ Mailed letter/postcard ☐ Online (social media, email) ☐ Info meeting/activity ☐ Other

Officers / Members

Officer Title	Current Year	Upcoming Year (if known)
President		
Vice President		
Secretary		
Treasurer		
Chaplain		

Membership totals — Collegiate members: _____

Faculty members (incl. advisors) active with your chapter: _____

Chapter service activities (list service-related activities your chapter conducted or sponsored this year; attach photos or a separate page if needed):

I, _____, as Chapter President, warrant that this Year-End Report was completed with input from the necessary advisors, officers, and members; that the Chapter Advisor reviewed it prior to submission; and that all information is true and accurate to the best of my knowledge.

President signature: _____

Date: _____

Faculty Advisor signature: _____

Date: _____

Appendix B: Charter / Induction Service Template

A flexible framework for inducting a new NACSW chapter. Adapt to the chapter's context, and notify all participants of their roles in advance. Consider recording the service for archival purposes.

Date: _____

Time: _____

Location (or virtual platform): _____

Welcome and Opening Remarks (10 min)

Speaker: Executive Director, NACSW

- Warm welcome and acknowledgment of special guests.
- Brief overview of NACSW's mission and vision.
- Introduction of the new chapter and its significance.

Invocation and Scripture Reading (10 min)

Speaker: Chaplain or designated member

- Opening prayer for guidance, wisdom, and blessing.
- Scripture relevant to Christian social work (e.g., Matthew 25:35–40 or Micah 6:8).
- Reflection on the spiritual foundation of NACSW's work.

Introduction of Officers and Members (15 min)

Speaker: Chapter President-Elect

- Introduction of founding officers and initial members.
- Brief remarks from each officer on their vision for the chapter.

Induction Ceremony (20 min)

Speaker: NACSW Representative

- Formal presentation of the chapter's charter.
- Recitation of the NACSW Chapter Oath, with members standing.
- Presentation of certificates and signing of the charter document.

Chapter Oath. *“As members of the [Chapter Name] Chapter of the North American Association of Christians in Social Work, we pledge to uphold the mission, vision, and values of NACSW. We commit to serving our communities with compassion, integrity, and excellence, and to fostering the integration of Christian faith and social work practice.”*

Keynote Address (25 min)

Speaker: Distinguished guest or NACSW leader

- Topic: the role of Christians in social work today.
- Inspirational message on integrating faith and practice.
- Encouragement for the chapter to be a beacon of hope and service.

Charge to the Chapter (10 min)

Speaker: NACSW Board Member or Regional Director

- Motivational charge encouraging participation, engagement, and growth.
- Emphasis on collaboration and NACSW's values.

Chapter Response *(10 min)*

Speaker: Chapter President

- Response on behalf of the new chapter.
- Gratitude for NACSW's support and outline of immediate plans.

Closing Remarks and Benediction *(10 min)*

Speaker: Chapter Vice-President

- Summary of the event and acknowledgment of participants.
- Closing prayer over the chapter's endeavors.

Reception / Fellowship (optional) *(30 min)*

- Light refreshments or virtual fellowship.
- Networking and informal discussion among members and guests.