

APPLICATION FOR ECCLESIASTICAL ENDORSEMENT FOR PROFESSIONAL ORGANIZATIONS

Endorsement Office:

Kathleen Sattler, Endorsement Secretary

Ministerial Excellence, Support and Authorization

United Church of Christ, 700 Prospect Avenue, Cleveland, Ohio 44115-1100

sattlerk@ucc.org, 216-736-3850

Responsibilities of the Applicant:

PRIOR TO STARTING THIS APPLICATION, PROVIDE THE ENDORSEMENT OFFICE WITH THE CONTACT INFORMATION FOR BOTH THE APPLICANT AND THE CHAIR OF THE COMMITTEE ON MINISTRY. IF YOU DO NOT KNOW THE CONTACT INFORMATION FOR THE CHAIR OF YOUR COMMITTEE ON MINISTRY, PLEASE CALL YOUR ASSOCIATION OFFICE.

Applicant is responsible for reading and following the Manual on Ministry Section 2, Article 5 information on Ecclesiastical Endorsement, found on the web at www.ucc.org/ministers_manual or purchased from UCC Resources, 800-537-3394.

Arrange items in the proper order. Make a copy of ALL documents for your records BEFORE mailing or handing over to Committee on Ministry in case the packet is lost in the mail.

Mail or give to the Committee on Ministry, the following:

- 1. This application form filled out in full and signed everywhere noted in **BLUE**.*
- 2. ALL documents requested in the checklist below.*

Make an appointment with the Committee on Ministry for a personal interview. Allow time for committee members to review your materials prior to the meeting.

Note: APC offers a free mentor to help with certification process; for more information see their website.

Instructions for Association Representative or Committee on Ministry Chair can be found on pages 13-15.

Checklist of Documents Required for Application

The following documentation must be provided to complete your application for ecclesiastical endorsement. Please arrange in proper order.

- 1) A current, signed Application Form for Endorsement for Professional Organizations (*all pages to be filled out.*)
Required: Sign and date where indicated with **BLUE ink**. Include contact information for the Committee on Ministry Chair; if you need this information, contact Association or Conference.
- 2) Letter from Local Church Board or Candidate's Local Church Discernment Committee
 - a) recommending you as a good candidate for endorsement; and
 - b) stating you can start the endorsement process.
- 3) Letter from Local Church or Pastor stating
 - a) the date of your membership; and
 - b) how you participate in the life of the church.
(*This may be combined with the above letter if from same writer.*)
- 4) Copy of your Four Way Covenant (*if not completed, send in its current stage. If you do not have one, please start one now. Please sign your covenant before including with this application.*)
- 5) Verification of current ordained ministerial standing with UCC (*recent letter from Association/Conference*).
- 6) Verification of three years' experience in the practice of ministry. (*Example: a letter from Human Resources where you work*). **Note: At least one year out of the three (preferably more) must be post-ordination experience.**
- 7) Certification of educational attainments (*copies only – no originals. If in a frame, make best copy possible or if not possible, then send transcripts as proof.*)
 - a) Bachelor's Degree

- b) Master of Divinity degree or its equivalent
- 8) Verification of at least one quarter of clinical pastoral education (CPE unit) or its equivalent from an approved source. *(Applicant should contact the professional organization to confirm their courses are acceptable.)*
- 9) At least three current letters of recommendation, that focus on applicant's suitability for the specialized ministry sought. Letters must be signed and dated originals *(no copies, faxes, or scanned attachments)*, printed on letterhead, and include email of person recommending Applicant. *(Preferably these recommendations are from a work supervisor, CPE supervisor and/or a co-worker belonging to the same professional organization; at minimum, the recommender must be well acquainted with the Applicant's work skills and personality.)*
- 10) Faith Journey: A three- to five- page paper describing applicant's personal faith development.
- 11) Summary Paper: A three- to five- page paper addressing:
- a) Applicant's interest in and understanding of the specific specialized ministry for which you are requesting endorsement; and
 - b) Applicant's understanding of being a representative of the United Church of Christ in this ministry setting.
- 12) Anything else the Committee feels should be added to this list in order to help them determine if applicant is qualified for endorsement.
- 13) Committee on Ministry Letter of Ecclesiastical Endorsement, printed on official letterhead and supplied by the Chair of the Committee on Ministry. *(To be included with the applicant's original documents when the Chair sends the packet to the Endorsement Office at the national setting.)*

I have read the above responsibilities carefully.

Signature of applicant: _____ Date: _____
(Sign and date in BLUE).

Application for Ecclesiastical Endorsement with the United Church of Christ for Professional Organizations

REQUIRED: Contact Endorsement Office to report Chair's name and email BEFORE starting endorsement process. For any endorsement questions, contact: Kathleen Sattler, Endorsement Secretary, sattlerk@ucc.org (216) 736-3850.

Chair, Committee on the Ministry, Contact Information:

Chair's Name _____ Phone: _____

Chair's Email _____

2nd Email _____

Applicant's Contact Information

Please type or print clearly:

Name: _____

Home Address: _____

Cell Ph: _____ Home, if different from cell ph: _____

E-mail: _____

2nd Email _____

Check one box and provide information requested.

- I am seeking endorsement for certification by a national professional organization. For example: ACPE, APC, CPSP, ICPC, NIBIC, etc. *(done by Association and finalized by national setting of UCC).*
- I am seeking volunteer endorsement for a local (state/municipal/regional) organization. *Example: a volunteer chaplain for a city fire department (done by Association only). Endorsement only good for that particular situation. Resulting endorsement not to be used for APC, ACPE or any other professional organization or company.*

- I am not joining a professional organization but need local endorsement only as a requirement for employment (done by Association only). *Endorsement only good for that particular employer and position. Resulting endorsement not to be used for APC, ACPE or any other professional organization or company.*

Organization for which you are seeking endorsement: (please mark the appropriate box below and give the level applying for)

Association for Clinical Pastoral Education; level: _____
ACPE Certified Educator

Association of Professional Chaplains; level: _____
Provisional Associate Certified Chaplain, Associate Certified Chaplain, Provisional Certified Board Chaplain, or Board Certified Chaplain

American Correctional Chaplains Association; level: _____
Certified Correctional Chaplain

International Conference of Police Chaplains _____
Certified Police Chaplain

Other; Name of Organization and Level or Title: _____

Education:

Seminary or Regional Program graduated from: _____
(Date of Graduation)

Degree(s) granted _____

Ecclesiastical status:

- I am an ordained minister of the United Church of Christ

Date of ordination: _____

-OR-

If transferred via Privilege of Call (POC) from another denomination,

Date UCC ministerial standing granted _____

Date of original ordination _____

Note: The UCC does not endorse ministers with Privilege of Call status. Applicant must have been granted ordained ministerial standing.

I notified my previous denomination that I left the denomination on _____(date)
Please attach letter if available.

My standing is currently held in: _____
 (Association and Conference)

Local Church Status: *please fill in* _____
 (Pastor, Associate Pastor, etc. Or Member Of Church) (Starting Date)

Name of Church: _____

Location of Church: _____

Church Email: _____

If you are a member, list the ways you are involved: _____

Current employment

Employer: _____

Address of employer: _____

Title: _____ Length of employment: _____

Full-time ___ Part-time___ If part-time, how many hours per month _____

Do you have secondary employment: _____ (Yes/No)

If yes, Employer _____

Address of employer: _____

Title: _____ Length of employment: _____

Full-time ___ Part-time___ If part-time, how many hours per month _____

List parish ministry experience or other ministerial experience (three most recent positions)

Church Name or Place	Location	Position	Years

List Clinical Pastoral Education experience (last three locations)

Training Center	State	Year	Unit Level(s)	Supervisor

If no CPE units from above, please list supervised pastoral counseling hours (last three locations)

Training Center	State	Year	Total Hours	Supervisor

DEADLINE -

Deadline set by the professional organization for submitting materials: _____
Month, day and year

Declaration

I declare the information provided on this form and in the documents I submit as part of my application for ecclesiastical endorsement is correct and factual, to the best of my knowledge. I understand that any information I submit which is intentionally false or misleading will disqualify me for endorsement or will be grounds for revocation of endorsement that has been granted.

Signature of applicant: _____ Date: _____
(Sign and date in BLUE).

This Statement of Consent and Self Disclosure statement to be used for endorsement purposes only. Note that endorsement does not require a UCC profile but does require the Statement of Consent and the Self Disclosure from the UCC profile be filled out in blue pen and not by computer. Sign and date pages 7, 9, and 12 with blue ink. These must be included with the endorsement application.

Statement of Consent

"The United Church of Christ recognizes that God calls certain of its members to various forms of ministry in and on behalf of the church for which ecclesiastical authorization is required." United Church of Christ Constitution, Article VI, paragraph 21.

Use of the UCC Ministerial Profile signifies that an individual has an Association's ecclesiastical authorization to seek a call as a minister in and on behalf of the church; has completed background check screening and fitness verification; has attested to certain statements in a document of self-disclosure; and has gained three references which speak to her/his practice of ministry. The Profile is a tool of testament and transparency, meant to demonstrate covenants of supportive cooperation and appropriate sharing of information among national offices, Conference and/or Association personnel, calling bodies, and the minister, as expressed in paragraph 25 of Article VI of the United Church of Christ Constitution.

It is essential that information contained within this document be sensitively and responsibly reviewed and interpreted. All those seeing the document have the responsibility to maintain or dispose of its contents confidentially.

Any practice by calling bodies of routinely rejecting profiles on a perfunctory basis without a complete and individualized assessment, including a thoughtful review of commentary offered by the candidate, is strongly discouraged. In particular, criminal history information, including the conduct underlying that history, should be evaluated in terms of the nature and gravity of the offense or conduct, the time that has passed since the offense, conduct, and/or sentence, and the nature of the position sought by a candidate, so as to foster call and hiring decisions that are based on an individualized assessment that is job/ministry related and consistent with ministry/business necessity.

Relationships between calling bodies, authorized ministers, and those holding ministerial standing and fitness oversight rely upon practices of discernment and dialogue. Because such relationships require integrity and an honest exchange of relevant information, for the health and mission of the church, this minister pledges the following:

1. I attest that the information contained in the UCC Ministerial Profile is true and complete to the best of my knowledge. I understand that any misrepresentation or omission may be grounds for a calling body's declined consideration for, or termination of, a ministry position. I acknowledge that it is my duty in a timely manner to amend the responses and information I have provided if I come to know that a response or information was incorrect when given or if the response or information, though accurate when given is no longer accurate.
2. I understand that I may designate certain Conference and/or Association staff and other persons and entities, to receive and circulate my UCC Ministerial Profile. I authorize all such persons and entities, and/or their agents, to make inquiries regarding all statements contained in my UCC Ministerial Profile. I also authorize all persons, entities, former employers, committees on ministry and their agents, courts, law enforcement and other public agencies to respond to inquiries concerning me and to supply verification of the information provided in my UCC Ministerial Profile. I understand that such persons may comment on and state their opinions regarding my background and character to those who execute the search process, such as members of a calling body or judicatory staff persons. To encourage such persons to speak openly and responsibly, I hereby release them from all liability arising from their responses and comments made in good faith and without malice.

Signature: _____ Date: _____

(Sign and date in BLUE).

Self-Disclosure

Ministers completing a United Church of Christ Ministerial Profile must make a conscientious assertion about their ethical performance and are given space for relevant commentary.

Do you have a current UCC profile? (Required) Yes No

If you have created a UCC profile, in your response to the "Vocational History" question in the profile, did you omit any ecclesiastical employment? (Required) Yes No

Have you ever been the subject of a fitness review in any entity affiliated with or setting of the United Church of Christ that resulted in:

Censure (Required) Yes No

Suspension (Required) Yes No

Termination of Ministerial Standing (Required) Yes No

Are you currently engaged in a program of growth as the result of a fitness review in the United Church of Christ? (Required) Yes No

Are there any fitness reviews pending against you at this time by any setting or entity of or affiliated with the United Church of Christ? (Required) Yes No

Have you ever been the subject of an official disciplinary proceeding by another denomination, professional association, credentialing body, guild or employer that resulted in disciplinary action? (Required) Yes No

Are there any official disciplinary proceedings pending against you at this time by another denomination, professional association, credentialing body, guild or employer? (Required) Yes No

Have you ever been the subject of a civil law suit alleging that you attempted or actually engaged in sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct; which has ever resulted in a judgment being entered against you,

settled out of court, or dismissed because the statute of limitations had expired? *(Required)* Yes No

Have you had your driving license suspended or revoked within the last 5 years? *(Required)* Yes No

Have you ever been found guilty of, pled guilty to, or pled no contest to criminal charges? (Exclude convictions that have been sealed, expunged or legally eradicated; any misdemeanor conviction for which probation was successfully completed; offenses about which inquiry is not permissible in the state in which you are seeking a position; acts of civil disobedience. With respect to driving record, only include matters of reckless driving, driving while intoxicated and/or driving under the influence of a controlled substance.) *(Required)* Yes No

Has your employment, a volunteer position, or professional credentials, ever been terminated or revoked, or have you been asked not to return to employment or a volunteer position in the future because you attempted or actually engaged in:

Sexual discrimination, harassment, exploitation or misconduct *(Required)* Yes No

Physical abuse *(Required)* Yes No

Child abuse *(Required)* Yes No

Financial misconduct *(Required)* Yes No

Have you ever terminated your employment, a volunteer position, or professional credentials in order to avoid facing or to avoid being terminated because of charges of actual or attempted:

Sexual discrimination, harassment, exploitation or misconduct *(Required)* Yes No

Physical abuse *(Required)* Yes No

Child abuse *(Required)* Yes No

Financial misconduct *(Required)* Yes No

Are there any facts or circumstances involving you or your background that should be disclosed and/or further reviewed

before you are entrusted with the responsibilities of ministry on behalf of a calling body of the United Church of Christ?

(Required)

Yes No

If you answered yes to any of the above questions, please provide detailed explanation for all such affirmative answers. In addition to providing other relevant material, be sure to include dates and information for related official decisions, actions, reviews, etc. (by you and/or other parties) that affected your employment and/or ministerial standing and/or professional credentials. *(Required)*

I recognize my responsibility to update this background disclosure in a timely manner should there be a change of status in any of the issues named above.

Signature: _____ Date: _____

(Sign and date in BLUE).

Instructions and Information for UCC Association Representative or Chair of the Committee on Ministry

Ecclesiastical endorsement is the judgment of and the verification by a Committee on Ministry that an ordained minister, seeking endorsement for a professional organization, is in good standing, has the ecclesiastical qualifications and personal qualities to minister in culturally diverse and pluralistic settings without prejudice.

1. Committee on Ministry reviews endorsement packet prior to meeting. If paperwork is missing or inadequate, signatures or dates missing, etc., Chair of the Committee on Ministry asks applicant to complete the packet.
2. Chair must confirm that the Self Disclosure pages have been completely filled out. If applicant has not answered all questions, the Committee on Ministry must direct the Applicant to complete the Self Disclosure. If applicant answers “yes” to a question, there must also be a discussion on why. If the discussion meets the approval of the COM and they feel it does not affect the person’s work as an endorsed minister in that specialized field, the Chair must write a letter to attach to the application stating
 - (a) the COM is aware of the situation where the “yes” answer appears;
 - (b) they have discussed it with the applicant; and
 - (c) they are satisfied that this will not affect the person’s work as an endorsed minister in that particular specialized setting. Details on the original confidential matter do not need to be in the letter.
3. Committee on Ministry meets with the applicant, interviews the applicant, and then approves or disapproves the endorsement. Candidate is notified by the Chair.
4. Chair of the COM or an authorized representative of the UCC association or conference signs the letter of endorsement. (*Newest templates for letters found at: http://www.ucc.org/ministers_endorsement*)

5. A representative from the Association or the Chair of the Committee on Ministry notifies the UCC Endorsement Office that the endorsement packet was approved or disapproved. The Association representative or the COM Chair requests details on mailing procedures based upon the deadline of the professional organization. (Contact Kathleen Sattler, Endorsement Secretary, sattlerk@ucc.org, (216) 736-3850.)

6. **Prior to mailing packet to Endorsement Office, update all contact information in the DataHub.**

Applicant's UCC National Data Hub ID# _____

7. If approved, Association representative or Chair of the Committee on Ministry mails original documents (application, supporting documentation and the endorsement letter) to UCC Endorsement Office:

Kathleen Sattler, Endorsement Secretary
Ministerial Excellence, Support and Authorization
United Church of Christ,
700 Prospect Avenue,
Cleveland, Ohio 44115-1100

8. **Do not send the letter directly to the professional organization.** Endorsement office must stamp letter with the seal and place date underneath the seal. This date is the actual endorsement date and not the date of the letter. Endorsement office is responsible for getting the letter with the seal to the appropriate professional organization. Please allow Endorsement Office four to six weeks to process the packet.
9. The Endorsement Office will notify applicant and the Association representative or the Chair of the Committee on Ministry that the Endorsement Letter was stamped with the UCC seal and is being forwarded it to the appropriate organization. The Endorsement office will send copies to the applicant and to the Association for their filing in the minister's permanent file.

continued on next page →

Address where endorsement packet is to be sent for permanent record keeping:

Association/Conference _____

Street Address _____

City, State , Zip _____

I have read the above steps and information carefully.

Signature of Association representative or Chair of Committee on Ministry:

_____ Date: _____

*(Sign and date in **BLUE**).*

Printed name and title: _____