

APPLICATION FOR CONTINUED ECCLESIASTICAL ENDORSEMENT WITH THE UNITED CHURCH OF CHRIST

To be completed every five years if applicant

- is certified with a professional organization,
- *and* has been previously endorsed by the United Church of Christ

Procedures and Documents for Application for Continued Endorsement

A full endorsement process is not required for continued endorsement if the minister has been previously endorsed by the United Church of Christ; only this completed application, the documents listed below, and a meeting with your Committee on Ministry are required. Templates for the endorsement letter can be located at http://www.ucc.org/ministers_endorsement, or upon request by the Chair of the Committee on Ministry to the Endorsement Secretary, Ms. Kathleen Sattler, 216-736-385, sattlerk@ucc.org.

The Chair of the Committee on Ministry or the UCC Association should send this application form, the documents listed, and the endorsement letter to endorsement office at the national offices. The letter will be stamped with the official UCC Seal and dated below or next to the seal. A copy will be sent to applicant and the UCC Association for filing.

Please note: this application is not used for first time endorsement. This is only for those endorsed ministers who have already been certified by professional organizations and previously endorsed by the United Church of Christ.

The letter of continued endorsement can be submitted to the Association of Professional Chaplains (APC) or the Association for Clinical Pastoral Education (ACPE) to meet their Five Year Maintenance Requirement or their Requirement for a Letter of Continued Endorsement. If the Applicant wants the stamped endorsement letter sent to a specific professional organization with which they are already certified, Applicant must let Endorsement Office know by checking the appropriate boxes on application (p. 5).

Documents to be Included with this Application:

1. Letter from Local Church stating applicant has membership (month/date) in the church and how the applicant participates in the life of the Local Church.

2. A letter from the Local Church Board to recommend the applicant for continued endorsement.
3. At least one letter of reference (may be more) from a supervisor or work person stating why the applicant should continue to be endorsed.
4. Copy of their four-way covenant. *If Applicant does not have a four-way covenant, this is a good time to start one. Send covenant even if incomplete. (Applicant should have at least signed the covenant.)*
5. Letter of Continued Endorsement with the United Church of Christ from the Chair of the Committee on Ministry, including contact information and where the endorsement packet is to be sent for permanent record keeping.
6. **Prior to mailing packet to Endorsement Office, update all contact information in the DataHub.**

Applicant's UCC National Data Hub ID# _____

7. Chair of the Committee on Ministry or the UCC Association mails the application form and attachments listed above to the endorsement office at the national setting:

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

If there are questions, contact Ms. Kathleen Sattler at sattlerk@ucc.org or (216) 736-3850.

If Kathleen Sattler is not available, please contact Rev. Stephen Boyd, Minister for Chaplains and Ministers in Specialized Settings and the Denominational Endorser, at boyds@ucc.org.

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

The following information and attached documents will be used by your UCC Association or Conference to update your entry in the UCC National Data Hub. Please type or print clearly.

Date: _____

Contact Information

Name: _____

Home Address: _____

Cell ph: _____ Home, (if different from cell) ph: _____

E-mail: _____

Second Email _____

Certification

I am certified by the following organization(s). *(Please circle.)*

AAPC ACCA ACPE APC CPSP ICPC NIBIC Other _____

In addition to meeting the five-year requirement procedure for the United Church of Christ, I am seeking a copy of the letter of continued endorsement for the following organizations, with which I already have certification, to meet their five year maintenance requirement or a request for a continued endorsement letter. (Check at least one below.)

Association of Professional Chaplains (APC); level: _____
(Associate Certified Chaplain, Board Certified Chaplain)

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

Other professional organization: _____
(Name of organization and level at which you are certified)

No thanks. Only the United Church of Christ this year. This is not the year that I am required to submit anything to the professional organizations for which I am certified.

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 _____

Ecclesiastical Status

I am an ordained minister of the United Church of Christ

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: _____

Contact Information for Chair, Committee on Ministry

Name _____ Phone: _____

Chair's Email _____

Chair's 2nd Email _____

Proceed to Statement of Consent and Self Disclosure on next pages.

To be filled out by Chair, Committee on Ministry:

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

Association/Conference _____

Street Address _____

City, State , Zip _____

This Statement of Consent and Self Disclosure statement to be used for endorsement purposes only. Note that endorsement does not require a 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. Please sign and date pages 6 & 9 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).