

TEMPLATE

Letter of Continued Endorsement

United Church of Christ

NEW PROCEDURE: The United Church of Christ now requires every professionally endorsed chaplain or professionally endorsed minister in a specialized professional setting to be approved officially by the Committee on Ministry for continuation of their specific endorsement every five years. The procedure is found in the revised October 2018 Manual on Ministry.

Page 1: *Notes and Instructions for UCC Continued Endorsement Letter*

Page 3: *Template to be saved to your computer to fill in proper information*

Committee on Ministry:

- Reads and reviews paperwork.
- Interviews applicant. (Not required, but recommended for continued relationship between the applicant and the Committee on Ministry.)
- Makes decision on continuing endorsement.

Writing the letter

- Save this file to your computer (template for letter is on page 3)
- On your copy, fill in the information requested in the parentheses using information from the application form – then remove parentheses.
- Use official letterhead from association, conference or church. Create, if necessary.

Mail the following items (ORIGINALS, not Xerox copies, faxes, or scanned copy)

1. Letter of Endorsement
2. UCC Application for Continued Endorsement with the United Church of Christ
3. Supporting documentation listed on the application form.

To: Ms. Kathleen Sattler, Endorsement Secretary

UCC – MESA Ministry Team

700 Prospect Avenue East

Cleveland, OH 44115-1100

Questions? Contact Kathleen Sattler, endorsement secretary, at sattlerk@ucc.org or call toll free at (866) 822-8224, ext. 3850 or direct at (216) 736-3850.

Important: If applicant needs a first-time endorsement, use template without the word “continued” in the title.

Please note: Ministers who were granted Privilege of Call (POC) must have a call and then be granted full ordained ministerial standing before being endorsed by the UCC. Because endorsements are done differently by each denomination and they do not transfer from denomination to denomination, applicants must go through the full endorsement process rather than the continued endorsement process.

Rev. Stephen Boyd, Minister for Chaplains and
Ministers in Specialized Settings
United Church of Christ – MESA Ministry Team
700 Prospect Avenue East
Cleveland, OH 44115-1100

RE: Continued Endorsement with the UCC

The Committee on Ministry of the (Association) of the (Conference) of the United Church of Christ affirms the continued Ecclesiastical Endorsement of:

(Proper Full Name)
(Home address, not work address)
(City, State, and Zip Code)

This continued endorsement of (Minister's Name) means the minister is a fully ordained minister in the United Church of Christ, is in good standing, and has met the requirements for renewal of endorsement. It also means the minister is capable of participating collegially in a religiously, culturally, and racially diverse setting to provide for the needs of all without prejudice.

The official seal stamped by the UCC national setting on this letter affirms (Minister's name) continues to be endorsed for specialized ministry on behalf of the United Church of Christ for the following professional organizations for which the minister has already been certified:

(name groups that have certified this minister such as APC, ACPE, CPSP, NIBIC, ACCA, etc.)

Faithfully,

Signature

(Type name of Chair or other authorized signer)
(Title of person signing)
(Name of Association/Conference)
(Email address and phone number of person signing, if not already on letterhead)

Please note: If the endorsed minister mentioned above belongs to a professional organization (such as APC, ACPE, etc.) which requires a letter showing continued endorsement, this letter may be submitted to that professional organization. If the professional organization needs a more current letter, the minister must apply for a new continued endorsement letter with the UCC.

In addition, this continued endorsement letter is valid only for the professional organization(s) who have certified the minister. It is not to be used for a new organization

and is not transferable. It does not cover generic situations or employers, only the professional organizations for which the minister have been endorsed for in the past and who have been officially certified by said professional organization.

This endorsement letter is not official unless it has the UCC seal placed on it with a date below or next to the stamp by the endorsement office.