

TEMPLATE

Letter of Endorsement

Association of Professional Chaplains (APC)

Page 1: *Notes and Instructions for APC Endorsement Letter*

Page 2: *Template to be saved to your computer to fill in proper information*

Committee on Ministry:

- Reads and reviews paperwork.
- Interviews applicant.
- Makes decision on granting endorsement.

Writing the letter

- Save this file to your computer (template for letter is on page 2)
- 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 Endorsement for Professional Organizations
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? Please 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: Do not mail the letter to APC directly because it must be stamped with the official seal at the national setting first.

This template is for first-time endorsement. It is not to be used for the chaplain's five year maintenance review or for a letter of continued endorsement.

Please note: Ministers who were granted Privilege of Call (POC) must have a call and then be granted UCC 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, the applicant must go through the full UCC endorsement process.

Board of Chaplaincy Certification, Inc. (BBCI)
Association for Professional Chaplains
2800 W. Higgins, Suite 295
Hoffman Estates IL 60169

The Committee on Ministry of the (Association) of the (Conference) of the United Church of Christ met on (date) to review the credentials of, and to interview (name). As a result of that meeting, (Association) has granted Ecclesiastical Endorsement to:

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

as (specify level: a Provisional Associate Certified Chaplain, an Associate Certified Chaplain, a Provisional Board Certified Chaplain, or a Board Certified Chaplain).

This endorsement means that (Minister's Name):

- a. Is a fully ordained minister in the United Church of Christ and is in good standing;
- b. Has professional qualification in Clinical Pastoral Education and Counseling;
- c. Is engaged in the full time pursuit of (his/her) Christian vocation in accordance with the accepted standards of the United Church of Christ, and has fulfilled the required years of active professional and qualifying experience;
- d. Will participate collegially in a religiously, culturally, and racially diverse setting to provide for the needs of all without prejudice;
- e. Has the confidence and commendation of the United Church of Christ for appropriate consideration by the Association of Professional Chaplains for the level of (*choose one*: Provisional Associate Certified Chaplain, Associate Certified Chaplain, Provisional Board Certified Chaplain or Board Certified Chaplain).

This letter applies to APC endorsement only and is not transferable to any other organization or for any other use. If the person is not certified by APC within the allotted time determined by APC, this letter expires and is no longer valid.

Faithfully,

Signature

(Type name of Chair or other authorized signer)

(Title of person signing)

(Name of Association/Conference if not already on letterhead)

(Email address and phone number of person signing, if not already on letterhead)