

**TEMPLATE****LETTER OF ENDORSEMENT****ASSOCIATION FOR CLINICAL PASTORAL EDUCATION (ACPE)**

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

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

**Committee on Ministry:**

- Reads and reviews applicant's paperwork.
- Interviews the 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)**

- Letter of Endorsement
- UCC Application for Endorsement for Professional Organizations
- Supporting Documentation listed on the application.

**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](mailto: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 ACPE directly because it needs to 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. The applicant must go through the full UCC endorsement process since endorsements are done differently by each denomination and they do not transfer from denomination to denomination. Please contact the endorsement office if you have questions.

(Date)

Association for Clinical Pastoral Education, Inc.  
One West Court Square, Suite 325  
Decatur GA 30030

RE: Endorsement

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)

for ACPE Certified Education.

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 for Clinical Pastoral Education for ACPE Certified Education.

This letter applies to ACPE endorsement only and is not transferable to any other organization or for any other use. If the person is not certified by ACPE within the allotted time determined by ACPE, 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 both are not already on letterhead)

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