



Ministerial Excellence, Support and Authorization / Local Church Ministries  
United Church of Christ, 700 Prospect Avenue, Cleveland, Ohio 44115-1100

**Application Form for Ecclesiastical Endorsement for Professional Organizations**

*Please type or print clearly*

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Office Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail: \_\_\_\_\_ 2<sup>nd</sup> Email \_\_\_\_\_

**Please check one box and provide information requested.**

- I am seeking endorsement for certification by a national professional organization. For example: AAPC, ACPE, APC, CPSP, ICPC, NIBIC, etc. (done by Association and finalized by National).
- I am seeking endorsement for a local (state/municipal/regional) organization. For example: a volunteer chaplain for a city fire department (done by Association).
- I am not joining a professional organization but need endorsement only as a requirement for employment (done by Association).

**Name of organization for which you are seeking endorsement:**

- American Association of Pastoral Counselors; level: \_\_\_\_\_  
Certified Pastoral Counselor, Fellow, Diplomate
- Association for Clinical Pastoral Education; level: \_\_\_\_\_  
Supervisor Candidate, Associate Supervisor, CPE Supervisor
- Association of Professional Chaplains; level: \_\_\_\_\_  
Provisional Certified Chaplain, Associate Certified Chaplain, Board Certified Chaplain
- American Correctional Chaplains Association; level: \_\_\_\_\_  
Certified
- International Conference of Police Chaplains \_\_\_\_\_
- Other; name of organization and level or title: \_\_\_\_\_  
\_\_\_\_\_

**ECCLESIASTICAL STATUS:**

My ministerial standing is currently held in \_\_\_\_\_  
(Association and Conference)

Seminary or Regional Program: \_\_\_\_\_  
(Date of Graduation)

I have a four way covenant with: \_\_\_\_\_  
(Name all partners)  
\_\_\_\_\_  
(Date of four way covenant)

I am an ordained minister of the United Church of Christ since \_\_\_\_\_ (fill in date).

Date and Place of Ordination \_\_\_\_\_

I was ordained by: \_\_\_\_\_  
(Association and Conference)

I am a commissioned minister of the United Church of Christ since \_\_\_\_\_ (fill in date).

Date and Place of Commissioning: \_\_\_\_\_

I was commissioned by: \_\_\_\_\_  
(Association and Conference)

Privilege of Call granted by: \_\_\_\_\_  
(Association and Conference) \_\_\_\_\_  
(Date)

**Contact Information for Chair, Committee on the Ministry: (Must be filled in. Please call your association if you do not know.)**

Chair's Name \_\_\_\_\_ Phone: \_\_\_\_\_

Chair's Address \_\_\_\_\_  
\_\_\_\_\_

Chair's Email \_\_\_\_\_ Email 2 \_\_\_\_\_

**Current Employment**

I am employed by: \_\_\_\_\_

Address of employer: \_\_\_\_\_

Title: \_\_\_\_\_ Length of employment: \_\_\_\_\_

**If not currently serving local UCC church, describe local church involvement**

Member of: \_\_\_\_\_  
(Name of Church) \_\_\_\_\_ (Member since – fill in date)

Location of church: \_\_\_\_\_  
(Full Address)

I am involved in the following ways: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 you did not fill out CPE experience above, list supervised pastoral counseling hours (last three locations)**

Training Center	State	Year	Total Hours	Supervisor

**The following documentation must be provided along with this form to complete your application for ecclesiastical endorsement.**

- Committee on the Ministry letter of ecclesiastical endorsement (Printed on official letterhead and supplied by the Chair of the Committee on Ministry, not the applicant. Prefer signature in **BLUE**).
- A current, signed *Statement of Consent/Background Disclosure Form* (Found attached to this application as pages 5, 6, and 7. Keep this application altogether with the *Statement of Consent/Background Disclosure Form*, pages 1-7 total. Sign everywhere indicated, preferably in **BLUE**).
- A paper describing your faith journey (not an autobiography)
- A summary paper addressing: a) your interest in and understanding of the specific specialized ministry for which you are requesting endorsement/approval; and b) your understanding of being a representative of the United Church of Christ in this ministry setting.
- At least three letters of recommendation, on letterhead, focused on applicant's suitability for the specialized ministry sought. (Must have original signatures – preferably signed in **BLUE**).
- Verification of three years experience in the practice of ministry (Verified by someone other than applicant)
- Copy of your Four Way Covenant

Continued on next page

- Verification of membership and participation in a local UCC church (recent letter from church)
- Verification of current ordained or commissioned ministerial standing in the UCC (recent letter from Association or Conference)
- Certification of educational attainments, including:
  - o Bachelor's Degree
  - o Master of Divinity degree/equivalent
  - o Any additional degrees or continuing education units (CEUs)
- Verification of at least one quarter of clinical pastoral education or its equivalent

**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:** \_\_\_\_\_  
 (Please sign in **BLUE**).

**RESPONSIBILITIES OF THE APPLICANT:**

*Applicant is responsible for reading and following Manual on Ministry, Section 9, Ecclesiastical Endorsement, found on the web at [www.ucc.org/ministers/manual](http://www.ucc.org/ministers/manual) or purchased from 800-537-3394 for \$5.*

*Make a copy of ALL documents for your records BEFORE mailing or handing over to Committee on Ministry. Arrange them in the proper order.*

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

- 1. This application filled out in full and signed everywhere noted, preferably in **BLUE**.*
- 2. ALL documents requested in the checklist starting on page 3 and ending on page 4.*

*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.*

**I have read the above responsibilities carefully** \_\_\_\_\_

**Signature and Date (Please sign in **BLUE**).**

**THIS CONSENT PAGE AND BACKGROUND DISCLOSURE STATEMENT TO BE USED FOR ENDORSEMENT PURPOSES ONLY. NOTE THAT ENDORSEMENT DOES NOT REQUIRE A PROFILE, BUT DOES REQUIRE THESE THREE PAGES BE FILLED OUT IN BLUE PEN AND NOT BY COMPUTER. PLEASE SIGN AND DATE ALL THREE PAGES. MUST BE HANDED IN WITH THE ENDORSEMENT FORM.**

## MINISTERIAL PROFILE

The United Church of Christ Constitution recognizes that God calls the whole church and every member to participate in and extend the ministry of Jesus Christ [paragraph 17]. God also calls certain of the church's members to various forms of ministry in and on behalf of the church [paragraph 18].

Persons completing a Ministerial Profile bring unique gifts, skills, and experiences. Search committees are encouraged to approach this information prayerfully and respectfully. The integrity of the placement process in the United Church of Christ depends upon supportive cooperation and considerate and appropriate sharing of information among national offices, conference and/or association personnel, search committees, groups and/or persons beyond the calling body, and persons seeking ministry positions.

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### Part I: Statement of Consent

We are called to speak the truth in love. Our primary goal is, in all circumstances, to build up the body of Christ. Relationships between calling bodies and persons seeking ministerial positions require honesty, integrity, and truthfulness for the health of the church. In that spirit:

I attest that the information contained in my Ministerial Profile is true and complete to the best of my knowledge. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, a ministry position.

An open exchange of relevant information builds the foundation for continuing and healthy relationships between calling bodies and persons seeking a ministry position. In that spirit:

I authorize the persons and entities to whom I have authorized my Ministerial Profile to be sent and/or their agents to make inquiries regarding all statements contained in my Ministerial Profile. I also authorize all persons, entities, former employers, committees on the ministry and their agents, courts, and law enforcement and other public agencies to respond to inquiries concerning me, and to supply verification of the information provided in my Ministerial Profile. I understand that such persons may comment on and state their opinions regarding my background and character to those relating to the search process, such as, members of search committees of a prospective calling body or the appropriate staff person. 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.

The search process in the United Church of Christ further rests on the sharing of Ministerial Profiles and related information in considerate and appropriate ways with those involved in the process. In that spirit:

I authorize conference staff and the persons and entities to whom I allow my Ministerial Profile to be sent and/or their agents to circulate, distribute, and otherwise share information gathered in connection with my Ministerial Profile. I understand that those gathering information about me concerning my Ministerial Profile are encouraged to share such information with me if requested by me to do so.

Date Signed:	<b>Signature in BLUE:</b>  Name:	
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## Part V: Background Disclosure

Use of this portion of the Ministerial Profile is an integral part of the covenantal character of the relationship between the church and its called leadership. Ministerial candidates are provided an opportunity to make a conscientious assertion about their ethical performance of ministry in and on behalf of the United Church of Christ and are given space for relevant commentary. As with all portions of the Ministerial Profile, it is essential that the following information be reviewed and interpreted with appropriate sensitivity and responsibility. Any practice of routinely rejecting profiles on a perfunctory basis without a complete and thoughtful review of commentary offered by the candidate is strongly discouraged. Such rejection is unfair both to the candidate and to the calling body.

“The United Church of Christ recognizes that God calls the whole Church and every member to participate in and extend the ministry of Jesus Christ by witnessing to the Gospel in church and society.” Through ordaining, commissioning and licensing “authorization is given to perform the duties and exercise the prerogatives” of ministry in the United Church of Christ. *United Church of Christ Constitution, Article V, paragraphs 17 and 19.*

1. I affirm that the position, power and authority associated with a ministry authorized by the United Church of Christ extends and participates in the ministry of Jesus Christ and is intended to be of benefit to all served by this ministry.

Commentary:  True  Not True

2A. I have never been the subject of official disciplinary review by a conference or association of the United Church of Christ that resulted in the following:

- |                                     |                               |                                   |
|-------------------------------------|-------------------------------|-----------------------------------|
| 1. growth program and/or counseling | <input type="checkbox"/> True | <input type="checkbox"/> Not True |
| 2. censure                          | <input type="checkbox"/> True | <input type="checkbox"/> Not True |
| 3. suspension of standing           | <input type="checkbox"/> True | <input type="checkbox"/> Not True |
| 4. termination of standing          | <input type="checkbox"/> True | <input type="checkbox"/> Not True |

2B. No official disciplinary review by a conference or association of the United Church of Christ is pending regarding me at the present time.

Commentary:  True  Not True

***(Questions 3 and 4 include only matters subject to official disciplinary review within the United Church of Christ.)***

3A. I have never been the subject of official disciplinary proceedings by another denomination that resulted in disciplinary action.

True  Not True

3B. No official disciplinary proceedings by another denomination are pending regarding me at the present time.

Commentary:  True  Not True

4A. I have never been the subject of official disciplinary proceedings by a professional association, credentialing body, or guild that resulted in disciplinary action.

True  Not True

4B. No official disciplinary proceedings by a professional association, credentialing body, or guild are pending regarding me at the present time.

Commentary:  True  Not True

Date Signed \_\_\_\_\_

Signature \_\_\_\_\_

(Please sign in **BLUE**)

5. No civil law suit alleging that I attempted or actually engaged in sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, settled out of court, or dismissed because the statute of limitations had expired.

\_\_\_ True      \_\_\_ Not True

Commentary:

6A. With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.

\_\_\_ True      \_\_\_ Not True

6B. With respect to matters not addressed in item 6A above, I have never been found guilty or pled guilty or no contest to criminal charges.

**(Do not include acts of civil disobedience.)**

\_\_\_ True      \_\_\_ Not True

Commentary:

7A. My employment has never been terminated because I attempted or actually engaged in:

1. sexual discrimination, harassment, exploitation, or misconduct
2. physical abuse
3. child abuse
4. financial misconduct

\_\_\_ True      \_\_\_ Not True  
\_\_\_ True      \_\_\_ Not True  
\_\_\_ True      \_\_\_ Not True  
\_\_\_ True      \_\_\_ Not True

7B. I have never terminated my employment or professional credentials in order to avoid facing or to avoid being terminated because of charges of actual or attempted:

1. sexual discrimination, harassment, exploitation, or misconduct
2. physical abuse
3. child abuse
4. financial misconduct

\_\_\_ True      \_\_\_ Not True  
\_\_\_ True      \_\_\_ Not True  
\_\_\_ True      \_\_\_ Not True  
\_\_\_ True      \_\_\_ Not True

Commentary:

8. In my judgment, there are no facts or circumstances involving me or my background that would warrant further review before my being entrusted with the responsibilities of ministry on behalf of a calling body of the United Church of Christ.

\_\_\_ True      \_\_\_ Not True

Commentary:

***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.***

Date Signed \_\_\_\_\_

Signature \_\_\_\_\_

(Please sign in **BLUE**)