



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

Application Form for Ecclesiastical Endorsement / Approval for Government Chaplaincy

Please type or print clearly

Personal Information

Date: _____

Name of Applicant: _____

Address: _____

Office Telephone: _____ Home Telephone: _____

Fax: _____ Cell Phone: _____

E-mail: _____ 2nd Email: _____

Date of Birth: _____ Place of Birth: _____
(Month, Day, Year)

Social Security Number: _____ Citizenship: _____

Marital Status: _____ Name of Spouse: _____

Ecclesiastical Status: (Please check one)

Ordained Member In Discernment (In Care) Privilege of Call (POC)

Seminary graduated from or enrolled in: _____
(Name and location of seminary)

Actual or anticipated date of seminary graduation: _____

Actual or anticipated date/place of ordination (or POC): _____

Ordaining Conference and Association: _____

My ministerial standing / Member in Discernment (In Care) status is currently held in:

(Conference and Association)

Name, email, phone, and address of Committee on Ministry Chair: **(Must be filled in. Please call your association if you do not know.)** _____

Ordained clergy seeking endorsement to serve as a chaplain in:

(Please check one)

- U.S. Air Force U.S. Army U.S. Navy

In the following categories, **please check one:**

- Reserve (Non-active duty)
- National Guard (Air/Army- check appropriate branch above)
- Initial active duty (3 years)
- Extended active duty (indefinite period)
- Regular (career status)
- Reserve (AGR)

- Civil Air Patrol

- Department of Veterans Affairs (VA)
 - Full Time Intermittent
 - Part Time Fee Basis
 - Contract All Categories

- Federal Bureau of Prisons

Member In Discernment (In Care) seeking approval to participate in Chaplain Candidate Program of: (Please check only one)

- U.S. Air Force U.S. Army U.S. Navy

Current Employment

I am employed by: _____

Address of employer: _____

Title: _____ Length of Employment: _____

If you are not currently serving a local UCC church, describe your local church involvement:

Member of: _____ since _____
(Name of church) (Month and Year)

I am involved in the following ways: _____

List your parish ministry experience (three most recent positions):

Name of Church	Location	Position	Years

List your Clinical Pastoral Education experience (*last three locations*):

Training Center	State	Year	Unit Level(s)	Supervisor

If no CPE experience, list your *supervised* pastoral counseling hours (*last three centers*):

Training Center	State	Year	Total Hours	Supervisor

List all military service:

Branch of Service	Active/Inactive Duty	Rank/Rate	Years of Service	Type of Discharge
			-	
			-	

The following is a checklist of materials you must provide to the Committee along with this form to complete your application for ecclesiastical endorsement or approval. Those items marked with an asterisk (*) are not required of seminarians applying for chaplain candidate programs.

- A recent photograph of yourself
- A letter from the Committee on Ministry where your ministerial standing / Member In Discernment (In Care) status is held recommending you for endorsement for chaplaincy (if ordained), or for approval to participate in a chaplain candidate program (if a seminarian)
- Verification of membership and participation in a local UCC church
- Verification of current standing as an ordained UCC minister*
- Verification of ministry experience (3 years post-ordination parish / equivalent ministry experience is required for active duty or full time positions)*
- A recent ministerial profile (less than five years old), prepared by the applicant.* **Please check with Rev. Stephen Boyd to see if this is necessary.**

- At least three letters of recommendation, on letterhead, focused on applicant's suitability for the specialized ministry sought. (Must have original signatures – preferably in **BLUE**).
- A brief sketch of your faith journey
- A summary paper addressing: a) your interest in and understanding of the specific specialized ministry for which you are applying for endorsement / approval; and b) your understanding of being a representative of the United Church of Christ in this ministry setting
- Verification of one quarter of clinical pastoral education or its equivalent* (Requirements for VA may vary.)
- Certification of completion of educational requirements, including:
 - Bachelor's degree
 - Master of Divinity degree / equivalent*
 - Any additional degrees or continuing education units (CEUs)*
- A copy of discharge document(s) from any prior military service (if applicable)

Declaration

I declare that the information contained in this form and in the documents I submit as part of my application for ecclesiastical endorsement / approval 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 / approval, or will be grounds for revocation of endorsement or approval 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 or purchased from 800-537-3394 for \$5.

Upon completion of this form, send a copy immediately to the UCC Endorser: Rev. Stephen B. Boyd, Minister for Chaplains and Specialized Ministers, United Church of Christ, 5352 Abbeyfield Street, Long Beach, CA 90815. (Email: boyds@ucc.org, phone: 562-301-1622, Note: Pacific Time)

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

- 1. This application including the Background Disclosure filled out in full and signed everywhere noted.*
- 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.

Make a copy of all documents for your records before mailing or handing over to Committee on Ministry.

I have read the above responsibilities carefully _____
Signature and Date (Please sign in BLUE)

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.

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:	Signature in BLUE : _____ Name (Please print): _____
--------------	--

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.*

DO NOT USE A COMPUTER TO FILL IN ANSWERS. A BLUE INK PEN MUST BE USED FOR CHECKMARKING ANSWERS & SIGNING.

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. True Not True
Commentary:

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. True Not True
Commentary:

(Questions 3 and 4 include only matters subject to official disciplinary review within the United Church of Christ.) Do not leave these questions unanswered.

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. True Not True
Commentary:

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. True Not True
Commentary:

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 | <input type="checkbox"/> True | <input type="checkbox"/> Not True |
| 2. physical abuse | <input type="checkbox"/> True | <input type="checkbox"/> Not True |
| 3. child abuse | <input type="checkbox"/> True | <input type="checkbox"/> Not True |
| 4. financial misconduct | <input type="checkbox"/> True | <input type="checkbox"/> 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 | <input type="checkbox"/> True | <input type="checkbox"/> Not True |
| 2. physical abuse | <input type="checkbox"/> True | <input type="checkbox"/> Not True |
| 3. child abuse | <input type="checkbox"/> True | <input type="checkbox"/> Not True |
| 4. financial misconduct | <input type="checkbox"/> True | <input type="checkbox"/> 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**)