

## APPLICATION FOR CONTINUED ECCLESIASTICAL ENDORSEMENT FOR PROFESSIONAL ORGANIZATIONS

*To be completed every five years if applicant*

- *is certified with a professional organization,*
- **AND** has been previously endorsed by the United Church of Christ

### Procedures and Documents for Application for Continued Endorsement

*A full endorsement process is not required for continued endorsement if the minister has been previously endorsed by the United Church of Christ; only this completed application, the documents listed below, and a meeting with your Committee on Ministry are required. Templates for the endorsement letter can be located at [http://www.ucc.org/ministers\\_endorsement](http://www.ucc.org/ministers_endorsement), or upon request by the Chair of the Committee on Ministry to the Endorsement Secretary, Ms. Kathleen Sattler, 216-736-385, [sattlerk@ucc.org](mailto:sattlerk@ucc.org).*

*The Chair of the Committee on Ministry or the UCC Association should send this application form, the documents listed, and the endorsement letter to endorsement office at the national offices. The letter will be stamped with the official UCC Seal and dated below or next to the seal. A copy will be sent to applicant and the UCC Association for filing.*

***Please note: this application is not used for first time endorsement. This is only for those endorsed ministers who have already been certified by professional organizations and previously endorsed by the United Church of Christ.***

*The letter of continued endorsement can be submitted to the Association of Professional Chaplains (APC) or the Association for Clinical Pastoral Education (ACPE) to meet their Five Year Maintenance Requirement or their Requirement for a Letter of Continued Endorsement. If the Applicant wants the stamped endorsement letter sent to a specific professional organization with which they are already certified, Applicant must let Endorsement Office know by checking the appropriate boxes on application (p. 5).*

#### ***Documents to be Included with this Application:***

1. Letter from Local Church stating applicant has membership (month/date) in the church and how the applicant participates in the life of the Local Church.
2. A letter from the Local Church Board to recommend the applicant for continued endorsement.
3. At least one letter of reference (may be more) from a supervisor or work person stating why the applicant should continue to be endorsed.

4. Copy of their four-way covenant. *If Applicant does not have a four-way covenant, this is a good time to start one. Send covenant even if incomplete. (Applicant should have at least signed the covenant.)*
5. Letter of Continued Endorsement with the United Church of Christ from the Chair of the Committee on Ministry, including contact information and where the endorsement packet is to be sent for permanent record keeping.
6. **Prior to mailing packet to Endorsement Office, update all contact information in the DataHub.**
7. Applicant's UCC National Data Hub ID# \_\_\_\_\_
8. Chair of the Committee on Ministry or the UCC Association mails the application form and attachments listed above to the endorsement office at the national setting:

Ms. Kathleen Sattler, Denominational Endorsement Assistant and Team Leader Assistant  
Ministerial Excellence, Support and Authorization United Church of Christ  
700 Prospect Avenue East  
Cleveland, OH 44115-1100

*If there are questions, contact Ms. Kathleen Sattler at [sattlerk@ucc.org](mailto:sattlerk@ucc.org) or (216) 736-3850.*

*If Kathleen Sattler is not available, please contact Rev. Stephen Boyd, Minister for Chaplains and Ministers in Specialized Settings and the Denominational Endorser, at [boyds@ucc.org](mailto:boyds@ucc.org).*



**Current Employment***Please type or print clearly:*

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Full-time: \_\_\_ Part-time: \_\_\_ If part-time, how many hours per month \_\_\_\_\_

Do you have secondary employment: Yes \_\_\_ No \_\_\_

If yes, Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Full-time: \_\_\_ Part-time: \_\_\_ If part-time, how many hours per month \_\_\_\_\_

**Church of membership**

Name of Church: \_\_\_\_\_

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

Association/Conference/Region: \_\_\_\_\_

How long have you been a member of this congregation? \_\_\_\_\_

Name of current pastor / governing body representative: \_\_\_\_\_

Contact information for Pastor or governing body representative:  
\_\_\_\_\_  
\_\_\_\_\_**Contact information for Chair of Committee on Ministry**

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

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

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Association: \_\_\_\_\_ Conference: \_\_\_\_\_

## Self-Disclosure

**Ministers applying for standing in the United Church of Christ must make a conscientious assertion about their ethical performance and are given space for relevant commentary.**

Have you ever been the subject of a fitness review in any entity affiliated with or setting of the United Church of Christ that resulted in:

Censure *(Required)* \_\_\_\_\_ Yes \_\_\_\_\_ No

Suspension *(Required)* \_\_\_\_\_ Yes \_\_\_\_\_ No

Termination of Ministerial Standing *(Required)* \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you currently engaged in a program of growth as the result of a fitness review in the United Church of Christ? *(Required)* \_\_\_\_\_ Yes \_\_\_\_\_ No

Are there any fitness reviews pending against you at this time by any setting or entity of or affiliated with the United Church of Christ? *(Required)* \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been the subject of an official disciplinary proceeding by another denomination, professional association, credentialing body, guild or employer that resulted in disciplinary action? *(Required)* \_\_\_\_\_ Yes \_\_\_\_\_ No

Are there any official disciplinary proceedings pending against you at this time by another denomination, professional association, credentialing body, guild or employer? *(Required)* \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been the subject of a civil law suit alleging that you attempted or actually engaged in sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct; which has ever resulted in a judgment being entered against you, settled out of court, or dismissed because the statute of limitations had expired? *(Required)* \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you had your driving license suspended or revoked within the last 5 years? *(Required)* \_\_\_\_\_ Yes \_\_\_\_\_ No

*(continued)*

Have you ever been found guilty of, pled guilty to, or pled no contest to criminal charges? (Exclude convictions that have been sealed, expunged or legally eradicated; any misdemeanor conviction for which probation was successfully completed; offenses about which inquiry is not permissible in the state in which you are seeking a position; acts of civil disobedience. With respect to driving record, only include matters of reckless driving, driving while intoxicated and/or driving under the influence of a controlled substance.) *(Required)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Has your employment, a volunteer position, or professional credentials, ever been terminated or revoked, or have you been asked not to return to employment or a volunteer position in the future because you attempted or actually engaged in:

Sexual discrimination, harassment, exploitation or misconduct  
*(Required)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Physical abuse *(Required)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Child abuse *(Required)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Financial misconduct *(Required)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever terminated your employment, a volunteer position, or professional credentials in order to avoid facing or to avoid being terminated because of charges of actual or attempted:

Sexual discrimination, harassment, exploitation or misconduct  
*(Required)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Physical abuse *(Required)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Child abuse *(Required)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Financial misconduct *(Required)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

Are there any facts or circumstances involving you or your background that should be disclosed and/or further reviewed before you are entrusted with the responsibilities of ministry on behalf of a calling body of the United Church of Christ?  
*(Required)*

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered yes to any of the above questions, please provide detailed explanation for all such affirmative answers. In addition to providing other relevant material, be sure to include dates and information for related official decisions, actions, reviews, etc. (by you and/or other parties) that affected your employment and/or ministerial standing and/or professional credentials. (Required)

## Statement of Consent

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 seeking Continued Ecclesiastical Endorsement with a UCC Conference or Association bring unique gifts, skills, and experiences. The integrity of this discernment process in the United Church of Christ depends upon supportive cooperation and considerate and appropriate sharing of information among UCC national offices, UCC conference and/or association personnel, search committees, local churches (UCC and otherwise), other ministry settings, educational institutions and those persons seeking Continued Ecclesiastical Endorsement.

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 church bodies and persons seeking Continued Ecclesiastical Endorsement require honesty, integrity, and truthfulness for the health of the church. In that spirit:

I attest that the information shared with the Committee on Ministry 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, the ministerial authorization process or ministerial authorization itself after that authorization is approved.

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 any member of the Committee on Ministry or the appropriate staff person of the conference to make inquiries regarding all statements contained in the information provided to the Committee on Ministry. I also authorize all persons, entities, former employers, committees on the ministry and their agents, current denominational representatives, courts, and law enforcement, educational institutions and other public agencies to respond to inquiries concerning me, and to supply verification of the information provided to any member of the Conference Committee on Ministry or the appropriate staff person of the conference. I understand that such persons may comment on and state their opinions regarding my background and character to any member of the Committee on Ministry or the appropriate staff person of the conference. 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.



**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.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*(please sign by hand in blue ink – electronic signatures will not be accepted)*