**Professional Organization Endorsement Guidelines for COM**

Ecclesiastical endorsement is the judgment of and the verification by a Committee on Ministry that an ordained minister, seeking endorsement for a professional organization, is in good standing, has the ecclesiastical qualifications and personal qualities to minister in culturally diverse and pluralistic settings without prejudice.

1. Committee on Ministry reviews endorsement packet prior to meeting. If paperwork is missing or inadequate, signatures or dates missing, etc., Chair of the Committee on Ministry asks applicant to complete the packet.
2. The chair must confirm that the Self Disclosure pages have been completely filled out. If the applicant has not answered all questions, the Committee on Ministry must direct the Applicant to complete the Self Disclosure. If applicant answers “yes” to a question, there must also be a discussion on why. If the discussion meets with the approval of the COM and they feel it does not affect the person’s work as an endorsed minister in that specialized field, the Chair must write a letter to attach to the application stating
   1. the COM is aware of the situation where the “yes” answer appears;
   2. they have discussed it with the applicant; and
   3. they are satisfied that this will not affect the person’s work as an endorsed minister in that specialized setting. Details on the original confidential matter do not need to be in the letter.
3. Committee on Ministry meets with the applicant, interviews the applicant, and then approves or disapproves the endorsement. Candidate is notified by the Chair.
4. Chair of the COM or an authorized representative of the UCC association or conference signs the letter of endorsement. (*Newest templates for letters found at https://www.ucc.org/manual-on-ministry)*
5. A representative from the Association or the Chair of the Committee on Ministry notifies the UCC Endorsement Office that the endorsement packet was approved or disapproved. The Association representative or the COM Chair requests details on submission procedures based upon the deadline of the professional organization. (Contact Rev. Anissa Glaser-Bacon, Minister for Ministers in Specialized Settings and Professional Endorsement Coordinator, glaser-bacona@ucc.org, (216) 736-3886.)
6. Prior to mailing packet to Endorsement Office, update all contact information in the DataHub. Applicant’s UCC National Data Hub ID# \_\_\_\_\_\_\_\_\_\_\_

*(continued)*

1. If approved, Association representative or Chair of the Committee on Ministry scans and submits the documents (application, supporting documentation and the endorsement letter) to Rev. Anissa Glaser-Bacon, Minister for Ministers in Specialized Settings and Professional Endorsement Coordinator at glaser-bacona@ucc.org.
2. **Do not send the letter directly to the professional organization.** The Endorsement office must stamp letter with the seal and place date underneath the seal. This date is the actual endorsement date and not the date of the letter. The Endorsement office is responsible for getting the letter with the seal to the appropriate professional organization. Please allow The Endorsement Office four to six weeks to process the packet.
3. The Endorsement Office will notify the applicant and the Association representative or the Chair of the Committee on Ministry that the Endorsement Letter was stamped with the UCC seal and is being forwarded to the appropriate organization. The Endorsement office will send copies to the applicant and to the Association for their filing in the minister’s permanent file.

Address where endorsement packet is to be sent for permanent record keeping:

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| --- | --- |
| Association/Conference: |  |
| Street Address: |  |
|  |  |
| City, State, Zip |  |

I have read the above steps and information carefully.

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| Signature of Association representative or Chair of Committee on Ministry: | |  | Date | |
|  | | | |
| Printed Name and Title: |  | | |