



## **Endorsement Application**

Chaplaincy and Care Ministry (CCM) endorses well-trained ministers of the Word or commissioned pastors who serve in specialized ministries beyond the walls of the church. Chaplains are ordained, gifted and trained, called by the church, and sent by Jesus Christ to provide spiritual care to people in pain or spiritual distress.

The Christian Reformed Church in North America (CRCNA) requires chaplains to meet two requirements. First, all pastors serving in chaplaincy positions (assuming paid full time or significant part time) must be endorsed [*Acts of Synod 1998-Article 44, I.C. 3.a., page 391*]. Second, endorsement is an ongoing process. In order to become endorsed, chaplains must follow the process outlined in the document: [Chaplaincy Endorsement Guidelines](#).

CCM provides endorsement and 5 year endorsement renewal for chaplains through assessment, training, and supervision of chaplains' ministries. Many institutions and organizations require ecclesiastical endorsement, as it indicates that a chaplain has the education, certification, and experience to represent and be held accountable by their faith group. CCM also provides provisional endorsements or candidate recommendations to assist future chaplains in meeting vocational or educational requirements. Those who are interested in chaplaincy through the Christian Reformed Church in North America should apply.

Please email application materials to [chaplaincy@crcna.org](mailto:chaplaincy@crcna.org) or mail them to:

**Chaplaincy & Care Ministry CRCNA**  
**1700 28<sup>th</sup> Street SE**  
**Grand Rapids, MI 49508-1407**

For questions, please call Chaplaincy and Care Ministry at 616-224-0844 (USA) or 800-730-3490 (Canada).



## Application for Endorsement

**NAME:**

**DATE:**

(Last, First, Middle Initial)

**ADDRESS:**

**CITY:**

**ST/PROV:**

**COUNTRY:**

**ZIP:**

**PHONE:**

(OFFICE)

(HOME)

(CELL)

**E-MAIL:**

**GENDER:**     M     F

**ETHNICITY:**

**MARITAL STATUS:**

**NAME OF SPOUSE:**

**CRC church of membership name and location:**

**College or University:**

**Degree & year:**

**Seminary:**

**Degree & year:**

**Graduate work:**

**Degree & year:**

**Ordination Date:**

or **Anticipated Ordination Date:**

**Current or Anticipated Calling Church:**

**Present and previous ministry positions and years of service:**

**Number of Units of Clinical Pastoral Education (CPE) completed:**

**Date of last unit:**

**CPE location(s)**



Christian Reformed Church  
**Chaplaincy and  
Care Ministry**

**I AM APPLYING FOR CHAPLAINCY ENDORSEMENT WITH PARTICULAR INTEREST IN:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Corrections                | <input type="checkbox"/> Hospice        | <input type="checkbox"/> Pastoral Counselor                |
| <input type="checkbox"/> Agency/Community           | <input type="checkbox"/> Hospital       | <input type="checkbox"/> Veterans Affairs                  |
| <input type="checkbox"/> Behavioral Health          | <input type="checkbox"/> Long-term care | <input type="checkbox"/> Workplace/Industrial<br>Community |
| <input type="checkbox"/> Certified Educator for CPE | <input type="checkbox"/> Mental health  | <input type="checkbox"/> Other                             |
| <input type="checkbox"/> Military (please specify)  | <input type="checkbox"/> Parish         |  |

Military Active Duty Branch

Reserve/National Guard Branch

Military Chaplain Candidate program Branch

**(If in the military or entering the military)**

**Last 4 digits Social Security#:**

**Date of Birth:**

-----

**Please list your continuing education (CPE, courses, seminars, conferences, retreats, workshops) in areas related to chaplaincy:**



- 1. Describe how your spiritual journey has led you to chaplaincy within the CRC. Why do you choose to be endorsed by Chaplaincy and Care Ministry? (Please provide a typed answer, 300-500 words)**



**2. Describe your understanding of chaplaincy ministry. What about it inspires you? What do you find difficult? (Please provide a typed answer)**

**3. Describe a time when you provided spiritual care to a person. How do you believe you were able to help? What did you learn from this experience? (Please provide a typed answer)**



## Background Disclosure

With concern for the ethical performance of CRC ministry and transparency about issues sensitive to functioning in the public role as chaplain, you are asked to respond to the following statements. There is opportunity for explanation if you so desire.

1. Have you ever been the subject of official discipline by a consistory or classis of the Christian Reformed Church where you pastored?
 

1.	Suspended	Yes	No
2.	Deposed	Yes	No
  
2. Do you have any official disciplinary action pending at the present time?      Yes      No
  
3. Have you ever been the subject of official disciplinary proceedings by another denomination that resulted in disciplinary action?      Yes      No
  
4. Are there any pending official disciplinary proceedings by another denomination regarding you at the present time?      Yes      No
  
6. Has your relationship with a congregation ever been terminated by way of Article 17 of the Church Order of the Christian Reformed Church (release initiated by yourself, council, or jointly)?
 

	Yes	No
--	-----	----
  
7. Has your employment ever changed because you attempted or actually engaged in:
 

a.	sexual discrimination, harassment, exploitation, or misconduct	Yes	No
b.	physical abuse	Yes	No
c.	child abuse	Yes	No
d.	financial misconduct	Yes	No
  
8. Has your employment ever changed in order to avoid facing or to avoid facing or to avoid being terminated because of charges of actual or attempted:
 

a.	sexual discrimination, harassment, exploitation, or misconduct	Yes	No
b.	physical abuse	Yes	No
c.	child abuse	Yes	No
d.	financial misconduct	Yes	No



9. Has a civil lawsuit, criminal charge, or ecclesiastical complaint ever been sustained against you for sexual discrimination, harassment, exploitation or misconduct, physical abuse, child abuse, or financial misconduct?

Yes No

10. Have you ever been convicted of a felony? Yes No

If you answered Yes to any of the previous questions, please explain below:

**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. I also consent to sharing the above information with those appointed by the CRCNA Council of Delegates to serve as Chaplaincy Ministry Advisory Council.**

This application is valid for 12 months.

Signature

Date

Name



**Application** - Please submit the following documents together.

1. Complete the six-page application (above)
2. Include three (3) letters of recommendation (using the attached [form](#)):
  - One from a pastor, board member, or council member of a past church or ministry you have served in a formal or informal capacity. If you are presently in seminary or a recent graduate, a recommendation from a seminary professor may be used.
  - One from a pastor, board member, or council member of the church you currently attend or serve
  - One from a vocational supervisor/mentor (CPE educator, internship supervisor, chaplain)
3. A recent photo (it may be an informal picture)
4. Transcript of master's degree
5. Evidence of the completion of at least two units of Clinical Pastoral Education (on rare occasion, well documented equivalencies may be allowed for one unit). Include copies of your supervisor's evaluation and a self-evaluation for the last two quarters of training completed. NOTE: Not required for military chaplains
6. Evidence of formal or informal pastoral experience (letter from church or organization). Active duty military chaplaincy usually requires two years of parish ministry experience post-M.Div.

**Interview** - Once all required documents are submitted, Chaplaincy and Care Ministry will complete the following assessments:

7. Firo B and Birkman Vocational Assessments (please submit results if already completed)
8. A video conference interview will be scheduled with the Chaplaincy & Care Ministry Advisory Committee.

**Employment** - Completing the above requirements meets the criteria for provisional endorsement. Once a candidate secures chaplaincy employment, they must provide the following to achieve full endorsement. Upon achieving full endorsement, CCM will submit a letter to the chaplain, calling church, and classis.

9. A copy of your chaplaincy job description (also send to your calling church and classis stated clerk)
10. A copy of your chaplaincy letter of call from your calling church to classis
11. Date of your classical exam for ordination (if not currently ordained)
12. A copy of your Covenant of Joint Supervision signed by you and your calling church
13. The name of your mentor (if Classis has not assigned one; you may be asked to work with the Regional Pastor to initiate this process) sent to [chaplaincy@crcna.org](mailto:chaplaincy@crcna.org) and [davedenhaan@crcna.org](mailto:davedenhaan@crcna.org)