



Chaplaincy Endorsement

Chaplaincy and Care Ministry (CCM) endorses well-trained Christian Reformed ***ministers of the Word*** or ***commissioned pastors*** who serve in specialized ministries beyond the walls of the church. The requirements to become a minister of the word or commissioned pastor are established by the [CRCNA Candidacy Committee](#). Chaplains are ordained, gifted and trained, called by the church, and sent by Jesus Christ to provide spiritual care to people often in pain or spiritual distress.

In addition to ordination requirements, 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 (Church Order Supplement, Article 12-c).

In order to become endorsed, prospective chaplains must follow the process outlined in the [Guidelines For Ecclesiastical Endorsement](#). The following checklist highlights the requirements noted in this document for obtaining provisional and full endorsement. The process for provisional endorsement requires a minimum of sixty days from when the completed application (which includes **all** requested documents) has been submitted to Chaplaincy and Care Ministry.



Chaplaincy Endorsement Checklist

Provisional Endorsement

1. Contact CCM Ministry Endorser, Rev. Tim Rietkerk, trietkerk@crcna.org, to schedule an appointment to review the application process.
2. Complete the online [Chaplaincy Endorsement Application](#)
3. Select 3 persons to provide letters of recommendation by emailing them the online [Chaplaincy Endorsement Reference](#). Your references should include persons from the following:
 - 3.1. 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.*
 - 3.2. One from a pastor, board member, or council member of the church you currently attend or serve
 - 3.3. One from a vocational supervisor/mentor (CPE educator, internship supervisor, chaplain)
4. Submit to Chaplaincy and Care Ministry in an email to chaplaincy@crcna.org the following attachments:
 - 4.1. Recent photo (it may be an informal picture)
 - 4.2. Transcript of master's degree
 - 4.3. Proof of Clinical Pastoral Education/Specialized Pastoral Education
 - 4.3.1. For civilian chaplain applicants: Evidence of the completion of at least two units of Clinical Pastoral Education/Specialized Pastoral Education, including copies of your supervisor's evaluation and a self-evaluation for the last two quarters of training completed.
 - 4.3.2. For military chaplain applicants: You are highly encouraged to have at least one unit of Pastoral Education/Specialized Pastoral Education. Active duty military chaplain applicants must have two years full time parish ministry experience post-MDiv.
 - 4.4. Firo B and Birkman Vocational Assessments. (If you do not have the Firo B and Birkman Vocational Assessments, Rev. Rietkerk will assist in scheduling the assessments (CCM will pay for the assessments).
5. Provisional Endorsement Prep Meeting When CCM has received **all** of the above items, you will be contacted by Rev. Tim Rietkerk for a video conference meeting to review the application, submitted materials, and prepare for the interview with the Chaplaincy & Care Ministry Advisory Committee (CMAC). As part of this review, he will coordinate with you for a date and time in which to meet with members of the CMAC.
6. Provisional Endorsement Interview with CCM and CMAC This interview will determine your eligibility for provisional endorsement. If you are declared eligible for endorsement, you will be granted provisional endorsement and you will receive a letter with the conditions of your provisional endorsement and the requirements for full endorsement.



Chaplaincy Endorsement Checklist

Full Endorsement Requirements

Once you secure chaplaincy employment, you must provide the following to achieve full endorsement:

1. A copy of your chaplaincy job description (also send to your calling church and classis stated clerk)
2. A copy of your chaplaincy letter of call from your calling church to classis
3. Date of your classical exam for ordination (if not currently ordained)
4. Date of your ordination/ installation service
5. A copy of your Covenant of Joint Supervision (CJS) signed by you and your calling church (Rev. Tim Rietkerk, CCM Endorser, will also sign the CJS and send back to you this completed document)
6. The name of your mentor (if your classis has not assigned one; you may be asked to work with the with the Regional Pastor to initiate this process) sent to chaplaincy@crcna.org and mentoring@crcna.org

After receiving the above items/information, CCM will grant full endorsement after the letter of call has been noted/approved in the classis minutes. CCM will send a letter of full endorsement to the chaplain, calling church, and classis. The chaplain's endorsement and Covenant of Joint Supervision are subject to review and renewal every five years.