



Application Checklist for Endorsement

Chaplaincy and Care Ministry (CCM) endorses exceptional, 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 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 should apply.

Please email application materials to chaplaincy@crcna.org or mail them to:

**Chaplaincy & Care Ministry CRCNA
1700 28th 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

Please submit the following documents together.

- ☐ 1. Complete the attached four-page application
- ☐ 2. Include three (3) letters of recommendation (template can be found on our [chaplaincy website](#)):
 - 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. 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
- ☐ 5. 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:

- ☐ 6. Firo B and Birkman Vocational Assessments (please submit results if already completed)
- ☐ 7. 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.

- ☐ 8. A copy of your chaplaincy job description (also send to your calling church and classis stated clerk)
- ☐ 9. A copy of your chaplaincy letter of call from your calling church to classis
- ☐ 10. Date of your classical exam for ordination (if not currently ordained)
- ☐ 11. A copy of your Covenant of Joint Supervision signed by you and your calling church
- ☐ 12. 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)