**TEMPLATE**

**Letter of Endorsement**

**For Employment (paid position)**

Page 1: *Notes and Instructions for Employment Endorsement Letter*

Page 2: *Template to be saved to your computer to fill in proper information*

**Important – Please read this first before proceeding:**

**If the employer requires the applicant to join a professional organization (such as APC) for his/her employment, then this is not the template to use. Use Letter Template APC Initial Endorsement instead.**

**However, if the employer does not require the applicant to join a professional organization, such as APC, and only wants an endorsement, use this template. If in doubt, recheck with applicant since this template is rarely used. The majority of employers want the chaplain to join a professional organization.**

**Note: Employment in a government chaplaincy position such as a VA Hospital or Federal Prison requires government endorsement which is a different application/endorsement process.**

**First:**

Review applicant’s application form

Read his/her supporting documentation

Interviewapplicant

**Writing the letter**

Save this file to your computer (template for letter is on page 2)

On your copy, fill in the information requested in the parentheses from the application. Use official letterhead from association, conference or church. Create, if necessary.

Send applicant copy of letter and file copy in applicant’s folder at association.

**Mail letter directly to applicant’s employer. Do not mail to national setting.**

Endorsement for employment is handled at the association level only and the national setting does not get involved other than giving guidance and answering questions. The letter does not need to be sent to the national setting for the UCC stamp. Please sign the letter and identify yourself with contact information, if it is not in the letterhead, so that the employer can contact you if necessary.

**Questions?**

Please contact Kathleen Sattler, endorsement secretary, at sattlerk@ucc.org or call toll free at (866) 822-8224, ext. 3850 or direct at (216) 736-3850. Kathleen will be glad to assist you.

(Date)

(Name of person to receive letter, title, department - provided by applicant)

(Name of organization employing applicant - provided by applicant)

(Address of employment - provided by applicant)

(City, state and zip code - provided by applicant)

Dear (Name from above):

The Committee on Ministry of the (Association) of the (Conference) of the United Church of Christ has granted Ecclesiastical Endorsement to:

(Proper Full Name)

(Home address, not work address)

(City, State, and Zip Code)

This endorsement means that (Minister’s Name):

1. Is a fully (choose: ordained or commissioned) minister in the United Church of Christ and is in good standing.
2. Has professional qualification in Clinical Pastoral Education and Counseling.
3. Is engaged in the full time pursuit of (his/her) Christian vocation in accordance with the accepted standards of the United Church of Christ, and has fulfilled the required years of active professional and qualifying experience.
4. Will participate collegially in a religiously, culturally, and racially diverse setting to provide for the needs of all without prejudice.
5. Has the confidence and commendation of the United Church of Christ for appropriate consideration and employment as a (position or title) by (name of organization).

Faithfully,

*Signature*

(Type name of Chair or other authorized signer)

(Title of person signing)

(Name of Association/Conference)

(Email address and phone number of person signing, if not already on letterhead)