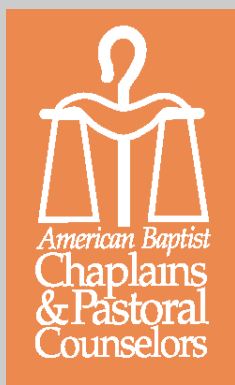


# ECCLESIASTICAL ENDORSEMENT STANDARDS

for

**Military Chaplains  
Institutional Chaplains  
Pastoral Counselors**



Committee on Chaplains and Pastoral Counselors  
AMERICAN BAPTIST CHURCHES USA

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## I. INTRODUCTION

The Committee on Chaplains and Pastoral Counselors (CCPC) is authorized on behalf of American Baptist Churches in the USA (ABCUSA) to endorse clergy to serve as military chaplains, institutional chaplains and pastoral counselors, and to grant approval to Civil Air Patrol chaplains, military chaplain candidates, institutional chaplains in training and pastoral counselors in training. Endorsement affirms the fitness of these persons to function as American Baptist clergy in specialized settings and confers the necessary credentials to receive certification by professional associations.

The endorsement by ABCUSA to serve in specialized settings requires a strong sense of call, the highest ethical standards, demonstrated and continued involvement in denominational life, adequate academic and clinical preparation and a pastoral identity well-tempered in local church ministry experience. Evidence that these requirements are met is the basis for endorsement decisions made by the Committee. Further, these decisions are guided by the affirmative action statements of ABCUSA and are made without regard to race, color, gender, national origin, age, marital status or physical handicap, when these are unrelated to a person's capacity to perform particular ministry.

Continuing endorsement is contingent upon accountability to the Committee through designated reporting mechanisms and regular reviews. Approved and endorsed persons shall immediately notify the Chaplaincy and Pastoral Counseling Services (CPCS) office in American Baptist Home Mission Societies (ABHMS) upon change of address or status. The CPCS director serves as staff to the Committee, coordinates the endorsement process and brings together endorsed persons in a peer support community within American Baptist life.

## II. MILITARY CHAPLAIN CATEGORIES AND REQUIREMENTS

- A. Approval as Chaplain Candidate, Army (I.11); Navy (I.12); Air Force (I.13); Army National Guard (I.14)

Note that military age requirements are: I.11, appointment prior to 34th birthday; I.12, completion of program and appointment to active duty as a chaplain prior to 36th birthday (to reserve duty, 38th birthday); I.13, appointment prior to 35th birthday; I.14, appointment prior to 34th birthday.

Persons seeking approval by the Committee as military chaplain candidates shall submit the following information to the CPCS office using the appropriate forms.

1. Typewritten biographical sketch, to include description of family dynamics, faith journey, strengths and weaknesses, attitudes toward women in ministry, ministry to and with racial/ethnic persons, ministry in a pluralistic environment and ministry to systems.
2. Signed covenant and release form.
3. Recent photo.
4. Graduation at the Bachelor's level from a fully accredited college or university that is listed in a higher education directory. Documented by official transcript sent directly from school to CPCS office. Applicant must request.
5. Evidence of membership in an American Baptist church. Applicant must initiate request.
6. Reference letter from a seminary professor or other official. CPCS will initiate request from application listing.
7. Reference letter from an American Baptist pastor. CPCS will initiate request from application listing.

8. Validation of ABC church membership from an American Baptist regional executive minister or designee. CPCS will initiate request from application listing.
  9. Reference letters from three other persons. CPCS will initiate requests from application listings.
  9. Satisfactory interview with a CPCS interviewer.
  10. After approval, regular feedback to CPCS regarding specific ministries of Discipleship, Community, Justice as well as how denominational policy is implemented in the workplace using the designated reporting mechanism.
- B. Endorsement as Military Chaplain, Not for Extended Active Duty, Army (1.21); Navy (1.22); Air Force (1.23); Army National Guard (1.24); Air Force National Guard (1.25)

Note that military age requirements are: Army (1.21), appointment prior to 40th birthday; Navy (1.22), appointment prior to 38th birthday; Air Force (1.23), appointment prior to 40th birthday; Army National Guard (1.24), appointment prior to 40th birthday; Air National Guard (1.25) appointment prior to 40th birthday.

Persons seeking endorsement by the Committee as military chaplains, Not for Extended Active Duty, shall submit the following information to the CPCS office using the appropriate forms.

1. An updated American Baptist Personnel Services (ABPS) Profile.
2. Typewritten biographical sketch, to include description of family dynamics, faith journey, strengths and weaknesses, attitudes toward women in ministry, ministry to and with racial/ethnic persons, ministry in a pluralistic environment and ministry to systems.
3. Signed covenant and release form
4. Recent photo.

5. Graduation at the Bachelor's level from a fully accredited college or university that is listed in a higher education directory. Documented by official transcript sent directly from school to CPCS office. Applicant must request.
6. Graduation at the Master of Divinity level (minimum of three years of education) from a fully accredited seminary or graduate school that is listed by the Association of Theological Schools. Documented by official transcript sent directly from school to CPCS office. Applicant must request.
7. Evidence of membership in an American Baptist church, as documented by ABPS Profile.
8. Reference letter from a seminary professor or other official. CPCS will initiate request from application listing.
9. Reference letter from an American Baptist pastor. CPCS will initiate request from application listing.
10. Reference letter from an American Baptist regional executive minister or designee. CPCS will initiate request from application listing.
11. Reference letters from three other persons. CPCS will initiate requests from application listings.
12. Ordination, as recognized by ABC region and documented by ABPS Profile.
13. A minimum of two years experience in ministry (post-ordination). Examples are: institutional minister; campus ministry (full-time), pastor; associate pastor; minister of religious education, youth pastor. Exception: persons who have successfully completed their chaplain candidacy may be endorsed for Not For Extended Active Duty (NEAD) status so that the full-time local church ministry requirement may be met concurrently with NEAD chaplaincy service.
14. Satisfactory interview with a CPCS interviewer.

15. After endorsement, copies of first three Officer Evaluation/ Fitness Reports in NEAD chaplaincy ministry.
16. After endorsement, evidence of continuing ministry as an ordained person, paid or unpaid, for a minimum of 20 hours per week in addition to NEAD chaplaincy ministry.
17. After endorsement, regular feedback to CPCS regarding specific ministries of Discipleship, Community, Justice as well as how denominational policy is implemented in the workplace using the designated reporting mechanism.

C. Endorsement as Military Chaplain, For Extended Active Duty, Army (1.31); Navy (1.32); Air Force (1.33).

Note that military age requirements are: Army (1.31), appointment prior to 40th birthday; Navy (1.32), appointment prior to 40th birthday; Air Force (1.33) appointment prior to 42nd birthday.

Persons seeking endorsement by the Committee as Military Chaplains, For Extended Active Duty, shall submit the following information to the CPCS office using the appropriate forms.

1. An updated American Baptist Personnel Services (ABPS) Profile.
2. Typewritten biographical sketch, to include description of family dynamics, faith journey, strengths and weaknesses, attitudes toward women in ministry, ministry to and with racial/ethnic persons, ministry in a pluralistic environment, and ministry to systems.
3. Signed covenant and release form.
4. Recent photo.
5. Graduation at the Bachelor's level from a fully accredited college or university that is listed in a higher education directory. Documented by official transcript sent directly from school to CPCS office. Applicant must request.
6. Graduation at the Master of Divinity level (minimum of three years of education) from a fully accredited seminary or graduate

school that is listed by the Association of Theological Schools. Documented by official transcript sent directly from school to CPCS office. Applicant must request.

7. Evidence of membership in an American Baptist church, as documented by ABPS Profile.
8. Reference letter from a seminary professor or other official. CPCS will initiate request from application listing.
9. Reference letter from an American Baptist pastor. CPCS will initiate request from application listing.
10. Reference letter from an American Baptist regional executive minister or designee. CPCS will initiate request from application listing.
11. Reference letters from three other persons. CPCS will initiate requests from application listings.
12. Ordination, as recognized by ABCUSA Region and documented by ABPS Profile.
13. A minimum of two years experience in ministry (post-ordination). Examples are: institutional minister, campus ministry (full-time), pastor, associate pastor, minister of religious education, youth pastor. Exception: it is recommended that candidates for Extended Active Duty Endorsement have two years of Not For Extended Active Duty (NEAD) experience and at least one unit of Clinical Pastoral Education (CPE).
14. Satisfactory interview with a CPCS interviewer.
15. After endorsement, copies of first three Officer Evaluation/ Fitness Reports in EAD chaplaincy ministry.
16. After endorsement, regular feedback to CPCS regarding specific ministries of Discipleship. Community. Justice as well as how denominational policy is implemented in the workplace using the designated reporting mechanism.

- D. Endorsement as Military Chaplain for Extended Active Duty, Army Voluntary Indefinite Status (I.41); Navy Indefinite Extension Status (I.42); Air Force Conditional Reserve Status, Extended Active Duty Military (I.43).

Chaplains seeking endorsement by the Committee for Conditional/ Indefinite Status shall submit the following information to the CPCS office using the appropriate forms.

1. An updated American Baptist Personnel Services (ABPS) Profile.
2. Evidence of membership in an American Baptist church, as documented by ABPS Profile.
3. Continuing ordination, as recognized by ABCUSA region and documented by ABPS Profile.
4. Reference letter from an American Baptist regional executive minister or director, Chaplaincy and Pastoral Counseling Services. Applicant must initiate request.
5. Most recent Officer Evaluation/Fitness Report.

- E. Endorsement as Military Chaplain, For Extended Active Duty, Regular Army Status (I.51); Regular Navy Status (I.52); Regular Air Force Status (I.53)

Extended Active Duty Military Chaplains seeking endorsement by the Committee for Regular Status shall submit the same information to the CPCS office as do persons seeking Conditional/ Indefinite Status. (See Section II.D.)

- F. Approval as Civil Air Patrol Chaplain (I.6)

Persons seeking approval by the Committee as Civil Air Patrol chaplains shall submit to the CPCS office using the appropriate forms all information required for endorsement as Military Chaplain, Not for Extended Active Duty, except that there is no age requirement and no need to submit copies of Officer Evaluation/Fitness Reports. In some instances the seminary requirements may be waived. (See Section II.B.)

1. After approval, evidence of continuing ministry as an ordained person, paid or unpaid, for a minimum of 20 hours per week in addition to CAP chaplaincy ministry. Ministers and Missionaries Benefit Board annuitants may be excused from this requirement.
2. After approval, regular feedback to CPCS regarding specific ministries of Discipleship, Community, Justice as well as how denominational policy is implemented in the workplace using the designated reporting mechanism.

### III. INSTITUTIONAL CHAPLAIN CATEGORIES AND REQUIREMENTS

#### A. Approval as Institutional Chaplain in Training at a Specific Location (2.1)

Persons seeking approval by the Committee as Institutional Chaplains in Training at a Specific Location shall submit the following information to the CPCS office using the appropriate forms.

1. Typewritten biographical sketch, to include description of family dynamics, faith journey, strengths and weaknesses, attitudes toward women in ministry, ministry to and with racial/ethnic persons, ministry in a pluralistic environment and ministry to systems.
2. Signed covenant and release form.
3. Recent photo.
4. Graduation at the Bachelor's level from a fully accredited college or university that is listed in a higher education directory. Documented by official transcript sent directly from school to CPCS office. Applicant must request.
5. Graduation at the Master of Divinity level (minimum of three years of education) from a fully accredited seminary or graduate school that is listed by the Association of Theological Schools. Documented by official transcript sent directly from school to CPCS office. Applicant must request.

6. Evidence of membership in an American Baptist church. Applicant must initiate request.
  7. Reference letter from a seminary professor or other official. CPCS will initiate request from application listing.
  8. Reference letter from an American Baptist pastor. CPCS will initiate request from application listing.
  9. Reference letter from an American Baptist regional executive minister or designee. CPCS will initiate request from application listing.
  10. Reference letters from three other persons. CPCS will initiate requests from application listings.
  11. Satisfactory interview with a CPCS interviewer.
  12. Persons approved as Institutional Chaplains in Training at a Specific Location are automatically eligible to apply for Clinical Pastoral Education (CPE) scholarship assistance.
  13. After approval, regular feedback to CPCS regarding specific ministries of Discipleship, Community, Justice as well as how denominational policy is implemented in the workplace using the designated reporting mechanism.
- B. Endorsement as Institutional Chaplain for Certification at a Particular Level with a Particular Professional Association (2.2)

Persons seeking endorsement by the Committee as Institutional Chaplains for Certification at a Particular Level with a Particular Professional Association shall be approved also as Institutional Chaplains in Training at a Specific Location (2.1) or shall be endorsed also as Institutional Chaplains for Intermittent Service at a Specific Location (2.3), for Part-Time Service at a Specific Location (2.4), for Full-Time Service at a Specific Location (2.5), In Transition, One Year or Less (4.2) or In Transition, More than One Year (4.3). Endorsement for Certification shall be considered secondary to approval or endorsement in the appropriate category listed above. Therefore, no additional information is required.

C. Endorsement as Institutional Chaplain for Intermittent Service (ten hours or less per week) at a Specific Location (2.3)

Persons seeking endorsement by the Committee as Institutional Chaplains for Intermittent Service at a Specific Location shall submit to the CPCS office the following information using the appropriate forms.

1. An updated American Baptist Personnel Services (ABPS) Profile.
2. Typewritten biographical sketch, to include description of family dynamics, faith journey, strengths and weaknesses, attitudes toward women in ministry, ministry to and with racial/ethnic persons, ministry in a pluralistic environment, and ministry to systems.
3. Signed covenant and release form.
4. Recent photo.
5. Graduation at the Bachelor's level from a fully accredited college or university that is listed in a higher education directory. Documented by official transcript sent directly from school to CPCS office. Applicant must request.
6. Graduation at the Master of Divinity level (minimum of three years of education) from a fully accredited seminary or graduate school that is listed by the Association of Theological Schools. Documented by official transcript sent directly from school to CPCS office. Applicant must request.
7. Evidence of membership in an American Baptist church, as documented by ABPS Profile.
8. Reference letter from a seminary professor or other official. CPCS will initiate request from application listing.
9. Reference letter from an American Baptist pastor. CPCS will initiate request from application listing.
10. Reference letter from an American Baptist regional executive minister or designee. CPCS will initiate request from application listing.

11. Reference letters from three other persons. CPCS will initiate requests from application listings.
  12. Ordination as recognized by ABCUSA region and documented by ABPS Profile.
  13. A minimum of two years experience in ministry (post-ordination). Examples are: institutional minister, campus ministry (full-time), pastor, associate pastor, minister of religious education, youth pastor. Not acceptable: pastoral intern.
  14. Satisfactory interview with a CPCS interviewer.
  15. After endorsement, evidence of continuing ministry as an ordained person, paid or unpaid, for a minimum of 20 hours per week in addition to institutional chaplaincy ministry. Ministers and Missionaries Benefit Board annuitants may be excused from this requirement.
  16. After endorsement, regular feedback to CPCS regarding specific ministries of Discipleship, Community, Justice as well as how denominational policy is implemented in the workplace using the designated reporting mechanism.
- D. Endorsement as Institutional Chaplain for Part-Time service (11 to 20 hours per week) at a Specific Location (2.4)

Persons seeking endorsement by the Committee as institutional chaplains for part-time service at a specific location shall submit to the CPCS office the following information using the appropriate forms.

1. An updated American Baptist Personnel Services (ABPS) Profile.
2. Typewritten biographical sketch, to include description of family dynamics, faith journey, strengths and weaknesses, attitudes toward women in ministry, ministry to and with racial/ethnic persons, ministry in a pluralistic environment and ministry to systems.
3. Signed covenant and release form.

4. Recent photo.
5. Graduation at the Bachelor's level from a fully accredited college or university that is listed in a higher education directory. Documented by official transcript sent directly from school to CPCS office. Applicant must request.
6. Graduation at the Master of Divinity level (minimum of three years of education) from a fully accredited seminary or graduate school that is listed by the Association of Theological Schools. Documented by official transcript sent directly from school to CPCS office. Applicant must request.
7. Evidence of membership in an American Baptist church, as documented by ABPS Profile.
8. Reference letter from a seminary professor or other official. CPCS will initiate request from application listing.
9. Reference letter from an American Baptist pastor. CPCS will initiate request from application listing.
10. Reference letter from an American Baptist regional executive minister or designee. CPCS will initiate request from application listing.
11. Reference letters from three other persons. CPCS will initiate requests from application listings.
12. Ordination as recognized by ABCUSA region and documented by ABPS Profile.
13. A minimum of two years experience in ministry (post-ordination). Examples are: institutional minister; campus minister; pastor; associate pastor; minister of religious education, youth pastor. Not acceptable: pastoral intern.
14. Evidence of satisfactory completion of two units of CPE in an ACPE-accredited center; documented with copies of supervisor's final evaluations. Applicant must initiate request.

15. Satisfactory interview with a CPCS interviewer.
  16. After endorsement, evidence of continuing ministry as an ordained person, paid or unpaid, for a minimum of 20 hours per week in addition to institutional chaplaincy ministry. Ministers and Missionaries Benefit Board annuitants may be excused from this requirement.
  17. After endorsement, regular feedback to CPCS regarding specific ministries of Discipleship, Community, Justice as well as how denominational policy is implemented in the workplace using the designated reporting mechanism.
- E. Endorsement as Institutional Chaplain for Full-Time Service (more than 20 hours per week) at a Specific Location (2.5)

Persons seeking endorsement by the Committee as Institutional Chaplains for Full-Time Service at a Specific Location shall submit to the CPCS office the following information using the appropriate forms.

1. An updated American Baptist Personnel Services (ABPS) Profile.
2. Typewritten biographical sketch, to include description of family dynamics, faith journey, strengths and weaknesses, attitudes toward women in ministry, ministry to and with racial/ethnic persons, ministry in a pluralistic environment and ministry to systems.
3. Signed covenant and release form.
4. Recent photo.
5. Graduation at the Bachelor's level from a fully accredited college or university that is listed in a higher education directory. Documented by official transcript sent directly from school to CPCS office. Applicant must request.
6. Graduation at the Master of Divinity level (minimum of three years of education) from a fully accredited seminary or graduate school that is listed by the Association of Theological Schools.

Documented by official transcript sent directly from school to CPCS office. Applicant must request.

7. Evidence of membership in an American Baptist church, as documented by ABPS Profile.
8. Reference letter from a seminary professor or other official. CPCS will initiate request from application listing.
9. Reference letter from an American Baptist pastor. CPCS will initiate request from application listing.
10. Reference letter from an American Baptist regional executive minister or designee. CPCS will initiate request from application listing.
11. Reference letters from three other persons. CPCS will initiate requests from application listings.
12. Ordination, as recognized by ABCUSA region and documented by ABPS Profile.
13. A minimum of two years experience in ministry (post-ordination). Examples are: institutional minister, campus ministry (full-time), pastor, associate pastor, minister of religious education, youth pastor. Not acceptable: pastoral intern.
14. Evidence of satisfactory completion of four units of CPE in an ACPE-accredited center; documented with copies of supervisor's final evaluations. Applicant must initiate request.
15. Satisfactory interview with a CPCS interviewer.
16. After endorsement, regular feedback to CPCS regarding specific ministries of Discipleship, Community, Justice as well as how denominational policy is implemented in the workplace using the designated reporting mechanism.

#### IV. PASTORAL COUNSELOR CATEGORIES AND REQUIREMENTS

##### A. Approval as pastoral counselor in training at a specific location (3.1)

Persons seeking approval by the Committee as pastoral counselors in training at a specific location shall submit the following information to the CPCS office using the appropriate forms.

1. Typewritten biographical sketch, to include description of family dynamics, faith journey, strengths and weaknesses, attitudes toward women in ministry, ministry to and with racial/ethnic persons, ministry in a pluralistic environment and ministry to systems.
2. Signed covenant and release form.
3. Recent photo.
4. Graduation at the Bachelor's level from a fully accredited college or university that is listed in a higher education directory. Documented by official transcript sent directly from school to CPCS office. Applicant must request.
5. Graduation at the Master of Divinity level (minimum of three years of education) from a fully accredited seminary or graduate school that is listed by the Association of Theological Schools. Documented by official transcript sent directly from school to CPCS office. Applicant must request.
6. Evidence of membership in an American Baptist church. Applicant must initiate request.
7. Reference letter from a seminary professor or other official. CPCS will initiate request from application listing.
8. Reference letter from an American Baptist pastor. CPCS will initiate request from application listing.
9. Validation of ABC church membership from an American Baptist regional executive minister or designee. CPCS will initiate request from application listing.

10. Reference letters from three other persons. CPCS will initiate requests from application listings.
11. Satisfactory interview with a CPCS interviewer.
12. Persons approved as Pastoral Counselors in Training at a Specific Location are automatically eligible to apply for scholarship assistance.
13. After approval, regular feedback to CPCS regarding specific ministries of Discipleship, Justice, Community as well as how denominational policy is implemented in the workplace using the designated reporting mechanism.

B. Endorsement as Pastoral Counselor for Certification at a Particular Level with a Particular Professional Association (3.2)

Persons seeking endorsement by the Committee as pastoral counselors for certification at a particular level with a particular professional association shall be approved also as pastoral counselors in training at a specific location (3.1) or shall be endorsed also as pastoral counselor for service at a specific location (3.3), in transition, one year or less (4.2), or in transition, more than one year (4.3).

Endorsement for certification shall be considered secondary to approval or endorsement in the appropriate category listed above. Therefore, no additional information is required.

C. Endorsement as pastoral counselor for service at a specific location (3.3)

Persons seeking endorsement by the Committee as pastoral counselor for service at a specific location shall submit to the CPCS office the following information using the appropriate forms.

1. An updated American Baptist Personnel Services (ABPS) Profile.
2. Typewritten biographical sketch, to include description of family dynamics, faith journey, strengths and weaknesses, attitudes toward women in ministry, ministry to and with racial/ethnic persons, ministry in a pluralistic environment and ministry to systems.

3. Signed covenant and release form.
4. Recent photo.
5. Graduation at the Bachelor's level from a fully accredited college or university that is listed in a higher education directory. Documented by official transcript sent directly from school to CPCS office. Applicant must request.
6. Graduation at the Master of Divinity level (minimum of three years of education) from a fully accredited seminary or graduate school that is listed by the Association of Theological Schools. Documented by official transcript sent directly from school to CPCS office. Applicant must request.
7. Evidence of membership in an American Baptist church, as documented by ABPS Profile.
8. Reference letter from a seminary professor or other official. CPCS will initiate request from application listing.
9. Reference letter from an American Baptist pastor. CPCS will initiate request from application listing.
10. Reference letter from an American Baptist regional executive minister or designee. CPCS will initiate request from application listing.
11. Reference letters from three other persons. CPCS will initiate requests from application listings.
12. Ordination, as recognized by ABCUSA region and documented by ABPS Profile.
13. A minimum of two years experience in ministry (post-ordination). Examples are: institutional minister; campus ministry (full-time), pastor, associate pastor, minister of religious education, youth pastor. Not acceptable - pastoral intern.
14. A statement anticipating how the administrative accountability to the churches requirement, especially regarding finance and fee structure (see 17), will be met.

15. Evidence of certification at the member level or above granted by a professional association, such as AAPC or AAMFT, or evidence of ongoing supervision by a qualified clinician.
16. Satisfactory interview with a CPCS interviewer.
17. After endorsement, evidence of ongoing administrative accountability to the churches, especially regarding finance and fee structure; and evidence of ongoing professional accountability through regular peer review.
18. After approval, regular feedback to CPCS regarding specific ministries of Discipleship, Community, Justice as well as how denominational policy is implemented in the workplace using the designated reporting mechanism.

Note that AAPC requirements for member level are: 125 hours of AAPC supervision and one satisfactory CPE unit, documented with copies of supervisor's evaluations.

## V. OTHER CATEGORIES AND REQUIREMENTS

- A. Probationary Status, Denominational Transfer (4.11); Complete CPE (4.12); Attain member level (4.13); Exemption track (4.14); Standards violation (4.15); Other (4.16)

Persons seeking or holding approval or endorsement in the appropriate military chaplain, institutional chaplain or pastoral counselor category may be given the secondary notation of probationary status while they fulfill certain requirements or special requests of the Committee. The usual probationary period for denominational transfers is three years; for the exemption track, two years.

- B. in transition, one year or less, in pursuit of employment (4.21); family leave (4.22); other (4.23)

Persons approved or endorsed in the appropriate military chaplain, institutional chaplain or pastoral counselor category who are in pursuit of employment, on family leave or otherwise in transition for one year or less may be granted the secondary status of in transition, one year or less.

In transition, more than one year, graduate study (4.31); family leave (4.32); other (4.33)

Persons approved or endorsed in the appropriate military chaplain, institutional chaplain or pastoral counselor category who are pursuing an advanced graduate degree, on family leave or otherwise in transition for more than one year may be granted the secondary status of in transition, more than one year.

C. Inactive for continuation of certification (4.4)

Endorsees in good standing who are no longer ministering in the category for which endorsed, who would therefore normally have that endorsement withdrawn without prejudice, but who wish to continue as certified members of a professional pastoral organization, may opt to be continued as inactive for continuation of certification under the following conditions.

1. The endorsee continues in inactive status.
2. The endorsee wishes to continue in certification status with the pertinent professional pastoral care organization.
3. The endorsee continues to be listed in the Professional Registry with an appropriate coding from the region.
4. The endorsee verifies annually the conditions described in V. D. 1, 2 and 3 above.

D. Miscellaneous (4.5)

Persons seeking to serve at a specific location as civilian auxiliary chaplains, directors of religious education or other ministries in specialized settings not covered by any other category shall be granted approval when requirements assigned on an individual basis are met.

E. Retired (4.6)

Persons whose approval or endorsement is withdrawn for reasons of retirement shall automatically be assigned to the retired category and shall continue to be included in the peer support community of endorsed persons within American Baptist life.

F. Monitor (4.7)

Persons requiring general monitoring shall be assigned to this category by direction of the Committee in the annual meeting.

## VI. REVIEW AND APPEAL

A. Annual Review

The Committee shall review all approvals and endorsements annually. If the Committee decides to deny or withdraw an approval or endorsement, the individual will be notified in writing, with copies to the appropriate regional executive minister and certifying bodies.

B. Appeal to the Committee

Individuals whose approval or endorsement is denied or withdrawn may appeal such decision before the Committee at the appellant's expense or by presenting such appeal to a member of the Committee who shall travel to the vicinity of the appellant for a site visit at the appellant's expense. If the latter option is chosen, the appellant shall be advised that the recommendations of the Committee member will guide the full Committee in its decision. Such appeal must be received in writing no more than 30 days following receipt by the individual of the notice to deny or withdraw an approval or endorsement.

C. Final Appeal

Final appeal may be made directly to the ABHMS executive director or designee with due notification of the Committee, providing that such an appeal is received in writing no more than 60 days following the receipt by the individual of the notice of the appeal decision of

the Committee. Any reversal of the Committee's decision must be based on the following criteria:

1. There is clear evidence that the Committee made a mistake either in interpreting or applying the standards at the level sought or held.
2. There is clear evidence that the Committee misunderstood or misapplied the evidence presented which resulted in the denial or withdrawal of endorsement.
3. There is new and pertinent information presented which the Committee did not have when the original decision was made and which significantly changes the interpretation of the original information. (In such cases the ABHMS executive director or designee would return the case to the Committee for appropriate action.)
4. There is evidence that racial/ethnic/gender/disability bias was operative in the Committee decision.

#### D. Exception to the Appeal Process

Approval or endorsement shall be automatically withdrawn without recourse to the appeal process when accountability to the Committee through the designated reporting mechanisms is delinquent for longer than one year and the CPCS office has made a reasonable effort to elicit a response.

### VII. POLICY AND PROCEDURE

#### A. Active Applicant File Limitation

1. Six months after an application has been received, a letter is sent updating the applicant on what still needs to be accomplished.
2. Eight months after an application has been received, a letter is sent updating the applicant on what still needs to be accomplished and mentioning the one year limit on inactive applications.

3. Eleven months after an application has been received, a letter is sent regarding removal from the active applicant files within 30 days.
4. If no word has been received within one year, the applicant's file is removed from the active applicant files.

## B. Exemption Track

Persons who cannot reasonably meet the requirement of a minimum of two years' full-time local church ministry as defined in these Standards may seek admission by the Committee to a two-year probationary period during which the endorsee will interact with a Committee-approved ABC local church pastor-mentor on a regular basis for the purpose of identifying similarities and differences in their respective ministries.

At the end of the two-year period the endorsee will submit a brief paper describing the mentoring experience and learnings gained. The mentor will submit a letter of evaluation. The Committee will then consider removal of probation.

The exemption track is not available to applicants for extended active duty military chaplaincy.

## C. Delinquent Reports

1. An annual report form stamped "Reminder" should be sent 45 days after the original report form was sent.
2. Another annual report form similarly stamped should be sent after six months.
3. At the end of one year, a certified letter with a copy of Standards Section VI. regarding withdrawal of endorsement after 30 days should be sent.

## D. Incomplete Reports

1. When an incomplete report is received, a letter is sent along with a copy of the report specifying what information is missing.

2. After 60 days, a reminder letter is sent along with a copy of the report.
3. At 10 months, a warning letter is sent along with a copy of the report.
4. At the end of one year, a certified letter with a copy of Standards Section VI. regarding withdrawal of endorsement after 30 days is sent.

#### E. National Emergency

Any retired military chaplain is considered temporarily re-endorsed prima facie by virtue of recall to extended active duty in a declared national emergency, such recall to be reported to the Committee at the earliest possible convenience.

#### F. Firearms

No approved or endorsed person shall carry firearms in the line of duty, nor serve in the setting for which endorsed as a firearms instructor.

Chaplaincy and Pastoral Counseling Services  
American Baptist Home Mission Societies  
P.O. Box 851  
Valley Forge, PA 19482-0851

[chaplaincy@abc-usa.org](mailto:chaplaincy@abc-usa.org)  
[www.abhms.org](http://www.abhms.org)  
800-ABC-3USA, ext. 2447

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