

Baptist General Convention of Virginia

CHAPLAINCY ECCLESIASTICAL ENDORSEMENT FOR

- Military Chaplains
- Institutional Chaplains
- Pastoral Counselors

Contact:

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The basic mission of chaplaincy in the Baptist General Convention of Virginia is to provide pastoral care to all persons and facilitate the opportunity to pursue individual religious beliefs and practices.

Professional Preparation

ACADEMIC REQUIREMENTS

Candidates must possess and earned Bachelor's degree from an accredited institution with at least 120 semester hours and an earned Master of Divinity degree consisting of at least 80 hours from an accredited residential seminary or school of theology.

Education must be from an institution accredited by an agency recognized

by the U.S. Department of Education. The U.S. Department of Education has a database of accredited institutions on the internet at: <http://ope.ed.gov/accreditation/>.

ECCLESIASTICAL ENDORSEMENT

The applicant's association with this endorsing body must reflect at least one year of either church mentorship or Virginia Union University Association. The endorsement will attest to the applicant's suitability for any type of ministry, support for his/her candidacy, a clear assurance statement that the applicant has no present or past legal or moral barrier to congregational ministry, and an affirmation that the applicant will facilitate persons of all faith opportunities to pursue individual religious beliefs and practices.

ETHICS

Applicants must be in conformity with suitability guidelines established for areas such as employment, financial and criminal history, intentional false statements or misrepresentation in the application, or moral turpitude.

RESIDENCY REQUIREMENTS

For three of the five years immediately prior to applying for an endorsement, the applicant must have resided in the United States, worked for the United States overseas in a Federal or military capacity, or be a dependent of a Federal or military employee serving overseas.

Therefore, based on the time constraints and institutional need, be aware the agency may not currently

accept applications from non-United States citizens.

EXPECTATION OF APPLICANTS

It is our expectation that the applicant take seriously what is being requested of them in the process of completing the steps to fulfill the Ecclesiastical Endorsement application. Every application will receive the proper consideration when **ALL** required documents have been submitted.

REQUIRED MATERIALS

(BGC Endorsement Application)

***All required materials must be submitted and labeled accordingly three months prior to applying for endorsing review:**

1. Cover letter
2. BGCVA Ecclesiastical Endorsement Application (www.bgcva.org)
3. References (3) total: 1 from Pastor or statement from Diaconate Ministry as to your relationship with the church.
4. Ordination Certificate
5. Proof of CPE units completed
6. Copy of College Degrees: Undergraduate and Graduate
7. Brief description of faith journey or Résumé
8. Signed Covenant Agreement
9. \$100 **Non-refundable** Processing Fee (Cashier's Check, made payable to Baptist General Convention of VA).

Mail all materials to:

Chaplaincy Endorsement
Baptist General Convention of VA
1214 W. Graham Road
Richmond, VA 23220

ECCESTASTICAL ENDORSEMENT APPLICATION

APPLICANT INFORMATION

Last Name				First				M.I.	Date		
Street Address								Apartment/Unit #			
City				State				ZIP			
Phone				E-mail Address							
Date(s) Available							Social Security No.				
Are you a citizen of the United States?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted of a felony?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain					

EDUCATION

College				Address							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Seminary				Address							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Chaplaincy Training				Address							
From		To		Required hours Completed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Board Certification Achieved?	Date	Agency		
Other				Address							
From		To		From		To		From			
Other				Address							
From		To		From		To		From			

REFERENCES

Please list three professional references (Include at least one professor or instructor)

Full Name				Relationship			
Church/ Company				Phone			
Address							
Full Name				Relationship			
Church/ Company				Phone			
Address							
Full Name				Relationship			
Church/ Company				Phone			
Address							

DESIRED AREA(S) OF ENDORSEMENT (SELECT ALL THAT APPLY)☐ Veteran's Affairs Chaplaincy☐ Hospital Chaplaincy☐ Prison Chaplaincy (Circle one: State or Federal)☐ Other: _____**PREVIOUS EMPLOYMENT****Church/
Company**

Phone

Address

Pastor/
Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

From

To

Reason for
LeavingMay we contact your previous supervisor for a
reference?YES ☐NO ☐**Church/
Company**

Phone

Address

Pastor/
Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

From

To

Reason for
LeavingMay we contact your previous supervisor for a
reference?YES ☐NO ☐**Church/
Company**

Phone

Address

Pastor/
Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

From

To

Reason for
LeavingMay we contact your previous supervisor for a
reference?YES ☐NO ☐**MILITARY SERVICE**

Branch

From

To

Rank at Discharge

Type of Discharge

If other than honorable, explain

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

Ecclesiastical Endorsee's Covenant with the Baptist General Convention of Virginia

COVENANT

Please initial each item to confirm you have read it.

All pages of this document must be submitted.

- _____ 1. As a chaplain endorsed by the Baptist General Convention of Virginia, mandatory attendance is required at the following conferences hosted by the Baptist General Convention: the Annual Session and Congress of Christian Education, a week-long conference held in June and the Fall Session, a one day conference held in November. Each conference will provide continuing education and peer review for chaplaincy.
- _____ 2. I will hold in trust the traditions and practices of my religious body.
- _____ 3. I will carefully adhere to whatever direction may be conveyed to me by my endorsing body (the Baptist General Convention of Virginia) for Maintenance of my endorsement.
- _____ 4. I will seek to provide pastoral care and ministry to persons of religious bodies other than my own within my area of responsibility with the same investment of myself that I give to members of my own religious body.
- _____ 5. I will work collegiality with chaplains and community ministers of religious bodies other than my own as we seek to provide a comprehensive pastoral care program for all those persons entrusted to us.
- _____ 6. I will respect the beliefs and traditions of my colleagues and those to whom I minister.
- _____ 7. I affirm the practice of a disciplined spiritual life as the foundation upon which ministry is built. I further affirm open and caring human relationships and ongoing professional and personal growth.
- _____ 8. I will hold in confidence all privileged communication received during the conduct of my ministry.
- _____ 9. I will show personal love for God in my life and ministry as I strive together with my colleagues to preserve the dignity, maintain the discipline, and promote the integrity of the profession to which I have been called.
- _____ 10. I recognize the special power afforded me by my ministerial office. I will never use that power in ways that violate the personhood of another human being.
- _____ 11. I promise to notify the office of Executive Minister of the Baptist General Convention of Virginia if I should ever sever ties with the Convention by joining another similar body, become a member of another denomination or join another faith.

Ecclesiastical Endorsee's Covenant with the Baptist General Convention of Virginia

COVENANT

By signing below, I agree to adhere to the principles and ethical standards outlined within this Covenant as presented by the Baptist General Convention of Virginia. I also attest that I have not made any false statements or misrepresentations in the completion of this application. I understand that if it is discovered I have falsified any information herein, the Baptist General Convention will withdraw recognition of my endorsement.

Signature of Applicant

Date

Printed Name of Applicant