

## **TEMPLATE FOR LETTER OF CONTINUED ENDORSEMENT, ASSOCIATION FOR CLINICAL PASTORAL EDUCATION (APC)**

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

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

### **Committee on Ministry:**

- Reads and reviews applicant's paperwork.
- Interviews the applicant.
- Makes decision on granting endorsement.

### **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 using information from the application form – then remove parentheses.
- Use official letterhead from association, conference or church. Create, if necessary.

### **E-mail the following items (as scanned copies)**

- Letter of Endorsement
- UCC Application for Continued Endorsement for Professional Organizations
- Supporting Documentation listed on the application.

### **E-mail To (or to contact with questions):**

Rev. Anissa Glaser-Bacon, [glaser-bacona@ucc.org](mailto:glaser-bacona@ucc.org), 216.736.3886

Minister for Ministers in Specialized Settings and Professional Endorsement Coordinator

### **Important:**

- Do not mail the letter to APC directly because it needs to be stamped with the official seal at the national setting first.
- Please note: Ministers who were granted Privilege of Call (POC) must have a call and then be granted UCC full ordained ministerial standing before being endorsed by the UCC. The applicant must go through the full UCC endorsement process since endorsements are done differently by each denomination and they do not transfer from denomination to denomination. Please contact the endorsement office if you have questions.

Click or tap here to enter text.

Rev. Anissa Glaser Bacon  
Minister for Ministers in Specialized Settings and Professional Endorsement Coordinator  
1300 East 9<sup>th</sup> Street, Suite 1100  
Cleveland, OH 44114

RE: Continued Endorsement with the UCC

The Committee on Ministry of the Click or tap here to enter text. of the Click or tap here to enter text. of the United Church of Christ affirms the continued Ecclesiastical Endorsement of:

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

This continued endorsement of Click or tap here to enter text. means the minister is a fully ordained minister in the United Church of Christ, is in good standing, and has met the requirements for renewal of endorsement. It also means the minister is capable of participating collegially in a religiously, culturally, and racially diverse setting to provide for the needs of all without prejudice.

The official seal stamped by the UCC national setting on this letter affirms Click or tap here to enter text. continues to be endorsed for specialized ministry on behalf of the United Church of Christ for the following professional organizations for which the minister has already been certified:

Click or tap here to enter text.

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(name groups that have certified this minister such as APC, ACPE, CPSP, NIBIC, ACCA, etc.)

Faithfully,

(Please add hand-written signature here)

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Please note: If the endorsed minister mentioned above belongs to a professional organization (such as APC, ACPE, etc.) which requires a letter showing continued endorsement, this letter may be submitted to that professional organization. If the professional organization needs a more current letter, the minister must apply for a new continued endorsement letter with the UCC. In addition, this continued endorsement letter is valid only for the professional organization(s) who have certified the minister. It is not to be used for a new and is not transferable. It does not cover generic situations or employers, only the professional organizations for which the minister have been endorsed for in the past and who have been officially certified by said professional organization. This endorsement letter is not official unless it has the UCC seal placed on it with a date below or next to the stamp by the endorsement office.