



**CHAPLAINCY AFFIRMATION APPLICATION  
SOUTHERN AFRICA-INDIAN OCEAN DIVISION  
ADVENTIST CHAPLAINCY MINISTRIES (ACM)**

**Adventist Chaplaincy Ministries**  
**P.O. Box 4583, Rietvalleirand, 0174**  
[www.sidadventist.org](http://www.sidadventist.org) ACM Page  
[youthsec@sid.adventist.org](mailto:youthsec@sid.adventist.org) (Email)  
**+27123457075 (Tel)**

### INSTRUCTIONS

**NOTE: In line with the SID Adventist Chaplaincy Ministries policy, any employed Pastor qualifies to be a chaplain (ordination is not a prerequisite for chaplaincy). But those who are eligible for endorsement are: Pastors on the track to ordination, and ordained Pastors.**

The 2019 SID ACM policy FA 30 05 further states: “. **Unendorsed chaplains do not lose their chaplaincy status, but the SID will endeavor to affirm, support and equip them.**”

This application form is **ONLY** for unendorsed chaplains who require some form of recognition and affirmation from the ACM department in order to pursue chaplaincy functions within and outside the church institutions.

Applicants should complete the form and send it to their unions. Endorsement is granted **ONLY** by the SID but Chaplaincy Affirmations are granted by the unions to pastors and chaplains who do not qualify for endorsement.

Upon receipt of the completed Chaplaincy Affirmation Application form from applicants, the union ACM department shall:

- Ensure that the applicant has complied with all application requirements.
- The ACM department through its ACM committee, will recommend the qualifying chaplain to the union ADCOM to receive an official affirmation status.
- The union ADCOM will vote for the deserving applicant.
- The union ACM department may send the ADCOM action to the SID for recording purposes.
- The SID or the union will issue the ACM Affirmation Certificate to the approved person.
- If the approved chaplain desires to be seconded to government (provided the concerned government department would be willing to employ an un-ordained chaplain), the union ADCOM may use its discretion to second the chaplain to government. Bearing in mind that secondment may entail the continuation of service credit even though the chaplain will be receiving remuneration from the government.

**Applicants should send the following documents in addition to the application form:**

1. Highest theological degree transcript

2. An essay on your call to ministry and the chaplaincy; entitle the essay, “My Calling to the Chaplaincy.” The length of the essay should be one page
3. Current ministerial credentials (licensed, commissioned, or ordained)
4. ID size photo attached to the application form
5. **Three references** from your **supervisor** (president or Head of the institution in which you serve, **ministerial secretary/human resource official of your institution, church pastor** (if you are the pastor in your church ask a colleague to give a reference for you)

## APPLICATION

**Indicate Yes or No to these questions and Choose the appropriate response (points 5-7):**

1. \_\_\_\_\_ I am a Seventh-day Adventist minister with current, conference-issued credentials.
2. \_\_\_\_\_ I have a minimum of two years post-graduate pastoral experience.
3. \_\_\_\_\_ I possess an undergraduate or postgraduate **ministry-related** degree, or its equivalent earned from a Seventh-day Adventist academic institution.
4. \_\_\_\_\_ I am currently employed by the church as a pastor or chaplain
5. \_\_\_\_\_ I am ordained
6. \_\_\_\_\_ I am licensed
7. \_\_\_\_\_ I am commissioned

### Personal Data

Full Name:

Home Address:

Email:

Mobile Telephone:

Date of Birth:

Place of Birth:

Marital Status:

Name of Spouse:

### Education and Educational Training

Undergraduate Degree

School Name:

School Address:

Major/s:

Date of graduation:

Degree:

## Graduate Degree

School Name:  
School Address:  
Field of Study:  
Date of graduation:

### Employment

Name of Current Employer:  
Address of Employer:  
Email of Employer/Supervisor (President or Head of Institution):  
Mobile Telephone:  
Name of Supervisor:  
Your job title:  
How many years have you been a pastor?  
How many years have you been with the current employer?  
Name of the previous employer:  
Address of previous employer:  
Email of previous employer:  
Telephone of previous employer:  
How long have you worked in the previous employment?

### References

Three evaluations must be received by the union ACM before the application is considered. You are responsible for asking the references to write a one-page long recommendation of yourself and make sure you include the evaluations in the package that will be sent to your Union ACM office.

#### 1. PRESIDENT or HEAD OF INSTITUTION or DESIGNEE

Name:  
Title/Position:  
Organization:  
Address:  
Email:  
Telephone:

#### 2. YOUR LOCAL CHURCH PASTOR WHERE YOU ATTEND REGULARLY

Name:  
Title/Position:  
Organization:  
Address:  
Email:  
Telephone:

#### 3. MINISTERIAL SECRETARY OF YOUR CONFERENCE/UNION OR HUMAN RESOURCE OFFICIAL OF YOUR INSTITUTION

Name:  
Title/Position:  
Organization:

Address:  
Email:  
Telephone:

**REQUIRED SIGNATURE**

By my signature I certify that all the information I have provided in this application is true and accurate. I understand any revealed falsification of this data will result in the immediate cessation of this affirmation process.

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Signature

Date