



**APPLICATION FOR ECCLESIASTICAL ENDORSEMENT
SOUTHERN AFRICA-INDIAN OCEAN DIVISION
ADVENTIST CHAPLAINCY MINISTRIES (ACM)**

**Adventist Chaplaincy Ministries
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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.**

After completing the endorsement application form, send it together with the required documents to the union ACM office. Your union will send an ADCOM recommendation to SID for your endorsement.

Required additional documents are copies of your:

1. Highest theological degree transcript
2. Latest Orientation to Clinical Pastoral Education certificate or a copy of any ACM training attendance certificate issued by the SID and your union
3. Essay on your call to ministry and the chaplaincy; entitle the essay, "My Calling to the Chaplaincy." The length of the essay should be a minimum of two pages and maximum of four pages
4. Current ministerial credentials
5. ID size photo attached to the application form
6. **Four 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, **church elder**))

Mark with an X the Appropriate Choice.

Pastors who seek endorsement but are not currently practicing as chaplains should put an X on the Campus Chaplaincy option! **Chaplains** should choose an option in line with their current employment (e.g. a chaplain in a health facility should choose option 2). **Chaplaincy directors** should choose all options.

I DESIRE ECCLESIASTICAL ENDORSEMENT IN:

1. _____ Campus Chaplaincy
2. _____ Healthcare Chaplaincy
3. _____ Military Chaplaincy
4. _____ Corrections Chaplaincy

5. _____ Community Chaplaincy
6. _____ Workplace Chaplaincy

NOTE: All these requirements must be met fully prior to submitting the application. If you need assistance, contact ACM departments for SID or your Union for guidance.

Indicate Yes or No to these questions:

_____ I am a Seventh-day Adventist minister with current, conference-issued credentials.

_____ I have a minimum of two years post-graduate pastoral experience.

_____ I possess an undergraduate or postgraduate **ministry-related** degree, or its equivalent earned from a Seventh-day Adventist academic institution.

_____ I attended an orientation to Clinical Pastoral Education (CPE) course conducted by the SID and my union.

_____ I have completed _____ units of Clinical Pastoral Education (CPE).

_____ Are you ordained or on the track to ordination?

PERSONAL DATA

- Full Name:
- Home Address:
- Email:
- Mobile Telephone:
- Date of Birth:
- Place of Birth:
- Marital Status: Name of Spouse:

EDUCATION AND PROFESSIONAL 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:

Degree:
Special Skills in Ministry:

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?

RELATIONSHIP WITH THE CHURCH

Date of baptism or profession of faith:
Church holding your membership:
Church Address:
Pastor's name (If you are the Pastor of your church, write your name):

Pastor's Email (Write your email if you are the Pastor of your church):

Pastor's telephone (Write your mobile number if you are the Pastor of your church):

Describe your involvement in the local church (If you are the Pastor of your church outline the activities you engage in monthly. If you are not the Pastor of your church, share with us your spiritual contributions to your local church):

Describe your involvement with the local Conference (Tell us what you are doing to fulfill the objectives of your Conference):

Relate any other ministry experience you have had that you believe has helped prepare you for chaplaincy. Be specific about church office, dates, place and results:

PERSONAL HISTORY

Tick the relevant answer. For every “yes” answer, explain the issues and circumstances in a separate letter addressed to the SID or your Union ACM Director. Such a letter will be held in confidence and will be shared only with those who must know to make decisions about your ecclesiastical endorsement.

Are you under any form of church discipline?

_____ Yes

_____ No

Have you ever been accused, charged with, moved or transferred to another position because of any sexual harassment, misconduct, or any other illegal and/or immoral conduct?

_____ Yes

_____ No

Have you been divorced before?

_____ Yes

_____ No

State circumstances regarding your divorce:

REFERENCES

Four evaluations must be received by ACM before the application pack will be placed on the agenda of the ACM Committee. 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:

4. CHURH ELDER

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 endorsement process and/or revocation of my ecclesiastical endorsement.

Signature

Date

ENDORSEMENT COVENANT

I VOLUNTARILY AND WHOLE-HEARTEDLY ENTER INTO THIS COVENANT WITH THE SOUTHERN AFRICA-INDIAN OCEAN DIVISION OF SEVENTH-DAY ADVENTISTS AND THE ADVENTIST CHAPLAINCY MINISTRIES DEPARTMENT OF THE CHURCH

1. As a disciple of Jesus Christ and a Seventh-day Adventist minister, I have been called to exercise my spiritual gifts in ministry as a _____ chaplain. I recognize being a _____ chaplain increases my responsibilities as a pastor, and does not release me from pastoral obligations or functions for Seventh-day Adventists.
2. As a member of the Chaplaincy team, I am committed to upholding the principles of law and order in the service to my church and country, enhancing the religious faith and spiritual-well-being of the young and old entrusted to my care, maintaining high Christian and Ethical standards and I am aware that chaplaincy may require long hours and extra demands on my personal and family time.
3. I recognize that Adventist Chaplaincy Ministries (ACM) is the official endorsing agency of the Southern Africa-Indian Ocean Division of the Seventh-day Adventist Church. I understand ecclesiastical endorsement is a sacred trust and not a right, and that the ACM Committee grants it to those individuals who give evidence that they meet certain declared standards and will rightly represent the denomination as a worthy ambassador and credible representative. I understand ecclesiastical endorsement can be revoked for just cause at anytime by vote of the ACM Committee and that without ecclesiastical endorsement, I can no longer actively serve as an Adventist chaplain.
4. I accept the fact that I will be working with chaplains of other denominations and faith groups, often differing with my own beliefs and practices. Though I need not compromise my own conscience and beliefs, an attitude or practice of hostility and non-cooperation towards pastoral caregivers and adherents of other faiths will not be tolerated and could become grounds for revocation of my ecclesiastical endorsement. In addition to denominational activities, programs, and worship services of my own faith, I am willing to conduct worship services of a general Protestant nature and engage in institutional activities and programs that will enhance the spiritual well-being of individuals entrusted to my professional care regardless of their faith affiliation.
5. As an endorsed chaplain, I understand ecclesiastical endorsement is dependent on my accountability and faithfulness to the Seventh-day Adventist Church. As an Adventist Minister, I will provide on-going pastoral care and worship leadership for Seventh-day Adventists in my professional circle of influence. I will maintain contact and involvement with a local Adventist Church, offer my services to the local conference in which I perform my duties, and support ACM via regular reports, attendance at training conferences sponsored by ACM and meet stated expectations. I will be diligent in pursuing spiritual, professional and career development.

Signature

Date

PURSUING NON-DENOMINATIONAL CHAPLAINCY

NB!! Any questions about your denominational service record and or retirement benefits are your personal responsibility to resolve with your current employer before you enter any chaplaincy outside the denomination.

ACM recommends that you obtain in writing whatever understanding and arrangements you reach with your current employer.

ACM's role is to share with the church what the current Southern Africa-Indian Ocean Division Policy says about chaplains.

Recommended Process to embark on non-denominational chaplaincy:

- The pastor/chaplain should seek counsel from the ACM leaders.
- The pastor/chaplain should contact the organization they seek to join to obtain their employment requirements.
- The ACM will advise the current employer and employee on the steps to take to facilitate transition to the next employment. (According to SID ACM policy the pastor/chaplain is entitled to continuation of their service credit. The SID pension rules will determine steps to be taken to ensure the employee does not forfeit their pension etc.).
- The pastor/chaplain should notify the current employer in writing of their intention to join non-denominational chaplaincy.
- The employer (conference, union) should take an action to transfer or second the pastor/chaplain to the entity they wish to join.
- Secretariat and the pastor/chaplain should ensure that the years of service of the pastor/chaplain and credentials are current before they exit and that the same will be continued even if the pastor/chaplain is no longer receiving remuneration from the church.
- The pastor/chaplain will cease to be an employee of the church but will, after the employment agreement has been signed with the new employer, report to the non-denominational entity.
- The pastor/chaplain should maintain links with the church by reporting annually to the ACM and by looking after a church.
- The pastor/chaplain should maintain high moral standards while serving 'outside' of the church bearing in mind that they serve as the ambassador of the church.