

AFRICAN METHODIST EPISCOPAL CHURCH

Requirements for Initial Chaplaincy Endorsement

The basic requirements for ecclesiastical endorsement may be found in *The Doctrine and Discipline of the African Methodist Episcopal Church – 2021* (pages 253-254). In summary they are:

- Itinerant elder in good and regular standing within an annual conference
- Graduate from an accredited college and accredited theological seminary (Master of Divinity)
- Completed application

These requirements are realized with the submission of the following:

- ❖ **Letter from Presiding Bishop**
 - Indicate the applicant is a member of an annual conference in good and regular standing.
 - Indicate the ordination status of the applicant.
 - Recommend the applicant for the intended chaplaincy assignment.
- ❖ **Curriculum Vitae (CV) or Resume**
- ❖ **Copy of Ordination Certificates (Deacon and Elder)**
- ❖ **Proof of degrees from accredited institutions.** (Official Transcripts or letters from qualifying institutions)
- ❖ **Type of job supported by the endorsement.** An endorsement is not a general affirmation. Applicants should be as specific as possible on the actual or intended category of position.
 - Federal (VA, Military or Federal Bureau of Prisons)
 - Non-Federal (CPE, Hospice, Corporate, Hospital, etc)
- ❖ **A "Call to Chaplaincy" Personal Statement** (one-page only)
- ❖ **A Background Check.** Less than two years old. A report/letter based on an annual conference administered report is acceptable.
- ❖ **Current Photo.** A passport type photo appropriate for inclusion in a directory or file.
- ❖ **Reference Letters** (minimum of three)
- ❖ **Interview**
 - A personal interview with the Endorser and/or a designated group from the Commission on Chaplains. This may be a virtual session.
- ❖ **Copy of the last endorsement form** signed by the former Endorsing Agent if applicant was previously endorsed by another agency/denomination.
- ❖ **A Certified Copy of Mental Health Assessment** results conducted within 90 days of application.
- ❖ **Completed Ecclesiastical Endorsement Application & Profile Form**

An applicant who fulfills the *basic* requirements (itinerant elder in good standing with a Master of Divinity from an accredited institution, (e.g., ATS) should send a communication to the Endorsing Agent indicating their intention to apply. A file will be established, and the referenced items should be submitted in a timely and orderly manner. Documents may be emailed to rwysayma@gmail.com or mailed to Office of Ecumenical and Urban Affairs, 301 Garvey Circle, Columbia, SC 29203.