



## **TRANSFER OF ENDORSEMENT APPLICATION**

### **Baptist Chaplaincy Relations**

A ministry of

The Baptist General Convention of Texas (BGCT) and  
The Baptist General Association of Virginia (BGAV)

#### **SECTION ONE: BIOGRAPHICAL INFORMATION**

***Submit the following in a resume format:***

##### **A. Personal Information**

1. Your Name
2. Type of Chaplaincy Requiring Endorsement
3. Recent Photo of Candidate
4. **Last Four** of Social Security Number
5. Date and Place of Birth
6. Home Address & Phone Numbers (home, cell)
7. Business Address & Phone Numbers (office, cell)
8. Home Email Address
9. Business Email Address

##### **B. Family Information**

1. Marital Status
2. Recent Photo of Family
3. If married, spouse's first name and maiden name
4. Date & Place of Marriage
5. Spouse's Date of Birth

***Does your spouse support you in this application?***

6. Children's Names w/ Date of Birth

### **C. Clergy Status**

1. License and/or Ordination Information
  - a. License/Ordination Date
  - b. Pastor of Church
  - c. Name & Address of Church
2. Local Church Membership
  - (If in Texas or Virginia, church must be affiliated with BGCT or BGAV)
  - a. Pastor of Church
  - b. Name & Address of Church
  - c. Is your spouse member of same church?

***Include copy of license and ordination certificate with application.***

### **D. Educational Information**

***Include date graduated, degree obtained and primary concentration.***

1. High School
2. College or University
3. Seminary
4. Clinical Pastoral Education

***Official transcripts must be sent to our office from the institution (instructions below).***

### **E. Career Information**

1. Do you have Military Experience?
  - a. Previous or Present Status
  - b. DD214 (if applicable)
2. Present to Past Employment
  - a. Location
  - b. Dates Served
  - c. Position Held
  - d. Full or Part Time

### **F. Endorsement Information**

1. Current Endorser Name and Address
  - a. Send a Copy of Current Endorsement Certificate, Letter, or DD2088.
2. Ministry Position Requiring Endorsement
3. Deadline Date You Require Endorsement
4. Educational & Experience Prerequisites for Position
5. Employer Contact Information for this Ministry Position
6. Certification Organization Requiring Endorsement
  - a. If you are applying for board certification, please indicate
  - b. If you are currently board certified, please indicate
  - c. Contact Information for this Certification Organization

## **G. Letters of Recommendation**

Ask at least five (5) people who know you and would evaluate you as a person and a minister of the gospel of Jesus Christ to send a personal Letter of Recommendation email to chaplaincy@txb.org. **We must receive these letters from the individuals directly.**

## **SECTION TWO: Personal and Theological Essay**

***Submit a ten (10) page minimum, double spaced essay describing the following:***

1. Personal Life Story
2. Family of Origin including Birth Order
3. Significant Life Events
4. Spiritual Life Story
5. How God Has Worked in Your Life
6. Profession of Faith & Baptism
7. Call to Ministry
8. Ministry Opportunities
9. Significant Life Events
10. Personal Code of Ethics for Ministry
11. Philosophy of Ministry
12. Doctrinal Statement of Faith (Refer to Baptist Faith and Message of 1963)  
(Reflect on the document, do not simply state that you affirm it.)

## **SECTION THREE: SUPPORTING DOCUMENTATION**

### **A. Personal Interview**

The Baptist Chaplaincy Relations Endorser or a designated representative of the Chaplaincy Relations program will interview all first-time applicants for denominational endorsement. You will make the necessary arrangements for this interview. **If married, your spouse is required to be a part of this interview.**

### **B. Background Check**

Fill out the attached Background Check completely and submit with your application.

Submit your application in a .PDF file to [chaplaincy@texasbaptists.org](mailto:chaplaincy@texasbaptists.org)

-OR-

Mail it to:

Baptist General Convention of Texas

Chaplaincy Relations

7557 Rambler Rd, Suite 1100

Dallas, TX 75231

Call Eric Whitmore at (214) 828-5277 for more information.

# Transfer of Endorsement Process

These procedures are derived from the policy statement of the National Conference on Ministry to the Armed Forces (NCMAF) agreed upon December 8, 1993 and will be used for all transfers of endorsement to the Baptist General Convention of Texas (BGCT).

1. Chaplain, Pastoral Counselor, or Clinical Educator speaks informally with the BGCT Endorser.
2. Chaplain, Pastoral Counselor, or Clinical Educator speaks informally with current Endorser.
3. Chaplain, Pastoral Counselor, or Clinical Educator sends an email or letter to both the current Endorser and the current personnel director formally noting desire to change endorsement, with reason for change and a request for current endorsement to be maintained for the period of time required to process a new endorsement. Send copy of these emails or letters to the BGCT Endorser.
4. Chaplain, Pastoral Counselor, or Clinical Educator sends an email or letter to BGCT Endorser formally requesting endorsement with copy of letter to current Endorser.
5. BGCT Endorser processes request for transfer of endorsement and will contact the current Endorser so that the current endorsement may be withdrawn.
6. BGCT Endorser contacts the individual, their place of employment, and certifying agency concerning new endorsement status with BGCT.

Note: A Military Chaplain's desiring to voluntarily change their endorsement need to be aware that a change of endorsement could mean that they may not be retained on active duty and that the respective service is responsible to decide on the retention of their chaplains.