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**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

6. Spouse’s Phone Number

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

7. Children’s Names w/ Dates of Birth

**C. Clergy Status**

1. License, Ordination, and/or Commissioning 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. Not all applications require license, ordination, or commissioning. Contact us if you have any questions.***

**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@texasbaptists.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. Personal Code of Ethics for Ministry

9. Philosophy of Ministry

10. Doctrinal Statement of Faith (Refer to Baptist Faith and Message of 1963)

(Reflect on the document, do not simply state that you affirm it.)

11. Share Reason for Changing Endorsers.

**SECTION THREE: SUPPORTING DOCUMENTATION**

**A. Personal Interview**

The Baptist Chaplaincy Relations Endorser or a designated representative 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**

Once we receive your application, you will get an email with instructions on how to fill out your background check online. There is a fee for your background check which you will pay upon completion of your online form.

Submit your application in a .PDF file to chaplaincy@texasbaptists.org

-OR-

Mail it to:

Baptist General Convention of Texas

Chaplaincy Relations

7557 Rambler Rd, Suite 1100

Dallas, TX 75231

Call Greg Schanfish at (972) 800-6937 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, dba Baptist Chaplaincy Relations (BCR).

l. Chaplain speaks informally with the BCR Endorser.

2. Chaplain speaks informally with your current Endorser.

3. Chaplain sends an email or letter to both the current Endorser and the current personnel director (HR, military chaplain chain, etc) 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 BCR Endorser.

4. Chaplain sends an email or letter to BCR Endorser formally requesting endorsement with copy of letter to current Endorser.

5. BCR Endorser processes request for transfer of endorsement and contacts the current Endorser so that the current endorsement may be withdrawn.

6. BCR Endorser contacts the individual, their place of employment, and certifying agency concerning new endorsement status.

Note: Military Chaplains desiring to voluntarily change their endorsement need to be aware that a change of endorsement could mean that they will not be retained in the service. The Chiefs of Chaplains have sole discretion on retention of their chaplains.