

**TRANSFER OF ENDORSEMENT
TO
OFFICE OF CHAPLAINCY RELATIONS

BAPTIST GENERAL CONVENTION OF TEXAS**

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.

- 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request for transfer of endorsement and will contact the current Endorser so that the current endorsement may be withdrawn.**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 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 the chaplain. Please reference DOD Directive 1332.31.

BGCT OFFICE OF CHAPLAINCY PROCEDURES

- 1. Pastoral conversation/visit with the chaplain, pastoral counselor, or clinical educator seeking transfer of endorsement.**
- 2. Applicant will submit personal information to BGCT Office of Chaplaincy Relations.**
 - a. Contact information**
 - i. Home phone, home cel, home fax, home email**
 - ii. Business phone, business cel, business fax, business pager, business email**
 - b. Recent photo of Applicant**
 - c. Family**
 - i. Marital status**
 - ii. Spouse's first name and maiden name**
 - iii. Date and place of marriage**
 - iv. Spouse's date of birth**
 - v. Name of children with dates of birth, and Social Security Number**
 - vi. Applicant's date of birth**
 - vii. Recent photo of family**
 - d. Copy of License & Ordination**
 - e. Local Baptist Church membership**
 - i. Address, Email, & Phone Numbers**
 - ii. Pastor's Name**
 - f. Education**
 - g. Career**
 - h. Copy of Previous Endorsement**
 - i. Name any organization by which you are currently board certified and that you are currently board certified.**
 - ii. Name any organization for which you are currently applying for board certification and indicate you are applying.**
 - iii. For ii. Please give deadline dates you must meet with this endorsement**
 - i. Character References with contact information**
 - i. No less than three references**
 - ii. No family members**
- 3. Conversation/visit with current endorser of applicant**
- 4. Interview with applicant seeking transfer of endorsement. This interview will include the BGCT Endorser, a designated representative of the BGCT Chaplaincy program, and the spouse of the applicant, if possible.**
- 5. Submission of applicant to the BGCT Chaplaincy Relations Endorsement Board for consideration of endorsement approval.**
- 6. Notification of approval or rejection of application for transfer of endorsement to applicant, current endorser, applicant's employer and certifying organization.**

9/16/2004