

TEMPLATE

Letter of Endorsement For **VOLUNTEER (unpaid)** Position in a local organization (state, municipal, city)

Page 1: *Notes and Instructions for Volunteer Endorsement Letter for a Local Organization*

Page 2: *Template to be saved to your computer to fill in proper information*

Examples of when Endorsement as a Volunteer would be used: some hospitals (usually small in size), retirement homes, hospice, local fire dept, local police dept, state prison, etc. in an unpaid position.

Committee on Ministry:

- Reads and reviews application form and all supporting documentation.
- Interviews applicant.
- Makes decision on granting endorsement.

Writing the letter

- Save this file to your computer (template for letter is on page 2)
- On your copy, fill in the information requested in the parentheses using information from the application form or provided by the applicant and then remove parentheses.
- Use official letterhead from association, conference or church. Create, if necessary.
- Send applicant a copy of letter and file a copy in applicant's folder at association along with the application form and endorsement packet.

Mail original letter to volunteer's local organization, not the national setting.

The endorsement process for a volunteer position for a local organization is handled at the association level only, and the national setting only gives guidance and answers questions. The letter does *not* need to be stamped with the official UCC seal, and therefore, does not need to be sent to the endorsement secretary. Sign the letter and identify yourself with contact information if it is not in the letterhead so that the organization can contact you.

If the minister is volunteering for a national organization rather than a local organization, contact endorsement secretary for clarification or further instructions. *Example of national organization: International Conference of Police Chaplains (ICPC) is an association of volunteer police chaplains for local police departments. To join the ICPC, volunteer chaplains need a national endorsement, even if the ministry is to a local police department.*

Questions? Contact Kathleen Sattler, endorsement secretary, at sattlerk@ucc.org or call toll free at (866) 822-8224, ext. 3850 or direct at (216) 736-3850.

Ministers who were granted Privilege of Call (POC) must have a call and then be granted UCC Ordained Ministerial Standing before being endorsed by the UCC.

(Name of person to receive letter, title, department - provided by applicant)
(Name of organization at which applicant is volunteering - provided by applicant)
(Address of organization at which applicant is volunteering - provided by applicant)
(City, state and zip code of organization - provided by applicant)

Dear (Name from above):

The Committee on Ministry of the (Association) of the (Conference) of the United Church of Christ met on (date) to review the credentials of, and to interview (name). As a result of that meeting, (Association) has granted Ecclesiastical Endorsement to:

(Proper Full Name)
(Home address, not work address)
(City, State, and Zip Code)

This endorsement means that (Minister's Name):

- a. Is a fully ordained minister in the United Church of Christ and is in good standing.
- b. Has professional qualification in Clinical Pastoral Education and Counseling.
- c. Is engaged in the full time pursuit of (his/her) Christian vocation in accordance with the accepted standards of the United Church of Christ, and has fulfilled the required years of active professional and qualifying experience.
- d. Will participate collegially in a religiously, culturally, and racially diverse setting to provide for the needs of all without prejudice.
- e. Has the confidence and commendation of the United Church of Christ for appropriate consideration by (name of organization) as a volunteer (position or title).

This letter applies to endorsement only at this particular organization and only for a volunteer position. It is not transferable to any other organization or for any other use. The endorsement ends when the person leaves the organization's volunteer position.

Faithfully,

Signature

(Type name of Chair or other authorized signer)
(Title of person signing)
(Name of Association/Conference, if not already on letterhead)
(Email address and phone number of person signing, if not already on letterhead)