

# Siburt Institute Chaplaincy Endorsement Standards and Procedures

## STATUS OF THE SIBURT INSTITUTE AS AN ENDORSER

The Siburt Institute is recognized by the Association of Professional Chaplains (APC) and its affiliate the Board of Chaplaincy Certification, Inc. (BCCI) as an endorser of candidates seeking professional chaplaincy certification through APC. As the need arises, the institute is open to seeking recognition as an endorser of candidates pursuing certification through other chaplaincy certifying bodies.

## QUALIFICATIONS FOR ENDORSEMENT

A successful candidate for endorsement will demonstrate:

- The education and professional training required for the level of certification sought
- A meaningful connection to the Churches of Christ or Stone-Campbell movement (COC/SC) and the ability to articulate how that tradition informs the candidate's spiritual or religious identity
- An active relationship of nurture and accountability with a specific faith community
- The spiritual maturity and ministry gifts needed to provide spiritual care to all persons with compassion and respect, and to fulfill the role of professional chaplain in accordance with the letter and spirit of the Code of Ethics of their certifying body

To receive chaplaincy endorsement through the Siburt Institute, a candidate must:

- Meet the undergraduate, graduate, and Clinical Pastoral Education (CPE) requirements for the level of certification for which the candidate is applying
- Articulate a COC/SC connection as part of their spiritual or religious identity
- Demonstrate a relationship of nurture and accountability with a community of faith
- Pass a background check
- Meet with an endorsing committee made up of certified professional chaplains, certified chaplain educators, or other ministry professionals and receive from that committee a positive recommendation for endorsement. Meetings may be held in person or via teleconference.
- Agree to receive communication from the Siburt Institute regarding opportunities for professional chaplaincy education, mentoring, and support. This communication is informational and invitational in nature. Endorseees are encouraged to take advantage of these opportunities, but there is no formal requirement to do so.



## ENDORSEMENT PROCESS

Endorsement application materials are available through the Siburt Institute website ([siburtinstitute.org/chaplaincy](http://siburtinstitute.org/chaplaincy)).

### I. APPLICATION

To apply, the candidate must provide:

- A. Application form
- B. Background check report sent to the Siburt Institute from a designated vendor (background check fee to be paid by the candidate to the vendor)
- C. Documentation of undergraduate and graduate education
- D. Documentation of completion of the number of units of Clinical Pastoral Education (CPE) required for the level of certification for which the candidate is applying.
- E. A personal statement articulating the candidate's connection to the Churches of Christ or Stone-Campbell movement (COC/SC) and how that connection informs their spiritual or religious identity. Examples of such a connection include but are not limited to:
  1. Current affiliation with a COC/SC congregation
  2. Current affiliation with a non-COC/SC church but with significant COC/SC background
  3. Significant exposure to COC/SC faith tradition through association with a church-affiliated university as a student, faculty member, staff member, administrator, or alum
- F. A letter documenting the candidate's relationship of nurture and accountability with a faith community. Examples of such documentation include but are not limited to:
  1. A letter from a church describing the candidate's relationship with the church, affirming the candidate's gifts for ministry, and endorsing the candidate's application for certification as a professional chaplain
  2. A letter from a minister, spiritual director, professor, or church leader describing the candidate's relationship with the faith community, affirming the candidate's gifts for ministry, and endorsing the candidate's application for certification as a professional chaplain

### II. INTERVIEW

Once the candidate's application materials have been received and checked for completeness, the application will be assigned to an endorsing committee made up of three or four certified professional chaplains, certified chaplaincy educators, or ministry professionals, who assess spiritual gifts and endorsement without discrimination regardless of race, ethnicity, sexual orientation, gender, age, disability, or church. An effort will be made to include representation on the endorsing committee from any marginalized community of which the candidate self-discloses they are a part. The committee will interview the candidate in person or via teleconference.



The candidate should be prepared to engage in conversation with the committee in the following areas:

- A. Calling (pastoral identity/pastoral authority)
- B. Pastoral skills/gifts (communication, listening, emotional availability, collaboration, advocacy, etc.)
- C. Temperament (self-awareness, non-reactive, non-anxious presence, relationality)
- D. Areas of growth
- E. Spirituality (meaning/purpose, self-care, connection to the transcendent)
- F. Emotional and physical health (work/life balance, self-care, resources, etc.)

The meeting will follow this general format:

- A. The committee meets briefly before the candidate joins in order to plan the interview.
- B. The committee meets with the candidate. At the end of the interview, the candidate is excused and asked to wait while the committee confers.
- C. The committee confers and decides for or against recommending endorsement.
- D. The candidate is invited to rejoin the meeting. The committee informs the candidate of its decision to recommend endorsement or not to recommend endorsement and provides any feedback it wishes to share. Feedback should be specific and constructive.
- E. The committee offers itself as a resource to the candidate for mentoring and support as the candidate continues the certification process.

### III. RECOMMENDATION

Following the meeting, the committee communicates its recommendation for or against endorsement to the executive director of the Siburt Institute, who serves as endorser. In cases where endorsement is recommended, the endorser sends a letter of endorsement to the candidate's chosen certifying body.

Final endorsement authority rests with the endorser. If the endorser decides not to accept the recommendation of the committee, the endorser must provide rationale for this decision in writing to the candidate and to the committee and must provide the candidate an opportunity to appeal the decision in writing to the endorser.

