



National Baptist Convention, USA, Inc.
Office of the Ecclesiastical Endorser
Dr. Nevalon Mitchell, Jr.

Requirements for Ecclesiastical Endorsement

Initial or New Endorsements

- Ordination:** You must be ordained or have an approved date to be ordained.
- Membership:** Your faith organization or church must be a member in good standing of the NBC, USA, Inc.
- Education:** If you are applying to the military, you must meet the requirements of that branch of service. If you are applying to the Department of Veterans Affairs, please make sure you meet the requirements of the Department of Veterans Affairs. If applying for a chaplain's position in the prison system, please make sure you meet the requirements of the Department of Justice or State Justice System. All other educational requirements are set by the institution to which you are applying.
- Identification:** All applicants must be verified by providing the following documents:
- Copy of your driver's license with a current address **OR**
 - Copy of personal identification such as birth certificate or state issued ID
- References:** Three letters of recommendation from members of the clergy to include one from your pastor. A letter from your college or seminary professor is also acceptable.
- Resume:** Please include a brief biographical history of your life, ministry, employment, and family history.
- Military Service:** Please include a copy of DoD SF DD214 for prior military service.
- Background Check:** You must pass a background check. Submit the passing document with your application.
- Professional Development** Annual participation in the Chaplains Institute or other approved continuing education is required for all Chaplains endorsed by the Office of the Ecclesiastical Endorser, National Baptist Convention, USA, Inc. For a waiver of this requirement, Chaplains endorsed by the NBCUSA, must contact the Endorser's Office via email.
- Supporting Documents:** Please send any additional documents you deem important that would assist in the approval of your request for an endorsement.
- Fees:** \$250 Endorsement Fee

Endorsement Renewals

- Requirements for Renewal** Endorsements are renewed annually upon receipt of the following documentation:
- A copy of your current NBC, USA, Inc. Endorsement
 - Proof of attendance at an approved continuing education event
 - Payment of the \$250 Annual Endorsement Fee.

Endorsement Application Submission Procedures

Fees: All requests for an endorsement, whether an initial endorsement, a new endorsement, or a renewal, will be processed after the fee in the amount of \$250.00 has been submitted. Fees collected are used to fund the operations of the Endorser's Office, including Continuing Education (e.g., Professional Development Institute), endorsement administration, chaplain support and program development. Checks or money orders made payable to: The National Baptist Convention, USA, Inc. Enter "Ecclesiastical Endorsement Fee" in the notes section of the check or money order. Visit our website for online payment options (when available).

Procedure Please submit your documentation and payment to:

**Dr. Nevalon Mitchell, Jr.
Ecclesiastical Endorser
National Baptist Convention, USA, Inc.
8414 Church Lane
Bowie, MD 20720**

You may also submit your payment in conjunction with registration for and attendance at an approved continuing education event (e.g., The Professional Development Institute at the Congress of Christian Education Annual Session). Your initial/new/renewed endorsement will be mailed/mailed to you as soon as possible.

Important Notes

Remember, an endorsement is not an ordination. An ordination comes from your Pastor and Church. The endorsement is a legal document for The National Baptist Convention certifying that the applicant is in good standing with the Convention and is, in my opinion, qualified to perform the full range of ministry requirements in the Department of Defense and Department of Veterans Affairs as a Chaplain. The endorsement is in fact the one document that National and State organizations require from The National Baptist Convention and other Major Religious Organizations to confirm and verify that the chaplain who is endorsed is qualified to conduct all offices, functions, sacraments, ordinances, ceremonies, rites, and/or observances required to meet the needs of patients, soldiers, marines, airmen and sailors of a pluralistic community/group.

The Department of Defense requires that a by name list of all chaplains who are in good standing in The National Baptist Convention be submitted to the DOD by January 31st of each new year. The Department of Veterans Affairs requires that a by name list of all chaplains who are endorsed by The National Baptist Convention and who are in good standing be submitted to the VA on January 1st of each new year.

Yours because of Calvary,

Dr. Nevalon Mitchell, Jr.
Ecclesiastical Endorser
Phone: 301-801-2128
Email: nevalonmitchelljr@gmail.com