



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

## Requirements for Ecclesiastical Endorsement

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### **Initial or New Endorsements**

**Narrative:**

Please provide a brief description of why you are pursuing the chaplaincy and how the ecclesiastical endorsement will be used: identify your potential employer; specify branch of the military, veterans administration, hospital, or prison, etc. Please provide contact information; who should receive the endorsement, and any deadlines you need to meet. Be sure to include your full name, current address, telephone, email, DOB, and the last four of your social security number.

**Ordination:**

You must be ordained or have an approved date to be ordained. Please provide a copy of the document with your application.

**Membership:**

Your faith organization or church must be a member in good standing with the NBC, USA, Inc. *A statement certifying that your church is a member in good standing with the NBC USA, Inc. should be included in your narrative or in the reference letter from your Pastor.*

**Education:**

You must hold a Master of Divinity from an accredited seminary, and submit an official certified transcript in a sealed envelope that is delivered from the seminary to the Endorser.

**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 currently dated letters of recommendation from members of the clergy to include one from your pastor. Ask your pastor to affirm membership in the NBCUSA, Inc. in the reference letter. A letter from your college or seminary professor is acceptable for the remaining two letters.

**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, including fingerprints. The services may be available through the police department, the county government, your employer, or other security service agencies. Submit the 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 provide for your good standing with NBC USA, Inc. Endorsement fees are due on January 1 of each year. Should your employer require a renewal, the following is required.

- 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 or a new endorsement, 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 should be made payable to: The National Baptist Convention, USA, Inc. Enter "Ecclesiastical Endorsement Fee" in the notes section of the check or money order. Please insure that your name is clearly printed on the check or money order.

### **Procedure**

Please submit your documentation and endorsement fee to the address listed below. Your initial/new/renewed endorsement will be mailed/emailed to you as soon as possible.

**National Baptist Convention, USA, Inc.  
c/o Ecclesiastical Endorser  
1700 Baptist World Center Drive  
Nashville, TN 37207**

**Note:** *Do not submit your endorsement fee with your registration for the Congress Annual Session Professional Development Institute.*

## ***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, Hospitals, and the Federal Prison System 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  
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