



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

Requirements for Ecclesiastical Endorsement

Initial 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 or a ministerial colleague 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.

Fees:**Initial Endorsement Fee**

The initial endorsement fee - \$300 – is payable with your application for an ecclesiastical endorsement. This initial endorsement is the first endorsement from the NBC USA, Inc. All other endorsements are either new endorsements, or renewals.

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Annual Endorsement Fee

Annual Endorsement Fees - \$300 due on January 1 of each year after your initial endorsement is awarded. The annual endorsement fee provides for your good standing status with NBC USA, Inc. on all endorsements awarded to you by NBC. This means that you are entitled to renewals, administrative changes, and other support, (field visits, consultations, etc.) from your Endorser at no additional charge. Please note: failure to pay your annual endorsement fee will jeopardize your good standing and may result in the revocation of your endorsement(s).

New Endorsements

New endorsements follow your initial endorsement and require an endorsement fee of \$300.00. For example, if you hold an endorsement for the Army and need another endorsement for the Veterans Administration, a new endorsement fee will be required. If you are in good standing, additional documentation as required for an initial endorsement may not be required.

Renewals

Chaplains in **good standing** will be provided renewals and “updates” upon request, at no additional charge under the following conditions:

- Your employer requires a renewal. This is unusual and does not occur often.
- You are applying for a position with your current employer that requires an “updated” or current endorsement.
- You are applying for a position that requires a current endorsement. If you hold an endorsement with that organization, a current or updated endorsement for that same organization will be provided at no charge. This applies to all endorsements that you hold.
- You must provide the following:
 2. A written request to the Ecclesiastical Endorser that describes what you need and when.
 3. A copy of your current NBC, USA, Inc. endorsement
 4. Proof of attendance at the Chaplains Professional Development Institute.

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. For annual endorsement fees, please notate "Annual Endorsement Fee" on the check or money order. Please insure that your name and contact information are clearly printed on the check or money order. The finance office will send a receipt that acknowledges your payment. **Keep your receipt, and bring it with you to the Chaplains Professional Development Institute.**

Please submit your Endorsement Fee or Annual Fee to:

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

Application: **Please submit your application documentation to:**

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

Important Notes

All Chaplains are required to attend the annual Chaplains Professional Development Institute conducted in conjunction with the Congress of Christian Education during the 3rd week of June. The Congress requires a \$100 registration fee on site. Pre-registration can be accomplished on the Congress of Christian Education Website which will preclude frustration on site. **Do not pay any endorsement fees when you register.**

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 USA, Inc. 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 USA, Inc. and other major religious endorsing 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 USA, Inc. 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 USA,, Inc. 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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