

## **Application Instructions for Volunteer Chaplaincy Endorsement**

Thank you for your interest in the chaplaincy endorsement process of the North American Mission Board. We look forward to helping facilitate God's call upon your life toward this ministry endeavor. Please read and follow ALL INSTRUCTIONS listed below.

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Let's get started:

- Complete the attached application for endorsement
- References – provide the following 2 letters of recommendation on their official letterhead paper.
  - 1 - Letter from the Pastor of church where you are currently a member. If the Chaplain Applicant is a pastor, then a letter from the Associational Director of Missions.
  - 2 - Letter from the Chaplain Supervisor or User Agency Official where volunteer service is being performed.
- Please submit your completed application and e-mail to me at [sdiness@namb.net](mailto:sdiness@namb.net).
- READ the Endorsement Manual and other doctrinal statements.
- Correspondence should be mailed to: Volunteer Chaplaincy Team,  
North American Mission Board,  
4200 North Point Pkwy, Alpharetta, GA 30022-4176

Upon receipt of your application, the Chaplaincy Team will review your application for completeness, request the background and credit checks, and open a file for your application. As mail is received your file will be monitored for completeness. When all materials are received the Volunteer Chaplaincy Associate will review your file for presentation to the Chaplain Commission. **Please be aware of the dates for the Chaplains Commission meetings and the paperwork deadline date for each meeting.**

- When Chaplains Commission action is completed, endorsement/approval is sent to the Using Agency. A copy of the endorsement will be sent to you for your records.

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### **Actions once endorsement is completed for Chaplaincy service**

- ❖ **Respond EVERY quarter with a Quarterly Report** of your chaplaincy ministry. Form is available at [www.namb.net/chaplain](http://www.namb.net/chaplain) under "Forms".
- ❖ **Notify us of any change in address, phone or email.** Without this information you will miss our mailings.
- ❖ Plan to attend EVERY YEAR at least one **Chaplain Conference** sponsored by NAMB or your State chaplaincy office.

Updated: 6 Feb 08/SED