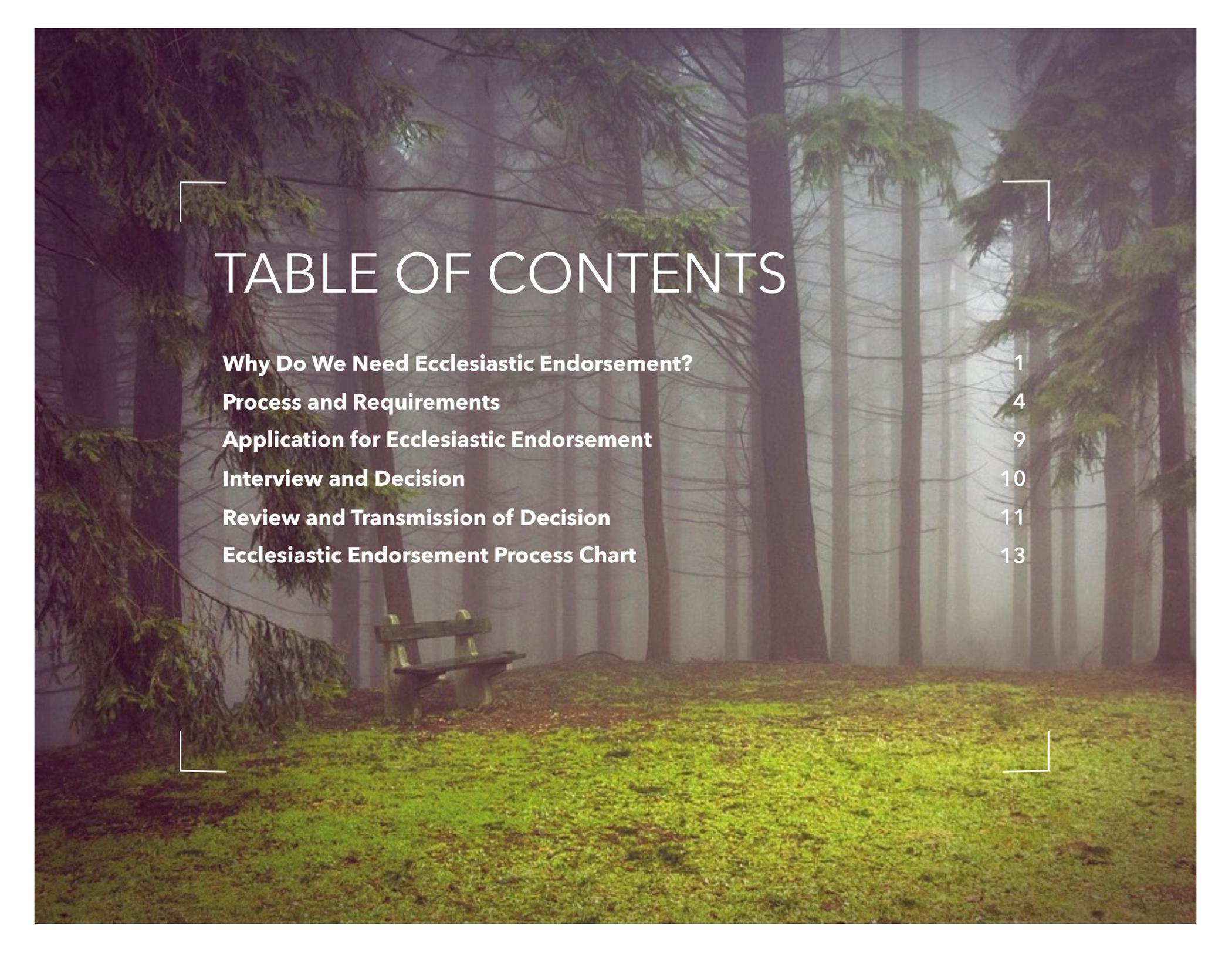


MANUAL OF

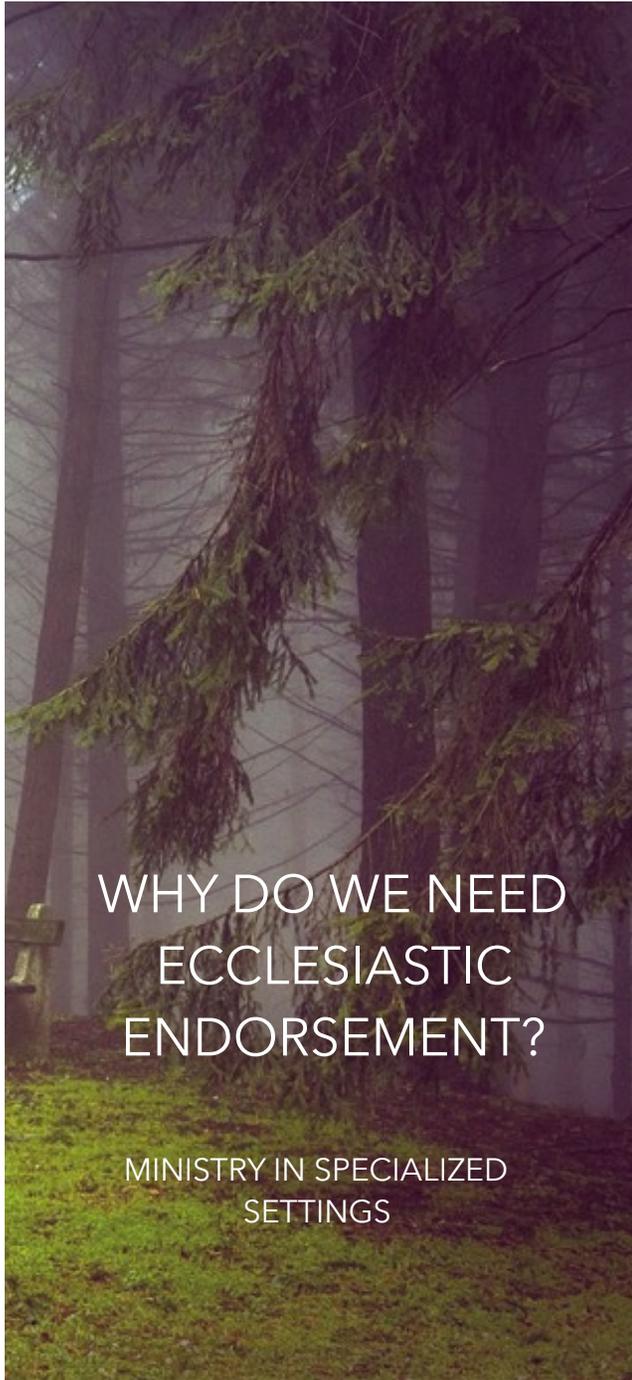
ECCLESIASTIC  
E N D O R S E M E N T





# TABLE OF CONTENTS

<b>Why Do We Need Ecclesiastic Endorsement?</b>	1
<b>Process and Requirements</b>	4
<b>Application for Ecclesiastic Endorsement</b>	9
<b>Interview and Decision</b>	10
<b>Review and Transmission of Decision</b>	11
<b>Ecclesiastic Endorsement Process Chart</b>	13



## WHY DO WE NEED ECCLESIASTIC ENDORSEMENT?

MINISTRY IN SPECIALIZED  
SETTINGS

# ECCLESIASTIC ENDORSEMENT

An increasing number of Licensed Practitioners and Licensed/ Ordained Ministers of CSL feel called to serve in specialized ministries: from hospital chaplaincy to police and fire, from hospice chaplaincy to pastoral counseling, from prison chaplaincy to CPE supervision, and many more.

Within the broad range and varied titles of specialized ministries, "chaplaincy" denotes institutional or clinical ministry—ministry on behalf of CSL but outside a traditional church setting—in places like hospitals, prisons, and the military services. Chaplains especially must demonstrate the ability to work well independently and to function in religiously and culturally pluralistic environments.

// THE GREATEST GIFT WE CAN OFFER ANOTHER IS OUR PRESENCE. //  
- THICH NHAT HANH



*MINISTRY IN SPECIALIZED SETTINGS  
- HOSPITAL CHAPLAINCY*

While Centers for Spiritual Living affirms multiple paths to authorized ministry, it should be noted that organizations employing chaplains and specialized ministers often require a Master of Divinity (or equivalent ministerial Masters) degree from an accredited seminary, credits in Clinical Pastoral Education, and special training; they also may have requirements for age and physical condition.

**Many (but not all) specialized ministry settings ask for Ecclesiastical Endorsement by a minister's denomination.**

There is a distinction between "standing" as an authorized minister within CSL and "Ecclesiastical endorsement" by the Centers for Spiritual Living. The granting of ministerial standing (ordination or licensure) means that a person is deemed sufficiently prepared and equipped for ministry in and on behalf of Centers for Spiritual Living. Ecclesiastical endorsement is verification by the denomination that an authorized minister or practitioner is in good standing, has gained the necessary qualifying education, experience, is willing and capable of working collegially in a religiously and culturally pluralistic setting without prejudice, understands that they are not to evangelize in a specialized ministry setting, and has the maturity to represent Centers for Spiritual Living to the calling institution.



*CHAPLAIN DIANE PETERSON, BCCC, IS A POLICE CHAPLAIN IN ANCHORAGE, AK. AND MEMBER OF ALASKA CENTER FOR SPIRITUAL LIVING.*

Collected here are requirements and forms for **Ecclesiastical Endorsement** in both professional and government organizations; please note that not all employers require Ecclesiastical endorsement, however CSL requires that all licensed practitioners and ministers be Ecclesiastically endorsed to work in specialized ministry settings.

### **Accountability and Support**

Another important aspect of becoming endorsed is to hold CSL and its practitioners and ministers in chaplaincy mutually accountable. CSL wants to ensure that its endorsed practitioners and ministers not only uphold the ethical guidelines of the organization but also sees endorsement as way to offer support and continued resources to those working outside the structure of a CSL Center or Focus Ministry.



# ECCLESIASTICAL ENDORSEMENT AND APPROVAL OF PERSONS FOR CERTIFICATION BY PROFESSIONAL ORGANIZATIONS

## PROCESS & REQUIREMENTS

//

*TO LISTEN IS TO HEAR THROUGH ALL THE NOISE AND DISCOVER THE QUIET PLACE WHERE BOTH PAIN  
AND PROMISE WAIT TO SPEAK THEIR HEALING WORDS.*

*- L..A. BURTON*

//



## ECCLESIASTICAL ENDORSEMENT

Ecclesiastical endorsement is the judgment of and verification by the Ecclesiastic Endorsement Sub-Committee (EESC) of Centers for Spiritual Living\* that an ordained or licensed CSL minister seeking endorsement for a professional organization is in good standing and has the Ecclesiastical qualifications and personal qualities to minister competently in settings of pastoral care and counseling. Normally, the Ecclesiastic Endorsement Sub-Committee acts in conjunction with the CSL Chaplaincy Committee and in partnership with CSL's Licensing and Credentialing Department in granting this particular form of Ecclesiastical endorsement.

Ecclesiastical endorsement for certification by professional organizations is primarily for institutional/clinical chaplains, clinical pastoral education supervisors, and pastoral /spiritual care counselors.

Licensed Practitioners are eligible for Ecclesiastical endorsement for certification by professional organizations in fields related to their area of ministry and where the administration of Ecclesiastic duties they are not authorized by CSL or state regulations to perform is not required.

It is the expectation of CSL that applicants for Ecclesiastical endorsement have experience and clearly demonstrate their gifts for ministry in a setting that is recognized by an Cognate Group (Educational and or Certifying Associations). To this end, it is expected that one or more Accredited CPE Programs or Peer Group Associations will have observed that person's practice of ministry for no less than one year for CSL ministers and 2 years for Licensed Practitioners, and that the CSL Ecclesiastic Endorsement Sub-Committee (EESC) considering the application for endorsement is in a position to make a judgment and verify the applicant's Ecclesiastical qualifications and personal qualities to minister in settings of pastoral care and counseling. Settings such as spiritual communities (direct spiritual care ministry only) or clinical environments where mutual accountability and collegiality are valued are venues where such experience is likely to be attained.



## ECCLESIASTICAL ENDORSEMENT (cont.)

Once endorsed, persons continue to be subject to all of the requirements and oversight procedures for the nurture and accountability of ministerial or licensed practitioner standing. If at any time an endorsed person's ordained or licensed ministerial standing, or a practitioner's license is terminated, his or her endorsement is terminated concurrently.

Centers for Spiritual Living Ecclesiastical endorsement is required for one of its ordained or licensed ministers and licensed practitioners when he or she applies for membership in and/or certification of professional competency by:

- The American Association of Pastoral Counselors (AAPC)
- The Association for Clinical Pastoral Education (ACPE)
- The Association of Mental Health Clergy (AMHC)
- The Association of Professional Chaplains (APC)
- The Center for Spiritual Care & Pastoral Formation (CSCPF)
- The College of Pastoral Supervision & Psychotherapy CPSP)

Membership in one or more of the above Professional Cognate groups (Educational and or Certifying Associations) is encouraged for CSL Endorsed Ministers for Specialized Ministry. It is **REQUIRED** that all Endorsed Licensed Practitioners and Endorsed Lay Persons retain a membership in good standing with one or more of the above groups for as long as they are endorsed for ministry in a specialized setting.

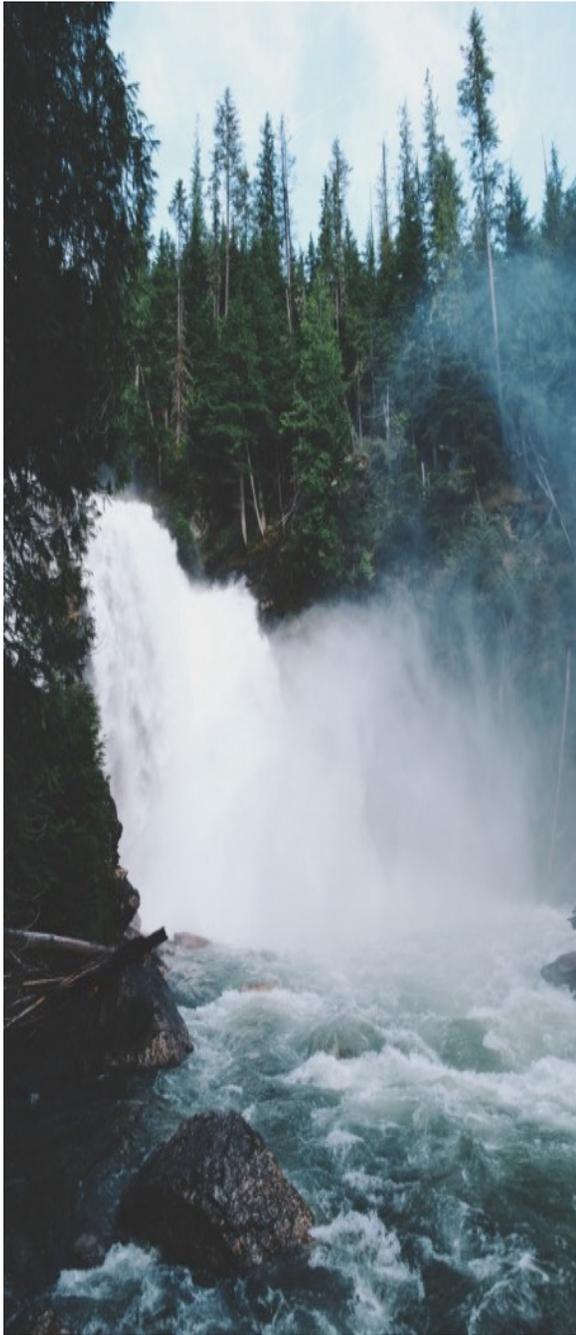
CSL's Ecclesiastic Endorsement Sub-Committee (EESC) examines applicants for Ecclesiastical endorsement and decides to endorse or not endorse a candidate. A decision to endorse is then communicated to the Licensing & Credentialing Manager and the Leadership Council. Then the Ecclesiastic Endorsing Agent of the EESC will issue a Letter of Endorsement for the individual and the Licensing & Credentialing Manager affirms the EESC's decision to endorse the person by placing the CSL Endorsement seal upon the letter. The EESC and the CSL Licensing and Credentialing



Department maintain a database of of endorsed persons for Centers for Spiritual Living The EESC and its Endorsing Agent serve as CSL's liaison with certifying professional organizations. The EESC is the agency through which endorsement decisions of EESC are certified and communicated to professional organizations on behalf of the denomination. The Licensing & Credentialing Department and the Leadership Council Team provide support and affirmation on endorsement procedures. The Endorsing Agent remains aware of changing requirements of the professional education and certifying organizations (Cognate Groups) of which the EESC is regularly apprised.

The basic requirements for Ecclesiastical endorsement are:

- Ordained or licensed minister in good standing, or a licensed practitioner in good standing with Centers for Spiritual Living
- Bachelor's degree or its equivalent
- Master of Consciousness Studies degree, or its equivalent, from Holmes Institute or a theological seminary approved by CSL if applicant is a CSL minister
- Four Units or more of accredited clinical pastoral education (ACPE, CPSP, CSCPF; others by approval)
- One year (ministers), two years (licensed practitioners) experience in the practice of spiritual care ministry or chaplaincy in a local CSL Center or other recognized clinical setting.
- Perceived gifts in the ministry of pastoral/spiritual care and counseling
- Demonstration of spiritual maturity and the ability to serve in a pluralistic faith setting
- Demonstration of the ability to maintain a *personal* theological perspective in alignment with Religious Science principles in the midst of other traditions and in the deployment of ministry in crisis situations



It should be noted that Ecclesiastical endorsement is just one of the qualifications necessary for the certification of professional competence by one of the professional organizations for which Ecclesiastical endorsement is required. Each professional organization has its own set of requirements and qualifications for the certification of professional competence. The process leading to Ecclesiastical endorsement focuses on the requirements of Centers for Spiritual Living and not upon the requirements and qualifications of the professional organizations.

It should be further noted that some professional organizations have several levels of membership and levels of certification for professional competence. Each level of membership or certification for professional competence may require a new Ecclesiastical endorsement.

# APPLICATION FOR ECCLESIASTIC ENDORSEMENT

---

## STEP 1

The applicant prepares and submits the following materials to the Ecclesiastic Endorsement Sub-Committee:

1. Verification of membership and participation in an affiliated Center of the Centers for Spiritual Living.
2. Verification of current licensed, ordained ministerial standing or a licensed practitioner in good standing. Lay persons must submit a letter of recommendation for specialized lay ministry from their senior minister.
3. A completed Ecclesiastical Endorsement Information Form.
4. Verification of one (ministers)\* or two (practitioners)\* years experience in the practice of ministry in spiritual care. The candidate's time in Clinical Pastoral Education (CPE) can be counted toward this.
5. At least three letters of recommendation.
6. A paper describing the person's spiritual journey.
7. Certification of educational attainment including:
  - a. bachelor's degree or its equivalent and either a Masters in Consciousness Studies degree or its equivalent if a minister; or practitioner license for a practitioner.
  - b. verification of four units of accredited clinical pastoral education (CPE).
  - c. any other degrees or continuing education units.
9. A paper containing a summary of the following:
  - a. applicant's interest in and understanding of the specific specialized ministry for which endorsement is sought.
  - b. applicant's understanding of being a representative of the licensed an/or ordained ministry of Centers for Spiritual Living in the ministry setting for which he or she is applying for endorsement.
10. A check in the amount of \$100, which is a non-refundable application fee. The check should be made out to Centers for Spiritual Living with Ecclesiastic Endorsement Application written in the memo line.

*\* Please note that holding a license or ordination for this specified time period does not necessarily account for this requirement. The person must have been engaged in direct spiritual care or chaplaincy for that time period.*

---

## STEP 2-3

# INTERVIEW AND DECISION

The Ecclesiastic Endorsement Committee (EESC) receives and studies the materials provided by the applicant and sets a date to meet with and interview the applicant. The applicant is expected to interview at CSL's Home Office in Golden, Colorado or at the Minister's Retreat or the CSL Annual Convention. These interviews are scheduled 2 - 3 times a year.

The Interview Committee (with a minimum of 3 EESC members present or at least one EESC member and 2 Chaplaincy Committee members present) interviews the applicant using the criteria for Ecclesiastical endorsement for certification by professional organizations and the materials provided by the applicant as a basis for discussion. The Interview Committee may invite a person who already has Ecclesiastical endorsement to be present for the interview, both to sharpen the questions to be asked and to provide information to the Committee and the applicant.

Questions which the Committee may explore with the applicant include:

- What are your basic understandings of the goals of this type of ministry and why are these important to you?
- How do you understand this type of ministry in terms of your career in ministry?
- How do you see yourself in this ministry as a representative of Centers for Spiritual Living and Religious Science?
- How will you continue to be part of Centers for Spiritual Living and participate in the life of Centers for Spiritual Living?
- What is the distinctiveness between your ministry in this field and the similar work of a person not endorsed by Centers for Spiritual Living?

Following the interview, the applicant is dismissed as the Committee deliberates and makes its decision on whether to endorse this person. It communicates its decision to the applicant and to the Licensing & Credentialing Department. If the decision is to endorse, the Interview Committee sends its documentation to the Licensing & Credentialing Department for recommendation to the Leadership Council.

## REVIEW AND TRANSMISSION OF DECISION

---

### STEP 4-9

At least 30 days prior to the next scheduled interview date is needed, the Licensing & Credentialing Department receives the decision of the Ecclesiastic Endorsing Committee along with its documentation. The Licensing & Credentialing department reviews the documents provided, affixes the endorsement seal of Center for Spiritual Living to the endorsement letter (provided and signed by EESC), records the endorsement decision and recommends the decision along with the supporting documentation to Leadership Council. Once the Leadership Council gives final approval, the Licensing & Credentialing Department (L&C) reports the endorsement and sends supporting documentation to the appropriate certifying cognate group or institution. In some cases the documentation may be returned to the endorsed person for inclusion with other materials to be forwarded to the certifying professional organization.

*The applicant is required to inform the EESC and the L&C of the decision of the certifying body and or the decision of any professional organization with whom they maybe applying for employment. The EESC maintains records of the person's endorsement and certification status. The L&C maintains records of the endorsement and certification status as well as the employment (Letter of Call) status of the endorsed Chaplain.*

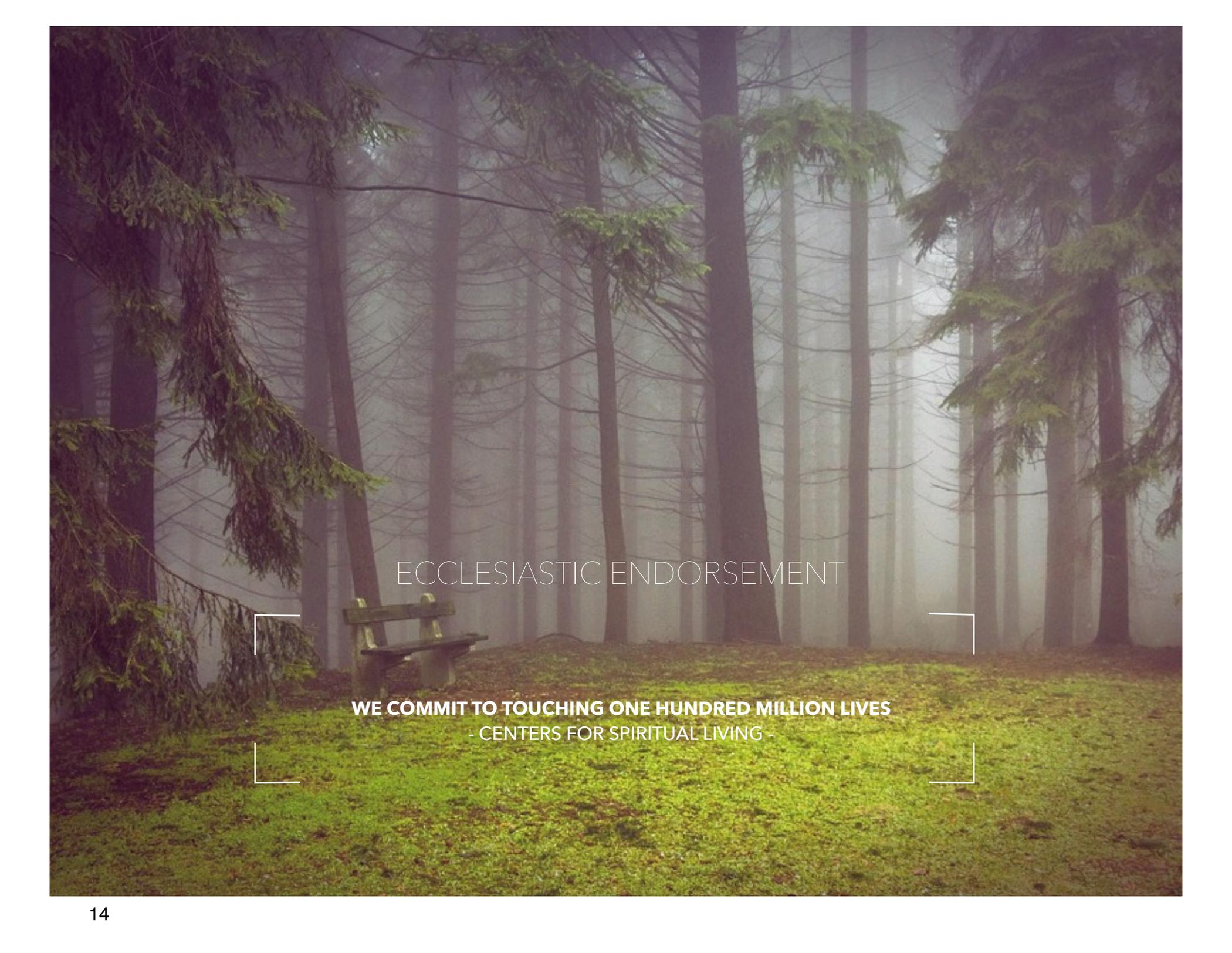
## Ecclesiastic Endorsement Procedures

Procedures for the Applicant	Procedures for the Ecclesiastic Endorsing SubCommittee (EESC)	Procedures for the Licensing & Credentialing Dept. (L&CDD)
<b>STEP 1</b> - Fill out application, complete all questions and provide requested documentation. Send to EESC at address listed on application.		
	<b>STEP 2</b> - The EESC reviews materials, verifies documentation and sets a date with applicant for in-person interview.	
<b>STEP 3</b> - Applicant attends interview.	<b>STEP 3</b> - EESC conducts interview with applicant, makes a decision, communicates the decision to applicant and to L&CD.	
	<b>STEP 4</b> - The EESC's Endorsing Agent prepares and signs Letter of Endorsement and sends it to L&CD.	
		<b>STEP 5</b> - The L&CD receives all of the applicant's materials and the Letter of Endorsement, reviews all materials and process notes of interview and affirms all is in order, then affixes the CSL Endorsement seal upon the letter.

1

**PLEASE NOTE:** *The Ecclesiastic Endorsing Agent is a Certified Clinical Pastoral Education Supervisor and will recuse herself from the decision making process of conferring endorsement upon anyone she has supervised. She will still sign paperwork as the Ecclesiastic Endorsing Agent based on the decision of the committee.*

Procedures for the Applicant	Procedures for the Ecclesiastic Endorsing Subcommittee (EESC)	Procedures for the Licensing & Credentialing Dept. (L&CDD)
		<b>STEP 6</b> - The L&CD records the endorsement and communicates the decision to the appropriate professional organization.
		<b>STEP 7</b> - The L&CD reports the endorsements at the next Leadership Council meeting.
<b>STEP 8</b> - If this is for a certification, the applicant reports the decision of the certifying body to the EESC and L&CD. If it is for a job, the applicant reports job decision to the applicant reports the decision to the EESC and L&CD.		
	The EESC maintains records of the endorsed person's certification and endorsement.	<b>STEP 9</b> - The L&CD maintains records of the person's certification, endorsement and Letter of Call ( employment).

A misty forest scene with tall evergreen trees and a wooden bench on a mossy ground. The text is overlaid on the image.

ECCLESIASTIC ENDORSEMENT

**WE COMMIT TO TOUCHING ONE HUNDRED MILLION LIVES**  
- CENTERS FOR SPIRITUAL LIVING -

This page intentionally left blank.



573 PARK POINT DR.  
GOLDEN, COLORADO 80401  
[WWW.CSLCHAPLAINCY.ORG](http://WWW.CSLCHAPLAINCY.ORG)  
[WWW.CSL.ORG](http://WWW.CSL.ORG)

