

Alliance of Baptist Endorser

Part-time · 15–20 hours per week

The Endorser walks alongside the endorsed clergy of the Alliance of Baptists, offering steady support and care, while also guiding those who are exploring a call toward endorsement as chaplains. Working closely with the Endorsement Council, the Endorser keeps thoughtful, thorough records of the endorsement process and the ongoing life of our chaplaincy community.

The Endorser reports to the Interim Director and partners with the Endorsement Council to carry the work of endorsement forward. This person also collaborates with staff on Gathering planning, helping shape whether chaplain education events happen alongside the Annual Gathering or/and at another points in the year.

The Endorser brings a genuine commitment to anti-racism work, helping carry forward the Alliance's mission to educate and empower our community to dismantle racism in church and society.

Skills and Competencies

- Strong communication skills, both written and verbal
- Attention to detail
- Ability to organize and complete tasks
- Ability to show leadership when needed, and to work collaboratively with the Endorsement Council
- Strong interpersonal skills and a warm pastoral presence
- A genuine affinity for the community of chaplains, chaplain educators, and pastoral counselors
- A commitment to anti-racism work and guiding others in that formational process
- Ability and commitment to hold the endorsement application process, and the community of chaplains, in confidence

Experience and Education

- M.Div (or its equivalent)
- Specialized knowledge of spiritual care practice; endorsed status is highly preferred
- Experience facilitating educational support programs geared toward the needs of chaplains
- 1-2 years demonstrated administrative/clerical proficiency

Relationships

- Works with all staff and participates in regular staff meetings
- Currently reports to the Interim Director
- Holds a steady commitment to addressing systemic racism
- Serves on the Endorsement Council
- Works with military chaplains and the Department of Defense
- Collaborates with Progressive Endorsers for military chaplaincy

Prime Responsibilities of the Position

Walking with Prospective Candidates

- Respond to, and meet regularly with, individuals interested in exploring endorsement through the Alliance
- Process and post completed applications, and notify the Endorsement Council of availability
- Run background checks on applicants with a third-party company
- Attend individual interviews in the role of Endorser
- Follow up warmly with prospective endorsed candidates

Supporting Endorsed Clergy

- Convene monthly check-in meetings with chaplains
- Support endorsed clergy as requested
- Provide letters for endorsed clergy when needed, for employers or other organizations they collaborate with
- Facilitate endorsement community gatherings, during the Annual Gathering and at other times of the year

Partnering with the Endorsement Council

- Meet with the Council quarterly to evaluate applicants
- Coordinate chaplain support activities with the Endorsement Council
- Coordinate chaplain retreats with the Endorsement Council

Serving the Wider Alliance Mission

- Collaborate with Alliance staff to support endorsed clergy, as well as larger Alliance needs

Database and Reporting Functions

- Update information in the database (eTapestry)
- Send annual report reminders to active and retired chaplains
- Read annual reports and respond (duties may be shared with the Chair of the Endorsement Council)
- Send a certificate upon completion of the applicant process
- Give a report at the Annual Meeting, and to the Board of Directors as requested
- Send the annual military and VA report
- Receive and acknowledge changes in endorsement, and verify endorsement status

A Few More Things

- Manages additional web accounts for the efficient functioning of a staff, including Google Mail (webmail) for the Endorsement folder
- Occasional travel is required to attend APC and ACPE conferences; other conferences may include ARED, NCMAF, ECVAC, and COMISS. In this role, these meetings may need to be prioritized alongside other commitments.