



PRESBYTERIAN & REFORMED
 JOINT COMMISSION ON
 CHAPLAINS & MILITARY PERSONNEL

Application for Chaplain Candidate Approval

(Link to Application Instructions)

Return to: Douglas E. Lee, Executive Director, PRJC, 6613 Thurlton Drive, Alexandria, VA 22315
 Cell: 678-701-5151 / FAX: 703-719-6685

PRINT NAME IN FULL: _____

SSN _____ DATE _____

Applying for one of the Service Chaplain Candidate Programs (check one):

(Attach Photo Here)

- U.S. Air Force () U.S. Army Reserve ()
 Army National Guard () U.S. Navy ()

Address: _____ **Zip:** _____

Phone: (H) _____ (W) _____ (C) _____

E-Mail Address: _____

1. Denomination: KAPC ___ KPCA ___ OPC ___ PCA ___ RPCNA ___ URCNA ___ Other(_____)

2. Presbytery: _____ **Member of** _____ **Church.**

[I ___ am ___ am not Under Care of this Presbytery]

3. Date and place of birth: _____

4. If naturalized, give date of final papers: _____

5. Marital status: Married () Widowed () Divorced () Separated () Single ()

6. Wife's name: _____

7. Children (Names & Birth-years.): _____

8. Height: _____ feet _____ inches **Weight:** _____

9. Military, provide past training or service if any (give branch, rate, rank & dates of service): _____

10. Education (give full names of institutions and exact addresses. **Enclose transcripts for all completed courses – copies are acceptable**):

Name of College _____

Address _____

Dates you attended _____

Did you graduate? _____ Degree granted: _____

Name of current or potential Seminary _____

Address _____

Name of other school(s) _____

Address _____

Dates you attended _____

Did you graduate? _____ Degree(s) granted: _____

12. Ministry Experience so far:

13. Teaching experience, if any. Give dates, names of schools, and subjects taught:

14. Present Occupation. _____

15. Athletic experience: _____ **Musical ability:** _____

16. Business/work experience: _____

17. To the best of your knowledge, can you say you are in excellent health and in good physical condition? ____ Yes ____ No (If 'No,' please Explain) _____

18. **References.** Find 1 Ruling Elder and 1 Teaching Elder in your denomination for references. (Make 2 copies of enclosed reference forms and give them each a copy; they will mail it in)

19. **Attach additional information if desired. Feel free to answer any of the above questions on extra pages.**

20. Enclose a **personal testimony** of approx. 200 words

21. Enclose a one-page paper on “**What is Reformed theology?**”

22. Enclose a **service fee** \$25.00. Make the check out to ‘Chaplain Ministries.’

Don't hesitate to email or call - email to: dlee@pcanet.org; phone: (678) 701-5151)

All sections of this application should be returned to:

Douglas E. Lee, Executive Director, PRJC, 6613 Thurlton Drive, Alexandria, VA 22315

Endorsing Agency for:

The Korean-American Presbyterian Church • The Orthodox Presbyterian Church • The Presbyterian Church in America
•The Reformed Presbyterian Church of North America •The Korean Presbyterian Church in America • United
Reformed Churches in North America



Chaplain Candidate Statement of Intent

FOR MILITARY CHAPLAIN CANDIDATE APPLICATIONS ONLY:

1. I agree to provide an annual ministry report which is to be furnished to the Executive/Associate Directors, my Presbytery, and my supporting church(s).
2. I also agree to update the PRJC administrative assistant each time my personal information or family situation changes. This includes leaving the program, approval for Active or Reserve ministry, etc.
3. I agree to participate in my Presbytery insofar as possible and keep them informed of my seminary progress.
4. I will be a member of a PRJC-related church...preferably in a member church of my denomination.
5. I understand that the military Service to which I am applying believes that I am intending to be either an active or Reserve chaplain officer at the end of my Candidate training.
6. I have discussed the above topics with the Executive and/or Associate Directors of the PRJC.
7. I have read and understand the information in the current version of the PRJC Chaplain’s Manual found on the PRJC Chaplain Ministries website at: . www.pca-mna.org/chaplainministries

Printed Name: _____

Address: _____

Home Telephone: _____ Cell: _____

Signed: _____ Date: _____



PRESBYTERIAN & REFORMED
 JOINT COMMISSION ON
 CHAPLAINS & MILITARY PERSONNEL

REFERENCE FORM

Return to: Douglas E. Lee, PRJC Executive Director, 6613 Thurlton Drive, Alexandria, VA 22315
 Phone: (678) 701-5151; Fax: (703) 719-6685

Regarding: (Name of Applicant) _____

Elder Name, Address, Phone _____

The above named individual is applying for approval as a military Chaplain Candidate. A Candidate is a seminarian who is commissioned as a military officer while in seminary. He pursues some basic military education while a full-time seminary student. He has given your name as a reference, and we are asking your assistance in estimating his qualifications. In addition to the basic requirements of physical fitness, education, and eventual successful ministry experience, it is essential that candidates shall be of strong moral and spiritual character, equipped and called for leadership among the men and women of the military forces where he will be representing our Lord Jesus Christ and our Church.

It is possible that you cannot reply to all questions. If you have no knowledge or opinion on any matter, please indicate by a dash after the question. But please reply as completely as possible, being entirely honest and candid. If your answers will not fit in the allotted space, please use the back of this form to complete your thoughts on the subject. What you write is confidential and will not be communicated to the candidate or go outside the PRJC commission.

1. How long have you known the applicant and in what capacity? _____

2. Is he a college graduate? _____ College: _____

In your opinion:

3. Does he show a genuine concern for people? _____

4. Has he been successful in working with people? _____

5. Would you say his Christian convictions are deep-rooted? _____

6. Does he seem to have an ability to share the Gospel with young people? _____

7. Does he have good verbal and written communication skills? In what context have you heard him? _____

8. Has he any special gifts or experiences that would add to his effectiveness as a chaplain-in-training?

9. Has he any eccentricities that may hamper his effectiveness? _____

10. Has he or his family any personal, domestic, or social handicaps, which would put him at a disadvantage as a future Chaplain? _____

11. Is he financially responsible? Does he exercise Biblical stewardship? _____

12. If the applicant is married, is his domestic life congenial? Is he the head of the family?

13. If the applicant is married, will his wife support with his military call? Do you believe she could handle long periods of separation as happens in the case of many military chaplains?

14. Would you recommend him as a candidate for the Chaplaincy? _____

15. Please check the columns below with your candid estimate of the candidate's personal qualities:

	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>	<u>Notes:</u>
Spoken English	()	()	()	()	
Written English	()	()	()	()	
Health	()	()	()	()	
Voice	()	()	()	()	
Mental Abilities	()	()	()	()	
Sense of Humor	()	()	()	()	
Refinement	()	()	()	()	
Tact	()	()	()	()	
Initiative	()	()	()	()	
Cooperativeness	()	()	()	()	
Emotional Stability	()	()	()	()	
Moral Stability	()	()	()	()	
Common Sense	()	()	()	()	
Physical Appearance	()	()	()	()	
Leadership Ability	()	()	()	()	
Spiritual Maturity	()	()	()	()	

16. Additional Information you wish to include: _____

Your Signature: _____ Date: _____

Current Occupation: _____

WE VERY MUCH APPRECIATE YOUR HELP.

Endorsing Agency for:

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Reformed Churches in North America

**A SAMPLE LETTER FOR PRESBYTERY STATEMENTS
ON A CHAPLAIN CANDIDATE’S STATUS**

(You may include additional information or use another format, if desired. However, all information included in the “sample” must be included in your letter. Please put the letter on your presbytery letterhead.)

Date

Presbyterian and Reformed Joint Commission on Chaplains and Military Personnel (PRJC)

ATTN: Douglas E. Lee

6613 Thurlton Drive

Alexandria, VA 22315

Dear Doug,

The (name of presbytery) of (name of denomination) hereby declares that (name of applicant) is (or will be) under care of (name of presbytery) and is thereby encouraged to pursue the required seminary education to become a military chaplain.

Signed by Clerk of Presbytery or Chairman of appropriate Presbytery committee
(name and title typed or printed below)



PRESBYTERIAN & REFORMED
 JOINT COMMISSION ON
 CHAPLAINS & MILITARY PERSONNEL

REPORT OF INTERVIEW

For Military Chaplain Candidate Applicants

To the Interviewer: Thank you for conducting this interview. Your candid observations are essential to identify the best potential chaplains. Please complete Part I and Part II during the interview. Complete Part III immediately afterward, as you reflect on your impressions of the applicant. Keep a copy for your file, and send the original to:

Douglas E. Lee

Executive Director, PRJC

6613 Thurlton Drive, Alexandria, VA 22315

PART I. FILL OUT FOR ALL APPLICANTS

Name: _____ **Spouse:** _____

Address: _____

Telephone: (H) _____ **(W)** _____ **(C)** _____

Social Security Number: _____ **Birth date:** _____ **Birthplace:** _____

Married: ____ **Single:** ____ **Children's Names and Birth years:** _____

Type of Chaplaincy for which you are applying: (check all that apply)

Applying for one of the Service Chaplain Candidate Programs (check one):

- | | | | |
|---------------------|-----|-------------------|-----|
| U.S. Air Force | () | U.S. Army Reserve | () |
| Army National Guard | () | U.S. Navy | () |

Military Experience (Service, dates, location) _____

1. Academic Preparation:

- Baccalaureate: Name of School Granting Degree: _____
 School Address: _____
 Degree and Major: _____ Year Granted: _____
- M. Div: Name of current seminary: _____

- Other Graduate Degrees: Name of School(s) Granting Degree: _____
 School Address: _____
 Degree and Major: _____
 Year Granted: _____

2. Pastoral Preparation:

- Denomination: KAPC ___ KAPC ___ OPC ___ PCA ___ RPCNA ___ URCNA: ___ Other: (_____) _____

- Presbytery: _____ Location: _____

- Congregation Membership _____

- You have served as (check all that apply): ___ Elder (dates) _____
 ___ Deacon (dates) _____
 ___ Other _____

3. What circumstances has God used to bring you to apply for the Candidate Program and Chaplaincy?

4. What goals do you have in pursuing chaplain ministry? _____

5. What spiritual gifts do you bring to the chaplain ministry? _____

6. Have your family members expressed opinions on your pursuing chaplain ministry?

No.

Yes. Key people in my family are all supportive of this endeavor.

Yes. Key people in my family are not supportive of this endeavor.

7. Family issues needing resolution before you enter the Chaplaincy include: _____

8. Are you in good health? Yes.

No, I wrestle with _____

9. What personal or family health issues, if any, will influence your ability to minister as a chaplain?

10. As a chaplain candidate, will you:

Stay in regular contact with your denomination and presbytery? Yes No

Submit the annual required report to the Commission in a timely way? Yes No

11. American culture is pluralistic. Diverse ethnic, racial, religious, and social groups participate in and develop their particular traditions and interest within the confines of our common civilization. What contributions do you intend to make to your pluralistic culture as a distinctly Reformed and Presbyterian chaplain?

12. How will you respond if you as a chaplain are directed to perform in a manner contrary to your convictions and/or denominational tenets? _____

13. Ministry in a pluralistic setting gives many chaplains ample opportunity for interpersonal friction and even overt conflict between peers, superiors, and subordinates. Reflect on your ability to cooperate with chaplains

and others of radically different convictions, and to do so without compromising your own.

14. Is there anything else I should know about your fitness to serve as a future chaplain?

15. Are there any moral, financial or legal issues that might impact your acceptability as a future chaplain?

No Yes (Please explain) _____

PART II. MILITARY ISSUES

1. "I do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without any mental reservations or purpose of evasion; and that I will faithfully discharge the duties of the office upon which I am about to enter, so help me God ."

This is the oath required to U.S. military officers, including chaplains. Are you prepared to take it?

Yes, I can take the oath in good conscience.

No, I cannot take the oath in good conscience.

2. Are you a U.S. citizen? Yes. No, I am a citizen of _____

3. Height: _____ Weight: _____ lbs. Are you physically active (explain)? Yes No

4. Are you available for worldwide deployment? Yes No

5. Have you prepared, if orders came, to leave your family and not see them again for up to a year at a time?

Yes No

6. Have you discussed with your wife the implications for your family in the military environment and ministry? Yes No

7. How do, or might, the following affect your ability to make sound and timely decisions?

Lack of familiar surroundings: _____

Lack of sleep: _____

Lack of privacy or "personal space": _____

Working on a team with ungodly, profane men: _____

Constant mobility: _____

A domineering boss: _____

Responsibility for the safety of large numbers of people: _____

Being outnumbered in a group decision: _____

Imminent physical danger: _____

PART III. FOR THE INTERVIEWER ONLY

Please comment on the following:

	<u>Poor</u>	<u>Satisfactory</u>	<u>Excellent</u>
Applicant's use of English	_____	_____	_____
Applicant's clarity of expression	_____	_____	_____
Applicant's bearing and posture	_____	_____	_____
Applicant's grooming	_____	_____	_____
Applicant's poise under pressure of interview	_____	_____	_____

I DO _____ DON'T _____ judge this applicant to be qualified for approval as a chaplain candidate in the USAF _____ USA _____ USN _____.

Interviewer's Signature	Date	Place of Interview
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Please send this signed and completed Interview Form to:

Douglas E. Lee, Executive Director, PRJC
 6613 Thurlton Drive, Alexandria, VA 22315,
 Or fax it to: 703-719-6685
 Or Scan and email it to dlee@pcanet.org 1/23/09