



Civilian Chaplain Application Checklist

Dear PRCC Civilian Chaplain Applicant,

We are thrilled that you believe the Lord might be calling you to Civilian Chaplain Ministry. We are here to serve you as you walk through the application process towards a PRCC Ecclesiastical Endorsement.

Your journey toward Ecclesiastical Endorsement with the PRCC must start with a telephone conversation with Dr. James (Jim) Carter, the PRCC Executive Director and Endorser (954) 850-2448.

In order to be endorsed as a PRCC Civilian Chaplain you must be a member in good standing in one of the PRCC Member Denominations. In working with your Presbytery or Classis you may need to point out the helpful information available to them on the PRCC website www.PRCC.co.

The application process is all digital. Do not mail any paper documents to the PRCC. Follow the instructions on the application forms. Send all application materials to chaplainministries@pcanet.org.

Do NOT send them to Dr. Carter and/or Dr. Stewart.

Here is a checklist for you to use to ensure you have completed and submitted all required documents:

1. Application for Civilian Chaplain Endorsement
2. Statement of Intent Form
3. Your Personal Testimony
4. "What is Reformed Theology?" Paper
5. Background Check Authorization Form
6. Full-length photo of yourself
7. Four Reference Forms: Send the PRCC Reference Form to your chosen persons, and ask them to email completed copies to chaplainministries@pcanet.org. We will let you know when we have received them. You may need to follow up with them if they delay beyond your preferred timetable.
8. Send us copies of your College Transcripts
9. Send us copies of your Seminary Transcripts
10. We need your Presbytery or Classis to send us a letter or email stating that you are in "good standing" with them.
11. Pay your \$100 application fee if you are a paid Chaplain, or \$25 if you are a volunteer (unpaid) Chaplain. You may pay that online, essentially making an online "donation" on our website www.PRCC.co by selecting the SUPPORT THIS MINISTRY tab. Your "gift" will be automatically recorded as payment for your required application fee
12. Complete the PRCC Personal Interview Form (Section 1) and send chaplainministries@pcanet.org.

Once all your application documents have been received, Dr. Michael Stewart, your Application Coach, will review your completed application. Dr. Michael Stewart will review all of your documents and contact you about conducting your personal interview, over the phone, via the internet, or in person. Once he believes your files are all in order, he will advise Dr. Carter regarding your Ecclesiastical Endorsement, and/or Presbytery Call Letter.

Do not hesitate to contact us along the way, to ask any questions you might have, or to check the status of your application. We are thrilled to be here to serve you through this application process.

Rev. Charles Dey, BCC

Associate Endorser of Administration

cdey@pcanet.org

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