



# PRESBYTERIAN & REFORMED COMMISSION ON CHAPLAINS

Endorsing Agency for: The Associate Reformed Presbyterian Church (ARPC) • The Korean-American Presbyterian Church (KAPC) The Korean Presbyterian Church in America – Kosin (KPCA) • The Orthodox Presbyterian Church (OPC) The Presbyterian Church in America (PCA) • The Reformed Presbyterian Church of North America (RPCNA) United Reformed Churches in North America (URCNA)

## Military Chaplain Application

Return this form and all required documents using one of these methods:

1. Fill PDF, Digitally Sign and email to [ChaplainMinistries@pcanet.org](mailto:ChaplainMinistries@pcanet.org).
2. Fill PDF, Print, Wet Sign, Scan and email to [ChaplainMinistries@pcanet.org](mailto:ChaplainMinistries@pcanet.org). (Encrypt before sending if you prefer additional security.)
3. If you have questions, please call 678-825-1251 or email [ChaplainMinistries@pcanet.org](mailto:ChaplainMinistries@pcanet.org). Please do not send any paper application documents to the PRCC.

Applicants should retain original documents for their personal records.

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

SSN: \_\_\_\_\_

Applying for (Check one):

- |   |  |
|---|--|
| <input type="checkbox"/> U.S. Air Force           | <input type="checkbox"/> U.S. Navy                                   |
| <input type="checkbox"/> U.S. Air Force Reserve   | <input type="checkbox"/> U.S. Navy Reserve                           |
| <input type="checkbox"/> U.S. Air National Guard  | <input type="checkbox"/> U.S. Coast Guard Auxiliary                  |
| <input type="checkbox"/> U.S. Army                | <input type="checkbox"/> U.S. Air Force Auxiliary – Civil Air Patrol |
| <input type="checkbox"/> U.S. Army Reserve        | <input type="checkbox"/> State Guard                                 |
| <input type="checkbox"/> U.S. Army National Guard |  |

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Cell): \_\_\_\_\_ (Work): \_\_\_\_\_ (Home): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

1. Denomination:  ARPC  KAPC  KPCA  OPC  PCA  RPCNA  URCNA

2. Presbytery: \_\_\_\_\_ Member of or attending Church: \_\_\_\_\_

3. Ordination (include date, place, and ordaining authority): \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

5. If naturalized, give date of final papers: \_\_\_\_\_

6. Height: \_\_\_\_\_ feet \_\_\_\_\_ inches Weight: \_\_\_\_\_

7. Marital status:  Married  Widowed  Divorced  Separated  Single

8. Wife's name: \_\_\_\_\_

9. Number of Children & ages:

10. If you have had any military experience, provide past training or service info (give branch, rate, rank & dates of service)

11. Education (give full names of institutions and exact addresses. Enclose transcripts for your seminary MDiv courses – copies are acceptable):

Name of College: \_\_\_\_\_

Degree and date: \_\_\_\_\_

Name of Seminary: \_\_\_\_\_

Dates you attended: \_\_\_\_\_

Did you graduate?  Yes  No Degree Granted: \_\_\_\_\_

Name of other school(s): \_\_\_\_\_

Dates you attended: \_\_\_\_\_

Did you graduate?  Yes  No Degree(s) granted: \_\_\_\_\_

12. Are you currently a Board Certified Chaplain?  Yes  No

Are you intending to pursue Board Certification?  Yes  No

Have you completed any CPE credits?  Yes  No

# of CPE units completed: \_\_\_\_\_

13. Pastorates served:

<u>Name of Church</u>	<u>Address (City/ST)</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. Teaching experience, if any, provide dates, names of schools, and subjects taught:

\_\_\_\_\_

15. Present Occupation. If pastor, give name of church: \_\_\_\_\_

16. Athletic experience: \_\_\_\_\_ Musical ability: \_\_\_\_\_

17. Business experience:

If now employed in addition to your ministry, state relative amount of time given to it:

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18. 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) \_\_\_\_\_

19. References.

Find 4 men (two teaching elders and two ruling elders of your denomination) and send them each the attached reference form. Ask them to send their completed reference forms directly to [ChaplainMinistries@pcanet.org](mailto:ChaplainMinistries@pcanet.org)

	Name	Title	Email/Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

20. Enclose 3 brief essays (no longer than 1 page each):

- "What is Reformed Theology?"
- "Why I want to be a Military Chaplain"
- "Personal Testimony"

[NOTE: Item #20 is for first-time applicants only. Chaplain Candidates applying for the Chaplaincy only need to submit "Why I want to be a Military Chaplain and a Personal Testimony."]

21. Have your Clerk of Presbytery email [ChaplainMinistries@pcanet.org](mailto:ChaplainMinistries@pcanet.org) stating you are "a member in good standing of \_\_\_\_\_ presbytery."

22. If desired, include any additional information or elaboration of the above questions via email to [chaplainministries@pcanet.org](mailto:chaplainministries@pcanet.org).

23. Application Fee: (If paid online, send proof of payment with application package)

- \$100 for Initial Chaplain Endorsement Application. This includes the fee for a Background Check.
- \$50 if you are a military Chaplain Candidate applying for the Chaplaincy. This includes the fee for a Background Check

Mail your checks to:

Mission to North America – PRCC

PO Box 890233

Charlotte, NC 28289-0233

Or pay online: [PRCC MNA Chaplain Ministries – Donate via MNA](#)

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## **PRCC Guidance on the importance of pursuing excellence in making application to the three services to become a Chaplain.**

### **1. Why Pursue Excellence?**

*Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any **excellence**, if there is anything worthy of praise, think about these things.* Philippians 4:8

*Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity...* Titus 2:7

It was said of Daniel in chapters 5 and 6, that he had an **excellent spirit**. What does this tell us about Daniel? The spirit of excellence in Daniel's life was never about how great or gifted he was, it was about God getting all the glory. The same should be said about all of us, and certainly as you make application to become a military Chaplain.

Even in the Chaplain application process you must remember Godly excellence because you are reflection of your Savior Jesus Christ, and this should be seen by those who are tasked to select the next class of Chaplains. You want to give your best to God and always consider how to improve on it. Remember you are a steward of the gifts he has given you, which in fact equip you to become an outstanding Chaplain, but always to the glory of God.

Consider what you're going into, even as a noncombatant. As a Chaplain the military will see you as an integral part of what is called "A Profession of Arms".

In the Navy Creed recited by all personnel are the words "*...to defend freedom and democracy around the world. I proudly serve my country's Navy combat team with Honor, Courage and Commitment. **I am committed to excellence...***"

In Bootcamp all Soldiers learn the Army Creed which contains the words "*...I am an expert, and I am a professional...*"

All Marines know from day one their motto **Semper Fidelis** – "*Always Faithful.*"

And all Airmen recite as part of their creed "*... I am faithful to a Proud Heritage, A Tradition of Honor, And a Legacy of Valor...*"

In an official Army White Paper dated 2 Dec 2010 this question was asked in Section 1 followed by this answer, "What does it mean to be a Profession? Professions produce uniquely expert work, not routine or repetitive work. Medicine, **theology**, law, and the military are 'social trustees' and forms of professions. Effectiveness, rather than pure efficiency, is the key to the work of professionals—the ill want a cure, **the sinner wants absolution**, the accused want exoneration, and the defenseless seek security. **Professionals require years of study and practice before they are capable of expert work.**"

Here is the bottom line: all the services of the United States military seek to be highly professional organizations and are seeking to find the best of all professionals. Of course, we wouldn't win this debate in the public square, but we believe, as George Washington did, that the Chaplain is the most important professional in the military. You are the one that will bring the hope of the Gospel of Jesus Christ to all Airmen, Sailors, Soldiers, Marines, Coast Guardsman and Guardians in times of war and peace. If you become an Army Chaplain you will be tasked with what the Chaplain Corps call the "three non-negotiables" ... **nurture the living, care for the wounded, and honor the fallen**. Both the Navy and Air Force Chaplain Corps expect the same.

This will be your professional role if you're selected to one of the services as a Chaplain! Excellence is required to carry out this most challenging ministry and excellence brings the most glory to God!

## **2. Practical Steps in Pursuing Excellence in the Application Process.**

a. Communicate well with every stake holder, the PRCC Endorser and his staff, your Presbytery, your recruiter, your references, and everyone in the military who is part of the application process.

b. Make sure all application documents, both military and PRCC are typed or at least printed *with excellence*, proofread more than once, every block filled out, answers are well thought out and the documents are returned to the proper party in an expeditious manner.

c. When a personal photo is required, find a suitable background, dress professionally and feel free to smile. We recommend you consider a shorter military style haircut and be clean shaven, but this is not required in the application process.

d. For any sample sermon required, dress professionally and use a suitable location, behind a pulpit in a church is preferred. Since you will not have much time to preach make sure you get to your main point quickly and, as Paul admonishes us, "preach the word" and consider how this sermon might be preached to a congregation of military members. Don't be tied to your notes and seek to make good eye contact with the camera.

e. If you begin the application process and must delay for a period and then restart, make sure all military and PRCC documents are fully updated, including contact information, Presbytery status, current work/ministry situation, up-to-date family information.

f. Become aware of the fitness requirements of the military branch you are pursuing and engage in a physical exercise regimen that will be necessary for you to serve. Pursue excellence!

g. Be prepared to clearly explain why you feel called to pursue the Chaplaincy. Remember this isn't a job. This is a sacrificial calling in service to Jesus Christ and your country. Count the cost and move forward as God leads.

h. You are encouraged as you begin this application process to use restraint in all your social media to conform with what will be required/restricted if you are Commissioned into the military as a Chaplain. Posts related to family, friends and your Christian faith are certainly permissible.

I. If you have questions about anything in this document, or the application process in general, please contact someone on the PRCC staff for assistance. We are very eager to help you!



# PRESBYTERIAN & REFORMED COMMISSION ON CHAPLAINS

## STATEMENT OF INTENT

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**FOR MILITARY CHAPLAIN APPLICANTS ONLY:** I understand that if and when an Ecclesiastical Endorsement is written by the Executive Director of the Presbyterian and Reformed Commission on Chaplains and Military Personnel (PRCC) and furnished to the Personnel Section of the Office of the Chief of Chaplains, **I am committed to accept the commission and assignment**, if selected by the accessions board. I understand that acceptance of the commission for military active and reserve/national guard duty is not less than three years.

If and when I am selected for a Chaplain's commission I will immediately inform my Endorser, and assist the Executive Director in enlisting congregational and individual prayer support and sponsors situation changes (married, new children, etc.). In addition:

1.  I agree to pay the monthly dues fee as set by the Presbyterian and Reformed Commission on Chaplains and Military Personnel. The current fee schedule may be found in the PRCC Chaplains Manual, found on the PRCC website at [www.prcc.co](http://www.prcc.co) My initial endorsing fee has been sent to the address below or otherwise paid online.

Mission to North America – Chaplain Ministries  
PO Box 890233  
Charlotte, NC 28289-0233.

2.  I agree to provide a tri-annual (Active Duty) or annual (Reserve Components) ministry report which is to be furnished to the Executive/Associate Endorsers, my Presbytery, and my supporting church(s). The online PRCC Chaplain Update Report Form can be found at [www.prcc.co](http://www.prcc.co)
3.  I also agree to update the PRCC Staff each time my personal information or family situation changes. This includes leaving the program, approval for Active or Reserve ministry, etc.
4.  I agree to participate in my Presbytery insofar as possible and keep them informed of my seminary progress.
5.  I have discussed the above topics with the Executive and/or Associate Endorsers of the PRCC.
6.  I have read and understand the information in the current version of the PRCC Chaplain's Manual found on the PRCC Chaplain Ministries website at: [www.prcc.co](http://www.prcc.co)

**I have discussed the above topics with the Executive and/or Associate Endorsers of the PRCC.**

Printed Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# PRCC Background Check Authorization

Applicant,

As required by the PRCC Chaplain Commission, the last step in processing an application to be a PRCC chaplain is for us to run a criminal background, credit, and driving check on every applicant.

Please complete this form and email it to [ChapainMinistries@pcanet.org](mailto:ChapainMinistries@pcanet.org). Keep the original in your files.

Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s) and Dates Used: \_\_\_\_\_

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

DOB: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Drivers License Number/State: \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I hereby authorize the PRCC and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to PRCC or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

\*\*The PRCC and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Notice to California, Massachusetts, Minnesota and Oklahoma Residents:

Please check the box below if you wish to receive a copy of a consumer report that is requested.

I wish to receive a copy of any Background Check Report on me that is requested.



# Presbyterian and Reformed Commission on Chaplains

All PRCC Chaplaincy Applicants

## AUTHORIZATION and RELEASE

**Dr. James R. Carter**  
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803.420.4931

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1670 Springdale Dr.  
Ste. 11A, PMB #164  
Camden, SC 29020  
678.825.1251  
FAX: 678.825.1252

I hereby authorize any civilian agency, Department of Defense agency, military department, military chief of chaplains, and their respective office, organization, or supervisor, whether military or civilian, to provide any and all non-medical information related to my service, including, but not limited to, opinions concerning my character or fitness for ministry, (including unfavorable information, if any) to the Executive Director of the PRCC), and I hereby release any individual or civilian agency, any Department of Defense agency, military department, military chief of chaplains, and their respective office, organization or supervisor, whether military or civilian, providing such information, from any and all liability for damages of whatever kind or nature which may exist at any time on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information. This authorization and release is given in consideration of the review of my application for endorsement or the continuation of endorsement. A scan, facsimile, or photocopy of this authorization shall be valid as an original. This authorization and release shall be valid from date of execution for as long as I remain on the roster of the PRCC.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_