



Military Chaplain Application Checklist

Dear PRCC Military Chaplain Applicant,

We are thrilled that you believe the Lord might be calling you to military ministry. We are here to serve you as you walk through the application process towards a PRCC Ecclesiastical Endorsement, required by all branches of military service in order to be selected to serve as a Chaplain.

The journey to being selected by the military to serve as a Chaplain runs on two tracks.

- Track 1: Contact a recruiter for the military branch you are interested in serving. Your recruiter will guide you through their unique application process. Along the way, your recruiter will ask you for a Form DD 2088, which is the Department of Defense (DOD)'s specific form needed to demonstrate to the military that you are Ecclesiastically Endorsed by an approved faith group. Work on Tracks 1 & 2 simultaneously.
- Track 2: Applying Ecclesiastical Endorsement from the PRCC. We recommend that you start on this track as soon as you become serious about a call to serve as a military Chaplain. On average, this process takes at least two months. Ideally, you will want to complete your PRCC Chaplain application process well in advance of the military asking you for your DD 2088, so that will NOT be a holdup in your Track 1 process, particularly if any issues arise in your Track 2 processing that might cause a delay. Expect your DD2088 and/or Presbytery Call Letter no earlier than three weeks AFTER we receive the last of your Application documents.

Your journey toward Ecclesiastical Endorsement with the PRCC must start with a phone conversation with Dr. James (Jim) Carter, the PRCC Executive Director and Endorser (954) 850-2448. Once you decide to start the actual application process, you will send digital copies of your application documents to the PRCC Associate Endorser of Administration at chaplainministries@pcanet.org. Once all of your application documents have been received, your complete application package will be forwarded to either Dr. Dwight Horn or Dr. Don Sampson. One of these Associate Endorsers will serve as your Application Coach. They will review all of your documents, and contact you about doing your personal interview, over the phone, via the internet, or in person. Once your interview is complete, they will advise Dr. Carter regarding your DD 2088 and/or Presbytery Call Letter.

The applications for Chaplain Candidate Endorsement are different, so make sure you are using the correct form. They are both available on our website at www.PRCC.co

If you are an ordained Teaching Elder and desire to be a Active/Guard/Reserve Chaplain you need to coordinate early on with your Presbytery in the process to advise them of your plans and the possibility of your getting a Call to the Military Chaplaincy. In order to be considered as a Chaplain you must be a member in good standing of a PRCC Denomination Presbytery or Classis. In working with your Presbytery you may need to point out the helpful information available to them on the PRCC website www.PRCC.co.

The application process is all electronic. Do not mail any paper documents to the PRCC. Follow the instructions on the application forms. Send all application documents to chaplainministries@pcanet.org. Do not send them to Dr. Carter. Here is a checklist for you to use to ensure you have completed and submitted all required documents:

1. Application for Endorsement; includes the following:
 - a. Statement of Intent
 - b. Authorization and Release
 - c. Background Check Authorization
2. Your Personal Testimony
3. "What is Reformed Theology?" Essay (1 page)
4. "Why I want to be a Chaplain?" Essay (1 page)
5. Full length photo of yourself
6. Four Reference Forms (Active Duty or Reserve/Guard)
Send the PRCC Reference Form directly to your chosen elders. Instructions are on the Reference Form.
NOTE: The PRCC must receive forms directly from the individual providing the reference.
7. College Transcripts
8. Seminary Transcripts
9. Presbytery Letter of Good Standing: Contact the clerk of presbytery and request a letter/memo or email stating that you are in "good standing" with them.
10. Pay \$100 application Fee
You may pay that online, essentially making an online "donation" to the www.PRCC.co. Your "gift" will be automatically recorded as payment for your required application fee
11. Advise the Associate Endorser of Administration as soon as you know when you, your presbytery, or your recruiter must have your requested DD2088 or Presbytery Call letter. What is your preferred deadline?
12. Personal Interview Form with Sections 1 & 2 completed.

Once all properly completed components of your packet are received we will contact you regarding scheduling your personal interview. This will be the final step before your Chaplain Application Coach recommends to Dr. Carter the approval of your form DD 2088. A DD 2088, signed by Dr. Carter will then be forwarded to the AFCB, as well as to you. Make sure you immediately send your DD 2088 on to your Recruiter.

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 daunting dual application process with both the military and the PRCC.

Rev. Charles Dey, BCC
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