

**Presbyterian and Reformed Commission on Chaplains  
and Military Personnel (PRCC):  
Presbytery/Classis Checklist**

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Member churches of the PRCC denominations or Presbyteries/Classis (see list below) may have men who seek a pastoral call as a chaplain. Chaplain positions can be in a military or civilian setting and can be full-time or part-time.

A Call to chaplain ministry IS an acceptable call for ordination.

It is also important to know that the PRCC is designated by each member denomination as the ONLY authorized source of ecclesiastical endorsement to any chaplaincy position (military and civilian) within all PRCC denominations.

This checklist is intended to cover the critical steps necessary for one to become a chaplain. But, if YOUR question(s) are not covered below, please contact one of the following PRCC representatives:

- For all general chaplain endorsing questions and all Military Chaplain positions and seminary students who want to become Chaplain Candidates, contact James R. Carter, the only authorized Endorser for Chaplains of all types within PRCC denominations and presbyteries/classis: Email: [jcarter@pcanet.org](mailto:jcarter@pcanet.org) / Phone: 954-850-2448 / Fax: 678-825-1252
- For specific questions about Civilian Chaplain positions (including VA) and TEs enrolling in Clinical Pastoral Education (CPE) programs, contact Michael Stewart: Email: [mstewart@pcanet.org](mailto:mstewart@pcanet.org) / Phone: 706-329-3600

1. \_\_\_ Review PRCC Frequently Asked Questions (FAQ), found on the PRCC website, <http://pcamna.org/chaplain-ministries/becoming-a-prcc-chaplain-faqs/>

Presbyteries: Please send questions that are not answered on this list to: [ChaplainMinistries@pcanet.org](mailto:ChaplainMinistries@pcanet.org). We will always be updating this FAQ list with your help and input.

2. \_\_\_ Ensure all normal ordination steps are covered in the man's request to serve as a chaplain. Be sure to ascertain whether he has the gifts to serve in a non-parish, pluralistic setting.

3. \_\_\_ Ensure the man has a written Call for ordination or ordination transfer purposes, i.e., a military "Endorsement/Defense Department Form 2088" or a job description/offer or endorsement from a civilian or governmental institution. The PRCC can provide the Presbytery with a Call Letter to Chaplain Ministry, if needed.

4. \_\_\_ Men who are being ordained to the Military and Civilian Chaplaincy are ordinarily ordained as Evangelists to allow them to perform the Sacraments. This is to be renewed annually per PCA BCO 8-6.

5. \_\_\_\_ Ensure the man has applied for an endorsement through the PRCC application process. This is mandatory for those whose ministry requires an endorsement (For those men whose chaplain ministry does not require an endorsement, the presbytery, as part of its oversight duties, should encourage the man to request an endorsement from the PRCC).

6. \_\_\_\_ Ensure the PRCC Endorser has received an email from the Stated Clerk of Presbytery declaring the man to be “in good standing” or (in the case of a Chaplain Candidate) “under care” in the presbytery. The Armed Forces Chaplain Board requires every Chaplain Candidate Applicant to have approval by the Applicant’s Denominational Endorser on a Defense Department 2088 Ecclesiastical Endorsement Form.

7. \_\_\_\_ Ensure Military Chaplain Candidates are in an “under care” status (a military service seminary program in which the student becomes a 2<sup>nd</sup> Lieutenant or Ensign (depending on his service branch) while he trains with and explores the military chaplaincy). All Chaplain Candidates must be approved by the PRCC.

PRCC Denominations: Presbyterian Church in America (PCA), Orthodox Presbyterian Church (OPC), Associate Reformed Presbyterian Church (ARPC), Reformed Presbyterian Church of North America (RPCNA), The United Reformed Churches in North America (URCNA), Korean American Presbyterian Church (KAPC), Korean Presbyterian Church in America – Koshin (KPCA)