



# Chaplain Position Overview

**Job Description:** The Chaplain is responsible for providing comprehensive Christian pastoral ministry to the residents and staff of the correctional facility; provide other services to inmates, staff, public officials, and the community that will enhance the overall ministry.

**Job Duties:** General day to day job duties include the following:

1. Provide comprehensive Christian chaplaincy services to inmates and staff: counseling, conducting/scheduling Christian worship services, Bible studies and arranging clergy visits, distributing literature and performing other pas-toral and ministerial functions as appropriate.
2. Facilitate access and ministry of religious volunteers for all faith traditions recognized by the facility.
3. Handle emergency and death notifications among inmates and their families.
4. Encourage and counsel inmates, correctional officers, and other facility staff.
5. Recruit, supervise and train religious volunteers.
6. Promote the visibility of the ministry in the community through jail tours and presentations to individuals, community groups and local churches.
7. Fulfill administrative requirements of the facility and our ministry.
8. Generate and file computer reports using a variety of software applications.
9. Work with the local community (churches, individuals, organizations, busi-nesses) to develop partnership support for the ministry.

## Critical Dimensions of Chaplaincy

### Personal Development

1. Maintain a healthy spiritual relationship in your walk with the Lord.
2. Maintain effective family relationships.
3. Maintain adequate physical health
4. Sustain an active agenda for professional development

### Pastoral Ministry

1. Within the guidelines established by law and the correctional facility, establish, coordinate and/or oversee:
  - Evangelism/Discipleship
  - Preaching/Teaching

- Counseling
- Literature distribution

2. Intercede in prayer for inmates, staff, donors and volunteers
3. Maintain a ministry of presence within the facility
4. Build relationships with the staff to facilitate ministry

#### Administrative

1. Develop and maintain an effective facility Ministry Plan
2. Develop religious volunteers from the Christian community
3. Facilitate non-Christian Faith groups as a liaison and facilitator
4. Interact with Good News Leadership/Support Staff
5. Interact with Institutional Leadership Staff

#### Community

1. Regularly casting the vision of the ministry to potential partners
2. Develop financial support through relationships with individuals, businesses and churches
3. Develop and maintain a Chaplaincy Support Team (volunteers)
4. Regularly communicate and connect with those that share the vision of the ministry
5. Identify, establish and maintain relationships with leaders in the local Christian community encouraging them in ministry to those impacted by incarceration

### **Professional Qualifications**

The chaplain candidate should demonstrate the following specific experience and credentials:

- Bachelor's Degree from a regionally accredited Bible/Christian college with major/emphasis in Bible or Theology; or
- Master's Degree from a regionally accredited Seminary
- Ordained, licensed or commissioned by local church/denomination
- Incarceration Experience: An understanding of the correctional environment with practical service/ministry experience in a jail/prison preferred
- Proven track record of ministry involvement and commitment
- Experience in evangelism/discipleship/teaching
- Agreement with GNJ&PM Doctrinal Statement

### **Personal Qualifications**

The chaplain candidate should demonstrate the following knowledge and skills:

- Ability to think, function and minister in accordance with biblical standards
- Development of ministry programs
- Appropriate methods and means of biblically dealing with human behavior situations
- Ability to communicate effectively, verbally and in writing
- Ability to identify and develop human, financial and material resources for conduct of the ministry
- Ability to connect with the community and encourage partnerships
- General fiscal management
- Basic computer skills using MS Office Suite (or similar) programs
- Personal Finances in Order