

Gracelnside Chaplain Job Description

Job Title: Chaplain

Reports to: Supervising Chaplain

Job Summary:

The chaplain serves as a Christian pastor and also as the coordinator for all religious services and programs for inmates of all faiths at a state prison facility (or facilities). The chaplain serves as “one who is present in a time of need or crisis.”

Main Job Tasks and Responsibilities:

- Coordinate and oversee all religious services and programs for all faiths.
- Provide pastoral care and spiritual guidance to inmates, inmate family members and prison staff.
- Recruit and coordinate religious volunteers.
- Perform administrative tasks such as religious program pass lists, monthly reports, etc.
- Respond to inmate requests regarding religious issues and/or is available to those in crisis.
- Interact with DOC administrators and staff in regards to religious programs.
- Advocate for the religious and human rights of all inmates.
- Handle the distribution of religious literature and materials.
- Preach, teach and lead worship.

Job Skills:

- Ability to work in a prison environment - interact with offenders of all faiths, function within the prison's chain of command, set professional boundaries with offenders.
- Time management and organizational skills (report deadlines, etc.).
- All skills normally associated with pastoral leadership (preaching, leading worship services, teaching, pastoral care, administrative duties, etc.).

Job Qualifications:

- **Formal Education:** An undergraduate degree from an accredited college/university and a Master of Divinity or equivalent degree from an accredited theological seminary. (Equivalent educational degrees and/or ministry experience may be considered.) Gracelnside requires proof of education.
- **Ordination:** Fully ordained and currently in full connection and good standing with his/her denominational body, church, etc. Gracelnside requires proof of ordination.
- **Endorsement:** Where applicable, endorsed by his/her responsible denominational agency as to current good standing and confirmation of abilities to perform the duties related to chaplaincy. Documentation of endorsement preferred.
- **Preferred, but not required:** At least 12 months of Clinical Pastoral Education (CPE) and three to five years of pastoral ministry or other ministerial experience.
- Chaplaincy and/or other job experience in a jail, prison or other correctional setting is a plus.