

## **Correctional Chaplain**

### **Job Description:**

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

### **What are the major responsibilities associated with this position:**

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

1. Provide comprehensive Chaplaincy services to inmates and staff: counseling, conduction/scheduling Chaplain services, Bible studies and arranging clergy visits, distributing literature, and performing other pastoral 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 offices, 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, businesses) to develop partnership support for the ministry.

### **Desired Skills:**

Preaching, teaching, counseling, administrative, volunteer facilitation, public speaking, correctional ministry experience

**Requirements to Become a Chaplain:** [goodnewsjail.org/careers/](http://goodnewsjail.org/careers/)

- The applicant must be in agreement with the ministry doctrinal statement.
- The applicant must meet the following educational requirements prior to starting the application process.
  - A bachelor's degree from a regionally accredited Bible/Christian college with a major in Bible or theology; or
  - A master's degree from a regionally accredited seminary
- The applicant must be ordained, licensed, or commissioned in accordance with the requirement of their local church or denomination prior to the hire date.
- The applicant should have 40-60 hours of varied volunteer or professional experience ministering to inmates in a corrections environment prior to starting the application process.