

Class Concept

Work in this class involves the professional supervision and oversight of chaplaincy services. The Coordinator of Chaplaincy Services provides guidance and assistance for the religious services and programs to all Prison facilities, is familiar with multiple religions, and coordinates those practices within prisons policy and procedures. Employees plan, develop, coordinate and oversee comprehensive religious programming. Employees in this position provide technical supervision for the staff clinical chaplains and provide ministry services in emergency situations. Respond to inmate correspondence and phone calls from parents, citizens, and others. Employees are responsible for updating policies and procedures for Chaplaincy Services. Employees may communicate and respond to the Attorney General's Office regarding legal matters and lawsuits. Employees work with key stakeholders on committees that advise on religious services and programming. Employees communicate with religious judicatory leaders, clinical pastoral care supervisors, theological educators, medical, attorneys, prison administrators, legislators, volunteers, inmates and their families. Employees are responsible for writing a broad range of correspondence, memoranda, and agenda involving the complexities of theology, religious practice, prison administration, and human personality. Employees are responsible for human resources duties to include: hiring, coaching, mentoring, assessing employee performance, and disciplining employees as necessary.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of theology.
- Thorough knowledge of the principles of clinical pastoral care and the role of the chaplain in an institutional setting.
- Thorough knowledge of RLUIPA (Religious Land Use and Institutionalized Persons Act)
- Ability to establish rapport and communicate effectively with representatives from all areas of the religious community, prison officials, legal staff, staff chaplains, and legislative staff.
- Ability to establish rapport and communicate effectively with representatives from all areas of the religious community, prison officials, legal staff, staff chaplains, and their relatives.
- Ability to plan, organize, and develop a comprehensive pastoral care program and/or clinical chaplaincy training program.
- Ability to supervise, hire, coach, mentor, assess performance, and discipline employees.
- Ability to express ideas clearly and concisely both orally and in writing.
- Must be a subject matter expert in their particular faith group.

Minimum Education and Experience

Master of Divinity degree from The Association of Theological Schools (ATS) accredited residential seminary or school of theology; one (1) year of residency in Clinical Pastoral Education (CPE); one (1) year of experience as a Clinical Chaplain in a prison setting; and Ordination or membership in a recognized religious governed body; or

Chaplains of faith groups that do not require formal ordination or a Master of Divinity Degree must be in good standing with their faith groups. In lieu of ordination of Master of Divinity Degree, applicant must hold credentials in accordance with the requirements and/or by-laws of their particular faith group and be endorsed by a recognized governing/endorsement body within their faith. Five (5) years of experience as a religious and spiritual leader in a parish or specialized ministry setting; endorsement by a current dated letter of Good Standing from recognized religious governing body of the faith group; willingness to provide and coordinate programs for inmates of all faiths; and the necessary credentials and the ability to provide worship services in her/his faith tradition; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.