

## FORSYTH JAIL & PRISON MINISTRIES

### Chaplain Job Description

#### OVERVIEW

The Chaplain fulfills assigned ministry and program responsibilities in a variety of locations – the detention center, the correctional center, churches, and the community at large. The detention center and the correctional center in Winston-Salem are the main locations of service. The Chaplain provides direct services to inmates, institutional staff, and their families. The four areas of ministry include: pastoral support, volunteers, administration, and community relations. Specific acts of ministry include counseling, planning programs, supervising volunteers, and promoting community awareness. The Chaplain fulfills these and other assigned responsibilities under the direction of the Executive Director, the Personnel Committee, and the Board of Directors.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Ministry: (approximately 80%)
  - a. Counsel inmates, institutional staff members, and their families in times of crisis, in preparation for marriage, and for general Christian growth
  - b. Make regular rounds through the detention center and correctional center to visit inmates/staff
  - c. Assist institutional officials with problems/issues which affect human relations and morale
  - d. Plan, lead, host, and coordinate worship services, Bible studies, and other programs, some of these will include preaching
  - e. Rotate with other Chaplains to provide 24-hour on-call services for facilities
  - f. Serve as a substitute – (Other Chaplains' sick leave and vacation time) program leader, worship leader, on-call Chaplain, public speaking
  
- B. Volunteers: (approximately 10%)
  - a. Consult with the principal offices of the institutions served to coordinate volunteer participation in worship services, discipleship activities, Bible studies and other similar programs
  - b. Take an active leadership role in training volunteers, particularly at the jail
  - c. Supervise and evaluate volunteer participation in worship services, discipleship activities Bible studies, and other similar programs – regularly consult with other Chaplains about these programs
  - d. Enlist, coordinate, and supervise church volunteers in projects and programs

- C. Administration: (approximately 5%)
- a. Participate in staff retreats, educational and training opportunities, and professional enrichment experiences
  - b. Assist the work of various committees of the Board of Directors
  - c. Interpret policies, procedures, and purposes of the Board of Directors to institutional staff, volunteers, churches and the community
  - d. Work with staff and board members to plan board functions and meetings
  - e. Provide Executive Director, Personnel Committee, and Board of Directors with regular reports about their ministry
  - f. Participate in full staff and individual meetings with the Executive Director on a regular basis – during these meetings discuss issues of morale, staff relations, professional development, job responsibilities, etc.
- D. Community Development: (approximately 5%)
- a. Speak to church and community groups to promote the ministry and enlist financial and volunteer support
  - b. Attend local ministers' conferences/gatherings on a regular basis
  - c. Consult, enlist, and support area clergy, laypersons, and community leaders in an effort to support the operation and funding of FJPM
  - d. Assist in the planning, preparation, and carrying out of specific community development events with board members and volunteers

Qualifications:

- Graduate of an accredited 4-year college or university
- Graduate from an (ATS) accredited school of theology or divinity with minimum of Masters of Divinity
- Ordained or community faith supported In good standing with faith group
- CPE: Minimum of one year (4 units) or the equivalency
- Relevant experience as a chaplain, preferred