

## CORRECTIONAL CHAPLAINCY SERVICES COORDINATOR

Work in this class involves planning, developing, and coordinating the Chaplaincy Services for the Division of Prisons (DOP). Employee develops plans, policies, and procedures for the chaplaincy program and provides technical supervision for the staff clinical chaplains. Work involves coordination with a variety of denominational groups, ministerial associations, and institutions of theological education in obtaining resources for chaplaincy services and for developing conferences and workshops for their members on the correctional ministries.

### I. DIFFICULTY OF WORK:

Variety and Scope - Employee provides technical supervision to field staff chaplains, volunteer chaplains, and interns across the State. Work involves serving as liaison with many ecclesiastical, educational, and volunteer groups to aid in providing chaplaincy and religious services for the whole prison system. Employee plans budget projections, develops strategies, policies and procedures for the chaplaincy program, and coordinates this statewide. Employee utilizes outside religious agencies to obtain resources for use in prison ministry, and identifies training opportunities for chaplain and volunteer staff.

Intricacy - Work is concerned with coordinating the chaplaincy program across the prison system. Volunteers, such as Yokefellows and local church congregations, play a large role in this delivery, which requires employee to maintain active statewide community involvement. Employee also develops departmental policies and procedures for prison ministry, thereby confronting such issues as religious cults, constitutional law applying to religious freedom, inmate marriages, and providing religious services for the emotionally disturbed and mentally retarded. Work requires keeping abreast of all major denominations, new religious sects, court decrees, and divinity schools. Work also requires providing training information and opportunities for staff chaplains, volunteers, and interns.

Subject Matter Complexity - Work requires a thorough knowledge of the field of theology including a broad knowledge of major denominational groups and ministerial organizations. Work also requires a broad knowledge of the State prison system.

Guidelines - Employee refers to DOP Policy and Procedures Manual; professional references such as the American Correctional Chaplains Association and the Association for Clinical Pastoral Education, constitutional law, court decisions, and religious literature and scriptures of all denominations and faiths.

### II. RESPONSIBILITY:

Nature of Instructions - Employee functions independently in carrying out chaplaincy services programs, but receives instructions on policy and budget matters. Major activity changes or new program activities are approved by supervisor and higher authorities.

Nature of Review - Employee receives administrative review from supervisor on a regular basis, and confers with supervisor on unusual situations.

Scope of Decisions - An organized and on-going delivery of chaplaincy services requires dealing with a variety of sensitive issues. A large population of incarcerated offenders constitutes many different and specific religious and spiritual needs; this employee coordinates and instructs the staff chaplains and volunteers in meeting these needs.

Consequence of Decisions - Employee's work directly affects the delivery of chaplaincy services to the prison population. Chaplaincy intervention can be a factor in the morale of not only incarcerated individuals and their families, but the whole prison system as well, and sometimes involves legal considerations.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Employee has primary contact with field chaplains and prison administrators and superintendents statewide. Contact with major denominational leaders, divinity schools, representatives from all faiths, and local church groups is continuous, and employee also communicates and counsels with inmates, staff, and their families when necessary.

Nature and Purpose - Employee coordinates the chaplaincy services program statewide and directs its delivery and emphasis by developing and adjusting policies and procedures. Work requires securing large numbers of volunteers and professionals to aid in a well-rounded religious program delivery for inmates.

IV. OTHER WORK DEMANDS:

Work Conditions - Employee works in a State office setting, and occasionally visits prison facilities.

Hazards - Employee is occasionally exposed to inmates who may be considered dangerous.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of theology. Thorough knowledge of the principles and methods of clinical pastoral care and the role of the chaplain in an institutional setting. Thorough knowledge of DOP and of outside community, ministerial, and denominational resources. Ability to plan, organize, and develop a comprehensive pastoral care program. Ability to establish rapport and communicate effectively with representatives from all areas of the religious community, prison officials, legal staff, staff chaplains, and inmates and their relatives. Ability to express oneself clearly in oral and written form.

Minimum Education and Experience - Graduation from a recognized school of theology, and ordination as a minister in good standing with his/her denomination, and three years of institutional experience as a clinical chaplain, including two years in a prison setting; or five years of experience as a parish minister; or an equivalent combination of education and experience.