

**ESSEX COUNTY SHERIFF'S DEPARTMENT**  
**POSITION DESCRIPTION**

**Position/Rank:** Protestant Chaplain – Part- time  
**Bargaining Unit:** Non-Unit

**Assignment:** Middleton, MA

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**General Statement of Duties:**

Staff Chaplains are expected to deliver pastoral care, manage religious programs and administer resources. Chaplains are expected to provide a pastoral presence throughout the institution through regular visits to the housing units, visiting room, and work sites. Chaplains will set up a schedule of religious activities providing equitable and reasonable opportunities for worship, study and religious programs. Chaplains will also communicate the mission and goal of the Department by being a ready source for expert information to staff and communicating clearly and in a timely manner the variety of activities of the Department.

**Supervision Received:**

Works under the general supervision of the Interfaith Coordinator and Director of Programs or other employees of higher grade who provide instruction and guidance, assign work and review performance through oral and written reports for adherence to policy and conformance with rules and regulations of the Department.

**Supervision Exercised:**

Supervises volunteers who provide religious activities for the inmate population.

**Specific Duties and Responsibilities:**

Along with all other employees, Staff Chaplains are charged with responsibility for maintaining security of the institution. The Chaplain's correctional responsibilities precede all others required by this position and are performed on a regular and recurring basis.

Provides pastoral ministry to inmates of all Protestant denominations, including opportunities for their public and private worship on Sundays and other such holy days as are appropriate within each faith group. Visitations are conducted throughout the institution and individual/group counseling is provided to those inmates in need of personal counseling, crisis intervention, etc. The counseling includes inmates referred for individual and/or group pastoral care by their unit team.

Assists in maintaining and conducting a well-rounded program of religious instruction including classes, correspondence, work, and discussion groups. This program involves the assistance of additional personnel, namely lay, civilian volunteers.

Establishes the religious preference of committed inmates and provides reports including recent information to staff and other agencies for their use. Coordinates religious activities within the community.

When required, may occasionally represent the institution at civic and religious meetings, professional conferences, and seminars. Serves as a religious liaison with the outside community through numerous contacts with local clubs, church groups or organizations, etc.

Establishes working relationships with local clergy and coordinates their contribution to the institution's religious program. Also, provides assistance to such clergy in the understanding of inmate related problems.

Evaluates religious materials coming into the institution and makes recommendations for the expansion of the religious section of the inmate library.

Maintains close ties with own denomination. Ensures current religious endorsement and attends meetings called by the denomination in order to maintain this standing. Prepares and completes reports concerning the religious program as may be required by the denomination or the Department.

Perform other job related duties as required or assigned.

**Required Qualifications:**

Must possess an earned bachelor's degree from an accredited college and a Master of Divinity degree. Some pastoral/spiritual leadership experience in a congregational or specialized ministry setting within the endorsing body after formal ministerial preparation. Clinical Pastoral Education may satisfy up to one year of the requirement of pastoral/spiritual experience.

An Ecclesiastical Endorsement that attests to the incumbent's suitability for correctional ministry, support for his or her candidacy, a clear assurance statement that the applicant has no present not past legal or moral barrier to congregational ministry, and an affirmation that the applicant will facilitate inmates of all faiths opportunities to pursue individual religious beliefs and practices. The applicant's relationship to the endorsing body must reflect a minimum two-year association before endorsement.

This position requires the incumbent to be able to communicate orally, in writing and to deal effectively with others. The incumbent will provide ministry in a pluralistic setting and will be able to accommodate liturgical and sacramental ministry to persons in a correctional setting.

Excellent writing and organizational skills with the ability to communicate with both employees and general public and function calmly under pressure.

*The information contained within this job description is not intended to be an exhaustive list. It is descriptive and not restrictive in nature. Therefore, nothing shall preclude the assignment of additional duties, qualifications, entrance requirements, etc., as determined by the administration.*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_