1. **General Description**

The Chaplain is an employee, of and serves at the pleasure of, the Restorative Justice Ministries Brazos Valley (RJMBV) Board of Directors. As a contracted member of the Brazos County Sheriff’s Office (BCSO), the Chaplain and trained volunteers provide Pastoral Care for inmates, their families, staff, and community associates. The Chaplain is to work a minimum of 15 hours weekly; however, is on-call 24 hours a day. This position is primarily responsible for advising and assisting the Sheriff’s Office personnel in all matters of religion, morals, and morale as it is influenced by religion. The Chaplain is responsible for training, supervision, and accreditation of religious personnel.

1. **Qualifications**
2. Pastoral experience of at least two years.

2. Completion and enrollment in a curriculum of theological classes, and/or at least one unit of Clinical Pastor Education (CPE).

3. Criminal justice training and institutional and/or pastoral experience is preferred.

1. **Education and Experience Requirements for Brazos County Detention Center (BCDC) Chaplain**
2. Be ordained or a licensed member of the clergy in good standing and endorsed by a recognized denomination. Include copies of ordination/license and endorsements.
3. If a four-year college graduate, Master of Divinity, or currently enrolled in a graduate program at an accredited seminary, please provide the name of the institution, year started, units completed, and anticipated date of graduation.
4. Two years of general pastoral ministry with experience conducting baptisms, communion services, weddings, funerals, death notifications, and pastoral counseling.
5. Minimum of six months working in a clinical pastoral ministry setting, correctional institutions preferred.
6. Training or experience in the criminal justice system.
7. CPE – Clinical Pastoral Education. Please provide a list of CPE classes passed and the name of sponsoring organization. *If no CPE, please know you will be asked to complete one CPE course unit during your first year on staff with RJM.*
8. Please provide any accreditations you have received from state or national Chaplaincy organizations. Give type of accreditation, organization, and date of accreditation.
9. Related training in, or experience in, clinical chaplaincy. Give setting and duties performed.
10. Experience or education in any of the following: social work, crisis counseling or intervention, community drug rehabilitation programs, inmate reentry, homeless programs, domestic violence programs, mental health programs, etc.
11. Previous experience in new program start-up, volunteer management, curriculum development for inmate classes, or community programs. Give program name, date, and summary of work done.

**Personal Requirements**

1. A clear, living witness of personal rebirth in Jesus Christ.
2. Solid standing in the Church by a governing church’s body ecclesiastical endorsement.
3. Willingness to serve all faith communities.
4. Demonstration of effective leadership with team-building skills.
5. Physical and emotional health appropriate for the job.
6. Ability to communicate adequately.
7. Flexibility in established work schedule. Organizational abilities to initiate, supervise, maintain and monitor various ministry programs and volunteers, that are in place or may be proposed by the Board.
8. **Responsibilities**

**Responsibilities to BCSO**

1. Respects and establishes rapport with all staff.
2. Provides pastoral care to staff, inmates, their families and associated community members as requested.
3. Maintains a written schedule of availability at BCSO and RJMBV.
4. Makes rounds throughout the institution at least twice weekly.
5. Oversees Life Skills Program and arranges pastoral visits.
6. Attends and administers special events on behalf of RJMBV with BCDC approval.
7. Supervises and evaluates volunteers to ensure compliance with all BCDC policies.
8. Oversees and conducts new volunteer orientation in coordination with BCDC assigned officer and or employee(s).
9. Maintains confidentiality pertaining to inmate and family members of inmates at BCDC.
10. Updates both RJMBV and BCDC of weekly schedule and/or changes in availability.
11. Conducts baptisms and communion services per BCSO guidelines.
12. Provides for discipling of each newly baptized inmate through volunteer mentors and/or community resources.
13. Develops and oversees discipleship program for inmates.
14. Delivers emergency messages and counsel as warranted.
15. Approves all religious material to be distributed to inmates, according to BCSO policy.
16. Ensures weekly delivery of approved religious materials.
17. Prioritizes inmate requests for personal visits, prayer, and other spiritual needs and responds based on urgency.
18. Attends required training as determined by BCSO.
19. Replies to phone calls and emails within two business days.

**Responsibilities to RJMBV Board of Directors**

1. Respects and establishes rapport with all staff and volunteers.
2. Participates in volunteer orientation, supplemental training, and recognition events.
3. Demonstrates active leadership in preparing volunteers for strategic ministry programs such as mentoring and discipleship.
4. Observes and evaluates volunteers in their service to the inmates to ensure compliance with all behavioral guidelines.
5. Facilitates community awareness and support. Represents RJMBV at community activities and organizations as directed by the Board of Directors.
6. Follows dress code established by Board of Directors.
7. Attends RJMBV Board Meetings, trainings, and Executive Committee meetings as directed by Board.

**Accountability**

1. The Chaplain is accountable in conduct and performance to the Chairman of the Board of Directors in all matters relating to job responsibilities. The Chaplain is also responsible to the BCSO Programs Lieutenant or designee, in all matters relating to BCSO operations.
2. The Board of Directors will conduct evaluations at intervals that are necessary to monitor the integrity and effectiveness of the chaplaincy. The first assessment will occur at three months, and thereafter at times determined by the RJMBV Board.