

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CHAPLAIN III –
Regional Chaplain

SALARY GROUP: B21

DEPARTMENT: Rehabilitation Programs Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Steven B. Gaddis DATE: 03/29/2016

POSITION #: 045251

I. JOB SUMMARY

Performs advanced ministerial clergy work. Work involves overseeing, coordinating, and planning programs, activities, and in-service training for chaplaincy services staff; conducting religious services and education classes; providing pastoral care and counseling to offenders and offender families; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees, coordinates, and plans chaplaincy programs and prepares related correspondence and reports; conducts and supervises religious services and religious education programs and classes; schedules and supervises special programs; and coordinates programs to recruit, train, and oversee program volunteers.
 - B. Provides sacramental ministry in accordance with the practices and customs of the chaplain's faith and religious needs according to offender faith group representation.
 - C. Participates in outreach activities; communicates the agency religious program overview to local clergy and volunteers; and conveys the emotional and spiritual dimensions of the problems which confront offenders.
 - D. Provides training to community, religious, and civic groups, local clergy, and program volunteers to broaden the understanding of the agency's religious programs and the emotional and spiritual needs of offenders; and provides information to agency staff concerning offender religious beliefs and practices.
 - E. Plans, assigns, and supervises the work of chaplaincy staff and program volunteers.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Master's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Divinity or Religious Studies and five years full-time, wage-earning ministerial experience or five years full-time, wage-earning experience as an ordained Catholic Deacon or equivalent with documentation from supervising clergy or bishop

or

Bachelor's degree from a college or university accredited by an organization recognized by the CHEA or by the USDE. Major course work in a Behavioral Science or a related field preferred and seven years full-time, wage-earning ministerial experience or seven years full-time, wage-earning experience as an ordained Catholic Deacon or equivalent with documentation from supervising clergy or bishop. Each year of experience as described in excess of the required seven years of ministerial experience or seven years as an ordained Catholic Deacon or equivalent may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

2. Three years full-time, wage-earning ministry or ministry coordination experience in a criminal justice or governmental agency environment.
3. Satisfactory completion of two units of certified Clinical Pastoral Education in an accredited Clinical Pastoral Education Center or equivalent classes from an accredited seminary or university. Eighteen semester hours of Doctor of Ministry course work from a seminary or university accredited by the CHEA or by the USDE may be substituted for one unit of certified Clinical Pastoral Education on a unit-for-unit basis.
4. Experience in the supervision of employees preferred.

Must possess or be able to obtain written ecclesiastical endorsement by the applicable religious authority within three months of employment date.

Selected applicants without required endorsement must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

Must maintain valid ecclesiastical endorsement for continued employment in position.

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B. Knowledge and Skills

1. Knowledge of religious beliefs and practices of various faiths, groups, and denominations.
2. Knowledge of professional literature and resources.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of program planning and implementation.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in administrative problem-solving techniques.
10. Skill to review technical data and prepare technical reports.
11. Skill in public address.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to develop and evaluate program policies and procedures.
14. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
15. Skill to plan, assign, and supervise the work of others.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.