

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CHAPLAIN II -
Staff Chaplain

SALARY GROUP: B19

DEPARTMENT: Chaplaincy and Volunteer Services

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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: Christopher Carter DATE: 08/11/2025

POSITION #: 045438

I. JOB SUMMARY

Performs complex ministerial clergy work. Work involves coordinating, planning, and conducting religious services and education classes; and providing pastoral care and counseling to offenders and offender families. Works under general supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates, plans, and conducts faith-based worship services, education programs, and sacramental ministry in accordance with the practices and customs of the offender faith group; conducts regular visits to paroled offenders and paroled special needs offenders who are critically ill; and counsels offenders and families on religious problems, personal issues, crisis intervention, parole adjustment, and available faith-based community resources.
- B. Maintains liaison with agency staff, chaplaincy headquarters, and community groups and organizations; and provides staff information in regard to various faiths, groups, denominations, and needs of agency staff.
- C. Recruits, trains, and supervises chaplaincy program volunteers; and provides information regarding religious educational programs, worship services, sacramental ministries, visitation, counseling programs, and other programs.
- D. Participates in outreach and faith-based activities; conducts educational and informational presentations to promote and improve the understanding of the chaplaincy program; and communicates the agency program objective to community religious and civic groups and members of the local clergy.
- E. Assists in planning and developing chaplaincy programs; prepares program correspondence, statistics, and reports; and maintains required chaplaincy records, files, and other documentation.

* Performs a variety of clergy duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Doctoral degree from a seminary 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 Ministry, Divinity, Religious Studies, Behavioral Science, or a related field and two years full-time, wage-earning or wage-equivalent ministry experience

or

master's degree from a seminary or university accredited by an organization recognized by the CHEA or by the USDE. Major course work in Ministry, Divinity, Religious Studies, Behavioral Science, or a related field and three years full-time, wage-earning or wage-equivalent ministry experience

or

bachelor's degree from a seminary or university accredited by an organization recognized by the CHEA or by the USDE. Major course work in Ministry, Divinity, Religious Studies, Behavioral Science, or a related field and five years full-time, wage-earning or wage-equivalent ministry experience

or

graduation from an accredited senior high school or equivalent or GED and nine years full-time, wage-earning or wage-equivalent ministry experience. A minimum of 2080 volunteer hours as a Texas Department of Criminal Justice (TDCJ) Certified Volunteer Chaplaincy Assistant (CVCA), with supporting documentation (validated by the TDCJ Deputy Director of Religious Services' office), may be substituted for one year of the required experience on a year-for-year basis. Thirty semester hours from a seminary or university accredited by the CHEA or by the USDE may be substituted for one year of experience on a year-for-year basis.

2. One year full-time, wage-earning correctional chaplain experience or satisfactory completion of two units of certified Clinical Pastoral Education (CPE) from an accredited Clinical Pastoral Educational Center or equivalent classes from an accredited seminary or university. Eighteen 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 required certified CPE on a unit-for-unit basis.
3. Must have a written ecclesiastical endorsement by the applicable religious authority.

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 agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill in problem-solving techniques.
7. Skill in public address.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill in individual and group counseling.
10. Skill to organize, assign, and review the work of others.

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, calculator, copier, fax machine, telephone, dolly, and automobile.