



## **Job Outline**

### **CHAPLAIN**

**Summary:** Chaplains are the front-line staff fulfilling the mission of Marketplace Chaplains to share God's love in the workplace by providing an employee care service through Chaplain Teams. Chaplains use their spiritual gifts and talents to serve company employees and their immediate families. The Chaplain reports directly to a Company Care Leader (CCL) for assignments, directions, and guidance.

#### **Qualifications for this position:**

1. This position is ministerial in nature as the person fulfilling this role must be:
  - An encourager to existing employees and families of companies, those served or affected by our companies, other chaplains, and other ministry personnel.
  - Effective in interpersonal relationship and communication skills. Marketplace Chaplains are able to build positive relationships with people in all social and economic worksite environments.
2. Has a fundamental understanding of the Holy Bible and its proper application, and has education or training in seminary or Bible studies. Attests to a saving faith in Jesus Christ and actively participates in a biblically based church.
3. Agreement and adherence to all Marketplace Chaplains' Articles of Faith, Mission Statement, and Standards of Conduct, which outline beliefs and conduct that we believe are required to perpetuate and exhibit our stated faith.
4. Possesses language skills and cultural understanding and sensitivity applicable to the employees served, ensuring an ability to clearly communicate.
5. Performs duties consistently and effectively without close supervision. Functions well under the authority of a CCL and as a member of a chaplain team.
6. Possesses a valid and current driver's license and proof of valid and current automobile liability insurance.
7. Agrees to complete New Chaplain Training and mentoring before being certified as a Marketplace Chaplain and has a computer, and smart phone necessary for training, and to document work-site activities.
8. Agrees to carry a smart phone with voicemail and be available for crisis response at any time of the day or night.
9. Agrees to complete a background check.

#### **Significant and Specific Duties of the Position:**

##### **I. In the course of Ministry to company employees and their families:**

- A. Makes brief visits to company worksites regularly (usually weekly) to interact with employees to build a relationship of trust and friendship, motivated by the Chaplain's deep Christian faith and love of all peoples.
- B. Visits employees or immediate family members wherever care can be expressed and help given: hospitals, nursing homes, funeral homes, family residences, or other sites.

- C. Provides confidential pastoral discussions for problem issues of employees and their immediate family members including, but not limited to family matters, divorce, serious illness, care of aging parents, death and grief recovery, parenting, financial situations that may include debt discussions, budgeting, and other life issues related to financial stress, as well as any other personal issues
- D. Represents companies to clients/customers where it would be appropriate to have the company's Chaplain involved (i.e., serious illness, accidents, and funerals).
- E. Participates in new employee orientation to explain the Employee Care Program and the role of the Chaplain Team.
- F. Adheres to Marketplace Chaplains' policy regarding client-company confidentiality.

**II. In the course of ensuring company retention:**

- A. Builds relationships with company management personnel and seeks to minister to them under the direction of the CCL.
- B. Responds appropriately to all assignments from company management personnel, confirming activities with CCL.
- C. Encourages employees and family members who are grateful for chaplain ministry to send letters of appreciation to the executive leadership of companies.
- D. Works with the chaplain team to respond appropriately to all ministry opportunities, especially in times of crisis.

**III. Administration and Other Activities**

- A. Reports are submitted on the day of your visit. All activities and expenses must be submitted by the last day of the calendar month through the web-based Digital Care Platform (DCP).
- B. Regularly attends online or in person team meetings, training opportunities or other meetings as called by CCL.

**IV. Specific Disqualifications, in addition to upholding requirements listed above:**

- A. Conduct or views that offend or oppose the precepts of the Faith as outlined in Marketplace Chaplains Articles of Faith, Standards of Conduct, Mission Statement, and Core Values.
- B. Fostering, repeating, advertising, or disseminating religious views, or statements that conflict with Marketplace Chaplains' declared mission and belief, as doing so will damage the testimony, mission, and goals of Marketplace Chaplains.

NOTE: Marketplace Chaplains is a non-profit religious organization that provides an employee care service to businesses through the ministerial services of Christian Chaplains. All administrative personnel provide support for the ministerial staff in the context of the Christian faith. Therefore, in addition to the specifications listed above, personal understanding and observance of the Christian faith are essential qualifications for the position. This is essential because Marketplace Chaplains instructs, supervises, and provides a moral example for members and non-members alike, particularly as all staff conveys Marketplace Chaplains' religious message and carries out its mission. All staff members play a critical role in the culture and traditions of Marketplace Chaplains by cultivating and transmitting shared ideals and beliefs, thereby fostering a religious environment that propagates Marketplace Chaplains' beliefs by joining in a common ministerial endeavor. Marketplace Chaplains places its faith in the hands of its ministers, administrators, officers, employees, and volunteers. Marketplace Chaplains remains committed to living out its faith through its work, because it demonstrates its faith through life, deed, word, and sign; its Christian witness is integrated into and communicated through all that it does.