



## Job Description

Title: Chaplain	FLSA: Non-Exempt	Full Time/Part Time:
Supervisory Role: No	Effective Date: 11/01/2022	Revised:
Approved By: Board of Directors		

## Position Summary

Chaplains are the frontline staff fulfilling the mission of MCHAP to share God's love in the workplace by providing an employee care service through Chaplain Teams. Chaplains use their spiritual gift and talents to serve company employees and their immediate families.

## Essential Functions and Responsibilities

- Serves as a messenger and conveyor of faith, mission, and purpose, as expressed in MCHAPs Mission Statement, Standards of Conduct and Articles of Faith.
- Interacts with companies, their employees, and the community in a manner that exhibits Christ-character through personal and spiritual disciplines, as an ambassador of faith in Christ.
- Demonstrates a consistent practice of personal evangelism and sharing the good news of Jesus in accordance with the Holy Scriptures and our Articles of Faith through relationships built by serving company employees and their families.

## Ministry

- 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 as exhibited by our Lord Jesus Christ.
- Visits employees or immediate family members wherever care can be expressed and help given: hospitals, nursing homes, funeral homes, family residences, or other sites.
- May provide 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. Provides referral service and acts as coordinator for specialized assistance to employees and/or immediate family members with specific needs.
- May assist in the planning, conduct or attend funerals for employees or immediate family members, including follow-up support and encouragement to immediate family members during the grief period.
- May make jail visits to employees and immediate family members.
- Works with companies to serve notifications of death and serious injuries to families and other employees, encouraging those impacted by various tragedies.
- May provide post-termination care for laid-off or terminated employees in order to foster a smooth transition to another work environment.
- May facilitate, but not lead, spiritual enrichment activities, as an employee-sponsored and led activity will usually be more fruitful than a chaplain led event.
- Provides, as appropriate/requested, literature and other resources to assist company employees with life issues.
- Represents companies to clients/customers where it would be appropriate to ministry services involved (i.e., serious illness, accidents, traumatic events, and funerals).
- Participates in new employee orientation to explain the Employee Care Service and the role of the Chaplain Team.
- With Executive Director of Operations (EDO) permission, responds positively and assertively to other duties and services requested by executive leadership of companies, within the scope of the Letter of Agreement between MCHAP Chaplains and the company.

## **Client Relations**

- Adheres to MCHAP Chaplains' policy regarding client-company confidentiality.
- Builds relationships with company management personnel and seeks to minister to them under the direction of the EDO.
- Responds appropriately to all assignments from client company management personnel, confirming activities with EDO.
- Encourages employees and family members who are grateful for chaplain ministry to send letters of appreciation to the executive leadership of companies.
- Immediately communicates with EDO any information concerning our relationship with the company.
- Works with the chaplain team to respond appropriately to all ministry opportunities, especially in times of crisis.

## **Administration and Other Activities**

- Regularly attends online or in person team meetings, training opportunities or other meetings as called by EDO, Executive Vice President (EVP) and/or Deputy Chief of Chaplains.
- Regularly accesses HRIS and/or Litmos (training site) to make use of training and other available resources.
- Ensures reports are submitted before leaving client location. Ensures activities and expenses are submitted by the last day of the calendar month through the web-based Digital Care Platform (DCP).
- Completes other chaplain assignments made by EDO.

## **Requirements**

1. Has ability to work as member of interdisciplinary group and in an interfaith setting. Possesses ability to accept different lifestyles, cultures, beliefs, and values.
2. Skills to effectively listen and interact with clients, employees, and their families. Skills to deliver community presentations. Skills to deal effectively with family members and staff under stressful circumstances. High regard for the dignity and worth of clients, employees and their families. Skills to cope with stressful situations and able to document accurately according to standards.
3. Spiritual maturity and commitment to a Christian lifestyle and to MCHAPs Ministry values. Incorporates Christian values and beliefs in day-to-day activities and in the performance of job duties. Has a fundamental understanding of the Holy Bible and its proper application. Attests to a saving faith in Jesus Christ and actively participates in a biblically based church.
4. Demonstrated ability to interact professionally with diplomacy, patience, and courtesy with diverse groups; ability to establish and maintain effective and cooperative working relationships while providing exceptional customer service. Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
5. Demonstrated excellent oral and written communication skills to communicate and interact effectively with leadership, colleagues, employees, and families. Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses.
6. Demonstrated skill in analyzing information to define and follow up on problems or objectives. Ability to identify solutions and solve problems. Demonstrated skill in interpreting policy and procedures related to the position and keeping others informed.
7. Demonstrated computer proficiency using Google Suites, Microsoft Office, or other equivalent software, internet, email messaging, and web-based software applications. Ability to understand and learn new technology programs.
8. Must have active state driver's license and state minimum auto insurance (state(s) where servicing clients).

## **Conditions of Employment**

Must pass a pre-employment background check.

Compliance with applicable vaccination requirements.

## **Work Environment**

This is a field position, and the work environment is dependent upon the clients' worksite. Work environments can include manufacturing, hospitals, office building, and funeral homes with differing levels of temperature, noise, and light exposure.

**Physical Demands**

- Ability to lift and carry up to 20 lbs. at a time.
- Ability to sit for long periods, sometimes up to 3 ½ hours at a time.
- Ability to make repetitive substantial movements (motions) of the wrists, hands, and/or fingers.
- Ability to communicate in written or verbal modalities to serve the internal and external customer.
- Ability to stoop, kneel, bend, walk, stand, hear, listen, and move about intermittently throughout the day to collaborate with others.
- Must be able to travel by car often with short notice. Ability to drive in sunlight and in the dark.
- Ability to walk up and down stairs, walk distances in warehouses and large floor plan offices.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I understand and agree that my signature does not create, nor is intended to create a promise of continued employment and that my employment is at-will, which may be terminated at the will of either party. I acknowledge that the company retains the right to adjust and rewrite the job description at any time without prior notice.

I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

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Signature

Date