

Position/Title: Men's New Life Chaplain

Classification: Part-time, Non-Exempt or Full-Time, Exempt

Compensation: As approved by the Executive Director and Board of Directors. For benefits information, please refer to the SRM Employee Manual.

Accountability: Reports to the Program Director and Executive Director. A periodic performance evaluation will be conducted by the Executive Director with input from peers.

Ministry Purpose: In accordance with Romans 12:9-15 and Ephesians 4:11-12, a Men's New Life Chaplain shall provide spiritual leadership to Rescue Mission residents through biblical counseling and teaching.

Responsibilities: The following constitute the major responsibilities of a Men's New Life Chaplain:

I. Spiritual:

1. Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
2. Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
3. Be prepared to communicate SRM's religious beliefs to volunteers, guests and general public.
4. Be responsible for bridging the gap between spiritual concepts, biblical principles and all other areas of necessary life skill training in order to facilitate a balanced approach to stewardship.

II. Men's New Life Program:

1. Inform residents that you are not licensed or certified in psychiatry.
2. Pray with the resident being biblically counseled at each meeting and base the counseling *only* on the Word of God. ***Non-biblical counseling is inappropriate. Non-biblical counseling is any book, program, video etc. that does not include scripture as part of the application and source.***
3. Teach Bible classes as assigned. It is your responsibility to find a suitable substitute in your absence while on vacation or day off.
4. Be ready to present the plan of salvation to residents, Public Breakfast/Lunch Guests or general public or at any activity including Operation SonShine and the 12 Chapters Ministry guests.
5. Intake Chaplain is to prescreen candidates for possible entry into our program. This is not a counseling session. ALL calls should be recorded in Mission Tracker including the no-shows. Intake Chaplain is responsible to have badges printed up for each person entering Men's New Life program. Badges are to be worn at all times. Residents will use these badges to clock in and out on pass.
6. Help those who accept or rededicate their life to Christ prepare a written and oral testimony to share with others.

7. Document each biblical counseling session and include date, time, topic(s) discussed, assignments and progress in Mission Tracker.
8. Submit a monthly written report of activities to the Men's New Life Coordinator Chaplain.
9. Maintain a weekly written work schedule for self to share with team members.
10. Maintain a written schedule of Chaplain Assignments to attend the Public Breakfast and Lunch. Make sure everyone is aware of reporting and issuing of a No-Trespass Order.
11. Communicate with peers before implementation whenever possible (all restrictions, suspensions, dismissals and suggested program activities). Fill out incident report for all issues relating to residents and submit to Executive Director and Men's New Life Coordinator. Document such instances including Warnings in Mission Tracker.
12. Conduct "Daily" dorm inspections to SRM standards including showers and bathrooms for proper sanitizing requirements and guidelines and train residents on proper procedures. All individuals seeking passes need to have their rooms inspected and Chaplain's signature on pass acknowledging the room inspection was in satisfactory condition prior to departure.
13. Attention is to be placed on the call for "Receiving Team" and Chaplains are to respond to the call just as residents serving on the team.
14. Inform residents receiving biblical counseling that all information (written or verbal) will be held confidential between you, them and the program staff. Documentation is to be done in Mission Tracker.

II. General:

1. Become CPR Certified within 1 year of starting date of employment and maintain that certification. SRM will pay for program staff's first CPR training; thereafter it is the staff member's responsibility to maintain his/her CPR certification as a requirement of his/her future employment.
2. Make an intentional effort to learn basic vocabulary in the Spanish language.
3. Be physically able to lift up to 40lbs with or without assistance. To avoid injuries, always seek assistance while lifting odd sized objects.
4. Participate in at least 3 Rescue Mission functions/activities per year.
5. Promote and participate in public awareness of ministry programming/events with staff and volunteers. Visit at least two supporting churches a month to promote awareness of SRM activities. Document such visits and inform Executive Director prior to date of visit.
6. Participate in SRM public events, seminars, workshops and conventions as assigned. You are required to attend and participate in at least 3 per year.
7. Attend staff and case management meetings and be prepared to share information as needed. Part-time staff will attend staff meetings per the invitation of the Executive Director. Case Management meetings will be held weekly for one hour in the conference room.
8. Report any accident/incident to the Business Office within 24 hours.
9. Review log book daily and make sure it is kept current with appropriate information for audit purposes.
10. Perform other duties as situations require or that are assigned by the Executive Director.

Qualifications:

- College degree or equivalent work-related experience. Be willing to pursue and maintain counseling certification from any approved Christian Counseling Course such as ACBC or the Genesis Process etc. within 5 years of employment, unless an extension is granted by the Executive Director.
- Must have good communication and organizational skills.
- Be a born-again believer in the Lord Jesus Christ as expressed by a personal testimony and Christian conduct. (Rom. 10:9; Gal. 2:20; Titus 3:3-7)
- Regularly attend and be a member in good standing of a recognized Protestant Evangelical Church. (Heb. 10:24-25)
- Have a genuine concern for the salvation of souls and the spiritual welfare of guests and clients. (Matt. 29:18-20; 2 Tim. 2:24-26)
- Agree with, and adhere to, the “Statement of Faith” and policies of the Rescue Mission.
- Abstain from the use of alcoholic beverages, tobacco products, legal (ex. Marijuana) and illegal drugs, and gambling on premises or at any or all Rescue Mission-related functions. Abstain from the use of legal (ex. Marijuana) and illegal drugs and gambling off premises. Abstain from alcohol abuse and intoxication. (Eph. 5:18; Matt. 6:24; Heb. 13:5)
- Have a lifestyle that is free of sexual sin, including homosexuality, pornography, and sexual harassment. (1 John 2:15-16; 1 Cor. 6:9-10; 1 Thess. 4:3-6)
- Have high standards of personal hygiene and housekeeping relative to appearance, clothing and office area. (I Cor. 6:19-20; Luke 16:10)
- Have the ability to work in harmony with other staff members as a team player. One TEAM for Jesus. (Phil. 2:1-4)

This job description covers the most significant duties but does not exclude other assignments not mentioned such as training assignments, related duties, emergencies or temporary assignments.

Reasonable accommodations provided for an employee with disabilities will be determined on an individual basis, influenced by the specific needs of the individual employee and the resources of the Springfield Rescue Mission.

It is our sincere hope that your association with the Springfield Rescue Mission will be of long duration and that it will be rewarding and beneficial to you, the Springfield Rescue Mission and those we serve. However, the Springfield Rescue Mission has the right to terminate an employee at any time without cause and the employee has the right to leave at any time as per our “At Will Employment Policy”. In addition, SRM reserves its ministerial exception rights with regard to its ministerial ministries.

I hereby agree that this is a Christian ministry. In accepting this position I agree to adhere to the SRM "Statement of Faith", as found in the Employee Manual.

Signature

Date