



JOB DESCRIPTION

Kent County Assistant Chaplain

Position Summary:

Reach the Forgotten Jail Ministry (RTF) is seeking a full-time (40 hours/week) Assistant Chaplain at the Kent County Correctional Facility. The successful candidate will be prepared on day one to serve inmates, volunteers, correctional staff, and the local Church. All staff must have a multid denominational spirit. The Assistant Chaplain will work with the Lead Chaplain on the jail ministry program, volunteer recruitment and training, and spiritual oversight for the Kent County Correctional Facility.

JOB RESPONSIBILITIES:

1. Passionate And Committed To The Ministry

Will be comfortable working in the jail environment; interactions with inmates and their families will be characterized by a belief in the God-given dignity and worth of all persons.

2. Follow the Highest Ethical Standards, Ensure Accountability, And Comply With The Governmental Laws And RTF Policies.

3. Work Collaboratively and Cooperatively in a Team environment

Work in a staffing structure that supports the efficient delivery of programs and services. Requires empathetic leader who values the contribution of each team member and encourages their growth. Promotes a team environment that is prayerful, joyful, efficient, and purposeful.

4. Exercise Responsible Financial Stewardship

5. Participate in Development and Sustainability through the Faithful Friendship Model.

As directed by the Lead Chaplain, personally invite supporters to participate in our ministry through prayer, volunteering, and when appropriate financial support. Support the work of the Lead Chaplain in the communications, events, and relationally oriented development work of the chaplain's office.

6. Build External Relationships and Serve as An Advocate

Able to form respectful and constructive relationships with Christians of various backgrounds and beliefs, members of other faiths, and persons of no religious faith. Initiate and deepen relationships with various community stakeholders, including donors, volunteers, and other RTF alliances, as directed by the lead chaplain.

7. Other duties as needed

SUCCESSFUL CANDIDATES' ATTRIBUTES:

1. Praying Christian with the Fruit of the Spirit and Integrity

2. Teaching and Biblical Counseling Gifts

Must be able to teach, preach, and counsel from God's Word in the context of jail ministry.

3. Initiating and Self-Motivated

Must possess personal courage, resourcefulness, ingenuity, and confidence to act.

4. Aligning with the Vision and Teachable

Must have an ability follow the vision of the lead chaplain and help it become a reality with a humble heart and teachable spirit.



**REACH THE
FORGOTTEN**
JAIL MINISTRY

1480 Buchanan Ave SW
Grand Rapids, MI 49507
Office: 616-784-4620

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5. Possessing Competence and Organizational Skills

Must have well-rounded management skills to organize oneself and others for the tasks assigned. Ability to multi-task.

6. Demonstrating Responsiveness and Compassion.

Will be a good listener - to community, staff, and stakeholders - and respond appropriately.

JOB QUALIFICATIONS:

Person of Christian faith and a member in good-standing of a Christian church.
Accepts the RTF Doctrinal Statement.

Proven leadership abilities, particularly in coaching other leaders in one-on-one settings.
Demonstrated record of recruitment, training, and supervision of other people in a work or ministry context.

Comfortable working in a secure environment that requires flexibility, discipline, and the readiness to follow direction from correctional staff and the lead chaplain with a joyful spirit. These are important to support proper relationships with Sheriff and jail administration at jails.

TRAINING AND EXPERIENCE:

Education and experience in ministry work, social work, education, or related field strongly preferred.

Contact heatherb@jailministry.org with your interest by sending your resume, complete with your contact information.

We are a multi-denominational 501 c(3) Non-profit organization supported by donations. (rev. 9/27/21)