

Community of Christ

NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:	
POSITION TITLE: Chaplain		Grade:	(determined by HRM)
CLASSIFICATION	<input type="checkbox"/> Staff Assistant	<input type="checkbox"/> Staff Executive	<input checked="" type="checkbox"/> Executive Minister*
	<input type="checkbox"/> Field Appointee	<input type="checkbox"/> Field Specialist	<input checked="" type="checkbox"/> Volunteer <input type="checkbox"/> Other
New Position:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Person Replaced:
Support Team: Volunteer Resource Ministries		Supervisor: Shelley Ruhlman	
Team(s): Chaplain		Team Leader(s): Finis Easter	
POSITION SUMMARY: To provide a corps of experienced ministers who can assist with pastoral counseling.			
Work Experience:	<input checked="" type="checkbox"/> 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs <input type="checkbox"/> 5+ yrs
Formal Education:	<input checked="" type="checkbox"/> HS or GED	<input type="checkbox"/> 14+ yrs	<input type="checkbox"/> 16 yrs <input type="checkbox"/> 17+ yrs
Qualifications Include:			
<ol style="list-style-type: none"> 1. Member of the Community of Christ Melchisedic Priesthood 2. Knowledge of church theology and history 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 			
Key Competencies (list 5-8 of the most important competencies for this position):			
<ol style="list-style-type: none"> 1. Pastoral Care 2. Compassion 3. Personal Ministry 4. Peacemaking 5. Mentoring/Coaching 6. Approachability 7. Composure 8. Integrity & Trust 9. Listening 10. 11. 12. 			
Primary Responsibilities Include (list the most important duties and responsibilities):			
<ol style="list-style-type: none"> 1. Visit IHQ offices 2. Perform church ordinances 3. Perform administrations 4. Give limited counseling 5. Answer questions for guides and visitors 6. Escort visitors to sanctuary for meditations 7. Escort large tours 8. 9. 10. 11. 12. 			

Organizational Relationships (list the title and number of persons or projects this position supervises/coordinates): The day-to-day supervision, training and direction is provided by the team leader. The overall staffing support, policies, general training, recognition, etc. is provided by Volunteer Resource Ministries.

Additional Comments:

Prepared By: Finis Easter

Date: May 14, 2007

Reviewed By: Shelley Ruhlman

Date: May 14, 2007

Approved by (WMCT Member):

Date:

*(Position must meet the church's requirements to be classified as an executive minister.)