



State of Maryland
CHAPLAIN (#005188)

- Hourly / - BiWeekly /
- Monthly / \$44,106.00-\$70,201.00 Yearly

GRADE

15

CLASS ATTRIBUTES

PROFESSIONAL SERVICE BARGAINING UNIT: X

NATURE OF WORK

A Chaplain is the full performance level of work providing chaplaincy and religious programming service to all faiths of a population in a correctional facility or at a State health facility. Employees in this classification do not supervise other Chaplains.

Employees receive general supervision from a designated management official. Employees may be required to work evenings, weekends, and holidays.

Positions in this classification are evaluated using the classification job evaluation methodology. The use of this method involves comparing the assigned duties and responsibilities of a position to the job criteria found in the Nature of Work and Examples of Work sections of a class specification.

EXAMPLES OF WORK

Accesses the needs of the population served according to expressed religious preference; D

Develops an annual goal statement and evaluates the religious services program;

Develops and monitors a schedule of religious programming designed to meet with basic worship, religious, educational, and pastoral needs of active faith groups within security and program limitations;

Develops, monitors, and delivers worship services;

Performs sacraments and rites;

Provides pastoral counseling;

Provides instructional and personal growth opportunities directly to individuals of the chaplain's faith;

Works cooperatively with the Volunteer Activities Coordinator in recruiting, screening, orienting, supervising, and terminating religious program volunteers, including volunteer clergymen and lay volunteers;

Assesses the needs of individuals who request the assistance of the chaplain and responds appropriately;

Advises individuals of family death and illness and makes a recommendation about compassionate leave;

Assists in interpreting to the public the needs of the populations served and the needs, policies, and procedures of the facility;

Functions as a facility liaison to community clergy and congregations;

Addresses community groups, such as ministerial associations, churches, civic and service organizations, and the chaplain's own professional organizations as requested and with the permission of the appointing authority;

Consults with, advised, and trains staff about the chaplaincy services program;

Reviews materials provided by ministries and volunteers for ecumenical consistency;

Implements the institution's regulations regarding marriage requests and visits by certified religious visitors;

Prepares the chaplaincy services budget;

Prepares chaplaincy reports, needs assessments, program and performance evaluations, and other documents as required by regulations or as requested;

May serve as a member of the treatment team in assessing and treating clients;

Performs other related duties.

GENERAL REQUIREMENTS

Specific educational and chaplaincy experience requirements are set by the agency based on the essential job functions assigned to the position.

ACKNOWLEDGEMENTS

Class Descriptions are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

Class Descriptions provide information about the Nature of Work, Examples of Work, General Requirements and Acknowledgements. The Required Knowledge, Skills, and Abilities; Minimum Education and Experience Requirements; Special Requirements; and recruitment and testing procedures are set by the using agency.

This is a Professional Service classification in the State Personnel Management System. All positions in this classification are Professional Service positions. Some positions in Professional Service classifications may be designated as Special Appointment in accordance with the State Personnel and Pensions Article, Section 6-405, Annotated Code of Maryland.

This classification is not assigned to a bargaining unit, as indicated by the designation of S (Supervisor), M (Manager), T (Agency Head), U (Board or Commission Member), W (Student), X (Used by Agency or Excluded by Executive Order), or Z (Confidential). As provided by State Personnel and Pensions Article, Section 3-102, special appointment, temporary, contractual, supervisory, managerial and confidential employees are excluded collective bargaining. Additionally, certain executive branch agencies are exempt from collective bargaining and all positions in those agencies are excluded from collective bargaining.

Date Established

Oct 1 1996 12:00AM

Date Revised

December 22, 2017

Approved By

Director, Division of Classification and Salary

CLASS: 005188; **EST:** 10/1/1996; **REV:** 12/22/2017;

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