

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-BROOKS FACTY/MUSKEGON TEMP
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Corrections Facility Administration
<b>4. Civil Service Position Code Description</b> Institution Chaplain-E	<b>10. Division</b> Programs
<b>5. Working Title (What the agency calls the position)</b> Institution Chaplain	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> KLUDY, JOHN J; ASSISTANT DEPUTY WARDEN-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> SMITH, BOBBI L; STATE DEPUTY WARDEN-1	<b>13. Work Location (City and Address)/Hours of Work</b> 2500 S Sheridan, Muskegon, MI / To be determined by supervisor
<b>14. General Summary of Function/Purpose of Position</b> This position provides and performs the full range of religious services and spiritual counseling assignments to carry out the religious, spiritual, and moral guidance activities of a state facility chaplaincy program. At LRF this includes Level II and Level IV prisoners and temporary segregation prisoners. Also included are mentally ill prisoners at LRF.	

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 20**

Serves for individual counseling with the prisoners at LRF for emergency pastoral care at times of death, illness, family matters, spiritual problems in their lives of confinement, and pre-marital counseling. This implies a readiness to respond immediately to the religious and spiritual needs of all prisoners while functioning under very tight security. Special religious diet requests are handled by the chaplain.

**Individual tasks related to the duty:**

Honor all prisoner requests whether they seem major or minor. Working at certain times with family members when it involved an emergency with the prisoner. In turn, when death occurs with a prisoner's family member, being there for them, comforting the prisoner in personal bereavement. Keep sensible records of all occurrences in session, using the statistics for yearly reports. Correspondence with the prisoner when needed, answering all kites. While on the grounds at LRF the Chaplain is on call for any situation which might arise. Some consist of critical situations for counseling (spiritual or bereavement). In certain incidents the Chaplain is required to respond to a clinical counseling situation. LRF Chaplain is prepared for any circumstance which might face him in the prison setting. Chaplain regulates all prisoner requests received from Warden for special religious diets. Involved are the establishments for interviews to substantiate the validity of religious menus. Interviews are conducted with results sent to Office of Program Services, Special Activities Coordinator, Lansing, MI. Chaplain adheres to PD and OP when relating to prisoner request of special diets; he gives his evaluation of the interview results.

**Duty 2**

**General Summary:**

**Percentage: 35**

Synchronizing and monitoring of all LRF religious services, allowing prisoners to exercise their choice (MDOC approved religions) of religious beliefs in worship both public and private, within the constraints necessary for order and security.

**Individual tasks related to the duty:**

After studying and evaluation, Chaplain establishes all religious services for prisoner groups requesting worship with regular consistent weekly times. For Prisoner Worship:

- Information on all religious beliefs and practices of recognized religious groups is maintained.
- Chaplain will schedule all religious services and provide schedule of religious services. He will coordinate all special holiday worship, special celebrations, and fasting observances.
- Signup sheets for religious services.
- Computer generated call outs for prisoner worship.
- Provide necessary worship needs, Bibles, Qurans, song sheets, furniture.
- Service sheets for prisoners signing in and out.

Chaplain maintains a current list of all prisoners' religious preference forms. Does all background checks in process of obtaining religious organizations willing to hold services at LRF, providing special equipment required for specific service: musical instruments, overhead projector, and sound system. Escorting all religious volunteers or guests into and out of Prisoner Services Building. Chaplain may conduct a protestant religious service and will provide communion each quarter for all prisoners desiring the celebration. Maintains records of worship services, including scripture, messages given, and any related items.

**Duty 3**

**General Summary:**

**Percentage: 10**

The chaplain of LRF is continually working on recruitment and management of our volunteer program. This is a vital part of the ministry and enables a full program to be offered.

**Individual tasks related to the duty:**

Chaplain seeks out all new volunteers through leads and suggestions of existing volunteers. LRF Chaplain functions as Coordinator for all the religious volunteers and in training all new ones. Chaplain proceeds with:

- Verbal consent from prospective volunteers
- Processes volunteer applications
- Apply for LEIN checks
- Inform volunteer by letter (successful or rejection)
- LRF photo sessions
- PD 03.02.105 Religious Volunteer Program, orientation, covering a two-hour program of "guidelines," LRF orientation, ten questions and answers for volunteers and LRF rules.

Orientation on worship procedures with in-house training in actual setting of worship.

**Duty 4**

**General Summary:**

**Percentage: 10**

The process for solicitation of religious materials and distribution of same to LRF prisoners.

**Individual tasks related to the duty:**

Chaplain maintains and continually updates the Religious Approved Vendor List. Process includes evaluating information request sent to prospective vendors, their responses, publisher's catalogs. Contacting religious organizations and publishers for materials to be used at LRF. Maintaining local community resources for religious materials. Chaplain is continually seeking out new network sources to obtain needed religious materials of literature and Bibles and Qurans for prisoner use from various religious organizations. All incoming religious materials are censored by the Chaplain: reading material, videotapes, cassette tapes, DVDs, CDs, Bibles, and Qurans for distributing to prisoners, according to (PD 04.07.112 Prisoner Personal Property) Temporary Segregation: designated religious items necessary for the practice of their worship. Distribution of items allowed by Warden as not posing a threat to the order and security of LRF. Chaplain approves religious worship items for each recognized religious group and maintains a process of delivery for all religious materials for each recognized religious group. Records are kept for all items coming into the Chaplain's office for distribution and every item going out, with date, religion, and property slip. Chaplain prepares yearly reports on all materials received and distributed: weekly and monthly totals accumulated. All storage is controlled from the Chaplain's religious library room with inventory kept by topic, religious affiliation, and item. This also includes the supervision and distribution of donated Christmas greeting cards.

#### Duty 5

**General Summary:**

**Percentage: 20**

Chaplain does one-on-one visits Temporary Segregation and general population, as requested.

#### Individual tasks related to the duty:

Visitation made prisoners cells, when requested, an opportunity for Chaplain to pass out various religious materials. Visits vary special needs, requests, conversation, and distribution of religious newspapers, magazines, a Bible or Quran. Deaths of family members or close friends result in many Chaplains' counseling with prisoners. Religious item requests will be honored for all MDOC approved materials. Religious preference forms are handed out to all prisoners requesting them. Each prisoner is treated with respect despite criminal or psychological record.

#### Duty 6

**General Summary:**

**Percentage: 5**

Prisoner Marriages, Religious Materials Lending Process, general office duties.

#### Individual tasks related to the duty:

Upon receipt of prisoner marriage request, Chaplain submits to Warden for approval the date and time of marriage, prisoner name and number, fiancé's full name, divorce status of both. After approval, Chaplain completes follow-up with prisoner according to OP 05.03.150A. Information for the marriage as follows: 1. Clergy to perform ceremony pursuant to State of Michigan Law, if LRF Chaplain is not doing the marriage. 2. Chaplain to counsel the prisoner for marriage, individual counseling as needed for fiancé. 3. Chaplain to arrange for wedding service visitors, according to OP 05.03.150A. 4. Do memorandums for all wedding items brought in per OP 05.03.150A. 5. Arrange for call outs of groom, best man and camera man. All wedding arrangements are coordinated by the Chaplain. Memos and information are sent to appropriate LRF individuals about prisoner weddings. Records of marriages are maintained in permanent Chaplain's office files on each prisoner. Religious Materials Lending Process for 900+ volumes: the master inventory book placed in all general population units for prisoners to make selections. Chaplain delivers, obtaining signature upon receipt. Chaplain oversees this process. General office duties: responding to administration queries, answering grievances, filing and record keeping, weekly, monthly and yearly reports.

#### 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Prisoner contacts that reveal spiritual and emotional needs and show possible danger or critical harm to self or other prisoners will be reported to mental health staff. Issuing Major Misconducts and Notice of Intentions. Responses to grievances and lawsuits by prisoners. Decisions on prisoner personal property (interpretation of policy, operational procedures and policy directives). Performing the full range of professional religious, spiritual and counseling assignments to carry out all religious, spiritual and moral guidance for prisoners at LRF. Assuring that equal rights for all prisoners are granted through the direction of the Chaplaincy at LRF, so prisoners can voluntarily exercise their constitutional right to religious freedom.

#### 17. Describe the types of decisions that require the supervisor's review.

Submission of new volunteer LEIN requests. Addition of new religious services or new procedures. Deletion or change of religious services, procedures. Memos for permission for special religious services, including any outside religious person desiring to come on prison property. Authorization for incoming religious material in reference to PD 04.07.112 – Prisoner Personal Property. Compiled for approval each January the new authorized vendor list. For any persistent area of difficulty or problem which may defy resolution, especially situations which might be potentially dangerous to staff or prisoners, causing security/custody problems.

#### 18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Temporary Segregation unit rounds made with communication to prisoners. This consists of cell-to-cell visitation. During these times Chaplain passes through their food through the slots with the food cart attached to door all religious materials allowed for personal prisoner property. Walking and climbing stairs is required.

#### 19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

#### 20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |                            |                                    |                            |               |
|----------------------------|------------------------------------|----------------------------|---------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.  |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |

N Approve leave requests.

N Review work.

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

N Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

As the director of pastoral care, the essential duties are to be able to communicate and relate to a different number of individuals who are serving time here for a wide range of crimes. And. To provide approved religious materials to prisoners, coordinate religious services and volunteers.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

The appointing authority is requesting that the position be downgraded to the E level as the selected candidate qualifies for the E level.

25. What is the function of the work area and how does this position fit into that function?

The function of the work area is to ensure that the prisoners' religious needs are being met in a timely manner and that materials are being distributed to those prisoners requesting such.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Possession of a bachelor's degree in religion, theology, divinity, or in an area of human services such as guidance and counseling, social work, or criminal justice.

**EXPERIENCE:**

**Institution Chaplain 9**

No specific type or amount is required.

**Institution Chaplain 10**

One year of professional experience as a religious leader either in a community or institutional setting equivalent to an Institution Chaplain 9.

**Institution Chaplain P11**

Two years of professional experience as a religious leader either in a community or institutional setting equivalent to an Institution Chaplain, including one year equivalent to an Institution Chaplain 10.

**Alternate Education and Experience**

**Institution Chaplain 9 - 12**

Possession of an associate's degree in religious studies or an area of human services and two years (4,160 hours) of experience performing religious services such as marriages, burials, baptisms, and any other services unique to the particular faith may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability and skill to meet, communicate, and counsel prisoners from a wide range of ethnic, economic, educational and environmental backgrounds.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Endorsement by recognized endorsing body of a religious faith. Completion of two units of clinical pastoral training or its equivalent.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

***I certify that the entries on these pages are accurate and complete.***

MAYGAN SCHAUB

2/24/2026

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date