

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.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-ADRIAN/GUS HARRISON FAC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description Institution Chaplain-E	10. Division GUS HARRISON CORRECTIONAL FACILITY
5. Working Title (What the agency calls the position) CHAPLAIN	11. Section PRISONER PROGRAMS
6. Name and Position Code Description of Direct Supervisor JOHNSON, ANDREW A; ASSISTANT DEPUTY WARDEN-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor MCROBERTS, LEE; STATE DEPUTY WARDEN-1	13. Work Location (City and Address)/Hours of Work 2727 E. BEECHER STREET, ADRIAN, MI 49221 / 80 HRS BI-WEEKLY TUESDAY - SATURDAY VARIED HOURS
14. General Summary of Function/Purpose of Position Plan and coordinate all religious programming for a multi-level correctional facility, including service scheduling and supervision; volunteer recruitment, training and supervision; religious special event planning, enabling and supervision; pastoral counseling; supervision of religious purchases/orders, identifying appropriate religious vendors, and serving as religious resource for staff.	

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: 35**

Provide oversight for all religious programs for prisoners.

Individual tasks related to the duty:

- Recommend and Schedule religious services
- Maintain up-to-date religious call-outs in computer system and in custody books.
- Plan, coordinate and supervise religious special events
- Hold regular consultation with prisoner representative of religious groups.
- Hire, train and supervise prisoner Chaplain's clerks.
- Solicit donations from religious organizations
- Shakedown donations before prisoner use.
- Screen video and audio tapes for religious group or individual use
- Screen questionable religious literature prior to prisoner use.
- Screen religious paraphernalia as to appropriateness under Policy
- Maintain records, prepare reports and other correspondence related to religious issues.
- Interview prisoners requesting special religious diets and send interview information to MDOC authorities.

Duty 2

General Summary: **Percentage: 30**

Supervise or arrange for supervision of religious services and meetings.

Individual tasks related to the duty:

- Training and updates on proper religious expression of varied groups in services and practices.
- Attendance and supervision at services and meetings.
- Supervising and reporting inappropriate language or behavior at religious meetings.
- Consulting with religious group leaders and enabling group needs.
- Resourcing staff in relating to and understanding religious group needs and practices.

Duty 3

General Summary: **Percentage: 10**

Provide pastoral counseling for prisoners.

Individual tasks related to the duty:

- Conduct counseling sessions.
- Provide emergency pastoral care at times of illness, death or other crisis.

Duty 4

General Summary: **Percentage: 10**

Visit prisoners in detention, administrative segregation and protective status on a weekly basis.

Individual tasks related to the duty:

- Respond to individual needs.
- Provide literature according to religious orientation where possible.
- Provide holiday cards, birthday cards, thinking-of-you cards when possible.

Duty 5

General Summary: **Percentage: 10**

Recruit and enable volunteers from outside community in religious service to prisoners.

Individual tasks related to the duty:

- Maintain communications with current volunteers
- Correspond with sources of religious volunteers, speakers and materials
- Coordinate with staff, the religious volunteers' movement/function in facility.
- Attend religious meetings where appropriate (ministerial associations, denominations meetings, pulpit supply, local and regional Chaplains' meetings) to interpret Chaplaincy, prisoner needs and identify resources.

Duty 6

General Summary: **Percentage: 5**

Coordinating prisoner marriages

Individual tasks related to the duty:

- Provide prisoners and fiancées information on marriage procedures.
- Provide pre-marriage counseling if requested.
- Submit paperwork to ADW Programs and Inspector for action.
- Provide Information to custody staff of date, time, place and circumstances of ceremony.
- Verify credentials of officiator of wedding.
- Check prisoner's file to see whether he is already married.
- Check prisoner's file to see whether there is any reason marriage should not occur.

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

1. Hiring prisoner clerks - programs staff, other office workers and religious prisoners. 2. Counseling prisoners - prisoners, staff, prisoner associates, prisoner families. 3. Recruiting volunteer leadership - prisoners, staff. 4. Planning and supervision of services - prisoners, custody staff, volunteers. 5. Appointment of prisoner leadership for services - prisoners, custody staff. 6. Organizing special events, marriages - prisoners, prisoner's families, and custody staff.

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

1. Permanent changes in scheduled activities. 2. Approval of prisoner marriages. 3. Approval for special meetings. 4. Approval of volunteers and guests entering facility.

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.

Walking, sitting, reaching, twisting, and bending. Most of my responsibilities do not require any unusual amount of physical effort. This position spends most of the day within the secure perimeter of a multi-level correctional facility with face-to-face contact with male prisoners

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. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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?

1. To provide and coordinate pastoral care to prisoners in a multi-level security state prison. 2. To plan and conduct religious services. 3. To confer with the staff concerning religious matters. 4. To monitor and coordinate religious education for prisoners. 5. To communicate with prisoner's families, friends and churches. 6. To serve as an advocate of prisoners' rights to humane and responsible care. 7. To inform outside religious groups of the religious needs of prisoners. 8. To arrange for religious visitors to prisoners and religious groups. 9. To maintain records and prepare reports related to religious groups.

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

N/A

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

Prisoner Programs directs a variety of treatment programs in a multi-level security prison involving educational programs, apprenticeship programs, vocational training, counseling, recreational activities, security classification and religious programming. Religious programming is an active and integral part of the total program, providing religious services to prisoners so that they may freely express their religious beliefs in the prison setting in accordance with the policies and procedures of the MDOC.

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, criminal justice, etc.

EXPERIENCE:

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of religious counseling, motivation and theory; the practices and customs of organized religious sects; psychological and sociological techniques in dealing with socially maladjusted people; religious educational work methods; direct and conduct religious services and classes; and speak effectively on religious matters before large groups. Ability to use insight and understanding in dealing with maladjusted individuals and to make recommendations concerning their rehabilitation; maintain records, and prepare reports and correspondence related to the work; communicate effectively with others; and maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Certification or endorsement by the recognized endorsing body of the religious faith.

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.

N/A

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

TAMMY BROWN

12/3/2025

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