

YARD PASTOR JOB DESCRIPTION

R. J. DONOVAN CORRECTIONAL FACILITY

1. Plan and preach weekly worship services.
2. Counsel and pray with/for inmates. Respond to *Inmate Request For Interview*.
3. Submit monthly statistical reports to the Chaplain. (P2P office will supply form)
4. Be regularly involved with the KAIROS program.
 - a. Attend and facilitate monthly reunions.
 - b. Attend and facilitate the 2-day retreats twice a year.
 - c. Attend and facilitate KAIROS Inside-Outside Team meetings.
 - d. Attend and direct all Inside Team meetings.
 - e. Attend and facilitate KAIROS Weekend and Instructional Reunions.
 - f. Meet individually with each KAIROS graduate for counseling.
5. Plan and lead at least one Bible Study of Christian growth activity a week.
6. Lead Chaplain's Inmate Advisory Counsel on the Facility.
7. In conjunction with the chaplain, plan, and manage all other protestant chapel programs on the facility. Report to the staff any and all issues that affect the on-going ministry of the chapel program.
8. See inmates in the infirmary as necessary.
9. Respectfully cooperate with chaplains and volunteers of other religions and various denominations.
10. Regularly distribute Christian literature and magazines.
11. Plan and manage regular showing of Christian videotapes.
12. Supervise volunteers that have not fulfilled requirement to be a Brown Card Volunteer.
13. Notify inmates of the death of a family member when called upon by the yard staff or the Staff Captain.
14. Meet regularly with the chaplain to keep him/her informed of developments.
15. Attend monthly yard pastor meetings.
16. Provide monthly reports to the chaplain.
17. Provide quarterly reports to the chaplain.
18. Provide annual self evaluation to the Executive Board.
19. Complete other duties as assigned.