



## CHAPLAIN JOB DESCRIPTION

**NAME:** \_\_\_\_\_ **DATE OF HIRE:** \_\_\_\_\_

**DEPARTMENT ASSIGNED:** \_\_\_\_\_ **SUPERVISOR:** \_\_\_\_\_

**SHIFT ASSIGNMENT:** \_\_\_\_\_ **DUTY HOURS:** \_\_\_\_\_

### PURPOSE OF YOUR JOB POSITION

The Chaplain provides compassionate spiritual care, addressing the spiritual needs of residents, families, and staff at Saint Simeon's Senior Community as a ministry of the Episcopal Diocese of Oklahoma. Rooted in the Episcopal tradition while serving individuals of all faith backgrounds, the Chaplain promotes the advancement of the mission of Saint Simeon's, including the formation of leaders and staff regarding the mission and values of Saint Simeon's. This position offers sacramental ministry, liturgical leadership, and holistic spiritual care in a pluralistic, multicultural environment, fostering a sense of belonging, purpose, and spiritual well-being throughout all stages of life and transitions.

### ESSENTIAL FUNCTIONS

#### Liturgical and Sacramental Ministry

1. Conduct weekly Sunday worship services, preparing and delivering sermons that are theologically sound, pastorally sensitive, and accessible to diverse audiences.
2. Execute liturgical duties as celebrant, officiant, and preacher according to the Book of Common Prayer and Episcopal tradition.
3. Administer sacraments including Holy Communion, baptism, anointing of the sick and dying, and last rites.
4. Plan and lead services for major liturgical seasons and holy days in the Episcopal calendar.

#### Resident Spiritual Care

1. Provide individualized spiritual care and counseling to residents of all faith traditions and belief systems.

2. Conduct spiritual assessments to identify residents' spiritual needs, preferences, and concerns.
3. Facilitate Bible studies, prayer groups, and spiritual formation opportunities.
4. Offer comfort and guidance during times of grief, illness, transition, and end-of-life care.
5. Facilitate life review conversations and support residents in finding meaning and purpose.
6. Honor and respect the diverse faith expressions within the community while remaining faithful to Episcopal tradition.

### **Family Support**

1. Provide emotional and spiritual support to family members during transitions, illness, and end-of-life situations.
2. Upon request, assist families with funeral planning and coordinate memorial services for residents of Saint Simeon's.
3. Serve as a compassionate listener and advocate for families navigating difficult decisions.
4. Communicate final wishes and messages between residents and their loved ones.
5. Officiate at memorial and funeral services as appropriate.

### **Staff Support**

1. Offer pastoral care, counseling, and emotional support to staff members experiencing grief, stress, or personal challenges.
2. Provide crisis intervention and support during critical incidents.
3. Participate in staff meetings and contribute to team morale and well-being.
4. Facilitate staff debriefing sessions following resident deaths.
5. Provide spiritual leadership and guidance to the community's mission and values.

### **Community Engagement and Interfaith Collaboration**

1. Develop and implement spiritual care programs that reflect both Episcopal identity and the diverse needs of the community.
2. Work collaboratively with clergy, residents, and team members from various Christian backgrounds and other faith traditions.
3. Coordinate with local Episcopal and other clergy to provide additional spiritual resources.
4. Organize interfaith activities, educational programs, and seasonal celebrations.
5. Assist new residents in transitioning to community life and connecting with others who share their faith or values.

6. Foster an inclusive environment that respects and honors all spiritual perspectives, ethnic backgrounds, and sexual orientations while maintaining the community's Episcopal heritage.

### **Diocesan and Church Relationships**

1. Maintain canonical residency and good standing within the local Episcopal diocese.
2. Cultivate relationships with the diocesan bishop, local Episcopal parishes, and clergy.
3. Represent the community at diocesan events and meetings as appropriate.
4. Stay connected to the broader Episcopal Church and its mission.

### **Administrative**

1. Maintain chaplaincy supplies, sacred texts (including Book of Common Prayer), and religious materials for multiple faith traditions.
2. Stay current with best practices in senior living chaplaincy and pastoral care.
3. Prepare reports and maintain statistics on chaplaincy services provided.
4. Manage chaplaincy budget and resources.
5. Other duties as needed and assigned.

### **MINIMUM QUALIFICATIONS**

1. Master's degree in theology, Religion, Spiritual Care or Spirituality and/or equivalent combination of education and at least 3 years of ministerial/pastoral experience in health care preferred. CPE training is required.
2. Must be comfortable operating in a collaborative, shared leadership environment including the ability to establish and maintain interdisciplinary relationships.
3. Must possess effective communication skills with the ability to relate well to individual persons and to make public presentations. Must have demonstrated listening skills.
4. Must possess a personal presence characterized by a sense of honesty, integrity, and caring with the ability to inspire and motivate others to promote the mission, vision, and values of Saint Simeon's.
5. Applicants must be ordained Episcopal priests. Those who are transitional deacons with an anticipated ordination to the priesthood are welcome to apply as well.

### **PHYSICAL AND MENTAL REQUIREMENTS AND WORKING CONDITIONS**

Must be able to set and organize own work priorities and adapt them as they change frequently. Must be able to work concurrently on a variety of tasks/projects in an environment that may be stressful with individuals having diverse personalities and work styles.

#### **ACKNOWLEDGMENT**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Chaplain and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself and that such termination can be made with or without notice.

Words like "ensure" (e.g., assure, provide, confirm) in this job description are intended to encourage an employee to maximum expectations of the position. We recognize that some goals are not obtainable 100% of the time although there are others that are reasonable to expect effort to accomplish. We also recognize that some problems take time to correct. The intention is that you should be aware of these goals and strive to achieve the highest quality of care possible for our residents.

I agree to accept the responsibilities and duties as outlined above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Chaplain

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Director of Life Enrichment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – President/CEO