



FMM JOB DESCRIPTION

Lead Chaplain – Part-Time

Position Description

Position Status:

Part-time 12 hours/week (work days and schedule may vary)

Position Summary:

To serve as a Christian leader to inmates, volunteers, correctional staff, and the local Church. In a multi-denominational spirit, the lead chaplain is responsible for the complete programming, volunteer recruitment and training, and oversight of FMM's paid staff and volunteers in FMM's ministry in the Correctional Facility. The lead chaplain is responsible for developing FMM's ministry vision and participating in fund-raising that advance FMM's ministry locally and across Michigan. The lead chaplain will develop FMM's ministry by establishing and cultivating alliances with re-entry organizations and diverse relationships with Christian leaders, Christian churches, while seeking the support of the broader community to advance our mission.

Reporting Relationship:

The Lead Chaplain reports to FMM's West Region Leader.

Position Responsibilities

Ministry Management

- Work in compliance and coordination with the Sheriff's Office and Correctional Facility staff. Responsible for explaining facility rules and providing security training to individuals associated with FMM as clergy visitors, guests, volunteers, and FMM staff. Maintain positive working relationships.
 - Support the vision and values of Forgotten Man Ministries leadership and demonstrate a Christian witness, prayerful life, and cooperative spirit that sets the tone for FMM staff and volunteers.
 - Organize and maintain the worship program of the facility that incorporates local church involvement.
 - Oversee the effective operation of the FMM ministry library, Bible studies, Bible courses, Bible distribution, one-on-one counseling, and special programs at the Correctional Facility.
 - Facilitate the registration and scheduling of clergy visitors who request inmate visits.
 - Meet with inmates for death notifications, and as needed when staff or volunteers not available.
- (continued)

Position Responsibilities, Cont.

Ministry Development

- Regularly attend FMM chaplain's meetings for professional and ministry development.
- Facilitate donor tours of ministry, cultivate donor relationships, and participate in fundraising meetings.
- Cooperatively work with supervisor and FMM Development staff in the annual fundraising banquet.
- Develop budget as part of annual ministry plan and manage revenue and expenses.

Community Engagement

- Develop, articulate, and execute a community engagement strategy that enhances re-entry alliances, church relationships, and contacts with other faith and civic leaders in the County.

Position Requirements/Qualifications

- Must be a Christian in good standing with a local Christian church and in agreement with the FMM doctrinal statement.
- Minimum of 5 years work experience in a management or ministry-related context. Pastoral ordination and higher education are preferred but not required.
- Must demonstrate composure and exemplary pastoral skill in crisis and intense ministry situations. Must show flexibility and problem solving when working through challenges inherent to working in a correctional environment.
- Must possess and strive for good physical and emotional health, effective communication skills, and be committed to a team mindset at the Correctional Facility and with chaplain colleagues throughout FMM.

FMM is a multi-denominational 501 c(3) Non-profit organization supported 100% by donation. Founded in 1966, we are endorsed by the Michigan Sheriff's Association.

Forgotten Man Ministries
3940 Fruit Ridge Ave. NW
Grand Rapids, MI 49544
616.784.4620
office@forgottenman.org