

**Worcester County Sheriff's Office  
West Boylston, MA**

**Facility Chaplain/Director of Pastoral Services**

**Position Description:**

The Facility Chaplain/Director of Pastoral Services oversees the spiritual/pastoral needs of inmates. The mission of Pastoral Services is to be in compliance with WCSO Policy 936.06 to include provision of worship services, worship materials, pastoral counseling, religious programs/activities, religious diets, and oversight of religious volunteers (lay and ordained). The Facility Chaplain/Director of Pastoral Services interfaces regularly, and as needed, with inmate substance use treatment services, inmate mental health services, inmate education services, and inmate re-entry services as needed for pre-trial and sentenced inmates.

**Duties and Responsibilities:**

1. To maintain communication regarding pastoral services to inmates and staff
2. To respond to inmate requests for pastoral counseling and spiritual direction
3. To provide pastoral care programs, services, and religious materials to inmates
4. To maintain an up-to-date listing of lay and ordained religious volunteers
5. To maintain an up-to-date schedule of religious services and programs
6. To recruit lay and ordained religious volunteers as needed
7. To process inmate religious diet requests
8. To oversee use and maintenance of the facility chapels (main jail and MODS)
9. To order and maintain religious books and materials
10. To create and implement needed pastoral services policy and procedure changes as needed, and as directed by the Superintendent

**Reporting Relationship:**

The Facility Chaplain/Director of Pastoral Services reports directly to the Superintendent, and consults with facility line officers regarding security coverage for religious programs and services, as well as individual meetings with inmates.

**Qualifications:**

The Facility Chaplain/Director of Pastoral Services will be an ordained member of a major religion with experience in pastoral counseling and spiritual direction. A Master of Divinity degree is preferred, as is completion of at least one unit of Clinical Pastoral Education. Certification as a Corrections Chaplain is ideal.