

C, CHAPLAIN'S DUTIES

The Chaplain shall provide the following services to the Catholic population in a fashion consistent with the beliefs and practices of the faith;

1. Develop monitor and deliver worship services, including Mass
2. Provide instructional and personal growth opportunities,
3. Addressing spiritual and emotional needs through pastoral counseling,
 - a. Pastoral Care
 - (1) Systematically circulate among the various locations of the institution, including areas of special confinement in a manner which does not interfere with the functioning of those locations,
 - (2) Assess the needs of inmates who request the assistance of the Chaplain and respond appropriately:
 - (a) Refer to the appropriate staff person those inmate requests which are inappropriately directed to the Chaplain,
 - (b) Provide guidance and counsel, as appropriate, to the inmate,
 - (c) Evaluate whether community clergy or volunteers might satisfactorily respond to the inmate's concern,
4. Perform sacraments and rites as the Chaplain deems appropriate,
5. Recruit volunteers of the Catholic faith to support the various religious activities,

D. RELIGIOUS PROGRAM DEVELOPMENT AND MANAGEMENT, PUBLIC RELATIONS AND ANCILLARY ADMINISTRATIVE DUTIES

1. While the Chaplain's performance of the duties will impact the beliefs and practices of the Catholic group, he/she must always be aware of the responsibilities for addressing the needs of the entire inmate population's various religious preferences, and maintain a flexible approach to the ministry as the beliefs and practices of the various approved religious groups may differ,
2. The duties of the Chaplain include, but are not limited to, the following:
 - a. Program Development and Management
 - (1) In conjunction with the Department and other chaplains, assess the needs of the inmate populations according to expressed religious preference, inclusive of the Catholic faith group.
 - b. Monitor a schedule of religious programming designed to meet basic worship, educational; and pastoral needs within security and program limitations, including:
 - (1) Coordinating Catholic worship services in conjunction with other religious programming;

- (2) If possible, establish Instructional and personal growth forums,
 - (3) Addressing transitional efforts for the incarcerated in preparation for release,
 - (4) Monitor programs for inmates under special confinement.
- c, Inform the Inmate population about religious programming opportunities,
- d. Assist the Department with assessing supplies and religious property available in response to inmate requests
- e, Work cooperatively with the Facility Activities Coordinator in recruiting, screening, orienting, supervising, and processing termination of Catholic religious program volunteers,
- (1) Public Relations Assist in Interpreting to the public (volunteers, donors, etc.) the needs of the inmate population and the needs, policies, and procedures of the institution and the Agency.
- f: Administrative Duties may include but not be limited to:
- (1) Work in cooperation with the various departments in the institution and other chaplains.
 - (2) May train or educate DPSCS staff about the chaplaincy services program,
 - (3) Advise the Warden/Assistant Warden or designee about Catholic religious requirements of the inmates.
 - (4) Advise the Warden/Assistant Warden or designee of the needs of the Catholic chaplaincy services program.
 - (5) Attend institution's staff meetings,
 - (6) Implement the institution's regulations regarding inmate marriage requests,
 - (7) Perform such duties as are associated with the implementation of the Catholic religion program activities such as processing guest list, inmate passes and count outs, vouchers and proposals for activities,
 - (8) Complete required chaplaincy reports, needs assessments, support audit measures, program and performance evaluations and other documents as required by regulations or as requested by the Warden/Assistant Warden or designee, and/or Chief of Religious Services,
 - (9) Assist with the supervision of inmate support services for the chaplaincy program
 - (10) Assist with the management of the office and storage space for the religious program,