

PSNE Chaplain to the Clergy

Job Description 2020

Title: Chaplain to the Clergy, Presbytery of Southern New England

Purpose: To serve as a chaplain to the minister members of the Presbytery for spiritual and emotional support.

Primary Duties:

- To welcome new clergy with phone calls, greeting cards and invitations to lunches.
- To provide a pastoral presence to clergy at special times (especially times of need) with cards, phone calls and prayers.
- To coordinate informal clergy luncheons in various locations throughout the Presbytery's geographic bounds to serve as a vehicle for clergy support and collegiality.
- To be available to parish, specialized, and retired ministers seeking short-term emotional and spiritual support, and to provide information on Board of Pension resources. (After an initial face-to-face visit, as able, additional contact will be conducted via phone.)
- To offer a limited number of Bible studies, as time and interest permit.
- To serve as a volunteer member of the Presbytery staff team, and maintain collegial relationships with the staff and officers of the presbytery.

Other Duties and Responsibilities:

- To regularly attend Presbytery meeting to serve as a visible sign of collegiality and support to Presbytery members.
- To provide feedback to the General Presbyter and the Round Table on general needs and trends that are discovered within the Presbytery.
- To notify the Committee on Ministry of any concern that could affect the well-being of a congregation. Such notification should be made either with the permission of the parish clergy or in such a way that confidentiality is not broken.
- To receive clinical supervision at least _____ from a trained professional.
- To maintain confidentiality at all times.

Accountability: The Chaplain to the Clergy is volunteer staff person of the Presbytery who reports administratively to the General Presbyter and is overseen by the Personnel Committee of the Presbytery. Additionally, the Chaplain receives clinical supervision by a trained chaplain supervisor.

Hours: _____

Term: This position is an at-will position that may be terminated by either party with or without cause. A vouchered stipend is provided annually for expenses related to the position.

Evaluation: The work of the Chaplain to the Clergy shall be thoroughly and constructively reviewed not less than annually by the General Presbyter primarily through the agency of the Personnel Committee with general feedback received from the clinical supervisor.