

# Chaplaincy Statement of Work



*Interfaith Committee on Chaplaincy in collaboration with the Correctional Service of Canada  
Le Comité interconfessionnel de l'Aumônerie en collaboration avec le Service Correctionnel du  
Canada*

## **STATEMENT OF WORK FOR INSTITUTIONAL CONTRACT CHAPLAINS**

### **VISIBLE PRESENCE**

The chaplain will assure an active pastoral presence in the institution that will include:

- 1.1 being present and seen throughout the institution, representing the spiritual dimension of life;
- 1.2 a pastoral presence throughout the institution, particularly in areas where offenders do not have free movement such as: dissociation, hospital, protective custody, special handling units, segregation, and other areas such as shops, schools, gyms, living units, cell ranges, and visits and correspondence area;
- 1.3 presenting the Chaplaincy Ministry to offenders in reception;
- 1.4 pastoral counseling both on an individual and group basis;
- 1.5 pastoral encounters presenting a theological, restorative interpretation of life in areas such as forgiveness, guilt, anger, hostility, pain, hurt, power, grace, self-worth, acceptance, death, trust, health, grief, and other significant components of human existence and experience;
- 1.6 referring to and consulting with appropriate staff and groups when required;
- 1.7 expressing the prophetic dimension of ministry;
- 1.8 dealing with issues of faith and relationship with God, self, and others;
- 1.9 involvement with families of offenders and staff;
- 1.10 crisis intervention in experiences such as grief, illness, despair, death, anger, depression, parole denial, suicide attempts;

1.11 offering restorative processes while fully participating in life within a correctional institution;

1.12 escorting inmates on temporary absences for religious and/or rehabilitative purposes.

## WORSHIP AND SACRAMENTS

Originate, direct, and coordinate religious services and sacramental ministry as appropriate to offenders which includes:

2.1 planning and leading worship services, with liturgy, sermons, and prayers relevant to the correctional milieu, including services specifically designed to speak to significant events within the institution

2.2 providing appropriate worship services weekly and for holy days, and significant days and seasons throughout the year;

2.3 ensuring that the special religious needs (such as sacraments) of offenders belonging to denominations other than the chaplain's own, are met

2.4 coordinating other faith visitors for offenders of minority religions

2.5 ministry to meet unique crisis and special situations with liturgy and worship;

2.6 creating and maintaining a "sanctuary" atmosphere within the chapel.

## RELIGIOUS EDUCATION

Create, coordinate, and deliver religious activities that will include:

3.1 designing, developing, conducting, evaluating and modifying programs in Religious Education, using available audio-visual, musical, and curriculum resources;

3.2 conducting prayer, scripture study and personal growth groups;

3.3 training chapel volunteers to be involved in Religious activities,

3.4 designing, developing, conducting, supervising, evaluating and modifying chapel activities.

3.5 administering pass lists, security and other procedures necessary to the function of chaplaincy within the institution; and

3.6 acquiring and distributing religious literature, supplies and materials

## COMMUNITY INVOLVEMENT

Communicates with community, including the chaplain's own and other churches, about the needs and concerns of persons affected by the criminal justice system and dialogues with the community concerning their role in restorative processes. This includes the recruitment and training of volunteers for prison chaplaincy work through:

4.1 accepting invitations to address, present papers, lead seminars, act as resource person to meetings in the community;

4.2 accepting invitations to preach or speak to church congregations;

4.3 meeting with local religious leaders;

4.4 attending Church events such as retreats, workshops, conferences, conventions, presbytery, deanery, camp or synod meetings;

4.5 the contractor ensuring that the chaplain remains current with his profession through participating in his denominational continuing educational policy, attending conferences, workshops, and denominational meetings;

4.6 recruiting and selecting suitable volunteers from churches to be involved in chapel activities, and

4.7 training and sustaining chapel volunteers.

4.8 engaging in Restorative Justice Week activities and the promotion of Restorative justice principles and practices

4.9 developing partnerships with the Community Chaplaincies for the benefit of the offenders' reintegration.

## INTEGRATION OF CHAPLAINCY

Integrate Chaplaincy Services into the total life of the institution by regular involvement with all other staff and attendance at such meetings as may be desirable in line with the chaplain's role as one acceptable to both offenders and staff through:

5.1 participating on an ad hoc basis in the case management process, particularly in relation to offenders with whom there is significant involvement;

5.2 maintaining the integrity of ministry and adhering to the Professional Code of Conduct for CSC Chaplains

5.3 developing a restorative theological understanding of life for articulation within the context of an institution.

5.4 integrating a system of values which reflect restorative justice principles and practices while participating in institutional life

5.5 acting as a resource person to institutional boards, meetings, to provide a focus on the spiritual dimension of life, while supporting a holistic restorative approach;

5.6 developing a co-operative working relationship with other staff

5.7 involvement in crisis situations, especially where a particular understanding or relationship has been developed with offenders involved in the crisis, and offering pastoral care and restorative processes to offenders, staff and their families as needed.