



Victory Mission + Ministry  
Men's Restoration Chaplain Job Description

**Department:** Ministry & Outreach  
**Title:** Men's Restoration Chaplain (MRC)  
**Supervisors:** Director of Restoration (DOR) & Associate Executive Director (AED)  
**Status:** Non-Exempt / Full-Time  
**Salary:** \$17-19 per hour (dependent on qualifications)

**Description:**

Serve on the Restoration Chaplain Team (RCT), for the purpose of learning how to lead men in and through the Men's Restoration Program (MRP), by guiding them to meet their personal and program goals. The MRC must demonstrate a belief that Jesus came to RESTORE what was lost; be willing to use RELATIONSHIPS to invest, understand and empathize with men encouraging life change; be willing to walk beside them by sharing and demonstrating how to LOVE the Lord and their neighbors by grace through faith.

**Qualifications:**

At least 3 years of sobriety from substance abuse, 1 year of discipleship ministry experience, and a calling to vocational ministry confirmed by Victory Mission + Ministry (VM) and current church leadership and/or pastoral recommendation.

**Ministry Development:**

1. Work schedule consists of 40 hours per week; four 8-hour weekday shifts + one 8-hour weekend shift (either Sunday through Thursday or Tuesday through Saturday). Which of those five-day work weeks and each day's shift hours to be worked out with the DOR, and then held to consistently thereafter. The purpose for this schedule is to provide a balance of weekday hours for collaboration with staff and to provide a chaplain presence after hours.
2. Meet *weekly* with DOR for the purpose of checking in on how the MRP is doing and how his leadership is going, *weekly* with the RCT for the purpose of joining the coaching, collaboration, and celebration of Restoration ministry, and when requested meet with the AED. The MRC must always be prepared to report progress and challenges in his ministry.
3. Teach one Phase 1 Restoration Class and two Phase 2 Restoration Classes every week in coordination with the RCT. Lead two Chaplain Check-ins every week, and other meetings when assigned by and at the discretion of the DOR. In weekly meetings with DOR be prepared to share lesson outlines, reflect on classes taught, and receive instruction and direction.

4. Coordinate in-person and/or telephone interviews with men applying to the MRP with the other MRC. Consult DOR for official approval or denial of each applicant following their interview. Maintain organization of all men approved to come into the MRP from referral agencies and the Dept. of Corrections. Cultivate healthy relationships with caseworkers and key points of contact at all agencies and organizations that refer men to the MRP.
5. Work in partnership with the other MRC regarding the men participating in the MRP through an individual and relational approach. Have weekly ‘soulwork sitdowns’ with men in Phases 2 & 3 for the purpose of keeping them on track with their wholistic restoration progress through processing their Soulwork and/or struggles and successes together. Maintain role as direct leader of all men in Phases 2 & 3. Also to include leading all benchmarks while participants are in Phases 2 & 3, and inviting the DOR to attend key benchmark meetings that evaluate readiness for the next phase in and/or graduation from the MRP.
6. Complete the administrative aspects of entering the case notes in Mission Tracker throughout the men’s Phase 2 & 3 benchmark meetings.
7. Assist the DOR and MRC in leading the peer leaders known as Residential Servants (RS) through Leadership Development Training (LDT) through ‘on-the-job’ training, weekly through LDT Classes, and monthly through assessments and book assignments. And to join the RS Team in key conversations with the men in the MRP.
8. Collaborate and cooperate well with the entire Chaplain Team and Administrative Staff of VMM for meeting the overall spiritual & physical needs of all of those we serve by demonstrating the Gospel of Jesus Christ through love and action.
9. Seek to find in all ministry settings and situations an opportunity to implement the philosophy of ministry found in the book Change for the Poor.
10. Becoming well versed in the NEW ME is the TRUE ME teaching so as to utilize this core spiritual curriculum as a tool for continual reinforcement of discipling the men into who they are in Christ, and how to apply what they are learning in and from the program.

### **General Responsibilities:**

1. Oversee the administrative tasks required for the efficient operation of the MRP.
2. Facilitate case management for the men in the MRP. To include but not be limited to meeting with probation & parole, obtaining necessary documents, providing advocacy letters, clearing up outstanding legal issues, completing educational requirements (e.g. HiSET), writing letters for court appearances, etc,
3. Join the P1 MRC to complete at least 5 random phone and device checks per week for the purpose of keeping Phase 2 men accountable to the wise and allowed use of them.
4. Assist the AED in providing excellence in ministry programs and fostering an atmosphere in which people might find acceptance, love, and grace that leads to redemptive restoration.
5. Attend all meetings, celebrations, and graduations as scheduled by VMM.

6. All other assignments at the discretion of the DOR and the AED.

**Personal Expectations:**

1. Live a life above reproach in character in and outside of public ministry.
2. Remain a committed member of a local church through regular worship, fellowship, serving, mentoring, and giving.
3. Continue regular meetings with home church leader(s) for the purpose of receiving one-on-one mentoring-oriented support and discipleship.
4. Maintain proper boundaries with Restoration Program men and women at all times.

**Skills:**

1. Living out a Faith in Jesus Christ that is dynamic, contagious, encouraging, and established in grace and mercy and is in line with the expectations of all employees of VMM.
2. Strong in relational and problem-solving skill sets.
3. Ability to minister to people in duress and hopelessness by directing them to a place of stability and hope for the future.
4. Self-starter with the ability to keep a schedule and maintain organization.
5. Basic Computer Skills, Microsoft Office and Google Drive proficiency are required.

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Date

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(Men's Restoration Chaplain)

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Mark McKnelly (Director of Restoration)

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David Myers (Associate Executive Director)