



Victory Mission + Ministry

Description:

Serve on the Restoration Chaplain Team (RCT) and provide administrative and chaplaincy leadership to the Restoration Program (RP) for the purpose of helping to guide those in the restorative process to meet their personal and program goals, with a focus on women participating in the Women's Restoration Program (WRP). The WRC must demonstrate a belief that Jesus came to RESTORE what was lost; be willing to use RELATIONSHIPS to invest, understand and empathize with participants engaging life change; and be willing to walk beside them by sharing and demonstrating how to LOVE the Lord and their neighbors by the grace of and through faith in Christ.

Qualifications:

At least 3 years of sobriety from substance abuse, 6 months of ministry experience, and a calling to vocational ministry confirmed by Victory Mission + Ministry (VM) and current church leadership and/or pastoral recommendation.

Responsibilities:

1. Schedule to consist of four weekdays and one weekend day (Tue from 9am-5pm and Wed-Sat 1-9pm). Hours would primarily be on-site at the VM Admin **Department:** Ministry & Outreach
2. **Title:** Women's Restoration Chaplain (WRC)
3. **Supervisors:** Director of Restoration (DOR) & Associate Executive Director (AED)
4. **Status:** Non-Exempt / Full-Time
5. **Salary:** \$17.10 per hour
6. Bldg where women's restoration ministry takes place, however time would be spent giving rides for program requirements, basic shopping needs, joining in recreational activities, and community impact projects, etc. The exact daily and hourly schedule within those parameters are flexible and negotiable and subject to change by approval from the DOR.
7. Meet *weekly* with the DOR and other WRCs for the purpose of checking in on how she is doing and how her leadership is going, *weekly* with the RCT for the purpose of joining the coaching, collaboration, and celebration of the entire RP at VM, and when requested meet with the AED. The WRC must always be prepared to report progress and challenges in her ministry. A weekend report/summary is to be emailed to the AED, DOR, Director of Counseling (DOC), and other WRCs.
8. Teach a minimum of one but no more than two Restoration Classes per week and lead a minimum of two but no more than three evening Devotions as assigned by DOR, lead Chaplain Check-in at least two and no more than three days per week, and other meetings assigned by and at the discretion of the DOR.

9. Conduct in-person and telephone interviews with women applying to the WRP in coordination with the other WRCs and in advisement to the DOR. Consult with the DOR for official approval or denial of each applicant following a thorough interview and evaluation process. Maintain organization and administration of all women approved to come into the RP from referral agencies, including but not limited to the Mo. Dept. of Corrections.
10. Work in partnership with the other WRCs regarding the women participating in the WRP through an individual and relational approach weekly by sharing the responsibility with the other WRC of having 'soulwork sitdowns' with women in Phase 2 & 3 for the purpose of keeping them on track with their wholistic restoration progress through processing their Soulwork and/or struggles and successes with them. Leading directly the women in Phase 2 & 3 by focusing on healing and addressing cycles needing to be broken. Also to include leading all benchmarks while participants are in Phase 2 & 3 with the other WRC and inviting the DOR in for their benchmark meetings that evaluate readiness for the next phase in the restorative process.
11. Complete the administrative aspects of entering the case notes in Mission Tracker throughout the participants Phase 2 & 3 benchmark meetings.
12. Assist the DOR, in cooperation with the other WRC, in identifying and recruiting potential leaders for the purpose of their leadership development and potentially building and leading a Residential Servant (RS) Team. Once an RS Team is in place the WRC's and DOR will work together in leading an 'on-the-job' training process. And to join the RS Team in participating in truth-in-love conversations with the women under the leadership of the DOR.
13. Facilitate case management for the women in the WRP. 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), etc.
14. Collaborate and cooperate well with the entire Restoration and Outreach Chaplain Teams and Admin Staff of VM for meeting the overall spiritual & physical needs of all of those we serve by demonstrating the Gospel of Jesus Christ through love and action. Regular relationship building with chaplains on the Outreach and Workforce Development Teams is encouraged.
15. Oversee the administrative tasks required for the efficient operation of the WRP, with assistance from RS's and outside volunteers when available and approved by the DOR.
16. Join the other WRC in administering random drug and alcohol testing as well as phone, device and room checks weekly for the women in the WRP for the purpose of keeping them accountable to sustaining sobriety and the wise and allowed use of their devices.

17. Assist the AED in providing excellence in ministry programs and by fostering an atmosphere in which persons might find acceptance, love, and grace that leads to redemptive restoration.
18. Seek to find in all ministry settings and situations an opportunity to implement the philosophy of restorative ministry found in the book Change for the Poor.
19. Seek to become well versed in the Walking by Faith teachings so as utilize this core spiritual curriculum as a tool for continual reinforcement in discipling the women into who they are in Christ, and how to apply what they are learning in and from the class.
20. Attend all meetings, celebrations, and graduations as scheduled by VM.
21. All other assignments at the discretion of the DOR and the AED.

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 VM employees.
2. Strong in relational and problem-solving skills.
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 contact, schedule, organize and lead volunteers & partners.
5. Basic Computer Skills, Microsoft Office and Google Drive proficiency are required.

Date

----- (Women's Restoration Chaplain)

Mark McKnelly (Director of Restoration)

David Myers (Associate Executive Director)