RELIGIOUS SUPPORT OFFICE CHAPEL JOB DESCRIPTION
FOR CHAPLAINS AND CHAPLAIN ASSISTANTS

Title: CHAPLAIN or CHAPLAIN ASSISTANT (now referred to as RELIGIOUS AFFAIRS SPECIALIST) WORKING WITH CHILDREN (UNDER THE AGE OF 18 YEARS OF AGE)

Minimum Requirements: Installation Records Check (IRC) and FBI Fingerprints

Additional Requirements: Chaplains and Religious Affairs Specialists with assigned duties that include regular contact with children must have a Tier 1 or higher with SCHR: State Criminal History Repository Check (SCHR). MOI 31 Jan., 2017, Paragraph 4.b.

Program: Fort Drum, NY Chapel Programs

Tasks to be performed:

- Provide line of sight supervision (LOSS) as needed for short term chapel events with children such as Vacation Bible School or other one-time events.
- Supervise age appropriate Children and Teen activities
- Assist in planning and organizing scheduled special events and submit funds requests to the Director of Religious Education

Abilities needed:

- Design age appropriate learning experiences using materials provide
- Possess organizational skills necessary to maintain discipline
- Ability to lead group discussion and activities
- Design and conduct prayer experiences

Additional Involvements:

- Initial Child Protection Training 1-2 hour session; Annual Refresher
- Teacher meetings and In-service trainings

Length of Commitment:

Dates:	Annual
Training:	As provided by Sponsoring Chaplain and DRE

Oversight and Support:

Supervisor:	Sponsoring Chaplain and/or Director(s) of Religious Education
Responsible to:	Director(s) of Religious Education
Who provides:	Oversight-visiting classroom/events and evaluation
	Support-materials and resources necessary for instruction
When:	In-service as required

Edited: December 2017