

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

CHAPLAIN

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional pastoral positions located within the Department of Health Services, the Department of Corrections, and the Department of Veterans Affairs. Positions allocated to this classification administer religious programs within a State institution or within a home for aged, disabled veterans. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses professional pastoral positions located within the Departments of Health Services, Corrections, and Veterans Affairs. Positions in this classification are responsible for the development and provision of a full-range of religious services to the institution, including the development and delivery of religious worship services, religious education classes, programs, and seminars.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definitions of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITIONS

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Positions provide the full range of religious services, including the development and conduct of religious worship services, religious education classes, programs and seminars, under the general supervision of higher level institution administrative staff. In addition, these positions are expected to become involved in the provision of religious/spiritual and related counseling services to the residents/members/inmates. These positions are actively involved, for a significant portion of their time, in the clinical aspects of the institution

rehabilitation/treatment program through the direct and/or indirect counseling of residents in religious/spiritual matters. Counseling the residents/members/inmates in such matters may also occur through interface and discussions with other rehabilitation/treatment staff. The work involves the integration of the total religious program into the framework of the institution's overall rehabilitation/treatment program. Positions may serve as a client advocate during disciplinary hearings and serve as an inmate and non-inmate volunteer coordinator in addition to the other responsibilities.

**Representative Positions:**

Department of Corrections, Division of Adult Institutions, Racine Correctional Institution/Sturtevant Transitional Facility: Plans and directs the religious programming for an institution in coordination with other Chaplain positions to meet the spiritual/rehabilitation needs of the inmates. Provides religious worship services, instruction classes, special activities, individual and family counseling and liaison work between the institution and community ministry programs and faith groups. Provides personal and special ministry to inmates; provides spiritual and religion services to special populations such as the Infirmary and segregation unit; participates with other Chaplains in coordinating, planning and development of community based volunteer organizations and programs.

Department of Health Services: Counsels residents and families on religious/spiritual matters, personal and adjustment programs, and during family and other emergencies. Confers with administrators, psychologists, social workers, parents/guardians and other rehabilitation/ treatment staff concerning the welfare and social adjustment of residents. Develops and directs institution religious programs, including Christian and non-Christian denominations. Conducts or provides for the conduct of religious worship services. Conducts in-service training for institution staff on religious needs of residents and participates in planning and conducting other staff educational programs that require special knowledge and skills in regard to religious-cultural/historical factors, moral questions, ethical issues, etc. Participates in resident staffing as necessary. Works with community clergy to help them understand the special needs of residents during treatment and after discharge.

Department of Veterans Affairs: Plans, organizes, and carries out a program of spiritual care to meet the individual needs of members of a DVA Wisconsin Veterans' Home. Provides spiritual care through visitation of members at hospitals as needed. Conducts religious services. Participates in care planning of members. Provides in-service training to other staff and residents in the areas of aging, death, dying and spiritual care of members. Participates on committees as assigned.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective October 16, 1994 and announced in Bulletin CC/SC-28 as a result of the Professional Social Services personnel management survey to describe positions which were previously classified as Chaplain 1 or 2 which were abolished as a result of the survey.

This classification specification was modified effective September 6, 2015 and announced in Bulletin DPM-0407- CC/SC to remove exclusion and to update a representative position for DOC.

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