

The mission of the Chaplaincy Services Department is to accommodate the free exercise of religion by providing professional pastoral care to all Federal inmates and facilitate the opportunity to pursue individual religious beliefs and practices in accordance with the law, Federal regulations and Bureau of Prisons policy. The chaplain shall provide religious worship, education, counseling, spiritual direction, support and crisis intervention to accommodate the diverse religious needs of inmates. When appropriate, pastoral care and subject matter expertise may be extended to staff.

The Bureau of Prisons employs full-time chaplains in all of its facilities; expecting chaplains to consider this calling to be their primary ministry. The size of the chaplaincy team is generally determined by the number of inmates and the complexity of the institution mission. The word "team" is key... and all BOP chaplains, regardless of their own faith orientation, are expected to minister as an effective pastoral team to an entire inmate population, representing a wide variety of faith traditions...or no faith at all. Chaplaincy is an excepted service appointment (060 series) intended for well-educated and experienced ministers; thus, chaplaincy is not considered an entry-level position. As with all correctional workers in the BOP, a chaplain may retire with full benefits at 50 years of age after 20 years of service. Mandatory retirement occurs at the age of 57 years with 20 or more years of service.

APPLICATION PROCESS

All chaplain vacancies for initial appointments will be announced on USAJOBS.gov. All applicants must apply on the www.usajobs.gov website by going to Federal Bureau of Prisons: Job Title: Chaplain. Staff Chaplain: The applicant must meet all of the listed qualifications. All inquiries regarding the On-Line application process should be directed to the Consolidated Staffing Unit (972) 352-4200. All inquiries regarding Chaplaincy information should be directed to (202) 514-9740.

The basic mission of chaplains in the Bureau of Prisons is to provide pastoral care to all Federal inmates and facilitate the opportunity to pursue individual religious beliefs and practices...

CHAPLAINCY SERVICES BRANCH FEDERAL BUREAU OF PRISONS

400 First Street NW, 2nd Floor
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Phone: (202) 514-9740
Fax: (202) 514-9750
www.bop.gov

Apply@www.usajobs.gov

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UNITED STATES DEPARTMENT OF JUSTICE



A CALLING AND A CAREER

REQUIREMENTS FOR CHAPLAINCY POSITIONS

AGE

Ordinarily an initial appointment must be made prior to one's 37th birthday. The Department of Justice has granted an age requirement exemption for veterans and candidates of some faith traditions because a documented shortage of qualified candidates of those faith traditions exists who meet the maximum age entry provisions of 5 USC S3307 and Public Law.



RELIGIOUS CREDENTIALS

Applicants will be ordained clergy or members of ecclesiastically recognized institutes of vowed men or women. Religious communities or traditions who do not ordain, adequate documentation of the applicants' recognized religious and ministerial roles are required.

SUITABILITY

Applicants must be in conformity with suitability guidelines established for areas such as employment, financial and criminal history, intentional false statements or misrepresentation in the application, or moral turpitude.

PHYSICAL STANDARDS

Applicants must successfully pass a pre-employment physical examination (including urinalysis). Following initial hire, as a condition of future employment, applicants must further pass a Physical Abilities Test. This is designed to measure the physical requirements necessary to perform the essential functions in a correctional setting, such as the ability to respond to emergencies.

RESIDENCY

For three of the five years immediately prior to applying for a position, the applicant must have resided in the United States, worked for the United States overseas in a Federal or military capacity, or be a dependent of a Federal or military employee serving overseas. At the present time, processing non-citizens may take up to two years. Therefore, based on time constraints and institution need, the Bureau of Prisons is not currently accepting applications from non-United States citizens.

EDUCATION

Applicant must be a graduate of an accredited college or university recognized by the US Department of Education with a Bachelor degree consisting of a minimum of 120 semester hours.

Applicant must be a graduate of an accredited, residential seminary or school of theology recognized by the US Department of Education with a Master of Divinity degree consisting of a minimum of 80 semester hours OR has earned equivalent education credits. Equivalent educational credits required are successful completion of 80 semester hours of graduate study which included or was supplemented by:

- ✓ 20 semester hours of pastoral ministry (examples: homiletics, preaching, ministry, pastoral counseling, supervised ministry);
- ✓ 20 semester hours in any combination of theology, ethics, and philosophy of religions;
- ✓ 20 semester hours in the study of religious writings, including the study of languages in which sacred religious writings are written; and,
- ✓ 20 semester hours in religious history or world religions (The applicant will be able to demonstrate an understanding of religious pluralism).

EXPERIENCE

Applicant must have at least two years or 4,160 hours, of pastoral/spiritual leadership experience in a congregational or specialized ministerial setting within the endorsing body after formal ministerial preparation. Clinical Pastoral Education may satisfy up to one year, or 2,080 hours, of the pastoral/spiritual experience.



ECCLESIAISTICAL AND ENDORSEMENT

Applicant must have ecclesiastical endorsement by a religious faith organization recognized by the Bureau of Prisons. The association with this endorsing body must reflect a minimum of two years association before endorsement may satisfy up to one year, or 2,080 hours, of the pastoral/spiritual experience.



The goals of Chaplaincy Services can be summed up in three **Vital Functions**, each with its attendant areas of responsibility. The Vital Functions are:

Ensure chaplains are accessible and approachable for inmates and provide sensitive pastoral care.

Ensure impartial religious leadership by providing resources and programs to accommodate the religious rights and diverse needs of inmates.

Communicate the mission and goals of the department.



PERSONAL
QUALIFICATIONS

PROFESSIONAL
PREPARATIONS

GOALS OF
CHAPLAINCY SERVICES