

**Title:** Crossroads Chaplain  
**Dept:** Crossroads Homeless Shelter  
**Report To:** Director of Crossroads  
**Full or Part Time**

**Purpose:** To conduct the daily activities of the Crossroads Homeless Shelter, to provide clients with food, clothing and shelter. To share Christ with each client.

**Duties:**

- To get things in order for the day (unlock front door, check building, make sure men are up and dressed, make sure things are okay in the kitchen, etc.).
- To supervise meals and maintain order.
- Conduct classes, devotions, and services as needed.
- Counsel and witness to clients as needed.
- Represent UMM well to any and all visitors.
- Acquire supplies and/or donated goods as necessary.
- Be of any service to clients such as job referrals, transportation, medical needs, church placement, etc.
- Pick up donated food on a timely basis when instructed to do so.
- Will never leave the Crossroads premises without specific instructions to do so.
- Maintain order and security for Crossroads.
- Supervise bedding procedures.
- Supervise Chapel.
- Be responsible for all rules.
- Be available for all counseling and/or spiritual guidance as needed.
- Meet the needs for those seeking to help with food, clothing and personal care.
- Answer the telephone and door inquiries.
- Handle any emergencies.
- Stay awake, alert and attentive in making floor rounds and overall operations on third shift.
- Do whatever is asked of you from the Director that is not included on this list.

**Credentials and Experience:**

- High school graduate and college/seminary training or the equivalent.

**Organizational Relationship:** The CEO is accountable to the Board of Directors for the operation of Union Mission Ministries. The VP of Operations, the VP of Ministries, and VP of Finances are accountable to the CEO for daily functions of the organization. Together, these four positions form the Administration. The Vice President of Ministries is accountable to the President/CEO. The Director of Crossroads is accountable to Vice President of Ministries. The Chaplain is accountable to the Director of Crossroads.

I hereby acknowledge and accept these responsibilities for the position as outlined in this description.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_