

## **Shepherd's Heart Fellowship**

**Job Title:** Chaplain Assistant

**Department:** Outreach Ministries

**Reports To:** Director of Outreach

**FLSA Status:** Non-Exempt

**Date:** June 27th, 2026

### **Job Summary/Overview**

The Chaplain Assistant is a part-time, Sunday-only role (4 hours per week) dedicated to supporting the Sunday Holy Eucharist and providing spiritual care to the Shepherd's Heart community. This position serves as a vital support to the Chaplain, ensuring a reverent, welcoming, and orderly worship environment. The Chaplain Assistant plays a hands-on role in service preparations and transitions while supporting parishioners with compassion, active listening, and prayer.

### **Key Responsibilities**

#### **I. Client Support & Engagement:**

- Service Facilitation: Administer client services ensuring adherence to established guidelines and policies.
- Direct Ministry Support: Provide direct ministry support through active listening, offering prayer, and connecting clients to appropriate internal and external resources, while adhering to professional boundaries.

#### **II. Church Assistance:**

- Worship Support: Support Sunday Holy Eucharist, assisting with preparations and transitions.

#### **III. Spiritual Care & Ministry:**

- Direct Spiritual Support: Offer compassionate spiritual support to clients during times of difficulty and crisis, adhering to prayer ministry guidelines..

#### **IV. General Duties:**

- Other duties as assigned.

### **Qualifications**

- **Education/Experience:**
  - High School Diploma or GED required.
- **Requirements/Certifications:**
  - CPR/First Aid certification required.
- **Skills & Abilities:**
  - Have a mature faith in Jesus Christ as his/her Lord and Savior and be active in a church.
  - Be a Christ-like model for clients and staff in attitude, speech, and actions toward

others.

- Competent in the use of personal computers, including Microsoft Suite products.
- Strong interpersonal skills; compassionate and patient demeanor; able to create a safe and comfortable environment for diverse individuals.
- Ability to remain calm and effective in crisis situations.
- Physical ability to lift and move supplies and stand for extended periods.