



Section 1 - Qualifications and Responsibilities

A. The DOCM must be a person who has experienced the saving grace of Christ and be of established and unimpeachable Christian character. He/she must have the gift to proclaim and expound the Word of God, the ability to lead and counsel and reasonably execute the other duties of the ministry. Ephesians 4:11-12, I Timothy 1:3-11, 4:11-16. The DOCM shall be an ordained member in good standing with his/her denomination and shall have a clear call of God for Christian Prison Ministry.

B. The DOCM shall be directly responsible to the Leadership Team of ACPM.

C. The DOCM shall serve in partnership with the administration and leadership of the ACACC. The DOCM shall be responsible to follow the applicable rules and procedures of the ACACC.

D. The DOCM shall give oversight, supervision, assistance, and leadership in facilitating the ministries of representatives of churches, parachurches and Christian faith based organizations in the ACACC. These responsibilities include but are not limited to:

Duties provided for ACACC:

1. Report to the Director of Treatment regarding ACACC policies and procedures.
2. Report to the ACPM Leadership Team on matters of a doctrinal nature.
3. Being prepared to conduct Bible studies for inmates as needed.
4. Provide spiritual counseling and pastoral care to inmates as needed.
5. While on duty, assist in providing inmates notification of family emergencies, death, injury and/or hospitalization.
6. Be familiar with the basic tenants of all major non-Christian faiths and assist inmates in getting materials so that they can practice their religion in accordance with the Memorandum of Understanding.
7. Responsible for recruiting volunteers for Christian programming at ACACC, train new volunteers, review volunteer applications, notify volunteers of infractions, and provide corrective actions.
8. Conduct ecclesiastical investigations as needed for all clergy.
9. Provide a pastoral presence by conducting routine visits to each housing area within the ACACC.
10. Identify inmates of a non-Christian faith and ascertain their religious needs.
11. Maintain records of religious volunteers and spiritual advisors that have been cleared to come into the prison.
12. Coordinate appreciation programs for the staff.
13. Coordinate Christian seasonal events for inmates.
14. Provides guidance, coaching, and mentorship to staff and inmates to encourage spiritual resilience, emotional intelligence, and mental fortitude.
15. Coordinate faith-based programming for inmates and staff.
16. Coordinate a spiritual mentorship program for both inmates and for their family.
17. Manage the chaplain's library.
18. Supervise religious internship program between ACACC and participating universities.

Duties performed for ACPM outside of the ACACC requirements:

1. Provide awareness of the prison ministry through lectures, sermons, and presentations to community churches and organizations.
2. Partner with the Gettysburg Ministerium to provide awareness of the needs of inmates and their families.
3. Network with agencies to discover resources and recommend them to both the chaplaincy department and the treatment department.
4. Participate with the annual fundraising campaigns to increase donors for ACPM.
5. Report to the ACPM Leadership Team and provide insight and recommendations.
6. Participate in the annual professional development conferences, required by denominational and endorsement agencies.
7. Supervise the ACPM monthly newsletter.
8. Manage ACPM's website and Facebook page.



ADAMS CHRISTIAN PRISON MINISTRIES

RENEWAL ~ RECONCILIATION ~ RESTORATION

Adams Christian Prison Ministries

Financials and Benefits

Salary: \$64,000 plus Medical insurance and retirement all negotiable

Conference/CE: \$500

Travel: \$500

PTO: 15 days including sick time. Left over PTO will be added to a sick leave “bank”

Name:

ACPM APPLICATION FOR EMPLOYMENT

ADAMS CHRISTIAN PRISON MINISTRIES
C/o Mac McBeth
ACPM

P.O. Box 4122 Gettysburg Pa 17325-717-357-1777

Job Applied For: DIRECTOR OF CHRISTIAN MINISTRIES		Date of Application:
Last Name:		First Name: Middle Name:
Address: City		State Zip Code
Telephone Number(s):		Social Security Number:
Emergency Contact Name & Number:		

EDUCATION

School	Name & Address of School Major	Dates	Certificate	Completion
High School				
College University Seminary				

Position:

Date:

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Certificates held and/or credentials qualifying you for this employment:

Strengths/Core Qualifications that fit this job position:

Is English your first language? Yes ☐ No ☐ Other languages? Speak ☐ Read ☐

May we contact your present employer? Yes ☒ No ☐

WORK EXPERIENCE

Employer:	Dates Employed		Reason for Leaving
	From	To	
Address:			
Telephone Number(s):	Salary		—
Starting/Present Job Title:			
Supervisor:	\$		

WORK EXPERIENCE

Employer:	Dates Employed		Reason for Leaving
	From	To	
Address:			
Telephone Number(s):			
Starting/Present Job Title:	Salary		
Supervisor:	\$		

WORK EXPERIENCE

Employer:	Dates Employed		Reason for Leaving
	From	To	
Address:			
Telephone Number(s):			
Starting/Present Job Title:	Salary		
Supervisor:	\$		

Have you accepted Jesus Christ as your Savior? Yes No When? _____

☐ ☐

Are you a regular attender of a church? Yes ☐ No ☐ If yes, what church? _____ With the increased use of social networking sites (Facebook, Twitter, etc.), we reserve the right to check out an individual's site as part of the reference check. Do you have social media accounts? Yes ☒ No ☐ Site addresses: _____

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Volunteer/Unpaid Experience:

Have you ever pleaded "no contest" to felony charges involving children? Yes ☐ ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration will be required upon employment. Yes ☒ No ☐

Date available for work ____/____/____

What is your desired salary range? _____

Hours available to work? _____

Do you have reliable transportation to and from work? Yes ☐ No ☐

Are you willing to submit to a background check including an Act 34 Clearance request and a Child Abuse Clearance request? Yes ☒ No ☐

If not, why?

Why would you like this position?

What do you feel most qualifies you for this position?

APPLICANT STATEMENT

I certify that answers given herein are true and complete.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at our employment decision. I will not hold either the previous employer or First Baptist church responsible for any reference given. I understand that misrepresentation or omission of facts requested is cause for dismissal.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applicants are being accepted.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge. I understand, also, that I am required to abide by all the rules and regulations of the employer.

Applicants Signature: _____

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PROFESSIONAL REFERENCES—*List at least two, including one from a Pastor*

Name & Address	Title	Phone Number
1.		
2.		
3.		

PERSONAL REFERENCES—*List at least two*

1.		
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2.		
3.		

Would you be willing to continue your education by participating in certain courses or training programs that may be recommended?

Are you willing and comfortable talking about your faith in Christ and sharing that faith daily?

I certify that the given information is true and accurate to the best of my knowledge. I authorize representatives of Adams Christian Prison Ministries to investigate the above information for accuracy while considering me for employment.

I hereby authorize Adams Christian Prison Ministries and its representatives to conduct federal and state criminal and child abuse background checks on myself, and that my employment with ACPM is contingent upon this.