



JOB DESCRIPTION

Job Title: Chaplain

Reports to: Chief Program Officer

Revision Date: September 2022

ABOUT BROAD STREET MINISTRY:

The mission of Broad Street Ministry is to transform our city, our institutions, and ourselves by embracing the individual needs of our most vulnerable sisters and brothers, and by embracing radical hospitality. We are an organization that helps Philadelphians living in deep poverty stabilize their lives through a unique offering of meals and social services that is welcoming to everyone. Our long-term vision is not only to meaningfully reduce the trauma and suffering caused by scarcity for Philadelphia's most vulnerable populations, but to break the cycle of poverty, homelessness and hunger in Philadelphia.

We offer quality balanced meals Monday through Friday, from 11:30AM to 1:00PM, and a mail service for folks who are unhoused or without a reliable address from 11:30 AM to 3:00PM Monday through Friday. To supplement those services and extend our guest connection to outside resources, we offer concierge (clinical resource coordination) and re-entry specialized concierge services to guests during open hours. We also offer access to hygiene products both in-house and surrounding communities as well as clothing. Broad Street Ministry aims to offer the option of a faith resource that meets the emotional and spiritual needs of our guests with this dedicated role of chaplain.

We believe that the only way to ethically achieve our mission is to have a diverse staff that is representative, at all job levels, of the citizens we serve. Broad Street Ministry does not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical



or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, criminal record, or any other status protected under federal, state, or local law. Broad Street Ministry believes that diversity and inclusion among our staff is critical to our success as a community services organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

POSITION SUMMARY:

Broad Street Ministry (BSM) is a faith founded community rooted in Philadelphia's Presbyterian Church (USA). BSM is informed by its Christian roots, and welcomes people of all faith traditions (including no faith traditions). The Chaplain will be responsible for working closely with the service team to provide radically hospitable and holistic care for guests, including support for those who seek spiritual emotional support and counseling. The Chaplain will work with information provided by guests, resources and team to design and re-establish a faith based, guest focused program, which may include, worship service, spiritual support and advocacy/education. This position will also be responsible for cultivating and overseeing volunteer and community chaplains of varying faiths and for building new and strengthening current relationships with faith leaders and faith-centered donors in the Philadelphia and Greater Philadelphia area. All of these efforts will be in pursuit of a larger goal of reestablishing guest focused faith based programing within our community in accordance to our mission.

DUTIES AND RESPONSIBILITIES:

- Identify and address the spiritual emotional needs of guests
- Work with the Concierge (clinical resource coordinators) and De-escalation (safety and hospitality) teams to identify and connect guests with services offered at BSM and through community partner organizations
- Maintain data collection for the purposes of evaluating work and creating grant reports
- Develop, maintain and create new opportunities and partnerships with existing faith programs to strengthen BSM's connections to other faith communities and traditions



- Develop a flexible yet structured guest focused faith program using in-house resources and outside partnerships
- Work with Chief Development Officer and Development Team to identify, cultivate and solicit donations from faith-based sources including churches, synagogues, and faith foundations through both individual gifts and grants
- Participate in program manager activities and responsibilities
- Develop and supervise faith program and team, including interns and volunteers and community chaplains of varying faiths
- Participate in professional development and in-service training, as appropriate
- Adhere to organizational policies and procedures.
- Performs other duties assigned related to the essential functions of the position.

QUALIFICATIONS AND SKILLS:

Education/Training: Master of Divinity Degree and a Bachelor's degree required. Demonstrated experience and expertise in the professional practice of chaplaincy care. CPE's preferred. Ordination not required but preferred. Familiarity with congregational stewardship best practices (a bonus).

Experience: Strong knowledge and understanding of faith-based organizations, fundraising, institutions and operations, with an appreciation of our initial support from Presbyterian communities. Commitment to social justice and the alleviation of suffering.

Skills: Exceptional communication skills including writing, public speaking, (i.e., interpersonal communication and presentations); detail oriented; enjoys working with people; excellent human relations, negotiation and reconciliation skills; proficient in Microsoft Office products (Word, Excel, PowerPoint), email and social media skills; knowledge of databases or desktop publishing a plus but not required.



OTHER:

This position is located at Broad Street Ministry, 315 S. Broad Street. At the discretion of management, this role may be performed part-time, full time, or temporarily in a remote location within the greater Philadelphia region. All remote (and partially remote) employees (permanent or temporary) will occasionally be required to perform work on-site, and all or most orientations will occur on-site. More information, including our financial information, is available at broadstreetministry.org.

Compensation: The successful candidate will receive a competitive compensation package that includes: medical, dental, and vision, 401(k) retirement plan, paid holidays and PTO. Salary Range: \$50,000