

# Virginia Lutheran Homes

## Job Description

**Position:** Chaplain  
**Department:** Corporate  
**Responsible To:** President & CEO

**JOB PURPOSE:** The Chaplain is responsible for providing spiritual care, short-term counseling, worship leadership, education and other religious support to residents, families and staff at all Virginia Lutheran Homes facilities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead worship and preach at Brandon Oaks Wednesday Vespers, weekly service of Holy Communion, NRC daily morning chapel, and NRC Sunday afternoon worship.
- Teach weekly Bible study at Brandon Oaks and the NRC.
- Lead Assisted Living Friday Faith Bible study and biweekly NRC Prayer Circle.
- Share in the Chaplaincy Outreach program to Luther Crest and Luther Manor.
- Coordinate and plan seasonal worship planning, hospital visitation, grief counseling with residents and family, and memorial service planning.
- Participate in VA Synod events such as Southern Conference Clergy meetings, Annual Ministerium, and Assembly.
- Provide availability to staff for short term pastoral support and counseling.
- Speak at various groups/conferences on behalf on VLH.
- Serve as VLH staff support representative to Auxiliary groups and the Brandon Oaks Resident Endowment Committee.
- Help identify and recruit volunteers and financial support for various programs and services offered at VLH facilities.
- Help identify additional programs, resources and services that VLH and/or the other Synod social service organizations might offer to congregations.
- Serve as the VLH coordinator/contact person with Synod organizations by maintaining ongoing contact with key individuals in congregations and conferences of the Virginia Synod and designated leaders of partner organizations.
- Perform other duties as directed.

### QUALIFICATIONS:

#### Experience, Competencies and Education

Masters of Divinity from an accredited Seminary is required. 3-5 years of previous experience is preferred.

#### Language Skills

Ability to read, analyze and interpret documents relating to correspondence is preferred.

#### Mathematical Skills

Ability to perform basic mathematical equations is preferred.

#### Reasoning Ability

Ability to follow instructions, maintain confidentiality, adhere to policy, and make basic decisions.

**Other**

This position is exempt. Employees must be able to work flexible shifts including nights and weekends for various events.

**AMERICANS WITH DISABILITIES SPECIFICATIONS:**

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must be able to stand for intermittent periods. The employee must frequently lift up to 10 pounds and/or move up to 15 or more pounds with and/or without assistance. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to weather conditions. Occasionally exposed to dust, odors and chemicals. The noise level in the work environment is usually low to moderate.

This job description is not intended to be all-inclusive. The employee will also perform other reasonable related business duties, as assigned by the supervisor or other management. Management reserves the right to change job responsibilities, duties and hours, as needed. This document is for management communication only and not intended to imply a written or implied contract of employment. I have read the above job description and fully understand its contents. I agree to accept the responsibilities outlined above.

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Signature

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Date