

Chaplain Assistant – Full Time (40 hours)
The Province of St. Joseph of the Capuchin Order – Capuchin Soup Kitchen

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Chaplain Assistant will work under the direction of the Director of Pastoral Care to provide pastoral care to guests, staff and volunteers.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Provide hospitality to guests during meal times
- Lead groups in spiritual exercises such as prayer, bible study and meditation
- Help with special events such as Charism training days and other occasions
- Work with staff, especially Kitchen's Manager, Security, Social Workers and Volunteer Coordinators to ensure staff, guests and volunteers are treated with respect and with hospitality
- Be present to and speak with individual throughout sites to create an environment of kindness
- Give assistance to staff, especially Kitchens Manager, Security and Social Workers to decide how to resolve conflict stemming from inappropriate guest behavior
- May provide support to the Capuchin Soup Kitchen Choir
- Be available for pastoral care to individuals through hospital visits and funeral attendance etc. at the direction of the Director of Pastoral Care
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School Diploma or equivalent, some theological studies, 2 years pastoral/liturgical experience, 1 year experience working with choir in liturgical/pastoral setting, experience working in areas of poverty, Clinical Pastoral Education or openness to obtain. Working knowledge of Microsoft Office must be able to work a flexible schedule, ability to maintain confidentiality, able to appreciate and respect faith of various denominations and religions.

Interested candidates can apply in any of the follow 3 ways:

1. Pick up an application at the Meldrum Soup Kitchen site OR
Submit letter of interest and resume to:
2. employment@thecapuchins.org Include Chaplain Assistant in the subject line.
(Or)
3. Attention: Human Resources
Re: Chaplain Assistant
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207