

Job Description



Port Chaplain – Houston (Ordained/Lay)

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| Department: | Programme (MtS International Headquarters (IHQ)) |
| Responsible to: | <ul style="list-style-type: none">• Coordinating Chaplain (Houston International Seafarers Center (HISC))• Executive Director – HISC• MtS Regional Director (USA)• MtS Director of Programme (IHQ) |
| Key working relationships: | <ul style="list-style-type: none">• Chaplains• Volunteer ship visitors• Staff (paid and volunteer) at HISC |
| Job Purpose: | <ul style="list-style-type: none">• 40% - Conduct ship visits, in a ministry of presence, service, counseling and inquiry to seafarers who are docked at the Port of Houston's public and private terminals on a scheduled basis, but not less than 2 days a week supporting the ecumenical guidelines of the Houston International Seafarers Center as established.• 35% - Be the single point of contact for the development, training and scheduling of volunteer ship visitors and Chaplains, including periodic mentoring, continuing education training, review and updates of ministry policies and procedures in anticipation of changing seafarers' needs and requirements.• 5% - Attend and/or provide a representative to disseminate local, national and global programs such as may be provided by the US Coast Guard, NAMMA, ITF, The Mission to Seafarers, ICMA and others that are relevant; and engage in, or advocate for, seafarers' welfare and justice, whether Christian or non-Christian.• 15% - Provide coordination, communication and act as a resource between the Houston International Seafarers Center staff and the Chaplain ministry to ensure a regular and continuous flow of information vital to the ministry in service of seafarers.• 5% - Represent the Houston International Seafarers Center at churches, public and private events as well as various industry events from time to time as deemed relevant to the ongoing ministry. |

Principal Duties and Responsibilities:

Pastoral Care

- Develop and implement a strategy and plan for an effective ship visiting program within Port Houston
- Visit the ships that call into the port, or make provision for their visitation, on a regular and sustained basis, building friendship, offering support and responding to need as appropriate.
- Provide a swift and effective response to any relevant emergency involving an individual seafarer or group of seafarers, where appropriate in close liaison with port authorities or other relevant bodies.
- Visit and provide support to seafarers who are in hospital or prison.
- Officiate at funerals of seafarers when appropriate and minister to bereaved seafarers.
- Act as a catalyst for the resolution of seafarers' justice and welfare issues through mediation, assisting in dispute resolution and liaising with appropriate bodies and agencies including port health authorities, seafarers' unions, local hospitals and port welfare committees.
- Support the provision of communications to seafarers as required.
- Liaise with other port chaplains, both locally and worldwide to ensure ministry continuity, particularly in cases of ongoing pastoral care, and justice and welfare cases.
- Wherever possible to provide access to places of worship where this is requested by seafarers.

Church and Community

- Provide "spiritual" support to seafarers as appropriate, including the provision of prayer and public worship, on board ship and in seafarer centres.
- Participate in the life of the local Anglican church and Diocese.
- Work with ecumenical maritime colleagues as appropriate.
- Represent MtS as required in local chaplaincy matters as appropriate.
- Participate in the Port Welfare Committee or other such bodies as appropriate.
- Develop strong links with community groups, business, and other organisations, and encourage their involvement in the life and work of the Mission.

Communication

- Consult and co-operate with the Regional Director in all matters of concern and importance to the Mission.
- Ensure e-mails are regularly monitored and respond as required.
- Maintain the necessary records of service delivery and produce a monthly report, in line with requested guidelines, to be sent to International Headquarters, regularly and

on schedule, detailing all ministry activity and highlighting any developments within the port.

- In consultation with the Development team at International Headquarters, to build and develop good relationships with local media in order to raise the profile of the Charity's work locally.
- Build and sustain strong co-operative relationships with port authorities, maritime agencies and other bodies as appropriate.
- Build and develop good working relationships with other ecumenical maritime agencies working in the port, local ministers and representatives of other faiths.
- Support and work with other chaplains and members of the ministry team in the team's on-going activity.

Fundraising

- Work with the local Mission to Seafarers committee to explore and pursue local fundraising opportunities with a particular focus on companies, churches and individuals.
- Where appropriate, provide fundraising leads on potential donors to the development department and support their fundraising work.

Leadership, Management and Transportation

- Recruit, manage and motivate a team of volunteer ship visitors and minibus drivers to support seafarers and provide transportation for seafarers where requested.
- Work with the local branch committee/local support group to provide an effective chaplaincy support for seafarers.
- Take responsibility for Health and Safety compliance of MtS Houston staff and volunteers, ensuring that adequate risk assessments are carried out and recorded for all relevant tasks.
- Ensure that staff and volunteers are adequately informed of and adhere to the Mission's Health and Safety policy and procedures.
- Hold a valid, Texas current driver's license, or the ability to secure one
- Hold valid a U.S. Transportation Worker Identity Credential (TWIC) card, or the ability to secure one;
- Ability to provide own transportation to/from Port Houston terminals, events and meetings.

Miscellaneous

- Attend MtS conferences, seminars and courses as instructed by the Regional Director.
- Ensure information is kept secure and used in accordance with MtS policy on confidentiality, the Data Protection Act 2018 and UK GDPR.

- Develop local projects in line with the Mission's policy and in consultation with the Regional Director.
- Undertake other duties as may be requested by the Regional Director.

Person Specification:

Knowledge and Skills:

- This post is open to ordained and lay candidates. The Mission to Seafarers is an Anglican Mission. Ordained applicants should have served at least three years in Anglican orders. Lay applicants should have served at least three years in a church ministry.
- A committed ecumenist, able to work with all traditions of the church.
- An effective communicator with well-developed listening skills and the ability to demonstrate sound judgement and sensitivity.
- Excellent interpersonal skills and the ability to establish rapport and develop relationships quickly.
- Full, clean driving licence.
- Practical experience of fundraising and achieving results in this area.

Personal Qualities:

- Empathy and determination to work to propagate the purpose of The Mission to Seafarers.
- A highly motivated self-starter, able to work under own initiative and unsupervised.
- Collaborative and inclusive, prepared to work as part of an ecumenical team.
- Culturally aware with the ability to relate easily to people from many different countries.
- Flexible in approach with the ability to adapt quickly and function well in unfamiliar environments.
- Resilience and an ability to remain calm and deliberate in emergency situations.

Special working conditions:

- Visiting ships is an essential part of this role. You will be required to climb accommodation ladders with as many as 80, 60-degree steps leading to the deck on board ships and then perhaps a further three decks to get to the bridge. It is a requirement that chaplains ship visit, and you may visit as many as six ships per day. Specific training in the Health and Safety issues in connection with Ship Visiting will be provided.

General Requirements:

- An offer of employment is subject to a satisfactory medical, references, enhanced DBS check and the successful licensing by the local bishop.
- If your Bishop is not one of your referees, we will ask your Bishop to confirm that you are a person in good standing.
- All employees are required to be aware of their responsibilities towards Health and Safety and to adhere to the Health and Safety Policy.
- This job description does not encompass the complete duties and should be treated as a guide to the duties that the post holder is expected to perform.
- As a term of employment, the post holder can be required to undertake such duties as are commensurate with his or her position.
- The job description may be amended to meet changing requirements at any time after discussion with the post holder.