



## **Interim Chaplain**

The Clergy Assurance Fund is seeking a person to fill the position of Chaplain. CAF established in 1769, is a 501 (c) 3 corporation, and an equal opportunity employer whose mission is to provide life insurance at less than its cost to ordained Episcopal deacons, priests, and bishops who are canonically or geographically resident in one of the five dioceses in the Commonwealth of Pennsylvania at the time of their enrollment. CAF also funds wellness and medical assistance programs and provides grants in aid to surviving spouses and dependents of insured clergy.

The position is part-time (estimated at 8-12 hours of work per week after an initial orientation period) and, having regard to the pastoral elements of the position, will probably, although not necessarily, be best filled by an ordained person.

This position is intended to be 12-18 months in duration. This position may be fulfilled remotely, with some occasional travel around the Commonwealth and to the office in Philadelphia.

The specific work of this position will be:

### **Interim Work:**

In cooperation with the Acting Committee, Benefits Committee, and Operations Manager help to clarify the role of the CAF Chaplain, CAF Assisting Chaplains and CAF benefits programs, including:

- Roles and responsibilities of the position
- Assist the Benefits Committee and the Acting Committee to review and evaluate current benefits programs, applications and application processes. This evaluation should include whether benefits programs meet the current and changing needs of clergy and their families. This review should include conversations focus groups and surveys of current and retired clergy from the Dioceses of the Commonwealth of Pennsylvania, the Church Pension Group, and the bishops and their staffs.
- Develop program for Assisting chaplains, including regular meetings, job descriptions and clear roles and responsibilities.

### **Ongoing work of Chaplain:**

a. **Enrollment of new clergy:** track uninsured clergy, contact and, at the minimum, encourage them to enroll through the Free \$1,000 insurance policy. CAF currently provides insurance, either free or premium-paid, to over 90% of eligible clergy, and hopes to cover 100% of eligible clergy.



- b. **Sell premium-based insurance:** track under-insured clergy, contact and encourage them to add premium-based coverage.
- c. **Administer the Fund for Clergy & Clergy Family Wellness:** Receive and review applications from insured clergy for financial assistance for medical and wellness issues, that their local bishops have approved. Approve or adjust grant requests in consultation with the Operations Manager.
- d. **Administer Family Grants program for widows/widowers/dependents of deceased insured clergy:** Receive applications for Supplemental Income, Educational Assistance and Emergency Aid; review with the help of the Operations Manager; prepare an annual proposal for Supplemental Income and Educational Assistance grants; approve Emergency Aid grants within the budgeted allocation.
- e. **Coordinate outreach programs:** Organize corps of CAF assistant chaplains in the five dioceses in Pennsylvania to assist in reaching newly ordained clergy, clergy new to dioceses in the Commonwealth of Pennsylvania, clergy in need, widow(er)s and dependents of deceased clergy; conduct occasional visitations to diocesan meetings throughout PA to represent the Corporation and be sure CAF programs are being clearly communicated and well understood. Convene bi-monthly zoom meetings of assistant chaplains and supervise their work.
- f. **Assist the Director of Operations in administrative functions:**
1. Prepare monthly reports of enrollment/sales activity.
  2. Review monthly report of Wellness fund activity.
  3. Review monthly reports of Emergency Aid activity.
  4. Learn to manage the insurance database system as a backup.
- g. **Support and participate in the work of the Benefits Committee:** the Benefits Committee is an *ad hoc* committee that regularly reviews possibilities for expanding the services that CAF may provide to its insureds.
- h. **Attend meetings of the Acting Committee:** the Acting Committee meets in 4 times a year, and functions as the Executive and Investment Committee of the Corporation
- i. **Attend the Annual Meeting of the Corporation:** the Annual Meeting is usually held on the third or fourth Thursday of June.



*Skills:* Proficient in Microsoft Office and ability to adapt to IT applications as needed. Must learn customized insurance and client administration system. Training is available.

*Compensation:* Competitive, based on experience and location of applicant.

For more information, please contact the Reverend Noah H. Evans, Vice President, Clergy Assurance Fund, 412-531-7153 x11 or [noah@stpaulspgh.org](mailto:noah@stpaulspgh.org).

To apply, please send letter of introduction, CV and current OTM profile to [office@clergyassurancefund.org](mailto:office@clergyassurancefund.org).

