

## JOB DESCRIPTION

<b>Title: Seminary Chaplain</b>	<b>Division/Program:</b>
<b>Department: Dean</b>	<b>FLSA Status: Exempt</b>
<b>Reports To: Vice President for Academic Affairs/Dean of the Seminary</b>	<b>20 hrs/wk</b>

### **SUMMARY**

The role of the Seminary Chaplain is one of service and support to the entire seminary community but primarily to the student body. This will involve coordinating worship with regularly scheduled chapel services led by students, faculty, staff, and occasionally special guests; providing liturgical leadership for ceremonial occasions; providing spiritual leadership and opportunities for spiritual formation that support our interreligious and diverse student body; providing pastoral care and short-term counseling and referral; and responding to community and student life needs.

### **ESSENTIAL RESPONSIBILITIES**

1. Worship (30%)
  - a) Oversee and direct the seminary's chapel program
  - b) Determine the worship schedule with students, faculty, staff and occasional special guests to coordinate with the seminary's academic schedule
  - c) Provide assistance, guidelines and resources to worship leaders that support our interreligious and diverse community
  - d) Oversee and monitor the use of music, drama and the arts in worship
  - e) Support, as needed, forums and special events which occur in conjunction with chapel services
  - f) Preside as liturgist and preach in chapel services in each semester and serve in other special worship services such as commencement, convocation, services with outside preachers/speakers, and communion services
  - g) Provide clerical support including correspondence, scheduling, announcements, worship bulletins, etc.
  
2. Spiritual Leadership and Formation (20%)

- a) Offer short term spiritual guidance and provide referrals
  - b) Support denominational groups on campus
  - c) In consultation with the Dean of the Seminary, develop offerings for spiritual formation that support our interreligious and diverse student body
3. Pastoral Care (30%)
- a) Offer pastoral care to those in the seminary community facing crisis such as illness, death of a loved one, etc.
  - b) Make contact with students on “leave of absence” where such outreach is appropriate
  - c) Provide short-term and referral counseling to students in crisis
  - d) Assist students in finding resources to issues and concerns
4. Community and Student Life (20%)
- a) Serve as an advocate for students’ spiritual needs and concerns
  - b) In consultation with the Dean of the Seminary, monitor and respond to student life needs
  - c) Provide hospitality to seminary guests, visiting speakers, denominational representatives, college chaplains, etc.
  - d) Serve as a resource to churches and denominations when available
  - e) Participate in planning events such as convocation, symposium weeks, and other special gatherings
  - f) Work with standing committees as a resource person when available
  - g) In consultation with the Dean of the Seminary, develop and manage the chaplain’s office budget
  - h) In consultation with the Dean of the Seminary, participate in major seminary projects and initiatives to meet institutional priorities

## **SECONDARY RESPONSIBILITIES**

1. Manage miscellaneous projects and completes various tasks as needed by management.

## **JOB SPECIFICATIONS**

## **Desired Education and Experience**

- M.Div. required with ordination in good standing
- Experience in leading worship in various contexts and for a variety of communities is highly desirable
- Degree/training/experience in counseling is desirable
- Degree/training/experience in spiritual guidance is desirable

## **Knowledge, Skills and Abilities**

1. Excellent interpersonal skills with a thorough understanding and demonstrated practice of professional boundaries, discernment, and maintaining confidential information
2. Commitment to the Church and theological education for lay and ordained persons; sensitive to needs of students from multi-faith backgrounds
3. Public relations skills in meeting the public and interpreting the Seminary
4. Knowledge of and skills in worship planning, leading and preaching
5. Knowledge and skills in referral and crisis counseling
6. Knowledge and skills in spiritual formation
7. Administrative experience and attention to detail
8. Self-motivation and ability to work independently
9. Ability to balance ongoing work while responding to interruptions
10. Readiness to work in a professional team context with admissions, academic and student services personnel
11. Knowledgeable and articulate about the Seminary within the wider ecumenical community

## **PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB**

Incumbent must be able to:

- Speak, read, and write in English
- Possess visual acuity for seeing spaces and persons
- Hang paraments and prepare the liturgical space

- Move chairs and tables in chapel
- Sit for long periods of time, as well as move around the school's facilities

**TOOLS AND EQUIPMENT USED**

Incumbent must be able to:

- Use computer, telephone, photocopier, printer, mail machine, general office equipment, microphone
- Use of liturgical items

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Employee Signature

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Date

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Supervisor Signature

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Date