

CULVER-STOCKTON COLLEGE

JOB DESCRIPTION

CHAPLAIN

(Revised October 2022)

REPORTS TO: Vice President for Student Experience

STATUS: Exempt

PURPOSE OF THE POSITION:

The Chaplain has the responsibility for the enhancement of the religious and spiritual life on campus and assisting students of promise in exploring their values and vocations to find purpose in their life. The Chaplain will serve in a highly collaborative role across all areas of campus to provide vision and leadership for spiritual development on campus and the whole-person development of students.

JOB FUNCTIONS:

Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

EDUCATION AND EXPERIENCE:

- A master's degree (doctorate preferred), and ordination in the Christian Church (Disciples of Christ) or reciprocating denomination is desired.
- Six months to one year of experience in ministry or related field.
- PC skills including, but not limited to, word processing and spreadsheets, knowledge of Microsoft Office software, including Word, Excel, PowerPoint, Outlook, Publisher, Internet, and e-mail.

MAJOR DUTIES AND RESPONSIBILITIES:

- Coordinate and lead the religious and spiritual life programming, including but not limited to, chapel services, religious assemblies, fellowship groups, and studies.
- Provide pastoral care to the campus community regardless of faith affiliation.
- Counsel and mentor students on mental health, spiritual growth, and identity development.
- Develop and promote a broader ministry through service, philanthropy, outreach, and mission activities (i.e. Everyone Doing More, spring break mission trips, etc.).

- Assist with the coordination of the Everyone Doing More process at the beginning of the academic year and work with the City of Canton in developing projects for the event.
- Foster and nurture relationships with churches, including the Christian Church (Disciples of Christ) in its local area, and regional and national manifestations (i.e. Campus Pulpit Supply, DOC Camps, National, and Regional Assemblies, etc.)
- Provide support for those students taking into consideration a call to the ministry, including finding opportunities for students to gain experience working in churches and church-related internships.
- Coordinate community service projects and develop service-learning opportunities for the campus.
- Work with the Admissions department to identify opportunities to promote Culver-Stockton College within the churches and church assemblies.
- Chair the “Ministry Council” – which is a sounding board for the Chaplain and the services provided by the office.
- Provide oversight for Disciples Award grant recipients.
- Advise religious student organizations and give support on how they can help foster spirituality within the campus community, specifically the Disciples on Campus religious student organization.

SPECIFIC REQUIREMENTS:

- Must be student-centered and able to adjust to changing student and institutional needs.
- Ability to enrich the spiritual life of a multicultural, multi-faith community.
- Excellent organization and supervisory skills that result in the empowerment and development of students of promise.
- Maintain confidentiality of all departmental and institutional information in accordance with the Privacy Act as well as established policies and procedures governing the release of information.
- Must possess the ability to navigate sensitive situations and deal tactfully with faculty, staff, students, and the community.
- Knowledge and understanding of administrative policies and procedures.
- Ability to plan, organize, develop, and interpret religious programs. Creating and maintaining goals and objectives for the program(s) and also developing religious policies and procedures as needed.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.
- Must have the ability to work independently and in a team environment and be able to communicate effectively in a professional and courteous manner.
- Must possess a valid driver’s license.

WORKING CONDITIONS:

- Works in well-lighted/ventilated office areas, as well as throughout the campus.
- Sits, stands, bends, lifts, and moves intermittently during working hours.
- Is subject to frequent interruptions.

- Is involved with students, faculty, staff, and the general public under all conditions and circumstances.
- May be required to work beyond normal working hours, on weekends and holidays, and in other positions temporarily, when necessary.
- Attends and participates in continuing educational programs designed to keep abreast of changes in the profession.
- Is subject to hostile and emotionally upset students, faculty, and staff.
- Must be able to cope with the mental and emotional stress of the position.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I hereby accept the position of Chaplain and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Date

Signature – Chaplain

Date

Signature – Vice President for Student Experience

Date

Signature – Executive Director of Human Resources