

**BEREA COLLEGE
HUMAN RESOURCES**

POSITION DESCRIPTION

Position Title: College Chaplain

Department: Campus Christian Center

Title of Immediate Supervisor/Leader to Whom This Position Reports: Dean of the Chapel

***Expected Daily Work Hours:** 8:00am – 5:00pm ***Expected Weekly Work Schedule:** Monday – Friday

** College offices are normally open from 8:00 AM until 5:00PM, Monday through Friday. However, because of the nature of the responsibility to the student body, individual offices or departments may have operating hours that extend beyond this period and may include evening or weekend hours. Non-exempt employees will normally work 8 hours per day. Overtime (any hours in excess of 40 per week) for non-exempt employees is required to be approved, in advance by the department supervisor. Exempt employees will typically work at least 40 hours per week and such additional time as may be reasonably required to fulfill the obligations of their position description. Such additional work may include evenings and weekends.*

Workplace Expectations

As a continuous learning environment built upon Berea's Great Commitments and Common Learning Goals, the workplace at Berea College should expect all workers "to be active learners, workers and servers," and a place where the Christian values of human compassion, dignity, and equality are expressed and lived.

Therefore, workers are expected to:

**** Exhibit Enthusiasm for Learning***

**** Act with Integrity and Caring***

**** Value All People***

**** Work as a Team***

**** Serve Others***

**** Encourage Plain and Sustainable Living***

**** Celebrate Work Well Done***

Minimum Qualifications Required: *(please be specific and respond to every question; indicate none if not applicable)*

Education required to ensure success in this position:

- College Chaplain: Master of Divinity Degree or Equivalent (required), Master of Theology or equivalent (preferred)

Experience required to ensure success in this position:

- College Chaplain: 2 years of Chaplaincy experience or ministry in a Higher Education environment

Special skills, knowledge and abilities:

- Experience working with college students to promote their moral, religious, emotional, and spiritual development and educational success;
- Significant training and experience in preaching and pastoral counseling and possess sensitive pastoral support skills and strong crisis intervention knowledge;
- Critical and current working knowledge of various Christian traditions as well as significant major world religions and spiritual disciplines including an objective understanding of specific ritual, rites, customs and communal demographic trends;
- A strong spiritual grounding and a commitment to ecumenism and interfaith cooperation;
- Strong communication-skills;
- Experience working with, and the ability to relate to, students, faculty and staff who are from diverse cultural and religious backgrounds;
- Expertise in mediation, large and small group engagement, community building, and experiential learning is strongly recommended.
- Leadership training skills;
- Homiletic and liturgical planning skills;
- Pastoral care and counseling skills;
- Recruiting and supervisory skills;
- Emergency and trauma response skills;
- Strong organizational skills;

- Ability to work independently and as a supportive and effective team member;
- Hold traditional ministerial/chaplaincy credentials (ordination, etc.)
- Facility with basic record-keeping and accounting procedures.
- Stamina, energy and self-motivation to work in multiple environments and locations on campus with students, staff, and faculty;
- Record of and commitment to service within the college, the larger community, and in the academic profession;
- Serve on committees, councils, and other special task-groups as possible, in consultation with the Dean of the Chapel of the CCC.

License, certification, or registration necessary:

- Valid Driver's License

Physical requirements:

- Normal office environment, some nights and weekend work

Environmental conditions:

- College campus

Ability to operate the following vehicles or equipment:

- Vehicle

Brief summary of this position:

College Chaplains share responsibilities for the various ministries, services, and programs offered by the CCC. College Chaplains coordinate Interfaith programming and work closely with the Center for Excellence and Learning Through Service (CELTS), Student Life, Center for International Education, Black Culture Center, Carter G. Woodson Center, various diversity initiatives, and with the larger Berea College community.

Primary duties and responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Regular and predictable attendance is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work with CCC Staff to supervise and train student workers;
- Provide visionary leadership for the Interfaith program and develop connections with various on and off-campus groups and religious leaders;
- Provide pastoral care and counseling to students, staff and faculty;
- Preach and assist with chapel services and other CCC sponsored events as needed;
- Minister to students, staff, and faculty through programs, worship experiences, personal interaction, crisis-intervention, and individual and/or group counseling;
- Work with other constituents and colleagues to develop collaborative connections with staff, faculty, and administrative offices, Centers, and programs (such as the Black Cultural Center/Carter G. Woodson Center, the Center for International Education, General Studies, Center for Excellence in Learning through Service, the Center for Transformative Learning, etc.);

- Build relationships with and interact regularly with local ministers and with religious professionals assigned to the campus (InterVarsity, CRU, Newman Club, etc.);
- Plan ecumenical worship, convocations, and other special services alongside other staff of the CCC, and take a role in ritual events in the life of the College;
- Enthusiastically participate in the guided learning educational model where students are encouraged to take on responsibilities, work side by side with staff, and be allowed to make mistakes and learn from them;
- Serve as a liaison between the CCC and other Centers and Departments
- Serve on committees, councils, and other special task-groups as possible, in consultation with the Dean of the Chapel;
- Other roles / duties as assigned and necessary to assist the College in the attainment of its goals and the enhancement of a positive, respectful learning environment for all students, staff, and faculty.

With appropriate credentials, College Chaplains may have the opportunity to teach 1-2 courses in 1-2 courses a year in area of academic expertise and/or General Studies.

Other roles/duties will be assigned as necessary to assist the College in the attainment of the goals set forth and the enhancement of a positive, respectful learning environment for all staff, faculty and students.

PROVISIONS:

Vacation and sick leave are accrued under the regular college policy. To provide time for necessary continued professional development and the updating of practical skills, there is the *possibility* for an additional 2 weeks paid leave each year. A proposal of study and a budget would be submitted to the Dean of the Chapel for approval.

- To make your 2 weeks of study/development time most effective, you may apply for funds to cover expenses such as travel, software, seminar costs, etc. in a proposal made to the Dean of the Chapel;
- It is assumed that up to 6 days for one or two professional conferences taken by you as a College Chaplain each year *and as approved by the Dean of the Chapel* will not count toward your 10 days of study/development. This study/development time is to be used to enhance your skills for your CCC and extended duties;
- It is understood that all conferences, study leave, and vacation days must be approved ahead of time by the Dean of the Chapel;
- You will also have the usual holidays when all offices on campus are closed.

Leadership requirements:

- Does the person in this position directly supervise other staff/team members? – No
- Does the person in this position directly supervise students? – Yes, 8-17 students