



## **DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION**

<b>POSITION TITLE:</b>	CHAPLAIN & DIRECTOR OF LUX CENTER FOR CHURCH AND RELIGIOUS LEADERSHIP
<b>PERSONNEL CLASSIFICATION:</b>	ADMINISTRATIVE, FULL-TIME
<b>DEPARTMENT:</b>	STUDENT AFFAIRS
<b>POSITION SUPERVISOR:</b>	VICE PRESIDENT FOR STUDENT LIFE AND DEAN OF STUDENTS
<b>DEPARTMENT HEAD:</b>	VICE PRESIDENT FOR STUDENT LIFE AND DEAN OF STUDENTS

**OVERVIEW:** We are seeking a dynamic and talented individual to be an active member of the College community and the Student Affairs team. The Chaplain is responsible for the religious and spiritual well-being of the campus community. The Chaplain assesses student religious and spiritual needs and creates and implements programs and responses to these needs, including mental health, spiritual growth and identity development.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- 1.) Promote an environment that welcomes all faiths and spiritual needs of the campus community.
- 2.) Lead strategic planning efforts of religious and spiritual life as it relates to the College's mission, values, and core competencies.
- 3.) Provide pastoral care, personal counseling, and consultation. The Chaplain works primarily with students, but also provides support to the campus community.
- 4.) Direct Lux Center for Church and Religious Leadership.
  - a. Direct and supervise the Presbyterian Scholars program.
  - b. Plan, coordinate and lead student trips including but not limited to Alternative Spring Break, the Presbyterian Scholar Retreat, and special conference trips such as Montreat, Mo-Ranch and Triennium.
- 5.) Direct Lux Summer Theological Institute for Youth
  - a. Exercising discretion and independent judgment at an institutional level, responsible for all planning, partnership building, and student and staff recruitment for the *Lux Summer Theological Institute for Youth*. This two-

week summer experience is designed to provide high school youth with opportunities to engage pertinent topics in theological inquiry, learn new modes of worship and spiritual practice, participate in service, experience interfaith activities, and explore their vocation. Collaborating with the Religious Studies faculty, this individual is responsible for the full schedule of the institute and has primary responsibility for service learning opportunities.

- 6.) Promote diversity and a willingness to meet the needs of a diverse faith community.
- 7.) Develop and officiate at weekly ecumenical worship services.
- 8.) Plan and lead interfaith programming and service projects.
- 9.) Advise or support student religious organizations.
- 10.) Direct, plan and lead Christmas Convocation and Baccalaureate Service.
- 11.) Direct, plan and lead memorial and/or vigil services.
- 12.) Provide leadership and officiate at College functions and special occasions that require a blessing, prayer, sermon or talk (eg. Commencement, Matriculation, Honors Convocation, Faculty, Alumni and Trustee meetings, Monmouth Associates).
- 13.) Work in collaboration with other members of the College community on student retention.
- 14.) Manage departmental budget, including endowed funds.
- 15.) Foster relationships and partners with community religious organizations. Serve on local committees and attend meetings as appropriate.
- 16.) Build the College's connection to the community and to the Presbyterian Church (U.S.A.).
- 17.) Work closely with the Presbytery of Great Rivers.
- 18.) Provide information to assist students in connecting to area faith communities.
- 19.) Participate in orientation programs as needed.
- 20.) Support the work of the Wellness Team.
- 21.) Manage Spiritual and Religious Life website.
- 22.) Other duties as assigned

**WORK RELATIONSHIPS:** Reports directly to the Vice President for Student Life and through the Vice President for Student Life. The Chaplain works directly with members of the Student Affairs Staff and has daily contact with students, staff, faculty, and persons outside the campus community. Some contacts with parents and prospective students. Work with admission to promote religious and spiritual programs to prospective students and families.

**EDUCATION, EXPERIENCE AND CERTIFICATION:** Bachelor's degree and a Masters of Divinity required. Doctor of Ministry or Ph.D. preferred. Ordination in and affiliation to the Presbyterian Church (USA) preferred.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:** Demonstrated ability to plan, implement and evaluate complex tasks and procedures. Excellent organization and supervisory skills with ability to delegate tasks and offer supervision that result in the empowerment and development of student leaders. Ability to foster and enrich the

spiritual life of a multicultural, multi-faith community. Excellent interpersonal, writing, and public speaking abilities. Willingness and ability to work energetically and well with all associated constituencies. Ability to maintain confidentiality and to appropriately navigate sensitive situations. Understanding of and appreciation for liberal arts education. Valid driver's license and satisfactory driving record.

**GENERAL EXPECTATIONS OF POSITION:** Regular and predictable attendance on the job is an essential function of the position. Maintain office hours as needed or assigned. Work weekends and evenings as necessary. Work additional hours as necessary to successfully carry out all position responsibilities and to achieve the position's goals and expectations. Conduct is expected to be professional and courteous. Maintain confidentiality. Duties and responsibilities are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

**ADDITIONS, AMENDMENTS AND DELETIONS:** The whole or any portion of this description may be added to, amended or deleted at any time by the position supervisor, department head or the President.