

DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

Position Title:	Chaplain & Director of the LUX Center for Church and Religious Leadership
Personnel Classification:	Professional Staff, Full-time, Twelve-month-Exempt
Department:	Student Success
Position Supervisor:	Vice President and Dean for Student Success
Department Head:	Vice President and Dean for Student Success

Overview: We are seeking a dynamic and talented individual to be an active member of the College community and the Student Success 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.

Primary Duties/Responsibilities: Exercising discretion and independent judgment, duties and responsibilities may include but are not necessarily limited to providing leadership, strategic planning, oversight and management for the following areas:

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 the Lux Center for Church and Religious Leadership.
5. Direct and supervise the Presbyterian Scholars program.
6. 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.
7. Direct the Lux Summer Theological Institute for Youth. Exercising discretion and independent judgment at an institutional level, responsible for all planning, partnership building, collaborating with Religious Studies faculty, 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 explore pertinent topics in theological inquiry, learn new modes of worship and spiritual practice, participate in service learning opportunities, experience interfaith activities, and explore their vocation.
8. Promote diversity and a willingness to meet the needs of a diverse faith community.
9. Develop and officiate at weekly ecumenical worship services.
10. Plan and lead interfaith programming and service projects.
11. Advise or support student religious organizations.
12. Direct, plan and lead Christmas Convocation and Baccalaureate Service.
13. Direct, plan and lead memorial and/or vigil services.
14. 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).
15. Work in collaboration with other members of the College community on student retention.
 16. Manage departmental budget, including endowed funds.
 17. Foster relationships and partners with community religious organizations. Serve on local committees and attend meetings as appropriate.
 18. Build the College's connection to the community and to the Presbyterian Church (U.S.A.).
 19. Work closely with the Presbytery of Great Rivers.
 20. Provide information to assist students in connecting to area faith communities.
 21. Participate in orientation programs as needed.
 22. Support the work of the Wellness Team.
 23. Manage Spiritual and Religious Life website.
 24. Other duties as assigned.

General Expectations of Position: Conduct is expected to be professional and courteous, reflecting Monmouth College in a positive light. Likewise, duties and responsibilities are to be carried out in a manner that promotes and is consistent with the intrinsic goals of the College. Regular and predictable attendance on the job as assigned is an essential function of the position. Work additional time (weekends and evenings) as necessary to successfully carry out all position responsibilities and achieve program goals and results. Some travel required. All requirements are subject to change with possible modifications made to reasonably accommodate individuals with disabilities.

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 (U.S.A.) preferred.

Work Relationships: Reports to the Vice President and Dean for Student Success who reports to the President. Works directly with other members of the Student Success staff team. Has daily contact with students, alumni and volunteers, faculty, staff and other members of the campus community and public.

Skills, Knowledge, and Abilities: Demonstrated ability to plan, implement and evaluate complex tasks and procedures. Excellent organizational and supervision skills with ability to delegate tasks and offer supervision that results in the empowerment and development of student leaders. Excellent written and oral communication and interpersonal skills, a good sense of humor and the ability to work energetically and well with college students are essential. Ability to foster and enrich the spiritual life of a multicultural, multi-faith community. Willingness and ability to work effectively with all campus and associated constituencies. Ability to maintain a high level of confidentiality and to appropriately navigate sensitive situations. Understanding of and appreciation for liberal arts education. Valid driver's license and satisfactory driving record.

Additions, Amendments and Deletions: Unless notated differently, qualifications listed herein should be considered to be required. 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.

Distribution: One (1) copy of this document will be provided to both the employee and position supervisor. An additional copy will be maintained in the employee's personnel file.

