

## JOB DESCRIPTION

POSITION TITLE	POSITION #	GRADE
College Chaplain and Lecturer	TBD	TBD
DIVISION	FLSA	EEO-1
<b>Student Affairs/Academic Affairs</b>	Exempt	TBD
SUPERVISOR'S TITLE	PAY CATEGORY	DATE
Vice President for Student Affairs; Provost/Vice President Academic Affairs	<b>SEMI-MONTHLY</b>	
All employees must abide by the college's policies and procedures as outlined in the College Handbook, as well as, any other regulations that may apply. Nothing in this job description shall waive the Employment At-Will relationship that exists between the college and the workforce.		

### ESSENTIAL INFORMATION

The Voorhees College Chaplain and Lecturer is the administrator responsible for promoting Christian faith and service by fostering a holistic spiritual life across the campus and the community.

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The College Chaplain (1) serves as a witness to the transforming and reconciling gospel of Jesus Christ, by the power of the Holy Spirit, to the campus community of Voorhees College as it seeks to participate in and add to the Kingdom of God; (2) promotes students' faith development by their engagement in Christian worship, discipleship, and service, with the aim of loving God with their hearts, strength, soul, and mind, and their neighbors as themselves; (3) empowers students for a lifetime of participation in the church, including their call to corporate ministry and reconciliation; (4) fosters the theological identity of the Episcopal Church, both in resourcing co-curricular activities and encouraging a holistic faith within the academic life of the College.; (5) serves as the primary contact with the Episcopal Church for relationship building and institutional advancement; (6) develops a national and international recruitment plan focusing on Episcopalian students eligible for grants and scholarships from The Episcopal Church; (7) establishes relationships with Episcopal Church schools with an emphasis on developing partnerships and increasing the campus enrollment of Episcopal students; (8) teaches and advises students majoring and taking courses in theological studies degree program; and (9) serves as VICAR for St. Philip's Chapel.

### REQUIREMENTS

Voorhees College expects the Chaplain to not only be ordained in the Episcopal Church, but one must also be highly familiar and completely comfortable with promoting faith development and engagement. The College Chaplain will be viewed as the key person to lead, facilitate, and champion the spiritual formation of the student life.

The Chaplain should possess the attributes of having a vibrant, personal, growing relationship with Christ, modeling servant leadership and a willingness to partner and collaborate with the community. He or she should be highly organized and be able to quickly adapt to change. The Chaplain should possess relationship building skills and be willing to travel to Diocese and parish meetings, fundraisers, and other events.

### ESSENTIAL FUNCTIONS

- Serve as Vicar of St. Philip's Chapel as its pastor-in-charge, priest, and teacher providing pastoral care for the congregation, Sunday services, and other liturgies.
- Provide oversight of the administrative and operational activities associated with the Chapel.
- Serve as the primary preacher and leader in campus Chapel services.
- Oversee the spiritual well-being of the college student community.
- Foster the development of co-curricular programming that will assist students in the integration of Christian faith with their respective academic disciplines.

The duties described above are illustrative, and represent those typically assigned to a position with the same title. Actual duties may differ slightly to accommodate the needs of the respective departments. Minor changes in duties or responsibilities at the department level may not require a change in job title, EEO-1, FLSA status or compensation.

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- Provide strategic guidance on issues related to spiritual formation and personal development of the student body.
- Provide worship, discipleship, and service opportunities for all students.
- Offer leadership and peer mentoring opportunities for students.
- Inform and train faculty and other staff on college student faith development and encourage participation in that development.
- Nurture a multicultural perspective and help students develop a deep inclination and aptitude for the work of reconciliation.
- Assist students in finding and entering into church community for regular worship.
- Forge and maintain intentional partnerships with area congregations and the Episcopal Church.
- Participate in various committees as assigned.
- Actively participate in the recruitment and particularly the retention of students.
- Continually develop, enhance, and improve customer service-related activities.
- Teach courses and assignments as directed by the Provost and Vice President for Academic Affairs.
- Advise students majoring in the Theological Studies Degree program.
- Cultivate an institutional advancement agenda for external funding to the College.
- Develop and cultivate recruitment plan for Episcopal students eligible for grants and scholarship from the Episcopal Church.
- Perform all other duties as required to support the College's Strategic Plan.

### **PHYSICAL DEMANDS**

- Standard Office and Classroom Environment
- Ability to travel

### **EDUCATION**

- Advanced or terminal theological, religion related degree (D.Min., Th.D., or Ph.D.) preferred.
- Master's degree in Theology or Religion required.

### **MINIMUM QUALIFICATIONS**

- Ordained priest of the Episcopal Church
- Extensive experience in college ministry
- Teaching experience
- Exceptional public presence (including, but not limited to, preaching)
- Demonstrated commitment to the work of Christian reconciliation
- Demonstrated capacity and character for effective pastoral ministry
- Comfortable working within and promoting the Episcopal theological perspective

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Signature

Date

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