GORDON COLLEGE

Position Description

Title: Chaplain

Function: Under direction of the Vice President for Student Life, the Chaplain exercises administrative supervision over the Administrative Assistant for Chapel Office, the Director of Worship and Christian Life, the Director of Missions and Service Learning, and the Director of Student Ministries. The Chaplain is responsible for the development and implementation of the chapel program and spiritual formation, community service and short-term service and mission trips of the Gordon College Student Ministries.

Description of Duties and Tasks:

Essential Responsibilities

1. Provides positive and creative leadership for all activities of the Chapel office, ensuring that there is an on-going program of discipleship, student ministries, missions, and corporate worship to encourage spiritual growth and opportunities for service.

2. Selects, trains, supervises, and evaluates department staff.

3. Leads and oversees chapel theme and speaker selection for weekly services and special programs.

4. Coordinates a process of continuous evaluation and improvement of all programs of the Chapel Office to maximize effectiveness on student lives.

5. Preaches and participates in Chapel services at regular intervals; leads public prayer and otherwise represents the College at appropriate public events.

6. Ministers to the sick and bereaved in the College community; leads the community pastorally in times of tragedy or crisis.

7. Advises the provost and others in matters of College policy and suggests ways to strengthen the spiritual development of the College community.

8. Works with the Dean of Christian Life to support the integration of faith and spirituality in the academic disciplines.

9. Works collaboratively with the offices of Student Development, Athletics, Counseling, and others in addressing the complex needs of students.
10. Engages in pastoral counseling with students regarding their spiritual, emotional or social concerns; is available to faculty and staff as appropriate.

11. Communicates accessibility to students by regular attendance at student and community activities.

**Knowledge, Skills and Abilities**

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Expresses a vibrant personal faith commitment in the evangelical protestant tradition as detailed in the College’s Statement of Faith.

3. Deep understanding of and commitment to the values of the Christian liberal arts education and Gordon College mission.

4. Demonstrates a passion for the spiritual development of both undergraduate students and the campus community as a whole.

5. Experience in the ethos of higher education

6. Successful experience in pastoral care and spiritual leadership.

7. Exceptional communication skills on both the interpersonal level and in public speaking

8. Enthusiastic acceptance of the value of diversity in the College community, including a diversity of worship traditions

9. Record of strong Administrative and organizational skills, including staff development and fiscal accountability.

10. Demonstrated ability to design and oversee processes supporting spiritual formation in general and emerging adults specifically

11. Ability to build relationships with all segments of the Gordon community

12. A Masters of Divinity or equivalent degree is required. Coursework in the spiritual formation of college-age students is a strong plus.

13. Ordination by a recognized Protestant denomination.
Position Code: CHA-CHA-1
Grade: 8
FLSA Status: Exempt