



## *Adrian College*

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<b>Position Title:</b>	<b>Campus Chaplain/Director of Spiritual Life</b>
<b>Purpose of Position:</b>	Develop and manage worship and programming and provide pastoral care to students and the College community as a whole
<b>Classification:</b>	Administrator
<b>Education:</b>	Master's Degree required
<b>Supervision Received:</b>	General supervision; reports to the Adrian College Dean of Student Life and the Young Adult Initiatives Coordinator within the Michigan Conference of the United Methodist Church
<b>Supervision Exercised:</b>	May coordinate activities of student employees and interns
<b>Work Schedule:</b>	Eleven month, full-time; Monday – Friday, evening and weekend work required; some travel may also be required.
<b>FLSA Classification:</b>	Exempt

### **Example of Duties:**

This position involves frequent verbal, written and email correspondence with Adrian College students, faculty and staff as well as members of the surrounding community and the United Methodist Church. The position is being offered in conjunction with the Michigan Conference of the United Methodist Church. The successful candidate will:

- Coordinate and lead weekly worship service
- Develop and coordinate strategies for outreach and recruitment of student participants which reflect the diversity of the College campus
- Welcome students into the Adrian College Ministry community, regardless of race, class, age, gender, political views, or sexual orientation
- Accompany students exploring questions of justice, service, equity and spirituality; this includes providing personal pastoral counseling and support in crisis as well as in vocational exploration, spiritual growth and community service efforts. This may also include a presence to support students finding their way to challenge questions of justice, equity, racism, and peace, on campus, in community and in national life
- Be available for conversations and short-term counseling, and/or make appropriate referrals to campus and external resources
- Teach or facilitate student and campus study groups and student organizations
- Plan and assist in the coordination of the local mission outreach, fellowship events and retreats
- Plan for and participate in interfaith, ecumenical and denominational campus ministry events and programs/associations
- Serve as a guest lecturer and/or adjunct professor for course offerings on campus
- Provide written reports to the Division of Higher Education and Ministry
- Supervise student employees and student interns and perform other supervisory duties as assigned by the Young Adult Initiatives Coordinator of the United Methodist Church. If the successful candidate is an appointed clergy, he/she will also perform supervisory duties as assigned by the Bishop/District Superintendent
- Participate in Annual Ask of the Alumni and communicate between the Board of Higher Education in Campus Ministry
- Preside over Homecoming Worship Service, Baccalaureate Service, Lessons & Carols, and other events as assigned by the President of the College
- Participate in Matriculation Ceremony, the President's Dinner, Commencement and other ceremonies as assigned by the President of the College
- Attend continuing education opportunities with particular emphasis on campus ministry
- Perform other duties as assigned

### **Minimum requirements:**

- A Master's Degree in Divinity or a related field

- Ability to relate well to students, church constituencies, and College faculty and staff of diverse backgrounds and viewpoints
- Basic skills in pastoral care
- Demonstrated creativity and competence in worship and program design and administration
- Strong public speaking skills and presentation skills
- The ability to manage multiple projects simultaneously and to delegate tasks appropriately
- Superior written, verbal, and interpersonal skills
- Working knowledge of computer applications including the Microsoft Suite
- Working knowledge of social media platforms including Facebook, Twitter, and Instagram
- Must be available to work evenings and weekends throughout the year
- Must be able to perform duties within the normal bounds of an office environment

The requirements listed above are representative of the knowledge, skill, and/or ability required.

**Desired Qualifications:**

- A PhD in Ministry, Pastoral Studies, Theology or a related field
- Prior experience working as a Campus Chaplain
- Demonstrated experience providing short-term counseling on spiritual and life issues and/or making appropriate referrals
- Previous experience teaching and/or preaching
- Skills in developing student leadership and organizational management
- Knowledge of Adrian College policies and procedures and the Michigan Conference of the United Methodist Church rules and regulations

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

**Interested individuals should submit a cover letter with salary expectations and a resume to Melinda Schwyn, Dean of Student Life at mschwyn2@adrian.edu no later than 5:00 p.m. on Friday August 9, 2019.**