

Union Presbyterian Seminary

Chaplain to the Campus

TITLE

Chaplain to the Campus

JOB DESCRIPTION

The Chaplain to the Campus reports directly to the Associate Director of Community Life and works collaboratively with the Seminary Pianist. The Chaplain to the Campus reports indirectly to the Dean of the Charlotte Campus of Union Presbyterian Seminary. The Chaplain to the Campus is responsible for planning worship services and providing pastoral care to the seminary community, including students, faculty, staff, and administration. Union Presbyterian Seminary is committed to academic excellence; dynamic, inclusive, and inspired worship; and deep wrestling with prevalent ethical questions and social concerns that connects intellectual rigor with the life of faith expressed in practical, faith-filled ways. This position is part-time (10-12 hours per week) and term-specific (aligning with the three yearly academic terms of the seminary). This position is defined as a contractual stipend, offering no additional benefits. The chaplain is not an employee of the seminary, but a contracted worker.

PURPOSE

To plan worship services and provide pastoral care to the seminary community, including students, faculty, staff, and administration

Principal Duties and Responsibilities:

Manages the liturgical and worship planning of services for the seminary, especially the weekly chapel services held on Saturday's during the academic terms. Responsibilities include, but are not limited to:

In regards to worship leadership (Approximately 45%):

- Writes liturgies and assigns roles for chapel services,
- Facilitates worship on a weekly basis,
- Coordinates student and others involvement in services,
- Recruits, schedules, and manages guest chapel preachers and speakers,
- Works with the seminary pianist to design integrated and cohesive worship experiences,
- Partners, as appropriate, with other seminary personnel in planning and implementing special services related to the seminary calendar, including Convocation and Commencement services.

In regards to pastoral care (Approximately 45%):

- Provides pastoral counsel as needed,
- Maintains a presence of accessibility during the academic terms, including being physically present on campus for Saturday classes and being available electronically and by appointment at other times,
- Keeps office hours at the seminary on Saturdays and at the seminary at other regularly scheduled times.

In regards to general work (Approximately 10%):

- Works collaboratively with faculty, staff, and administration of the seminary to create a holistic, welcoming, and nurturing work and academic environment,
- Performs other work-related duties as assigned.

Qualifications:

- Master's of Divinity degree from an ATS accredited theological or divinity school,
- Ordained or pursuing ordination,
- Training and experience in pastoral counseling
- Previous church experience, knowledge of the liturgical calendar and worship planning, and familiarity with various church traditions,
- Excellent communication and organizational skills, which should include but are not limited to, planning and leading worship, managing social networks, coordinating volunteers, and advanced computing skills (word processing, spreadsheets, data applications, etc.),
- Flexibility, strong interpersonal skills, and a positive attitude.

ACCOUNTABILITY

The incumbent works primarily with the Associate Director of Community Life and the Seminary Pianist and secondarily with the Dean of the Charlotte Campus. The position is ultimately accountable to the Dean of the Charlotte Campus.

The applicant will be requested to sign forms allowing the seminary to perform a background check and other appropriate screenings.

EVALUATION

The incumbent will be evaluated annually and jointly by the Associate Director of Community Life and the Dean of the Charlotte Campus. Recommendations for continuation in position will be made on an annual basis following review.

ADDITIONAL INFORMATION

UPSem is a graduate educational institution of the Presbyterian Church (USA) and an EO/AA employer committed to increasing the gender, racial-ethnic, and international and cultural diversity in its faculty and student body. Since its formation in 1812, it has sustained the intention of its founders to provide education for Christian ministry that is scholarly, pastoral, and engaged with contemporary life.

Please send nominations or a letter of interest to Richard Boyce, Dean of the Charlotte Campus, Union Presbyterian Seminary, 5141 Sharon Road, Charlotte, NC 28210, Richard.Boyce@upsem.edu.

Review of applications will begin on July 1, 2018 and applications will be accepted until the position is filled.