



## Reformed University Job Description - Chaplain

### **OCCUPATIONAL SUMMARY:**

The chaplain provides for the pastoral needs of students, faculty, families, and staff of the University community. Specifically, the chaplain, through professional training and certification, assists students, faculty, families, and staff to understand more fully life's events as they relate to their spiritual and emotional well-being. From the Reformed University constituent's life experience, the chaplain may offer prayer, counseling session, enlightenment of spirituality or reflection.

The University chaplain serves the community by providing opportunities for personal religious growth and development through the many facets of ministry: worship, counseling, workshops and studies, and opportunities to respond to human needs within and beyond the institutional community.

### **POSITION AND JOB DESCRIPTION:**

Formal Title (Position):

- Chaplain
- Full-Time Faculty Member

Miscellaneous Job Duties:

- Ex-Officio in Executive Faculty Committee
- Full member of Academic Standing Faculty Committee to facilitate response to matters raised
- Full member of Grievance Faculty Committee to facilitate response to matters raised

### **PRIMARY DUTIES:**

- Carries out the goals of the pastoral care;
- Facilitates the celebration of the sacraments as appropriate to his or her clerical status;
- Organizes worship services in creative and ecumenical approaches;
- Offers religious and spiritual guidance to students, faculty, families, and staff, and administrators;
- Regularly (as determined by goals and objectives) visits with all students, faculty, families, and staff, and administrators while daily giving priority to those in greatest need;
- Establishes positive working relationships with all members of the University as well as with the volunteers;
- Offers in-service programs regularly to faculty and staff;
- Initiates and maintains communication with area clergy through consultation, notification of a parishioner's admission and discharge, and educational programming;
- Maintains tutorial reports to monitor and take action;
- Maintaining quality measures to ensure feedback and maintenance of standards;
- Inviting and interviewing instructors, speakers, pastors for Chapel Services;
- Assessing equipment needs and resultant financial planning;
- Preparing and Managing Chapel budget;
- Preparing Business Plan for the University; and
- Perform other related duties incidental to the work described herein.

*The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of*



*personnel so classified.*

**REQUIREMENTS:**

Foreign Language Requirements:

Foreign Language proficiency strongly required – Korean

Educational Requirements:

- Terminal Degree in Ministry or directly related field.
- The chaplain has completed a curriculum of theological classes and displays skills and competencies in pastoral care.

Professional Job Experience Requirements:

- Certification by an appropriate clinical pastoral agency preferred
- Minimum 1 year of pastoral experience
- Ability to articulate the Ethical and Religious Directives
- Ability to lead and coordinate prayer
- Ability to facilitate group process
- Solid standing in the Church through ecclesiastical endorsement
- Good physical and emotional health
- Flexibility in work hours, programs, and services
- Ability and desire to work with clergy and volunteers of varying religious backgrounds
- Experience in working as part of a team; good communication skills

**REPORTING DUTIES:**

Reporting Responsibility to:

- President

*The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.*