DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE: ASSOCIATE CHAPLAIN & DIRECTOR OF LUX SUMMER THEOLOGICAL INSTITUTE FOR YOUTH

PERSONNEL CLASSIFICATION: ADMINISTRATIVE, FULL-TIME (grant-funded, annual renewal up to 3.5 years)

DEPARTMENT: STUDENT AFFAIRS

POSITION SUPERVISOR: CHAPLAIN

DEPARTMENT HEAD: VICE PRESIDENT FOR STUDENT LIFE AND DEAN OF STUDENTS

OVERVIEW: As a member of the college’s Office of Student Affairs, the Associate Chaplain assists the Chaplain with a wide variety of programs and responsibilities as well as specific responsibilities. Grant-funded position renewed annually for up to three and one-half years dependent upon funding and performance.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1.) Exercising discretion and independent judgment at an institutional level, responsible for all planning, partnership building, and student and staff recruitment for the Lux Summer Theological Institute for Youth. This two-week summer experience is designed to provide high school youth with opportunities to engage pertinent topics in theological inquiry, learn new modes of worship and spiritual practice, participate in service, experience interfaith activities, and explore their vocation. Collaborating with the Chaplain and the Religious Studies faculty, this individual is responsible for the full schedule of the institute and has primary responsibility for service learning opportunities.

2.) Assist in the planning, implementation and leading of worship.

3.) Assist in the planning, implementation and leading of Religious Life and Lux Center for Church and Religious Leadership programming.

4.) Assist in the planning, implementation and leading of interfaith programming and service projects.

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5.) Assist in the advising and overseeing of para-church groups on campus.

6.) Assist with the planning, implementation and leading of student trips including but not limited to Alternative Spring Break, the Presbyterian Scholar Retreat and special conference trips such as Montreat, Mo-Ranch and Triennium.

7.) Assist in the planning, implementation and leading of memorial services when appropriate.

8.) Assist with building the College’s connection to the community and to the Presbyterian Church (U.S.A.)

9.) Assist in the planning and supervision of elements of College functions that require a blessing, prayer, sermon or talk (eg. Commencement, Faculty meetings, Monmouth Associates).

10.) Assist with the support and advisement of students to include assisting where appropriate with the coordination of religious and spiritual counseling when requested or needed.

11.) Work in collaboration with other members of the College community on student retention.

12.) Supervise Lux Leadership Interns as assigned.

13.) Other duties as assigned.

WORK RELATIONSHIPS: Reports directly to the Chaplain and through the Chaplain to the Vice President for Student Life. The intern works directly with members of the Student Affairs Staff and has daily contact with students, staff, faculty and persons outside the campus community. Some contacts with parents and prospective students. Work with admission to promote religious and spiritual programs to prospective students and families.

EDUCATION, EXPERIENCE AND CERTIFICATION: Bachelor’s degree and a Masters of Divinity required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: Demonstrated ability to plan, implement and evaluate complex tasks and procedures. Excellent organization and supervisory skills with ability to delegate tasks and offer supervision that result in the empowerment and development of student leaders. Ability to foster and enrich the spiritual life of a multicultural, multi-faith community. Excellent interpersonal, writing and public speaking abilities. Willingness and ability to work energetically and well with all associated constituencies. Ability to maintain confidentiality and to appropriately
navigate sensitive situations. Understanding of and appreciation for liberal arts education. Valid driver’s license and satisfactory driving record.

**GENERAL EXPECTATIONS OF POSITION:** Conduct is expected to be professional and courteous. Duties and responsibilities are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

**ADDITIONS, AMENDMENTS AND DELETIONS:** The whole or any portion of this description may be added to, amended or deleted at any time by the position supervisor, department head or the President.