<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Chaplain</th>
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<tbody>
<tr>
<td>Division:</td>
<td>Academic Affairs</td>
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<tr>
<td>Department:</td>
<td>Counseling and Behavioral Health</td>
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<tr>
<td>Immediate Supervisor:</td>
<td>Dr. Kevin Bowman, Director of Counseling and Behavioral Health</td>
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<tr>
<td>Employment Status:</td>
<td>Part-Time</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<tr>
<td>Date Updated:</td>
<td>6/8/21</td>
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Reviewed By (Hiring Manager): ___________________________    Date: __________

Approved By (HR): ________________________________    Date: __________

**Job Summary:**

The Chaplain provides pastoral care for students, fosters the spiritual life of a diverse student community in fresh and innovative ways, and works closely with Student Life team to coordinate particular areas of practical support.

**Qualifications:**

**Minimum Qualifications:**
- Master’s degree in Divinity, Theology or related field
- Ordained minister of recognized religious leader
- Demonstrated capacity and character for effective pastoral ministry
- Exceptional public presence requiring public speaking
- Demonstrated capacity and character for effective pastoral ministry or spiritual direction
- Experience with providing pastoral counseling.

**Desired Qualifications:**
- Advanced Degree (D.Min. or Ph.D.)
- Experience in college ministry

**Other Qualifications:**
- Report to work obligations to support the department and may require work during HPU’s winter break, if necessary.
- Must meet training and background check qualifications and comply with the Protection of Minors policy.
- Able to work all shifts and extended hours.
- Upon hire, candidate must have reliable personal transportation to facilitate travel between to all HPU worksites and other locations as required by the position. This includes a valid driver’s license and a personal vehicle that is legally registered and insured.
• Successful candidate will be able to work in an environment that utilize excellent time and stress management skills.

**Key Responsibilities/Essential Job Functions:**

1. **Leadership and Administration (50%)**
   • Oversee the spiritual well-being of the university student community.
   • Foster and promote opportunities for various faith groups to flourish.
   • Provide strategic guidance on issues related to spiritual formation and personal development of the student body.
   • Develop effective and sensitive relationships with multi-faith contacts (maintain a listing of contacts) and find creative ways to promote inter-faith activities.
   • Work alongside the Student Life team to provide an active, vibrant, caring and sensitive environment for students which encourages their personal growth and development in tandem with the expansion of their academic skills.
   • Keep abreast of innovations in the field, and continue to develop your own professional expertise to contribute to University life, drawing upon models developed locally, and nationally.
   • **Understanding and knowledgeable when to make referrals to Behavioral Health Services for students at risk, and needing additional intervention.**
   • Maintain office hours.

2. **Campus Ministries (45%)**
   • Provide pastoral care (visits/support) to students experiencing acute or chronic life issues such as illness, grief, trouble with discipline issues, and other special needs.
   • Provide worship, discipleship, and service opportunities for students.
   • Offer leadership and peer mentoring opportunities for students.
   • Offer and create opportunities for the exploration of spiritual issues, especially in their relation to solving or managing personal and emotional challenges.
   • Develop activities, workshops and seminars that speak to religious, spiritual, and inter-faith needs.
   • Assist with the weekly chapel service during the academic year.
   • Nurture a multicultural perspective and help students develop a deep inclination and aptitude for the work of reconciliation.

3. **Performs other related duties as assigned (5%)**
   • Actively participates as an effective member of team by completing assigned duties, accepting additional assignments or reassignments.
   • Assists with seasonal peaks.
This description is not designed to list all activities, duties or responsibilities which may be required for this job. Other duties, responsibilities and activities may be assigned at any time.