

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Coordinator of Chapel	Student Affairs	Dean, Chapel and Community Life	.70	Non-Exempt

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Scope of Responsibilities:

The responsibilities of the Director of Chapel is to coordinate and execute chapels in a professional and Christ-like manner in order to effectively provide opportunities for worship and learning during chapel and other chapel related programming.

General Responsibilities:

A. Duties:

1. Assist the Chaplain in coordinating the chapel experience three times a week, including co-oversight of chapel coordinators, working with the chapel band coordinator and chapel tech team, to plan services.
2. Assist the Chaplain in managing the schedule of chapel speakers and presentations. Build and maintain connections with a network of speakers and organizations in order to ensure variety, quality, and learning to the chapel program.
3. Collaborate with the Dean of Chapel and the President in selecting and inviting speakers for chapel.
4. Assist the chapel team in organizing special chapel events: Day of Worship (each semester), Midnight chapel (each semester), Worship nights, etc.
5. Assist the chapel team in planning and hosting the annual Missions Conference.

B. Discipleship/Counseling:

1. Weekly discipling of student chapel coordinators as they help execute and plan the chapel program.
2. Be available for walk-in student mentoring and assistance on a regular basis.
3. Be spiritually, mentally, and physically prepared to mentor students and help them follow after Jesus.
4. Use discretion, discernment, and judgment in handling information that is of a sensitive or confidential nature.

E. Management:

1. Manage financial accounts as assigned by the Dean of Chapel.
2. Collaborate with the Chapel Band Coordinator and the Chapel Administrative Assistant.
3. Attend various weekly meetings including one one-on-ones, employee meetings, in-services, etc.

F. Leadership Development:

1. Develop and mentor potential leaders each year for future student leader positions, especially for the chapel coordinator team.
2. Assist in planning, teaching, and executing student leader training every year (both fall and spring).
3. Assist in leading Chapel coordinator training in August and throughout the school year to prepare the chapel team each school year.

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Qualifications:

A. Minimum:

1. Ministry experience and/or a Undergraduate degree in a ministry field.
2. Should possess excellent problem-solving skills and conflict-resolution skills.
3. Must enjoy students and have a mindset of mentoring employees under your supervision.
4. Must be familiar with ministry and worship trends of this generation.
5. A highly self-motivated individual with outgoing personality and excellent social skills.
6. Have a positive attitude and an outgoing, likeable personality. Needs to have a team-player mentality.
7. Able to handle stress and constantly changing work demands in a deadline-oriented environment.
8. Must be a good listener, able to sift through questions and address issues in a relevant way.
9. Communicate effectively one to one, in small groups, and in public-speaking contexts.
10. Write clear, precise, well-organized memos, letters, and proposals while using appropriate vocabulary, grammar, and word usage.

B. Preferred:

1. Undergraduate Ministry degree
2. 1-3 years of student ministry experience.

Status: Part Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 7/10/2024