



## **Job Description**

**Job Title:** Chaplain

**Department:** Discipleship

**Job Category/ FLSA Status:** Discipleship/Exempt

**Accountability:** Vice President of Discipleship

**Authority:** As assigned.

### **Position Description:**

The chaplain oversees the chapel program and carries the banner for spiritual growth among faculty, staff, and students in all CBS locations. This position provides key leadership in the areas of spiritual formation creating a spiritual environment that contributes to personal and organizational transformation that reflects the CBS Mission.

### **Major/Essential Functions:**

- Leads the virtual chapel ministry based in Houston but focused on faculty, staff and students in all locations (Indianapolis, Fort Wayne and Online). This includes securing speakers and hosting chapel sessions.
- Works in collaboration with the Vice President of Discipleship, the Dean of Students, the Dean of Women and the Director of Spiritual Formation to help monitor and encourage the spiritual life of each student, staff and faculty member.
- Teaches one or more classes in the Spiritual Formation sequence. Other classes may be assigned by the Provost and Academic Dean.
- Serves as a Discipleship Coach for assigned students.
- Monitors, assesses, and ensures the discipleship of faculty and staff through the established programs.
- Provides counsel and assistance to faculty, staff and students with spiritual needs.
- Participates in all Discipleship Department meetings and assists in Department events and activities.
- Performs typical functions of a minister such as teaching and preaching at churches and CBS Chapels and other settings, discipling students or other ministerial functions.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.
- Performs related duties as required.

**Qualifications:**

Required:

- Masters from an accredited evangelical seminary and 5-7 years of experience in a professional higher educational ministry setting working with non-traditional students or similar student groups.
- Flexible, cooperative attitude necessary to teach traditional and non-traditional students.
- Inspires, respects, trusts and motivates others to perform well.
- Exhibits confidence in self and others.
- Effectively influences God-centered actions and opinions of others.
- Be a committed Christian and in good standing with a local church
- Be in complete agreement with the doctrinal position of the college and able to sign its doctrinal statement without reservation
- Meet the requirements/criteria for faculty status.

Preferred:

- Doctorate from an accredited institution of higher education and a 5-7 years of experience in a professional higher educational ministry setting working with non-traditional students or similar student groups.
- 5-7 years of pastoral experience
- Knowledge and experience in missions and urban related work.
- Teaching experience at an ABHE affiliated college.

**Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):**

- Knowledge of FERPA and other applicable laws.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students or employees of the college.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Proficiency in Microsoft Office Business desktop tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc.
- Ability to learn various software and systems as required by the college or service providers.

**Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):**

- All additional measurements of expectation and performance will be designed, documented and implemented as deemed appropriate to this position.

**Mobility/Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 10 pounds.

**Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):**

- Typical academic education environment
- Ability to work flexible hours, including periodic evening/weekend schedule to support faculty, staff and students.

**Security Sensitive:** Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.