



# POSITION ANNOUNCEMENT

(Please post and/or circulate.)

**Position Title:** College Chaplain

**Job Summary:**

Jarvis Christian College seeks qualified applicants to fill the position of College Chaplain. The Chaplain reports to the Vice President of Student Services and provides pastoral leadership to the Jarvis community. As pastor to the College, the Chaplain's primary areas of responsibility are that of worship, leadership, pastoral care, and spiritual formation. The Chaplain works with students, faculty and staff, the administration, and community leaders to build a supportive and inclusive community of inquiry and spiritual development whose members are committed to serving others. This is a twelve (12) month full-time administrative position.

**Responsibilities:**

- Provides leadership in the spiritual life of the College community by organizing, implementing, and coordinating weekly worship services
- Leads in creating, coordinating, and implementing special worship services, such as Religious Week Activities, the Mangram Lecture Series, and other programs
- Participates in New Student Orientation and Leadership Retreats
- Teaches, leads, and supports small group activities such as Bible Study, fellowship, prayer, and exploration of religious and moral questions
- Shows empathy and understanding of the needs, motivations, and concerns of the College community
- Mentors and develops student leadership
- Serves as the key liaison between the Christian Church (Disciples of Christ) and Jarvis Christian College
- Maintains relationship with the governing bodies of the Christian Church (Disciples of Christ)
- Cultivates and maintains a broad financial support base for the chaplaincy program, through donors, grants, and other sources of funding, providing for future programming and student needs

## **Qualifications:**

- An Ordained Minister (or eligible to be ordained) and in good standing with the Christian Church (Disciples of Christ)
- A Master's degree of Divinity or Counseling required; doctorate, preferred
- Three to five (3 – 5) years of experience working in higher education
- Service oriented and devout in his/her faith with a desire to share the Good News of Jesus with respect to the Christian Church (Disciples of Christ)
- Knowledge of faith-based traditions, beliefs, and practices, sufficient to support the diverse religious or spiritual needs of the campus
- Collaborative and strategic leadership style is expected to effectively work with key leaders of the College and stakeholders to foster healthy long-term relationships
- Knowledge and experience in recruiting and teambuilding
- Demonstrated initiative and willingness to work interdependently, as a part of the Student Development Team
- Knowledge of current trends on college campuses and religious life, and other related programming
- Excellent oral and written communication skills, leadership skills, and interpersonal skills
- Commitment to Jarvis Christian College's mission statement

## **Application Process**

A letter of interest; resume; transcript(s); and the names, titles, telephone numbers, and email addresses of three (3) professional references are required for applicants to be considered. Screening of qualified applicants will continue until the position is filled. Electronic submissions are encouraged; please forward your application materials to [dsingleton@jarvis.edu](mailto:dsingleton@jarvis.edu), or a completed application packet can be submitted to:

Dr. Daphene O. Singleton, HR Director  
Jarvis Christian College  
P.O. Box 1470  
Hwy. 80 E, PR 7631  
Hawkins, Texas 75765

As an **Equal Employment Opportunity Employer**, Jarvis Christian College is committed to diversity in our faculty, staff, and student body.