

Chaplain Job Description

Date Written: March 9, 2023

Reports to: Director of Student Services

FTE: 0.8 FTE (28 hrs per week)

Starting Salary: \$50,990 - \$63,738 annually for 0.8 FTE

Start Date: July 4, 2023

Some evening and weekend work required.

Background

Conrad Grebel University College ('Grebel' or 'the College') is a liberal arts college founded by the Mennonite church and affiliated with the University of Waterloo ('UWaterloo'). The mission and programs of Grebel are rooted in and inspired by its Christian identity and its Anabaptist-Mennonite heritage. Grebel offers undergraduate, graduate, and community education programs in peace and conflict studies, music, theological and religious studies, and Mennonite studies. Grebel is home to the Kindred Credit Union Centre for Peace Advancement (CPA). Grebel houses 172 students per term in its residence and apartment building and relates to an additional group of roughly 75 'Associate' students who live off-campus. Grebel teaches approximately 4,000 course-students per year in a variety of Arts disciplines and has two master's programs. The College is committed to principles of equity, diversity and inclusion, and strives to be a place where all may find belonging.

General Scope

The Chaplain will be a person with a strong and vibrant faith, anchored in the Anabaptist-Mennonite tradition. A primary purpose of the Chaplain role is to express Christian faith, life, and values from an Anabaptist-Mennonite perspective and within the context of a pluralistic community. This leadership is exercised with respect and sensitivity for those from other religious traditions, and for those who have no religious affiliation. The Chaplain will strive to create an environment that invites students to explore their received faith tradition and to develop appreciation and respect for other faith perspectives and religious traditions. The College affirms the full inclusion and participation of LGBTQ2S+ believers in the life of the church, and the Chaplain supports and advances this commitment.

A weekly chapel service, to which all members of the College community are invited, is part of the Chaplain's routine. The chapel service provides an opportunity for the College community to worship together and for interested students to develop worship leadership skills.

The two primary areas of focus for the Chaplain are to provide pastoral leadership and spiritual care for Grebel residential and associate students, and to assist with the residence program more generally as a member of the Student Services department. However, the Chaplain is also a resource to the College community as a whole, including students enrolled in Grebel's academic programs, and College faculty and staff.

Specific Responsibilities

Chaplain Specific Responsibilities: 0.4 FTE (14 hours per week)

1. Providing leadership in articulating the College's vision and identity as an Anabaptist-Mennonite institution, both internally and to the wider community.
2. Each term, forming and providing leadership to a Chapel Committee, comprised of residence and associate students from different programs, years, and faith backgrounds. Developing student worship leaders in collaboration with Grebel's Church Music and Worship program.
3. Collaborating with the Chapel Choir Director and Chapel Committee to plan and implement weekly chapel services that nurture the spiritual life of the Grebel community through prayer, music, scripture reading, and preaching.
4. Providing pastoral and supportive care to Grebel residents, associates, students in Grebel's academic programs, as well as faculty and staff as needed and at their initiative.
5. Consulting with the Grebel community when needs arise and/or information is needed (e.g., survey to understand staff/faculty engagement in chapel). Assisting students and their families during times of major decision-making and/or crisis (e.g., engagement for marriage, marriage, serious illness, death of a student/friend or family member). Responding to various circumstances and issues affecting students and the community at large. Initiate occasions for special events that will build the quality of religious life for students and the community (e.g., seminars, forums, retreats, church calendar celebrations, and chapels for the entire Grebel community).
6. In consultation with others, reviewing, evaluating, and (where necessary) revising protocols, guidelines, and/or practices as needed (e.g., Guiding Statement for the Program; Chapel Program Review Document).
7. Collaborating with the UWaterloo Chaplains Association to explore, refer to, plan and/or offer interfaith opportunities on campus.
8. Representing the College to the UWaterloo Chaplains Association, to the Canada/USA Mennonite Higher Education School Chaplain cluster, and to the ecumenical community of the Kitchener-Waterloo region.
9. Representing the College in the churches of Mennonite Church Eastern Canada and in the KW Mennonite Ministerial Cluster.
10. Contributing to a hospitable and collegial climate for all members of the College community.

Grebel Student Services: 0.4 FTE (14 hours per week)

Working as an integral part of Grebel Student Services department and with residents, apartment dwellers, off-campus associates, and (where relevant) family members, including:

1. Recruitment and admissions (e.g., meeting with congregations – including youth groups, connecting with church-related camps and secondary schools, participating in on- and off-campus recruitment initiatives and admission interviews).
2. The formation of student leaders (e.g., Dons, Student Council, Larger Leadership Team representatives).
3. Student life initiatives and programming (e.g., development and implementation of a wellness program and mental health initiatives).

4. Engaging in opportunities to get to know those whom the department serves and supports (e.g., presence at start of term 'Move-Ins,' participation in various activities/events).
5. Remaining current about the needs of those whom the department serves and supports (e.g., surveys, consultations).
6. Providing support to students during business hours, as well as sharing the responsibility for 'on-call' with the Director of Student Services for emergency support during scheduled on-call hours.
7. Additional responsibilities as needs arise.

Position Requirements

Education

An ideal candidate will have:

- A Master of Divinity or Master's-level degree in Theology (Required).
- Formal education in a therapy field (Asset; e.g., MSW).
- Evidence of continuing education in area(s) of mental health and pastoral care (e.g., certificate[s], diploma[s], course[s], etc.).

Skills/Experience

An ideal candidate will:

- Exemplify an understanding of and support for the identity, mission, and core values of Conrad Grebel University College.
- Signify an Anabaptist-Mennonite theological orientation and faith commitment.
- Demonstrate knowledge in theology, Bible, ethics, and Christian worship.
- Demonstrate experience and skill in leading worship and preaching, and aesthetic sensibilities appropriate for creative and inclusive worship planning for a diverse population of students.
- Exhibit skill and experience in young adult ministries.
- Illustrate the capacity to work with a wide range of student needs and interests.
- Have training and experience in providing spiritual care, mental health support, and wellness education and training (e.g., consultations, wellness assessments, short-term safety plans, interventions, case notes, facilitated training sessions, preparation of wellness materials, etc.).
- Demonstrate commitment to appropriate professional conduct (e.g., behavioural and relational boundaries) and a willingness to work within the scope of the role.
- Demonstrate a commitment to anti-oppressive practices and fostering a culture of equity, diversity, inclusion and belonging.
- Be a member in good standing with a Mennonite congregation.
- Be ordained (or licensed towards ordination) in Mennonite Church Canada or Mennonite Church USA with credentials in good standing.
- Demonstrate skills in administration, case management, consultation, team building, conflict management, written and verbal communication.

Technical

An ideal candidate will:

- Be proficient with (or have a willingness to learn) Microsoft Office Suite (e.g., OneDrive, Outlook, Word, Excel, Teams, PowerPoint, Planner).

Continuing Education

The Chaplain will be committed to lifelong learning to support and sustain their work at the College, recognizing the importance of continued education to remain current and engaged in the field of pastoral ministry, to acquire new and relevant skills, and to deepen their insight into the vocation of chaplaincy.

Regular Committee Assignments

- Grebel College Council
- Grebel Chapel Committee, Chair
- University of Waterloo Chaplain's Association
- Kitchener-Waterloo Mennonite Ministerial Cluster

Church Wide Representation

- Mennonite Church Eastern Canada (MCEC) Annual Gathering
- Occasional meetings convened by Mennonite Church Canada

Working Relationships

The Chaplain reports directly to the Director of Student Services and will work closely with the Student Services team. The Director of Operations and Human Resources Manager are responsible for matters related to the employment contract and benefits, workspace, and equipment.

Terms of Employment

This is a staff position under College policies and is offered on a continuing employment basis.

The Chaplain is a senior administrative staff role (management) within the College. As such, the position is not eligible for overtime pay.

Salary & Benefits

Salary is determined in alignment with the College's staff pay scale and the candidate's experience. The position is eligible for University of Waterloo's pension and benefit plan.

Working Conditions

- Regular office environment
- May work other than a traditional workday, including evenings and weekends
- Attend workshops, conferences, or meetings that may require travel
- Represents the College at local or out-of-town events as required
- Periodic lifting and carrying of parcels or deliveries

To Apply: Submit a resume and cover letter to Mimi Browne, HR Manager at mimi.browne@uwaterloo.ca by April 10, 2023.