

## Position Description for DEAN OF THE CHAPEL

**Classification:**

Full-Time

**Salary Grade/Level/Family/Range:**

A16

**Position Title:**

Dean of the Chapel

**Reports to:**

VPAA and Academic Dean

**Date Created/Revised:**

July 2022

**Institutional Context and Commitments:**

Phillips Seminary is affiliated with the Christian Church (Disciples of Christ). Located at the trinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street, Phillips is committed to justice initiatives and relational solidarity. In 2021, the city of Tulsa commemorated the 100<sup>th</sup> year anniversary of the 1921 Race Massacre. The Massacre has been identified as the worst race massacre in American history. We are passionately committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

**Mission of Position:**

Chapel is an important feature of Phillips Theological Seminary's educational and community life; therefore, the role of the Dean of the Chapel is to support students through their journeys of theological education. The Dean of the Chapel will attend to the spiritual life, faith development, and pastoral care needs of students as they prepare to serve in roles of spiritual and religious leadership. This may include hosting conversations in a multiplicity of spiritual and religious traditions as well as exploring and grappling with moral and ethical issues across campus and beyond. The Dean of the Chapel will collaborate with administrators, faculty, staff, students, and other spiritual care leaders to enrich the spiritual and intellectual life of the campus.

**Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The specific responsibilities include, but are not limited to:
  - Chairing the Worship Committee
  - Coordinating weekly worship
  - Preaching and ritual leadership, like serving communion and communal blessing
  - Strategic planning and assessment of spiritual formation activities
  - Providing personal spiritual care for students
  - Engaging in community outreach consistent with the mission of the Seminary
  - Mentoring students in the ministries of spiritual leadership

- The coordination of worship during annual events:
  - New Student Orientation
  - First and last week of semester classes
  - Trustee installation and other regular meetings of the Board of Trustees
  - Faculty book reviews
  - Remind and Renew worship support
  - One service during each intensive course, both during weekend and week-long formats
  - Daily morning worship during DMin concentrated week courses
  - Invite preachers, musicians, worship leaders, and other worship participants
  - Secure music copyrights to be used during worship and other events

**Supervisory Responsibilities:**

Worship Coordinators, Chapel Technician, and Chapel Assistants

**Work Environment:**

This job is a ministerial professional role for an ordained or commissioned minister. Because services are in-person, videoconference, and livestream, the Dean of the Chapel must be creative and comfortable with online forms of worship.

**Position Type/Expected Hours:**

Evenings and weekends may be required during certain seasons within the academic year.

**Required Education/Experience:**

- Master of Divinity degree
- Ordained minister with standing in a recognized denomination
- Chaplaincy or Parish ministry experience
- Proven effectiveness in administration, building strong partnerships, supervision and motivation of staff, volunteers, and student/community groups
- Ability to respond to emergent needs of the community and spiritual crises
- Knowledge of multiple cultures with sensitivity related to diversity, equity, inclusion, interreligious, and interfaith

**Submit an Application:**

Please email a cover letter expressing interest in the position, being as specific as you can, and detailing relevant professional experience, education, and training, along with a resume, including the names and contact information of at least three professional references to [PhillipsHR@ptstulsa.edu](mailto:PhillipsHR@ptstulsa.edu). Persons of color, women, LGBTQIA+ persons, and veterans are strongly encouraged to apply. Review of applications will begin immediately.

Phillips is an Equal Opportunity, ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church.