

**Position Description for
Director of Spiritual Life & Chaplain**

Classification:

Full Time (exempt)

Salary Grade/Level/Family/Range:

A 16

Position Title:

Director of Spiritual Life/Chaplain

Reports to:

VPAA and Academic Dean

Date Created/Revised:

November 30, 2023

Institutional Context and Commitments:

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. We are a progressive and inclusive institution affiliated with the Christian Church (Disciples of Christ). Located at the convergence of the Muskogee (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 100th 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:

Spiritual Formation is an important feature of Phillips Theological Seminary's educational and community life; therefore, the role of the Director of Spiritual Life & Chaplain is to support students through their journeys of theological education. The Director of Spiritual Life & Chaplain will attend to students' spiritual and pastoral care needs as they prepare to serve as leaders in religious and other communities and create new strategies to serve the needs of all students, in-person and virtual. The Director will collaborate with administrators, faculty, staff, students, and other spiritual care leaders to enrich the spiritual and intellectual life of the Phillips Theological Seminary community.

Essential Functions:

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

The specific responsibilities include, but are not limited to:

- Providing personal spiritual care and mentoring for students
- Organizing and engaging in community outreach consistent with the mission of the Seminary.
- Work with the Director of Retention & Student Experience to provide opportunities for community building.
- Plan and oversee the worship life of the seminary. This includes (but is not limited to):

- Serving on the Worship Committee that meets regularly during the academic year
- Planning and coordinating worship services during the semester – for weekly and concentrated courses (weeks/weekends), during DMin Week (in consultation with the DMin Director), and other creative ways to offer spiritual formation for students.
- Reimagine, develop, and implement new ways to include virtual worship attendees.
- In consultation with the Dean & President (as appropriate), planning & coordinating worship during special Seminary events outside of regular chapel services. These include New Student Orientation (Fall & Spring), Trustee Installation Service, Faculty book reviews,
- Provide support for additional worship experiences that are part of other seminary events.
- In consultation with the Worship Committee and the VPAA/Dean, invite preachers/speakers for worship services.
- Secure musicians for chapel services
- Engage the entire PTS community as participants in chapel services
- Secure music copyrights to be used during worship and other events

Supervisory Responsibilities:

Chapel Assistant(s)

Work Environment:

This job is a ministerial professional role for an ordained minister. Phillips Theological Seminary is a nonresidential campus with many students living in other cities and states. Because services are in-person, videoconference, and livestream, the Chaplain 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 or its equivalent
- Ordained minister with standing in a recognized denomination (preference for ministers of the CC(DOC) or another denomination with a deep understanding and appreciation for the CC(DOC))
- Ministerial 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 and worship styles with sensitivity related to diversity, equity, inclusion, interreligious, and interfaith