

**QUEEN'S UNIVERSITY SUPPORT STAFF
POSITION SUMMARY**

DEPARTMENT: Chaplaincy (Spiritual Care and Support)

POSITION TITLE: Chaplain

POSITION NUMBER: 00104843 **GRADE:** 10

JOB SUMMARY:

To develop, direct and care for the spiritual life of Queen's University and assist members of the Queen's community engage with their spirituality/faith through the provision of pastoral/spiritual counselling, inter-faith dialogue and multi-faith programming. Provide faculty, staff and students opportunities to partake in faith-based discussions and practices; educate about religious diversity; co-ordinate an inter-faith council and a multi-faith chaplaincy team and liaise with internal and external groups regarding events, space and activities that request Queen's chaplaincy services. In addition the Chaplain will provide personal guidance and support to students, faculty and staff; assist the University in their response to a crisis or tragic event; and participate in formal occasions in the life of the university, such as memorial services, convocations and other official functions and events.

KEY RESPONSIBILITIES:

Spirituality/faith

- Foster spiritual health through the provision of pastoral/spiritual guidance, support and outreach.
- Facilitate inter-faith and multi-cultural dialogue to promote unity and understanding on campus while respecting the distinct and unique teachings of the diverse religious traditions.
- Preside over, or facilitate as appropriate, weddings, funerals, baptisms or new-life services, memorials and other faith-based events or activities.
- Coordinate a multi-faith chaplaincy team representing diverse faith-groups and denominations.
- Convene an inter-faith council as required to resolve issues and participate in public events.
- In conjunction with the multi-faith chaplaincy team, provide support for spiritual events, groups and services and facilitate opportunities for spiritual development and discussion through the promotion of faith based services and resources.
- Act as a campus resource for questions and concerns pertaining to holy days, faith requirements, religious accommodations and conflicts.

Counselling and Interventions

- Provide personal and spiritual guidance and counsel to students, staff and faculty in a discreet and confidential manner.
- Provide immediate and emergency interventions in personal crisis situations.
- Advocate for and support members of the campus community confronting difficult situations.

Crisis and Tragic Events

- Assist the university to respond appropriately to a crisis or tragic event by providing grief counselling and support to family and fellow students and assist in or coordinate arrangements for memorial services/funeral and/or tree dedication services. Act as the family liaison as required.
- When required may act as a media spokesperson.

University Support

- Provide multi-faith prayers and invocations at Convocations, and other events.
- Attend alumni and campus events as appropriate.
- Coordinate the annual Remembrance Day Service and other similar events.
- Liaise with various offices and faculties as required in regard to religious and spiritual issues and conflicts.

REQUIRED QUALIFICATIONS:

- A Master degree in Divinity or an equivalent advanced degree. A minimum of 5 years' experience in a faith-based tradition with additional training in spiritual and pastoral work, ideally as a chaplain or equivalent.
- Certified Spiritual Care Professional (CSCP) and professional designation such as Pastoral Counselling or Spiritual and Religious Care Specialist an asset.
- Ordination and/or an active appointment (and accountable to) to a body in their own faith community required.

SPECIAL SKILLS:

- Excellent communication and interpersonal skills. The incumbent will interact with individuals at all levels and from many different perspectives, often at difficult times.
- Counselling skills.
- Mediation, conciliation and advocacy skills and experience.
- Need for good judgement, discretion and confidentiality.
- Organizational and management skills with the capacity to manage multiple issues and assignments.
- Demonstrated interest in working with young adults.
- Comfort and ability to speak in public often in front of large audiences.
- Knowledge of various liturgy and rituals associated with public worship.

- Openness and sensitive regard for differences of race, culture, nationality, sexual orientation, gender, age, physical and mental ability.
- Knowledge of diverse religions, cultures, spiritual issues, faith-based traditions, tenants and conflicts.
- Familiarity with campus context desirable.

DECISION MAKING:

- Determine when to arrange for specific clergyperson to meet with student(s) at the university.
- Determine requirements for representatives on multi-faith chaplaincy team.
- Determine when to convene inter-faith council to resolve issues and participate in public events.
- Determine best method of counselling required and/or refer to appropriate resource.
- Determine if crisis situation requires immediate or emergency intervention.
- Determine appropriate response to media, family and students in the event of death of a student.
- Make recommendations to resolve spiritual issues and conflicts.

SUPERVISORY RESPONSIBILITIES:

Do you have any supervisory responsibilities?

YES NO

☒ ☐

If you responded yes to the above question, which of the following duties do you perform for employees who report to you?

You have the right to hire or you make the effective recommendation to do so.

YES NO

☒ ☐

You have the right to fire or you make the effective recommendation to do so.

YES NO

☒ ☐

You are responsible for handling disciplinary matters including issuing written warnings.

YES NO

☒ ☐

You are responsible for conducting performance appraisals.

YES NO

☒ ☐

You are responsible for delegating work and ensuring that it is satisfactory.

YES NO

☒ ☐

SIGNATURES:

Incumbent

Supervisor

Department Head

Date: