



Job Title: University Chaplain and Director of Church Relations
Department: Student Services
Campus: Misenheimer with occasional responsibility at other university locations
Date: July 2017
Reports to: Vice President for Student Affairs
Work Year: 12 month

Purpose: The University Chaplain and Director of Church Relations is an employee of the University, and may serve under Bishop's appointment in an extension ministry at Pfeiffer. The position entails oversight for all campus ministry programs, as well as primary responsibility for maintaining and building relationships with church-related constituencies outside the University. This is a full-time position at Pfeiffer University, supervised by the Vice President of Student Affairs. The University Chaplain may also be under appointment by a Bishop of the United Methodist Church.

The University's goal for campus ministry is to be focused around helping students answer three key questions: 1) What do you want to do in the world? 2) What is God's call on your life? and 3) What is your vision of the world? The position will work in cooperation with the Francis Center on Servant Leadership in a new organization called the Francis Center for Servant Leadership and Faith Formation.

Duties and Responsibilities As University Chaplain:

1. Care for the spiritual well-being and pastoral care of the Pfeiffer University community, including offering or arranging for prayers/invocations to be offered at University functions.
2. Responsible for a weekly worship service, an annual Baccalaureate service and assisting with vocational discernment for students, especially for those considering church vocations.
3. Develop and facilitate opportunities in a variety of settings, or partner with other university offices, for students to experience Christian community, spiritual growth and service, including coordination of mission trips.
4. Oversee if appropriate, or work in partnership with, student ministries organizations, peer chaplains, faith-based initiatives on campus, and the Francis Center for Servant Leadership.
5. Serve on University committees if requested and as time allows.
6. If requested by Academic Affairs and if time allows, serve as adjunct instructor, guest lecturer and/or supervisor of internships. Any such work will be subject to an adjunct employment agreement and paid separately and over and above the salary for University Chaplain/Director of Church Relations.

Duties and Responsibilities As Director of Church Relations:

1. Serve as the Pfeiffer University representative to the Western North Carolina Conference of the United Methodist Church (WNCCUMC) and its committees.
2. Participate in local ministerial associations and networks, as well as in preaching and teaching opportunities in the churches. Act as a liaison to local churches of the United Methodist Church and congregations of other denominations and faiths.



3. In cooperation with Institutional Advancement, encourage support from members of churches and advise Institutional Advancement on possible sources of funding available from Conferences, its churches or members.
4. Work with University departments as appropriate to expand the University's student recruitment and donor networks within United Methodist and other church circles.
5. Serve as point person for church leadership needs such as the UMW Mission University, preaching/speaking opportunities in local churches, inviting clergy to preach at Pfeiffer, and other opportunities as they arise. Work with appropriate University staff to provide for such needs.
6. Coordinate and oversee Pfeiffer University's presence at the WNCUMC annual conference.
7. Work closely with the President's Office to pursue a comprehensive approach to church relations, including the successful implementation of any provisions of the Strategic Plan pertaining to church relations. As appropriate, provide a written report on church relations work to the appropriate university office (Enrollment, Institutional Advancement, or President's office).

Qualifications: Master's degree required (M.Div. or equivalent), doctoral degree preferred; ordination in the United Methodist Church strongly preferred; experience in higher education preferred; strong communication skills, both oral and written; experience in building campus-community partnerships and leading mission trips; ability to relate to student issues; ability to track, assess, and report on program outcomes; appreciation of and desire to work within a church-affiliated liberal arts university setting.

Supervisory Responsibilities:

1. To student leadership of the Village Church.

Review of applicants will begin immediately and will continue to be accepted until the position is filled. Applicants should visit www.pfeiffer.edu for more information on the University. Please download an employment application from www.pfeiffer.edu/employment, and send, along with a letter of interest, current curriculum vita, copies of transcripts, and full contact information for at least three professional references to HR@pfeiffer.edu.

In keeping with all current legislation, Pfeiffer University will not discriminate on the basis of sex, race, color, national origin, disability, age, or veteran status and any other basis protected by federal, state, or local laws. All such discrimination is unlawful and all persons involved in the operations of Pfeiffer University are prohibited from engaging in this type of conduct. This applies to its practices for academic or non-academic personnel, in its admission of students or in its educational programs, policies and activities. As a government contractor, the University has made a commitment to employ and advance qualified disabled individuals, disabled veterans and Vietnam era veterans.