POSITION DESCRIPTION
McMaster Campus Ministries Council

Position: Interim Ecumenical Chaplain
June 2022

JOB SUMMARY
The Ecumenical Chaplain shall be a consistent presence on campus with a responsibility to build relationships and minister to individuals and to the particular needs of a university community. In addition, the Ecumenical Chaplain shall have the responsibility for furthering the purpose of the McMaster Campus Ministries Council (MCMC) as articulated in the Constitution. The Ecumenical Chaplain works within the broader Chaplaincy Centre and with the Roman Catholic and Christian Reformed Chaplains.

KNOWLEDGE AND SKILLS
The Ecumenical Chaplain shall be in good standing in a mainline Christian denomination; have a minimum of three years ministerial experience and one unit of Clinical Pastoral Education at an advanced level or the equivalent; M. Div. or its equivalent; commitment to ecumenical activity; and openness to interfaith dialogue and co-operation.

The Ecumenical Chaplain is expected to promote the Ecumenical Chaplaincy on campus and within the local Christian community, and take the lead in writing grant proposals to secure funding for this ministry.

Campus communications involve all forms of social media and the Ecumenical Chaplain must have strong computer and social media skills, and be able to function in both in-person and virtual formats.

Ability to network with groups on campus and within the broader community is required.

In keeping with McMaster University’s strong commitment to employment equity within its community, McMaster Campus Ministries Council encourages applications from all qualified candidates.

AREAS OF RESPONSIBILITY

Liturgical:
1. The Ecumenical Chaplain shall be committed to plan, promote and participate in liturgy and worship on campus (e.g., Advent service, Blue Holiday Observance, Ash Wednesday, and others as needed)
Programs:
1. The Ecumenical Chaplain will work with MCMC in programing events on campus which further the MCMC’s purpose and which are complementary to the work of the other chaplains (e.g. forums, speakers, retreats, study groups, etc. which address issues of the day, explore the Christian tradition and express or address the mission of the university).
2. The Ecumenical Chaplain will establish and promote regular programs for hospitality, spiritual enrichment, and support. See Appendix 2022 for examples.
3. The Ecumenical Chaplain will participate in university programs and networks of hospitality and advocacy. See Appendix 2022 for examples.

Pastoral Care:
1. The Ecumenical Chaplain shall offer support, spiritual direction, and pastoral care to all members of the university community.
2. The Ecumenical Chaplain shall network with the other chaplains, the University and with the ministers of nearby churches to provide pastoral support to the campus community.

Relationships with Other Campus Faith Groups:
1. The Ecumenical Chaplain is one of three chaplains in the Chaplaincy Center, and regularly collaborates with the Christian Reformed and Roman Catholic chaplains for effective Christian ministry on campus.
2. The Ecumenical Chaplain shall make a commitment to mutually support the variety of religious groups on campus, maintain a collegial relationship with various student faith groups. See Appendix 2022 for examples.
3. Core Membership within the newly created “Spiritual Care and Learning Center” (SCLC) is encouraged. https://studentsuccess.mcmaster.ca/spiritual-care/

Planning:
The process of establishing goals for the future of the MCMC Ministry shall be a responsibility of the Ecumenical Chaplain in co-operation with the MCMC executive and the membership of the council at large.

Public Relations:
In conjunction with the MCMC, the Ecumenical Chaplain shall be responsible for seeking to interpret the role and ministry of the MCMC among the area churches, campus community and the community at large. This may be done by newsletters, annual reports, and preaching in local churches.

Denominational, Ecumenical and Community Involvement:
The Ecumenical Chaplain shall accept such denominational, ecumenical and community involvements and programs as reasonably reflect the purpose and ministry of the MCMC and these shall be regarded as a legitimate expression of that ministry (e.g. committees on faith and the environment, justice and poverty).
Supervision:
The Ecumenical Chaplain shall participate in the supervision of the Assistant to the Chaplains and confer with the MCMC Personnel Committee as needed.

REPORTING AND ACCOUNTABILITY

1. The Ecumenical Chaplain shall report on the general work and activities of his/her ministry to the MCMC at all scheduled meetings.
2. The Ecumenical Chaplain shall report on specific matters relating to personal work challenges and any personnel concerns regarding his/her ministry on a regular basis.
3. The Ecumenical Chaplain shall schedule monthly check-ins with the MCMC Chair, or more often as required, along with regular Executive meetings.
4. The Ecumenical Chaplain is accountable to the MCMC through the Personnel Committee; a review of the Ecumenical Chaplain’s ministry will be conducted on an annual basis before the Annual General Meeting.

SELECTION AND APPOINTMENT TERMS

The Ecumenical Chaplain will be appointed by the MCMC Executive on the recommendation of the Personnel Committee and approval of the general membership of the MCMC. The decision will be reported to the supporting churches. The interim appointment will be for up to one-year period and is subject to oversight by the Personnel Committee.

COMPENSATION AND HOURS

Salary and Benefits:
The Ecumenical Chaplain will be paid a salary and benefits as negotiated annually with the Personnel Committee, and as approved by the MCMC Executive. Salary will be guided by the Anglican, Presbyterian and United Church scales.

Continuing Education:
1. Normally the Ecumenical Chaplain will be granted a minimum of two weeks per year for Continuing Education in keeping with his/her own stated goals for personal and/or professional development.
2. Financial assistance for the purpose of Continuing Education may be provided upon approval of the MCMC Executive.
3. Normally the Ecumenical Chaplain shall take no more than one of the two allotted weeks during the interval between September and April.

Hours:
1. The Ecumenical Chaplain’s ministry to the university community is a part-time responsibility. For purposes of office administration and maintenance of a consistent office presence, it shall be assumed that the Ecumenical Chaplain will be present in the office at such times as negotiated with the entire office chaplaincy team.
2. Vacation period will be pro-rated to contract length, and includes the University closure at Christmas. In addition, the Ecumenical Chaplain shall have Statutory Holidays or the equivalent time off.

OTHER:
1. The MCMC is registered for Directors & Officers Liability Coverage, and this includes the Ecumenical Chaplain.
2. A police check is necessary, and financial assistance to cover this expense is possible.

TERMINATION

1. Should the Ecumenical Chaplain desire to terminate his/her employment with the MCMC, he/she shall give written notice to the Personnel Committee two months prior to the time of termination of employment.
2. In cases of gross misbehavior, gross dereliction, or inability to function adequately as a Ecumenical Chaplain, the Personnel Committee shall abide by the University and Denominational codes of conduct and shall act on a majority motion of the MCMC to terminate the Ecumenical Chaplain’s employment with the MCMC. Two months written notice shall be given to the Chaplain by the Personnel Committee.

Appendix 2022

1. Areas of Responsibility/Programs/ #2 – examples of hospitality, spiritual enrichment and support: Thanksgiving Dinner for International Students, Soup & Selah, Monday Meditations, “The Chaplain is in” and Exam Drop-in.

2. Areas of Responsibility/Programs/ #3 – examples of university programs and networks of hospitality and advocacy are: orientation days for new students, International Students office, advising committee for the safety of women, office for equity and access, employee assistance review committee, Violence Against Women/Gender Based Violence.

3. Areas of Responsibility/Relationships with Other Campus Faith Groups/ #2 – examples of religious groups on campus and student faith groups include: Christian (IVCF, Navigators, Roman Catholic Students’ Association and Chinese Christian Fellowship) Buddhist, Muslim, Jewish etc.