

**The Episcopal Chaplaincy at Harvard
2 Garden Street
Cambridge, MA 02138**

Title: Episcopal Chaplain at Harvard
Reports to: The Board of Trustees of the Episcopal Chaplaincy at Harvard, Inc.

Scope of the Position

The Board of the Episcopal Chaplaincy at Harvard is seeking to appoint a Chaplain who will grow the Chaplaincy program at the University and in the surrounding community.

As an Episcopal priest, the Episcopal Chaplain at Harvard proclaims the Gospel of Christ in word and deed throughout the University and offers pastoral care, worship, fellowship, spiritual reflection, social justice ministry, and education for the students, faculty, staff, and other partners of the Chaplaincy. Though this position is not academic in nature, the Chaplain must understand and welcome academic inquiry.

The Chaplain also works in partnership with Christ Church Cambridge (Episcopal), where Chaplaincy services are held, and works closely with the Board, the clergy and staff of Christ Church Cambridge, student leaders, and other denominational chaplains at Harvard. The Chaplain fosters an open, welcoming, and affirming community of constituents and works collegially with other Episcopal chaplains in the diocese, participating in appropriate programming and events throughout the year.

The Chaplain typically hires, mentors, and supervises the Kellogg Fellow for Ministry in Higher Education, who is a seminarian or other person discerning a call to ministry who works part-time alongside the Chaplain. The Chaplaincy has a long and distinguished history of helping to raise up, mentor, and form priests for the Church.

In partnership with students and the Board of Trustees, the Chaplain will develop a multi-year strategic vision for the Chaplaincy. As part of this process, the Chaplain will engage with the Board in meaningful dialogue as it considers how best to use the property owned by the Chaplaincy to further the Chaplaincy's mission.

Qualifications and Qualities

The Chaplain:

- Is an Episcopal priest with strong religious faith, nourished by a life of prayer and intentional spiritual practice.
- Demonstrates passion for pastoral ministry in an academic setting and community.
- Has experience in providing ministry and pastoral care to young adults and the ability to relate to students of different ages, from College freshmen to older graduate students, as well as the ability to relate to faculty and staff.
- Is able to relate the fundamentals of the Christian faith to everyday life, as it is experienced at Harvard University, especially through engaging and authentic preaching and in small-group settings.

- Is able to foster a community of warmth, hospitality, and openness to diversity within the Harvard community, fostering inclusivity in the Chaplaincy's ministry, services, and activities and challenging its members to reach out and serve others.
- Is committed to social justice ministry both within the University and beyond.
- Is able to negotiate complex institutions and to establish and maintain collegial relationships within the University, with other Chaplains, with Christ Church Cambridge, and throughout the Diocese of Massachusetts.
- Is able to engage actively and effectively in fundraising.
- Looks for creative opportunities for growth and outreach and is able to set long-term strategic goals in collaboration with a wide variety of stakeholders and to envision and enact major initiatives.
- Is able to listen to and engage with people representing the entire theological and political spectrum, taking an approach to theology and spirituality that encourages students to seek, to grow, to question, and to explore their faith.
- Is grounded in the Episcopal tradition while remaining open to new liturgical expressions.
- Has earned the Master of Divinity (or equivalent) degree with two or more years of experience in ordained ministry in the Episcopal Church; a doctoral degree is desirable.

Specific Responsibilities

Worship and Outreach

The Chaplain:

- Offers and oversees regularly scheduled worship services, followed by fellowship, on Sunday evenings throughout the academic year.
- Works with a team of student officers to plan and sponsor social justice and service initiatives, in association with other Harvard organizations, as appropriate.
- Presides at sacramental and liturgical events, including occasional baptisms, marriages, and memorial services, and prepares and presents candidates for confirmation.
- Develops and maintains relationships with Christ Church Cambridge, The Society of Saint John the Evangelist, and other local Episcopal congregations.
- Shares in the worship and preaching ministries of Christ Church Cambridge when asked.
- Participates in diocesan life as it relates to campus ministry and meets the expectation of collegial life as a priest in the diocese.
- Participates in University programs, committees, seminars, and religious services.
- Works with other denominational chaplains at Harvard on shared programs.
- Participates in ongoing public policy and social justice discourse at the University, in the Diocese, and in the national Church.

Pastoral Care and Spiritual Life

The Chaplain:

- Nurtures the education and spiritual growth of all members of the Chaplaincy community.
- Provides spiritual advice and counsel to individual members of the University community.
- Seeks spiritual direction and attends to his or her own spiritual development.
- Regularly takes advantage of opportunities for continuing education.

Administration

The Chaplain:

- Oversees the day-to-day operations of the Chaplaincy, assisted by the Kellogg Fellow.
- Uses communications vehicles (*e.g.*, newsletters, social media, websites, etc.) to build relationships within the local community, with alumni, and with other supporters of the Chaplaincy.
- Oversees maintenance of the Chaplaincy's database of alumni and friends by Kellogg Fellow and/or support staff.
- Partners with the Board in fundraising to support the Chaplaincy's mission.
- In partnership with the Treasurer of the Board and with the oversight of the Board of Trustees, oversees the Chaplaincy's financial affairs.
- Prepares the annual budget for approval by the Board of Trustees, with the assistance of the Treasurer.
- In collaboration with the Board's Property Committee, oversees management of Chaplaincy property, including relationships with any tenants.
- Oversees recruitment and selection of the recipients of the Kellogg Fellowship for Ministry in Higher Education and of support staff, if any; supervises the Fellow and directs support staff.
- Encourages and guides volunteers who participate in Chaplaincy services and events.
- Regularly evaluates the work of the Chaplaincy with the oversight of the Trustees.

Other Information

This is a full-time, 12-month, benefits-eligible position. The Episcopal Chaplaincy at Harvard is an equal opportunity employer.

How to Apply

Candidates are invited to visit the Search page on the Chaplaincy's website at www.harvardepiscopalians.org for more information on how to submit an application and how to contact the Search Committee with any questions.

Deadline for applications: January 31, 2019