**BURMAN UNIVERSITY**

**ASSOCIATE CHAPLAIN**

The Burman Chaplains are the primary overseers of spiritual programming for the students, faculty, and staff of Burman University (the Burman Community), and are the chief leaders of Burman Campus Ministries. On campus, they are part of the Student Services Team, responsible for providing for the well-being of the student body, particularly in the area of spiritual development. The Chaplains are employees of the Alberta Conference of Seventh-day Adventists who serve on the staff of the College Heights Seventh-day Adventist church. As such, they have a threefold accountability: (1) To the President and Vice President of Student Services at Burman; (2) to the Senior Pastor of the church; and, ultimately, (3) to the Executive Committee of the Alberta Conference.

The Associate Chaplain works alongside and supports the Senior Chaplain in their work on-campus, and together they work in cooperation with these three structures to fulfill their assigned responsibilities in ministering to the Burman Community and College Heights church family.

**Preferred Qualifications**

**Experience:**

* Working with young adults in a variety of formal and informal settings.
* Worship program planning and execution.
* Training and mentoring young adults into Christian leadership.
* Introducing and growing young adults into a personal relationship with Jesus Christ through personal Bible study, small groups, preaching, etc.

**Education:**

* At minimum, an undergraduate degree in a theologically-related field.
* Masters of Divinity (or equivalent), or on-track for some type of graduate studies in a theologically-related field is desired.

**Abilities:**

* Organizational & administrative skills for scheduling & executing programming & events.
* Collaborative approach to leadership among colleagues, and an emphasis on mentorship toward student leadership on campus.
* Competent in understanding of and ability to express and explain Biblical teachings from a Seventh-day Adventist worldview.
* Flexibility in scheduling and availability to accommodate the unique needs of a university campus lifestyle.
* Evidence of initiative and self-motivation.
* Commitment to further professional growth.

**Personality:**

* Nurturing and caring approach to meeting the spiritual, emotional, and social needs of the Burman Community.
* Easygoing attitude, open to seeing and engaging new/different ideas and worldviews in a positive manner.
* Able to interact positively and meaningfully with people from a wide variety of religious, cultural, and social backgrounds and experiences.

**Affiliation:**

* Membership in and a strong commitment to the philosophies and goals of the Seventh-day Adventist Church.
* Commitment to Christian education, and active support of the philosophies and goals of Burman University. .

**Responsibilities**

As noted above, the Associate Chaplain works alongside the Senior Chaplain in meeting the spiritual needs of the Burman Community; specifically, they work together in overseeing the work of the Campus Ministries Leadership Team in planning and executing the spiritual programming and events for the Burman Community throughout the year. The majority of these responsibilities are outlined in the *Burman Campus Ministries Handbook*. Division of the responsibilities is arranged between the Senior and Associate Chaplain, and is somewhat flexible based on need and availability. In addition, the Associate Chaplain has responsibilities as staff of the College Heights church, as well as duties to the Alberta Conference. A brief overview of these duties is as follows:

**Campus:**

* Regular weekly meetings with the Senior Chaplain to vision, plan, and organize spiritual programming and events.
* Regular weekly meetings with the Student Services team to review and plan for upcoming campus events.
* Membership on and regular attendance at a variety of committees that review campus programming and address student life at various levels. Membership is assigned by Burman administration, and committees usually meet on a weekly or monthly basis.
* Regular meetings with Campus Ministries leadership to plan and execute programming and events, and to provide mentorship and nurture.
* Regular office hours for visitation, Bible studies, pastoral counseling, administrative duties, etc.
* On-call availability for after-hours meetings with students, emergency interventions, etc.
* Consistent presence and availability to students on- and off-campus, including at special programs, sporting events, etc.

**Church:**

* Regular weekly meetings with the pastoral team for prayer, overseeing and planning for the spiritual development of both church membership and student body.
* Membership on and regular attendance at Church Board
* Preaching appointments as assigned by the Senior Pastor in collaboration with the pastoral team.
* *Church member care (visitation, Bible studies, emergency interventions, etc.) as needed or as arranged among the pastoral team.*
* *Additional responsibilities as assigned by the Senior Pastor, Church Board, and/or pastoral team.*

**Conference:**

* Attendance at Workers’ Meetings – twice annually, as scheduled by Conference Administration.
* If not ordained, additional meetings for intern pastors, as scheduled by Conference Administration.
* Assigned responsibilities during Alberta Conference Camp Meeting.
* Additional responsibilities as assigned by Conference Administration.

Please send your resume to hr@albertaadventist.ca. Applications accepted until suitable applicant is found. Only those who are shortlisted will be contacted for an interview.