The Committee on Faculty Status met today to consider the proposal that the position of University Chaplain, currently held by Mr. Craig Kocher, be granted faculty status. After examining our committee guidelines and the position description, we voted in favor of the proposal.

We accordingly recommend that the position be granted faculty status and that the university faculty endorse this recommendation at its next meeting.

Please let me know if you have any questions.
University of Richmond

Position Description

(See instructions for assistance in completing document)

<table>
<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th>University Chaplain and Jessie Ball duPont Chair of the Chaplaincy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Depart/Unit:</strong></td>
<td>Office of the Chaplaincy</td>
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<td><strong>Reports to:</strong></td>
<td>President of the University</td>
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**POSITION SUMMARY:** (Summarize the general purpose of this position. This statement should give a brief overview of the basic purpose of the position.)

Serve as the spiritual leader of the university by encouraging and supporting students, faculty, and staff members in their spiritual growth, intellectual exploration and discovery, commitments to ethical and religious actions, and in their civic engagement and service.

**JOB DUTIES/RESPONSIBILITIES:** (Generally 6-12 items, include annual % of time typically spent performing each duty. Combine those duties with individual % of less than 5%. Total percentage = 100%. Be concise but clearly outline the basic components of the position conveying the scope and complexity of the assigned responsibilities as well as the level of assigned authority.)

- Providing leadership in the spiritual and ethical development of students, faculty, staff, and other members of the university community.

- Providing pastoral care and counseling to members of the university community, both through traumatic and challenging situations and times of opportunity.

- Overseeing the work, programming, and coordination of seventeen campus religious organizations, including adherence to the Chaplaincy’s covenant of mutual understanding.

- Contributing to the core academic mission of the University by developing and teaching courses for undergraduate and professional students in areas such as: religious belief and practice, religious expression and social change, religion in the public square, religious foundations of leadership, trends in contemporary theology, and/or other courses appropriate to his or her interests and expertise.

- Engaging in scholarship and research appropriate to his or her interests and the academic needs of the university.

- Assisting in the planning of worship celebrations including various religious holy day services.
• Leading Chaplaincy staff and campus ministers in the design and implementation of comprehensive multi-faith programming, in the planning and implementation of annual Chaplaincy events, and in the identification of new challenges and opportunities for the Chaplaincy.

• Participating as a member of the President’s Cabinet and helping ensure attention to the ethical dimension of university policy development and implementation.

• Serving as the spiritual and ethical voice of the university and providing leadership in the intellectual discourse of the university community.

• Sustaining and enhancing the Chaplaincy as a “safe” place for dialogue and exploration of one’s spiritual, intellectual, physical, and emotional growth.

• Actively and visibly engaging in the broader Richmond community, through collaboration with volunteer campus ministers, partnering in institutional engagement work, and encouraging members of the community to participate in Chaplaincy programs.

• Providing administrative and financial management leadership to the Chaplaincy office. Managing the space and facilities associated with the University Chaplaincy, including the Wilton Center, the Cannon Memorial Chapel, and the Columbarium and Memorial Garden.

CONTACTS: (List those individuals or groups, outside the normal work group, the position regularly interfaces with and the purpose of that contact. Ex: Potential donors – to solicit donations.)

President, President's Cabinet, Board of Trustees, Deans, Faculty, Students, Alumni, Campus Ministers, Chapel Guild, Campus Visitors, Richmond Faith and Civic Leaders.

SUPERVISION EXERCISED: (Identify the type of supervisory responsibility that is expected from this position. (See instructions for definitions.)

Supervise five full-time staff, seventeen partner campus ministers, work study students, and student interns.

WORKING CONDITIONS/PHYSICAL EFFORT: (Identify the working conditions and physical demands which relate to the job duties/responsibilities of the position.)

Working conditions appropriate to normal academic environment.

QUALIFICATIONS:

(List specific knowledge, skills, abilities, education and/or experience that would be required for entry into the position in each category shown below.)

• A deep faith commitment and proven leadership within a faith community.

• A clear commitment to and understand of the mission of higher education.
• Excellent pastoral and oratory skills.
• A proven track-record of quality university teaching.
• Strong administrative skills to manage the Chaplaincy office, staff, and budget.
• An ability and strong desire to work closely with all of the constituencies that the Chaplaincy serves including students, faculty, staff, administrators, parents, alumni, community partners, and others.
• A commitment to sustained engagement with the broader community.
• The ability to work cooperatively and effectively as a member of the university’s senior leadership team.
• A demonstrated commitment to diversity and demonstrated success in working within diverse communities.
• Experience facilitating interfaith dialogue as well as designing and implementing interfaith programming.
• Accessibility to all members of the community and ability to inspire trust and confidence, to listen to community needs and concerns, and to remain open to community members of all religious traditions including those without a religious affiliation.
• Strong track record of developing and implementing strategic plans and/or programming.
• The experience, desire, and ability to work closely with students including a willingness to accept long hours and a demanding schedule.
• A leadership style characterized by openness, flexibility, and integrity.
• Energy, enthusiasm, creativity, and a good sense of humor.

**Education & experience:** (List the specific education, years and type of experience required for entry into the position. Ex: High school graduation and 5 years of experience in providing administrative support function in and office setting.)

An earned doctorate (Ph.D, Th.D, D.Min, or equivalent) is preferred; a Master of Divinity or comparable professional degree is required.