



WESTMONT

Chapel Coordinator and Assistant to the Campus Pastor (Full-Time, 12 months) **Office of the Campus Pastor**

Position Summary: Provides administrative support to the Campus Pastor and for the chapel program.

Qualifications: Position requires: 3-5 years administrative experience; personal affirmation of the Christian mission of Westmont College, the Community Life Statement and adherence to its behavioral expectations; demonstrated organization skills with strong ability to attend to details to operationalize the vision for the chapel program; developed technical skills using MS Office Suite and other computer applications/software; general accounting skills; developed sense of discretion and confidentiality for scheduling counseling sessions and maintaining chapel attendance records; ability to communicate effectively and positively with students, faculty, staff, and parents and guests. Position requires a self-starter that can anticipate needs and creatively problem solve. Bachelor's degree preferred.

Responsibilities:

Chapel Logistics:

- Works collaboratively to prepare, communicate and coordinate various elements of all regular and special chapels on Mondays, Wednesdays, and Fridays of the academic year (e.g., orders of service, announcement slides, announcements, media release forms, faculty/staff communion servers, student roles).
- Makes arrangements for chapel speakers from initial invitations to hosting their visit (e.g. contractual fulfillment, travel and lodging arrangements, expense reimbursement, honorarium, itinerary, and hospitality).
- Hires student employees for chapel set-up, takedown, and greeters.
- Assists the Campus Pastor and staff in the planning of chapel schedule and services and maintains all Chapel calendars including online Chapel web site.
- Communicates with students regarding submitted prayer requests.
- Assists in coordinating and hosting chapel speakers who have been invited by an academic department.
- Makes arrangements for and coordinates class and departmental chapels such as identifying and reserving locations, ensuring attendance is taken.
- Maintains chapel speaker database.
- Chapel Attendance Administration
- Establishes, maintains, and updates computerized Chapel Attendance Program
- Hires and supervises student entering chapel attendance data.
- Produces chapel related reports, send notices to students regarding attendance, read and process all chapel petitions.
- Maintains and communicates chapel attendance records, process attendance appeals and communicates with the Office of the VP for Student Life for chapel appeals and the Records Office regarding those not meeting the chapel attendance requirement.
- Office Support
- Serves as the receptionist for the Campus Pastor's Office; provides a hospitable welcoming environment to all office guests.
- Employs tact, sensitivity, and discretion while serving students, faculty, staff, and parents.
- Serves as administrative support for the campus pastor, including managing calendars and preparing correspondence.
- Monitors budget and use VENDORLINK to process accounting requests.
- Assists Campus Pastor in his role with administrating Ministry Leadership Internship program, and other projects such as Trailhead and Thriving Communities.
- Work with Campus Pastor on agenda and maintains minutes for Campus Pastor's staff meetings.

- Assists with coordinating and communicating the Baccalaureate planning process including the selection of speakers and determining the program.
- Expectations for workplace demeanor include but are not limited to: personal affirmation of and complete commitment to the Christian mission of Westmont College and the Community Life Statement and adherence to behavioral expectations; working collaboratively and harmoniously with faculty and staff colleagues by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Performs all other duties as assigned.

Reports to: Campus Pastor