



THE COLLEGE OF
WOOSTER
JOB DESCRIPTION

Job Title: H. J. Copeland Interfaith Chaplain Dir. of Religious & Spiritual Life		Page 1 of 4
Name:	Division: Belonging and Intercultural Dialogue	
Department: Belonging and Intercultural Dialogue	Location: Lowry	
Reports to: Lin Hillis	Shift: Day	Annual Hrs.: 2080
Prepared By: HR	HR Approval:	
Salary Grade: 11	FLSA Status: X Exempt Non-Exempt	
Flexible Work Arrangement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Benefits Eligible: X <input type="checkbox"/> Yes No	

SUMMARY:

The Henry J. Copeland Interfaith College Chaplain serves as a spiritual leader, pastoral caregiver, and interfaith resource for the campus community. Rooted in the values of a liberal arts education, the Chaplain fosters a welcoming and inclusive environment that supports the spiritual and ethical development of students, faculty, and staff from diverse religious, spiritual, and philosophical backgrounds. The Chaplain provides the vision and primary administrative oversight concerning activities and programs addressed to the college community with the goal of increasing religious and spiritual awareness.

ESSENTIAL DEPARTMENTAL DUTIES AND RESPONSIBILITIES:

Spiritual Leadership & Pastoral Care

- Provide confidential pastoral counseling and spiritual support to students, faculty, and staff.
- Offer guidance during times of crisis, grief, or transition.
- Lead or coordinate regular services, vigils, and campus-wide spiritual observances.
- Oversee and support the work of the various organizations that promote religious and spiritual diversity.

Interfaith Engagement

- Promote interfaith dialogue and understanding through programming, events, and partnerships.
- Support and advise students in religious and spiritual organizations.
- Coordinate the Annual Interfaith Baccalaureate service.

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Community Building & Education

- Enhance understanding between members of different faiths, deepen appreciation for religious diversity, and increase cooperation between adherents of different religious communities.
- Develop programs that explore ethical, moral, and spiritual questions in a liberal arts context.
- Facilitate workshops, retreats, and service-learning opportunities.
- Maintain relationships with the Presbyterian Church (PCUSA) and support outreach to Presbyterians by Alumni and Admissions Offices.
- Maintain cordial and effective relations with members of other religious and spiritual organizations in the larger community.

Institutional Collaboration

- Collaborate with campus departments and programs including Counseling Services, the Pre-Ministry Program, the Office of Campus Sustainability, and Academic Affairs to support holistic student development and foster a spiritually enriching campus environment.
- Participate in campus ceremonies and traditions, offering invocations or reflections as appropriate.
- Perform all other duties as assigned to support College of Wooster's mission.

SUPERVISORY RESPONSIBILITIES:

College of Wooster student interns.

Type of Staff to Supervise	FTE Quantity
Employee	
Manager	
Student	5-10

Education:

- Master of Divinity (M Div.) degree, affiliation with the Presbyterian Church (PCUSA)

Knowledge Skills and Abilities:

- Ordained minister in the Presbyterian Church (PCUSA), with a minimum of 3-5 years of experience in chaplaincy; or related pastoral role, preferably in a higher education.
- Strong interpersonal and excellent communication skills.
- Demonstrated commitment to interfaith engagement, social justice, and inclusive spiritual care.
- Experience working with young adults in a liberal arts or academic environment. Familiarity with the spiritual needs of religiously unaffiliated or "spiritual but not religious" populations.
- Training in counseling, conflict resolution, or trauma-informed care.

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- Programming experience and an appreciation for the relationship between the academic and co-curricular programs at a liberal arts institution are essential.
- Conduct oneself in a highly professional and ethical manner.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The position requires the ability to function in a fast-paced environment, often with multiple things happening at the same time (groups talking, people waiting, telephones ringing, etc.) Flexible work schedule with some evening and weekend work.

Equal Employment Opportunity Statement

The College of Wooster does not discriminate on the basis of race, color, sex/gender, gender identity, gender expression, medical condition, political affiliation, religion, creed, ethnicity, national origin (including ancestry), citizenship status, disability, age, marital status, family responsibilities, sexual orientation, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other characteristic protected by institutional policy, or by state, local, or federal law. All offers of employment are subject to verification of the legal right to work in the United States as required by federal law. The College of Wooster is committed by policy and practice to diversity, equity, and inclusion. For more information please visit: <https://www.wooster.edu/info/nondiscrimination>

By signing this document, I acknowledge that I have read the job description and requirements for this position, and I certify that I can perform these functions with or without accommodation.

Employee Signature: _____ **Date:** _____

Print Employee Name: _____

Supervisor Signature: _____ **Date:** _____

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Print Supervisor Signature: _____

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