

Chaplain's Associate Position Description

The Chaplain's Associates (CAs) are a vital part of the team working to deepen religious, spiritual, and ethical life on the Carleton campus.

CAs report directly to the College Chaplain, although they work closely with Associate Chaplains and the Chapel Coordinator. CAs work 5-10 hours/week.

Expectations include:

- **Attending weekly staff meetings** with the other CAs and Chaplains to plan services, activities, and to share ideas.
- **Participating in the Council for Religious Understanding (CRU)** every other week during the term.
- **Working on special projects as assigned each term.** Based on the CA's interest and the needs of the Chapel, such projects might include leading a discussion, meditation, or scripture study group; preaching at Chapel; facilitating Chapel-sponsored social events, service projects or social justice activities; or arranging for "religious road trips." Other projects form in response to the talents, interests, and imaginations of Chaplain's Associates.
- **Attending and facilitating weekly Chapel events, services, and programs,** including preparing food and refreshments, doing setup and cleanup, serving as greeters, and preparing publicity.
- **Helping 1-2 hours/week with administration.** Examples include preparing or distributing posters, organizing storage, and advanced event set-up.
- **Serving as a liaison with specific student religious groups** to support them with Chapel resources and keep the Chapel informed about their activities.
- **Assuming responsibility for other tasks** on an "as needed" basis.
- **Being attentive to the religious, spiritual, and ethical needs of the college, and supporting religious diversity and other forms of identity.** The chapel strives to be inherently anti-racist, multicultural, and queer affirming. A Chaplain's Associate must possess openness to the new or unfamiliar, a willingness to share and speak out on their own faith, an ability to listen to others, initiative, and an eagerness to learn and grow.



Carleton

OFFICE OF THE CHAPLAIN

Application Procedure:

Please send the following:

- Resume
- Cover Letter
- A survey sent out later that covers all Peer Leader positions.

As a guide, your cover letter should address the following:

1. What has been your previous involvement with the Office of the Chaplain, if any, and what inspired you to apply for the Chaplains' Associate role?
2. What excites you most about being a Chaplain's Associate? Are there particular ideas you have about what you hope to do in the position?
3. How do you hope to grow personally or professionally by working here?

Cover letters should should be addressed to:

Rev. Schuyler Vogel
College Chaplain
One North College Street
Northfield, MN 55057

If you need support creating a resume or cover letter, we encourage you to reach out to the Career Center.

Should you have any questions about the role or working at the Office of the Chaplain, please reach out to the Chaplain of the College, Rev. Schuyler Vogel, at svogel@carleton.edu.