Tufts University Chaplaincy
Temporary Catholic Chaplain (Leave Coverage)

Dates: 10/11/16-12/22/16 (10 weeks)
Hours: 10-12 hours per week
Pay Rate: $35 per hour
Reports To: Tufts University Chaplain

Tufts University is seeking a Temporary Catholic Chaplain for a limited term to cover an employee leave. The position will begin October 11, 2016 and extend through the last day of fall semester, December 22, 2016.

Responsibilities include, but are not limited to, the following:
- Coordinate weekly Sunday Mass on campus, usually at 10 pm; chaplain presence is required from 8 pm-midnight; includes supporting the Catholic Community at Tufts (CCT) Board, preparing the sanctuary and fellowship reception, welcoming the celebrant and people, making announcements, submitting the offertory money, potentially training lectors and eucharistic ministers, and potentially leading prayer services as needed
- Provide pastoral office hours for 3 hours once a week, Wednesday preferred
- Coordinate/facilitate spiritual education programming, e.g., November spirituality program, Advent program
- Support special programs and student initiatives, e.g., Parents’ Weekend reception, Giving Tree program, ecumenical Christmas Party, service projects, interfaith programs, etc.
- Send weekly emails to the Tufts Catholic community regarding programs, e.g., Sacrament of Reconciliation
- Address administrative matters as needed—budgets, websites, etc.
- Participate in one to one meetings with the University Chaplain (weekly)
- Participate in University Chaplaincy team meetings (alternate weeks)
- Collaborate on projects with the University Chaplaincy team as needed, such as crisis response

Minimum Required Experience:
- Masters degree in divinity, theology, religion, or a related field
- Minimum 2 years of chaplaincy/ministry experience working with youth or young adults
- Appropriate theological background, including skills in community development, spiritual leadership, religious education, pastoral care, service and social justice leadership, and ecumenical/interfaith engagement
- Excellent interpersonal and communication skills; excellent leadership, administrative, and organizational skills; excellent professional judgment and discretion; ability to work as part of a team; understands when to lead and when to seek input and support others; actively seeks feedback and continuous improvement; maintains appropriate confidentiality; models integrity, honesty, trust, and professional ethics
- Multicultural knowledge and skills, commitment to nondiscrimination and social justice, experience working in spiritually and culturally diverse settings
- Computer skills in Microsoft Office, email, social media, etc.

Please send a cover letter, resume, and 3 references (including current/past supervisors) to The Reverend Greg McGonigle, Tufts University Chaplain, at greg.mcgonigle@tufts.edu.