

Chaplain

JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES

Title of Post: Chaplain

Reports to: The Office of the President

Responsible for: the spiritual oversight of both students and staff of the Regent-Ghana community; coordinating activities that promote holistic development of members of the community; the spiritual upliftment, welfare and growth of the community; providing support services to other related bodies in the university; organise revival services for the spiritual renewal of the university community. Thus the chaplain plans, coordinates, and directs a comprehensive program (of worship, religious activities and programs) to meet the religious and spiritual needs of the entire university community

Job definition: provides pastoral oversight, guidance, care and counseling, and administrative support; coordinates with the Guidance and Counseling department in providing advisory function for both staff and students.

Main duties and responsibilities include, but not limited to the following:

1. Supporting all students and staff, and provides friendship, pastoral care and spiritual guidance to all members of the university community
2. Developing and maintaining activities related to the spiritual health of the Regent-Ghana community and sees to their implementation
3. Preparing relevant documents and statistical reports on all spiritual activities in the University for Submission to the President, Provost and wardens of the various societies
4. Providing a listening ear of complete confidentiality and the promise of respect for all members of the university community irrespective of religious convictions or beliefs
5. Creating an atmosphere of Christian fellowship that enables both non-Christians and Christian believers find home in our Christian environment as members of the same family
6. Preparing, organizing and mobilizing members of the community for regular Christian worship at designated centres
7. Planning and implementing regular prayer/retreat programmes for the university's spiritual life
8. Planning, maintaining, implementing and co-coordinating devotional services on-campus and in the various hostels to ensure students' life align with the Christian ideals espoused by the university
9. Liaising with Christian organizations on behalf of the university on matters of mutual interest.
10. Liaising with external bodies on matters that concern the community's spiritual welfare
11. Offering expert knowledge on both spiritual and secular matters by maintaining a regular and deliberate attitude of research
12. Representing the university on religious matters of national interest
13. Liaising with the Guidance and Counseling Co-coordinator to provide advisory functions to members of the community through educational programmes, work-related and family-related counseling in addition to the normal performance of devotions and chapel services
14. Under special circumstances provide support for funeral services, marriage services and other relational activities in conjunction with other ministers of the Gospel of Jesus within or outside the university community
15. Creating forums for members of the community to share their ideas, aspirations, fears, anxieties and insights on issues, pray and seek peace for the nation and the university community
16. Co-coordinating gifts from the university to the needy in the various communities and locations in the country

17. Liaising with appropriate and respective authorities for the purpose of organizing and co-coordinating visitations to hospitals, bolster homes, orphanages, prisons, widows, and old age homes, etc.
18. Liaising with the Guidance and Counseling Co-coordinator in organising seminars on personal hygiene, body care, dress code of the university and relationships (dating, courtship, marriage, etc)
19. Shall be a member of the Disciplinary Committee when necessary
20. Shall be a member of the Scholarship and Awards Committee
21. Shall serve as budget officer for campus ministry and related budgets.
22. Performs related duties as assigned.