



## Job Description

### College Assistantship: Chapel Assistant

**Number of Students Needed:** 1

**Supervisor:** You are accountable to the Dean of the Sarah Daley Nickerson Chapel.

#### **Responsibilities:**

In consultation with the Dean of Chapel, you will be responsible for:

- contacting Chapel Speakers including preparing contingency plans in the event the speaker does not arrive or cancels;
- assigning people for each part of the chapel service (e.g., reading scripture, prayers, introductions, benediction, special music) working with Chapel Worship Leader;
- compiling / producing the order of service including announcements; and
- other general chapel duties.

As the current ADC Chapel is under renovation, we will be meeting at another location on the Acadia University campus and you may be asked to help with set up of furniture.

#### **Job Qualifications:**

- Strong organizational skills
- Strong interpersonal skills
- An appreciation and respect of cultural differences
- A desire for excellence in the preparation of the College worship experiences

**Schedule:** Your responsibilities begin the first day of chapel and conclude on the last day of chapel.

Generally, you are required to work an average of **5-6 hours per week** throughout the fall semester (September 4, 2018, to December 14, 2018) and winter semester (January 7, 2019, to April 12, 2019).

Your schedule includes whenever a chapel service is held throughout the academic year, including:

- Fall Intensive Week (November 12-16, 2018)
- Winter Intensive Week (February 18-22, 2019)

**If you are unable to report to work due to illness or a family emergency, you are responsible to find a replacement and inform your supervisor immediately.**

**Remuneration:** A College Assistantship is granted for the academic year and is paid in the amount of **\$1,900**.

**I understand and agree to fulfill the responsibilities of this position.**

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Supervisor: \_\_\_\_\_