



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 and in partnership with the Chapel Musician / Worship Leader and those responsible for the technological production of the Chapel, you will be expected to assist in planning, preparing, and coordinating the weekly Wednesday chapel services.

You will contact the speaker for each particular week to discuss any particular requests and needs.

- When the speaker is not a faculty member or a student, you will request an honorarium from the Executive Controller, providing him with the needed information.

You will ensure that various people are assigned for each part of the chapel service, and preparing any required orders of service and AV materials.

- It will be your particular responsibility to find, from among the wider College community, someone to pray for the world and to read the Scriptures each week. Those asked to participate should properly reflect the diversity of the ADC community and that which it aspires to.

You will ensure that all those involved in a particular chapel service will have an "order of service" available to them by Tuesday noon.

- You will ensure that Bible versions read, and lyrics of songs or any other posted material uses inclusive language when referring to human beings.

You will ensure that there is an advert for the Chapel ready to be sent out and put on social media by the Monday morning of each week and that those responsible for posting this publicity have received the information.

- You will reach out to ADC students, in various ways, to encourage them to join chapel services.

