ACADIA
DIVINITY COLLEGE

College Assistantship: Assistant to the Dean of Chapel

Number of Students Needed: 1

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

Purpose: The Assistant to the Dean of Chapel supports the Dean of Chapel in planning, coordinating, communicating, and implementing weekly chapel services. This role is the primary operational connector for chapel, helping translate the chapel vision into weekly practice.

The Assistant to the Dean of Chapel coordinates details, participants, schedules, communication, service materials, and speaker needs so that each chapel service is well prepared, hospitable, and aligned with the broader chapel vision.

Key Responsibilities:

Under the direction of your supervisor, you will perform the following duties:

- Maintain and update the chapel schedule.

- Coordinate weekly chapel communications with the chapel team and relevant ADC offices.

- Liaise with chapel speakers regarding:
  - sermon or presentation title;
  - Scripture text;
  - biography or introduction;
  - arrival time;
  - service expectations;
  - AV or hospitality needs; and,
  - any other special requests.

- Coordinate with the appropriate ADC office regarding honoraria when needed.

- Assign participants for prayers, Scripture readings, testimonies, hospitality, and other service roles.

- Ensure broad and diverse participation from students, faculty, staff, alumni, churches, and community partners.

- Work with the Dean of Chapel and the Chapel Worship Leader to prepare the order of service for each chapel.

- Finalize and distribute the order of service and necessary service materials by Tuesday noon.

- Track key chapel details, including:
  - speaker;
  - theme;
  - Scripture;
  - worship leader;
  - prayer leader;
  - Scripture reader;
  - music selections;
  - AV needs;
  - hospitality needs;
  - livestream needs; and,
  - follow-up items.

- Ensure that Bible versions, song lyrics, slides, and posted materials use inclusive language when referring to human beings.

- Help coordinate student participation and encourage student involvement in chapel leadership.

- Support post-chapel reflection, follow-up, or gathering of stories where appropriate.

Job Qualifications:

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

Location:

You will be expected to attend all chapel services on-site at the Sarah Daley Nickerson Chapel.

Schedule:

Generally, you are required to work an average of **5-6 hours per week** throughout the fall and winter terms, **up to a maximum of 132 hours for the academic year**.

Your supervisor will prioritize responsibilities as needed to ensure that the work remains within the hours allotted to the College Assistantship.

Your responsibilities begin and end on the following dates.

Fall Term:	Between September 14, 2026, and December 11, 2026, inclusive
Winter Term:	Between January 11, 2027, and April 9, 2027, inclusive

Work may also be assigned during the two reading weeks.

Fall Term	Between October 13, 2026, and October 16, 2026, inclusive
Winter Term	Between February 16, 2027, and February 19, 2027, inclusive

For specific dates, visit https://acadiadiv.ca/academic-calendar/#dates

If you are unable to report to work due to illness or a family emergency, you are responsible for informing your supervisor immediately and arranging for an approved replacement when your assigned responsibilities require coverage.

Any replacement must be selected from the approved list of students who have received a College Assistantship bursary.

Remuneration:

A College Assistantship is granted for the academic year and provides remuneration of **$2,900, inclusive of vacation pay**.

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

Date: _____

Student: _____

Supervisor: _____