

# Wartburg Theological Seminary

## Position Description

**Title: Dean of the Chapel and Director of Learning for Life**

**Classification: Exempt**

**Position Status: Regular Full-Time**

**Benefits: Health insurance, pension and vacation, sick and holiday pay**

**Supervisor: Academic Dean**

### Position Summary:

This position combines two central components of Wartburg Seminary's life together by acknowledging the inherent link between Wartburg's worship life and continuing education program.

The Dean of the Chapel at Wartburg Theological Seminary (WTS) serves as the chief steward of the worship life of the seminary. It is the work of the Dean of the Chapel to infuse the centrality of worship into the life of the WTS community both residentially and for those at a distance. This stewardship includes oversight of daily chapel, Opening Worship, Advent Lessons and Carols, Baccalaureate, occasional services held at the seminary, and crafting rites for observances marking the academic life of the seminary.

The Director of Learning for Life at Wartburg Theological Seminary (WTS) is responsible for planning a menu of continuing education events and implementing those events. These events should be designed for both lay people and rostered leaders, and include offerings that take place in person at the seminary, virtual events that can be streamed, and those that take place off-site. This work includes partnering with the Faculty and Development on regularly occurring educational events. These events also will include worship experiences.

## Major Responsibilities/Activities:

### ***Dean of the Chapel:***

Duties related to stewardship of worship services:

- Vision and responsibility for the regular daily worship of the WTS community, including the weekly pattern, the Chapel lectionary, and the rota of faculty, staff, and students to plan and lead the services.
- Oversight of worship planning process that respects the role and gifts of faculty presiders and places a high value on the collaboration of faculty, staff, and students in the worship life of the community.
- Imagination and implementation of practices for a worshipping community that includes students in residence and at a distance, including collaboration with those responsible for educational technology and technology services.
- Develop and implement with excellence both in-person and digital worship.
- Responsibility and vision for the major annual services outside of the pattern of daily worship, currently Opening Worship, Advent Lessons and Carols, Baccalaureate, as well as other occasional rites and services as needed (dedications, installations, farewells, ordinations, weddings, and funerals/memorials).
- Responsibility to provide daily worship during week-long TEEM intensives, currently in January, June (2), and July.
- Vision and responsibility for the liturgical and musical life of the seminary community at worship, with particular attention to diverse representation.
- Responsibility for regular communication about the Chapel schedule and the worship life of the seminary.
- Prioritize a collaborative working relationship with the Liturgics professor.
- Developing and implementing best practices in livestreaming.
- Keeping up to date on current ELCA practices and resources.

Duties related to chapel management:

- Coordinate the selection process and supervise those serving as cantor, sacristan, sexton, musician, and accompanist.
- Oversee vision and responsibility for the Chapel space and its furnishings, vestments, vessels, and appointments.
- Provide for a functional sacristy, including liturgical books and resources, the worship resource area in the library, storage areas, and digital materials.
- Produce service folders for annual major services, some occasional rites, and principal planning documents.
- Create and provide worship bulletins for special services (Opening Worship, Advent, other seasonal resources, Baccalaureate/Commencement, etc.).
- Maintain and manage all copyright licensing related to chapel.
- Steward the chapel budget and ordering of supplies as needed.
- Hiring and supervision of the seminary cantor, currently contracted for the Wednesday eucharist and major annual services, and oversight of the musical life of the seminary worshipping community, including the use and maintenance of musical instruments.

### ***Director of Learning for Life***

- Develop robust theological education opportunities for both rostered leaders in the ELCA and lay church members.
- Seek to work collaboratively with ecumenical and interfaith partners.
- Work with the faculty for their participation in various events as appropriate.
- Reengage and expand a cohort of Learning for Life instructors.
- Manage the budget for continuing education events.
- Provide a vision for a coordinated set of events each year.
- Work with Communications and Marketing to develop publicity for each event.
- Connect and partner with alumni/ae, congregations and synods to promote continuing education events.
- Develop appropriate worship experiences to complement educational events
- Manage event registrations, payment, and housing details.
- Contract with speakers and instructors, managing the details of their involvement (travel/payment/housing).

Position is salaried with evening and weekend work necessary.

This position requires that the person is located in the Dubuque vicinity.

The position includes possible service as an adjunct instructor, depending on the needs of the seminary curriculum and the qualifications of the applicant.

The position also includes other duties as assigned.

### **Qualifications:**

#### **Education, Experience and Skills Required:**

- Master of Divinity degree is required.
- Candidate must be a rostered pastor in the Evangelical Lutheran Church in America.
- A minimum of 5 years parish experience.
- Self-starter with strong organizational skills.
- Natural relationship building and collaboration skills.
- Strong and creative leadership skills.
- Deep appreciation and understanding of a Lutheran theology of vocation and discernment.
- Deep engagement with a life of faith.
- Strong written and verbal communication skills.
- Ability to maintain strict confidentiality and appropriate boundaries.
- Collaborative leadership skills.
- Liturgical imagination.
- Musical sensibility for the aesthetics of music in relationship to worship.
- Commitment to the mission of Wartburg Theological Seminary.

## **Work Environment:**

This position has frequent interaction with faculty, students, staff and other WC and WTS constituents. This position operates in a professional office environment. This position routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk, hear, move around, and work at distances close to the eyes. Arms, hands, and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 10 pounds. Concentration and ability to work at one location standing or sitting for long periods of time. Ability to follow written or oral instructions with little supervisory involvement.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

*Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.*