

Wartburg Theological Seminary

Title: Dean of the Chapel

Classification: Exempt

Position Status: Regular Part-Time

Supervisor: Vice President for Leadership Formation

Position Summary:

This position is responsible for stewarding and implementing the worship life of Wartburg Seminary, a key component of Wartburg's life together.

The Dean of the Chapel at Wartburg Theological Seminary (WTS) serves as the chief steward of the worship life of the seminary. This includes working collaboratively with the chapel advisory committee to cast a vision for Wartburg's worship life, centered in Jesus Christ, and also to implement worship with skill, thoughtfulness and attention to diverse voices and experiences. 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, special services held at the seminary (for example, funerals and installations), and crafting rites for special occasions in the life of the seminary. The Dean of the Chapel coordinates the selection process and supervises those serving as cantor, sacristan, sexton, musician, and accompanist. Excellence in developing and implementing both in-person and digital worship is required.

Major Responsibilities/Activities:

Duties related to stewardship of worship services:

- Respect the role and gifts of faculty, staff, and guest presiders in the worship life of the community.
- 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.
- Provide a Lutheran theological perspective to worship planning, with ecumenical sensitivity and openness.
- 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 (3), and July (2).

- Vision and responsibility for the liturgical and musical life of the seminary community at worship, with particular attention to diverse representation.
- Oversight of a worship planning process that places a high value on the involvement and leadership of faculty/staff and students.
- Responsibility for regular communication about the Chapel schedule and the worship life of the seminary.
- Prioritize a collaborative working relationship with the Liturgics professor, chapel advisory committee, and the Department for Vocation and Formation.
- 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.
- Developing and implementing best practices in livestreaming.
- Keeping up to date on current ELCA practices and resources.

Duties related to chapel management:

- Oversee vision and responsibility for the Chapel space and its furnishings, vestments, vessels, and appointments.
- Oversee the creation of daily worship bulletins.
- 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 print worship bulletins for special services (Opening Worship, Advent, other seasonal resources, Baccalaureate/Commencement, etc.).
- Maintain and manage all copyright licensing related to chapel.
- Prepare lectionary/rota for chapel leadership.
- Steward the chapel budget and ordering of supplies as needed.

Duties related to staff oversight:

- 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 musical instruments.
- Scheduling tuning of the organ and piano
- Hiring and supervision of the students on the chapel staff.

Qualifications:

- 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 or equivalent
- 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
- Effective collaboration with seminary faculty, students, and staff
- Team player to draw on the strengths of others and coordinate work in a system
- Be willing to reflect and learn from experience and in particular the worship life of the Wartburg community
- Commitment to Diversity, Equity and Inclusion, and demonstrated experience in facilitating worship that reflects these commitments

This position is Dubuque-based.

Work Environment:

This position has frequent interaction with faculty, students, staff and other 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.

Position is salaried with occasional evening and weekend work necessary.

The position also includes other duties as assigned.

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

Physical and Mental 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.