

University of Dubuque  
Student Employment Opportunities

JOB TITLE:	CHAPEL ASSISTANT
Department:	Campus Ministry
Location:	Blades Hall
Supervisor:	Bridgett Boone/Jim Gunn
Supervisor Phone Number:	563-589-3557/563-589-3582
Supervisor email:	bboone@dbq.edu/jgunn@dbq.edu
Job Description:	<p>The Chapel Assistant works with the Coordinator or Chaplain(s) to provide for experiences of worship and spiritual nurture in the university community.</p> <p><b>Time and Compensation:</b> Averaging 10-15 hours per week, at work study (minimum wage) rate. Funding permitting, a couple of hours per week may be available during the summer for fall planning. Otherwise the term begins with new student orientation, the Wednesday morning before Labor Day.</p> <p><b>Responsibilities:</b></p> <p><u>Planning</u></p> <ul style="list-style-type: none"> <li>• Greet for all chapel services</li> <li>• Serve, possibly purchase for communion services (Wednesdays)</li> <li>• Serve on the planning committees for the fall and spring retreat as well as any others</li> </ul> <p><u>Worship Preparation</u></p> <ul style="list-style-type: none"> <li>• Prepare Blades chapel by 10:50am (MWF) and 5:20pm (Sundays) prior to each service. Regularly check e-mail to receive requests regarding set up for chairs, need for microphones, or special provisions. Other aspects of preparation include setting out and storing the appropriate paraments, cross, keeping the paraments and communion linens clean, purchasing the elements for communion. Other than furniture, items need to be cleaned up and returned immediately after the service.</li> <li>• During chapel monitor the sound system and write down prayer requests shared during announcements. Pass prayer list on to the Coordinator or Chaplain(s).</li> <li>• During every chapel make sure there is a count for the number of attendees at each service</li> </ul> <p><u>Refreshment Preparation</u></p> <ul style="list-style-type: none"> <li>• Prepare coffee by 10:50am</li> <li>• Set out all necessities for refreshments including tea and cocoa</li> <li>• Include advertising on the table; depending on upcoming events</li> </ul> <p><u>Leadership</u></p> <ul style="list-style-type: none"> <li>• Provide occasional leadership in chapel, and/or working with a worship team.</li> <li>• Serve on the Christian Leadership Council as a member.</li> <li>• Meet monthly with the Coordinator or Chaplain(s) or more, to ensure clarity.</li> <li>• Assist the Pastor to Students with Baccalaureate and Commencement, unless the Assistant is graduating.</li> </ul> <p><u>Clean Up</u></p> <ul style="list-style-type: none"> <li>• Make certain everything is put away decently and in order</li> </ul>