

**Job Title:** Chapel Supervisor

**Department:** Program

**Reports to:** Program Director

### **Position Summary:**

The role of the Chapel Supervisor is to plan, set up, and run all things that take place in the Chapel. Your responsibility is to assist the Program Team and Program Director in organizing and executing the chapel program for campers and guests.

### **Specific Responsibilities**

- Connect with speaker prior to camp in order to get to know them and see what needs they may have
    - Slides, movie clips, walk up songs, etc.
  - Make sure the chapel is in great condition before every chapel session or event
    - Straight rows of chairs, garbage empty, floors clean, bathrooms clean, stage clean
  - Develop Chapel decorations in line with summer theme.
  - Check in with Program Directors at the beginning and throughout the week to see what they will need from you:
    - Utilizing the building other than Chapel times and what that entails
    - Any special requests: sound system outside, talent show, special event, etc.
  - Shepherd and coordinate with Chapel Production Assistant
  - Coordinate transitions for all chapels and parent presentations
  - Supervise and lead the Music Team.
    - Prepare and communicate to insure everyone involved in music is on the same page
    - Speaker: collaborate on messages and how to encourage the Gospel points through music
    - Communicate rehearsal times and chapels times, specific songs being played, lay out of stage, and discussion transitions
    - Chapel Production Assistant: communicate equipment, stage layout, rehearsal and chapel times, any special tech needs
  - Gather a team of musicians each week of camp (often summer staff) and communicate appropriately
    - Songs being played (mp3's, YouTube links, music in appropriate keys)
    - Song schedule for the week
    - What equipment is available and what needs to be brought
  - Select songs and when songs will be played each week of camp
  - Print copies for musicians every week
  - Confirm Chapel Production Assistant has double checked songs in ProPresenter -- spelling and order
  - Lead music for Chapels and any other special music requests
  - Assist others who are serving in the Chapel
- Participate in summer staff community

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- Spiritual Leadership - to lead campers and co-workers spiritually toward Christ. To live an exemplary life and to have a focus of love for the Lord and others

### **Essential Qualifications**

- Mature and ongoing relationship with Jesus Christ--ability to lead by example and word
- Honesty, not perfection in Christian walk
- Servant Leadership skills; winsome and clear communicator
- Ability to have fun and keep a good attitude amidst adverse conditions
- Commitment to camp ministry and its values
- Possess Christian attitude and conduct
- Well-grounded in the Word of God

\*This job description is by no means all inclusive. It is an overview to provide a general idea of what the position involves. There will be other camp duties involved and on occasion you may be asked to fill in for other positions when the need arises.

### **Employee Review:**

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time-to-time in order to meet the ministry's needs. I have been given a copy of this description.

Staff's Signature: \_\_\_\_\_ Date: \_\_\_\_\_