

MANNING MEMORIAL CHAPEL COME NUTURE YOUR SPIRIT

Advertisement for Two Chapel Assistants, Winter 2026 Semester, Manning Memorial Chapel

Total Number of Students Needed: 2 - One Chapel Assistant (General Duties) and one Chapel Assistant (Creative Media Support)

Job Description: Chapel Assistant (General Duties) Manning Memorial Chapel

Number of Students Needed: One

Supervisor: The Reverend Marjorie Lewis PhD, Chaplain and Dean, Manning Memorial Chapel.

Preamble: The Manning Memorial Chapel is committed to building a diverse Team of Chapel Assistants, as it reflects Acadia University's commitment to building an inclusive, equitable, and accessible environment. To this end, applications are encouraged from students belonging to equity-designated groups that have experienced marginalization based on race, ethnicity, gender, age, disability, economic status, sexual orientation, gender identity, nationality, and other circumstances.

Responsibilities: Chapel Assistants provide six hours' weekly service to the Chapel during each semester, helping to implement the Chapel activities. The Chapel provides a Ministry to the University, through virtual and face-to-face experiences. These encompass regular Christian worship services that are ecumenical, inclusive and affirming; resources for prayer and meditation; individual and group spiritual care; Retreats, Prayer Meetings, Bible Studies and activities in collaboration with other Acadia departments and programmes. The Chapel also fosters interreligious engagement. Chapel Assistants' specific duties are:

- Attendance at, as well as participation in the preparation, hosting and leadership of worship services and other activities of the Manning Memorial Chapel
- Research related to the Chapel programmes
- Communication and promotion of Chapel activities
- Administrative duties including counting and recording offering
- Any other duties required to fulfill the Chapel's mandate

Qualifications

- Current student at Acadia University
- In good academic standing and able to maintain good grades while working as Chapel Assistant
- Good interpersonal skills
- Understanding of and commitment to confidentiality
- Desire to help others experience meaningful worship and opportunities to nurture their spirituality
- Willingness to work in formal ceremonial activities as well as informal settings
- Knowledge of the work of the Manning Memorial Chapel
- Respect for and willingness to work with people of diverse backgrounds and identities

A stipend is provided to Chapel Assistants in keeping with the University's guidelines which can be found at <https://www2.acadiu.ca/research/hiring-students.html>

Interested persons are invited to apply by sending a Cover Letter and Resume to: marjorie.lewis@acadiu.ca
Deadline for applications is January 9, 2026

Job Description: Student Chapel Assistant - Creative Media Support Winter 2026 Semester

Number of Students Needed: One

Supervisors: The Reverend Marjorie Lewis PhD, Chaplain and Dean, Manning Memorial Chapel; Mr. John Scott University Organist and Chapel Choir Director

Preamble: The Manning Memorial Chapel is committed to building a diverse Team of Chapel Assistants, as it reflects Acadia University's commitment to building an inclusive, equitable, and accessible environment. To this end, applications are encouraged from students belonging to equity-designated groups that have experienced marginalization based on race, ethnicity, gender, age, disability, economic status, sexual orientation, gender identity, nationality, and other circumstances.

Responsibilities:

The Chapel Assistant (Creative Media Support) provides six hours' weekly service to the Chapel during each semester, with a specific focus on the livestreaming of Worship Services and creating and uploading content to social media platforms. This consists of Sundays 5.00 – 8.45 p.m., social media check-ins about 20min / day, two days weekly; and post and image creation for social media as needed; work with Chapel Team, and specifically Chapel Organist to capture, manage, edit, and share high quality content on the Chapel's social media platforms, specifically (50 minutes weekly), 45 minute meeting with other Chapel Assistants.

The Chapel Assistant helps to implement the Chapel activities. The Chapel provides a Ministry to the University, through virtual and face-to-face experiences. These encompass regular Christian worship services that are ecumenical, inclusive and affirming; resources for prayer and meditation; individual and group spiritual care; retreats, Prayer Meetings, Bible Studies and activities in collaboration with other Acadia departments and programmes.. The Chapel also fosters interreligious engagement. The specific duties of the Chapel Assistant Creative Media Support are:

- Operate live-streaming platform, cameras, audio equipment
ATEM video switching. Currently employing OBS, stream to YouTube. (May transition to ATEM software control), and familiarity with sound board and related equipment
- Set-up and strike of primary equipment for each service
- Assist in designing graphics for events, announcements, and services (Canva)
- Research related to the Chapel programmes
- Assist in timely activity on Chapel social media platforms (FB / IG)
- Provide valuable input as a part of the Creative Media Team
- Regular meeting with other Chapel Assistants
- Any other related duties and the exercise of flexibility in allocation of hours to meet specific programme targets

Qualifications

- Current student at Acadia University
- In good academic standing and able to maintain good grades while working as Chapel Assistant
- Good interpersonal skills
- Understanding of and commitment to confidentiality
- Desire to help others experience meaningful worship and opportunities to nurture their spirituality
- Willingness to work in formal ceremonial activities as well as informal settings
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