



Summer Vicar

SUMMARY OF THE JOB

The Higher Things Summer Vicar works under the supervision of the Higher Things Dean of Theology, the Worship Coordinator, and site Chaplains, along with the Events Executive or Staff to ensure that all worship services are prepared and officiated in good order, as well as other teaching and Conference responsibilities. This position is a contract position with compensation following the work with Higher Things. Active responsibilities are on site at one or more annual Higher Things conferences. Summer Vicar duties include but are not limited to the following:

IMPORTANT THINGS YOU WILL DO

WORSHIP DUTIES

- Assist with on-site preparation for the conference worship services
- Assist with maintenance of worship materials and adornments
- Assist preachers/liturgists with sacristy duties, vestment care, etc.
- Participate in services as requested by Chaplain (communion distribution, lector, cantor, etc.)
- Assist with chapel setup and teardown
- Work with volunteers in preparing the chapel
- Assist the Chaplain in other requested tasks

CONFERENCE DUTIES

- Teach a breakaway session to youth at each conference (topic determined by supervisor)
- Assist with conference entertainment
- Assist preachers/liturgists
- Other duties, as needed

EXTRA STUFF

- If the requisite course(s) have been completed, the vicar has the opportunity to preach and/or assist at the Dean of Theology's parish, and optionally also at the congregation of the Higher Things President.

YOU SHOULD BE...

- A member in good standing of a congregation of the LCMS
- Confident self-starter, resourceful, and able to complete tasks independently with minimal supervision
- Able to contribute positively in a team environment made up of diverse groups of internal and external contacts

WHAT TO EXPECT...

- June 28, 2021-July 31, 2021 will assist the Higher Things President and/or Dean of Theology with liturgy/preaching at either of their home parishes between conference weeks.
- \$350 per conference week in compensation. Travel, lodging, and meals are included. (Lodging will be provided as a double-occupancy room with another male adult or staff member.)
- Four fun and fast paced weeks as we seek to put the gospel in the ears of our churches youth.

WHERE TO APPLY...

- Interested seminarians should contact Rev. Aaron Fenker, the Higher Things Dean of Theology, at dean@higherthings.org

Duties and Expectations

SUMMARY OF THE JOB

The summer conference season is the busiest time for Higher Things. A helpful way to think about a Higher Things Conference is an extended lock-in, with slightly more sleep. The Vicar's conference work, which is itself also a time of study, is divided into four areas: general Conference duties, Catechesis, Worship, and even some reading. A summary of the Summer Vicar's duties and responsibilities in these four areas is as follows.

CONFERENCE

The Summer Vicar is attending the Higher Things Conference season in order to learn. Fun will, of course, be had along the way, but the vicar is there to learn about youth ministry from the Higher Things Staff. The following general duties and expectations for the Summer Vicar(s) regarding the Higher Things Conferences:

- The Vicar will assist during entertainment (e.g., the Talent Show, Vicar Tag, Staff Challenges, etc.)
- The Vicar will hang out with the staff, especially the Higher Things Conference Chaplain, Higher Things Executive Staff, and Higher Things Leadership
- The Vicar will work with the College Conference Volunteers (CCVs), understanding that he is not above them nor below them in authority but on the same level as them, albeit within different areas.
- The Vicar may be asked to help with general conference tasks outside of Worship and Catechesis.

CATECHESIS

- The vicar(s) will observe all four plenary sessions and debrief with Higher Things staff, discussing the benefits and possible areas of growth of each session.
- The Vicar will teach a 45-minute breakaway session, topic to be determined by the Dean of Theology. This class will be placed in the first section and the final section to allow the Vicar time to edit his presentation
- In the remaining breakout sessions at the first two conference locations, the Vicar will observe Higher Things breakouts by the Higher Things Dean of Theology or conference staff

WORSHIP

While many of the Conference Chaplains have served in that capacity before and while all have been to at least one conference, the Summer Vicar is the only constant chapel staff throughout the entire conference season. What the Vicar learns at the first conference under the Dean of Theology, he will then implement with little or no supervision at the later conferences. The Vicar will obviously defer to the chaplain *in locis* if/when something is changed due to specific conference requirements, or due to the rule: "Do what you do in your own parish." The worship duties of the Summer Vicar include but are not limited to the following:

- The Vicar will assist the Conference Chaplain in preparing the worship space
- The Vicar will steam the assisting pastors' vestments and the chapel paraments, if possible/necessary with help from the College Conference Volunteers (CCVs)
- The Vicar will prepare the sanctuary, if possible, at least 45 minutes before each worship service, which includes

- Waters in proper place for all worship leaders/assistants
- Worship binders/books in place for all worship leaders/assistants
- Readings put in order
- Vestments steamed and paraments in proper color and order
- The Vicar will assist in the 10 conference worship services in the following capacities
 - Altar Guild
 - Communion Distribution Assistant
 - Acolyte
 - Crucifer (Divine Service)
 - Lucifer (Evening Prayer)
 - Lector
 - Psalm Cantor
 - Liturgist
- The Vicar, along with the conference chaplain, will lead Compline for the CCVs at the request of the CCV Manager
- The Vicar will assist in tearing down the worship space.

READING

- The Vicar will read the assigned materials, which will be discussed with the Dean of Theology or other Higher Things staff throughout the Conference week.
- For the 2021 Conference season, The Vicar reading list will cover Baptism, the Lord's Supper, and Preaching.

ABOUT HIGHER THINGS

The mission of Higher Things® is to support the church in passing on the Faith by teaching the next generation the Gospel of Jesus Christ: that they are saved by grace alone, through faith alone, as revealed in Scripture alone.

Volunteer Application

About The Process

We are seeking to provide a safe and secure environment for those children and youth who participate in our conferences and retreats. This form is to be completed by all volunteer workers for any position involving the instruction, supervision, or custody of minors.

We are aware that the Body of Christ is made up of many unique people and experiences. Praise God, we are all sinners saved by the death and resurrection of Jesus Christ! While it would never be our intention to judge or condemn, we believe it is our God-given responsibility (Matthew 18:6) to provide a safe and secure environment for the youth at our conferences and retreats. As such, we ask for your cooperation and assistance in complying with the volunteer application process.

Applicant Information

_____			_____		O Male	O Female
Last	First	MI	Date of Birth			
_____			_____		_____	
Street			Cell Phone		DL Number	
_____			_____			
City	ST	Zip	E-mail Address			
_____			_____		_____	
Church Name	Denomination	Church Phone		Pastor's Name		
_____			_____			
Street		City/ST	Zip			

References

List two non-relative references whom we can contact about you and your work with children or youth.

_____		_____		_____		_____	
First	Last	Home Phone		Email			
_____		_____		_____		_____	
First	Last	Home Phone		Email			

Volunteer History

Please list any volunteer or community service experience that would be helpful to your work with Higher Things

Please list any gifts, training, education, or other factors that have prepared you for this work

Legal Information

The information contained in this application is correct to the best of my knowledge. I authorize references and/or churches listed in this application to give you any information that they may have regarding my character and fitness for working around children and youth. In consideration of the receipt and evaluation of this application by Higher Things, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature at any time to me, my heirs or family on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowing false information.

Should my application be accepted, I agree to be bound by the bylaws and policies of Higher Things to refrain from unscriptural conduct in the performance of my services on behalf of their conferences and retreats. I agree that I have read and understand the above acknowledgements and agreements and recognize all the above as conditions of volunteering.

Driver Policies And Record

All drivers must be 21 years of age, have valid driver's license, insurance, and liability per Higher Things, Inc. insurance requirements.

Events Executive must be shown license prior to any operation of a motor vehicle.

Driver must obey all local and state traffic laws.

Driver must drive responsibly and abide by the posted speed limit.

Smoking is not allowed in Higher Things vehicles.

Higher Things' executive staff reserve the right to ask someone not to drive at any time. Cell phone usage while driving is not permitted at any time.

I certify that the following is a true and complete list of traffic violations (other than parking violations) for which I have been convicted or forfeited bond or collateral during the past twelve months:

_____ Applicant's Signature		_____ Date	
_____ Date	_____ Offense	_____ Location	_____ Type of Vehicle
_____ Date	_____ Offense	_____ Location	_____ Type of Vehicle
_____ Date	_____ Offense	_____ Location	_____ Type of Vehicle

Acknowledgement

I have read, agree, and have filled out this application to the best of my ability. I certify that all information I have written is true, and has not been fabricated.

Applicant's Signature

Date