

2025-2026 KAIROS LEADERSHIP TEAM

Thank you for your interest in serving on the Kairos Leadership Team! Being a member of the Leadership Team requires significant commitment, and we want you to be aware of the time commitment, expectations, and responsibilities as you begin this application process. We have provided information below regarding the time, personal and spiritual commitment involved in serving on the team.

Overview

The Kairos Leadership Team consists of 8-10 students who have offered themselves in service to lead worship for their peers at the weekly Kairos services coordinated by the Office of the Chaplaincy. Along with worship leadership, the Kairos Leadership Team also facilitates outreach and community engagement among the Kairos community. Team members are expected to promote the Kairos services, to provide support and care to community members, to participate in Christian holiday services when available, and to serve in the broader Kairos and UR community.

Worship Leadership Roles

Worship is the primary focus of the Kairos community. Providing worship leadership is a privilege that should be undertaken with faithfulness, integrity, and sincerity of purpose. Worship leadership demands a level of preparation in order to prompt others to hear from and communicate with God. Each week, the Christian Life Worship Coordinator will assign worship leadership roles, which include serving as aesthetics coordinator, greeter, lector, presider, or musician.

Aesthetics coordinators prepare the space for worship each week by clearing the choir loft, setting up the altar, placing and lighting the candles, cross and Christ candle. The coordinators also stay after Kairos to assist with extinguishing the candles and putting away all elements used in the service.

Greeters offer a welcoming presence at the Chapel doors, distribute bulletins, and talk with community members as they arrive and leave the service. Greeters also help to identify visitors and ask them to complete visitor cards.

Lectors read one of the two selected passages during the service.

Presiders offer the welcome, candle lighting introduction or lead the prayers of the people during the service.

Musicians sing or play the guitar for the weekly services. KLT musicians arrive early to rehearse with the music team, which includes the Kairos Student Music Coordinator and Kairos musicians, who are Chaplaincy student employees. KLT musicians also rehearse on their own time to prepare for the weekly services.

Responsibilities

- Arrive early to prepare for services and greet Kairos members and visitors at the start of the service. The expected arrival time will vary depending upon the role.
- Participate in services by providing the welcome, reading a selected text, offering the prayers of the people, playing or singing music.
- Contribute insight and ideas to the monthly Kairos Leadership Team meetings, including theme selection. Meeting times will be determined based on team availability.
- Attend Kairos community engagement events, such as fellowship, discussion and service opportunities.
- Participate in on campus Christian holiday services as schedules permit, including the Festival of Lessons and Carols, Ash Wednesday, Good Friday, Easter Sunrise services

Time Commitments

- Attendance at pre-service Leadership Team gathering and prayer (Tuesdays, 7:30-8 p.m.)
- Attendance at weekly Kairos services (Tuesdays, 8-8:30 p.m.)
- Attendance at monthly Kairos Leadership Team meetings (1 hour, planned according to KLT schedules)
- Attendance at Kairos community events (mostly Tuesdays, 8:30-9:30 p.m.)

Expectations

- Exemplary representation of the Kairos community and Chaplaincy to all parts of campus
- Thoughtful preparation for worship leadership
- Helpful participation and contribution to Kairos Leadership Team meetings and Kairos community events
- Timeliness and effectiveness in fulfilling the responsibilities of serving on the team
- Regular communication with Kairos team members, Christian Life Coordinators, and the Chaplaincy staff regarding Kairos needs and plans

2025-2026 Kairos Leadership Team

Current KLT are happy to talk with you about the time commitment, responsibilities and expectations, and their experience serving on the team. If you have questions about serving on the team, the selection process, or the application, you may also contact Bryn Taylor, Associate Chaplain (bryn.taylor@richmond.edu).

Selection Timeline

August 4-August 29 – Applications available (due by 5 p.m. on 8/29)

September 2-11 – Interviews (scheduled after application is submitted)

September 12 – Notification