



CHAPLAIN

IMMEDIATE SUPERVISOR:

Head of School

JOB SUMMARY:

St. Thomas Episcopal Parish School is an active, passionate community with rich traditions and a legacy of excellence. The chaplain position is an exciting opportunity for a charismatic person to intensify the Episcopal Identity in a parish and school that is hungry for direction and cares deeply about building inclusivity, values, and spirituality. The chaplain's duties are diverse and include leading daily worship, teaching religion classes, offering pastoral care, and overseeing community outreach and service learning. The chaplain epitomizes the school's core values and Episcopal identity, and works alongside a very collaborative leadership team to ensure the implementation of the school's mission and strategic plan. He/she serves a school of 425 students, as well as parents, teachers, and school/parish administration, and acts as a liaison with the church leadership.

JOB QUALIFICATIONS:

- Must be an ordained Episcopal priest, preferably with a Masters or advanced degree
- An engaging personality and dynamic public speaking style
- A commitment to the principles of the Episcopal Identity of the school, while serving in a diverse community
- Outstanding organization and communication skills
- Excellent judgment and ability to problem solve
- Experience working with multiple constituencies, especially children, ages 3-12
- Skillful teaching

GENERAL RESPONSIBILITIES:

Worship:

- Plan, organize, and lead daily chapel services that are developmentally appropriate and reflect the mission and values of the school through Bible readings, liturgy, songs, and other spiritual messages
- Model and encourage regular prayer
- Plan, organize, and lead large All -School Chapel services
- Plan for all special services: (i.e., Christmas, Ash Wednesday, Blessing of the Animals, Maundy Thursday, Flowering of the Cross, Parish School Sunday, Grandparents Day, and Graduation, etc.)

Pastoral:

- Provide pastoral counseling services to students, families, faculty, and staff as needed. Such services may include (but are not limited to) crisis counseling, grief work, and other assistance, and will include working alongside other key personnel such as the School Counselor
- Coordinate parent led support systems for community members in times of need

Education:

- Oversee the School's religion curriculum so that it reflects the mission, core values, and Episcopal identity, and increases the religious literacy of our students
- Assist teachers with developing classroom lessons that correspond with the school's mission, core values, character development, and Episcopal identity
- Teach religion classes
- Work with the Inclusivity Committee and Director of Counseling to incorporate a multicultural curriculum and social emotional learning activities in the school and the community at large
- Work with outreach committees of the church and school to ensure cohesive, age appropriate initiatives

Administrative:

- Attend weekly team meetings and occasional retreats and planning sessions
- Prepare the chaplain's annual budget and operate under the guidelines of that budget
- Attend faculty meetings which may include division meetings, as well as full faculty and staff meetings
- Participate in student supervision duties: carpool, lunch duty, recess supervision, etc.
- Be an integral part of the broader life of the school
- Participate in diocesan affairs as desired or as required by the Diocese of Miami
- Meet regularly with the Head of School and the Rector