



**CHAPLAIN**  
**2018 - 19**

**IMMEDIATE SUPERVISOR:**

Head of School

**JOB SUMMARY:**

The chaplain's duties are diverse and include leading daily worship, teaching religion classes, offering pastoral care, overseeing community outreach, and service learning. The chaplain epitomizes the school's core values and Episcopal identity, and works alongside the school's leadership to ensure the implementation of the school's mission.

**JOB QUALIFICATIONS:**

- Ideally should be an ordained Episcopal priest
- Masters or other advanced degree, preferred
- Must be committed to the principles of the Episcopal Identity of the school while serving in a diverse community
- Outstanding organizational and communication skills
- Exercise excellent judgment and analytical skills
- Should be enthusiastic, motivated, and able to work with multiple constituencies, especially elementary age children
- Reports to the Head of School and will liaison with the Church Rector

**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 All School Chapel services and other special services
- Plan for all special services: 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 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, and Episcopal identity
- Teach religion classes
- Work with the Inclusivity Committee and Director of Counseling to incorporate multicultural curriculum and social-emotional learning activities into the school and the community at large

**Administrative:**

- Attend weekly team meetings and occasional retreats and planning sessions
- Prepare 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