



HEAD CHAPLAIN

OUR MISSION: Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

ABOUT US: Oregon Episcopal School occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, diverse learning community.

As an Episcopal school, we are rooted in a rhythm of gathering and reflection that values and respects all beliefs and cultures. As such, we educate toward a larger purpose—toward inclusion and respect, service and justice, and commitment beyond ourselves.

JOB SUMMARY: The head chaplain plays a key role in defining, preserving, and promoting the School's Episcopal identity to all constituencies. The head chaplain works collaboratively to set the direction and vision for the chapels and spiritual life of the School. This position is a community builder and, as such, works across divisions and departments with the Middle and Lower School chaplain, developing, facilitating, and promoting services throughout the OES community; and in close partnership with the Office of Equity & Inclusion helping the School live into our [Commitment to Justice](#). The head chaplain facilitates the active engagement of student leaders and other ministries in the Chapel. As the primary voice in preaching, liturgy, and teaching, the head chaplain's responsibilities include coordinating the sacramental, pastoral, and educational ministry of the chaplaincy while performing duties and teaching religious studies classes in the Upper School (US). Responsibilities also include: providing pastoral care to the full breadth and diversity of students, families, and employees as needed, advising student groups, and coordinating the relationships with outside organizations and communities.

This is a senior leadership position that serves on the Administrative Team. The head chaplain reports directly to the head of school.

ESSENTIAL DUTIES:

Chapel Program

- With the divisional chaplains, oversee and facilitate a meaningful, inclusive and age-appropriate PK-12 chapel program.
- Plan, facilitate, and lead a weekly divisional chapel in the Upper School
- Oversee, support, and be involved as needed in the chapel program for all three divisions.
- Plan (with the chaplain team) all-school worship events throughout the year.
- Provide (with the chaplain team) worship opportunities to the school community, including employees and families.
- Facilitate creative connections between Chaplaincy and the music program.

- Facilitate efforts with other school constituencies to support environmental stewardship.
- Collaborate with the Office of Inclusion on the advancement of equity and inclusion in the OES community.
- Collaborate with all school and divisional community engagement coordinators to highlight student efforts to realize their power for good.

Teaching

- Create, communicate, and maintain clear, consistent, and appropriate learning objectives and expectations
- Provide frequent, constructive, objective, and prompt feedback.
- Engage in our school-wide Learning and Teaching program.
- Design assessments and activities as tools for student learning and growth.
- Recognize, respect, and promote the cultural difference and diversity of the individuals in the classroom and community.
- Collaborate proactively and productively with colleagues.
- Communicate responsibly and professionally with colleagues, families, and students.
- Establish and maintain relationships with students and families that promote learning and community building.
- Seek to understand, value, and respond to each student.
- Differentiate instruction; experiment with teaching strategies.
- Establish and maintain appropriate standards for student behavior using Restorative Practice methods that encourage reflection and problem solving and support positive self-esteem and relationship building.
- Integrate technology in teaching and assessment.
- Attend division meetings, grade-level team meetings, and academic department meetings.
- Serve as an advisor to a small group of students.
- Attend an opening of school grade level overnight trip.

Pastoral Care

- Promote and encourage the spiritual well-being of the community.
- Work with chaplains, director for equity and inclusion and division heads on building community and a sense of belonging for families.
- Minister to the needs of students, employees, and families as opportunities present themselves.
- Maintain a visible presence in the all-school community.
- Coordinate care of students of concern with the divisional chaplains and support services teams, with a particular focus on the Lower School.
- Develop and oversee Chaplaincy in the Residential Life program.
- Be a resource to divisional chaplains regarding pastoral care issues.
- Promote chaplains' personal and professional growth and development.

Administration

- Serve on the senior Administrative Team.
- Participate on the All-School Community Engagement Committee, facilitating opportunities for students to engage in social justice and realize their power for good.
- Serve on the Head's Vision and Advisory Committee (HVAC).

- Serve as staff representative on the Mount Hood Climb Observance Committee, plan and coordinate MHCOD in May.
- Partner with the Office of Equity & Inclusion in building and supporting community; support implementation of strategic DEIA initiatives.
- Recruit, orient, support, evaluate, and supervise the chaplaincy team.
- Support the Admissions and Advancement Offices by maintaining and articulating a clear and accurate definition of Episcopal identity.
- Maintain and nurture the cordial relationship between the school and the parish of St. John the Baptist, and serve on the OES/SJB Liaison Committee.
- Maintain an active presence in the Diocese of Oregon.
- Oversee the annual Chaplaincy budget.

Education

- Support the work of the Religion and Philosophy Department to coordinate and maintain the religion curriculum, Pre-k through 12th grade.
- Share in the teaching of religion courses.
- Articulate Episcopal Identity in service to the School's mission to all constituencies.
- Create opportunities for parent education concerning spiritual development
- Attend regional NAES meetings and promote NAES programs; maintain an active presence in NAES.

MINIMUM QUALIFICATIONS:

- Status as an ordained Episcopal priest, or an ordained deacon with intention of priesthood
- Master of Divinity degree (or higher)
- Three years' experience working in an Episcopal school as a school chaplain or in a similar ministry setting.
- Intercultural competence, ability to work with sensitivity and effectiveness with students, families, colleagues of diverse backgrounds and identities, demonstrated commitment to equity and inclusion for people of all backgrounds and identities
- Digital literacy; intermediate to advanced proficiency in MS Office Suite, Google Docs/Sheets and other web based applications; database and
- Video-conferencing experience, as appropriate to job duties; flexibility and willingness to learn as digital tools evolve
- Ability to pass a criminal background check

PREFERRED QUALIFICATIONS:

- 5 years' experience working in an Episcopal School as a school chaplain

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of current best practices in school chaplaincy
- Excellent interpersonal skills, sensitivity in dealing with difficult situations
- Verbal and written communication skills, ability to manage confidential information in compliance with the law and best practice
- Ability to consistently apply principles of equity, inclusion, and anti-racism in day to day work and in the broader workplace community
- Organizational skills, ability to work well on teams

PHYSICAL REQUIREMENTS:

- Ability to sit at computer and keyboard for moderate periods
- Mobility sufficient to move about the campus, to include climbing stairs
- Sight and hearing adequate to perform the duties of the job, ability to communicate clearly
- Ability to lift and carry up to 25 pounds on an occasional basis

SALARY: Competitive, based on experience.

Summary

Candidates should send a cover letter and resume to The Rev. Michael Spencer, Head of School via [this link](#) through the OES Employment page.

Job descriptions are reviewed periodically and changes made based on the needs of the school and the position.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.