



The Cathedral School

1047 Amsterdam Avenue
New York, NY 10025
212.316.7500
cathedralnyc.org

School Chaplain

The Cathedral School of St. John the Divine – an independent K-8 school rooted in the Episcopal tradition – educates students to become articulate, confident, and responsible citizens of the world through rigorous academics, innovative approaches to learning, and the nurturing of their aspirations in a diverse community of all faiths.

The Cathedral School is seeking a high-performing and collaborative School Chaplain.

School Chapels & Evensongs

The Chaplain leads Chapel and Evensong services, involving members of the community in leadership and participant roles. The Chaplain shapes curriculum based on the school's mission "rooted in the Episcopal tradition...in a diverse community of all faiths."

Leads chapels for Upper and Lower School divisions each six-day cycle

Chapels groups are: Lower School: Kindergarten, Grades 1 & 2, 3 & 4 and Upper School: 5 & 6, 7 & 8

- Schedules dates and locations through the Executive Assistant to the Head of School
- Works with the Upper School music instructor to choose chapel songs
- Develops chapel topics and themes in the following areas:
 - Holy days and festivals connected to different religions
 - Cathedral School Core Values
 - Religious and secular teaching stories that focus on ethics, character, equity and justice
 - Mindfulness practices
- Coordinates chapel presentations by various school clubs and affinity groups
- Collaborates with the Director of Inclusion & Community Engagement to develop chapels and evensongs around issues of equity and justice.
- Invites parents to speak about their family's traditions around various holy days and holidays
- Works with the Upper School psychologist as needed to develop crisis response chapel

Oversees development of Lower School Evensongs in Grades 2 - 4

- Schedules dates with Lower School Division Head
 - LS Evensongs are presented 6 times per year and include two scheduled preparations (more can be added as needed)
- Schedules dates and locations through Executive Assistant to the Head of School, and submits an event form
- Meets with Lower School teachers and associates to determine themes and create student groups
- Works with the Lower School music instructor to choose theme-aligned hymns and songs



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- Creates production and set-up schematic with Executive Assistant to the Head of School
- Sends production and set-up schematic to Cathedral Productions and Facilities
- Creates student and family seating chart with Executive Assistant to the Head of School

Oversees development of Upper School Evensongs in Grades 5 – 7

- Schedules dates with Upper School Division Head
 - US Evensongs are presented 6 times per year and include two scheduled preparations
- Schedules dates and locations through Executive Assistant to the Head of School
- Works with the Lower School music instructor to choose theme-aligned hymns and songs
- Invites two faculty, administrators, or staff to speak at each evensong
- Distributes Student Choice Leadership Survey to determine liturgical and music assignments
- Creates production and set-up schematic with Executive Assistant to the Head of School
- Sends production and set-up schematic to Cathedral Productions and Facilities
- Creates student and family seating chart with Executive Assistant to the Head of School

Oversees development of All-School Evensongs

All-school services are Convocation, All Souls & All Saints, Thanksgiving, Chanukah Celebration, Christmas, Peace Tree Dedication, Absalom Jones, Easter, Earth Day, and Commencement

- Determines service dates with Administration
- Schedules service dates and locations through Executive Assistant to the Head of School
- Collaborates with Upper and Lower School music instructors to decide hymns/songs and class performances
- Speaks with Lower School and Upper School art instructors about displaying student work at evensongs
- Communicates with Director of Choristers to schedule performances for Convocation, All Souls & All Saints, Thanksgiving, Christmas, Absalom Jones, Easter, and Earth Day
- Assigns student readers and schedules times to rehearse
- Invites guest speakers to Christmas and Easter (Cathedral Dean if available), Chanukah Celebration (Cantor or Rabbi), and Absalom Jones (outside speaker or within parent community)



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- Works with the Cathedral program designer to create service leaflets
- Creates production and set-up schematic with Executive Assistant to the Head of School
- Sends production and set-up schematic to Cathedral Productions and Facilities
- Creates student and family seating chart with Executive Assistant to the Head of School
- In conjunction with Division Heads, assists in the planning of Lower School and Upper School Seders

Education

While Evensongs and Chapels have a strong educational component, the Chaplain has other educational responsibilities at the school stemming from the school's mission to educate "students to become articulate, confident, and responsible citizens of the world through rigorous academics, innovative approaches to learning, and the nurturing of their aspirations in a diverse community of all faiths."

Teaches Fifth Grade World Religions Class

- Religions studied: Christianity, Hinduism, Judaism, Islam
- Areas covered:
 - Basic tenets and beliefs
 - Founding history and important figures
 - Foundational stories that undergird religious and moral teachings
 - Houses of worship
 - Ritual practices and traditions
 - Important holy days
- Intentionality in highlighting shared values and practices and their differences
- Field trips as appropriate to enhance religious studies curriculum

Outreach & Community Service

In creating opportunities in community service, the Chaplain draws from the school's mission to educate "students to become articulate, confident, and responsible citizens of the world."

- Acts as liaison with Cathedral Community Cares (CCC) for monthly canned food drives, Thanksgiving Food Drive, Holiday Mitten Tree, St. Nicholas Toy Drive, and one-time CCC pantry needs
- Co-facilitates Upper School student led Mission Outreach Committee, a service learning program that raises funds to support student chosen initiatives
- Assists students in planning and implementing service opportunities and fundraising events



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Pastoral Care

- Is available for students, faculty, parents, and staff for pastoral care and counseling
- Makes home visits to families with special/extraordinary pastoral needs
- Works with school psychologists and Division Heads to identify children/families under emotional stress and assists in setting up support systems
- Works with administration and school psychologists when implementing school-wide Response to Crisis

School Administrative Responsibilities

- Attends regular Senior Administration meetings
- Attends Administration Retreat
- Meets monthly with Head of School
- Serves as point-person for service fundraisers at the School
- Serves on Faculty Committees as directed by the Head of School
- Acts as liaison between the School and the Cathedral, including the Chorister program
- Speaks at Admission events
- Presents to the School Board at the invitation of Head of School
- Participates in lunch duty rotation