



## 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, culturally diverse learning community.

**JOB SUMMARY:** The head chaplain plays the lead role in defining, preserving, and promoting the School's Episcopal identity to all constituencies. This position is a community builder and, as such, works across divisions and departments coordinating the Chaplaincy program and in close partnership with the director for inclusion (DFI). In collaboration with the Middle and Upper School chaplains, the head chaplain develops, facilitates, and promotes services throughout the OES community. The chaplain also performs duties in the Lower School (LS), including leading chapel and teaching weekly religion classes. In addition, this position provides pastoral care to the full breadth and diversity of students, families, and employees as needed and oversees the K-12 Community Engagement program. This is a senior leadership position that serves on the Administrative Team as a resource and standard bearer for Episcopal Identity. The head chaplain reports directly to the associate head of school.

This is a full-time, exempt, year-round, administrator position that comes with a competitive salary and benefits package including but not limited to paid time off, health insurance, 403(b) retirement plan with generous employer match, tuition remission for up to two admissions eligible children (contingent on availability), abundant professional development opportunities, and one excellent meal daily in the Dining Hall (when it reopens). For more details visit [The OES Benefits Guide](#).

### **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 LS weekly chapel and gathering with the LS leadership team.
- 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.
- Collaborate with the Office of Inclusion on the advancement of diversity, equity and inclusion (DEI) in the OES community.
- Collaborate with divisional community engagement coordinators to highlight student efforts to realize their power for good.

### **Pastoral Care**

- Promote and encourage the spiritual well-being of the community.
- Work with chaplains, DFI 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 in a strategic capacity on the Administrative Team.
- Serve as chair of the All-School Community Engagement Committee, helping facilitate 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.
- Work closely and partner with the director for inclusion in building and supporting community; support implementation of strategic DEI initiatives.
- Recruit, orient, support, evaluate, and supervise the chaplaincy team.
- Support the Admissions and Development Offices in maintaining a clear and accurate understanding of the Episcopal identity in service of the mission of the school.
- Consult with the HR Office as needed on issues of employee wellbeing.
- Work with the executive assistant to the HOS and the associate head in creating and implementing new employee orientation each fall.
- Maintain and nurture the cordial relationship between the school and the parish of St. John the Baptist, and serve on the OES/SKB Liaison Committee.
- Maintain an active presence in the Diocese of Oregon.
- Maintain an active presence in NAES.
- Oversee the annual Chaplaincy budget.

### **Education**

- Support the work of the Religion and Philosophy Department chair 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 and life issues.
- Attend regional NAES meetings and promote NAES programs.

### **MINIMUM QUALIFICATIONS:**

- Status as an ordained Episcopal priest, or an ordained deacon with intention of priesthood.
- BA/BS or equivalent in an appropriate field
- Three years' experience working in an Episcopal school as a school chaplain

- 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 all people
- Digital literacy; intermediate to advanced proficiency in MS Office Suite, Google Docs/Sheets and other web based applications; database and videoconferencing experience, as appropriate to job duties; flexibility and willingness to learn and adapt as digital tools evolve
- Ability to pass a criminal background check and pre-employment drug screen

**PREFERRED QUALIFICATIONS:**

- Advanced degree in an appropriate field
- 5 years' experience working in an Episcopal School

**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
- 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

**COMPENSATION:** Starting salary \$100,000 to \$115,000 depending on experience

**APPLICATION INSTRUCTIONS:**

- Visit [www.oes.edu/careers](http://www.oes.edu/careers) to learn more about OES.
- Fill out the [OES Head Chaplain Application](#)
- **Closes June 4, 2021**

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.