

School Chaplain and Associate for Ministry

Full-time: 40 hrs/week, Clergy

The Church of St. Luke in the Fields seeks its next School Chaplain and Associate for Ministry. This full-time clergy person will report directly to the Rector and work closely with the Head of St. Luke's School in fulfilling the following responsibilities:

- School Chaplain to St. Luke's School (50% - 20 hours a week)
- Associate for Ministry
 - Outreach (30% - 12 hours a week - Saturdays required)
 - Ministry Assistant for Children, Youth, and Family Ministries (20% - 8 hours a week)

School Chaplaincy

St. Luke's School, an independent Episcopal School open to families and children of all faiths and spiritual practices, is proud of its chapel program which is offered to all students (JK – 8), faculty, and staff. The School Chaplain will lead the various chapel services, provide religious instruction and education to the school community and/or lead and support others who teach religious education, and serve as pastor and spiritual caregiver to all members of the school community.

In addition, to the extent possible, the Chaplain will work with our Chief Officer of DEI, Dean of Service Leadership, and Dean of Students in supporting students and their families.

Liturgical Responsibilities

The Chaplain will oversee the worship life of the School Community. This involves the planning and leadership of the following:

Wednesday Chapels: Upper School Chapel (8:30 - 8:55): for students in Grades 5 – 8 that are shared between the Head of School and School Chaplain. Lower School Chapel (9:00 - 9:15): for students in Grades JK – 4

Thursday Chapel: Thursday Eucharist (9:00 - 9:40): for Grades 4 – 8.

Grade 3 receives independent orientation and instruction during the Fall term, then joins the Thursday morning Eucharist in the Spring. See more under Educational Responsibilities.

In addition to leading worship the Chaplain shall:

- Develop chapel calendar, lectionary, and rotas (Wednesdays and Thursdays)
- Recruit, train, and assign faculty chalice bearers
- Recruit, train, and assign school acolytes (3rd to 8th Grade)
- Coordinate and conduct chapel orientation and first communion for 3rd Grade *Spring Term*
- Build upon and expand student participation and opportunities for leadership in worship activities

- Including Welcome Chapel, Inter-religious Chapels, Rogation Procession, Baccalaureate Chapel, etc.
- Invite parents and caregivers to attend all chapels.

Educational Responsibilities

The Chaplain will provide religious instruction and education as appropriate in consultation with the Head of School and Division Heads, and coordinate and collaborate with those providing instruction in world religions. This includes but is not limited to:

- Third Grade RE (Fall) - *Exploring the Eucharist*: this course focuses on preparing Grade 3 for First Communion and is held in parallel with Thursday Eucharist. Two sections rotate weekly between instruction with the Chaplain and Grade 3 teachers to connect the prayers and principles of the Eucharist with the Grade 3 RE curriculum.
- Upper School RE (as needed): This work aims to support the worship life of the community by being the space to engage student involvement. Upper School RE provides the context for chapel planning such as: Grade 7 Benedictions, Student-led Inter-religious Chapels, Rogation Chapel, etc.

The work of encouraging student involvement is constantly changing in reflection of the gifts and needs of the community. There are always opportunities to grow direct involvement of students and teachers in the planning and leadership of Chapel worship.

Additional Educational responsibilities include:

- Other teaching as appropriate, including social-emotional learning and character development
- Supporting classroom instruction as appropriate and possible, especially in areas of religion, morality and ethics, and social justice.

Pastoral Responsibilities

The Chaplain, in conversation with the Rector and Head of School, will serve as the primary pastor and spiritual caregiver for the school community. Examples of this work include:

- Visiting classrooms throughout the year (as planned or ad hoc)
- Storybook readings, prayers/classroom blessings, classroom services, etc.
- Maintaining a notable presence within the school community
- Lunch, Recess, Social events, PA events, community outreach and fundraising, admissions tours, etc.
- Provide support for students/families/teachers as appropriate
 - Emotional: joys, concerns, grief/bereavement, etc.
 - Spiritual: spiritual/religious formation (as requested), prayer, Pastoral Offices

- Interdenominational: Work with families in our community who follow other religious and spiritual traditions and are committed to navigating life in an Episcopal School
- Work with teachers and students when responding to ethical, social, and justice issues in developmentally appropriate ways.
- Serve as liaison to SLS service committees for collaborative outreach and social justice initiatives.

Ministry Associate

The Church of St. Luke in the Fields continues to grow its Christ-centered mission in the heart of the West Village. The Ministry Associate portfolio will contribute to this mission by supervising and managing outreach and service programs on the block. The Ministry Associate will also support the work of Children, Youth, and Family Ministries, by serving as an assistant to the Associate for Children Youth and Family Ministries.

Outreach Responsibilities

- Saturdays: Oversee volunteers, guests, and safety & offerings of space, at In Our Fields mobile feeding program (10:30-1), Community Closet (3-4), and Art & Acceptance (roughly 4:30 to 7:15 pm). You will be assisted by and directly oversee an assistant program manager (hourly).
- Oversight of volunteers includes identifying training and/or communication needs & strategies
- Saturdays following programming: Rough inventory of supplies for both programs – i.e., note if items are missing or particularly low
- Check email & volunteer sign-up pages weekly before programming; send generic orientation email to new volunteers as well as reminder to returning volunteers
- Keep volunteer slots & descriptions current on sign-up page
- Liaise with community partners such as:
 - Volunteers
 - New York Cares re: volunteers, coats;
 - Callen-Lorde re HOTT MMU;
 - QLinic/LeGaL lawyers as needed
 - Donors of in-kind items who wish to drop off at parish house
- Recruit volunteers and community partners as able, from the parish and wider community
- Order grocery delivery
- Source in-kind donations as able
- Work with Development to create funding appeals, communications, and media in order to engage and recruit support from the parish and wider community
- Work with Development in order to ensure grant calendar and fundraising schedule remain on pace

Children, Youth, and Family Ministry Responsibilities:

The Ministry Associate will assist in the work of CYF Ministries, under the direction of the Associate for Children Youth and Family Ministries. This work will include:

- Coordinating Sunday School leader schedule, leading Sunday School lessons on occasion
- Offer pastoral care and support to families on Sunday mornings
- Assist in CYF programming as needed

Additional responsibilities include regular involvement in preaching, Weekday Mass, and Sunday rotas.

The successful candidate for this role will be:

- An ordained Episcopal priest
- Enthusiastic about working in a progressive Anglo-Catholic parish
- Eager to connect to children ages 4 - 14 and their families
- Energetic, creative, and enthusiastic
- An excellent collaborator able to both support and lead groups of people
- A dynamic presenter and effective communicator
- Experienced in working with children and young teens
- Comfortable engaging a community of diverse identities and needs

Applicants should send résumé and cover letter to Fr. Andrew Ancona:
aancona@stlukeinthefields.org