



JOB POSTING

ASSOCIATE PRIEST and SCHOOL CHAPLAIN

About the Church and School

Saint Mark's Episcopal Church and Saint Mark's School share a campus and core values. We have a long, healthy, and happy partnership of sharing life and caring for one another and for our neighbors. We are committed to inclusivity, inquiry, service, and learning. Together we cultivate an intentional space for our community to reflect and respond with compassion to the world around us.

Saint Mark's School is an independent, Episcopal coeducational day school in Altadena, California. Founded in 1960 by Saint Mark's Church, the School serves the needs of approximately 300 preschool through sixth grade students from diverse ethnic, racial, religious and economic backgrounds. The School's mission is to develop the unique intellect and character of each student in a nurturing environment committed to academic excellence, respect for diversity, responsibility and spiritual growth.

Saint Mark's Church is a uniquely diverse, vibrant, open-hearted, and affirming Episcopal community. With a long history of strong lay leadership and engagement, our membership of 200+ households is truly intergenerational. At Saint Mark's you can expect to find a warm welcome, companions in spiritual growth, and ways to share your gifts in the name of God's love.

Description of the Role

We are seeking an energetic and innovative Associate Priest and School Chaplain who brings a nurturing and collaborative spirit to their work. The ideal candidate will serve as the spiritual leader and main pastoral presence of the school community, leading chapel services for both the preschool and elementary divisions, and providing spiritual support to Saint Mark's students and faculty embodying the School's Episcopal identity. While not a classroom teacher, the Chaplain's duties are diverse and include supporting service learning projects and working collaboratively with the faculty and administration to support students' spiritual development, social-emotional learning, sense of belonging and overall physical and mental wellness. In the role of Associate Priest of Saint Mark's Church, duties include regular preaching and presiding in worship, providing pastoral care to congregants, and collaborating with lay leaders and church staff in the design and implementation of liturgy and parish programs. The Associate Priest and School Chaplain will work closely with the Rector and Head of School to create meaningful inreach and community relations services and programs for our church and school to engage together, deepening our identity and experience as one Episcopal institution.

This is a full-time exempt position that reports directly to the Rector and Head of School.

Date Posted:

5/1/2023

Position Type:

Full-time; Exempt

Date Available:

August 2023

Minimum Qualifications:

- Ordained priest in The Episcopal Church, or correlative ministry experience
- Demonstrated experience in children, youth, or family ministry

Qualities and Skills:

- Warm, generous, imaginative, curious, and humorous, with strong liturgical and pastoral skills
- Collaborative, energetic, patient, resourceful, flexible, innovative, and positive
- Excellent communication, interpersonal, and organizational skills
- Must love working with early childhood and elementary age children and demonstrate enthusiasm for supporting their growth through developmentally appropriate practices
- Willingness to try new things
- Open to constructive feedback
- Willingness to participate in ongoing professional training in diversity, equity, inclusion and belonging
- Demonstrates professionalism through punctuality, collaboration, organization, participation in meetings and staff development opportunities. Maintains professional behavior including appropriate dress, good judgment, integrity, diplomacy, confidentiality, and a respectful attitude in professional relationships

Essential Duties and Responsibilities include, but are not limited to:**Chapel and Service Learning**

- Plans and implements age-appropriate, student-led chapel services designed to promote the spiritual development of children, including through distance learning, as needed.
- Provide leadership in the development and implementation of the school's Service Learning program, working collaboratively with parents and teachers to facilitate activities.
- Demonstrates a commitment to diversity, equity, inclusion and justice, fostering a culturally competent and inclusive chapel service and actively contributing to a healthy, equitable environment for all members of the school community.
- Demonstrates reflective practice and a growth mindset, setting annual goals and keeping current in contemporary and developmentally appropriate pedagogical thinking, strategies, and techniques through reading of professional journals and attendance at professional conferences, workshops, and courses.

Other

- Acts in a manner corresponding to the requirements of the Employee Handbook of Saint Mark's School or the requests of the Rector of Saint Mark's Church or Head of School.
- Communicates effectively with children, parents, and colleagues in a professional and positive manner and is available and responsive to parents' questions and concerns.
- Shows respect and care for each child. Implements school rules and behavior expectations in a professional manner, consistent with the School's philosophy.
- Attends staff meetings at both school and church, as well as in-service/licensing training programs, as requested.
- Participates in the life of the school, including events that market the school or promote community engagement and a positive school climate
- Integrates meaningful and appropriate use of technology, and maintains communication with families as required by the School.
- Relates to and works well with both children and adults and possesses the cultural competency and ability to navigate and promote sensitivity with issues of diversity, equity, inclusion, justice and belonging,
- Commitment to development of relevant professional knowledge, skills, and abilities in early childhood and elementary school practices and pedagogy, and in skills related to parish life and the priestly role.
- Exhibits willingness to take on other duties as assigned.

Physical Requirements: Job includes some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; hearing, speaking, observing and significant fine finger dexterity. Specific abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Generally the job requires 15% sitting, 40% walking and 45% standing and the ability to lift or move up to 50 pounds. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Salary: \$68,000 - \$75,000

Benefits: A full benefits package includes medical, dental, and vision coverage, and Clergy Pension contribution at 18% of total salary.

Submissions: Qualified candidates should submit a cover letter and current resume/CV to Saint Mark's Church Rector, The Rev. Carri Patterson Grindon at church@saintmarksaltadena.org.

Non-Discrimination Policy: Saint Mark's is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal or state law.