

Position Title:	Chaplain
Date Modified:	September 2023
FLSA Classification:	Exempt
Reports to:	Senior Chaplain
Position Purpose:	Responsible for worship and religious doctrine and practice of the school.
Work Hours:	7:30 a.m. – 4:00 p.m.
Work Calendar:	School year plus one week prior to fall employee in-service and one week after the school year ends.
PTO Designation:	Education Administration (Blackout Dates May Apply)

Description

The chaplain will foster and nurture the teachings and values of the Christian faith within the Anglican tradition while at the same time recognizing the diversity of belief and practice within the school community. The Chaplain will model and articulate the school's commitment to spiritual formation of all its students and concern for the spiritual needs of faculty, staff, and parents.

Essential Functions

- Partners with the Senior Chaplain to plan and conduct Chapel services for all divisions, including music, speakers, and student participation.
- Provide leadership and oversight to student participation groups.
- Develops and supervises virtue curriculum for use in Chapel, advisories, and classrooms.
- Assist with curriculum development and instruction of optional student Bible studies.
- Develops and supervises curriculum for religious instruction in the classroom.
- Provides pastoral guidance, counsel, consultation and care to students, faculty, and parents.
- Holds in confidence all referrals and maintains a record of referrals.
- Keeps the Senior Chaplain and Division Heads informed of school and student related issues, as well as all religious events and programs.
- Coordinates school related religious activities, programs, and events, including school wide Ingathering.
- Consults with the Head of School, division heads, as well as designated directors in planning special events in which worship is an integral part.
- Fulfills other duties and responsibilities assigned by the Senior Chaplain and/or the Head of school.
- Attends Board of Trustees meetings as requested.

- Works cooperatively with academic teachers, Athletics and Fine Arts departments.
- Interact with parents and visitors in a professional manner.
- Represents and promotes the school at various school events. (Episcopal School Sunday, Admissions Preview, Festival Day, Graduation, etc.)
- Demonstrates a willingness to work as part of a team by being service-oriented, flexible, and reliable when helping co-workers accomplish their jobs/tasks at hand.
- Develops, researches, and attends professional development.
- Exhibits the behaviors described in the St. Francis Basic Expectations and Characteristics of Professional Excellence.
- Must meet criteria for evaluation system.
- Attends required school meetings and special events and follows school rules and policies.
- Enforces the Employee and School Handbook policies, procedures, and rules.
- Maintains current Safeguarding God's Children (SGC) and Cardiopulmonary Resuscitation (CPR) certification.
- Actively participates in the life of the school where appropriate and relevant to the priorities of the Religion Education Department.
- Exhibits a positive attitude and joyful energy.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Previous Chaplain experience.
- Experience in an independent school preferred.
- Ability to communicate clearly and effectively in written and oral expression.
- Ability to relate effectively with trustees, other administrators, teachers, operations staff, parents, students, and other school constituent groups and individuals.
- Competent in database management, word processing, webpage design and spreadsheets.
- Ability to use basic office equipment.

Physical Requirements and Work Environment

- Occasionally lifts to 30 pounds.
- Generally, works in standard office conditions and climate.
- Work in a highly stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Regularly uses close and distance vision.
- Turn, bend, reach and occasionally use a ladder.
- Work in a traditional climate-controlled office environment.