

Lower School Chaplain Role Description St. Andrew's Episcopal School

The Chaplain to the Lower School serves as one of the focal points of leadership and spiritual life for the Lower School at St. Andrew's. Reporting directly to the Head of School and Lower School and working closely with the Chaplain of the Middle and Upper Schools, the Lower School Chaplain serves the school in the following areas:

Worship

- Work with students, faculty, and administration to lead three developmentally, age-appropriate, and inclusive weekly worship services reflective of the diversity of the St. Andrew's community.
- Collaborate, as appropriate, with the MS/US Chaplain in the planning and leadership of all-school services.
- Maintain contact with potential outside preachers and speakers for LS and K-12 Chapels. Claim worshipful moments with the community when the need arises for particular intercessions or pastoral concerns.

Care and Nurture

- Maintain pastoral presence for LS faculty, students, administrators and parents; Alumni 1978-2014, and any non-MS/US faculty/staff.
- Maintain regular and open communication with Head of School, Assistant Head of School, Division Heads, MS/US Chaplain, School Counselors, and Learning Specialists to facilitate pastoral care and counseling for community members.
- Serve on the School's Crisis Team, responding to emergency needs as necessary.
- Offer sacraments of marriage, baptism, and burial for community members.

Academic Instruction and Leadership

- Teach K-5 year-long Religion courses in the Lower School and serve as an active member of the Philosophy and Religion Department and the larger faculty.
- When asked by the Head of School, serve on administrative or faculty committees and task forces.
- With the MS/US Chaplain, lead the School's annual Safeguarding God's Children training for faculty and staff and oversee compliance by all employees.

Community Service

- Coordinate the outreach and service-learning programs in the Lower School in tandem with the Co-Directors of Service-Learning and, as appropriate, the MS/US Chaplain, including:
 - highlighting developmentally and age-appropriate, hands-on opportunities where students can serve.
 - encouraging the community to respond to emergent needs in the world.
 - maintain contact with potential outside speakers for Service Learning.

Representation

- Support the efforts of the community, including attending games, performances, and other major school events.
- Represent St. Andrew's to the wider community in conjunction with the Admissions and Advancement offices.
- Serve as a canonically resident and actively participatory member of the Episcopal Diocese of Washington.
- Facilitate a dynamic and mutually beneficial relationship between the School and the Episcopal Church.