



**St. Andrew's School**  
350 Noxontown Road  
Middletown, DE 19709-1605

**Job Title:** Chapel Ministry Associate

**Reports to:** Head Chaplain

**Employment Type:** Part-time staff, 10 month position

**FLSA:** Exempt

**Schedule:** 30 hours per week; *Actual hours will be assigned per the needs of the department; Sunday and Wednesday evenings, and Friday required during school year; other weekends as required*

**Benefits:** Full benefit eligibility

**Posted:** January 23, 2026

St. Andrew's School, an Episcopal school and parish in the Diocese of Delaware, develops the independence, character, mind, and spirit of its students to prepare them for lives of citizenship, service, and purpose. Be at the center of this mission by joining the school as our ***part-time chapel ministry associate***. All students live, learn, and play in the natural beauty of our 2,200-acre campus. At the center of our community are curious, motivated, and diverse students who are accepted without regard to their families' means. Each young person is challenged and valued, and students are truly known by the life-long mentors who teach, coach, and advise them. Human connection, face to face, is the foundation of our program. Friendship and joy define our spirit; "faith and learning" is our motto. To learn more about St. Andrew's visit our website at [www.standrews-de.org](http://www.standrews-de.org).

St. Andrew's School is seeking a ***part-time chapel ministry associate*** to support the chaplain and the school's chapel programming, a cornerstone of the St. Andrew's community. With approximately two-thirds of students actively participating, the chapel plays a vital role in the spiritual and communal life of the school.

Following the Episcopal tradition but ecumenical in nature, the chapel provides a space for reflection, respite, and belonging for individuals of all faiths or none. Its programming includes traditional Episcopal services, affinity group chapels representing diverse religious and cultural traditions, and faculty and student chapel talks.

The ideal candidate will bring religious and cultural sensitivity, a strong understanding of the Episcopal Church, and a warm pastoral presence. They will demonstrate excellent organizational and communication skills, model integrity and ethical behavior, and support students' spiritual growth through daily practice and example. Active participation in the school's religious life, observances, and formation activities is a key expectation of this role, contributing to a community grounded in faith, service, and character development.

## **Essential Functions:**

### **Administrative & Program Support**

- Serve as the first point of contact for chapel-related inquiries, appointments, and service requests.
- Plan the annual chapel calendar, including worship services, special observances, and chapel events.
- Track student participation, responsibilities, and workflow.
- Design and produce bulletins for all chapel services, including specialized liturgies and observances.
- Distribute lesson plans to Sunday School teachers and ensure effective communication with parents.

### **Chapel Ministry & Liturgical Support**

- Assist the chaplain in ensuring all individuals involved in chapel ministries complete required training for the school and The Episcopal Church.
- In collaboration with the chaplain, oversee the physical environment and seasonal décor of the chapel throughout the liturgical year.
- Maintain the chapel's liturgical equipment, supplies, and organizational systems.
- Assist in planning and executing major liturgies and celebrations, including Advent, Christmas, Lent, and Easter services.
- Provide logistical and on-site support for affinity group chapels, student-led services, and special gatherings.

## **Job Qualifications:**

- Knowledge of, and familiarity with the Episcopal Church is required; experience in school, parish, or chaplaincy settings is preferred
- A passion to support students' moral and religious development in accordance with the school's mission and values
- Strong organizational skills and ability to manage multiple projects simultaneously
- Pastoral sensitivity and cultural competency when working with students, families, and colleagues of varied backgrounds and beliefs
- Excellent written and verbal communication skills
- Ability to design, edit, and produce service bulletins and similar materials
- Valid driver's license and willingness to drive school vans for student programs
- Ability to work collaboratively with the chaplain and other school personnel
- Experience with piano/organ, and accompaniment is a plus

## **Physical Requirements:**

- Required to drive students as part of job responsibilities
- Engage in light physical activity, including frequently lifting items up to 10 pounds and occasionally up to 20 pounds

*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.*

**Conditions of Hire:**

A thorough background check, including fingerprinting, drug screening, and a physical are required as a condition of employment. In addition, applicants must complete satisfactory reference checks and confirmation of compliance with federal and state employment laws.

**Benefits of St. Andrew's School**

- Medical, Dental, and Vision Insurance: Two health plan options to ensure you and your family have access to quality care
- Employee Assistance Program: Access to resources and programs promoting physical and mental well-being
- Health Savings Account which includes St. Andrew's School match
- Life and AD&D Insurance at no cost to you
- Retirement Plan: Secure your financial future with our 403(b) retirement plan. The School provides a matching contribution of two for one, for every dollar you contribute, the School will contribute two dollars up to 10% maximum from the School, with immediate vesting. Rollovers are permitted from other 403(b) plans.

**To Apply**

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 285-4211. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance. St. Andrew's School is an equal opportunity employer. We welcome diverse candidates of all backgrounds, faith, and persuasions, and seek to foster an inclusive, welcoming community environment. Interested candidates should send a letter of interest and resume to:

St. Andrew's Human Resources  
350 Noxontown Road  
Middletown, DE 19709  
[hr@standrews-de.org](mailto:hr@standrews-de.org)