

**PARISH EPISCOPAL SCHOOL
POSITION PROFILE**

POSITION TITLE: Upper School Chaplain
DATE MODIFIED: May 2011
FLSA CLASSIFICATION: Exempt
REPORTS TO: Head of Upper School Division and Head of School

POSITION OBJECTIVE:

The Upper School Chaplain will work directly with Upper School administration, faculty and students and other Chaplains in the School in all matters of Religious Life, with a primary focus on the Upper School Division. This clergy person will report to the Division Head for all matters related to the Division. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

QUALIFYING CHARACTERISTICS

- Master of Divinity degree and ordination in the Episcopal Church preferred
- Bright, hard-working and enthusiastic with a serious commitment to teaching teenagers
- Creative in curriculum development, able to teach a variety of subjects in Religious Studies
- Industrious, collaborative, pastoral and possessing a depth of spirituality
- Ability to interact with parents, faculty and other friends of the school in a pastoral manner
- Ability to handle confidential material and situations with discretion and sensitivity
- Flexibility in working with a variety of faculty across the divisions on faculty committees
- Strong ability to work collegially with the Division's administration around student matters
- Collaborative strength in supporting and serving with other school Chaplains
- Mentoring of Lay Chaplains in forming Episcopal identity and tradition of the School
- A person of unquestioned integrity who has an impeccable reputation, who honors commitments, and who deals with people in a straightforward and personal way
- An accessible and approachable people person with a good sense of humor
- Self-confident and secure in one's achievements
- Able to set goals and accept professional feedback
- Must demonstrate competency with basic word processing, spreadsheet, PowerPoint and internet functions; Smart Board and Atlas Curriculum mapping experience highly preferred
- Ability to learn and use basic office equipment

ESSENTIAL JOB DUTIES

- Teach a half to three-quarter section load of Upper School Religion courses
- Strategic development of the Upper School Religious Education curriculum
- Collaborate with the Chaplain on the Midway campus in all planning and implementation of the three Daily Chapel services
- Facilitate communication around special Chapel events and School traditions
- Be able to articulate the Episcopal tradition of education and the importance of Daily Chapel/Weekly Eucharist to students, faculty and staff
- Facilitate student leadership in Chapel
- Direct and collaborate with Musician on appropriate sacred music related to the Chapel program
- Attend all Upper School Division faculty meetings and Staff Development days
- Chair the Religion Department (cross divisional) and serve on the FLC
- Create two Upper School Spiritual Life Committees (one faculty, one student)
- Member, Strategic Leadership Institute Implementation Committee
- All other duties as assigned

Interested candidates must enjoy being part of a community of all ages. Clarity on the mission of Episcopal schools and the role of Religious Life in a school is essential. Necessary qualifications include ordained clergy in the Episcopal Church with an ability to teach, preach, and advocate for the spiritual lives of teenagers and families.

The above description covers the most significant duties performed, but does not exclude assignments not mentioned.

Written by: The Reverend Amy G. Heller
Reviewed by: The Reverend Beth Wyndham