

**Position Title:** Chaplain

**Date Modified:** January 9, 2014

**FLSA Classification:** Exempt

**Reports to:** Head of School

**Position Purpose:**

The chaplain of St. John's Episcopal School works closely with the Head of School and Rector in fulfilling the school's educational and spiritual mission:

*St. John's Episcopal School is dedicated to a program of academic excellence designed to train the mind, strengthen the character and enrich the spirit of each student in a Christian environment.*

The chaplain embodies the five tenets of Episcopal education to which St. John's Church and School are committed:

- Academic excellence
- Corporate worship (Episcopal/Christian chapel)
- Religious studies based on basic Biblical content
- Meaningful and integrated community service and service learning projects
- An inclusive community where the dignity of every human being is respected.

The chaplain also is called to working closely with St. John's Church and its Rector, under whose spiritual oversight the school's worship and religious education are carried out. The chaplain is an ambassador between the school and church communities.

**Expectations:**

The chaplain's primary responsibilities fall into these categories:

Worship

- Plans, conducts, and oversees developmentally appropriate daily chapel services and weekly communion service, including securing guest speakers and preachers.
- Develops Scripturally-based chapel curricula that works with a wide range of ages and developmental stages.
- Coordinates Episcopal Schools Sunday service and school holiday celebrations as scheduled.
- Maintains and encourages regular prayer for those in the school community.
- Acts as a positive catalyst in promoting Christ's love through oversight of service-learning programs.

Pastoral Care

- Carries out a "ministry of presence" for students, families, and school employees.
- Counsels students, families, and school employees as needed.
- Provides pastoral and sacramental care to school community members (e.g. sick calls, Reconciliation of a Penitent, etc.)

## Education

- Develops and oversees religious studies curricula for the school.
- Works with the school's counselor on social-emotional education awareness and character education, and implementation.
- Teaches religious studies classes and special, topic-oriented units.

## Qualifications:

While we will consider all strong applicants, the ideal candidate will have the following qualifications:

- Ordained in Episcopal Church, although lay candidates will be considered
- Minimum 3-5 years working in a school or closely with children
- Optimistic, collaborative, flexible approach

## Physical Requirements and Work Environment:

- The ability to lift at least 30 pounds
- A willingness to physically participate in the set up and organization of an event
- The expertise to manage and direct others
- The ability to, at times, work standing, lifting and kneeling for extended periods
- A willingness to physically participate and engage in the day to day activities of the students and faculty
- The ability to observe students in the classroom, on the playground and during extra-curricular activities as needed

The Church and School are located in a park-like setting on 10 acres in East Dallas. The School building is a spacious, up-to-date facility with décor that is colorful and inviting to children.

St. John's Episcopal School was founded in 1953 as a co-educational, parish-affiliated school. St. John's is accredited by the National Association of Independent Schools (NAIS), the Independent Schools Association of the Southwest (ISAS) and the Southwestern Association of Episcopal Schools (SAES) and admits students of any race, color, religion, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, religion, and national or ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.