

## About All Saints'

Located on 147 acres in west Fort Worth, All Saints' Episcopal School is a premier co-educational Age 3 - Grade 12 college-preparatory day school serving approximately 1,230 students who benefit from small class sizes, an award-winning arts program, and championship caliber athletic program. We are one of the largest Early Childhood - Grade 12 Parish-independent Episcopal day schools in the country, and our graduates attend a wide variety of selective colleges and universities. The school is dual accredited by the Independent Schools Association of the Southwest and the Southwestern Association of Episcopal Schools and is a member of the National Association of Independent Schools and the National Association of Episcopal Schools. Read about what makes our Episcopal learning environment so dynamic by visiting [www.aseschool.org](http://www.aseschool.org).

## Job Title: Middle School and Upper School Chaplain

### Job Description

All Saints' Episcopal School is seeking a dedicated Chaplain to provide spiritual guidance, support, and leadership to students and the school community. The Chaplain will play a crucial role in nurturing the spiritual and ethical development of lower school students and fostering a compassionate and inclusive environment. The primary function of a Chaplain at All Saints' Episcopal School is to serve as the pastoral leader of one or more Divisions at the school: Early Childhood, Lower School, Middle School, and Upper School. The Chaplain will be one of three chaplains at the school and will be part of a team of Faculty and Counselors providing religious, social, emotional and wellness instructions for students. The Chaplain oversees and leads the worship services and formal academic religious instruction for the assigned divisions.

### Job Responsibilities

#### Worship

- Plan (with student and faculty representatives), conduct, and oversee daily Noonday Prayer and weekly Eucharist celebrations for both Middle School and Upper School divisions, including securing guest speakers. Collaborate with Choral faculty for chapel service music.
- Plan with students, administration, the Early Childhood (EC) and Lower School (LS) Chaplain, and the Office of Institutional Advancement (as appropriate) all special services.
- Maintain and encourage regular prayer among those in the school family, especially in times of tragedy and celebration.
- Act as a positive catalyst in promoting the spirit of Christ's love in the school and beyond the school.
- Offer the prayer at home football games and offer prayers as requested by the Head of School at faculty in-service events.
- Share with any other chaplains the officiating duties during faculty in-service.
- Serve on a rotation for Celebrant and Preacher at all faculty in-service Eucharist Services.
- Officiate with prayers at the memorial bell tolling at the end of the school day each Friday.
- Collaboration and coordination of worship and activities/liturgies with the EC/LS Chaplain and the Rector of All Saints' Episcopal Church

#### Outreach

- Support faculty who organizes, oversee, and manage student outreach and community engagement in the Middle School and Upper School, and assist as needed.

## **Education**

- Attend MS and US faculty meetings, monthly in-service training, monthly Religion Department
- Teach Religion courses as agreed upon in MS and US Divisions.
- Meetings, and all-school events and division events where attendance is expected
- Attend when possible SAES, NAES and other conferences for Professional Development.
- Applicants should be proficient or willing to become proficient in required technology
- Set personal goals. Classroom observations to be completed by Senior Chaplain.
- Proficiently incorporate technology into lesson plans.
- Enhance teaching methodologies using educational technology.
- Use digital tools for administrative tasks and communication.
- Utilize online learning platforms and virtual classrooms effectively.
- Stay updated on emerging educational technologies through continuous professional development.

## **Counseling and Pastoral Care**

- Attend Wellness Team meetings
- Work with the Middle School and Upper School Counselors in encouraging students in counselor-client relationships.
- Minister to the needs of faculty, staff and families as opportunities arise within the division and the community.
- Be present and available, when possible, to students at school-wide events and those especially unique to the Middle School and Upper School.

## **Administration**

- Work closely with the EC/LS Chaplain, Division Heads, and Religion Department Chair
- Perform any other duties as requested by the Head of School, Assistant Head of School, Senior Chaplain, and Division Heads.
- Keep the Head of School, Assistant Head of School and Senior Chaplain informed of issues that may negatively impact the school's spiritual life.
- Communicate and engage in community conversations about Episcopal Identity
- Engage in collaborative efforts to enhance *For All the Saints* as it speaks to the distinct culture of All Saints' Episcopal School

## **Personal Spiritual/Professional**

- Worship at own parish.
- May serve as supply priest as desired.
- Actively participate in diocesan events as so called and required

*All Saints' Episcopal School of Fort Worth is an equal-opportunity employer. All employment decisions are made without regard to race, color, religion, gender, veteran or marital status, age, national or ethnic origin. It does not discriminate on the basis of race, color, religion, gender, veteran or marital status, age, or national and ethnic origin in administration of all phases of the employment relationship, including recruitment, advertising, hiring, promotion, demotion, layoff, termination, rates of pay, and all other forms of selection, training, and compensation.*