Located on 147 acres in west Fort Worth, All Saints’ Episcopal School is a co-educational Age 3 - Grade 12 college-preparatory day school serving approximately 1,120 students who benefit from small class sizes, an outstanding athletic program and an award-winning arts 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:**Upper School Chaplain

**Schedule:**Monday-Friday, 8:00 am – 4:15 pm.  Incumbent may work non-standard hours as needed.

**Job Description**

The primary function of the Upper School (US) Chaplain at All Saints’ Episcopal School is to serve as the pastoral leader of the US Division. In addition, the chaplain is responsible for overseeing and leading the worship services, as well as formal academic religious instruction. The chaplain coordinates all activities through the US Division Head and the Senior Chaplain. This position reports directly to the Senior Chaplain and the US Division Head.

**Job Responsibilities**

 **Worship**

* Plan (with student and faculty representatives), conduct, and oversee daily Noonday Prayer and weekly Eucharist celebrations for the Upper School division, including securing guest speakers.
* Plan with students, administration, the Early Childhood (EC) and Lower School (LS) Chaplain, and the Office of Institutional Advancement (as appropriate) all special services, including the blessing of pets, the blessing of trees and other memorials, Honors College Induction, Advent Lessons and Carols, Commencement, Junior Unity Day, Cum Laude Society Induction, Honors Convocation and other divisional services, such as Ash Wednesday Liturgy, Maundy Thursday and Good Friday.
* Maintain and encourage regular prayer among those in the school family, especially in times of tragedy as well as causes for 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 at daily office during faculty in-service.
* Serve on a rotation for Celebrant and Preacher at all faculty in-service Eucharist Services (3X each year).
* 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 Senior Chaplain and the Rector of All Saints’ Episcopal Church

**Outreach**

* Support faculty who organize, oversee and manage student outreach and community engagement in the Upper School, and assist as needed.

**Education**

* Participate with the Religion Department in continuing the development of the religion curriculum, especially in grades 6-12.
* Teach Religion courses as agreed upon in the Upper School division.
* Assist the Health Services Team in addressing community issues as appropriate: physical and spiritual well-being, alcohol and drugs, suicide, parenting, child abuse, safety, online harassment, sexting, ethics, etc.
* Attend Upper School faculty meetings, monthly in-service training, monthly Religion Department Meetings, all-school events where attendance is expected, division events as expected and chaplains' meetings.
* Attend when possible SAES, NAES and other conferences for Professional Development.

**Counseling and Pastoral Care**

* Work with Upper School Leadership in identifying students in need.
* Work with the Upper School Counselors in encouraging students in counselor-client relationships.
* Minister to the needs of faculty, staff and families as opportunities present themselves.
* Be present and available when possible to students at school-wide events and those especially unique to the Upper School.
* Work with the Senior Chaplain to meet the pastoral needs of the community as a whole.

**Administration**

* Work closely with the Senior Chaplain and Division Heads.
* Perform any other duties as requested by the Head of School.
* Keep the Head of School informed of issues that may negatively impact the spiritual life of the school.
* Attend appropriate clericus meetings and other diocesan events/meetings.
* Coordinate use of the chapel with the Senior Chaplain and All Saints’ Episcopal Church.
* Work closely with the other chaplains to support one another and design meaningful experiences for worship, education, and formation throughout all divisions.
* Communicate and engage in community conversations about how All Saints’ lives out its Episcopal Identity.
* Engage in collaborative efforts to enhance Diversity, Inclusion, and Belonging as it speaks to the distinct culture of All Saints’ Episcopal School.

**Personal Spiritual/Professional**

* Worship at own parish.
* Serve as supply priest as desired.
* Actively participate in diocesan events.

Qualifications

* Master’s Degree.
* Ordained as an Episcopal Priest or Transitional Deacon.

**Physical Qualifications:**

* Ability to traverse around campus.
* Ability to remain in a stationary position 70% of the time.
* Wrist and hand movements related to computer work.

If interested, please apply [HERE](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=17231&clientkey=4797A09DF6BD4A760F8DE5667B2ED103)

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