



Position: Upper School and Middle School Chaplain  
Start Date: August 1, 2021

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 1,090 students who benefit from small class sizes, an outstanding athletic program and an award-winning arts program. Read about what makes our Episcopal learning environment so dynamic by visiting [www.aseschool.org](http://www.aseschool.org).

The MS and US Chaplain's duties are diverse and are influenced by the individual's particular gifts and the changing needs of the community. As a result, the position changes from year to year, but generally falls within these areas. As a general rule, the chaplain is expected to be familiar with and follow Principles of Good Practice as identified by The National Association of Episcopal Schools on their website: <http://www.episcopalschools.org/episcopal-schools/principles-of-good-practice>.

**General duties:** The primary function of the Upper School (US) and Middle School (MS) Chaplain is to serve as the pastoral leader of these Divisions. 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 each Division Head, and is expected to be familiar with and follow Principles of Good Practice as identified by The National Association of Episcopal Schools on their website: <http://www.episcopalschools.org/episcopal-schools/principles-of-good-practice>.

### **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.
- 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 rota 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 EC/LS 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.
- Assist, as needed, the faculty who organize and oversee the Middle School Project Empathy and other outreach projects.

## **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.
- Assist the Health Team (H-Team) in addressing community issues as appropriate: alcohol and drugs, suicide, parenting, child abuse, safety, online harassment, sexting, ethics, etc.
- Attend MS and US 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**

- Attend called H-Team meetings as schedule permits.
- Work with H-Team in identifying students in need.
- Work with the Middle School and Upper School Counselor 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 Middle School and Upper School.
- Work with the EC/LS Chaplain to meet the pastoral needs of the community as a whole

## **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.
- Keep the Head of School informed of issues that may negatively impact the spiritual life of the school.
- Attend appropriate deanery meetings and other diocesan events/meetings.
- Coordinate use of the chapel with the Early Childhood and Lower School Chaplain
- Attend Administration Council meetings
- Work closely with the EC/LS Chaplain 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.
- May serve as supply priest as desired.
- Actively participate in diocesan events as so called

## **Personal**

- Protect time with your family.
- Make time for yourself.
- Set personal goals.

Interested candidates should email a letter of interest and resume to:

[Humanresources@aseschool.org](mailto:Humanresources@aseschool.org)

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