



## LOWER SCHOOL CHAPLAIN POSITION DESCRIPTION

Episcopal Collegiate School is seeking a full-time Lower School (Pre-K3 - 5th grade) Chaplain for the 2024/25 academic year. Episcopal Collegiate is an independent school serving approximately 815 students from Pre-K3 through 12th grade in Little Rock, AR. As the only Episcopal school in the state and diocese of Arkansas, we offer a unique approach to the education and formation of children and young people.

Episcopal Collegiate School *prepares students to live principled and fulfilling lives of leadership and service through the pursuit of academic and personal excellence in a challenging and supportive environment.* At the core of our Episcopal Identity are our values of *Respect, Reverence, and Responsibility.* Our chaplains are the ambassadors of that identity and those values.

Reporting to the LS Head, and Head Chaplain, the LS Chaplain is responsible for preserving and promoting the school's Episcopal Identity to the LS Community in weekly chapel; classroom Godly Play; classroom devotional life; and special services, celebrations, and events throughout the year. The LS Chaplain, working with the faculty, cares for and nurtures our students in body, mind, and spirit.

### **Essential Duties/Responsibilities/Functions**

#### *Chapel*

- Schedule, design, and execute an inclusive weekly chapel programs for both 1st-5th and PreK/Kindergarten groups
- Oversee student chapel helpers/readers
- With guidance from the Head Chaplain, plan and coordinate quarterly Eucharists for 1st-5th chapel
- Help organize, plan, and facilitate division-wide and school-wide celebrations.

#### *Classroom*

- Create weekly lesson plans for Godly Play
- Maintain Godly Play schedule
- Prepare weekly classroom devotional guides for teachers; provide support when needed

#### *Pastoral Care*

- Offer pastoral care to all members of the community when needs arise
- Work with faculty and staff, especially the School Counselor, to identify and address students in need of care and support
- Attend to the needs of students, faculty, staff, and families as opportunities/crises arise.
- Maintain confidentiality and exercise a high-level of discretion

#### *Community*

- Be a present, visible, and available member of the faculty.
- Keep parents informed about chapel programming and Godly Play.
- Meet with and respond to parents when needed.

### *Other duties*

- Submit all records, reports, evaluations, inventories, etc. promptly
- Ensure that the borrowed classroom space, chapel areas and office is neat, well organized and hallway promotions are kept current
- Be present in the school building at least one half hour before school begins, preparing for the day; to be present in the classroom when students begin arriving
- Attend all school and division meeting and recommended training programs
- Attend evening school events as requested
- Serve on various committees as requested
- Other duties as assigned

### **Additional Expectations**

- Model Respect, Reverence, and Responsibility to students
- Value and support diversity in our community
- Treat each child with dignity and compassion
- Enthusiasm for school life and a collaborative spirit
- Excellent interpersonal skills; sensitivity and diplomacy in difficult situations; ability to deal with young children with patience and compassion
- Ability to manage confidential information in compliance with the law and best practices
- Strong organizational skills; the ability to work independently; adaptability and flexibility in managing/prioritizing multiple responsibilities

### **Qualifications and Experience**

- Bachelor's degree required; masters of divinity (or equivalent) preferred.
- Ordained Episcopal Priest or ordination track in the Episcopal Church preferred.
- Training/certification in Godly Play curriculum and philosophy.
- The ability to plan and lead age-appropriate chapel, competency in the *Book of Common Prayer*.
- Excellent written and oral communication skills, including public speaking/preaching

### **About Episcopal Collegiate School**

Founded in 1998, Episcopal Collegiate is a coeducational college preparatory school serving approximately 800 students in grades PK-3 through 12 in Little Rock, Arkansas. Episcopal's teachers engage and challenge students in an environment where students have opportunities to take risks and to grow as learners, where teachers explore and implement the best practices in their fields, and where each person feels known and loved. Through hands-on, inquiry-based experiences, Episcopal prepares students for lives dedicated to leadership and service. Episcopal's teachers are deeply committed to supporting each student in the pursuit of personal excellence and to their own professional growth.

Episcopal Collegiate offers competitive salaries, generous leave benefits, health insurance, and a 403b retirement plan. In addition, the school provides funding for continuing education for faculty and staff to advanced degrees, attend workshops, conferences, and other programs that promote professional growth. Episcopal is accredited by SAES, SAIS, ANSAA, and NAEYC.

Episcopal Collegiate does not discriminate on the basis of sex, race, color, religion, or national origin in administration of its educational programs, admission and financial aid policies, employment practices, athletic or other school-administered programs.

To find out more about Episcopal Collegiate, please visit [www.episcopalcollegiate.org](http://www.episcopalcollegiate.org).

To apply, please send the following materials to (The Rev.) Rob Leacock, Head Chaplain, at [rleacock@episcopalcollegiate.org](mailto:rleacock@episcopalcollegiate.org):

Cover Letter

Resume

List of three references (will not be contacted without candidates approval)