

Position Description

Position Title **Interim Day School Chaplain (Part-Time)**
St. Thomas's Episcopal Day School, New Haven, CT
June 9, 2016

General

The Interim Day School Chaplain (hereafter called “the Chaplain”) represents the current ecclesial authority of the Church (hereafter called “the Rector”) in the worship, religious studies, ministry, outreach, and general life of St. Thomas’s Day School. The Chaplain is responsible to the Rector in all matters of job performance and review, but also is expected to be responsive to the needs and feedback of the Head of School and broader school community. The Chaplain’s primary responsibilities are Chapel worship and Religious Studies. The Chaplain is also the primary pastoral presence in the Day School; therefore the Chaplain is an important figure in the general life of the Day School, and a key person in building and maintaining a healthy Church – Day School relationship. The position will be ¼ to ½ time, depending on qualifications and salary requirements.

Duties

- Officiate at or oversee daily Chapel services (which begin at 8:30 a.m. weekdays while school is in session, and include students of all ages)
- For Chapel services, create the order of service (using the Episcopal *Book of Common Prayer* and other supplemental resources) and prepare homilies
- Coordinate and work with Day School faculty and staff on special chapel services (including but not limited to Christmas Chapel and Grandparents & Special Friends Chapel)
- Recruit and coordinate with occasional outside homilists
- Teach weekly religious studies classes for grades 1 through 6, and assume lunch duty with Kindergarten
- Prepare religious studies lessons
- Continue the development of the religious studies curriculum
- Help provide the communication bridge between the Church and the Day School by channeling timely and accurate information between various staffers in both organizations (including but not limited to the Head of School and the Church Rector, Parish and Facilities Administrator, and Music Director)
- Meet regularly with the Head of School and Rector for mutual feedback, support, and planning
- Because the Rector bears canonical responsibility for all matters associated with liturgy and religious education, communicate closely with the Rector about these matters
- Regularly attend Day School Faculty meetings

- Attend agreed-upon special events outside of usual times on-site
- Provide a grounded and well-differentiated pastoral presence for the entire Day School community (including but not limited to students, families, faculty, and staff)
- Represent the values of the Episcopal tradition to the Day School community and beyond

Qualifications

Education

Master of Divinity preferred; master's level degree in religious or theological studies acceptable; also acceptable is bachelor's level degree in religious or theological studies or education, with compensating experience

Experience

- 3 years of experience working in a faith-based setting
- 3 years of experience working with elementary school age children
- Experience working with people of various faith traditions
- Ordained Episcopal priest preferred but not required

Skills and Knowledge

- Extensive knowledge of the Episcopal tradition, including worship, theology, and teachings
- Enthusiastic and creative leader and teacher
- Ability to relate to, and develop relationships with, children of all ages, as well as their parents
- Demonstrated pastoral skills with all ages; one unit of Clinical Pastoral Education preferred
- Appreciation for (and ability to express appreciation for) diversity in all its forms (for example, religion, race, ethnicity, gender, gender expression)
- Knowledge of various faith traditions (including but not limited to Judaism, Islam, and Hinduism)
- Computer skills, especially with email, Word, and social media
- Safe church certification required (including safe church training and a background check)
- Understanding of the culture of New Haven and within that the particular sociocultural context of St. Thomas's
- One who values academic achievement, while also understanding the importance of engaging heart and spirit in the academic endeavor
- Musical ability