



Chaplain Job Description

The Chaplain reports to the Head of School. His/her primary responsibility is to care for the overall spiritual life of the school. The Chaplain is ordained by the Episcopal Church, solidly grounded in the Christian faith, yet comfortable working in a religiously diverse community. The Chaplain's responsibilities include conducting weekly Chapel services for each division, providing pastoral counseling, supervising religious clubs, supervising bible studies, and organizing the major liturgical events which fall within the school year. In addition, he/she teaches elective courses in religious studies and ethics, organizes and coordinates the school's community service program, and actively participates in the extra-curricular life of the school through coaching and attending student events.

Worship:

- Plan, organize, and lead two weekly division chapel services that are developmentally appropriate and reflect the mission and values of the school through Bible readings, liturgy, songs, and other spiritual messages
- Coordinate with the Chapel Music Directors
- Model and encourage regular prayer
- Plan, organize, and lead monthly school Eucharist services which immediately follow the regular chapel service and are optional for students to attend
- Plan, organize, and lead All School Chapel services and other special services as they arise
- Recruit guest Chapel speakers – faculty, students, community leaders
- Recruit students to fill leadership roles in all Chapel services
- Work with Clubs to create special topic Chapels
- Maintain all worship “equipment” and supplies

Pastoral:

- Provide pastoral counseling services to students, families, faculty, and staff as needed
- Such services may include (but are not limited to) crisis counseling, grief work, and other assistance, and will include working alongside other key personnel
- Work with the Leadership Team to support the morale and needs of the faculty and staff
- Along with Development, Alumni, & Parent Relations, coordinate parent led support systems for community members in times of need

Education:

- Teach religion or ethics classes in the Social Studies as assigned

Community:

- Represent the school in such a way that reflects the mission, core values, and Episcopal identity of Trinity Prep

Service Learning:

- Create service learning models that encourage students to develop a service-oriented mindset while also being sensitive to the specific needs of the populations served
- Provide leadership in the Habitat for Humanity project (includes recruiting students and teachers to serve, maintain records, organize and lead a Habitat assembly at the end of the year, etc)
- Cultivate and sustain parent and community partnerships in order to provide diverse service opportunities for all ages
- Work alongside the Counselors to involve service learning and religious diversity into advisory activities

Administrative:

- Serve as a member of the Leadership Team and attend meetings as planned
- Prepare Chaplain's annual budget and operate under the guidelines of that budget
- Attend faculty meetings which may include division meetings, as well as full faculty and staff meetings
- Participate in student supervision duties
- Be an integral part of the broader life of the school
- Participate in diocesan affairs as desired or as required
- Meet regularly with the Head of School
- Liaison with the Bishop

Other:

- Maintain a personal life in accordance with Safeguarding God's Children and Safeguarding God's People
- Must be committed to the principles of the Episcopal Identity of the school while serving in a diverse community
- Outstanding organizational and communication skills
- Excellent judgment and analytical and problem solving skills
- Establish, promote, and lead (or recruit other leaders) Christian fellowship groups

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