

Position Title: Chaplain
Date Modified: July 2026
FLSA Classification: Exempt
Position Reports to: Head of School, and to the Lower, Middle, and Upper School Division Heads
Position Purpose: To act as Chaplain to Lower, Middle and Upper School students, faculty, staff, and administration and, by extension to their families. Provide a link to the Episcopal Church. Teach in the areas of Ethics, Religion, and Biblical studies.

Essential Functions:

General

- Must demonstrate and support the School's *Mission*.
- Must have the ability to connect and communicate effectively with all school personnel and school families, as well as the larger business and educational community.
- Willingness to perform in a manner that reflects positively on Saint Edward's School.
- As a member of the SES team, perform all other duties as requested by the Head of School or other Administrators.

Administrative Duties

- Counsel students, faculty and parents in spiritual matters as necessary at the Lower, Middle and Upper Schools.
- Provide leadership role in organizing a meaningful, inclusive, and age-appropriate Chapel programs in the Lower, Middle, and Upper Schools.
- Maintain regular and open communication with the Head of School, Division Heads, School Counselors, and Learning Specialists to facilitate pastoral care and counseling for community members as needed.
- Maintain contact with potential outside clergy and speakers for chapel services. All guest speakers shall be approved in advance by the appropriate Division Head.
- Organize and direct the Baccalaureate Service, All-School Chapels, Lessons and Carols, Easter Chapel, and other liturgical events.
- Attend, as requested, awards ceremonies, assemblies, Board meetings, and other events to provide opening prayers and related support.
- Promote and encourage the spiritual well-being of the community.
- Serve as a member of the Wellness Team and Upper School student support team.
- Represent the School, with the Head of School, to the Central Florida Episcopal Schools' Association.
- Assist the School Counselors and Deans, when asked, on special educational programs (e.g., Honor Code, Code of Ethics, Character development, and drug and alcohol awareness), which affect the well-being of the school community.
- Organize and direct the School's community service and outreach programs.
- Be directly responsible to the Head of School on matters related to the spiritual aspects of the School.
- Serve on Faculty Committees as appointed by the Head of School.
- Serve as a highly visible, accessible parent resource and point of contact to build community and a sense of belonging for families.
- Regularly interface with teachers, counselors, coaches, and others in the Saint Edward's community to identify students at-risk in all three divisions.

- Start a Bible study for Lower and Middle School parents, Upper School parents, and students.
- Oversee the annual Chaplaincy budget.
- Articulate Episcopal Identity in service to the School's mission to all constituencies.
- Teach classes as assigned by the Head of School and Division Heads.

Preferred Qualifications:

- Must be an ordained Episcopal clergy or a clergy person from another jurisdiction willing to become a member of the Episcopal Diocese of Central Florida.
- Must have teaching experience with excellent communication skills and the ability to work with and reach youth.
- Advanced degree in an appropriate field.

Physical Requirements:

- Works at a desk and computer screen for extended periods of time / able to operate office equipment