



Position Title: Chaplain

Date Modified: January 2020

FLSA Classification: Exempt

Reports to: Head of School

About St. John's

St. John's is an independent, coeducational Episcopal school serving up to 500 students in grades pre-k through eighth. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive *esprit de corps* fueled by a common mission – one *dedicated to a program of academic excellence designed to train the mind, strengthen the character and enrich the spirit of each student in a Christian environment*. We think of St. John's not just as a school but also as a very special kind of community. We seek to employ people who – regardless of the role they play in the School – understand that they impact the lives of our students, families and colleagues. The St. John's Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments and a caring attitude that extends to all members of our community.

Position Purpose

St. John's seeks a passionate, committed chaplain who is energized by the mission of St. John's and is above all called to work with students spanning pre-k through eighth grade, faculty, and families in a full-time capacity during the academic year. Interested candidates must enjoy working in a highly collaborative environment and demonstrate specific acumen in communication and presentation skills, classroom management, assessment design, feedback, and clear, frequent communication with students and families. This position will work in concert with the members of the Student Support Team, Lower and Middle School Division Heads, and faculty.

Key Accountabilities

- Champion the philosophy and mission of the School and its leadership through the orchestration of worship, expression of pastoral care, and teaching, coaching and/or advising responsibilities.
- Embody the five tenets of Episcopal education to which the School is committed:
 - Academic Excellence
 - Uphold one of the core tenets of the School's Episcopal identity.

- Lead the design of an academically focused, intentional program of religious studies, which will integrate with the School's overall educational program and be implemented in developmentally appropriate ways.
- Corporate Worship
 - Under the spiritual oversight of St. John's Church Rector, plan, conduct, and oversee developmentally appropriate daily chapel services and a weekly Eucharist service.
 - Plan and implement special chapel programs such as Episcopal School Sunday, Flowering of the Cross, Lessons and Carols, Baccalaureate, and other activities.
 - Establish an avenue for student leadership that allows students to authentically contribute to planning the chapel services.
- Religious studies based on basic Biblical content
 - Using best-practice research as a foundation, formulate strategic, forward-thinking and engaging chapel curricula that supports the work of the social and emotional learning program at St. John's.
- Meaningful and integrated community service and service learning projects
 - Support service learning through chapel programming and by serving as a service learning facilitator when appropriate. Through this work, provide students with experiences of giving to the community while also teaching them about the needs of the wider world.
 - Encourage School graduates to engage the world as servant leaders.
- An inclusive community where the dignity of every human being is respected
 - Demonstrate sensitivity and cultural competency in relation to economic, cultural and other identifiers present in the enrollment of a diverse student body.
- Foster high ethical standards, integrity, and respect for colleagues, alumni/ae, parents, and students.
- Understand the culture and climate of the School along with the broader educational environment and represent the School in the external community.
 - Model timely responses to inquiries and requests and establish connections through regular contact and informative communications.
 - Communicate clearly, professionally, warmly and enthusiastically to employees, students and families, as well as to prospective students, families and external constituents as an outward facing member of the School.
 - Seek and build relationships with local and national school chaplains, school leadership and other organizations.

Administrative Responsibilities

- Oversee chapel budget.

- Assist with annual report to the Board of Trustees on the chapel and religious studies program.

Collaboration

- Establish and maintain productive partnership relationships with colleagues.
- Collaborate with the Rector of St. John's Church and the Head of St. John's School to provide leadership that brings vibrancy to the School's chapel program.
- Partner with committees, Division Heads and Student Support Teams.
- Participate in committee, department and staff meetings, as well as in School-sponsored events that would benefit from the Chaplain's expertise or serve to engage the Chaplain with the St. John's community.
- Serve as an advisor for a designated group of middle school students.
- Chaperone occasional middle school field trips, including one overnight trip.
- Assume responsibility for other projects as assigned by the Head.

Growth Mindset

- Network with chaplains at other independent Episcopal schools locally and nationally.
- Demonstrate commitment to personal and professional growth.
- Attend conferences and professional meetings to remain current with other chaplains and religious studies topics.
- Participate in the local and national Episcopal schools accrediting associations.

Qualifications – Education, Skills & Experience Required

- Outstanding written and oral communication skills.
- Proven experience making independent judgments and handling highly confidential and sensitive materials and situations in a way that respects the dignity of each individual.
- The ability to navigate a wide range of relationships, tasks and perspectives; experience working with independent school faculty and staff preferred.
- An affinity for details; exceptional organizational and time-management skills; and demonstrated strength with analysis and problem-solving.
- Evidence of a strong work ethic, a high level of integrity, and energy and enthusiasm about working with pre-k through eighth grade students in an academic setting.
- Five-to-10 years working within children, preferably in education.
- A successful track record of collaboration, pastoral care and experience supporting a wide range of constituents.

Physical Requirements

- Ability to lift approximately 30 lbs.

- Ability to work for extended periods of time, including weeknights and weekends.
- Ability to work with children and adults in indoor and outdoor settings.

How to Apply

For questions, more information, or to submit your letter of interest and resume in PDF format, please contact:

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In our commitment to diversity and equity, St. John's Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.