



Position Title:	Senior Chaplain
Date Modified:	September 2026
Reports to:	Head of School and Rector
Work Hours:	7:30 a.m. – 4:00 p.m.
Work Calendar:	School year plus one week prior to fall employee in-service and one week after the school year ends.

Description

The Senior Chaplain reports to the Head of School and Rector. The Senior Chaplain will model and articulate the school's commitment to spiritual formation of all its students and concern for the spiritual needs of faculty, staff and parents. The Senior Chaplain will also foster and nurture the teachings and values of the Christian faith within the Anglican tradition while recognizing the diversity of belief and practice within the school community. To this end the Senior Chaplain serves as pastor, counselor, teacher and liturgist.

Essential Functions

- Coordinates divisional chaplains to plan and conduct school Chapel services utilizing and preparing students to acolyte, read the prayers and scripture lessons.
- Lead coordinator for division chapel services, including music, speakers, and student participation.
- Reviews and approves curriculum for religious instruction in the classroom.
- Provides pastoral guidance, counsel, consultation and care to students, faculty, and parents.
- Holds in confidence all referrals and maintains a record of referral.
- Keeps the Head of School and division heads informed of school and student related issues; as well as all religious events and programs.
- Works in conjunction with the division office (Assistant Heads) to plan and monitor student service opportunities and records hours earned.
- Is responsible to the Rector in all matters related to religious doctrine, worship and practice.
- Reviews and coordinates with the Head of School, division heads and directors all school-related religious activities, programs and events.
- Consults with the Head of School, division heads, as well as designated directors in planning special events in which worship is an integral part.
- Fulfills other duties and responsibilities assigned by the Head of School and Rector.
- Attends Board of Trustees meetings as requested.
- Demonstrates a willingness to work as part of a team by being service-oriented, flexible, and reliable when helping co-workers accomplish their jobs/tasks at hand.

- Attends required school meetings and special events and follows school rules and policies.
- Leads the fourth-grade Rhetoric Council, meeting twice a week for 30 minutes.
- Contributes positively to employee morale; maintains a positive, pleasant demeanor to all constituencies; provides positive encouragement to students.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School.
- Be assessed through the Professional Growth and Evaluation Program.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head.
- Employees may be required to work remotely or engage in telework activity as determined at the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time, as determined in the employer's sole discretion.

Qualifications

- Priest within the Anglican community.
- Chaplain experience at an Episcopal School
- Ability to communicate clearly and effectively in written and oral expression.
- Ability to relate effectively with trustees, other administrators, teachers, operations staff, parents, students, and other school constituent groups and individuals.
- Ability to use basic office equipment.

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.
- Work in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Regularly uses close and distance vision.
- Turn, bend, reach and occasionally use a ladder.
- Work in a traditional climate-controlled office environment.