**Job Title:** Assistant or Associate Chaplain

**Reports to:** Head Chaplain

**Status:** Full Time

**Posted:** December 21, 2023

**Job Description:**

St. Andrew’s School seeks a full-time assistant or associate chaplain for the 2024-2025 academic year. An all-residential boarding school with 315 students in grades nine through twelve, St. Andrew’s was founded almost a century ago with an unprecedented approach to financial aid and has a long-standing commitment to diversity, equity, and inclusion that is rooted in our Episcopal faith and inseparable from our aspiration to excellence. The St. Andrew’s School chapel is a parish in the Episcopal Diocese of Delaware.

The assistant or associate chaplain reports to the head chaplain to strengthen the spiritual life at the school, the school’s chapel program, and under the supervision of the head chaplain is responsible for preserving, and promoting the school’s Episcopal identity to all constituencies. The associate chaplain supports the school’s chapel program, presiding at services, and assisting with the student-led chapel guilds and vestry. The school has recently appointed a new head chaplain and the announcement is available here.

**Essential Functions:**

The head chaplain delegates responsibilities associated with the chapel program to the chapel team. Those that may be assigned in collaboration or in full to the assistant or associate chaplain are:

* Design and execute an inclusive chapel program for a congregation mainly of adolescents;
* Create and update the annual chapel calendar of services and events in coordination with the school calendar and preside at chapel services three times each week, including Wednesday evening chapel and Sunday worship;
* Provide pastoral care to students, faculty, and staff at the school;
* Meet regularly with the vestry and chapel guilds to train, offer guidance, and provide spiritual support for their roles in the chapel program;
* Set the Sunday School curriculum for faculty/staff children and appoint and train student Sunday School teachers; provide direction on how to nurture the spiritual lives of children;
* Ensure all involved in chapel activities receive the training required by the school and by the Episcopal Church;
* Oversee the physical space and decoration of the chapel throughout the liturgical year and maintain equipment and supplies needed for worship;
* Maintain an active presence in the Episcopal Diocese of Delaware;
* Maintain an active presence in the National Association of Episcopal Schools;
* Assist in the community service program;
* Work collaboratively with departments across the school, especially the student affairs team.

As a member of the school’s faculty, the assistant or associate chaplain performs the following functions typical of a boarding faculty member:

* Teach at least two sections of courses in religious studies or another department;
* Supervise evening study hall and activities one night each week;
* Two seasons of athletic coaching;
* Lead a student advisory group.

**Additional Expectations:**

* Publicly model the school’s values and the standard for professional behavior. Live out the many facets of a faculty member’s life at boarding school: attend cafeteria and family meals, chapel, and be present throughout all major weekends as well as recesses and summer recess as required;
* Adhere to the school’s dress code;
* Be flexible and available when needed to address matters that require immediate resolution and attention;
* Participation in school committees and activities;
* Other duties as requested or assigned by the head of school.

**Skills and Abilities:**

* Lively and contagious Christian faith;
* Collaborative spirit, high energy, lively intelligence, and enthusiasm for residential school life;
* Excellent interpersonal skills, diplomacy, sensitivity in dealing with difficult situations, compassion for students who make mistakes;
* Strong verbal and written communication skills, ability to manage confidential information in compliance with the law and best practice;
* Ability to work independently, with responsiveness and initiative; strong organizational skills, including prioritizing multiple responsibilities, managing competing deadlines, multi-tasking.

**Qualifications and Experience:**

* Undergraduate degree, master of divinity degree;
* Ordained Episcopal priest or on track for ordination;
* Experience in schools and/or leading worship for young people;
* Experience with and openness to diverse religious populations;
* Belief and a strong passion for the mission of St. Andrew’s School;
* Careful listener, warm personality, with a good sense of humor;
* Excellent written and oral communication skills, including public speaking;
* Counseling and advising skills;
* Teaching experience preferred;
* Strict sense of confidentiality; ability to meet deadlines; regular attendance and punctuality;
* Possession of a valid driver's license (not suspended, revoked or canceled, or disqualified from driving).

**Conditions of Hire:**

* A thorough background check, inclusive of fingerprinting and Child Protection Registry check, is required as a condition of employment.
* Applicant must complete satisfactory reference checks, confirmation of compliance with federal and state employment laws, and any other required condition of employment.

**To Apply:**

St. Andrew’s School is an equal-opportunity employer. We welcome diverse candidates of all backgrounds, faiths, and persuasions, and seek to foster an inclusive, welcoming community environment.

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.

If you are interested in this opportunity, please submit a letter of introduction, current resume, and list of references to the Head of School Joy McGrath at [hr@standrews-de.org](mailto:hr@standrews-de.org).

Please visit our [website](https://www.standrews-de.org/) to learn more about our school.

Accommodations are available for applicants with disabilities in all phases of the application and employment process.  To request an auxiliary aid or service please call (302) 285-4211. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.  St. Andrew’s School is an Equal Opportunity and Affirmative Action Employer.