St. Thomas Episcopal Parish School (STEPS) is a preschool through fifth grade school of 425 students in Coral Gables, Miami-Dade County, Florida. STEPS embraces its mission as a loving, secure, and inclusive community that nurtures, challenges, and inspires children to honor God, care for their world, and develop a passion for discovery and learning. STEPS' identity as a ministry of St. Thomas Episcopal Parish ensures that Episcopal school values are the heart and soul of student-centered learning and community outreach.
Chaplain—Associate Rector Profile

Who are we?

While we are unapologetically a Christian school in the Episcopal tradition, families of all backgrounds entrust their children to St. Thomas. This is one of the unique joys of our school, and an opportunity for our religious education program. We work hard to be a community where each individual is known, valued, and cherished as a child of God.

Chapel is a cherished part of daily life at St. Thomas. Even during Covid we have continued to come together for chapel four days a week, and for Holy Eucharist once a month.

In addition to chapel, all students receive a unit of Religious Education in the classroom in every weekly cycle.

As a Parish School, STEPS is a ministry of St. Thomas Parish, and as such shares the ethos of the church. The Board of School Trustees, the Vestry and the clergy work together closely for the good of the School and the Church.
St. Thomas began as a Mission church in 1950, initially meeting in a school cafeteria and soon moving into a tent on our current site. The school has been a part of the parish since 1953. The parish grew quickly along with the suburbs around it, and now occupies a six-acre campus with facilities that serve church, school, and the wider community.

Like many mainline churches, the congregation of St. Thomas skews somewhat older, but we also have many families with children: some who are students in our school and many who are not. We are in the midst of revitalizing our Christian Education programming for children, and this is an area with great potential for development.
The STEPS community includes people of diverse national and religious backgrounds: more than half of the student body are from Roman Catholic families, and many speak languages other than English at home. We are also a population that includes families of extraordinary wealth. The combination offers unique opportunities for teaching and ministry, and for exploring the meaning of diversity in such a community.

Coral Gables is an affluent community of approximately 50,000 south of Downtown Miami, within easy reach of the Port of Miami, Miami International Airport, Miami Beach and other destinations. In addition, the University of Miami, a top-tier private university, is based in Coral Gables and is its largest employer. Some of the wealthiest zip codes in the US are within the City of Coral Gables, and residential real estate here is very expensive; we are offering church-provided housing as part of the compensation package for our chaplain.
Chaplain—Associate Rector Profile

The Position

The rector of the parish has responsibility for the religious life of the school, but delegates this responsibility to the chaplain. The Rector, Head of School, and Chaplain coordinate closely to nurture the spiritual life of the school. The chaplain is expected to work four days per week in the school and Sundays at the church.

Worship

Plan, conduct and oversee developmentally appropriate daily chapel services and monthly communion service, including securing guest speakers and preachers.

In conjunction with the rector and head of school, plan Parish School Sunday service, Christmas family service, Baccalaureate, and other celebrations as scheduled.

Maintain and encourage regular prayer for those in the school community.

Act as positive catalyst in promoting Christ’s love in and beyond the school through local and overseas outreach community service programs.

Pastoral Care

Counsel students, school parents and faculty as needed.

Provide pastoral and sacramental care to school community members (e.g. sick calls, reconciliation of a penitent, etc.)
Chaplain—Associate Rector Profile

Education

Develop religious studies curriculum for the school (P-5), including moral education awareness and implementation.

Teach religious studies classes as part of the weekly rotation, as well as special, topic-oriented units.

Partner with the School Counselor in the integration of Social-Emotional Learning and Diversity, Equity and Inclusion goals into the school culture.

Participate in faculty meetings and all-school events, and pursue appropriate professional development as an educator and as a clergyperson.

Assume appropriate level of supervision-duty assignments (e.g. playground, carpool, emergencies, etc.)

Church

Coordinate Christian Formation programming for church children and youth, developing age-appropriate curriculum, training and supporting part-time and volunteer leaders.

Participate in clergy rota for Sunday services at church.

Participate in diocesan events, including programs specific to chaplains and schools.
Chaplain—Associate Rector Profile

Compensation and benefits
In accordance with the Clergy Compensation Guidelines of the Diocese of Southeast Florida, including vacations and other time off.
Includes housing in a private two-bedroom apartment on-campus and detached from church and school.
As a faculty member, lunch is provided at no cost during regular school days.

Qualifications and Qualities Sought
Ordained Episcopal Priest or Deacon, or a person in the process of ordination, is preferred.
Eligible to function as clergy in the Diocese of Southeast Florida.
Demonstrated gifts and passion for working with children.
We are seeking a person for whom Chaplaincy is a vocation, not a stepping stone or a second-choice.

Process and how to apply
If you feel that God is calling you to our Parish, please send the following documents in pdf format to chaplain@STEPSmia.org
- Letter of interest specifically addressing this position
- Resume of education and work experience
- At least four professional references with contact information
- If you are ordained, the name and contact information for your bishop.