

Associate Rector and School Chaplain, Holy Comforter Episcopal Church and School *Job Description*

Overview

Holy Comforter Episcopal Church and Holy Comforter Episcopal School are searching for an **Associate Rector** and **School Chaplain**. This is a full-time position, with one-half of the time dedicated to each role in a mutually beneficial manner.

As **Associate Rector**, the candidate will be involved in all aspects of parish life but have special responsibility for its ministries to children, youth, and their families. The candidate will also be on the rotation to celebrate and preach on a regular basis.

As **Chaplain**, the candidate will minister to the entire school community (e.g., students, faculty, staff, and parents). The Chaplain will nurture the community in its development of Christian faith and promote the values and traditions of the Episcopal Church. The Chaplain will plan and lead school worship, provide pastoral care, develop and teach religious studies classes, and oversee service learning and community outreach initiatives.

- Reports to:** Rector and Head of School
- The Associate Rector reports directly to the Rector.
 - The Chaplain reports directly to the Head of School but serves in that capacity under the delegated authority of the Rector.
- Wages & Status:** \$67,000-\$72,000
Exempt/Salaried
Full-time (Part-time for the school and part-time for the church)
Health Care, Pension, and Car Allowance included
- Education:** Masters of Divinity or equivalent advanced degree.
- Certification:** Ordained Episcopal priest licensed (or capable of being licensed) for ministry in the Diocese of Florida.
- Knowledge/Skills:** A deep personal faith, supported by intentional spiritual practices.
Natural ability to engage and develop meaningful relationships with children, youth, and their parents.
Passionate for and experienced in ministry to children, youth, and families.
Committed to the mission, principles, values, and Episcopal identity of the church and school.
Strong organizational, communication, and interpersonal skills.
Experience in recruiting, training, and overseeing teams of volunteers.
Demonstrable ability to teach on Christianity and other world religions.
General knowledge of curriculum development and instruction.
Proficiency in the use of the computer and other required technology.

Major Responsibilities and Duties of the School Chaplain

1) Worship

- a. Plan, conduct and oversee developmentally-appropriate worship services which reflect the mission, values, and Episcopal identity of the school, including regular weekly chapel services, Eucharists, and other special services held in conjunction with seasonal events (e.g., Back to School, Thanksgiving, Christmas, Ash Wednesday, Easter, and End of School, etc.).
- b. Train and incorporate students to serve in various liturgical roles (e.g., acolytes, musicians, servers, etc.).
- c. Respond sensitively to, and make accommodations for, students with religious differences.
- d. Secure and oversee guest preachers, celebrants, and other worship leaders, as needed.

2) Pastoral Care

- a. Provide pastoral care and spiritual counsel to all school community members (e.g., students, faculty, staff, and school parents), as needed. Such care may include (but is not limited to) crisis counseling, grief work, and similar assistance.
- b. Maintain and encourage regular prayer for those in the school community.
- c. Coordinate support systems for community members in times of need, in concert with school administrators and guidance counselors.
- d. Work with the Division Heads to promote the general morale of faculty and staff.

3) Education

- a. Plan, develop and implement the religious studies curriculum for the school (preK3 through grade 8), in accord with the school's mission, values, goals, and Episcopal identity.
- b. Teach religious studies classes for grades 4 through 7.
- c. Prepare lessons that reflect accommodations for individual student religious differences.
- d. Assist the faculty in the development of lesson plans, devotional materials, and other instructional resources that promote the spiritual life of the school.
- e. Provide leadership in the planning, development, and implementation of the school's Service Learning program, including its grade-level and school-wide curriculum and other outreach initiatives.
- f. Plan, encourage, and supervise off-site service opportunities for students, both local and overseas.

4) General Duties

- a. Be a positive role model for students. Reflect the kind of behavior and character that advances the school's mission and values and upholds its good reputation.
- b. Maintain a positive, professional relationship at all times with colleagues, students, parents, and other community members.
- c. Maintain open and regular lines of communication with colleagues, students, parents, and community members. Use approved social and print media in appropriate ways.
- d. Meet regularly with the Head of School. Provide clear and accurate informational updates to the Head of School and administration, as required.
- e. Follow and support the policies established by federal law, state law, the Episcopal Diocese of Florida, and the HCES Board of Trustees.
- f. Compile, file, and maintain any records, reports, and other documents as required. Maintain confidentiality of student academic, citizenship, and attendance records.
- g. Attend and participate in required faculty meetings, division meetings, staff committees, and all-school events, including those that may occur outside of the regular school day.

- h. Assume appropriate level of supervision-duty assignments (e.g. playground, car pool, emergencies, etc.), including student drop-off and Tues/Thurs lunch duty.
- i. Pursue appropriate professional development as an educator and participate in Diocesan and national events specific to chaplains and schools.
- j. Strengthen the relationship between church and school and encourage greater cooperation and mutuality. Oversee the Church-School committee.
- k. Perform other associated duties as assigned.

Major Responsibilities and Duties of the Associate Rector

1. Participate in church worship services and serve as required on the rotation to celebrate and preach.
2. Seek, develop, and nurture relationships with children, youth, and their families.
3. Encourage school families who do not already have a church home to join and participate in ours.
4. In conjunction with the Pastoral Care team, provide pastoral care and counseling for children, youth, and families.
5. Recruit, train, support, and provide direction for staff and volunteer leadership of children, youth and family ministries.
6. Oversee the planning, development, and implementation of ministries to children and youth (e.g., the nursery, children's Sunday School, Summer Vacation Bible School, Kid's Club Ministries, Youth Ministries, and preparation for Baptism, Confirmation, and Reception).
7. Oversee the planning, development, and implementation of special events and services for children and youth (e.g., seasonal programming in conjunction with the school year and liturgical calendar; youth retreats and outings; local service projects; overseas mission trips; other special opportunities for formation and fellowship).
8. Oversee the training and incorporation of children and youth in the liturgical life of the parish, in a variety of roles (e.g., acolytes and crucifers, readers/lectors, ushers/greeters, etc.).
9. Encourage the inclusion of children and youth in the life of the church and advocate for the consideration of their needs in the church's overall plans.
10. Assist in the development of age-appropriate seasonal materials and resources for children and youth (e.g., Advent and Lent devotions).
11. Engage in regular communication with parents, families, and youth using approved social and print media in appropriate ways.
12. Foster a safe and nurturing environment for children and youth, including remaining up-to-date on diocesan-required training and ensuring other staff and volunteers complete necessary training.
13. Ensure that records and files on children and youth are accurately maintained, appropriately managed, and regularly updated.
14. Maintain professional, godly relationships with others at all times.
15. Uphold the values and guard the good reputation of the church.
16. Foster the relationship between church and school and encourage greater cooperation and mutuality.
17. Meet regular with the Rector and attend and participate in required staff and committee meetings.
18. Assist and support the Rector with other associated duties, as assigned.

General Working Conditions for Both Roles

Frequent prolonged and irregular hours including but not limited to sitting, standing, bending, stooping, kneeling, reaching, grasping, climbing, walking and using hands. Prolonged periods standing, sitting and walking. Must be able to lift up to 45 pounds at a time. Must be able to physically assist students. Must be able to kneel, sit, stand, crawl, push, and pull to assist and teach children throughout the day. Exposure to a variety of weather conditions. Employee is required to see, talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Maintain emotional control under stress and maintain positive attitude when dealing all members of the community. Use available resources to define issues and solve problems. Holy Comforter Church and School are smoke free, drug free workplaces. Weapons are not allowed on church or school grounds.