

Job Title: Day School Chaplain
Division: Kindergarten–Grade 6
Employment Status: ½ time
Hours/Day: 8:00–1:00 (Monday–Thursday)
School Year: 2020-2021

St. Thomas's is a coeducational independent day school serving students from Kindergarten through Grade 6. The School welcomes children of all backgrounds, with the belief that children who learn and grow together develop openness and respect for others.

Position Summary

The Day School Chaplain represents “the Church” in the worship, religious studies, ministry, outreach, and general life of St. Thomas’s Day School. The Chaplain is central to developing and maintaining the “Episcopal school” aspect of the identity of the Day School. The Chaplain’s primary responsibilities are Chapel worship and Religious Studies classes. The Chaplain is also a pastoral presence in the Day School. The Chaplain reports to the Head of School in all matters of job performance and review, but also is expected to be responsive to the needs and feedback of the Rector and broader Day School community.

Education

Master of Divinity preferred; master’s level degree in religious or theological studies acceptable; also acceptable is bachelor’s level degree in religious or theological studies or education, with compensating experience

Experience

- 3 years of experience working in a faith-based setting
- 3 years of experience working with elementary school age children
- Experience working with people of various faith traditions

Skills and Knowledge

- Knowledge of the Episcopal and broader Christian traditions, including worship, theology, and teachings
- Knowledge of various faith traditions (including but not limited to Judaism, Islam, Buddhism, and Hinduism)
- Enthusiastic and creative leader and teacher
- Ability to relate to, and develop relationships with, children of all ages, as well as their parents
- Demonstrated pastoral skills with all ages; one unit of Clinical Pastoral Education preferred
- Appreciation for (and ability to express appreciation for) diversity in all its forms (for example, religion, race, ethnicity, gender, gender expression)
- Computer skills, especially with email, Word, and social media
- Safe church certification required (including safe church training and a background check)
- Understanding of the culture of New Haven and within that the particular sociocultural context of St. Thomas’s
- One who values academic achievement, while also understanding the importance of engaging heart and spirit in the academic endeavor

Duties:

- Officiate at or oversee Chapel services Monday through Thursday.
- For Chapel services, create the order of service (using the Episcopal *Book of Common Prayer* and other supplemental resources) and prepare reflections and other presentations as needed.
- Continue to expand Chapel programming associated with monthly values and non-Christian faith traditions
- Active member of the Diversity Committee, with responsibility to assist with all school diversity initiatives
- Coordinate and work with Day School faculty and staff on special chapel services (including but not limited to Christmas Chapel and Grandparents & Special Friends Chapel)
- Recruit and coordinate with occasional outside homilists or presenters
- Integrate Chapel and religious studies with Service Learning Initiatives.
- Continue the development of the religious studies curriculum for grades 1 through 6
- Prepare lessons for and teach weekly religious studies classes for grades 1 through 6
- Help provide the communication bridge between the Church and the Day School by channeling timely and accurate information between various staffers in both organizations (including but not limited to the Head of School, School Music Teacher, Church Rector, Church Administrator, and Church Music Director)
- Meet regularly with the Head of School and Rector for mutual feedback, support, and planning
- Because the Rector bears canonical responsibility for all matters associated with worship and religious studies, communicate closely with the Rector about these matters
- Attend agreed-upon special events outside of usual times on-site (including but not limited to Back to School Night and Admissions Events)
- Provide a grounded and well-differentiated pastoral presence for the entire Day School community (including but not limited to students, families, faculty, and staff)
- Represent the values of the Episcopal tradition, and particularly of Episcopal education, to the Day School

Characteristics of Professional Excellence

- Strive to live the school mission in word and deed.
- Enthusiastically engage in service to the school community and beyond.
- Model life-long learning.
- Be flexible.
- Foster an open and inclusive learning environment.

To be considered for the above-mentioned position, please send a cover letter, resume, three references, and a personal statement or educational philosophy to the Rev. Keri Aubert, Rector, St. Thomas's Episcopal Church, k.aubert@stthomasnewhaven.org. Please generate all documents in MS Word or a converted PDF file. Applications will be reviewed as they are received, and the position will remain open until filled.

St. Thomas's Day School is an Equal Opportunity Employer.