



Chaplain Job Description

Trinity Episcopal School is currently seeking a full-time ordained Chaplain. This position is available as early as July 1, 2022. Because of the importance of this role in the culture and life of the school, applications will be accepted and considered on a rolling basis until we have identified the candidate that best represents the best match for the position and community.

Trinity Episcopal School is an independent school with approximately 600 students in pre-kindergarten through eighth located in Westlake Hills, close to downtown Austin, Texas.

Our Mission:

At Trinity Episcopal School we will nurture each child intellectually, physically, emotionally and spiritually. We will honor each child's spirit for learning and life, ever mindful that we are all children of God.

Overview:

The chaplain's duties are diverse and include leading daily worship, teaching religion classes, offering pastoral care, and overseeing community outreach and service learning. The chaplain epitomizes the school's core values and Episcopal identity, and works alongside the school's leadership to ensure the implementation of the school's mission. The work of the Chaplain is supported by the part-time Assistant Chaplain.

Worship:

- Plan, organize, and lead division chapel services that are developmentally appropriate and reflect the mission and values of the school through Bible readings, liturgy, songs, and other spiritual messages
- Model and encourage regular prayer
- Plan, organize, and lead monthly middle school Eucharist services, monthly All School Chapel services and other special services
- Plan with Leadership Team for all special services: Christmas, Ash Wednesday, Maundy Thursday, Flowering of the Cross, Grandparents Day, and Graduation

Pastoral:

- Provide pastoral counseling services to students, families, faculty, and staff as needed. Such services may include (but are not limited to) crisis counseling, grief work, and other assistance, and will include working alongside other key personnel
- Work with the Director of Human Resources to support the morale and needs of the faculty and staff
- Coordinate parent led support systems for community members in times of need

Education:

- Oversee and teach a Middle School religion curriculum that reflects the mission, core values, and Episcopal identity of the school, and that increases the religious literacy of our students
- Assist teachers with developing classroom lessons that correspond with the school's mission, core values, and Episcopal identity
- Work with the Director of Diversity and Inclusion to incorporate multicultural curriculum and activities into the school and the community at large

Service Learning:

- Research best practices for service learning models that encourage students to develop a service-oriented mindset while also being sensitive to the specific needs of the populations served
- Provide leadership in the development and implementation of the school's Service Learning program, including grade-level as well as school-wide curriculum and initiatives to encourage service, support the values of the school, and the messages delivered in chapel
- Cultivate and sustain parent and community partnerships in order to provide diverse service opportunities for all ages
- Engage the entire school community in the service learning program, including meeting with grade-level teams, communication with parents, and interaction with students in chapel and in the classroom
- Oversee middle school service learning requirements
- Plan off-site service opportunities for students, and supervise and work alongside students during outings

Administrative:

- Serve as a member of the Leadership Team and attend weekly team meetings and occasional retreats and planning sessions

- Prepare Chaplain's annual budget and operate under the guidelines of that budget
- Supervise the Assistant Chaplain, and work in collaboration with the Assistant Chaplain and others to set and implement the goals of the chapel and service learning programs
- In collaboration with the Director of Human Resources, enforce all aspects of the Safeguarding God's Children program, including leading regular Safeguarding Trainings and maintaining accurate records in the Safeguarding Records System
- Attend required meetings which may include division meetings, as well as full faculty and staff meetings
- Participate in student supervision duties: carpool, lunch duty, recess supervision, etc.
- Consult in the admissions process
- Be an integral part of the broader life of the school
- Participate in diocesan affairs as desired or as required by the Diocese of Texas
- Meet regularly with the Head of School

Qualifications:

- Must be an ordained Episcopal Priest and must become licensed in the Diocese of Texas
- A Masters or other advanced degree is preferable
- Must be committed to the principles of the Episcopal Identity of the school while serving in a diverse community
- Outstanding organizational and communication skills
- Excellent judgment, analytical, and problem solving skills
- Should be enthusiastic, motivated and able to work with multiple constituencies

Special Work Requirements:

Will be required to work some evenings and weekends as it relates to the needs of the school

This position reports to the Head of School.

How to Apply:

Resumes and letters of application should be sent to Human Resources at Trinity Episcopal School, 3901 Bee Cave Road, Austin, TX 78746, or by email to employment@austintrinity.org .

Trinity Episcopal School invites all qualified individuals who share our core values to apply for faculty/staff positions. All faculty/staff members must be able to support Trinity's mission as a Christian school.

Trinity Episcopal School provides equal employment opportunities (EEO) to all employees and applicants for employment status without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Trinity Episcopal School complies with applicable state and local laws governing, non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.