



School Chaplain Job Description 2019 - 2020

About the School

St. Paul's Episcopal School is an independent co-educational K-8 school in Oakland, CA, now in its 43rd year of educating and serving a diverse group of students and their families. Located across from Lake Merritt in Oakland, St. Paul's enrolls 380 students from a variety of backgrounds in Kindergarten - Grade 8, with students of color representing 63% of that number. St. Paul's provides an education that is intellectually challenging, culturally pluralistic, and morally and spiritually enriching. Caring, committed faculty and staff members, in partnership with parents, serve as role models, mentors and guides. St. Paul's has an academically talented and ethnically diverse student body and seeks the same in its faculty and staff.

From the founding of the School in 1975, students have served the community and brought their experiences into the classroom. Each year, St. Paul's students in all grades provide more than 7,000 hours in service to more than 24 different organizations.

In the Episcopal tradition, the School encourages an understanding of and respect for world faith traditions. Families at the School are from all faith backgrounds, or none, and the weekly, student run Chapel session is multi-faith and explores a variety of topics.

School Responsibilities

- **Community Gatherings:** The Chaplain provides the logistical, organizational, and inspirational leadership to effectively deliver several community gatherings throughout the year including:
 - Chapel (weekly): In collaboration with faculty and students, organize and lead Friday morning Chapel services. The chaplain will schedule time to meet with teachers and classes to support student presentations on various topics, select music with the music teachers, and prepare brief weekly homilies ("Chapel Talks").

- Evening Performances (Holiday Concert, African American Cultural Evening, Graduation): In collaboration with the music department, admin team, faculty, and students, the Chaplain supports these three long-standing community events to help us bring our Mission and Values to life.
- Community service days (1-2 times per year): One or more time per year, the Chaplain, in collaboration with the Parent Association, brings the community together for a day of service, directly partnering with other organizations in the community. While students do this all year round, it is an opportunity for the community to experience the value of service together with their families.
- **Service and Stewardship:** Serving as the School's liaison for community partnerships, the Chaplain develops and maintains strong relationships with local community organizations in support of the School's service learning and academic program. This includes working closely with the STEAM (Science, Technology, Engineering, Art, and Math) teachers and faculty to plan and execute academically driven community service projects. The Chaplain serves as the lead to facilitate reflection on the moral/spiritual aspects of service learning.
- **Administration:** As a school administrator, the Chaplain will attend weekly meetings and lead various school-wide efforts as needed. Occasionally, the Chaplain will fill in for other administrators who are off campus.
- **Teaching:** Teach a 5th grade World Religions class and co-teach a social-emotional classes in Middle School. In addition, the Chaplain supervises children during lunches and morning arrival, and offers occasional lessons to other grades when requested.
- **Pastoral Care:** Provide support and guidance to elementary and middle school age children, families, and faculty as needed. Coordinate the parent-led care committee.
- **Faculty Retreat:** Serve as point person for planning and coordinating August Faculty Retreat

Qualifications

The ideal candidate:

- Is experienced in working with children in a pastoral role
- Has a passion for working in an interfaith and multicultural environment
- Values diversity, equity, and inclusion
- Is able to approach tasks with good humor and enthusiasm
- Is collegial, approachable, and invested in the success of the School
- 3+ years of experience working in a school setting preferred

Requirements

- Ordination and good standing in the Episcopal or Lutheran Church preferred

Compensation

This is a full time position and includes a competitive salary, health benefits, and full participation in the Church Pension Fund, if you qualify.

How to Apply:

Interested candidates should submit cover letter, resume, and references, addressed to Josh Stern, Head of School. Please send materials electronically, in PDF format to Lisa Rappaport, Assistant to the Head of School: lrappaport@spes.org.

We fully and actively support equal opportunity for all people, regardless of race, color, religion, national origin, disability, gender identity, or sexual orientation.