



St. Catherine's School

School Chaplain(Full time)

St. Catherine's School is an Episcopal day school in Richmond, Virginia, founded in 1890 enrolling 946 girls age 3 through grade 12. Located on a 16-acre campus in the western part of the city, St. Catherine's core values include pursuing academic excellence, developing character, nurturing spiritual growth, celebrating individuals, and building community.

St. Catherine's School provides a rigorous education that prepares girls with diverse perspectives for a lifetime of learning, leadership, and service in a global community.

POSITION OVERVIEW

St. Catherine's School seeks a School Chaplain to serve as the spiritual leader of the School to begin work for the 2023-2024 school term. Planning and overseeing the liturgical and worship services of the School constitutes a major component of the position. The School Chaplain is a visible presence in the life of the school and is an integral part of the school community. The Chaplain will also teach courses as a member of the Upper School Religion Department, including World Religions and elective Religion classes, both during the school year and through the summer school program. The Chaplain serves on relevant School Guidance Teams and other administrative committees identified by the Head of School.

Supervisor: Head of School and Head of Upper School

Supervisory Responsibilities: N/A

Position Status: Salaried, exempt, full-time, regular, 10.5 month (academic year plus summer school in June)

Hours of Work: Standard work week. Occasional evening chaperoning and travel supervision.

St. Catherine's School seeks an ordained Episcopal priest who holds a Masters or other advanced degree and has outstanding organizational and communications skills. The ideal candidate will have a vocation for school ministry and will combine a love of school life with a commitment to be a servant-leader. The ability to engage effectively with children, parents, and faculty, with a firm faith commitment, and a respect for the identities and religious traditions of all are necessary qualities for a candidate to possess. Additionally, the candidate must possess a collaborative spirit and be able to work effectively with musicians, student leaders, and members of the religion department to plan chapel services. The primary residence of the School Chaplain must be in metropolitan Richmond.

ESSENTIAL RESPONSIBILITIES

- Promoting the spiritual life of the school and serving as the custodian for our Episcopal School identity.
- Leading the liturgical life of the school, including organizing and leading worship services.
- Teaching academic courses in religion.
- Providing pastoral care and counseling to members of the school community.
- Supporting outreach programs that align with the school's mission and provide opportunities for students to serve in the community.
- Being involved in the education of girls as directed by the Head of School, including serving as a teacher, coach, or mentor.
- Participating in the life of the diocese and of the wider church.
- Professional experience and/or a personal commitment to increasing understanding of topics and initiatives related to diversity, access, equity, and belonging.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is required to sit; stand; walk; use hands to grasp, handle and feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch and crawl; talk and hear; engage in moderately strenuous physical activity both indoors and out; and smell. The employee may occasionally lift or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to become CPR and First Aid Certified School

TRAVEL

Occasional overnight and out-of-area travel may also be required for special events.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

St. Catherine's School does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices. St. Catherine's School is committed to providing an inclusive educational environment. We actively engage students, families, faculty and staff from diverse backgrounds and experiences. Our School community respects the differences in ethnicity,

race, religion, sexual orientation and socioeconomic status. Consistent with the School's mission, St. Catherine's fosters in our students, and expects from all others, respect for the dignity and wholeness of every person. For more information about the school's Access, Equity and Belonging please follow this link <https://www.st.catherines.org/about/access-equity-and-belonging>.

CONDITIONAL OFFERS

An offer of employment for this position is contingent upon the applicant's right to work in the United States, authorization for and completion of successful background checks as may be requested by the school or required by law, and ability to comply with the school's COVID-19 vaccination policy, which requires employees to be vaccinated from COVID-19 consistent with applicable law.

Note: This position description has been designed to indicate the general nature and level of work to be performed by employees within this classification. This position description should not be interpreted as a comprehensive inventory of all duties and responsibilities required or assigned to an employee in this position. Nothing contained in this position description restricts St. Catherine's School's right to assign or reassign duties and responsibilities to this position at any time.

Benefits

St. Catherine's School offers a highly competitive compensation package for this full-time position with benefits to include excellent health plan options, retirement benefits, exhaustive professional development and networking opportunities as well as state-of-the art facilities.

To apply: <https://apply.workable.com/st-catherines-school/j/3E43B8F453/>