



Head Chaplain and Director of Religious Studies

St. Mary's Episcopal School, Memphis, TN

The Head Chaplain plays the lead role in defining, preserving, and promoting the School's Episcopal identity to all constituencies. The Chaplain is a community builder and works across divisions, departments, and two campuses to coordinate Chapel programs and religious education. The Chaplain teaches religion classes and as the religion department chair has a leadership role in the Academic Council in the Upper School.

The Head Chaplain provides pastoral care to the full breadth and diversity of students, families, and employees. The Chaplain reports directly to the Head of School and meets quarterly with the Rector of the Church of the Holy Communion. The Church shares its campus with the Middle and Upper Schools and provides its worship space for daily Chapel for grades 6-12. St. Mary's is an independent Episcopal school that has partnered with the Church of the Holy Communion for over 70 years.

This is a full-time, exempt, administrator position that comes with a competitive salary and benefits package including but not limited to paid time off, health insurance, CPG pension program (for ordained priests), tuition remission for up to one admissions-eligible daughter, and professional development opportunities.

Essential Duties

Chapel and Belonging

- With the assistant chaplains, oversee and facilitate a meaningful, inclusive, and age-appropriate chapel program for girls two-year-olds-12th grade
- Plan, facilitate, and lead Upper and Middle School weekly chapel.
- Oversee, support, and be involved as needed in the chapel program for all four divisions.
- Plan (with the chaplain team) community worship events throughout the year as necessary.
- Collaborate with the Belonging Group on the advancement of diversity, equity, and inclusion (DEI) in the St. Mary's community.

Religious Education

- Oversee religion curriculum and supervise religion department, 2 year-olds to grade 12.
- Share in the teaching of religion/ethics courses for Middle School and Upper School.
- Create opportunities for parent education concerning spiritual development and life issues.

Pastoral Care

- Promote and encourage the spiritual well-being of the community.
- Work with chaplains, the director of belonging, and division heads on building community and a sense of belonging for families.
- Minister to the needs of students, employees, and families
- Maintain a visible presence in the school community on both campuses.
- Coordinate care of students with the assistant chaplains and support teams, with a particular focus on the Upper and Middle Schools.
- Be a resource to assistant chaplains regarding pastoral care issues.
- Promote chaplains' personal and professional growth and development.

Administration

- Serve in a strategic capacity on the Administrative Team.
- Consult regularly with the Director of Belonging helping to further the School's Strategic Plan and Belonging initiatives.
- Recruit, orient, support, evaluate, and supervise the chaplaincy team.
- Support the Admissions and Philanthropy Offices in maintaining a clear and accurate understanding of the Episcopal identity in service of the mission of the school.
- Work with the head of school and the associate head in creating and implementing new employee orientation each fall.
- Maintain and nurture the cordial relationship between the school and the Church of the Holy Communion.
- Maintain an active presence in the National Association of Episcopal Schools.
- Oversee the annual Chaplaincy budget.

Qualifications:

- M.Div. or equivalent, teaching experience and ordination preferred
- Experience working in an Episcopal school (five years preferred).
- Cultural competence and ability to work with students, families, and colleagues of diverse backgrounds, and identities.
- Demonstrated commitment to equity and inclusion for all people.
- Digital literacy; intermediate to advanced proficiency in MS Office Suite, Google Docs/Sheets, and other web-based applications; database and videoconferencing experience, as appropriate to job duties; flexibility and willingness to learn and adapt as digital tools evolve.
- Knowledge of current best practices in school chaplaincy.
- Excellent interpersonal skills, and sensitivity in dealing with difficult situations.
- Excellent verbal and written communication skills.
- Ability to manage confidential information in compliance with ordination vows, the law, and best practices.
- Excellent organizational skills and ability to work well on teams.

- Ability to pass a criminal background check and pre-employment drug screen.

Physical Requirements:

- Ability to sit at the computer and keyboard for moderate periods.
- Mobility sufficient to move about the campus, including climbing stairs.
- Sight and hearing are adequate to perform the duties of the job and the ability to communicate clearly.
- Ability to lift and carry up to 50 pounds on an occasional basis.

St. Mary's does not discriminate in its hiring on the basis of age, race, color, religion, national origin, sex, gender identity, sexual orientation, political opinion, marital status, disability status, or any other characteristic protected under applicable state and federal law. Employment at St. Mary's Episcopal School is contingent upon the successful completion of a background, fingerprint, and reference check.

For more information and to apply contact The Rev. Canon Rob Courtney at (901) 937-4782, or rcourtney@episwtn.org.