



*Holy Comforter  
Episcopal Church  
Tallahassee, FL*



**HOLY COMFORTER  
EPISCOPAL SCHOOL**  
*Inspiring Children to Be the Difference*

## **CHAPLAIN**

**Reports To:** Head of School - Rector of Church

**FLSA Status:** Exempt

**Position Type:** Full-time, 12-months

**Remote/Intermittent Work:** Not Eligible

**Hours:** 7:45 am -3:15 pm, Monday, Tuesday, Thursday, & Friday; 7:45 am - 6:30 pm, Wednesday

### **Qualifications:**

Ordained Episcopal Priest or transitional Deacon. Licensed (or able to be licensed) to minister in the Episcopal Diocese of Florida. Master's of Divinity or related advanced degree. A deep personal faith, supported by intentional spiritual practices. Committed to the principles of the Episcopal identity of the church and school. Has a passion for, and experience in, ministry to children. Ability to teach Christian religion as well as other world religions. General knowledge of curriculum and instruction. Strong organizational, communication, and interpersonal skills. Proficiency in the use of the computer and other required technology. Three to five year's experience in a school setting.

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### **Job Summary**

**We believe each child is a unique creation of God and it is our role to nourish the spirit, challenge the mind and strengthen the body of each student so they are inspired to be the difference in our world.** This role offers a unique opportunity to minister to people of many ages, faiths, and backgrounds in a school community grounded in the values and traditions of the Episcopal Church. The Chaplain will develop and lead school worship, provide pastoral care, develop and teach religious studies classes, and lead service learning and community service initiatives. S/he is the spiritual cornerstone of the community, working collaboratively with faculty to support students' intellectual, spiritual, and social-emotional growth. The Chaplain serves as an employee of Holy Comforter Episcopal Church (HCEC), with primary responsibility for its ministry to Holy Comforter Episcopal School (HCES). S/he works under the authority of the church's Rector and the direct supervision of the Head of School.

### **ESSENTIAL JOB FUNCTIONS**

#### **Worship and Liturgy:**

- Plan and lead creative, developmentally-appropriate worship services for all students, faculty, and families.
- Ensure that all worship services draw fully upon the liturgical resources of The Episcopal Church.
- Lead the spiritual life of the HCES community and direct the school's chapel program.
- Lead chapel twice weekly for PK3-5<sup>th</sup> grade students and twice each six-day cycle for students in grades 6-7.
- Celebrate occasional Eucharists, as required at special moments during the school year.
- Prepare, organize and lead Center Court Chapel on the first Monday of each month for grades 2-8.
- Maintain a calendar for all chapel services.
- Provide daily devotions to faculty and staff.

**Pastoral Care:**

- Provide confidential pastoral support and counseling to students, families, faculty, and staff, acting as a visible presence across campus.
- Lead and coordinate the Prayer Angels for HCES.
- Participate bi-weekly in the “In The Loop” meetings and reach out to families when appropriate.
- Participate bi-weekly in church Pastoral Care Team meetings.
- Be flexible and available when needed to address pastoral matters that require immediate resolution and attention.

**Religious Education:**

- Teach religion classes in ways that are meaningful, academically substantive, and age-appropriate.
- Encourage biblical literacy and the application of biblical principles to daily life.
- Utilize curriculum that aligns with the church and school's Episcopal identity.
- Ensure that religious formation is explicitly Christian, yet shows respect for, and fosters dialogue with, other faith traditions and religious differences.
- Integrate teaching on character development and personal holiness.
- Serve as a role model of Christian life and behavior.
- Address Christian perspectives on, and responses to, important social issues, as appropriate.
- Prepare all students to receive Holy Eucharist and blessings during chapel.
- Prepare students to lead chapel services and to fulfill various liturgical roles within services.

**Community Engagement:**

- Lead service learning and community outreach initiatives, grounding student experience in service.
- Be present for various school events and activities to form relationships with students and their families.
- Be in the Commons during lunch sessions.
- Work collaboratively with departments across the school, especially the student affairs and inclusion and belonging team.
- Create opportunities for the school community to participate in seasonal celebrations.

**Episcopal Identity:**

- Promote and support the missions of both the church and school.
- Serve as a liaison between the church and school, strengthen the relationship between them, and encourage mutual cooperation, especially by overseeing the Church-School Committee and facilitating meetings thereof.
- Develop and recommend process improvements and strategic goals to the Rector and Head of School to maintain the school as a faith community based on our founding principles.
- Maintain an active membership in the National Association of Episcopal Schools (NAES).
- Attend NAES Convention and other professional development.

**Additional Job Functions:**

- Invite and encourage students and their families who do not already have a church home to participate in the life of HCEC.
- Engage in ministries within the church that align with chaplaincy duties (e.g., prepare students for baptism and confirmation in the church, support Wednesday evening Eucharists, etc.).
- Attend weekly HCEC staff meetings.
- Fulfill morning or lunch duty as assigned.
- Maintain confidentiality of all school business including employee, student and parent records.
- Serve on the Emergency Response Team which could extend work hours in a crisis.
- Complete CPR and AED training every other year, and “Safe Church, Safe Communities” training every three years.
- Attend, offer prayer, and participate in required meetings and serve on school committees as requested.
- Other duties as assigned.

### **Policies and Procedures:**

All employees are expected to serve as role models and exhibit loyalty to the mission of HCEC and HCES. It is expected that each employee will read and sign an acknowledgment of understanding and agree to abide by each of the school's policies, as listed in the HCES Personnel Policies & Procedures Manual (Employee Handbook), addendums, and Student Handbook(s). All policies contained within may be subject to change. Employees will follow the Standards of Conduct including the school's policies on ethical conduct, set forth in the Policies Manual. Employees must satisfactorily perform all areas specified in their specific job description as well as additional duties assigned by the Rector or the Head of School.

It is the policy of Holy Comforter Episcopal School to expect faculty and staff to adhere to certain business standards, maintain confidentiality and follow standard protocol regarding professionalism. Employees shall respect the chain of command and consider their supervisor the first point of contact for questions regarding job performance, parent communication, student issues, work-related questions or concerns and when learning of or inquiring about confidential matters. Examples of issues that should be shared immediately with your supervisor include suspicion of child abuse, consideration of your own resignation or possibility of moving, sharing news/information that would have an impact on the school, respecting the chain of command, confidentiality of information shared in meetings and in general discussions, general work ethic and expectations of HCES in regard to customer service (to parents and students), etc.

### **Working Conditions:**

Frequent prolonged and irregular hours, including extended periods of standing, sitting, and walking. Must be able to lift up to 45 pounds at a time, physically assist students including sitting, standing, bending, stooping, kneeling, reaching, grasping, crawling, climbing, walking and running. Must be able to push, pull, talk, hear and see and to manage students. Exposure to a variety of weather conditions including rain and heat. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus. Must maintain emotional control under stress and in times of crisis. This position is performed primarily in an office environment and is impacted by constant interruptions. Shall present a positive attitude when dealing with parents and students. HCEC and HCES are smoke-free, drug-free workplaces; weapons are prohibited on campus.

### **Further Information:**

Further information about the church can be found at [hc-ec.org](http://hc-ec.org), and about the school at [hces.org](http://hces.org). For questions, contact the church office at [admin@hc-ec.org](mailto:admin@hc-ec.org).

### **To apply:**

Send 1) a cover letter stating your reasons for applying; 2) your CV; 3) your Vocation Hub Ministry Portfolio; and 4) a list of three references to Sallie Harrington at [admin@hc-ec.org](mailto:admin@hc-ec.org).