

**Christ Episcopal School  
Covington, LA**

**Position Type:** Full-time, 12-month position beginning July 2025

**Education Level:** Master of Divinity

**Job Description**

The religious life of the school is the joint responsibility of the Head of School and Rector of Christ Episcopal Church of Covington, LA, who work in close partnership with the Chaplain to uphold the Episcopal values and practices in the life of the school. The School Chaplain is a member of the senior leadership team, is appointed by the Head of School, approved by the Rector, and reports to the Head of School for operational matters and to the Rector for ecclesial matters. The Chaplain is also an associate at Christ Episcopal Church with limited Sunday responsibilities.

**Role and Responsibilities**

*Worship*

- Plan developmentally appropriate, joyful and mission-aligned worship services (*chapel, Holy Eucharist, etc*) conforming to the Book of Common Prayer and its approved alternatives
- Honor all faith traditions while maintaining and strengthening Episcopal identity and upholding the Anglican tradition
- Coordinate student and faculty/staff participation in Chapel
- Help organize and lead faith-based community events such as graduation and Founders Day

*Pastoral Care*

- Support the spiritual and social-emotional well-being of all members of the community
- Counsel and provide pastoral care to students, faculty, and families
- Take an active role in ensuring that all people are respected for their religious traditions
- Facilitate experiential retreats, fostering growth-oriented activities and conversation around spiritual and social concepts in a nurturing and positive environment

*Education*

- Develop and sustain school-wide curriculum for religion classes that focus on both the Judeo-Christian tradition and other major world religions that support students in understanding their own religious/spiritual traditions
- Teach a religion class
- Fulfill all faculty responsibilities
- Serve as department chair for the Christian Education department
- Educate students on sacramental life in the Episcopal/Anglican tradition and foster familiarity with the Book of Common Prayer

*Community Service and Service Learning*

- Provide leadership in developing and implementing the service-learning program
- Cultivate and maintain robust community partnerships
- Coordinate and support community service projects, including school service opportunities, and projects supporting local agencies
- Foster intergenerational experiences and cultivate opportunities and relationships at Christwood Retirement Community
- Promote diversity, equity, inclusion and belonging

### *Church Staff Member*

- Attend church staff meetings during the school year
- Regularly participate in Sunday Christ Church liturgies and holy days, preaching 10-12 Sundays per year
- Plan and coordinate the annual Christ Episcopal School-Christ Church Sunday liturgy
- Promote Church-School relations and communications, serving as a bridge between the two, representing the school to the church and the church to the school
- Advise, liaise, and cooperate with church youth staff and volunteers

### **Skills and Abilities**

- Ability to uphold and model the Episcopal identity and mission of the school
- Excellent oral and written communication skills
- Ability to handle sensitive information discreetly and interact tactfully with staff, faculty, students, parents, and other school constituents while maintaining high standards of professionalism, confidentiality, and integrity
- Excellent work ethic: proactive, responsible, reliable, punctual, and attentive to deadlines
- Ability to actively collaborate with all School constituencies
- Ability to manage numerous tasks and projects simultaneously, anticipate and meet deadlines, problem-solve independently, as well as effectively work in a team environment
- High proficiency with MS Office (Word, Excel, PowerPoint, Outlook, Google Suite) accompanied by a willingness to learn new technologies

### **Qualifications**

- Master of Divinity from an Episcopal Seminary (or M. Div with a Diploma of Anglican Studies)
- Ordained Priest, or candidate for ordination in the Episcopal Church
- Experience working in a school environment preferred
- Excellent communication and organizational skills required

### **Other Requirements**

- Maintain good standing as clergy in the Diocese of Louisiana
- Adhere to the constitution and canons of the national church and those of the Diocese of Louisiana
- Comply with all church and school safeguarding policies