

Job Description: Chaplain, St. George's Episcopal School, in Milner, Ga.

The Chaplain for St. George's Episcopal School works five (5) mornings per week. The chaplain teaches religious classes, provides pastoral services and coordinates all school chapel programs. The individual reflects the school's missions and values in all areas of teaching, pastoral care and service programs.

Worship:

- 1) Plan, conduct and oversee developmentally appropriate daily chapel services and Eucharist, including securing guest speakers and preachers.
- 2) In conjunction with the Rector of St. George's, Griffin, and Head of School, plan special services (Convocation, Lessons and Carols, Ash Wednesday, Blessing of the Animals, Graduation, etc.) as scheduled.
- 3) Maintain and encourage regular prayer for those in the school community.
- 4) Act as a positive catalyst in promoting Christ's love in and beyond the school through local and overseas outreach community service programs.

Pastoral Care:

- 1) Plan, organize and lead all chapel services. Services include developmentally appropriate media and content. Services reflect the mission and values of the school.
- 2) Provide crisis counseling, grief work and other assistance.
- 3) Incorporate faculty and students in chapel planning and participation.
- 4) Works with rector and head of school to plan liturgy for chapel services.
- 5) Coordinate Eucharistic services.
- 6) Serve as sacristan/altar guild.
- 7) Counsel students, school parents and faculty as needed.
- 8) Provide pastoral care to school community members as needed.

Education:

- 1) Maintain and supervise the continuing development of religious studies curriculum for the school (PK3-8), including moral education awareness and implementation.
- 2) Plan and teach daily/weekly/monthly division religious studies classes and special, topic-oriented units.
- 3) Coordinate division-wide drives and responses to worldwide events such as hurricanes, earthquakes, etc.
- 4) Works with head of school and division coordinators to ensure that service learning/outreach opportunities are incorporated into service experience.
- 5) Organize teacher and parent volunteers to assist in community service.
- 6) Serve as a member of head of school's administrative staff.
- 7) Participate in faculty meetings and all school events.
- 8) Address community issues as appropriate: alcohol and drugs, parenting, child abuse, safety, sex education and ethics, etc.
- 9) Assume appropriate level of supervision duty assignments (e.g. playground, carpool, emergencies, etc.)

Other:

- 1) Participates in admissions process as needed.
- 2) Participates in committee work (SAIS/SACS, curriculum, etc.) as needed.

This is a part time position beginning in August 2010. Qualified individuals must be state certified to teach Bible or hold either a Bachelor's Degree in Religious Studies, Master of Divinity or Master of Religious Education degree. They must demonstrate a thorough knowledge of Religious Education, curriculum design and classroom management skills, the ability to motivate and inspire students, and the ability to communicate effectively with parents, other teachers and administrators, both in person and in writing. St. George's Episcopal School is located in Milner (between Atlanta and Macon) and serves approximately 180 students in grades PK-8th grade. Interested candidates should email a cover letter and resume to Donna S. Mallett, Head of School at dmallett@sges.org.

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