



School Chaplain & Church Priest Associate

New York, NY

ABOUT ST. LUKE'S SCHOOL

Independent, Day School for JK – Grade 8 (www.stlukeschool.org)

An independent, coeducational Episcopal day school in the West Village (New York, NY), St. Luke's School offers a balanced and challenging Junior Kindergarten through Grade 8 curriculum that serves students of all faiths and spiritual practices. Small by intent and design, St. Luke's size promotes openness, accessibility, and collaboration. St. Luke's students and faculty come from a variety of backgrounds - we value, seek and encourage an enriching and diverse community.

ABOUT THE JOB

Job Snapshot

FSLA Status: Full-time, Exempt

Reports To: Head of School (St. Luke's School) & Rector (The Church of St. Luke in the Fields)

Start Date: July 15, 2024

Salary Range: \$100,000 (depending on experience)

Benefits (include but not limited to): Paid Time Off, Professional Development, Health Insurance, Retirement, Disability Insurance, Life Insurance, Lunch Program

General Details

- For the 2024-2025 School Year, the Chaplain's full-time responsibilities will be shared with the Church of St. Luke in the Fields in the following proportion: 75% (school) and 25% (church).
- Compensation and benefits are paid through the church.
- Vacation, continuing education/professional development, and other time off will follow church employee policies.
 - 30 days of total vacation (5 of which can be Sundays)
 - 10 days of total continuing education/professional development (2 of which can be Sundays)
 - Given the need to work on Sundays as part of the Priest Associate position, the School Chaplain will receive Fridays and Saturdays off
- Sick time, emergency time, and personal time off (PTO) will be provided through the school policies, prorated to account for the proportion of time spent at St. Luke's School: 7 sick days, 1 day of emergency time, and 1 day of PTO.

St. Luke's School Chaplain Responsibilities

School Liturgical Responsibilities

- The Chaplain will oversee the worship and spiritual life of the St. Luke's School community. This involves the planning and leadership of the following:
 - Upper School Chapel (8:30 - 8:55): for students in Grades 5 – 8 (Mondays)
 - Lower School Chapel (9:00 - 9:15): for students in Grades JK – 4 (Mondays)
 - Eucharist (8:30-9:00): for Grades 4 – 8. (Thursdays)
Grade 3 receives independent orientation and instruction during the Fall term, then joins the Thursday morning Eucharist in the Spring. See more under Teaching Responsibilities.
- In addition to leading worship, the Chaplain shall:
 - Develop chapel calendar, lectionary, and rotas
 - Recruit, train, and assign school acolytes (3rd to 8th Grade)
 - Coordinate and conduct chapel orientation and first communion for 3rd Grade *Spring Term*
 - Serve as Chorister Chaplain in coordination with the Director of Music
 - Lead and/or guide planning of special worship services and worship led by students
 - Invite parents and caregivers to attend all chapels.

School Teaching Responsibilities

- The Chaplain will oversee the religious instruction portion of the Religious Education (RE) and Justice (REJ) curricula, coordinating with the Office of Diversity, Equity, Inclusion, Justice & Belonging in consultation with faculty and Division Heads. This includes:
 - Lower School RE: exploring, choosing, and implementing appropriate curricula. The curriculum is being revised and will be submitted to the Head of School and Lower School Division Head for review before the start of the school year. The Chaplain's schedule will hold time for:
 - Grade 2: The School Chaplain will coordinate time with the teachers, ideally alternating sections weekly.

- Grade 3 RE: Exploring the Eucharist: this course focuses on preparing Grade 3 for Eucharist and parallels Thursday's Eucharist schedule. Two sections rotate weekly between instruction with the Chaplain and Grade 3 teachers to connect the prayers and principles of the Eucharist with the Grade 3 RE curriculum. This course is taught in Grade 3 in the fall until the students begin to attend Eucharist in the spring.
 - Grade 4: will alternate by section weekly in the spring, taking the slot that Grade 3, has in the fall before attending Eucharist
 - The School Chaplain, Head of Lower School, and Head of School will discuss possible curricular plans for school year '25-26 JK-Grade 1 during school year '24-25.
 - Upper School RE: exploring, choosing, and implementing appropriate curricula. The curriculum is being revised and will be submitted to the Head of School and Upper School Division Head for review before the start of the school year. The Chaplain's schedule will hold time for instruction of grades 5 and 7 weekly during the second semester and grades 6 and 8 during the first semester.
- Acolyte Training & Mentorship (alternating weeks by division)
- Be a part of the Advisory Team. Serve as a grade level advisor in the Upper School
- The work of encouraging student involvement is constantly changing in reflection of the gifts and needs of the community. There are always opportunities to grow the direct involvement of students and teachers in the planning and leadership of Chapel worship.
- Other teaching as appropriate
- Perform additional duties, such as morning, recess, lunch, WIN and participate in the life of the school. Be present and on-time to assigned duties.

School Pastoral Responsibilities

- The Chaplain, in conversation with the Head of School and the Student Strategic Support Team, will serve as the primary pastor and spiritual caregiver for the school community. Examples of this work include:
 - Visiting LS and US classrooms throughout the year (as planned or ad hoc)
 - Storybook readings, prayers/classroom blessings, classroom services, etc.
 - Maintaining a notable presence within the school community (Social events, PA events, community outreach, development, admissions, etc.)
 - Providing support for students/families/teachers as appropriate
 - Emotional support for the community: joys, concerns, grief/bereavement, etc.
 - Spiritual: spiritual/religious formation (as requested), prayer, Pastoral Offices

Other School Responsibilities & Expectations

- Commitment to the St. Luke's School mission, values, institutional goals, and educational philosophy. Understanding and commitment to the community standards of compassion, dignity, excellence, honesty, and respect.
- Commitment to forwarding equity goals, nurturing belonging, and working in and fostering an inclusive community by applying skills, values, and principles that acknowledge, respect, contribute, and work effectively across differences.
- Outstanding interpersonal skills, integrity, and strong work ethic.
- Strong collaboration skills. Working collaboratively with other faculty, specialists, and staff in a small, close-knit, creatively energetic environment. Fosters a partnership between faculty and staff to create a positive environment for students' academic and social-emotional learning.
- Ability to work creatively and with a sense of urgency to make sound decisions, take initiative, and prioritize tasks.
- Attention to detail and resourcefulness.
- An interest in and openness to professional growth and development. Desire and ability to embrace continuing education in the field. Participate and attend workshops, conferences, and other training.
- A sense of joy and wonder and an optimistic attitude. Works in a collegial manner with co-workers and community members.
- Warm, welcoming, and helpful demeanor with a good sense of humor, energy, and patience.
- Ability to be self-motivated. Flexibility and willingness to change. Ability to pivot as changes are made or needed in order to fit the school's current needs or adjustments to protocols. Be present at the school during the required work hours.
- Participate in and attend faculty/staff meetings and committees, including school-wide initiatives about issues of equity, pedagogy and curriculum.
- Participate in the life of the school, including attendance at required events such as curriculum night, parent conferences, grade-level cocktail party, Christmas Fair, Spring Benefit, and school games and events.
- Ability and willingness to occasionally work outside of the workday or work week for special programs, events, and meetings is required.
- Enforce school policies and rules with students.
- Proficiency with Microsoft Office and Google Suite. Technological savvy and strong proficiency in Google environment, Excel, and database programs, as well as interest and ability to learn new technology platforms and systems.

The Church of St. Luke in the Fields Priest Associate Responsibilities

The Church of St. Luke in the Fields Priest Associate, reporting to the Rector, will lead services and formation, provide pastoral care, and participate in the life of the church. For the 2024-2025 School Year, this role will take on responsibilities commensurate with 25% of full-time.

Liturgical Responsibilities

The Priest Associate assists in the liturgical life of the parish, including:

- Two Sunday masses weekly
- Noon Mass (Monday)
- Assist at Baptisms, Weddings, & Funerals as needed and as time allows

Formation Responsibilities

The primary and particular responsibility for ministries of formation, education, and pastoral care among families and children of the parish, including but not limited to:

Children, Youth, and Family Ministries (CYF)

- Planning and leading Sunday School
- In collaboration with the Senior Associate, Youth formation and fellowship, youth confirmation
 - Christmas Pageant, Easter egg hunt, and other seasonal activities
 - Administration and oversight of appropriate CYF records and CYF lay volunteer training
 - Regular collaboration and communication with staff and parishioners regarding CYF information and program offerings

Liturgical Life

- Regular liturgical leadership on Sundays (two Mass schedules), weekday Masses,
- Share in sacramental ministries with other clergy

Other Ministries

- Share in pastoral ministries of the parish, sacramental counseling, and preparation as needed
- Share in Adult Formation with other clergy as assigned
- Attends the weekly Parish Staff meetings and monthly Vestry meetings

EDUCATION REQUIREMENTS

- An ordained Episcopal priest

TO APPLY

To apply, please forward resume and cover letter to Fr. Andrew Ancona at aancona@stlukeinthefields.org.

St. Luke's School is committed to providing equal opportunity to all employees and applicants for employment. St. Luke's School does not discriminate on the basis of race, religion, color, age, marital status, physical or mental handicap, sexual orientation, national or ethnic origin, or any other category protected by local, state or federal law in its employment and administration policies, scholarship program, or admission policies. It is the policy of St. Luke's School to recruit, train, hire, promote, and otherwise attend to all applicants without regard to race, religion, color, age, marital status, physical or mental handicap, sexual orientation, national or ethnic origin, or any other category protected by local, state or federal law.