



School Chaplain 50% Role (up to 100%)

Reports to:	Head of School
Education:	Post Secondary Education
Experience:	3 + years' experience School setting Experience in an Independent School Experience in a non-profit setting (asset) Member of the Anglican Church
Working Conditions:	Office Environment, Mac, Google

St. Mildred's-Lightbourn School

Inspired Girls. Empowered Women. St. Mildred's-Lightbourn School (SMLS) is recognized as one of the premier independent schools in the country and brings a long history of educational excellence to girls from preschool to university entrance. For well over a century, SMLS has helped develop courageous girls who challenge and change the world.

Role Overview

SMLS has an opening for an opening for a School Chaplain to help support the spiritual guidance of the students. This role is responsible for the organization and facilitation of our daily chapel service. This role also teaches Religious Knowledge to students in the Junior School.

The successful candidate is enthusiastic, articulate and a creative leader who communicates with ease and confidence. You develop a community that allows students to thrive and prosper. You are comfortable engaging in innovative and diverse programming. You are a critical thinker who demonstrates initiative and role models the SMLS Values.

Key Knowledge, Skills & Experience

We are seeking a dynamic, forward thinking, exemplary chaplain with the following key qualities and a willingness to continue to develop and grow as a professional:

Chaplain Responsibilities

- Organize and lead regular chapels for Full-School, Senior School, Middle School, and Junior School.
- Cultivate student leadership opportunities in Chapel and special events (readings, prayers, etc).
- Ensure set up of Chapel location prior to commencement of service (including any special seating or technical requirements)



- Organize Closing Ceremonies with Heads of Schools including overseeing the organization of services at St. Jude's Church (Graduation Mass)
- Organize celebrations for special events (e.g. Remembrance Day, Founders Day, etc).
- Organize and preside over School Eucharist Masses (Michaelmas, Epiphany, and Easter, End of Year Staff Eucharist)
- Provide pastoral care of students (and parents as applicable)
- Active member in circle of care along with other School leaders
- Act as a liaison between the School and Church (e.g. Diocesan Synod)
- Represent SMLS at Diocesan events

Religious Knowledge Programming

- Prepare Religious Knowledge programming for all Junior and Middle School Students (JK – Grade 8).
- Prepare effort marks for student participation in Religious Knowledge programming.

Educational Support (to be determined)

- Provide classroom support to teachers where necessary.
- Organize and facilitate two extra curricular activities within three semesters
- Organize the Teachers Choice for special events and chapel.
- Desire to seek opportunities that go above and beyond to contribute to a dynamic academic and co-curricular learning environment

St. Mildred's-Lightbourn School provides a competitive compensation package for Staff members.

If you are interested in joining SMLS and playing an integral role in the development of young women, please send a cover letter and resume directly to jsmith@smls.on.ca and indicate "Chaplain" in the subject line.

We appreciate and thank all applicants for your interest in SMLS, however, only those candidates invited for an interview will be contacted.

SMLS is an equal opportunity employer and we accommodate any needs under the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code.