School Chaplain — Job Description

All Saints Episcopal School seeks a Chaplain to lead daily chapel, pastoral care, religious formation, and service across PS through Grade 12.

Item	Detail
Position	School Chaplain (PS–12)
School	All Saints Episcopal School, 3222 103rd Street, Lubbock, TX 79423
Reports to	Head of School
Works closely with	Division Heads (PLC, Lower, Middle, Upper), School Counselors, Fine Arts, Athletics, Advancement
Diocese	Episcopal Diocese of Northwest Texas
Status	Full-time, exempt
Calendar	Full Year
Hours	School days, approx. 7:30 a.m.–4:00 p.m., with some evening and weekend events
Evaluation	Teaching Staff Evaluation Framework (The Heart, The Environment, The Craft, The Mindset)
Start date	Late Spring 2027

About All Saints Episcopal School

All Saints is a Christ-centered Episcopal day school in Lubbock serving students from the Patriot Learning Center (PS/PK) through Lower School (K–4), Middle School (5–8), and Upper School (9–12). Small classes, a classical approach, and championship academics, athletics, and fine arts (four TAPPS Henderson Cups) sit alongside a faith life that begins every school day in chapel.

Mission. All Saints Episcopal School provides a classical education that develops the whole child by challenging the mind, strengthening the body, and nurturing the spirit. Recognizing the unique gifts and abilities of every student, we foster academic excellence, spiritual growth, leadership, and self-worth so graduates are prepared to become thoughtful, compassionate, and engaged contributors to their communities and the world.

Vision. To cultivate lifelong learners with the knowledge, character, and confidence to pursue excellence, embrace change, and lead with purpose in an ever-evolving world.

Faith life. All Saints is proudly Episcopal and warmly welcoming. Families come from many traditions, and many faiths, and the school holds that there is room for everyone at God's table. Spiritual growth is

one of the Four Pillars of whole-student development (Academic, Physical, Social, Spiritual), built through Moral Foundation, Spiritual Awareness, and Service to Others.

Position Overview

The Chaplain is the pastoral and liturgical leader of the All Saints community and the steward of its Spiritual pillar. The Chaplain leads daily chapel, heads the religion teaching department, provides pastoral care to students, families, faculty, and staff, and connects faith to action through service. The role serves as pastor, liturgist, and counselor, holding the school's Episcopal identity with confidence while welcoming every family as they are.

Because chapel gathers each day, the Chaplain shapes the tone of every day on campus. The Chaplain models the same Core Elements expected of every adult at All Saints: relationships that build trust (The Heart), a safe and structured space for faith and questions (The Environment), skillful, age-appropriate teaching and preaching (The Craft), and integrity and lifelong growth (The Mindset).

Essential Functions

Worship and Liturgy

- Plan and lead daily chapel for each division or the whole school, drawing on the Book of Common Prayer and the liturgical resources of The Episcopal Church.
- Make chapel developmentally appropriate for a PS–12 gathering, so a three-year-old and a senior both find something to hold onto.
- Arrange regular celebrations of the Holy Eucharist with local Episcopal clergy, and lead services across the Church Year: Convocation, All Saints' Day, Advent, Lessons & Carols, Ash Wednesday, Holy Week.
- Train and schedule students as acolytes, lectors, intercessors, and musicians, and prepare students to give chapel readings and reflections.
- Coordinate chapel music with Fine Arts and approve guest preachers and speakers in advance with the Head of School.
- Maintain the chapel calendar and the chapel space, vestments, and liturgical supplies.
- Offer opening prayers and blessings at school events, including Grandparents Day, athletic and fine arts events, Senior Night, and graduation.

Pastoral Care

- Provide confidential pastoral care to students, families, faculty, and staff, with particular attention to times of grief, illness, crisis, or transition.
- Be a visible presence across campus: classrooms, carpool, lunch, practices, and performances.
- Partner with the School Counselor and Division Heads to support student well-being, making referrals to professional care when needed and keeping a confidential record of referrals.
- Serve on the school's crisis response team and lead the community's spiritual response to loss or tragedy, including memorial services.
- Offer prayer and spiritual support to faculty and staff, including devotions at faculty meetings and in-service days.

- Follow Texas mandatory reporting law and school policy, and understand the limits of pastoral confidentiality in a school setting.

Religious Education

- Align the teaching of religion courses as assigned, acting as the head of the department and teacher.
- Oversee the PS–12 religion and spiritual formation scope and sequence, including the All Saints Way, weekly or monthly verses, and divisional devotions.
- Encourage biblical literacy and faith that grows through curiosity as well as certainty, while showing respect for and dialogue with other traditions.

Service and Outreach

- Lead the school's service-learning program so students connect faith to action from preschool on.
- Coordinate seasonal and ongoing service: Advent projects, Meals on Wheels, the South Plains Food Bank, Lubbock Impact, Garrison, The Haven, the Rainbow Room.
- Work with NJHS, NHS, Student Council, and Literary Society advisors on service hours and projects.
- Support service and mission trips, including the Upper School Costa Rica trip.

Episcopal Identity and Leadership

- Serve as the school's chief advocate for its Episcopal identity and advise the Head of School and Board of Trustees on matters of faith, ethics, and religious diversity.
- Help faculty and staff, including those new to the Episcopal tradition, grow comfortable with its language, symbols, and practices.
- Explain chapel and spiritual life honestly and warmly to prospective families on tours and at admissions events.
- Maintain relationships with the Diocese of Northwest Texas and local Episcopal parishes, and represent All Saints in the National Association of Episcopal Schools (NAES) and regional Episcopal school associations (SAES).

Additional Responsibilities

- Attend faculty meetings, in-service days, and required school events, and serve on committees as the Head of School requests.
- Take a share of ordinary faculty duties (carpool, lunch, or morning duty) as assigned.
- Support the House system and Lower School House meetings.
- Work with Advancement and Marketing to tell the story of spiritual life at All Saints.
- Maintain confidentiality of student, family, and employee information.
- Keep current in Safe Church, Safe Communities (or equivalent diocesan safeguarding) training, and CPR/AED certification.
- Attend the NAES Biennial Conference and other professional development.
- Perform other duties as assigned by the Head of School.

Qualifications

Required

- Bachelor's degree from an accredited college or university.
- An active Christian faith sustained by intentional spiritual practice.
- Ability to lead worship and speak meaningfully to very different ages, often in the same gathering.
- Ability to offer compassionate pastoral care, including in grief and crisis, and to know when to refer to professional support.
- Successful criminal background check and completion of diocesan safeguarding training before the start date.

Preferred

- Experience in youth ministry.
- Experience in education, ideally in an Episcopal or independent PS–12 school.
- Familiarity with the Episcopal tradition, including the Book of Common Prayer and the Church Year.
- Advanced degree in divinity, theology, religious studies, or education.
- Classroom teaching experience in religion, ethics, or philosophy.
- Coursework in child and adolescent development or pastoral counseling.
- Experience leading service-learning programs or mission trips.
- Musical gifts or comfort leading congregational singing.

Personal Qualities

- Warm, approachable, and quick to learn names; at ease with preschoolers, seniors, parents, and trustees alike.
- At home in Episcopal worship and genuinely hospitable to families of every faith and none.
- Calm and discreet under pressure, with sound judgment about confidentiality.
- A collaborator who works well with Division Heads, the Counselors, coaches, and fine arts faculty.
- A sense of humor and joy in school life.

The Core Elements in This Role

The Chaplain is evaluated on the Teaching Staff Evaluation Framework, like every member of the faculty. The table shows what excellence looks like in each Core Element for this position.

Core Element	Pillar served	Excellence for the Chaplain looks like
The Heart	Social	Knows students and families by name; is the first call in a hard week; builds trust with students of every faith background.
The Environment	Physical	Chapel is orderly, reverent, and joyful; students feel safe asking hard questions; liturgies run smoothly and on time.

Core Element	Pillar served	Excellence for the Chaplain looks like
The Craft	Academic	Homilies are short, clear, and pitched to the room; religion classes are engaging and substantive; students are trained well for liturgical roles.
The Mindset	Spiritual	Models integrity, humility, and a living faith; seeks feedback and pursues growth; holds Episcopal identity with generosity.

Alongside the standard self-evaluation questions, the Chaplain also reflects each year on chapel (what formed students this year), pastoral care (themes seen, without names), and service (participation and impact by division).

Working Conditions

- Daily on-campus presence during school hours, with regular evening and weekend events (Lessons & Carols, Baccalaureate, Commencement, athletic and fine arts events, family emergencies).
- Movement across the chapel, classrooms, gym, fields, and outdoor grounds, including standing for extended periods and occasional lifting of up to 30 pounds.
- Frequent interruptions and the need to stay composed in emotionally difficult situations.
- Occasional travel for service trips, conferences, and diocesan gatherings.

Compensation and Benefits

- Salary commensurate with experience.
- Retirement plan contribution available.
- Medical, dental, and vision coverage available.
- Professional development support.
- Tuition remission for children of employees.

How to Apply

Submit one PDF to Colin Madding (cmadding@allsaintsschool.org) with the subject line "Chaplain Application – [Your Name]" containing:

1. A cover letter describing your call to school chaplaincy and why All Saints.
2. A current résumé or CV.
3. Three references, including at least one who can speak to your ministry with young people.

Review begins November, 2026 and continues until the position is filled. All Saints Episcopal School is an equal opportunity employer.