

## **MIAMI SHORES PRESBYTERIAN CHURCH**

### **Chaplain – Job Description**

**Mission** - To offer a Christ-inspired educational experience that empowers students to reach their full potential in life, where academic excellence is nurtured and students are treasured and respected.

**Vision** - We believe all children are unique in the eyes of God. Therefore, our vision is to promote spiritual knowledge, develop emotional growth, and cultivate life readiness.

#### **Position Summary**

The Chaplain provides spiritual leadership and pastoral presence for the Miami Shores Presbyterian Church School community. This role nurtures the faith development of students, faculty, and staff while fostering an environment rooted in the teachings and values of the Presbyterian Church (USA). The Chaplain works closely with both the Head of School and the Head Pastor to ensure that all aspects of school life reflect the mission and identity of the church and school partnership.

#### **Primary Responsibilities**

- Spiritual Leadership; Pastoral Care
- Provide pastoral care and ensure the spiritual safety and well-being of students, faculty, and staff.
- Foster a culture that reflects the Fruits of the Spirit throughout the school community.
- Engage in daily school life through prayer, reflection, and spiritual encouragement.
- Respond pastorally to significant local, national, or international events, offering prayers, messages of hope, and spiritual guidance.
- Prepare and lead chapels, convocations, and community events—especially on holy days and during moments of celebration or grief.
- Ensure that worship experiences, sacraments, and religious observances are conducted in alignment with Presbyterian theology and practice.

#### **Program Oversight; Collaboration**

- Oversee all MSPCS chapel gatherings, Bible classes, convocations, and related spiritual programming.
- Collaborate with the Administrative and Academic teams to integrate chaplaincy into the school's educational and community life.
- Ensure the Religious Studies curriculum aligns with the standards and theological principles of the Presbyterian Church (USA).
- Participate actively on the School Leadership Team, serving as both a prophetic and supportive voice within the administration.
- Maintain regular meetings with the Head of School and Head Pastor for program alignment and accountability.

- Represent MSPCS within the wider faith-based educational community, maintaining collegial relationships with local chaplains, including those in Episcopal and independent schools.

### **Community Engagement; Inclusion**

- Promote inclusion, diversity, and equity for all community members, honoring the variety of religious and cultural backgrounds represented within the school.
- Cultivate relationships that embody empathy, respect, and shared spiritual growth across the entire MSPCS community.
- Serve as a liaison between the school and the Miami Shores Presbyterian Church, maintaining open communication and partnership with the church's Pastor and Session.
- Present devotionals or messages to MSPCS staff as assigned by the Head of School or Head Pastor.

### **Governance; Accountability**

- Follow the directives of Miami Shores Presbyterian Church and School leadership to ensure student, faculty, and staff safety and adherence to best practices.
- Support and report directly to the Head of School and Head Pastor on all chaplaincy activities and initiatives.
- Participate in training, compliance reviews, and spiritual safety planning as directed.
- Perform other duties as assigned by the Head Pastor or Head of School.

### **Qualifications**

- Master of Divinity (M.Div.) and/or degree in Education or related field required.
- Ordination or eligibility for ordination within the Presbyterian Church (USA) or affiliated denominations preferred.
- Demonstrated experience in pastoral ministry, chaplaincy, or Christian education within a school or church setting.
- Strong communication, teaching, and interpersonal skills with a compassionate and approachable demeanor.
- Proven ability to plan and lead worship, deliver engaging messages, and relate faith to daily life.
- Commitment to inclusion, diversity, and the nurturing of each student's spiritual journey.

### **Reporting Structure**

- Reports jointly to the Head of School and Head Pastor.
- Maintains collaborative relationships with church leadership, the Session, and school faculty and staff.
- Participates as a member of the School Leadership Team and supports cross-departmental collaboration on spiritual life initiatives.
- Job Type: Full-time
- Pay: \$40,000.00 - \$55,000.00 per year

**Benefits:**

- Employee discount
- Health insurance
- Paid time off

**Work Location: In person**