



Job Title: Director of Spiritual Life
Reports to: Head of School
Work Schedule: 12-month position; 7:30AM-4PM daily,
following admin/staff calendar schedule

Date Posted: December 2021
Start Date: August 2022
Status: Full time with benefits

ABOUT FPD

First Presbyterian Day School (FPD) is a 3K-12th grade Christ centered, college preparatory independent school located in Macon, Georgia which exists to educate and equip children to change the world for God's glory.

ABOUT THE ROLE

The Director of Spiritual Life will focus on relationship building with students such that all students have the opportunity to grow in their faith journey while feeling recognized, valued, and unified. The Director will have an intentional focus to create a culture whereby students are encouraging one another to realize their God-given potential while focusing on a climate that encourages students to fulfill Jesus' command in Matthew 22 to *'Love the Lord your God with all your heart soul and mind. And love your neighbor as yourself.'*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide administrative support, student engagement, and retention initiatives that reinforce FPD's narrative of student spiritual growth, innovation, ownership, and collaboration.
- Display an understanding of programs and participation in events to conceive and manage the successful creation and execution of student-wide engagement events.
- Improve internal communication across the organization to enhance the overall student experience.
- Facilitate understanding through the use of discussion groups and surveys for students and employees with a particular emphasis on the development of long-term strategies and collaborations that are designed to enhance campus climate that will increase the recruitment, matriculation, support, retention, and ultimately that students walk across the stage with a firm foundation of who they are in Christ.
- Plan and lead chapels for students of all ages.
- Research current trends and best practices for the development of spiritual formation.
- Support the Head of School in leading TEAM FPD in their spiritual growth.
- Lead the Bible department in curriculum and instruction in conjunction with the Director of Innovation, Curriculum, and Instruction.
- One-on-one and group mentoring of students.
- Support international students to become involved in FPD school culture.
- Support international host families with international students (boarding and families).
- Lead and Plan student class retreats to lead students in spiritual formation.
- Lead annual senior class retreat.
- Work with student activities committee, and student leaders for student activities (bring our student activities together with our spiritual life).
- Develop programming to support the parents of Viking Nation as we partner with them to develop spiritual formation.

- Develop relationships with students such that students have a place to turn when broached with difficult life choices.
- Work with principals and teachers to meet with students in danger.
- Foresee and confront student behavior issues before they become a discipline issue.
- Ability to identify strengths and weaknesses of alternative solutions or approaches.
- Understand the fine line of student life issues and safety issues. Report all student safety issues to the head of school.
- Counsel, advise, and consult with students, faculty, staff and alumni individually and collectively to embrace the importance of building a Christ-centered community.
- Facilitate internal and external community engagement, develop partnerships to bring more understanding to the area of spiritual formation.
- Support the Director of Admissions in the enrollment process.
- Provide leadership in developing collaborative efforts to plan campus-wide cultural events like Spiritual Emphasis Week and Global Emphasis Week.
- Develop and implement a student spiritual life committee that supports efforts to find chapel-speakers and build community.
- When available, represent FPD in regional and state professional opportunities.
- Teach Bible class (likely intro to Bible);
- Lead the student worship team to support worship music in chapel.
- Support the 1st semester community service project. Encourage students to participate and create events to support.
- Lead Project LEAD (11th and 12th grade).
- Organize students for local and international mission trips (partner with churches).
- Serve as Chaplain for FPD Sports teams.
- Serve as substitute teacher, when needed, for Bible classes.
- Support After School Programs Director with summer programs.
- Assist in year-end graduation ceremonies.
- Development a spiritual life social media platform.
- Read and understand all aspects of the FPD Handbook.
- Assist in other areas where requested by the Head of School.

REQUIRED QUALIFICATIONS

- Bachelor's degree in relevant field of study
- Growing Christian with a credible profession of faith and involvement in an evangelical church.
- Experience in leading others toward shared goals and building community
- Demonstrated skills defined within the content of the position description, including excellent interpersonal and written/verbal communication skills
- Capacity to initiate and nurture relationships
- Computer proficiency: MS Office and data base management (experience with Blackbaud preferred); possess the ability desire to learn new technologies.
- Commitment to a lifestyle above reproach in line with FPD's Statement of Christian Principles and Ministerial Role of Faculty.
- Possess outstanding written and communication skills.
- Exhibit a Christian testimony and understanding of Biblical worldview.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The majority of work will be performed on the school campus. The person in this role is regularly required to stand and walk for extended periods of time and may be required to lift up to 20lbs.

Visit www.fpdmacon.org/employment to apply or learn more.