



## The Episcopal Diocese of Northern California Job Description

**Job Title: Director of Adult Faith Formation**

**Effective Date: March 15, 2026**

**Job Summary:** The Director of Adult Faith Formation is passionate about helping Christians grow more deeply in their faith.

**Job Type:** Part-time, 10-15 hours per week

**Salary:** \$40 - \$43/hour plus pension

**Location:** Sacramento, CA and online

**Employment Classification:** (check one)  Exempt.  Non-exempt.

**Supervised by:** The Canon to the Ordinary

**May Supervise:** Volunteers

**Typical Essential Duties:** (These duties are a representative sample; position assignments may vary.)

### **Responsibilities include:**

Work as a team-member and collaborator on the Office of the Bishop staff, participate in weekly staff meetings (at least month in-person, other weeks online).

Attend the annual Forma conference and share key learnings, resources, and best practices with the diocese.

Build and nurture networks across the diocese to serve diverse constituencies including adults of all ages, college students, and young adults. Specifically:

- Plan, coordinate, and lead online and in-person **Christian Formation** offerings throughout the year for **adults**. This may include:
  - Educational workshops and learning series for Lay training and licensing opportunities
  - Seasonal formation material
  - Disaster preparedness education in coordination with the diocesan disaster resilience coordinator
- Form, equip, and support a year-round diocesan **stewardship team**, including coordinating online educational events for churches and deaneries.
- Support diocesan **Campus Ministries** and cultivate strategies to develop new ministries engaging young adults.
- **Collaborate** with ELCA (Lutheran) and United Methodist (UMC) counterparts to foster shared learning and partnership.
- Develop, curate, and promote **Christian Formation resources** for **adults of all ages** to build strong relationships with congregational leaders to support and extend this ministry across the diocese.

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**We expect you will:**

- Possess a solid theological background
- Have experience with and passion for Christian Formation
- Believe in stewardship as a spiritual practice
- Be a strong communicator – one-on-one and in teaching settings
- Maintain a healthy sense of humor
- Want to keep growing and learning
- Enjoy being part of a team, and can self-start and self-regulate
- **Bonus points:** bilingual in English and Spanish

**Required Skills:**

- Proficient in scheduling, hosting, and managing Zoom meetings and webinars
- Have a strong working knowledge of Microsoft Office Suite and Google Suite
- Ability and willingness to learn new software programs as needed (esp. JotForm)
- Have familiarity and comfort with social media for promoting events (Facebook, Instagram)

**Licensing Requirements:**

- Valid California driver’s license
- Maintain current auto insurance at or above required California state minimum requirements

**Educational Requirements:**

- B.A. degree (or equivalent work)
- M.Div. or other graduate Theological degree strongly preferred
- Position is open to Clergy and Lay applicants

**Physical Requirements:**

Up to 30% travel in some weeks, other weeks less

- Driving required

The employee is frequently required to:

- Stand, sit, walk, speak, listen, and observe
- Work at computer for lengthy periods of time

The employee is occasionally required to:

- Drive to meetings in the Diocese
- Move about in a variety of spaces

**To apply**

Please send cover letter and resume to The Rev. Cn. Julie Wakelee, [julie@norcalepiscopal.org](mailto:julie@norcalepiscopal.org)