



## The Episcopal Diocese of Northern California Job Description

**Job Title: Director of Children and Youth Formation**  
**Effective Date: March 15, 2026**

**Job Summary:** The Missioner for Children and Youth creates, coordinates, and supports programming for Children and Teens across the Diocese of Northern California.

**Job Type:** Part-time, 10-15 hours per week (plus additional hours during camp/service trip weeks)

**Salary:** \$40-\$43 per hour (depending on experience) 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, participating in weekly staff meetings (at least once per month in-person, other weeks online).

May 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 families, children and teens. Specifically:

- Plan and coordinate online and in-person **Christian Education** events throughout the year for **children and teens**. This may also include
  - Educational workshops and learning series for lay training and licensing opportunities
  - Seasonal formation material
- Coordinate diocesan participation in **summer youth initiatives**, including
  - Leadership and support for the Sierra Service Project trip in 2026 (including attendance at one of the weeks: July 12 – 18 or July 19 - 25)
  - Planning and facilitating youth event **reunions** to sustain relationships and spiritual growth
- **Develop ongoing youth resources and networks** throughout the year for the diocese, working collaboratively with churches across our seven deaneries.
- Attend all or part of **Camp Living Waters** (July 26-31) our diocese's summer camp located in the Semper Virens Deanery, offering leadership, presence, and support.
- Gather, develop and promote **Christian Formation resources** for **families, children, and teens** for use across the diocese, building relationships with church leaders to share in this ministry.

**We expect you will:**

- Possess a solid theological background
- Have experience with and passion for Christian Formation of children and teens
- Keep a healthy sense of humor handy
- 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 100% travel in some weeks, most weeks less than 30%

- 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,  
[transitions@norcalepiscopal.org](mailto:transitions@norcalepiscopal.org)