



# The Episcopal Diocese of Northern California

## Job Description

**Job Title: Curate/Assistant for Trinity Episcopal Cathedral and St. Pauls, Sacramento, CA**

**Effective Date: December 2, 2025**

**Job Summary:** The Curate/Assistant will serve at the diocesan cathedral (1/2 time) and at an historic downtown church with a large social outreach program (1/2 time).

**Job Type:** Full time, 40 hours per week; three-year term (July 1, 2026 - June 30, 2029)

**Salary:** \$80,000 plus full benefits

(medical, dental, pension, 4 weeks' vacation, 2 weeks continuing education, paid holidays)

**Location:** Both churches are in Sacramento.

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

**Supervised by:** The Very Rev. Matthew Woodward, Dean of Trinity Cathedral

**May Supervise:** Volunteers

**Typical Essential Duties:**

### **Worship & Liturgy**

- Participate in and **lead Sunday services** at both the Cathedral and St. Paul's (Two Sundays per month at each church.) If there is a 5th Sunday, the Curate will alternate between St Paul's and Trinity.
- Prepare sermons and preach monthly for both congregations.

### **Pastoral Care**

- Provide pastoral care in both congregations, including hospital and in-home visits (at Cathedral – coordinate with associate clergy to provide care)
- Assist with Baptisms, Weddings, and Funerals

### **Formation & Teaching**

- Lead Christian Formation for congregants of all ages
- Participate in Newcomers Ministry
- Leverage both congregations for Formation activities

### **Leadership & Collaboration**

- Cathedral:
  - Collaborate with the Dean and all levels of leadership at the Cathedral

- Participate in weekly Staff Meetings and one-on-one meetings with Dean
- Attend vestry meetings
- St Paul's:
  - Meet bi-weekly with Senior and/or Junior Wardens of St Paul's
  - Lead vestry meetings
- Participate in quarterly meetings with Dean, Canon to the Ordinary of EDNC and other meetings as required by the Curacy program.

**Required Skills**

- Excellent computer skills
- Ability to work evenings and weekends
- Ability to travel independently throughout the Diocese
- Ability to attend regular meetings at deanery and diocesan levels
- Completion of Diocesan training in abuse prevention

**Licensing Requirements**

- Valid California driver's license (or ability to obtain one)
- Auto insurance at or above the California mandated minimum coverage

**Educational/Ordination Requirements**

- M.Div. (preferably from an Episcopal Seminary)
- Ordained priest in good standing – ordained five or fewer years (or transitional deacon, with planned ordination within the first six months of employment)
- Demonstrated commitment to Christian living in accordance with the word of God

**Physical Requirements:**

- Driving required between churches and meetings

The employee is frequently required to:

- Stand, sit, walk, speak, listen, and observe
- Work at computer

The employee is occasionally required to:

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

**To apply:** Please apply to the curacy program generally by filling out the application:

EDNC 2026 Curacy Program Application

Cover letter should indicate which curacy position is being sought, why this program appeals to you, and why you believe you are a good fit. (If applying for more than one position, please send separate cover letters.

**References:** Please provide names and contact information (phone and email) for

1. One seminary professor
2. One Field Education supervisor
3. Your ordination shepherd/COM guide. If not applicable, someone who can speak knowledgeably about your formation journey