



## The Episcopal Diocese of Northern California

### Job Description

**Job Title:** Curate/Assistant for St. John's, Roseville and St. Matthew's, Sacramento

**Effective Date:** December 2, 2025

**Job Summary:** The Curate/Assistant will serve a large suburban church (3/4 time) and a small mission with a lively outreach in a port-of-entry neighborhood in Sacramento (1/4 time).

**Job Type:** Full time, 40 hours per week; three-year term (ideally Jan.2026 – Dec. 2028)

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

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

**Location:** Roseville, CA and Sacramento (Arden Arcade), CA

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

**Supervised by:** The Very Rev. Cliff Haggenjos, rector at St. John's, Roseville

**May Supervise:** Clerical support, children's ministers, youth ministers, young adult ministers, adult ministers, and others as identified.

#### Typical Essential Duties:

- Development of **children's, youth, young adult, and adult formation** programs that serve the long-term mission of both the sponsoring and partnering churches (Formation work, especially with children, youth, and young adults will be a primary focus for this position)
- Assist Rector of sponsoring church in **presiding at all liturgical services** as required
- **Preaching and Presiding** at each church 1-2 times/month
- **Provide pastoral care** (including visits to shut-ins and elderly people) as needed
- Attend **monthly meetings of the vestry** of the sponsoring church and **mission committee** of the partnering church, as well as other committees as guided by the Rector
- Assist with **general administrative duties** as needed
- Perform at least one **funeral service and wedding** per year, if circumstances warrant.
- Perform such duties as required in the absence of the Rector
- Other duties as assigned by the Rector of the supervising church or Deacon of the partnering church

**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 to 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 send **resume** and **cover letter** addressed to the two churches to The Rev. Cn. Julie Wakelee, Canon to the Ordinary at [transitions@norcalepicaopal.org](mailto:transitions@norcalepicaopal.org)

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