



## The Episcopal Diocese of Northern California

### Job Description

**Job Title: Curate/Assistant – St. Martin's, Davis and St. Luke's, Galt**

**Effective Date: December 2, 2025**

**Job Summary:** The Curate/Assistant will serve a thriving church in a university community (3/4 time) and a small, historic church in a town about 40 miles away (1/4 time).

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

**Salary:** \$80,000 plus full benefits  
(medical, dental, pension, 4 weeks vacation, 2 weeks continuing education, paid holidays)

**Location:** Davis, CA and Galt, CA

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

**Supervised by:** The Rev. Dr. Pamela Dolan, rector at St. Martin's, Davis

**May Supervise:** Volunteers

#### Typical Essential Duties:

**Preach and Preside** at Sunday worship at least once each month at each site

Attend **staff meetings** (Davis)

Attend **Vestry/Mission Committee meetings** (both churches); Galt: lead meetings

Plan and lead **Christian Education** for various ages

Plan and lead one **wedding and funeral** per year, if circumstances warrant

Participate in providing **pastoral care**

Perform such duties as required in the absence of the Rector

Other duties as assigned by the Rector of the supervising church or senior warden of the partnering church

Specifically at these two churches, there will be a focus on:

- **Community Building:** within the church and beyond.
- **Formation programs and groups** (esp. at St. Martin's): develop and support a team for Godly Play and educational events for all ages (examples: Las Posadas, Pentecost Picnic, Patronal Feast day, etc.). May include bi-monthly youth group meetings.
- **Missional Development** (St. Luke's): support and extend ongoing discernment work around next steps for the congregation, including clarifying mission and vision.
- **Pastoral Care for those unable to attend Sunday worship** (especially at St. Luke's):

provide care specifically for “remote” participants and work with core church members to integrate those unable to attend in person into the life and care of the church.

- **Music** (St. Luke’s): help congregation explore creative ways to incorporate music into worship (currently using recorded music). A singing priest would be welcome, but this is not a requirement or expectation.
- **Christian education and formation** (St. Luke’s): work with senior warden to offer both bible studies and formation for licensing for lay ministries.

#### **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
- 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@norcalepiscopal.org](mailto:transitions@norcalepiscopal.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