



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 (ideally Jan.2026 – Dec. 2028)

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 send **resume** and **cover letter** addressed to the two churches to The Rev. Cn. Julie Wakelee, Canon to the Ordinary at julie@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