



# The Episcopal Diocese of Northern California Job Description

**Job Title: Missioner for Church Life**

**Effective Date: June 1, 2022**

**Job Summary:** The Missioner for Church Life covers a variety of areas to support the churches of our diocese as a growing, vibrant, faithful Church.

**Job Type:** Fulltime

**Location:** Sacramento minimum 2 days a week, remainder may be remote

**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.)

## Evangelism

- Able to tell the story of Christian faith with joy, in an inviting manner, and the ability to bring others along as bearers of the Good News
- Plant new ministry groups/congregations/projects, including outreach to Latinx/Spanish-language communities.
- Ministry growth through small groups; family outreach; coaching, using tools such as *Invite, Welcome, Connect*

## Congregational Vitality

- Equips congregations that are struggling (any size) with tools for thriving
- Creates networks of church leadership through regional visits, Zoom calls, convention, and clergy and lay gatherings
- Is a resource, educator, mentor, and network facilitator

## Formation

- Helps congregations to move/invite/train their membership into greater relationship with God/in discipleship
- Oversees Christian formation for the diocese: connecting with wider church resources and providing trainings as needed (e.g. Forma conference)
- Family ministry: helps parishes learn to welcome and care for families
- Oversee Youth summer program: Pathways program and supports youth ministries
- Special focus on programs and processes in the work of small parishes
- Develops and maintains a partnership with a diocesan-wide commission for planning, visioning, mission development and ministry
- Supports and promotes reading the Bible as God's Story (biblical literacy and ability to teach and inspire)
- Other duties as assigned by the Canon to the Ordinary or Bishop.

### Training & Experience:

- May or may not be an Ordained priest
- BA/BS degree
- Minimum of 3-5 years' experience in a congregation, as a layperson or ordained
- Christian in faith and practice
- Experience serving at the diocesan level – in committees, on governance boards, program experience with multiple congregations, consulting, or other transferrable experiences at the larger church level.
- Considerable consulting/facilitation experience – able to work with groups of people using best practices as a facilitator to:
  - Draw out individual and group voices and stories
  - Assist a congregation or group of congregations in articulating a vision/goals for their context
  - Able to bring the group to closure, if possible, with next steps and action items
  - Experienced in following up with a group in long term processes

### Licensing Requirements:

- Valid California driver's license

### Knowledge (proficiency at entry):

- Basic knowledge of MS Office programs and general PC skills
- Use of technology strategically to connect and support congregational leadership

### Skills (proficiency at entry):

- Is entrepreneurial for the organization
- Is socially connected
- Brings energy to the room
- Builds energy in others
- Is fluent in Spanish, or has some Spanish and is willing to become fluent

### Physical Requirements:

Up to 75% travel in some weeks, other weeks less

- 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