



# St. Stephen's Episcopal Church

*To know, to love, and to serve Christ*

## Associate for Pastoral Care

(.3FTE-Time / Approximately 13 Hours per Week)

**Reports to:** Rector

**Collaborates with:** Clergy, Staff, Lay Pastoral Leaders, Lay Eucharistic Visitors

**Status:** Part-time clergy position

**Compensation:** Commensurate with experience and diocesan guidelines

## About St. Stephen's

St. Stephen's Episcopal Church is a growing parish in Orinda, California, committed to knowing, loving, and serving Christ. We are a joyful, engaged community that values thoughtful preaching, vibrant worship, and meaningful pastoral care. In recent years, we have experienced renewed energy in attendance, stewardship, and parish life, and we are investing intentionally in strengthening ministries of care and connection.

We are seeking a compassionate, collaborative priest to join our clergy team as Associate for Pastoral Care.

## Position Summary

The Associate for Pastoral Care serves as a member of the clergy team with primary responsibility for strengthening the parish's ministry of care and healing. This role balances direct pastoral presence with the intentional development of group-based ministries that foster accompaniment, resilience, and shared spiritual life—particularly through grief support and the creation of a Women's Group ministry.

This is a **.3FTE-time position** designed in accordance with diocesan expectations for part-time clergy, including limited Sunday worship responsibilities and clearly defined weekday pastoral priorities.

## Core Responsibilities & Objectives

### 1. Direct Pastoral Care & Crisis Response

Provide clergy-level pastoral presence for parishioners experiencing illness, hospitalization, death, grief, or other moments of acute need, within the boundaries of a part-time role.

#### Responsibilities include:

- Hospital and home visits
- Crisis response and short-term pastoral follow-up
- Pastoral conversations with individuals and families
- Coordination with the Rector and lay pastoral ministers as appropriate

*Estimated commitment: ~8-10 hours per month*

### 2. Grief Support Ministry (Primary Pastoral Group)

Develop, lead, and sustain a parish grief support ministry offering structured, compassionate accompaniment for those navigating loss.

#### Responsibilities include:

- Designing and facilitating grief support gatherings
- Selecting or adapting appropriate curricula and resources

- Providing pastoral follow-up with participants
- Coordinating with lay leaders to ensure continuity and care

*Estimated commitment: ~10-12 hours per month*

### **3. Women's Group Ministry (Creation & Launch – Core Priority)**

Design, launch, and establish a Women's Group as a core pastoral and formational ministry of the parish.

#### **Responsibilities include:**

- Listening and discernment with parishioners
- Theological framing and spiritual leadership
- Recruiting participants and lay partners
- Facilitating early gatherings and establishing a sustainable structure

This ministry is understood as **active creation and launch**, not merely maintenance.

*Estimated commitment: ~3-4 hours per month*

### **4. Sunday Worship Presence**

Participate in parish worship in a limited, predictable pattern consistent with diocesan expectations for part-time clergy.

#### **Responsibilities include:**

- Presence at **two Sundays per month**
  - **Preaching once per month**
  - **Officiating once per month**
- Participation in funerals or memorial services as scheduled

*Estimated commitment: ~12-14 hours per month (including sermon preparation)*

### **5. Staff Collaboration & Clergy Coordination**

Remain integrated into parish leadership and pastoral planning while honoring part-time boundaries.

#### **Responsibilities include:**

- Participation in weekly staff meetings
- Regular supervision and coordination with the Rector
- Communication around pastoral needs and priorities

*Estimated commitment: ~4 hours per month*

### **6. Lay Eucharistic Visitor (LEV) Oversight**

Provide clerical oversight and pastoral support to the Lay Eucharistic Visitor ministry without serving as a program manager.

#### **Responsibilities include:**

- Periodic check-ins with LEVs
- Guidance during periods of increased pastoral demand
- Occasional training refresh or pastoral consultation

*Estimated commitment: ~2 hours per month*

### **7. Men's Group**

Offer pastoral presence and accountability while supporting lay leadership.

#### **Responsibilities include:**

- Occasional participation or consultation
- Support for lay leadership development

*Estimated commitment: ~2 hours per month*

## 8. Pastoral Administration & Follow-Up

Ensure pastoral work is coordinated, communicated, and sustainable.

### Responsibilities include:

- Follow-up emails or calls
- Internal communication with clergy and staff
- Minimal documentation related to pastoral care

*Estimated commitment: ~3-4 hours per month*

## Qualifications

- Ordained priest in good standing in The Episcopal Church or a church in full communion
- Demonstrated experience in pastoral care, grief ministry, or chaplaincy
- Strong listening skills, emotional intelligence, and pastoral judgment
- Ability to work collaboratively within a shared-ministry model
- Comfort operating within clearly defined part-time boundaries
- Familiarity with diocesan safeguarding and pastoral care best practices

## Compensation & Benefits

Compensation for this position is set at the **B Clergy level of the Diocese of California compensation guidelines**, prorated to **.3FTE-time (approximately 13 hours per week)**.

- Salary and benefits will be administered in accordance with diocesan canons and guidelines for part-time clergy.
- Benefits and reimbursable expenses (including mileage and professional expenses) will follow diocesan and parish policies applicable to part-time clergy.
- Final compensation details will be confirmed at the time of offer.

## To Apply

Please submit the following materials:

- A cover letter describing your interest in the position and your approach to pastoral ministry
- Resume or OTM profile
- Contact information for three references
- Two recent sermons (written manuscripts or links to video recordings)

For fullest consideration, applications are encouraged by March 6, 2026.

Applications will be reviewed as they are received, and the position will remain open until filled.

Please submit your application materials to: **[matt@ststephensorinda.org](mailto:matt@ststephensorinda.org)** with “Associate for Pastoral Care Application” in the Subject Line.