



Presbytery of Tampa Bay  
4704 Kelly Road, Tampa, Florida 33615  
June 5, 2015

*The Mission of the Presbytery of Tampa Bay is to identify and strengthen leaders so that every congregation makes new and mature disciples for Jesus Christ.*

### **Healthy Boundaries Training**

The Commission on Ministry is again sponsoring Healthy Boundary Training for Clergy on Thursday, August 6 and Tuesday, September 29 from 9:00 a.m.-3:00 p.m. Both will be held at the Presbytery office located at 4704 Kelly Road, Tampa.

All Teaching Elders who are currently serving churches or are considering a call to a church in this presbytery are required to have this training. The training was last held in summer of 2013. ***Any Teaching Elders who began their ordained ministries in the Presbytery of Tampa Bay since that time will need to sign up for one of the two days offered this year.***

Barbara Kranendonk will again facilitate the Faith Trust Institute's program called "Healthy Boundaries: A Course for Clergy." Please email to [Patrice@pbty.com](mailto:Patrice@pbty.com) when you will attend. The Commission on Preparation for Ministry may also invite candidates seeking a call, as well as some possible candidates for Commissioned Ruling Elders about to receive a call.

### **Parsons Memorial Presbyterian Church, Yankeetown**

You are cordially invited to a re-retirement dinner honoring Dr. Walter Radulovich and his wife Stella on Thursday, June 18, at 5 PM in the fellowship hall of Parsons Memorial Presbyterian Church in Yankeetown. Come and help us celebrate his 11 years of service to our church after his first retirement! RSVP to Ellen Shannahan ([eshannah@bellsouth.net](mailto:eshannah@bellsouth.net) or 352-447-4614.)

### **Minister Installation Service**

The Rev. Robert Shaw will be installed as Pastor of Temple Terrace Presbyterian Church on *Saturday*, June 20, at 3:00 p.m. 420 Bullard Parkway, Temple Terrace, 33617. Reception to follow the service.

Come celebrate with Robert and Temple Terrace as they begin a new chapter of ministry in the Presbytery of Tampa Bay!

### **A note from the new Beth-El Farmworker Ministries Director, Kathy Dain**

For 39 years Beth-El Farmworker Ministries has been a source of encouragement and assistance to the farm working community of Southwest Florida. We are presently seeking financial assistance to help us continue our ministries. In recent years the demand for our services has increased while annual giving has decreased. Our food pantry alone feeds approximately 1,600 people a week. For more information on our ministry or how you can become involved, please call us at 813-633-1548 or email [kathy@beth-el.info](mailto:kathy@beth-el.info).

Thank you always for your continued prayers and support.

### **First Presbyterian Brandon fundraising for Cedarkirk!**

First Presbyterian Church, Brandon will have a Mission Luncheon and Auction on Saturday, June 6 to raise funds for summer camp scholarships at Cedarkirk. All proceeds will be split 50/50 between Cedarkirk for summer scholarships and Beth-El Farmworkers Ministry for Cedarkirk summer camp scholarships.

The luncheon will be from 11:30-1:30 and tickets are \$10 each. The address is 121 Carver, Brandon. Please make reservations by emailing the church, [church@fpcbbrandon.org](mailto:church@fpcbbrandon.org), or by calling (813) 689-4597.

**Presbyterian Church (USA); Office of the General Assembly job opening**

*The Office of the General Assembly seeks a Manager of Administration for the Office of the General Assembly to provide administrative leadership within the Office of the General Assembly in the areas of human resources, financial management and policy. The successful candidate will have significant administrative leadership experience in office operations, budget development, and personnel administration. Skills in problem solving, team building and interpersonal relations are beneficial. This position is full-time. This job reports to the Stated Clerk of the General Assembly and pays a salary of \$53,000.00 - \$68,000.00 per year, plus benefits. Relocation is provided and travel is required occasionally*

***The application deadline is July 1, 2015.***

Contact Bobbie Montgomery, [bobbie.montgomery@pcusa.org](mailto:bobbie.montgomery@pcusa.org), Office of the General Assembly

Manager of Administration for the Office of the General Assembly; Status: Exempt

Department: Ecclesial and Ecumenical Ministries

Purpose: To provide administrative leadership within the Office of the General Assembly in the areas of human resources, financial management and policy.

Reports to: The Stated Clerk of the General Assembly

Supervises: Senior Administrative Assistant - Human Resources

Budget Accountability: Personnel Budget

Responsibilities of the position include but are not limited to:

1. Coordinates all human resources functions of the Office of the General Assembly in collaboration with the Human Resource Office of the Presbyterian Mission Agency and PC(USA) General Counsel as necessary.
2. Maintains all policies of the Office of the General Assembly
3. Coordinates the financial management of the Office of the General Assembly including but not limited to: budget development, funds development and internal and external reports
4. Coordinates and promotes the Office of the General Assembly response to minority vendor and hiring initiatives of the General Assembly.
5. Travel to the site of the biennial meeting of the General Assembly as assigned.
6. Other duties as assigned.

Minimum Qualifications:

Education: Undergraduate and/or graduate degree in business administration, management, human resources, and/or theology OR its equivalent however it was acquired.

Experience, knowledge, and skills: Significant administrative leadership with experience in office operations; budget development; personnel administration; problem solving; team building and interpersonal relations.

Sensory or Physical Requirements: Physical/emotional stamina/sense of humor essential; ability to travel to out of town meetings

Desired Qualifications:

Extensive knowledge of the Presbyterian Church (U.S.A.), in particular the role and function of the agencies of the General Assembly and their relationship to mid-councils.