

Associate Presbyterian for Connectional Ministry - Presbytery of Tampa Bay

Position Summary

The Associate Presbyterian for Connectional Ministry resources and facilitates the work of the Commission on Ministry (COM) and the Commission on Preparation for Ministry (CPM), strengthening healthy ministry and fostering connections among congregations, ministers, and candidates.

Accountability

Reports directly to the Coordinating Team of the Presbytery.

Key Qualifications

- Ordained ruling or teaching elder in the PCUSA preferred
- Experience desired in COM and CPM processes
- Manages multiple tasks effectively and prioritizes in dynamic environments
- Leads confidently in times of change and resolves conflicts constructively
- Communicates clearly in both oral and written formats
- Provides steady, non-anxious leadership in challenging contexts
- Works collaboratively with Commission leadership, members, and congregations
- Familiar with family systems theory in ministry contexts
- Represents the Presbytery with professionalism and integrity
- Initiates proactive leadership and responds quickly to emerging needs
- Maintains strict confidentiality with sensitive information
- Adapts flexibly to diverse situations with a collaborative leadership style

Key Responsibilities

Commission on Ministry (COM)

- Attend and contribute to monthly COM meetings, Region Chairs meetings, and regional gatherings
- Partner with Chairs and Region leaders to address congregational and pastoral concerns
- Train Pastor Nominating Committees (PNCs) and search committees with liaisons
- Provide or arrange pulpit supply for the Sunday following pastoral departures
- Maintain current records on CLC and guide PNCs/search committees
- Conduct Executive Presbyterian reference checks and review Ministry Discernment Profiles (MDPs) with Chairs
- Welcome and orient new pastors to the Presbytery
- Resource Administrative Commissions with the Stated Clerk
- Represent the Presbytery staff at installations and ordinations (shared responsibility with other ordained staff)
- Encourage and support Clergy Cluster Gatherings across the Presbytery

Commission on Preparation for Ministry (CPM)

- Participate actively in monthly CPM meetings
- Meet with candidates, inquirers, and those discerning ordination
- Oversee reimbursement processes for vocation assessments

Additional Responsibilities

- Engage with the Committee on Nominations and Representation (CNR) to identify and secure nominees for Presbytery approval
- Support GA and Synod Commissioners, the Presbytery Moderator, and Vice Moderator
- Attend Coordinating Team meetings and provide monthly reports
- Collaborate with CT and Moderators in planning Presbytery meetings and worship
- Strengthen Presbytery life during transitional periods

Terms of Call

- Term: Two-year contract, renewable
- Status: Part-time (20–25 hours per week) with compensation and benefits aligned with Presbytery guidelines and experience
- Termination: Either party may terminate with 30 days' written notice