

Associate Presbyterian for Congregational Vitality – Presbytery of Tampa Bay

Position Summary

This role strengthens congregational vitality by resourcing and facilitating the work of the Commission on Church Vitality (CCV), Board of Trustees (BoT), Presbytery Disaster Assistance Team (PDAT), and Committee on Racial Equity (CoRE), and encourages financial, spiritual, and relational vitality across the Presbytery.

Accountability

Reports directly to the Coordinating Team of the Presbytery.

Key Qualifications

- Ordained ruling or teaching elder in PCUSA preferred
- Experience desired in congregational vitality, disaster response, and promoting racial equity work in faith-based contexts
- Manages multiple tasks effectively 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
- Collaborates effectively with commissions, committees, and congregations
- Applies 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 Church Vitality (CCV)

- Participate in CCV meetings and working groups
- Maintain accurate records of grants and oversee 1001 grant applications/disbursements
- Guide working groups (e.g., Honduras Partnership, New Worshipping

Communities)

Board of Trustees (BoT)

- Attend Trustee meetings and refer congregations for loans
- Request loan disbursements and support budget/finance preparation

Presbytery Disaster Assistance Team (PDAT)

- Attend PDAT meetings and coordinate with PDAT leadership
- Oversee grant writing, reporting, and disbursement of funds
- Support disaster recovery and crisis management

Committee on Racial Equity (CoRE)

- Participate in CoRE meetings and integrate equity priorities into Presbytery life
- Share anti-racism training opportunities and track training requirements

Presbytery Leadership

- Partner with Committee on Nominations and Representation to secure nominees
- Support GA/Synod Commissioners, Presbytery Moderator, and Vice Moderator
- Report monthly to Coordinating Team and collaborate in planning Presbytery meetings/worship
- Represent the Presbytery staff at installations and ordinations (shared responsibility with other ordained staff)
- 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