

Hope Presbyterian Church



1698 S. Belcher Rd.
Clearwater, FL 33764
(727) 531-3200

Office@HopeFamily.com
www.Hopefamily.com



SEEKING: PART-TIME STATED SUPPLY PASTOR

Hope Presbyterian Church is beginning its **60th year** of serving the Clearwater, Florida community. While small in numbers the zeal to reach out into the surrounding community to bring the word through acts of kindness and thoughtful service is real.

We are seeking a Part-time (25 – 30 hours/week) Stated Supply Pastor for a one-year, renewable contract. One day per week to include office hours for coordination with Office Manager, to include Pastoral planning and scheduling purposes.

Key Responsibilities:

- Sunday Worship of Biblically based engaging messages for everyday living.
- Administering Sacraments (Communion / Baptism).
- Moderating Session Meetings and providing leadership support.
- Provide pastoral care through home / hospital visits.

Qualifications:

- Ordained PCUSA Minister of the Word and Sacrament, or equivalent as approved via the Presbytery of Tampa Bay COM. (Commission on Ministry)

NOTE: Ideal candidate would be a Semi-Retired or Retired Minister; looking to maintain a sense of purpose, and community connection; utilizing vocational skills of counseling and preaching; while enjoying the flexibility of a reduced schedule, without full-time administrative burden.

Benefit Package: Meets Presbytery of Tampa Bay Adopted Standards for 2026, position identified.

Please send your Resume to:

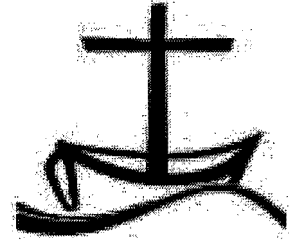
- office@hopefamily.com
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1698 S. Belcher Road
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Attn: Clerk of Session

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STATED SUPPLY PASTOR

I. Position Description and Principal and Functions

Contracted to an exempt part-time role averaging 25 - 30 hours weekly, the Stated Supply Pastor will be called to serve a twelve (12) month period, with beginning and ending dates to be determined. The position includes one scheduled office day per week for coordination with our Office Administrator to support pastoral planning and scheduling: Weekly scheduled office day also provides **as necessary**, meetings with Clerk of Session; Ruling Elder Ministry Chairpersons and Deacon Moderator, for coordination, updating and progress of various program activities.

II. Accountability

The Stated Supply Pastor is accountable to the Clerk of Session, Active Session Members of Hope Presbyterian Church Clearwater and the Presbytery of Tampa Bay.

III. Relationships

A. Internal

- a. The Stated Supply Pastor is expected to work collaboratively with the Professional, lay staff and the congregation, developing successful relationships with assistance from Session and the Ministry Operations Ministries.

IV. Responsibilities

A. Worship

- a. Develop and lead the Sunday morning worship service in collaboration with the Worship Ministry, Music Director, Lay Liturgists, AV Team and/or Guest Musicians.
- b. Administer the Sacrament of Communion: 1st Sundays, Maundy Thursday and Christmas Eve.
- c. Administer the Sacrament of Baptism as requested.
- d. Advise the Session through the Worship Ministry and Music Director on style, order of service and music.

B. Mission Planning / Transitional Tasks

- a. Participate with the Session and Deacons through a ministry planning process “LOOKING AHEAD WITH HOPE” at least once annually in retreat fashion to be held at the Church.
- b. Guide the Session in collaboration with the Mission Ministry in maintaining and enhancing Community outreach and sharing of our faith through acts of kindness and meaningful service.

C. Leadership Development

- a. Prepare newly elected officers for Session and Deacon Examination, Ordination and installation.
- b. Develop and lead a New Members Class in collaboration with Session Ministry Chairpersons, as needed.

D. Pastoral Care

- a. Hospital and Congregate visitations, as requested.
- b. Attend the weekly informal gathering for fellowship following morning worship.
- c. Officiate at Memorial Services of church members, as requested.

E. Greater Church

- a. Participate in the life and work of the Presbytery of Tampa Bay.
- b. Assist the congregation in the fulfillment of all ecclesiastical responsibilities and duties as required by the Presbytery of Tampa Bay and General Assembly of the PCUSA.

V. Characteristics

- a. With energy, imagination and enthusiasm exhibits a vibrant Christian faith.
- b. Demonstrates his / her call to the ministry.
- c. Exhibits integrity, maturity, compassion, dependability, respect and discernment.
- d. Provides his / her faith through worship, educational, and social interaction.
- e. Highly organized and self-directed, capable of planning, organizing, and facilitating.
- f. Communicates effectively both verbally and in writing, utilizing active listening and discretion.
- g. Able to set and maintain appropriate boundaries.
- h. Performance as the Stated Supply Pastor will include:
 - 1. Own, and operate a motor vehicle properly licensed, and insured per Florida Statutes.
 - 2. Utilize reasoning abilities, to apply common sense understanding to carry out written and verbal instructions.
 - 3. Required to successfully pass a background screening and comply with Safe Sanctuary Policies, Policies and Procedures per Presbytery of Tampa Bay criteria and Hope Presbyterian Church Personnel Manual.

VI. Evaluation

- a. An evaluation will be conducted by the Stated Supply Pastor and Session after the first quarter (90 days) of his / her employment. Compensation and benefits of the position for the duration of the contracted period are not subject to change based upon this evaluation.