

HAVENWOOD PRESBYTERIAN CHURCH  
SEEKING PART-TIME TEMPORARY SUPPLY PASTOR

Havenwood Presbyterian Church is seeking a Part-Time Temporary Supply Pastor. This is a 20-hour per week position with a salary of \$30,000 and negotiable vacation, medical insurance, and pension benefits.

A list of qualifications and a position description are included below. Applicants are encouraged to visit the church's website, [www.havenwood.org](http://www.havenwood.org), to learn more about the church and its many mission activities. All applicants will be subject to a background check.

Interested applicants should submit a letter of interest and resume, via USPS or email, to:

Havenwood Presbyterian Church  
Personnel Committee  
100 E. Ridgely Road  
Timonium, Maryland 21093

Email: [havenwoodptp@gmail.com](mailto:havenwoodptp@gmail.com).

Qualifications:

- Hold a Masters of Divinity Degree
- Ordained by the Presbyterian Church USA or by one of the other four denominations in which the PCUSA is in full communion.
- Proficient Computer and Social Media Skills

Job Description: Pastor will have overall responsibility in the areas set forth below that are listed in terms of congregational importance. It is the intent that the Pastor's time will be proportional to the level of importance. The Pastor's primary role in each area may vary, whether it is to perform, assign, oversee, etc., as Pastor and leadership agree and as they negotiate responsibilities to respect the finite number of weekly hours this position is allotted.

- Preaching and worship leadership on Sunday mornings and at special services such as Thanksgiving, Maundy Thursday, and Christmas Eve, in person and/or virtually.
- Christian education of all ages, including weekly Sunday school classes, youth, and adult education, and weekly Bible study classes.

- Pastoral care for church members and friends via in-person visits, (including hospital and home visitation in crises), telephone calls, and cards and letters; visit prospective members; provide crisis care to outsiders as feasible; and be available for short-term personal counseling as negotiated.
- Outreach activities; assimilation of new members.
- Head of Staff, supervision of church employees; moderate Session and congregational meetings.
- The church is the sponsor of the Havenwood Preschool, a thriving, community preschool with a Maryland State Accredited Kindergarten. Pastor nurtures the lines of communication between the preschool administration and the congregation. On occasion, Pastor may be asked to engage with the children and their parents at special preschool programs.