

**San Mateo Presbyterian Church**  
**Job Description: Temporary Supply Pastor or**  
**Commissioned Ruling Elder (Part-time)**

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**Reports to: The Session**

**Job Summary**

San Mateo Presbyterian Church is looking for a candidate to fill a part-time Temporary Pastoral Relationship. The temporary pastor or CRE will be responsible for providing pastoral duties as indicated:

1. Lead worship and preach each Sunday of the month.
2. Make pastoral calls/contact on sick and shut-ins as time permits.
3. Moderate session and congregational meetings.
4. Communicate with the worship committee in preparation for worship/liturgical elements.

The responsibilities and compensation of the Pastor/CRE is negotiable. While it is not necessary to be on campus at other times during the week, it will be expected the Pastor/CRE be graciously available to church leadership for consultation by telephone/email.

The contract would be for a period of one year. It can be terminated by all parties with a 30-day notice and renewed upon agreement of all parties. The temporary pastor/CRE will be employed on a part time basis and vacation leave/sick leave, and compensation is negotiable.