



Doylestown Presbyterian Church

Job Description: Interim- Director of Tweens and Teens

Job Summary & Expectations

Provide direct support and assist the Transitional (Interim) Associate Pastor in nurturing tweens (grades 4-6) and teens (grades 7-12) in claiming the Christian faith as their own.

This role provides foundational support in bolstering ministry with Tweens (Grades 4-6) and Teens (grades 7-12) (defined as Youth Ministry). Additionally, this role is essential in assessing and directly engaging in a continual assessment of current offerings; as well as creatively identifying new and improved ways of adapting and enhancing this vital ministry of the Doylestown Presbyterian Church.

Position Information

Doylestown Presbyterian Church fully appreciates there are many changing and dynamic factors affecting Youth Ministry as well as DPC itself. We have created this as an “interim” position, not as a reflection of a less than full commitment to Youth Ministry, but rather a reflection that we have not yet fully characterized how youth ministries are changing and our desire to best match this role to the new Associate Pastor Nominating Committee Candidate.

This is a contracted interim full-time position until a new Associate Pastor for DPC is identified and installed. Typical work week hours are currently constrained by operating in a COVID environment. Up to 40 hours per week as defined by the Interim Associate Pastor will be required and pre-defined by a monthly schedule established.

Reports To

Transitional (Interim) Associate Pastor.

All staff roles include a shared responsibility to embody the congregation’s Mission Statement of “Be a bridge for Christ and a beacon of His love and furtherance of the strategic themes from its Strategic Plan: Worship of God, Growing in Faith, and Mission and Service.

Responsibilities

Administrative

- Provide and support spiritual leadership and direction for Tween Fellowship activities.
- Provide and support spiritual leadership and direction for Youth Ministry.
- Ensure that DPC’s Community Protection Policy is fully supported, ensuring that the church is in continued compliance with policy expectations and trained DPC Volunteers.
- Assist in Sunday morning teen activities at the direction of the Transitional (Interim) Associate Pastor.
- Recruit, train, and provide volunteers that enhance the spiritual



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fellowship of DPC's Youth Ministry.

- Regularly communicate with parents and volunteers through social media, email, bulletin announcements, and monthly newsletter updates.
- Regularly engage with and partner with parents to deepen the spiritual growth of their youth.
- Mentor and cultivate youth leadership in all areas of church life.
- Plan in conjunction with the Transitional (Interim) Associate Pastor youth retreats and summer youth trips.
- Connect with youth outside normal church hours including but not limited to school and extra-curricular activities
- Partner with DPC appointed Children's Ministry leaders in coordinating events which mutually provide for the spiritual nurture of children and youth

Organizational

- Participate in weekly meetings for entire staff
- Meet regularly with program staff (approximately 6 times a year)
- Meet regularly with educational department
- Meet monthly or as directed with the Transitional (Interim) Associate Pastor.
- Serve as primary staff resource to
 - Tweens, Teens and College-Age Education Committee.

Availability Expectations

- Sundays
- Monday Staff Meetings
- Support Evening activities as required
- Occasional Saturdays
- Occasional travel (for retreats and trips)
- Regularly attend worship

Role Expectations

- An undergraduate degree is preferred, equivalent work or practical experience with Youth and/or Youth Ministry is essential.
- Outgoing, energetic, engaging and communication skills/capabilities.
- Demonstrated passion and interest in Tweens and Teens Ministry
- Demonstrated record of skills and capabilities reflecting detail-oriented, creative and resilient personal attributes.
- Demonstrated record of Independent and Collaborative work capabilities

Professional Development

Continuing education in denominationally-sponsored programs as required.

Performance Reviews and Salary Increases



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Interim Position requires defined goals set in conjunction with the Transitional (Interim) Associate Pastor. Salary expectations will be established in the contract for this Interim Role.

*This job description is not intended to cover every single requirement of the job.
The Church reserves the right to change job duties at any time.*

We have read and approve this to be the current job description for this position.

Transitional (Interim) Associate Pastor

Interim Director for Tweens and Teens