

**DOYLESTOWN PRESBYTERIAN CHURCH
POSITION DESCRIPTION**

<u>Position Title:</u> Transitional Senior Pastor, Head of Staff
<u>Responsibilities:</u> Worship, Head of Staff, Pastoral Care, and Moderator of Session and Congregational Meetings
<u>Position Type:</u> Full Time, Exempt

POSITION OBJECTIVE

The Transitional Senior Pastor and Head of Staff advances the mission of Doylestown Presbyterian Church by equipping and supporting the staff and congregation of the church as they bear witness to the gospel of Jesus Christ. DPC’s mission statement sets forth our commitment: “Be a bridge for Christ and a beacon of His love.” Our faith community responds to God’s grace with worship, lifelong Christian education, and mission outreach. The Transitional Senior Pastor/HOS serves as the primary Teaching Elder giving sermons and managing the worship service process and experience, coordinates the work and responsibilities of the church’s staff and programs, and serves as the staff liaison to multiple committees and Session.

RESPONSIBILITIES

Worship

- Manage the preaching schedule, preaching at least three Sundays per month, prepare order of service, and other communication needs for the service (for example; who is assisting, AV needs, and sermon blurb for Friday email)
- Lead Sunday morning pastor walk through
- Select Baptism and Communion Sundays with Worship, Music, and the Arts Committee
- Coordinate instructions for volunteers for special services (for example, Advent wreath lighters, Scottish Communion Scripture bearer, and Scout Sunday)
- Schedule Minute for Mission Sundays with staff input

Head of Staff

- Foster a culture at DPC that reflects the church’s commitment to hospitality and inclusivity, reflecting the love of God
- Lead weekly (September through May) or monthly (June through August) staff meetings aimed at creating clear lines of communication between colleagues to maintain positive professional relationships among all staff members
- Lead Program Planning and Worship Planning meetings every 6 – 8 weeks with needed staff support
- Coordinate staff responsibilities and annual reviews for direct reports which include the Associate Pastor, Pastoral Care Assistant, Director of Music and Arts, Director of

Finances and Operations, Director of Communications, Member Engagement Coordinator, and Mission and Community Outreach Director

- Coordinate the development of the annual program calendar with the Office Manager
- Ensure all staff issues are addressed properly, efficiently, and judiciously, and keep track of progress until resolved
- Participate in budget development and periodic monitoring with the moderator of the Finance Committee, the Church Treasurer, and the Director of Finances and Operations to develop the annual budget and to present it to the Finance Committee as required
- Work with the Personnel Committee to review staff performance and functioning as needed
- Serve as the staff liaison to Membership, Worship, Music and the Arts, Personnel, Nominating (elders), and History Committees
- Contribute to and help create the Tidings (quarterly digital newsletter) and the Annual Report
- Work with the 2025 Generosity Initiative Team (2-year Stewardship Campaign) as needed
- Represent DPC at Community Services and Events (current activities include but not limited to the community Thanksgiving service, Holocaust remembrance service, and Connection with 2nd Baptist Church)

Pastoral Care

- Provide pastoral and spiritual care to members of the church community and staff including:
 - Hospital visits (currently scheduled on Fridays and every 3rd Saturday) as coordinated with other pastoral staff
 - Baptisms, weddings, and funerals
 - Seeing to the health and wellness of church staff and the congregation
- Shared responsibilities with other pastoral staff for member visits
- Review and execute the following processes with staff support:
 - Track Worship attendance sheets and letters to first-time visitors
 - Membership engagement including 60-day calls and follow-up with absentee congregants
 - Mailing of letter of remembrance on one year anniversary of member death
 - Connecting with members who are grieving loss (grief booklets)
- Meet with church members as needs arise

Moderator of Session and Congregational Meetings

- Prepare the Session agenda/docket, proof materials for the Session meetings (including the monthly statistical report), proof the Session minutes and moderate the meetings

- Lead Officer Training Classes during the spring of 2024 (current training includes four training sessions)
- Organize and conduct the annual Session retreat
- Host the annual Elder/Deacon luncheon currently scheduled for May 5, 2024
- Manage Committee Moderator transitions (may include specific new Moderator Training)
- Assign Session responsibilities for new and current Ruling Elders
- Moderate Congregational Meetings including setting the agenda and presentation(s)

PROFESSIONAL QUALIFICATIONS

- Master of Divinity required, related doctorate degree desired, with at least 7 years of experience as a previous Head of Staff or Transitional Pastor in a similarly sized church
- An ordained Presbyterian Minister with a strong Biblical and Reformed theological foundation
- Compelling pulpit presence: ability to deliver prayers and sermons of the highest quality
- Demonstrated leadership ability; creativity; ability to set direction and to stimulate others to become involved in carrying out program; strong communication skills.
- Administrative and budget management experience
- Strong organizational, administrative, and financial acumen
- Strong management skills that include empowering others towards success, advocating for staff, and developing and leading successful teams towards a common goal
- Strong social media competency

CHARACTERISTICS

- Deep faith in Jesus Christ and a love of the church
- A compassionate listener, who is approachable and warm, and conveys a sense of sincerity and authenticity
- A skilled communicator, who can balance levity and warm humor as both preacher and teacher
- Openness to inclusivity of diverse perspectives with a focus on bridge building and balancing
- Collaborative and empowering leadership of staff, who demonstrates adaptability and flexibility
- Keen observer of relational realities and operational details
- A catalyst for positive change with patience, courage, and humility

*This job description is not intended to limit the requirements of this position.
Adaptability to fulfilling the role of Pastor Head of Staff is assumed.*