



# Doylestown Presbyterian Church

## Job Description: Director of Tweens and Teens

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### Job Summary

To work directly with and assist the Associate Pastor for Youth and their Families in helping tweens (grades 4-6) and teens (grades 7-12) claim the Christian faith as their own. This role begins with strengthening Club 456 and Element Youth Fellowship (with a primary focus on Middle School) while also engaging in an assessment of current offerings and envisioning new ways to adapt and enhance the ministry.

### Position Information

This position is full-time, exempt position

### Reports To

Associate Pastor for Youth and their Families (APYF)

### Responsibilities

#### Administrative

- Provide spiritual leadership and direction for Wednesday evening Club 456
- Provide spiritual leadership and direction for Sunday evening Element Youth Fellowship with a primary focus on Middle School
- Serve as Coordinator for the Community Protection Policy, ensuring that the church is in continued compliance
- Assist in Sunday morning teen activities at the discretion of the APYF
- Recruit, train, and provide spiritual care to volunteers
- 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 children
- Mentor and cultivate teen leadership in all areas of church life
- Plan in conjunction with APYF leadership of youth retreats and summer youth trips with a primary focus on Middle School
- Connect with teens outside normal church hours including but not limited to school and extra curricular activities
- Partner with the Director of Children's Ministry in the spiritual nurture of children

#### 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 APYF



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- Serve as primary staff resource to
  - Children's CE Committee
  - Community Protection Policy Committee
- Offer supplemental staff support to
  - Family Ministry Committee
  - Youth Ministry Committee

## Availability

- Sundays
- Monday staff meetings
- Frequent evenings
- Occasional Saturdays
- Occasional travel for retreats and trips
- Regularly attend worship

## Requirements

- Undergraduate Degree- preferably in a related field
- Effective communicator
- Passion for Tweens and Teens Ministry
- Detail-oriented, energetic and creative
- Ability to work independently as well as with a team

## Professional Development

Continuing education in denominationally-sponsored programs

## Performance Reviews and Salary Increases

Annual performance review will be conducted by the APYF

Annual review of compensation by Personnel Committee

*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.*