

Cherry Grove Friends Church

Pastoral Resident Job Description

A. Accountability

The Pastoral Resident works directly for and with the Elders team. The Pastor is the immediate supervisor for this position.

B. Essential Functions

- Learn the rhythms of the pastoral role in support of a small congregation within the Friends denomination to help determine a call to full-time pastoral ministry.
- Performs pastoral and pastoral support duties as assigned by the Elders team and/or Pastor. Such duties may include:
 - Pastoral duties such as:
 - Meeting with and supporting ministry teams and congregants in a variety of contexts,
 - Assist with, plan, and lead worship services, including preaching and worship through music.
 - Responding to unexpected interactions and requests from those both within and outside the congregation with Christ-like wisdom and a Christian heart.
 - Administrative tasks such as:
 - Mail, text, phone, email, or other means of connection for the purpose of communication and coordination of Church events, activities, and functions.
 - Weekly bulletin and PowerPoint production in preparation for Sunday services.
 - Assemble periodic packet and general mailings.
 - Assist in scheduling of volunteers in support of worship services, such as greeters, worship leaders, and other support staff.
 - Maintains relationships and communication with vendors and maintenance companies servicing the church.
- Performs other related duties as assigned.

C. Desired Skills/Requirements

- Professing Christian
- A perceived call to Pastoral Ministry
- Open to and accepting of tenets of the Christian faith as practiced by NWYM of Friends
- High-quality communication and computer skills, including Microsoft Office programs and social media experience
- Capable of maintaining appropriate compassion, privacy, and sensitivity as needed for circumstances.

D. Physical Requirements

- Medium work. The following may be required to fulfill some assigned duties: Stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting

(approximately 40 pounds), fingering, grasping, talking, hearing, repetitive motions. Close visual acuity. Subject to both inside and some outside environmental conditions.

E. Work Schedule and Hours

- Work a maximum of 20 paid hours per week. All hours worked beyond the normally scheduled 20 paid hours per week must be approved by the supervisor **prior** to the additional work being undertaken.
- This position is a salaried position paid at a rate equal to or greater than the legally required minimum hourly wage.
- No additional benefits beyond those legally required are offered to this position.