

**Pastor of Congregational Life and Hospitality Job Description**  
2018

Responsibilities of all pastors:

1. Spend time in prayer, Bible study, and other spiritual formation practices, listening for the Spirit's leading.
2. Attend to the spiritual health, vibrancy, and direction of the congregation.
3. Meet with committees and other groups related to your ministry focus.
4. Provide pastoral care to Assembly participants.\*
5. Preach occasionally as fits Assembly's participatory worship model.
6. Lead communion and other elements of worship.\*
7. Plan elders' retreats.
8. Oversee interns.\*
9. Attend church-wide conferences and participate in wider-church events as appropriate.\*
10. Work within one's allotted hours to the extent possible.

\* This may be a primary responsibility of one pastor but is shared by all.

Specific assignments for **pastor of congregational life and hospitality** (.56 FTE)

1. Oversee and monitor Assembly's congregational life, helping people work together well and understand the biblical and theological foundation for Assembly's participatory way of doing church:
  - Serve as pastoral contact, when needed, to internal Assembly committees (finance, Two Percent, facilities, hospitality, leader selection, etc.) helping them maximize their effectiveness; Oversee our response to outside requests for emergency aid.
2. Work with the Chair of the Congregation in planning Leadership Group meetings, providing for record-keeping and implementing of decisions made by elders.
3. Oversee hospitality to newcomers and community-building among Assembly participants:
  - Oversee the welcoming and inclusion of newcomers to the congregation; Invite participation in "Some Assembly Required" classes; Oversee welcoming and inclusion of smaller subsets within the congregation (singles, students, couples without children, etc.); Oversee Assembly community-building initiatives (fellowship meals, annual retreat, others)
4. Supervise the work of the Assembly Administrator.