



House Pastor Job Description

SUMMARY:

In the spirit of the mission of Project Transformation, House Pastors are responsible for the planning, coordination, and facilitation of activities related to the community living experience for summer interns.

ACCOUNTABILITY:

House Pastors are directly accountable to the Program Director.

ESSENTIAL RESPONSIBILITIES:

1. Instill a Nurturing, Supportive Environment at the Intern Housing:
 - Be available to meet with interns as needed to discuss concerns.
 - Create opportunities for encouragement: bulletin boards, notes, prayer requests, etc.
 - Embody a spirit of positivity and collaboration.
2. Facilitate Weekly Worship Experiences:
 - Take lead in the development of a weekly worship, prayer, or meditation time.
 - Encourage and assist interns in leading and participating in weekly worship experiences.
3. Oversee Morning Centering Time:
 - Develop and maintain sign-up schedule for interns.
 - Assist interns if needed.
4. Greet and Thank Dinner Volunteers:
 - Call dinner volunteers one week prior to confirm their scheduled dinner date.
 - Assist in greeting and thanking dinner volunteers.
 - Using the appropriate form, collect names and addresses of all dinner volunteers and persons providing miscellaneous donations.
 - Ensure that assigned interns write thank you notes to volunteers weekly.
 - Ensure an ample supply of thank you notes and stamps are available at Intern Housing at all times.

- Ensure that all thank you notes are worded appropriately, legible, addressed properly, and mailed in a timely manner.
5. Intern Housing Responsibilities:
 - Create weekly chore list.
 - Follow up with individuals in regards to unfinished or unattended chores.
 - Report any maintenance issues.
 - Address any disturbances (i.e. excessive noise, disrespect of property or person).
 - Be aware of intern attendance and participation during dinners, Friday Experiences, and other mandatory meetings; following up with individuals that are consistently absent, late, or checked-out at required events.
 6. Provide Assistance at Sites:
 - Substitute at various sites when needed.
 7. Communicate with the PT Office:
 - Inform the PT Office of problems or concerns in a timely manner.
 - Alert the PT office as soon as possible when a serious situation arises.
 8. Plan Summer Social Calendar:
 - Schedule and organize a variety of weekly social events/activities – for both during the week and on the weekends
 - Encourage interns to assist you with organizing of social events and activities.
 - Locate inexpensive and appropriate events/activities in the area.
 - Encourage the implementation of creative and appealing ways of advertising upcoming events/activities to all the interns.
 - Be intentional in attracting and including as many interns as possible.
 - Be alert to those interns that do not find a group with which to socialize and encourage interns to be an inclusive community.
 9. Lead Efforts in Picture Taking
 - Organize group and team pictures of interns throughout the summer.
 - Communicate with Site Coordinators on a weekly basis to ensure pictures are being taken at each site.
 - Take pictures at Intern Housing that would capture: relationship building; fun times; leadership; volunteers with interns; dinner volunteers in action; worship; social events/activities.
 - Work with the PT Staff in putting together a slide show for the end-of-year Celebration Banquet.