

Pendle Hill

Friend-in-Residence Job Description

Through the years, we have come to recognize that the greatest gift Friends in Residence can offer is their presence: their time, their listening, and their sensitivity to the needs of those around them in a community that is enriching but also demanding of all involved. Our Friends in Residence are central in holding the space for the Resident Program.

The half hour of unprogrammed worship, which gathers each morning and inspires us as a community is central to the life here. That Friends in Residence attend regularly is vitally important. Since Pendle Hill is not a monthly meeting, there is no one designated to welcome newcomers to worship. Friends in Residence can specifically help by guiding newcomers as they arrive or by greeting them at the rise of worship. Friends in Residence have the responsibility of leading or organizing the programming for the evening Epilogue. During the first meeting with the Dean, arrangements for this service will be discussed.

Friends in Residence join the rest of the community in participating in the daily shared work program which entails a job before or after one of the meals, and they join in Wednesday work mornings, which are devoted to group projects. Working together is one of the most effective ways we build community.

Weekly spiritual nurture for resident students is also vitally important. All Resident students are required to meet with a spiritual nurturer each week for an hour. Generally we hope that the spiritual nurturer will be a good listener rather than a problem solver. Friends in Residence who feel comfortable in this role make a much-needed contribution by being available to one or more students who choose to meet with them each week to share in areas of concern to the student.

Friends in Residence attend the weekly Spiritual Nurture Meetings during which student or community matters may be considered more comprehensively and thoughtfully. They are also expected to attend the monthly general Staff Meetings.

If they are interested, we encourage Friends in Residence to enroll in courses (no more than two term-long) and to be supportive of the students and teacher in the class. Through their compassion for all present, they add greatly to the community that develops in the class.

In general, Friends in Residence do not teach either week-long or term-long courses. To keep the overall program in balance, we need to be mindful of how many term-long courses are offered. Also, our experience of Friends in Residence who teach a week-long course is that for that week they are essentially taken out of the community, which is the primary focus of their role. However, an exception might be made in extraordinary circumstances.

Friends in Residence are also a part of the Pendle Hill Hospitality Team which includes the Hospitality Coordinator and the Coordinator of Extended Educational Programs.

Supporting Hospitality at Pendle Hill is one of the most important functions that Friends in Residence can fulfill. Nurturing hospitality involves nurturing a community life that sustains students and creates a place into which outsiders want to come. The Hospitality Team at Pendle Hill offers a warm and welcoming presence to all individuals on campus, guests and residents. The Hospitality Team strives to create an environment for all who enter to experience and add to the sacred space that has been supported on campus for over 75 years.

The primary tasks that Friends in Residence do for the Hospitality Team is:

1. Generally being helpful and responsive to the reasonable requests of students, guests, and sojourners.
2. Maintaining the host desk during meals (when needed).

Sometimes Friends in Residence might be involved in:

3. Greeting and orienting arriving sojourners during evenings and weekends.
4. Tending to the refreshment area for short courses, conferences, and rental groups.

Pendle Hill provides Friends in Residence with room and board for one. We are not able to offer a salary, stipend, or honorarium associated with the appointment, nor can we provide travel expenses. There are public access computers in the Library, and Friends in Residence may have access to a phone if needed. Friends in Residence are required to have their own health insurance.

Although inevitably Friends in Residence get drawn into the demands of living in community, it is you – not what you do – that we value most. We hope that you will have a deeply meaningful and inspiring experience and that you will take time for your own enjoyment of all that Pendle Hill has to offer.

We do hope that your stay at Pendle Hill will prove purposeful and joyful. We thank you ahead of time for all that you will offer as the Pendle Hill community follows the call to create peace with justice in the world by transforming lives.