



## Friend-in-Residence Position Description

Every year, Pendle Hill seeks out a few gifted Friends-in-Residence. Each of these volunteers lives on campus for several months, serves as a public face of Quaker faith and practice, and works hard to help the community fulfill its ministry as a Quaker education, retreat, and conference center. 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 rooted in the daily rhythm of worship, work, study, and service. This role is enriching, but also quite demanding.

The core responsibilities of the Friends-in-Residence include:

- **Spiritual Nurture:** While less tangible than the manual labor and service tasks that take up much of a Friend-in-Residence's time at Pendle Hill, a very important role is to be an informal spiritual nurturer, holding the place for love and purpose in our community life and serving as a good listener and a caring ally. In this role, Friends-in-Residence live deeply into their position as "centering" stewards of the campus—nurturing and encouraging the staff as well as Pendle Hill's visitors. This role sometimes includes offering to lead informal group conversations or talks according to their gifts and the interests of the community.
- **Daily Meeting for Worship:** The half hour of unprogrammed, Quaker worship, which gathers each morning, is central to life here. Having Friends-in-Residence regularly attend is vitally important. Friends-in-Residence can specifically help by guiding newcomers as they arrive and by greeting them at the rise of worship. Friends-in-Residence may also be asked to sit on the facing bench at least once a week and/or serve on the Worship and Ministry Committee.
- **Daily Jobs:** More tangibly, Friends-in-Residence also join the rest of the community in the daily shared work of assigned community tasks, usually related to dining services, for about 45 minutes a day, five days a week.
- **Monthly Work Mornings:** Each month, Pendle Hill's staff and volunteers gather together in various teams devoted to group projects, such as doing special work in the kitchen, working outside on the grounds and garden, or doing needed work for other departments. Working together is one of the most effective ways we build community, and it is helpful if Friends-in-Residence take on a variety of jobs over the course of their time on campus in order to better know a wide range of community members.
- **Regular Hospitality Work:** Typically, this work involves around four hours a day, five days a week, doing needed tasks to aid the Operations department's ministry of hospitality aimed at sustaining students, retreat guests, and conference attendees. The primary tasks that Friends-in-Residence do for the Operations department, include such things as:
  - Welcoming sojourners and students and regularly checking in with them during meal times.



# PENDLE HILL

A Quaker Study, Retreat, and Conference Center

338 Plush Mill Road  
Wallingford, PA 19086-6023  
610-566-4507 (worldwide)  
800-742-3150 (US)  
FAX 610-566-3679  
www.pendlehill.org

- Being helpful and responsive to the reasonable requests of sojourners and students.
- Staffing the Hospitality on-call phone service one night a week.
- Maintaining the host desk during meals.
- Tending to the refreshment area for short courses, conferences, and rental groups.
- Doing regular work shifts in the bookstore or guest services.
- Attending to the well-being and inclusion of interns.
- Working in the garden and on the grounds.

Friends-in-Residence should be able to meet the physical demands of these jobs, including being able to lift up to 15 pounds.

☐ **Staff Meetings:** Friends-in-Residence also expected to attend the brief Thursday morning staff meetings at rise of Meeting for Worship and are invited to attend the longer monthly “sit-down” Staff Meetings to share information and consider community matters.

**Benefits available to Friends-in-Residence** include living and working in a mission-driven Quaker community that offers:

- *Beautiful 24-acre grounds with a mile long woodchip trail, pond, and 140 species of trees and flowering shrubs*
- *Comfortable private room with bed and desk*
- *Three delicious homemade meals a day, made with local and organic ingredients, and the opportunity for interesting mealtime conversation with the Pendle Hill staff, students, and guests*
- *High Speed Wireless Internet Access Points in several buildings across campus and a dedicated computer room.*
- *Art studio, with supplies for your creative expression, open 24 hours except when class is in session*
- *Library, for reading, study, and research, open 24 hours except when class is in session*
- *The chance to relax on off hours, as well as work on your own self-designed projects with the support of the Education department staff*
- *Convenient location just outside Philadelphia, easy to reach by car, train, or plane. Five-minute drive from Media and Swarthmore (including Swarthmore College), and 20 minutes from Bryn Mawr and Haverford Colleges. Within a few hours drive of Washington, DC and New York City, with additional sightseeing opportunities in the surrounding area.*
- *Access to the Swarthmore College Library and Fitness Center.*



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- *Free participation in weekend workshops, short courses, or conferences organized by Pendle Hill during their stay.*
- *Two days off a week and an additional day or two off every month of your stay.*

Pendle Hill provides Friends-in-Residence with room and board on campus, but does not offer a salary, stipend, or honorarium associated with the appointment, nor can we provide travel expenses. There are computers available for community use 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.

For more information on the Pendle Hill's Friends-in-Residence program, please contact Francisco Burgos, Director of Education, at [fburgos@pendlehill.org](mailto:fburgos@pendlehill.org) or 610-566-4507, x 123.

For general information on Pendle Hill, which is a Quaker study, retreat, and conference center, check out our website at <http://pendlehill.org>.