

**Plainfield Friends Meeting
Plainfield Indiana
Job Description and Responsibilities for Position of Pastor**

Plainfield Friends Meeting in Plainfield, Indiana is currently accepting applications for a full-time pastor position, due to the retirement of our current pastor, Bill Clendineng, in June 2019. Plainfield Friends Meeting was established in 1851 and shares grounds with Western Yearly Meeting. We are affiliated with Friends United Meeting, practicing in the manner of Gurneyite Friends.

The pastor of the meeting is called to provide spiritual leadership to the congregation. The first duty is the ministry of the preaching and teaching of the Gospel. Secondly is the equipping of members to find and use their spiritual gifts. Each person brings to pastoral ministry a variety of talents in a unique combination, placed on their hearts for service to God. Recognizing this, it may be necessary to adapt the duties listed below to best utilize the gifts the pastor brings to the Meeting, with Ministry and Counsel.

Leadership of the meeting by the pastor, and all others called to serve, must have as a foundation:

- Faith in Jesus Christ,
- Mutual trust and respect for each other
- Commitment to support the ongoing mission of the Meeting and each other through service
- Open communication, and loving encouragement.

An Ideal candidate for full-time pastor would have:

- A foundation in Jesus Christ, and a strong Biblical basis in thought and teaching
- Previous pastoral experience, alongside a seminary or religious education degree
- A familiarity and comfort with worshipping and formally conducting business in the manner of Friends
- An ability to teach members and attenders at different maturities of faith
- Awareness in connecting multiple ages and cultural demographics in our church and community
- An emphasis on “growing young”; looking for new ways to connect with and reach out to the youth of our meeting and community while not disengaging our current congregation
- A strong desire to connect with our community in service and outreach
- A working knowledge of current technology

Pastoral duties to be performed (or delegated if unable):

- Prepare and deliver the Sunday morning message
- Alongside Ministry and Counsel, coordinate others’ participation in worship service, such as presence on the facing bench, children’s messages, scripture readings, special music etc.
- Invite and support others who wish to participate in the worship service
- Visit with members who are sick or shut-in on a regular basis, alongside the visitation committee
- Provide spiritual support and counsel to members of the meeting during difficult times and life changing events in their lives

- Maintain regular office hours at the Meetinghouse
- Prepare and present a monthly report to Ministry and Counsel and Monthly Meeting of pastoral duties completed (i.e. pastoral calls, miles traveled, etc.)
- Work with different committees through our church and offer suggestions, without dictating policy or programs
- Reach out to visitors of Sunday Worship Service, by telephone, in person, or by letter at the pastor's discretion
- Participate in local services connected with Plainfield Church Federation
- Connect and work to maintain our current relationship with the Plainfield community and various leaders regarding events and outreach

We currently are involved with several ministries and outreach opportunities, including the Plainfield Church Federation (includes WRE, Survival Skills for Women, and St. Mark's Food Pantry), Plainfield Farmer's Market (weekly May- September), National Road Yard Sale, and Plainfield Quaker Day Festival, Boy Scouts of America, My Daily Walk, Inc., and missionaries across the world.

To apply, please send your cover letter and resume to: Attn: Search Committee; Plainfield Friends Meeting, 105 S. East St. Plainfield, IN, 46168 or pmminwym@yahoo.com

Website: plainfieldfriends.com

Facebook: facebook.com/plainfieldfriends