

The Pondering Pub - Leadership Roles + Responsibilities

For a Pondering to be valid, it must meet 3 requirements: It opens in a Christian prayer, it has the leadership roles assigned, and 2 discussion topics are had with one of them revolving around a cultural work.

“Two are better than one, because they have a good reward for their toil. For if they fall, one will lift up the other; but woe to one who is alone and falls and does not have another to help.” - Ecclesiastes

Host: _____	Pub Rep: _____
_____ Provide Meeting Location	_____ Set + communicate next Pondering
_____ Decide Opening Prayer	_____ Set agenda for evening
_____ Enforce House Rules	_____ Relay announcements
_____ Welcome People as they come in	_____ Introduce presentations
_____ Help Facilitate presentation set up	_____ Guide conversation
_____ Call Presentations to Order	_____ Set meeting dates with Guild Leadership

Each of the above responsibilities must be fulfilled by either the Pub Rep or Host. Write the name of the person who will fulfill that role by its title. All responsibilities in a category don't need to be fulfilled by the same person - the responsibilities can be divvied up. The leaders should initial beside each responsibility they want to perform - so long as all responsibilities are accounted for.

Host

The host makes Ponderers feel welcome by arranging the meeting place, deciding the opening prayer, and supporting the Pub Rep by providing order. Though the meeting place doesn't need to be a home, the host ultimately takes responsibility for actions occurring at the meeting place. Thus, the host lays down any house rules that is binding for all Ponderings occurring at the meeting place.

Additionally, the host sets the opening prayer. Typically, the host leads in prayer and can use any prayer service, such as the one sponsored by the Pondering Pub, or create their own.

The host is permitted to delegate the duties of hosting and prayer to others, though they are still responsible for what may occur. If a situation arises where the usual host can not be present, but a Pondering still is desired to be held, the Host may delegate the duties of Host to another Pondering Member, with their consent and confirmation of Pub Rep. That Member is temporarily granted all the rights and privileges of Host for that Pondering. Additionally, as mentioned above, the Host may also delegate Prayer Duties to someone else if they won't be present.

Pub Rep

The Pub Rep is in charge of organizing the Pondering, laying out the agenda of the evening, guiding conversation, and introducing presentations. The Pub Rep tends to be the face of that Pondering, so it is important he/she works closely with the Host.

The Pub Rep is in charge of representing the broader Pondering Pub at each Pondering and ensuring the Pondering Pub policies are being followed. The Pub Rep will be expected to communicate frequently with Guild Leadership. The Pub Rep also should ensure conversation stays generally on topic, and does not become hostile. Debate is good and encouraged. Hostile conversation should be snubbed.

Most importantly, the Pub Rep sets meetings and encourages engagement outside of Ponderings. Members should know when the next meeting is and what's happening to draw them to the next Pondering.