Pangborn Hall Assistant Rector’s Job Description

The Assistant Rector plays a significant role in enhancing the Christian community of the hall through example, actions, and participation in the life of the hall and its residents. Assistant Rectors have a unique role in the halls. AR’s are called to live side by side with undergraduate students, serving as mentors and friends while also being expected to support and enforce University policies.

The Assistant Rectors in Pangborn either oversees Hall Government or the Liturgical life of the hall. Depending on the area of focus, the Assistant rector will supervise between 10 to 15 residents, who serve as commissioners.

Duties of the Assistant Rector who oversees the liturgical life of the hall

- Responsible for:
  - Sending an email reminder to the presiders for Sunday and Tuesday Masses
  - Providing opportunities for training for Eucharistic Ministers and Lectors
  - Scheduling Eucharistic Ministers and Lectors
  - Supervising the Liturgical, Music, Service, Campus Ministry, and Social Concerns Commissioners
  - Scheduling a dinner at Rocco’s once a semester as to thank the Eucharistic Ministers, Choir, Lectors, Presiders
  - Organizing snacks after Sunday Mass once a month
  - Working with the Liturgical Commissioner to plan a retreat or other program

Duties of the Assistant Rector who oversees the Hall Council

- Responsible for:
  - Overseeing the running of the weekly Hall Council meetings
  - Meeting with the Hall President/Vice-President/Commissioners every Tuesday prior to the hall council meeting
  - Brainstorming with the Hall President/Vice-President/Commissioners about what programs to provide for the residents of the hall
  - Supervising commissioners

Additional expectations:

- Attending weekly staff meeting
- Being on duty 2-3 times a week
- Providing coverage in the hall for fall and spring break
- Attendance at all hall staff training
- Attendance at Sunday Mass
PANGBORN HALL HOME OF THE “PHOXIEST LADIES ON CAMPUS”

- Pangborn Hall was built in 1955 through the generosity of John and Tom Pangborn.
- The Pangborn Family’s “claim to fame” is, developing the process for sandblasting
- Pangborn Hall sits on the “edge” of South quad, right next to the Rock and 2 buildings down from South Dining Hall

Hall mascot is the Phox and the hall colors are **PURPLE** and **GREEN**

Signature Event:
- **Project Pumpkin Pie**: residents make, bake, and deliver pumpkin pies for the Thanksgiving dinner at the Center for the Homeless

Hall Facts:
- 178 residents
- **Make-up of hall**
  - Seniors = 13.4% (24 seniors)
  - Juniors = 23.5% (42 juniors)
  - Sophomores = 32.0% (57 sophomores)
  - Freshmen = 30.8% (55 first year students)
- Four-peat champions of the Keough Chariot Race
- Winner of the Fisher Regatta in 2014
- Flag Football Champions in 2014