



## THE RELIGIOUS SOCIETY OF FRIENDS (Quakers) IN BRITAIN

### THE SOUTHERN MARCHES AREA QUAKER MEETING

#### CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL

Registered charity number: 1134528

**The Governing Document says,** *'The object of Southern Marches Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Southern Marches Area Quaker Meeting and beyond.'*

**Quaker faith and practice** (5th Edition - London, 2013) is the current Book of Christian Discipline of the Yearly Meeting of the Religious Society of Friends (Quakers) in Britain and contains guidance on the right ordering of Britain Yearly Meeting of which Southern Marches Area Meeting is a constituent part.

It strengthens our witness as a religious society and encourages us in our living of the testimonies. It inspires us to action, corporately in our meetings or individually and in groups. It searches our spiritual depths and refreshes our spiritual life as individuals and corporately. It reinforces the sense of community in our meetings QF&P 6.01

*Our Governing Document refers directly to it for guidance and the way that we work. (See also <http://qfp.quaker.org.uk/> for an interactive version of Qf&P).*

Throughout this document the abbreviations; Area Meeting, AM and SMAQM refer to Southern Marches Area Quaker Meeting; BYM and YM refer to Britain Yearly Meeting and QF&P refers to Quaker Faith & Practice

The purpose of this document is to help SMAQM Nominations Committee with their discernment and to describe to Friends who are approached with regard to this role the extent of the role and the demands that it will place on anyone who is appointed.

### **Job/Role Description: Quaker Chaplain, HMP Usk and Prescoed**

#### 1. List of main responsibilities:

- Visiting and ministering to those in Usk and Prescoed Prison who are Quakers or who have registered themselves as Quakers
- Assisting the work of the prison Chaplaincy
- Being a Quaker presence in the Prison, and providing information about Quakers to staff and prisoners who express an interest
- Being a channel of communication and information between the Prison Service and the Area Meeting

<p>2. Administrative tasks involved (e.g. preparation, reports, arranging meetings, records):</p> <ul style="list-style-type: none"> <li>• Arranging Meetings and other sessions in the prison</li> <li>• Report writing if necessary, on request</li> </ul>
<p>3. Frequency, location and types of meetings involved:</p> <ul style="list-style-type: none"> <li>• Currently, a weekly Meeting for Worship at Usk</li> <li>• Occasionally drop-in Meetings at Prescoed</li> <li>• Chaplaincy Team Meetings usually quarterly</li> </ul>
<p>4. Approximate monthly time commitment:</p> <ul style="list-style-type: none"> <li>• Three days</li> </ul>
<p>5. Legal requirements, if any, relating to post:</p> <ul style="list-style-type: none"> <li>• Safeguarding requirements may apply, in case of disclosure</li> <li>• Thorough vetting procedure</li> </ul>
<p>6. Trienniums expected (and progression):</p> <ul style="list-style-type: none"> <li>• One, with the likelihood of being asked to do two, or even three</li> </ul>
<p>7. Training needed to start, and ongoing:</p> <ul style="list-style-type: none"> <li>• Accompanying the current post holder for while</li> <li>• Introductory course at Woodbrooke in October for new QPMs prior to the Annual QPM Conference</li> <li>• Regional Meetings for QPMs held in Bristol</li> </ul>
<p><b>Personal Qualities and abilities</b></p>
<p>8. Personal qualities and skills needed:</p> <ul style="list-style-type: none"> <li>• Skills in listening and communication are essential</li> <li>• A non-judgmental approach</li> <li>• An ability to remain calm and to maintain a sense of proportion and good humour</li> <li>• The ability to work as part of a team</li> </ul>
<p>9. Technical, computer use or administrative skills needed</p> <ul style="list-style-type: none"> <li>• Ability to use basic IT is useful, e.g. for email, report writing</li> </ul>
<p>10. Experience needed, or desirable:</p> <ul style="list-style-type: none"> <li>• No former experience is needed</li> </ul>
<p>11. Is membership required?</p> <ul style="list-style-type: none"> <li>• Yes, this is advisable</li> </ul>
<p>12. Knowledge of Quaker Business Method required?</p> <ul style="list-style-type: none"> <li>• Not essential but very useful</li> </ul>
<p><b>Support in place for the post holder after appointment</b></p>

13. Sources of support (including identified 'mentor/s'):

- Quaker Life staff [www.quaker.org.uk](http://www.quaker.org.uk)
- Quaker Prison Chaplains in other AMs
- Previous post holders
- Membership of QiCJ. Their Annual Conference is an extremely useful source of information on the prison system

14. Quaker Faith and Practice references:

- 13.44 – 13.53

15. Other helpful sources of information and guidance:

- Quaker Life Quaker Prison Chaplains Handbook 2016

**16. Help with expenses:**

- By request to the Area meeting Treasurer

**Comments and helpful information (e.g. from previous post holder)**

"Theology of Prison Chaplaincy" by Professor Gorrington 2002 "Four ways under which the Chaplain operates in a prison; Courtesy — showing respect for all, "even the most wretched and unlovable", Judgement — not there to judge, Hope — a bearer of hope; often in short supply in prison, especially in a Christian context and Power — "he or she has to speak truth to power".

**Rewards to be found in this service:**

- This work has been found, by another Quaker Chaplain, to be 'addictive'. There is much to be learned from this experience, and a great deal of personal satisfaction to be achieved. Spiritual growth is enhanced, in oneself and in those supported in prison.

**Date:** 14.02.2017