



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: Clerk and Assistant Clerk to Elders and Overseers (E's and O's)

1. List of main responsibilities:

- Taking note of business passed from A.M. to E's & O's
- Preparing Agenda for Meetings to include the above - Business Meetings have been twice yearly but we have agreed 3 p.a. would be better, with possible short meetings at alternate A.M.s.
- We have also agreed to the practice of holding a Quiet Day for E's & O's at the Pales during the summer.
- Clerking the Meetings of E's & O's
- Being aware of Local Meetings which may be in need of support.

<p>2. Administrative tasks involved (e.g. preparation, reports, arranging meetings, records):</p> <ul style="list-style-type: none"> • Arranging dates for the meetings and deciding with others where to hold them and booking the appropriate Meeting House • Keeping records of minutes of meetings
<p>3. Frequency, location and types of meetings involved:</p> <ul style="list-style-type: none"> • See above in 1.
<p>4. Approximate monthly time commitment:</p> <ul style="list-style-type: none"> • It is important to attend A.M. regularly. Beyond this and the preparation for the E's & O's Meetings and the regular meetings the time needed will vary widely with circumstances. • Normally, apart from a day of preparation for each of the three main meetings and participation in the meetings, there would be an hour or so most weeks, responding to emails etc. Probably an occasional meeting would be required, for example visiting a small meeting to discuss its problems with filling all the necessary roles
<p>5. Legal requirements, if any, relating to post:</p> <ul style="list-style-type: none"> • None (an awareness of Safeguarding legislation and local A.M. policy is important)
<p>6. Trienniums expected (and progression):</p> <ul style="list-style-type: none"> • One, with the possibility of being asked to continue to a second
<p>7. Training needed to start, and ongoing:</p> <ul style="list-style-type: none"> • Ideally the person appointed would have had a period as assistant clerk, or some previous experience of clerking • 'Living Eldership Practical Course' www.quaker.org.uk • Woodbrooke courses offered in partnership with Quaker Life • Quaker Life Network supports Eldership and Oversight (see website above)
<p>Personal Qualities and abilities</p>
<p>8. Personal qualities and skills needed:</p> <ul style="list-style-type: none"> • Good communication skills • Patience and persistence when dealing with challenging issues • A sense of humour • Some good organisational skills
<p>9. Technical, computer use or administrative skills needed</p> <ul style="list-style-type: none"> • Basic computer literacy would seem to be necessary
<p>10. Experience needed, or desirable:</p> <ul style="list-style-type: none"> • Experience of the ways of Friends and of being either an Overseer or an Elder would be helpful
<p>11. Is membership required?</p> <ul style="list-style-type: none"> • Yes

<p>12. Knowledge of Quaker Business Method required?</p> <ul style="list-style-type: none"> • Yes
<p>Support in place for the post holder after appointment</p>
<p>13. Sources of support (including identified 'mentor/s'):</p> <ul style="list-style-type: none"> • Previous holders of the post, the Clerk to AM, Assistant Clerk to E's & O's, Elders in one's own meeting, and if necessary Friends House •
<p>14. Quaker Faith and Practice references:</p> <ul style="list-style-type: none"> • 12.05 to 12.19
<p>15. Other helpful sources of information and guidance:</p> <ul style="list-style-type: none"> • Various booklets for E's & O's from Friends House • www.quaker.org.uk on Elders and Overseers – resources available on line • Publication 'With a Tender Hand' Zelig Gross – a Resource Book for Elders and Overseers.
<p>16. Help with expenses:</p> <ul style="list-style-type: none"> • By request to A.M. Treasurer
<p>Comments and helpful information (e.g. from previous post holder)</p> <ul style="list-style-type: none"> • This year with our commitment to the process of healing hurts led by Quaker Life I have probably spend an average of 4 or 5 hours per week on this alone peaking at various points.
<p>Rewards to be found in this service:</p> <ul style="list-style-type: none"> • Getting to know and work with a wider range of Friends and so feeling a part of our AM in a different way

Date: June 12 2017