



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: Area Meeting Representative Quaker Life Council

1. List of main responsibilities:

- Regular attendance at Quaker Life Representative Council Meetings
- Gathering information to bring to the Council
- Keeping in touch with activity in the Area Meeting
- The preparation and delivery of a report to Area Meeting
- Supporting Local Meetings and other groups to stay informed and become more active

<p>2. Administrative tasks involved (e.g. preparation, reports, arranging meetings, records):</p> <ul style="list-style-type: none"> • Getting to grips with preliminary paperwork relating to current Quaker Life activity. • Preparation of a report to area Meeting
<p>3. Frequency, location and types of meetings involved:</p> <ul style="list-style-type: none"> • Two weekend gatherings a year
<p>4. Approximate monthly time commitment:</p> <ul style="list-style-type: none"> • One day
<p>5. Legal requirements, if any, relating to post:</p> <ul style="list-style-type: none"> •
<p>6. Trienniums expected (and progression):</p> <ul style="list-style-type: none"> • One, possibly more if asked
<p>7. Training needed to start, and ongoing:</p> <ul style="list-style-type: none"> • Support and information from Quaker Life Committee and from the Quakers in Britain website • Previous post holders
<p>Personal Qualities and abilities</p>
<p>8. Personal qualities and skills needed:</p> <ul style="list-style-type: none"> • Ability to communicate well with others, good with people • A lively interest in educating, inspiring and consulting with Friends
<p>9. Technical, computer use or administrative skills needed</p> <ul style="list-style-type: none"> • It is helpful to be able to use a computer, use email, and be accessible by phone
<p>10. Experience needed, or desirable:</p> <ul style="list-style-type: none"> • Experience of Quaker working methods and the ability to work together with others is helpful
<p>11. Is membership required?</p> <ul style="list-style-type: none"> • Preferable if possible, certainly an experience Friend is needed
<p>12. Knowledge of Quaker Business Method required?</p> <ul style="list-style-type: none"> • This would be helpful
<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 post holders
<p>14. Quaker Faith and Practice references:</p> <ul style="list-style-type: none"> • Chapter 8

15. Other helpful sources of information and guidance:

- Quaker Life www.quaker.org.uk

16. Help with expenses:

- By request to Area Meeting Treasurer

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

- This role can be a 'learn on the job' experience. As well as learning from previous post holders, much new learning will occur.

Rewards to be found in this service:

This is an opportunity to learn a great deal about Quaker work, and to meet new Friends from all over the UK.

Date: 09/02/2017