



## 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 Meeting for Sufferings**

#### 1. List of main responsibilities:

- Regular attendance at Meeting for Sufferings
- Appropriate preparation for the Meeting, including the linking of central and local concerns
- The preparation and delivery of a report to Area Meeting

<p>2. Administrative tasks involved (e.g. preparation, reports, arranging meetings, records):</p> <ul style="list-style-type: none"> <li>• Getting to grips with sometimes extensive and detailed paperwork relating to the matters before Sufferings.</li> <li>• Preparation of a brief, faithful and sensitive AM report,</li> </ul>
<p>3. Frequency, location and types of meetings involved:</p> <ul style="list-style-type: none"> <li>• London, at Friends' House, six times a year</li> </ul>
<p>4. Approximate monthly time commitment:</p> <ul style="list-style-type: none"> <li>• Two days</li> </ul>
<p>5. Legal requirements, if any, relating to post:</p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<p>6. Trienniums expected (and progression):</p> <ul style="list-style-type: none"> <li>• One, possibly more if asked</li> </ul>
<p>7. Training needed to start, and ongoing:</p> <ul style="list-style-type: none"> <li>• Meeting for Sufferings Support Group and Induction Weekend</li> <li>• Previous post holders</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>• Attention to detail</li> <li>• Ability to communicate well with others</li> <li>• Stamina and the ability to concentrate</li> <li>• Knowledge of Quaker organisation and structures</li> </ul>
<p>9. Technical, computer use or administrative skills needed</p> <ul style="list-style-type: none"> <li>• It is helpful to be able to use a computer, use email, and be accessible by phone</li> </ul>
<p>10. Experience needed, or desirable:</p> <ul style="list-style-type: none"> <li>• Experience of Quaker working methods and the ability to work together with others is helpful</li> </ul>
<p>11. Is membership required?</p> <ul style="list-style-type: none"> <li>• Should be a member if at all possible</li> </ul>
<p>12. Knowledge of Quaker Business Method required?</p> <ul style="list-style-type: none"> <li>• Yes</li> </ul>
<p><b>Support in place for the post holder after appointment</b></p>

13. Sources of support (including identified 'mentor/s'): <ul style="list-style-type: none"><li>• Previous post holders</li></ul>
14. Quaker Faith and Practice references: <ul style="list-style-type: none"><li>• Chapter 7</li></ul>
15. Other helpful sources of information and guidance: <ul style="list-style-type: none"><li>• Deputy recording clerk Meeting for Sufferings <a href="mailto:sufferings@quaker.org.uk">sufferings@quaker.org.uk</a></li></ul>
16. Help with expenses: <ul style="list-style-type: none"><li>• Expenses normally met by Meeting for Sufferings</li><li>• Otherwise, by request to Area Meeting Treasurer</li></ul>
<b>Comments and helpful information (e.g. from previous post holder)</b> <ul style="list-style-type: none"><li>• See below...</li></ul>
<b>Rewards to be found in this service:</b> <p>This is an opportunity to learn a great deal about Quaker work, and to meet new Friends from all over the UK. Feeling part of the process of spiritual discernment and decision making is uplifting and brings personal spiritual growth</p>

**Date: 27.01.2017**