



## 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: Assistant Area Meeting Clerk (Correspondence)**

1. The primary task of the Assistant Clerk (Correspondence) is to assist and support the Area Meeting Clerk in matters of correspondence. This involves:

- Acting as a filter to incoming mail, some of which it will be deemed necessary to forward to the Area Meeting Clerk for action or just for information. Some mail can be forwarded to other appropriate recipients for action, and some will require acknowledgement and answer.
- Reading written reports, letters and whatever documents the Clerk sees fit to present to the Area Meeting.
- Writing to those appointed by Area Meeting to advise them of the decision and also to write to those who have laid down their service and thank them.
- Assisting with planning and arrangements for the 'spiritual nurture and fellowship' element of Area Meetings as required e.g. by liaising with host LMs and booking speakers.

2. Administrative tasks involved:

- Writing letters and assisting in following up AM business
- Being available for consultation by the clerk between meetings as required

3. Frequency, location and types of meetings involved:

- Regular meetings with the clerk and AM planning group, usually in between Area Meetings
- Travelling to AMs within the local area

4. Approximate monthly time commitment:

- Four days

5. Legal requirements, if any, relating to post:

6. Trienniums expected (and progression):

- One, but possibility of being asked to continue in role for a further triennium

7. Training available to start, and ongoing:

- Learning from previous post occupants
- Woodbrooke Clerks courses

### **Personal Qualities and abilities**

8. Personal qualities and skills needed:

- A willingness to learn
- A sense of humour, flexibility, tolerance
- The ability to exercise discernment and sensitivity towards the Meeting

<p>9. Technical, computer use or administrative skills needed</p> <ul style="list-style-type: none"> <li>• IT skills are likely to be needed, including use of email and word processing</li> <li>• Personal organisational skills will be helpful</li> </ul>
<p>10. Experience needed, or desirable:</p> <ul style="list-style-type: none"> <li>• Experience of the ways of Friends is helpful</li> </ul>
<p>11. Is membership required?</p> <ul style="list-style-type: none"> <li>• Yes</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>
<p>13. Sources of support (including identified 'mentor/s'):</p> <ul style="list-style-type: none"> <li>• Previous post holders</li> <li>• Clerk to A.M.</li> <li>• Trustees</li> </ul>
<p>14. Quaker Faith and Practice references:</p> <ul style="list-style-type: none"> <li>• 3.12 to 3.20</li> </ul>
<p>15. Other helpful sources of information and guidance:</p> <ul style="list-style-type: none"> <li>• Friends House</li> </ul>
<p>16. Help with expenses:</p> <ul style="list-style-type: none"> <li>• Through the AM Treasurer</li> </ul>
<p><b>Comments and helpful information (e.g. from previous post holder)</b></p> <p>The rewards: Involvement and friendship with Friends across the Area Meeting. An increased knowledge of the structure and workings of the Society of Friends. A sense of achievement, not to mention relief, at the completion of each Area Meeting session. A sense of satisfaction in both serving the Meeting and making the clerk's job a little easier.</p>

**Date** 02.05.2019