



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: Membership Clerk

1. List of main responsibilities:

- Informing area meeting and record in area meeting minutes the following:
- New membership applications and subsequent reports to area meeting
- Deaths
- Resignations
- Transfers into area meeting
- Transfers out of area meeting
- Marriages

2. Maintaining accurate records of the above

3. Producing and updating the Members & Attenders List each year in line with Data Protection procedures, and in conjunction with the list editor

4. Completing the tabular statement at the end of each year in conjunction with the List Editor

5. Liaising with the Area Meeting Clerk and Assistant Clerk prior to each area meeting to plan and finalise the agenda.

2. Specific tasks involved, in detail:

New Membership Applications

Stage 1: Write to the applicant on receipt of the application letter

Liaise with overseers or pastoral care group of the Local Meeting to bring forward names of possible visitors

Inform area meeting of the application and seek acceptance of the visitors' names

Stage 2: Write to the applicant with information on names of visitors together with guidelines for visits. Write to both visitors together with a copy of the application letter and guidelines for visits. Receive report of visit prior to the next area meeting if possible.

Stage 3: Ensure that the visitors' report is read to Area Meeting and ascertain whether the

Meeting wishes to accept the applicant into membership. Identify a person from the Local Meeting to welcome the applicant and inform the local meeting.

Stage 4: Write to the applicant relaying the outcome of the application, usually a welcome

letter. Ascertain whether the new member has a copy of Quaker Faith & Practice or subscribes to the Friend. It is the practice of Southern Marches Area Meeting to give an inscribed copy of QF&P to all new members, alternatively the member is invited to choose a book from the Quaker bookshop to the value of QF&P (currently £14).

New members are also entitled to a free trial of the Friend and the Membership Clerk arranges this.

Stage 5:

A card index and Membership Book of all members is maintained and a new card completed for each new member. Amendments to list of members & attenders are notified at the end of area meeting minutes.

Deaths

- On notification of the death of a member, gather relevant information (i.e. age, residence at death, funeral arrangements, Quaker roles held etc.) and inform Area Meeting at the next meeting.
- If the deceased is to be buried or ashes scattered in a Quaker burial ground then an Order for Burial or Interment of scattering of ashes is to be issued to the person responsible for arrangements at the burial ground. This form is duly completed following the ceremony and returned to the Membership Clerk.
- Remove the membership card and file in the deceased's folder. Complete entry in Membership Book.
- Amendments to list of members & attenders are notified at the end of area meeting minutes.

Resignations

- Following receipt of a letter of resignation, inform Area Meeting and follow the course of action discerned. The Membership Clerk will write to the resigning member as requested at Area Meeting.
- Remove the membership card and file in the resignations folder. Complete entry in Membership Book.
- Notify amendments to the list in the usual way.

<p>3. Frequency, location and types of meetings involved:</p> <ul style="list-style-type: none"> • Infrequent, as needed
<p>4. Approximate monthly time commitment:</p> <ul style="list-style-type: none"> • Three days
<p>5. Legal requirements, if any, relating to post:</p> <ul style="list-style-type: none"> • Data Protection legislation
<p>6. Trienniums expected (and progression):</p> <ul style="list-style-type: none"> • One, but you may be asked to continue for a second triennium
<p>7. Training needed to start, and ongoing:</p> <ul style="list-style-type: none"> • Support and advice from previous post holders and also List Editor
<p>Personal Qualities and abilities</p>
<p>8. Personal qualities and skills needed:</p> <ul style="list-style-type: none"> • Patience and ability to attend to detail • Good communication skills • A clear head and an ability to keep good records
<p>9. Technical, computer use or administrative skills needed</p> <ul style="list-style-type: none"> • It is essential to be able to use a computer for recording, communicating information, spreadsheets and email • It is also useful to have a small home office, and a phone
<p>10. Experience needed, or desirable:</p> <ul style="list-style-type: none"> • Some administrative skills are helpful
<p>11. Is membership required?</p> <ul style="list-style-type: none"> • No, but knowledge of the ways of friends is essential
<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 post holder • List Editor • Area Meeting Clerk and Assistant Clerk
<p>14. Quaker Faith and Practice references:</p> <ul style="list-style-type: none"> • Chapter 11

15. Other helpful sources of information and guidance:

- Friends House, Recording Clerk's Office

16. Help with expenses:

- By request to Area Meeting Treasurer

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

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Rewards to be found in this service:

- The satisfaction of supporting Area Meeting with accurate records of members and those attending, not in membership
- Meeting and communicating with Friends - both existing and new - within and beyond the Area Meeting

Date: 05.05.2017 JR