



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; L.M. to the Local 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: Local Meeting Overseer

1. List of main responsibilities:

- To encourage attendance at Meeting for Worship, welcoming newcomers to the worshipping group
- To encourage Friends and those not in membership to attend Business Meetings and Area Meetings
- Together with the other L.M. overseers, regularly give consideration to the pastoral needs of all associated with Meeting, checking the List regularly to ensure none are missed.
- Providing support to those in need and helping to fostering a community of loving friendship and practical support within the LM.
- With elders, to take particular care of the needs of enquirers and those not in membership
- Visiting and caring for sick and elderly people in need within Meeting and to respond to the needs of those who are bereaved.
- To visit those attending the LM who have recently joined or who have moved into the area, and to advise A.M. on acceptance or non-acceptance of certificates of transfer
- With Elders, taking care of children and young people within Meeting, encouraging them to attend events or gatherings, locally and nationally
- Talk with young people brought into membership by parents about whether or not they wish to confirm their membership.
- To give advice and information about how to apply for membership
- To encourage caring friendships with the Quaker community, offering help in times of difficulties between Friends, and making opportunities to restore harmony if this should be necessary.
- Sending recommendations to A.M, about terminations of membership when members have drifted away or have gone out of contact
- To care for young members and those not in membership living away from home
- To support the LM treasurer when making decision about who should or should not receive a contribution schedule and to advise Friends in financial difficulty.

2. Administrative tasks involved (e.g. preparation, reports, arranging meetings, records):

- Arranging meetings and other events on behalf of and within the local Meeting
- Contributing to reports for trustees or to meet other requirements of Friends

3. Frequency, location and types of meetings involved:

- Meeting for Worship – often each Sunday, possibly during the week by arrangement
- Area Meeting – 8 to 10 a year
- Elders and Overseers Meetings – several times a year

4. Approximate monthly time commitment:

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

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<p>6. Trienniums expected (and progression):</p> <ul style="list-style-type: none"> • One, with the possibility of a request for a further period of service
<p>7. Training needed to start, and ongoing:</p> <ul style="list-style-type: none"> • Training courses and events on Eldership and Oversight are offered at Woodbrooke Quaker Study Centre • Learning from those who have been Overseers previously
<p>Personal Qualities and abilities</p>
<p>8. Personal qualities and skills needed:</p> <ul style="list-style-type: none"> • A welcoming, cheerful and caring approach to Friends and others who are part of the Meeting • The ability to see what is needful in attending to the wellbeing of others • A willingness to enter into supportive and meaningful relationships within the LM, including those that may at times be challenging
<p>9. Technical, computer use or administrative skills needed</p> <ul style="list-style-type: none"> • The ability to use a computer, and email, is very helpful It is helpful to be accessible by telephone
<p>10. Experience needed, or desirable:</p> <ul style="list-style-type: none"> • Experience of the ways of Friends is necessary
<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"> • Meetings of Elders and Overseers Group • Elders and overseers already in service
<p>14. Quaker Faith and Practice references:</p> <ul style="list-style-type: none"> • Chapter 12. 13 - 19
<p>15. Other helpful sources of information and guidance:</p> <ul style="list-style-type: none"> • "With a Tender Hand" A resource book for eldership and oversight: Zelig Gross • Information, advice and resources from Quaker Life: www.quaker.org.uk • Quaker Life Network (see link above)
<p>16. Help with expenses:</p> <ul style="list-style-type: none"> • From A.M. treasurer, on request
<p>Comments and helpful information (e.g. from previous post holder)</p> <ul style="list-style-type: none"> •

Rewards to be found in this service:

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Date: 7 July 2017

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