# Minneapolis Friends Meeting

# Interim Leadership Structure: Developing Draft

## Clerk

Current role – but in all likelihood, some expanded responsibilities to address pressing concerns

## Administration - *Communications, connections, administration, coordination.*

***Title to be determined***

* Communication – addressing or forwarding electronic and phone communication
* Weekly communication with the clerk
* Coordinate communication about and coordinate details of worship
* Coordinate opening and closing of meeting house
* Address Sunday morning special needs of members

***Next Steps***

* **June Monthly Meeting:** Seeking approval of general interim approach
* **Liaison and Review** work with Carolyn and **Stewardship** on an interim job description and to finalize expectations for paid hours, including considering the question about paid hours on Sunday

## Supervision

**Liaison and Review** supervises the office administrator

* **June Monthly Meeting:** Approval sought for this

## Pastoral Care

**Ministry and Counsel** - oversight and coordination of pastoral care

**Next Steps:**

* M&C continues to prepare to take on this role and define some boundaries
* M&C organizes education for itself and the Meeting as a whole might regarding pastoral care

## Support and oversight of committees - Assistant Clerk(s) – **INTERIM POSITION**

* Check in with committee clerks regularly
* Attend individual committee meetings to provide support as needed
* Help develop monthly meeting agenda with clerk

Next Steps

* **June:** Seasoning of this approach and possible approval of job description
* **Monthly Meeting:** Seeking approval of job description
* **Nominating Committee** nominates assistant clerks and **Monthly Meeting** approves

## Connecting New People to the Meeting

* **Welcoming and Outreach Committee**
* **Ministry and Counsel**
* **Nominating Committee**

**Next Step:** Each committee considers its role related to connecting new people

June Monthly Meeting: Monthly Meeting forwards request to each committee - asks committee clerks to meet to ensure coordination of roles

## Physical Care of the Building

## Options: Managing Contracts

* Property Committee
* Paid position to schedule and oversee contracts
* A mix of paid oversight and property committee oversight

June monthly meeting: Seasoning

## Other:

Transition Committee would come to monthly meeting in December to propose a process to determine long term leadership structure for the meeting. Monthly meeting in December would decide when to start this process.

Communication/Reflection/Feedback plan needed during the interim period: announcement of plan, soliciting feedback during transition period, offering opportunities for reflection.

Also to proceed experimentally and prayerfully

Many suggestions are coming in that are out of our scope of work. We will endeavor to forward those suggestions or questions. for example: Marriage Preparation – is this now officially assigned to Ministry and Counsel? - refer to clerk