Minneapolis Friends Meeting

Position Description

**Meeting consultant and coordinator**

May – August, 2011

*Note: This is the job description for a temporary paid position as Meeting Coordinator which David Woolley filled during a period when the Director of Ministry, Pat Jones, was on sabbatical.*

 **Duties**

* attend monthly meetings for business with attention to all matters of MFM. Support work of the Clerk (consulting on the agenda for monthly meeting, printing the agendas, assistance with correspondence, consulting in any serious matters that might arise in Meeting, and consulting before being away from Meeting so that key leaders will know the un/availability of one another) and of the Recording Clerk (proof minutes and return; work with Carolyn to get the past months minutes onto archival paper and filed.)

* receive and respond to phone, email, and in-person communications related to Meeting committees, work, and ministry; refer concerns and information to appropriate people and committees, with offers of consultation or other help.

* refer emergency pastoral care matters to Death and Memorial Service Comm., M&C members and other well-suited members of Meeting, and/or to Anne Supplee.

* overlap office hours with Carolyn at least 4 hours a week, Fri. 10-2, and, as possible, Weds. 3-5 period and/or every other Mon. 10-3 period; support of and communication and work with Carolyn. Consider bi-weekly check-ins to consider work needed and how to support one another in it.

* check Meeting phone mail and email from home on days no one will be in the office, dealing with any emergencies, normally by referring

**Other Duties and Activities**:

* It is possible that the Months of May, June, July, and August may be "slow" at Meeting. It is usually the period of time in the Meeting year when committees are least active and inquiries and requests the fewest.

* However, there is a noticeable upswing in new attenders, esp. young ones. Any creative initiatives connecting with these new/young, helping them connect with each other, etc. would be considered excellent use of the coordinators time and might be addressed with relevant committees.

 - Although M&C and Anne Supplee are available to do pastoral care, David may announce

 his availability to meet with people regarding questions about the Meeting, membership

 process, etc. Where a person's concern is to connect more with the Meeting, David would

 be preferable to Anne because he knows the Meeting and is in a good position to take

 other steps towards their increased involvement. A single meeting with a new or newish

 person can help that person get oriented, find resources of literature, locating others at Meeting with similar interests, etc.

* Also this is a time of a big push to be sure all in MFM realize the nearby opportunity of FGC in Iowa. David can keep in mind in May that any assistance in this regard, using Nancy Peterson, the main liaison, will be useful.
* Respond to unexpected needs. Examples: Deaths may occur and the needs of members and Meeting work and ministry around death and mourning can be very intense in short periods of time. There will be one wedding. There will be a metro-Friends summer picnic and the coordinator will be expected to assist with communication and otherwise as needed in those activities.
* Observe systems and workings of the office and the Meeting. Note any areas for improvement and make suggestions for changes. Experiment with changes that are easy to make, especially where you would enjoy doing so and have skills to apply or can identify someone who has skills and would like to apply them.

Secondary tasks as time allows:

* assist Carolyn in computer quandaries she has, complete transfer of MFM email addresses, etc.

**Coordinator**

* was introduced at the clerks meeting on Sunday, April 10, and through monthly meeting announcements and bulletin announcements
* would begin duties on May 2, 2011, following the recommendation of the Liaison and Review committee and approval of the Monthly Meeting
* will be paid $25 an hour on a contract basis. The coordinator will provide an invoice to the Meeting office at the end of each month and be paid monthly.
* will work an average of 10-13 hours per week on these duties
* will arrange for comparable coverage of Meeting needs during any periods of absence, such as brief vacations, including making necessary communications. In the event of serious illness, or a death in the family, or the like, simply notifying the Clerk of Meeting or clerk of Liaison and Review committee will be adequate.