

Job Descriptions

Cardiff Quaker Meeting

December, 2007

Contents

Co-clerk (4)	1
Correspondence clerk	1
Treasurer: Cardiff Meeting business	1
Treasurer: Appeals	2
Housekeeper	2
Children's committee member	3
Children's rota coordinator	4
Teenage group coordinator	4
Property and Finance	5
Premises group member	5
Garden group member	5
Lettings group member	5
Finance group member	5
Clerk to Property and Finance	5
Librarian	5
Notice board organiser	6

Poster person	7
Doorkeeper	7
<i>Hedyn</i> correspondent	8
Distributor: <i>Hedyn</i> , <i>Calon</i> and <i>Quaker News</i>	8
Children's birthday card coordinator	9
Clock winder (2)	9
Copy typist	9
Photographer	10
Address list coordinator	10
Meeting of Friends in Wales link person	10
City Centre Churches Together in Cardiff link person	11
Woodbrooke correspondent	11
Quaker Peace and Social Witness correspondent	12

Co-clerk

Each of *four* clerks support Cardiff Meeting for Worship for Business by performing the following tasks *twice per year*:

- acting as clerk
- acting as assistant clerk
- drawing up the agenda
- distributing copies of minutes
- dealing with correspondence arising



Correspondence clerk

The correspondence clerk supports Cardiff Meeting for Worship by:

- acting as the named contact for correspondence received by the Meeting
- passing relevant correspondence to one of the co-clerks
- reading notices at the end of each Meeting
- welcoming visitors and newcomers after each Meeting
- arranging suitable coverage in the case of expected absences from Meeting



Treasurer: Cardiff Meeting business

The Meeting treasurer ensures the smooth financial operation of Cardiff Meeting by:

- collecting donations for Meeting business from the basket after Meeting for Worship
- paying cheques and cash into the bank
- writing cheques for authorised bills
- keeping accounts of income and expenditure
- presenting the accounts to the Meeting for Worship for Business annually
- distributing British Yearly Meeting appeal leaflets annually



Treasurer: Appeals

The appeals Treasurer supports Cardiff Meeting's charitable work by:

- collecting appeals donations from the basket after Meeting for Worship
- paying cheques and cash into the bank
- writing cheques to charities
- keeping accounts of income and expenditure
- preparing an annual appeals schedule in consultation with two Friends
- arranging appeal dates with the relevant Friends



Housekeeper

Endeavour to make your home a place of peace and happiness where the presence of God is known. (A&Q, 1964?)

The housekeepers collectively ensure that the Meeting House offers a welcoming environment and is appropriately prepared for the various activities hosted there by:

- setting out the Meeting room before Meeting for Worship
- arranging a rota for tea and coffee following Meeting for Worship each week
- washing up after the tea and coffee
- keeping the kitchen tidy
- welcoming Friends, attenders and visitors
- organising contributions of cake etc. from the whole Meeting for gatherings such as South Wales Area Meeting approximately two or three times per year



Children's committee member

Rejoice in the presence of children and young people in your meeting and recognise the gifts they bring. (Q.F.P., 2005, 1.02.19)

Members of the children's committee help the Elders and Overseers to provide appropriate activities for children and young people by:

- reviewing the work done with children and young people as required and at least annually
- identifying resources which may be helpful
- supporting those working directly with children and young people

- identifying the training needs of those working with children and young people
- providing advocacy on behalf of the children and young people and those working with them



Children's rota coordinator

This coordinator supports Cardiff Children's Meeting by:

- preparing an annual rota of leaders and assistants



Teenage group coordinator

The teenage group coordinator supports Cardiff Meeting's work with young people of secondary school age, in the light of their desire for activities of their own, by:

- organising discussion of an article from *The Friend* on the first Sunday of each month
- organising a discussion with a member of the Meeting on the third Sunday of each month concerning some aspect of the member's experience which has been influenced by his/her Quakerism or spiritual beliefs
- liaising with adults who might share their passion and experience with the young people
- welcoming Young Friends from other Meetings for Worship

- optionally participating in residential events



Property and Finance

Members of the Property and Finance Committee support Cardiff Meeting by sharing their practical skills, financial acumen and organisational abilities. Since the responsibilities may involve meeting with contractors etc. during office hours, it is helpful if some members of the committee are free during these times.

Members serve the committee in one of the following five capacities:

- premises group member
- garden group member
- lettings group member
- finance group member
- clerk to Property and Finance

Further details of these roles are available on request.



Librarian

The librarian supports the ongoing educational and outreach activities of Cardiff Meeting by:

- collecting suggestions for books

- submitting an annual order for books following British Yearly Meeting's Swarthmore Lecture
- recording the acquisition of new books in the back of the library loan book
- preparing record cards for the library card catalogue
- introducing new books to the Meeting
- showing enquirers the library and explaining how to borrow books
- tidying the library as required
- getting to know the location and content of the library's holdings



Notice board organiser

The organiser supports the ongoing educational and outreach activities of Cardiff Meeting by:

- organising and labelling notice boards clearly to facilitate appropriate use and easy access by others
- reviewing posted notices as necessary to remove outdated or offensive materials
- transferring older editions of magazines, newsletters etc. to boxes
- considering occasional displays promoting a particular charity or campaign



Poster person

The poster person supports the ongoing educational and out-reach activities of Cardiff Meeting by:

- reviewing and replacing posters as required
- selecting posters covering contemporary issues where possible
- considering poster offers from Friends House
- liaising with the librarian so that posters may be ordered along with books when possible, thus minimising the cost of postage



Doorkeeper

The doorkeeper helps to welcome those attending Cardiff Meeting for Worship by:

- arriving in plenty of time to greet visitors and newcomers
- opening the front door
- standing by the Meeting room door, answering questions and showing people in
- announcing the formal beginning of worship and closing the Meeting room door
- asking latecomers to wait a quarter of an hour before joining the Meeting
- locking the front door
- showing latecomers into the Meeting

- sitting near the door during the remainder of the Meeting, answering callers and showing people out if they wish to leave



***Hedyn* correspondent**

The *Hedyn* correspondent supports Cardiff Meeting's links with the wider world of Friends by:

- monitoring the deadlines set by *Hedyn*'s editors
- noting Meeting events
- soliciting news from members of the Meeting
- submitting an article of suitable length providing news of Cardiff Friends



Distributor: *Hedyn, Calon* and *Quaker News*

The newsletter distributor helps keep members of Cardiff Meeting informed about events in the wider world of Friends by:

- marking the names of Friends and attenders on copies of *Hedyn, Calon* and *Quaker News* in accordance with lists provided by an overseer
- informing the Meeting when newsletters are ready for collection



Children's birthday card coordinator

The coordinator supports Cardiff Meeting's celebration of children's birthdays by:

- selecting and purchasing birthday cards as necessary
- arranging for those attending Meeting for Worship to sign the children's birthday cards
- posting the signed birthday cards to the children
- submitting receipts to Property and Finance for reimbursement



Clock winder

The two clock winders together help to ensure the smooth running and long life of the Meeting room clock by:

- winding the clock each week using the key and in accordance with the instructions found in the Meeting room table drawer

Copy typist

The copy typist supports Cardiff Meeting by:

- word-processing or typesetting Meeting documents as required, preferably using a computer



Photographer

The photographer helps new attenders to settle into Cardiff Meeting by:

- frequently updating the photograph album of Friends and regular attenders



Address list coordinator

The coordinator helps maintain connexions between Cardiff Meeting and individuals associated with it by:

- noting changes to the contact details of those associated with the Meeting
- obtaining consent for these details to be included in the Meeting House copy of the South Wales Area Meeting address book
- updating the Meeting House copy of the South Wales Area Meeting address book
- liaising with overseers regarding changes to contact details as necessary



Meeting of Friends in Wales link person

The link person helps maintain connexions between Cardiff Meeting and other Meetings in Wales by:

- informing Friends of upcoming Meetings of Friends in Wales and encouraging them to attend
- attending Meetings of Friends in Wales when possible and presenting an informal report of the proceedings to Cardiff Meeting



City Centre Churches Together in Cardiff link person

The link person supports Cardiff Meeting's connexions with other churches in Cardiff by:

- representing Friends at City Centre Churches Together in Cardiff's evening meetings approximately bimonthly
- bringing relevant City Centre Churches Together in Cardiff business to the attention of Cardiff Friends by announcing items at the end of Meeting for Worship or placing them on the agenda of Meetings for Worship for Business
- reporting back to City Centre Churches Together in Cardiff with Friends' responses as appropriate
- maintaining an active interest in ecumenical issues



Woodbrooke correspondent

This correspondent maintains Cardiff Meeting's links with Woodbrooke Quaker Study Centre by:

- sharing information circulated in the quarterly mailings from Woodbrooke with Friends
- encouraging Friends to support Woodbrooke by attending courses or making donations
- informing Friends of the Jeanette Hughes fund available to Cardiff Friends attending Woodbrooke and encouraging them to make use of this
- liaising with Elders regarding the opportunities for spiritual learning offered by Woodbrooke such as 'Woodbrooke on the road'



Quaker Peace and Social Witness correspondent

This correspondent supports Cardiff Meeting's connexions with the wider world of Friends by:

- receiving mailings from Quaker Peace and Social Witness concerning conferences, events and campaigns
- sharing the information received with Cardiff Friends
- encouraging Friends to support Quaker Peace and Social Witness by attending conferences, contributing financially etc.
- reporting any concerns or activities of Cardiff Friends connected with Quaker Peace and Social Witness work back to Quaker Peace and Social Witness as requested
- working in the light of a sound understanding of the links between local Friends and wider Quaker structures and processes



Index

Address list coordinator, 10

Appeals, *see* Treasurer

Calon

Distributor, *see* Distributor

Children's birthday card coordinator, 9

Children's committee, 3

Children's rota coordinator, 4

City Centre Churches Together in Cardiff link person, 11

Clerk to Property and Finance, *see* Property and Finance

Clock winder, 9

Co-clerk, 1

Copy typist, 9

Correspondence clerk, 1

Correspondent, *see also* Correspondence clerk

Hedyn, 8

Quaker Peace and Social Witness, 12

Woodbrooke, 11

Distributor

Hedyn, *Calon* and *Quaker News*, 8

Doorkeeper, 7

Finance group, *see* Property and Finance

Garden group, *see* Property and Finance

Hedyn

Correspondent, *see* Correspondent

Distributor, *see* Distributor

Housekeeper, 2

Lettings group, *see* Property and Finance

Librarian, 5

Meeting of Friends in Wales link person, 10

Notice board organiser, 6

Photographer, 10

Poster person, 7

Premises group, *see* Property and Finance

Property and Finance, 5

Clerk to Property and Finance, 5

Finance group, 5

Garden group, 5

Lettings group, 5

Premises group, 5

Quaker News

Distributor, *see* Distributor

Quaker Peace and Social Witness

Correspondent, *see* Correspondent

Teenage group coordinator, 4

Treasurer

Appeals, 2

Cardiff Meeting business, 1

Typist, *see* Copy typist

Woodbrooke

Correspondent, *see* Correspondent

Edited and typeset by Clea F. Rees using pdf \TeX and \LaTeX 2 ϵ . All text fonts are from the Latin Modern family, accessed via a custom installation. The ornament is from URW Software's Dingbats.