

## **MEETING COORDINATOR JOB DESCRIPTION**

### **BALTIMORE MONTHLY MEETING OF FRIENDS STONY RUN**

5116 North Charles Street, Baltimore, MD 21210.

Phone: 443.703.2590; Fax: 443.703.2589

E-mail: [sroffice@stonyrunfriends.org](mailto:sroffice@stonyrunfriends.org) On the web at [www.stonyrunfriends.org](http://www.stonyrunfriends.org)

#### **Position**

The Meeting Coordinator is the senior staff member and serves the Meeting through various degrees of support and facilitation of the activities of the Meeting, its committees, clerks and members and attenders. This individual is a Friend, with spiritual depth and commitment to Quaker principles, and has knowledge of the diversity of the Religious Society of Friends, an understanding of Quaker history and testimonies as well as of the wider Quaker world of organizations. The Meeting Coordinator is comfortable with unprogrammed worship and with the responsibility of all members for ministry, and has experience and skill in group and Quaker process.

#### **Type of Position**

Full time, Exempt

#### **Background**

Baltimore Monthly Meeting of Friends, Stony Run (Quakers) is a large, unprogrammed, urban Meeting, with many young families as well as seasoned members. Its membership numbers about 400, of whom some 200 are nonresidents. A sizable number of nonmembers attend frequently. Stony Run has an active First Day School, youth activities, and adult religious education programs.

Stony Run has a small staff with varied responsibilities. The Meeting employs a full-time Meeting Coordinator, a part-time Office Manager, a part-time contractual bookkeeper, a part-time Housekeeper, a part-time Groundskeeper and part-time Childcare Workers. Stony Run's hiring practice does not discriminate on the basis of gender, disability, sexual orientation or race. Staff members appropriately help facilitate and assist the work of the Monthly Meeting and its committees. Those employed by Stony Run are expected not only to possess appropriate skills and experience, but also to have motivation, personal integrity, and general sympathy with Stony Run policies and the testimonies of the Religious Society of Friends.

Stony Run is a constituent Meeting of Baltimore Yearly Meeting of the Religious Society of Friends, a consolidated Yearly Meeting related to both Friends General Conference and Friends United Meeting. A Monthly Meeting, such as Stony Run, is the basic unit of Friends' organization. The basic responsibilities of the Monthly Meeting are recording of membership and its transfers or termination, solemnization of marriage, the consoling of Friends bereaved, the nurture of young people, ministry and worship, pastoral care of members, fellowship, inspiration and recreation, outreach and social concern, and the raising of funds needed for the work of the Society.

### **Responsibilities**

The Meeting Coordinator has direct supervision of the Office Manager and is responsible for oversight of day-to-day operations of the Meeting and implementation of personnel policies for other employees.

The Meeting Coordinator provides support to the Clerk and Recording Clerk of the Meeting, serving as a resource and assisting in preparation of information and documents for Monthly Meeting for Worship with a Concern for Business.

The Meeting Coordinator supports the committee process, assisting in particular the Community, Care and Clearness Committee (pastoral care), the Committee on Ministry and Counsel (spiritual nurture of the Meeting) and Committee of Trustees (oversight of assets and management of endowment funds).

The Meeting Coordinator provides assistance and support to other committees as needed, reviewing all committee minutes, procedure manuals, and ensuring inter-committee communication.

The Meeting Coordinator supports Meeting social outreach projects and coordinates new initiatives upon direction by the Committee for Support and Supervision.

The Meeting Coordinator supports and fosters the spiritual growth of Meeting members and attenders, encouraging community members to become more involved in the life of the Meeting when appropriate. The Coordinator has broad knowledge of the community and looks for ways to be of help to all – from young Friends to families to older Friends, offering resources, counsel, guidance and comfort when needed.

The Meeting Coordinator fosters Quaker process and nurtures the Meeting's relationships with Friends organizations in the wider Quaker world.

*This position description is a general picture of assignments; however, this employee needs to be flexible and can expect to be called to help in a variety of ways that cannot always be anticipated in the written description.*

## **Qualifications**

A Friend, with spiritual depth and commitment to Quaker principles.

Knowledge of the diversity of the Religious Society of Friends, Quaker history, testimonies and organizations.

Experience and skill in group and Quaker process.

Friendly, outgoing personality with ability to work with persons of diverse backgrounds and interaction styles.

Experience in interpersonal counseling, sympathetic listening, with some formal training preferred.

Life experience and/or some training in meeting needs of the elderly.

Strong organizational, administrative and facilitating skills.

Some knowledge of nonprofit financial management helpful.

Experience in recruiting, motivating and guiding volunteers.

Experience in providing staff support to boards and committees.

Excellent written and oral communication skills.

Experience with and skill in office computer applications.

Ability to deal with a job with multiple demands and a non-traditional work week.

College degree or equivalent training and experience.

Minimum of two years related professional work experience

A personal car is essential.

## **Supervision**

Each employee is an employee of Baltimore Monthly Meeting of Friends, Stony Run. The Committee for Support and Supervision supervises the Meeting Coordinator. One member of this Committee shall be designated as this employee's direct supervisor.

## **Work Week**

The normal work week for full time salaried employees is 37.5 hours and two consecutive days off per week. The normal office hours are 9:00 a.m. to 5:30 p.m., with one unpaid hour for lunch. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Exempt employees are expected to work the number of hours required to complete their assignments effectively.

### **Salary and Benefits**

Salary is commensurate with skill and experience.

Benefits for full-time, salaried employees are described in Baltimore Monthly Meeting of Friends, Stony Run Personnel Policies and Procedures and include paid vacation and sick leave, selected paid holidays, health insurance, retirement plan, workers compensation, and employer share of payroll taxes (Social Security, Medicare).

### **Term of Service**

The Meeting expects this position to be an ongoing commitment subject to an annual review.

January 2010