

## Nominations required and nominations opportunities for YFGM in May 2017

It would be really helpful to receive suggestions of names in advance of YFGM weekend, so please have a read of the role descriptions if you have time and have a think about people who might be willing and able to serve YFGM. It substantially eases the workload for the nominations committee if we can get a headstart on this, so your help is much appreciated! Please send names, along with the role(s) you are suggesting them for, to [noms.yfgm@googlemail.com](mailto:noms.yfgm@googlemail.com)

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## **Co-Clerk**

Up to 3 years

### **Purpose**

To represent YFGM. This involves having an awareness of internal affairs within YFGM.

### **Duties**

- To clerk the business sessions of General Meeting using traditional practices of the Quaker business method.
- To work with Quintessential on how the business, and the clerks, can best be supported.
- To ensure continuity of business, to ensure that no agenda item is forgotten.
- To prepare draft minutes where appropriate, ensuring that a full legible set of minutes is passed to the coordinator at the end of General Meeting, and proof-reading the minutes once they've been typed out.
- One of the co-clerks should take part in the meetings where the YFGM agenda is prepared.
- The YFGM Co-Clerks represent and should speak and act on behalf of YFGM on occasions when there isn't a more appropriate representative. If any issue arises within YFGM for which there isn't a directly appropriate person to look after, or for which more support is needed, the co-clerks may be contacted and should offer whatever support may be necessary - this may be by passing the issue on to all officers, or to other appropriate people.

### **What you could gain from the role**

- Making connections with the wider Quaker world while acting as at point of contact for YFGM
- A deeper understanding of the Quaker Business Method, from a different perspective
- Opportunities to engage as a leader in the Quaker community

### **Skills required**

An awareness of YFGM and the Quaker Business method is helpful.

### **Time commitment**

Attend all YFGMs and Planning Weekends – it is helpful but not essential to arrive early and leave late at YFGMs.

About 4 hours a week throughout the year.

Both of the Clerks are Trustees

**See Also:    Being a Trustee of Young Friends General Meeting**

## **Interchurch / Interfaith Secretary**

Up to 3 years

### **Purpose**

Representing YFGM to members of other churches and faiths.

Bringing a greater understanding of other churches and faiths to YFGM.

### **Duties**

- Being YFGM's representative on the Quaker Committee for Christian and Interfaith Relations (QCCIR).
- Attending gatherings organised by Quakers or other churches and faiths to gain a greater understanding of other religious groups.
- Finding speakers or other interested parties to attend YFGM and share their own faith with YFGM, leading to a greater understanding on both sides.
- Keeping TYQ magazine informed of your activities, or finding interesting things for them to print from other churches or faiths.

### **What you could gain from the role**

- An understanding of and engagement with the national work of Britain Yearly Meeting.
- Engagement with national interfaith and interchurch organisations.
- Spiritual growth through the challenges and learning which occur in interchurch and interfaith work.

### **Skills required**

- An understanding of Quakerism and an ability to talk about it with others, who may only have a small understanding of our faith and ways of worshipping.
- A willingness to have your faith and ways of worshipping stretched, and to be willing to try new ways of experiencing the divine that may, sometimes, be uncomfortable.
- An ability to find opportunities to explore your faith with a minimal amount of support from your committee; this includes overseeing a small budget line, with the support of the Outreach financial oversight person.

### **Time commitment**

When possible you should attend January Planning Weekend and the Enquirer's Gathering (usually held at February YFGM).

Attending when possible the QCCIR meetings which occur three times a year.

Additional time spent will be up to the representative, though the more time is spent, the more the rep, and YFGM, is likely to benefit.

**See also: Outreach Committee**

## **Nominations Committee**

Up to 3 years

### **Purpose**

Identifying and discerning the right individuals to perform roles on behalf of YFGM. These include members of YFGM committees, participants at YFGM-related activities and YFGM representatives on other bodies.

### **Duties**

- Approaching people whose names have been suggested for particular roles, explaining the responsibilities and skills required and finding out the person's willingness and ability to perform it.
- Discerning with other members of Nominations Committee, in a spirit of worship, which person, if any, should serve in each position.

### **What you could gain from the role**

- A deep and broad understanding of the range of roles and work behind YFGM .
- Experience of small-group discernment.
- A greater appreciation of the range of gifts and experience to be found among members of YFGM - and just getting to know people.

### **Skills required**

An understanding of the different roles in YFGM and what skills they require.

An ability to recognise the visible and latent talents people possess and to consider the forms of service through which they and YFGM can most benefit.

### **Time commitment**

Attending all YFGMs and up to one Planning Weekend a year. You will be 'on duty' for two YFGMs per year and 'off duty' for the third. During YFGMs where you are 'on duty', you are likely to have to miss some sessions in order to carry out your nominations responsibilities, especially on the Saturday evening. When 'off duty' you have the chance to go to all sessions and get to know your fellow YFGMers better. Travel expenses are paid for all 3 YFGMs per year.

Usually little work required between YFGMs.

## **Overseers**

Up to 2 years

### **Purpose**

Overseers are responsible for the smooth running of Young Friends General Meeting outside business and for the 'pastoral care' of those attending YFGM.

### **Duties**

- It is hoped that overseers are able to arrive early and prepare the Meeting House for YFGM. This includes liaison with the warden, sticking up notices and sorting people into small groups.
- During YFGM, overseers' roles are split between practical and pastoral arrangements. On the practical side they need to be aware of where things are in the meeting house and assisting the catering coordinator in making sure the caterers are coping.
- On the pastoral side overseers need to be aware of what problems people may be having at YFGM, and helping to make sure that everyone is enjoying the event.
- They are also responsible for organising entertainments.

### **What you could gain from the role**

- Getting to know more people, especially newcomers to YFGM.
- Good organisational experience and having position of responsibility for your CV.
- Being involved in the fun side of things at YFGM, including entertainments.

### **Skills required**

- Organisational skills & time planning to help keep the weekend ticking along.
- Ability to work in a team.
- Confidence to speak in front of everyone at YFGM.
- Good 'people skills' - being someone people can feel comfortable approaching.

### **Time commitment**

If at all possible, overseers are expected to attend all YFGMs during their term and are also asked to attend January planning weekend each year. There is some time required for planning before gatherings, including arranging Saturday night entertainments, but this is not a large amount of time, (depending on how ambitious the Overseer team is!).

## **Planning Weekend Newcomers**

3-5 months (1 planning weekend, and the following YFGM)

### **Purpose**

Providing those newer to the running of YFGM an opportunity to help shape what happens at the next YFGM gathering and to get to know the people and groups involved. Also, to allow the Planning Weekend Newcomers the chance to suggest fresh ideas and views on how YFGM should operate.

### **Duties**

- Attending the next Planning Weekend, held about six weeks before YFGM, and contributing to the activities.
- Together with other Planning Weekend Newcomers, preparing and delivering a brief (5-10 minute) report about your experiences at the following YFGM.

### **What you could gain from the role**

- A chance to look at what it takes to run YFGM 'behind the scenes'
- An idea of the range of roles within YFGM
- A chance to get to know some YFGMers at a smaller, less structured weekend

### **Skills required**

Being prepared to observe the work of the groups/committees at Planning Weekend, and having the frivolity to suggest ideas and ask questions about process and clarifications if necessary.

### **Time commitment**

Attending the first upcoming Planning Weekend and the subsequent YFGM.

## **Quintessential**

(Quakers United in Nurturing Traditional Expression of Salient, Stylish, Essential and Thoughtful Ideas for Action and Learning)

Up to 3 years

### **Purpose**

To uphold the spiritual traditions of the Religious Society of Friends, and nurture the spiritual life of YFGM.

### **Duties**

- To promote the right holding of meetings for worship for business.
- To consider how the meeting may best be upheld in prayer and guided towards a deeper experience of worship.
- To be responsible for the quiet gathering of the meeting, such as arranging seating, encouraging punctuality, and coordinating doorkeeping.
- To assist in the preparation and presentation of business items where appropriate.
- To support the Special Interest Group Co-ordinator in their work.
- To organise worship activities at YFGM, including epilogue each evening and preparation for meeting for worship on Sunday morning.
- To organise spiritually based sessions at YFGM.
- At planning weekend:
  - To lead sessions of worship.
  - To take responsibility for organising the planning weekend agenda and facilitating the 'whole group session'.
  - To support the creation of the YFGM agenda.

### **What you could gain from the role**

- Opportunity to explore spirituality, and share that exploration with others.
- A deeper understanding of the theory and practice of the Quaker Business Method.

### **Skills required**

An understanding of Quaker worship, and the ability to express it clearly.

An understanding of the Quaker Business Method.

### **Time commitment**

To attend all YFGMs and Planning Weekends and support other activities taken on by Quintessential such as Quaker Business on the Road.

## **Outreach Committee**

Up to 3 years

### **Purpose**

To provide information about YFGM to Quakers and others, encouraging attendance at YFGM and other Young Friends events.

### **Duties**

- Running Newcomers sessions at each YFGM, to help Newcomers learn about Quakerism and YFGM, and explore spiritual journeys.
- Liaising with Friends' House to promote YFGM, and for projects such as the YFGM hoodies.
- Producing and maintaining materials to promote YFGM, including an Enquirer's Pack of basic information.
- Marketing other YFGM merchandise, e.g. hoodies
- Facilitate YFGM members to promote YFGM at other events they attend (Areas Meetings, Festivals, Freshers' Fairs, other Quaker events), as appropriate.

### **What you could gain from the role**

- Getting to know lots of people at YFGM by running the sessions, both newcomers and older members of YFGM helping out.
- A chance to get involved with lots of other Quaker events to promote YFGM.
- A chance to liaise with Friends House and find out more about what they do for their outreach.

### **Skills required**

- The ability to understand and communicate with people who may not be familiar with Quakers or are from different religious backgrounds.
- A good understanding of YFGM and the ability to impart that to others.
- Creativity about ways of informing people about Quakers.

### **Time commitment**

Covering all YFGMs per year between the 3 committee members, so that there are Newcomers Sessions at each (these run alongside about ½ the session time of each YFGM).

Ideally all members will attend January planning weekend for a face to face discussion of where the committee is going.

Between YFGMs, by email: Planning Newcomers sessions and providing support to other YFGM members to promote YFGM at other events they attend.

## **YFGM's Representative to The Living Witness Project**

Up to 2 years

### **Purpose**

The Living Witness Project was established as a response to a 'call to action' from Britain Yearly Meeting in 2001 that expressed an urgent need to address the ecological impacts of our lifestyles and production systems. The Living Witness project aims to support the development of Friends' corporate witness to sustainable living and explore ways of taking it to the wider community.

### **Duties**

- Join the Living Witness mailing list (low traffic)
- Attend at least 1 Living Witness event per year (expenses paid)
- Report back to YFGM on the work of the Living Witness Project, either through articles in YQ, running Special Interest Groups or giving a formal report when required by YFGM.
- Liaise with local meeting house for YFGMs to ensure as much waste is recycled as is practicable from the weekend.

### **What you could gain from the role**

- A chance to learn about, and teach others, practical steps towards sustainable living.
- An opportunity to drive forward sustainability within the Religious Society of Friends and in wider society.

### **Skills required**

Interest in environmental and sustainability issues. Ability to take part in weekends away.  
Confidence to give reports (written and or verbal at YFGM)

### **Time commitment**

Attend Living Witness Project events, at least 1 per year.  
Possibility of running Special Interest Groups to feed back from Living Witness Project activities.

### **Reporting timetable**

At October YFGMs

The report could take the form of a personal presentation or a written report in documents or advance or YQ, in person/writing/Young Quaker

## **YFGM's Representative to QLGF - the Quaker LGBT+ Fellowship**

Up to 2/3 (tbd) years

### **Purpose**

QLGF was for many years the Quaker Lesbian and Gay Fellowship, but at a time of increasing diversity is now better known as "QLGF - the Quaker LGBT+ Fellowship". The purpose of this representative is to serve as a liaison between YFGM and QLGF in support of the work of both groups, particularly in areas of common concern.

### **Duties**

- Representing YFGM's views on matters of common interest to QLGF
- Reporting back to YFGM on QLGF's views and on progress with any liaison proposals
- Generally doing everything reasonably possible to facilitate liaison between the two Groups, within the Society of Friends and more widely
- Attending QLGF committee meetings, national gatherings, and other events as appropriate.

### **What you could gain from the role**

- Experience of working on a committee outside YFGM
- Experience organising events

### **Skills required**

- An interest in the concerns of LGBT+ Friends (and others)
- Communication skills

### **Time commitment**

3-4 committee meetings per year, optionally up to 2 national gatherings per year, and communication between meetings. Reporting to YFGM annually.

### **Reporting timetable**

Reporting to YFGM once per year at General Meeting, precise time to be determined. The report could take the form of a personal presentation or a written report in documents or advance or YQ, in person/writing/Young Quaker

## **YFGM's Representative to Quaker Life Representative Council**

Up to 3 years

### **Purpose**

Quaker Life is one of the central departments of the Yearly Meeting of the Religious Society of Friends (Quakers) in Britain. It is responsible for deepening the spiritual life of Friends and Meetings throughout the Yearly Meeting.

### **Duties**

- Represent the concerns and views of Young Friends.
- Report back to YFGM on the work of Quaker Life, either through articles in TYQ, running Special Interest Groups or giving a formal report when required by YFGM.

### **What you could gain from the role**

- Insight into the work of Quaker Life
- A chance to connect with Friends from other Meetings

### **Skills required**

To be able to represent YFGM in a large group of Meeting reps.

To bring the feelings/minutes of those meetings back to YFGM and to apply those, integrate them into YFGM if possible.

### **Time commitment**

Attend two weekend Representative Council Meetings each year.

### **Reporting timetable**

At May YFGMs

The report could take the form of a personal presentation or a written report in documents in advance or TYQ.