Role Descriptions for Oxford Local Meeting

[APPEALS AND SUNDAY COLLECTIONS TEAM 3](#_Toc65076134)

[SUNDAY COLLECTION MONEY 3](#_Toc65076135)

[HOSPITALITY COMMITTEE 4](#_Toc65076136)

[CHAPLAIN – OXFORD UNIVERSITY 5](#_Toc65076137)

[CHILDREN AND YOUNG PEOPLE’S COMMITTEE (CYPC) 6](#_Toc65076138)

[CLERKSHIP TEAM 7](#_Toc65076139)

[CLERK 7](#_Toc65076140)

[ASSISTANT CLERK 7](#_Toc65076141)

[CORRESPONDENCE CLERK 8](#_Toc65076142)

[CORRESPONDENTS 9](#_Toc65076143)

[QUAKER COUNCIL FOR EUROPEAN AFFAIRS (QCEA) CORRESPONDENT 9](#_Toc65076144)

[QUAKER PEACE AND SOCIAL WITNESS CORRESPONDENT 9](#_Toc65076145)

[WOODBROOKE CORRESPONDENT 10](#_Toc65076146)

[ECUMENICAL AND INTERFAITH TEAM 10](#_Toc65076147)

[FAIRTRADE GROUP 11](#_Toc65076148)

[FUNERAL ARRANGEMENTS GROUP 12](#_Toc65076149)

[TESTIMONIES CO-ORDINATOR 12](#_Toc65076150)

[GARDEN MANAGER 13](#_Toc65076151)

[LIBRARY COMMITTEE 14](#_Toc65076152)

[MEETING FOR WORSHIP CO-ORDINATORS 14](#_Toc65076153)

[COFFEE ROTA 14](#_Toc65076154)

[FLOWER ROTA 15](#_Toc65076155)

[WELCOMING ROTA 15](#_Toc65076156)

[VOLUNTEERS FOR WEDDINGS 15](#_Toc65076157)

[NEWSLETTER COMMITTEE 16](#_Toc65076158)

[NOMINATIONS COMMITTEE 16](#_Toc65076159)

[OXFORD FRIENDS ACTION ON POVERTY 17](#_Toc65076160)

[PREMISES AND FINANCE COMMITTEE 18](#_Toc65076161)

[RECORDS OF REMEMBRANCE – CONVENOR 19](#_Toc65076162)

[SAFEGUARDING REPRESENTATIVE 19](#_Toc65076163)

[SANCTUARY MEETING REPRESENTATIVES 21](#_Toc65076164)

[TREASURY COMMITTEE 23](#_Toc65076165)

[TRUSTEE TO OXFORD AND SWINDON AREA MEETING 24](#_Toc65076166)

[WARDENSHIP COMMITTEE 25](#_Toc65076167)

[LINE MANAGER TO MEETING HOUSE MANAGER 25](#_Toc65076168)

[YOUNG ADULT FRIENDS CO-ORDINATOR 25](#_Toc65076169)

[OSAM NOMINATIONS – ELDERS 26](#_Toc65076170)

[OSAM NOMINATIONS – PASTORAL CARE GROUP (OVERSEERS) 27](#_Toc65076171)

# APPEALS AND SUNDAY COLLECTIONS TEAM

### Purpose

To recommend to Meeting for Business the Quaker and Special Causes to be supported by the Meeting through monthly collections during the following year.

### Duties

* Respond to requests for proposal forms and answer any queries
* Receive completed proposal forms
* Convene a meeting of the committee to review, prioritise and prepare a proposed list of collections for recommendation to LMWB.
* Notify 'unsuccessful' proposers.
* Prepare a Report, Draft Schedule and Payment Details for consideration by November LMWB.
* Receive feedback from November LMWB and consider any recommended amendments as requested
* Submit revised final Report, Schedule and Payment Details to December LMWB.
* Liaise throughout with committee members.
* Write to all 'selected' collection proposers once approved by December LMWB.
* Remind collection proposers of their upcoming collection in the preceding month.

### Skills Required

* Organisational
* Ability to work to deadlines
* Ability to prioritise objectively in accordance with guiding criteria
* Ability to work as a member of a team
* Tact and diplomacy
* Ability to communicate clearly in the written word

### Time Commitment

* Flurry of activity for Convenor between August and November
* Heavy email traffic
* Estimated two hours a week which includes thinking time

### Number of People on the Committee

3

## SUNDAY COLLECTION MONEY

### Purpose

* To bank Sunday collection money and get the cash off the premises

### Duties

* On Friday the Friend on Duty labels the collection boxes and places them in the Meeting House kitchen drawer.
* On Sunday, after the Meetings for Worship, the nominated person collects the money and takes it home along with the Banking Book.
* On Monday, the nominated person banks the money and returns the Banking Book to the Office.

### Skills Required

* Organised and basic arithmetic.

### Time Commitment

Minimal – see above

# HOSPITALITY COMMITTEE

### Purpose

To ensure that food and refreshments are provided and served at the Meeting House at various different occasions throughout the year.

### Duties

Members of the committee are responsible for organising the supply and serving of refreshments on such occasions as - Area Meeting (morning coffee, and afternoon tea or lunches) 1-2 per year, and occasional Local Meeting parties, Regional Meeting, the odd Conference, and Council of Churches visits.

This involves committee members in providing some of the food themselves, recruiting volunteers to make contributions, being in charge on the day, and keeping the kitchen clean. Most of the events take place on a Saturday and are full-day events requiring standing, stooping, lifting, and rushing about.

To keep an eye on the fridge and throw out any old food; and monitor the state of the kitchen and its equipment and ask for replacements and additional equipment (though it should be the office staff who notice if something is broken or missing).

Please note: the Pastoral Care Group is responsible for the monthly Bring-and-Share lunches after Meeting. As of February 2020, these are now bring-your-own lunch.

### Skills Required

* An ability to facilitate other peopleʼs organisation.
* An understanding of the logistics of catering for large groups.

### Time Commitment

3 years – about one tea or lunch every two months.

### Number on the Committee

6

# CHAPLAIN – OXFORD UNIVERSITY

### Purpose

To act as a channel of communication between the Local Meeting and the University of Oxford, and between the Local Meeting and any young people or students associated with it (members, attenders, or those involved in general meeting activities, including the YAF group).

### Duties

Attend the Student Ministry Forum once a term. This takes place in working hours (usually about two hours in the afternoon), and is a meeting held between all the college and denominational/non-Christian chaplains of the university.

The nominee will be present to provide a Quaker voice on issues discussed in that forum. Issues might include the mental health policy of the university, student welfare, the spiritual life of students, arranging inter-faith projects, and so on.

* Occasional involvement in chaplaincy projects that require you to bring something to business meeting (e.g. asking the Meeting to support an interfaith chaplaincy project to raise funds to buy the synagogue a new Ark of the Torah) or coordinate with people of other faiths (e.g. arranging an interfaith student carol service).
* If desired, attend chaplaincy social occasions. These are usually at the start of the academic year, and sometimes at the end of term.
* Sometimes you might be asked to give sermons in college chapels, school assemblies in Oxford, and so on. On average, this happens about twice a year.
* Occasional pastoral duties.
* Work with the YAF coordinator(s), if a separate person, to organise the Freshers Fair in October (that is, traditionally, the University of Oxford fair – we haven't been to Oxford Brooks fair but there is room for expansion here.)

### Skills Required

* Ability to communicate and correspond with different members and attenders of the Meeting.

### Time Commitment

An hour a month – but requiring three half-days off work per year to attend the SFM. [could be shared role].

In addition, there may be other seasonal time commitments (e.g. preparation time for sermons and assemblies, helping to organise the Freshers Fair, occasional pastoral duties)

### Number of People on the Committee

1

# CHILDREN AND YOUNG PEOPLE’S COMMITTEE (CYPC)

### Purpose

Committee members seek to provide a caring, supportive atmosphere in all activities organised for children and young people, enabling them to feel happy about taking part and to grow in their understanding of the world, of the needs of others, of ethical issues, of Quakerism, and other avenues of spiritual awareness. At present there are two weekly children’s meetings at 11:00 on Sundays: Beansprouts (for age 0-4), and Sunflowers (for age 4 upwards), and a parent-and-toddler group on Tuesday mornings. We also normally have a teenage meeting, which is not currently active, but we hope to restart.

### Duties

* Oversight of all children and young people’s work within Oxford Local Meeting.
* Advocate for children and young people’s inclusion within the local meeting.
* Ensure appropriate provision of children’s meetings, and oversee their organisation and content. Children’s meetings are facilitated by volunteer helpers, not all of whom are on the committee. Committee members need to co-ordinate and keep overall strategic oversight, but do not all necessarily need to regularly facilitate children’s meetings (although most do).
* Recruit and appoint volunteer helpers, from members and attenders of the meeting.
* Organise appropriate training and development for volunteer helpers.
* Organise the rotas for children’s meetings volunteer helpers.
* Organise annual Family Day / ‘Charney Barney’, and other events for children and families.
* Together with elders, to organise and facilitate three all-age meetings for worship each year (first Sundays in April, October and December).
* Co-ordinate arrangements for children during *ad hoc* events, including weddings, Area Meeting (when held in Oxford), and other events.
* Liaise with the LM Safeguarding Representative, to ensure that all who work with children in the meeting have appropriate DBS checks and received at least Level 2 Safeguarding Children training.
* Encourage teenagers/young people to attend regional and national Quaker events (FSSE, JYM, etc).
* Together with AM Children & Young People’s Advocate, to nominate young people as AM representatives to JYM and other national events.
* Provide opportunities for parents to raise any concerns about children’s work in the meeting.
* Regular reviews of those aims and practices.

### Skills Required

* An interest in the spiritual development of children and young people in a Quaker context.
* Able to listen
* Self-aware
* Good at communicating with children or teenagers, and parents
* Skills in group facilitation, including helping children to play with each other, and to build the group.
* Awareness of Safeguarding Children policy, willing to have an up-to-date Disclosure & Barring Service (DBS) check, and to do Level 2 Safeguarding Children training, and keep these updated.

### Time Commitment

The committee meets approximately every eight weeks in the evening.

### Number of People on the Committee

9

# CLERKSHIP TEAM

## CLERK

### Purpose

To draw up the agenda for, and clerk, Local Meetings for Worship for Business in the manner of Friends and follow up on decisions.

To represent Oxford Friends to other groups as and when required through correspondence and in person.

### Duties

* Prepares agenda and papers and meets with Assistant Clerk to finalise.
* Prepares draft minutes and the final minutes.
* Stores copies of record in two places in the Cloud.
* Assistant Clerk or Clerk attends Management Meeting if required.

### Skills Required

* Ability to ‘read’ the Meeting as it progresses and to write clear and helpful minutes during MfWFB.
* Familiarity with QF&P and Quaker practice in general.
* Ability to stay calm and to be firm when appropriate.
* It is helpful if at least one of the clerks is reasonably computer literate.

### Time Commitment

About 4 to 8 hours per month plus MfWfB and other meetings as required.

## ASSISTANT CLERK

### Purpose

To support the Clerk in all their duties.

### Duties

* Checks all the agendas and papers, circulates the agenda and minutes.
* Maintains the lists of regular reports to MfWFB and alerts the presenters.
* (Note – The circulation of agendas and minutes can be done by the Correspondence Clerk if different from Assistant Clerk – see below).
* Assistant Clerk or Clerk attends Management Meeting if required.

### Skills Required

* Ability to act as Clerk at the Clerk’s request or in the absence of the Clerk.
* Ability to ‘read’ the Meeting as it progresses and to write clear and helpful minutes during MfWFB.
* Familiarity with QF&P and Quaker practice in general.
* Ability to stay calm and to be firm when appropriate.
* It is helpful if at least one of the clerks is reasonably computer literate.

### Time Commitment

4-8 hours per month plus MfWfB and other meetings as required.

### Number of People on the Committee

2 or possible 3 if correspondence clerk is a separate role.

## CORRESPONDENCE CLERK

### Purpose

There are two strands to this role: dealing with paper correspondence and electronic correspondence.

### Duties

Paper Correspondence

From Friends House – pass items such as booklets to the relevant person on committee and leave the rest available in the correspondence box in the library.

Other Correspondence – to be collected from Clerk’s pigeon hole, listed for LM and made available in the correspondence box in the library. Each month the box is cleared and correspondence is either filed or discarded as appropriate.

*Note that we do not respond to unsolicited requests for funds except that we routinely pass requests for assistance with Meeting House Appeals to the Treasurer who makes a £50 donation.*

Electronic Correspondence from Friends House

The Monthly letter duplicates the information in the envelope with electronic links to most of the documents enclosed. This letter can be edited to make it simpler to read – sometimes this involves cutting items that apply only to a particular committee. It can then be circulated through the Clerks Email circulation list.

It is helpful to alert the clerks to items that need to be considered at LM. Attending clerk’s pre-LM meeting would be helpful but not essential.

### Skills Required

* Someone who checks their emails very regularly and is comfortable with storing files and emails on computer for later access.
* Knows who does what in the meeting (or willing to learn and use the committee membership lists).
* Can be decisive about what should be included and what excluded on an adhoc basis.
* Communicates clearly and politely with members of the meeting.
* Well organised and flexible.
* Recognises that mistakes will be made and people will complain from time to time.

### Time Commitment

4-8 hours per month plus MfWfB and other meetings as required.

### Number of People on the Committee

2 or possible 3 if correspondence clerk is a separate role.

# CORRESPONDENTS

## QUAKER COUNCIL FOR EUROPEAN AFFAIRS (QCEA) CORRESPONDENT

### Purpose

To provide a communicative link between Oxford Meeting and the Quaker Council for European Affairs.

### Duties

The QCEA correspondent receives a regular newsletter which is placed in the library on the magazine shelf.  S/he also receives 'alerts' from the QCEA coordinators in Brussels and the UK, and distributes them to a group of people in Oxford meeting who have indicated they would like to receive them. This group also writes to MEPs and others about the issues which QCEA draws to our attention about EU policy, e.g. on peace, social justice, trade justice and human rights.

For several years there has been an annual month's collection for QCEA. The correspondent bids for this. S/he reports annually on QCEA work to Local Meeting for Worship for Business.

### Skills Required

* Internet friendly
* Personal concern

### Time Commitment

* Spare time

### Number of People on the Committee

1

## QUAKER PEACE AND SOCIAL WITNESS CORRESPONDENT

### Purpose

To inform the Meeting of activities Quaker Peace and Social Witness undertakes on our behalf.

### Duties

To put up a display for the month that QPSW has a collection.

### Skills Required

Common sense and an interest in the exciting things QPSW does.

### Time Commitment

Not definable

### Number of People on the Committee

1

## WOODBROOKE CORRESPONDENT

### Purpose

The role of the post-holder is to strengthen the connection between Oxford Friends and Woodbrooke, making local Friends aware of the range of opportunities available at Woodbrooke, and of new developments and initiatives there.

### Duties

The post-holder prepares a special display when Woodbrooke features annually as one of the Quaker collections we support, and also speaks to this collection. He/she makes a report annually to a Business Meeting.

The role involves both information-giving and encouragement. This may be through notices, articles in our *Forty-Three* newsletter, a current display in the lobby and individual discussion.

### Skills Required

Common sense and an interest in the exciting things Woodbrooke does.

### Time Commitment

Not definable

### Number of People on the Committee

1

# ECUMENICAL AND INTERFAITH TEAM

### Purpose

The Ecumenical and Inter-faith team is charged with fostering good relations with Christians and other faiths in Oxford. To ensure a Quaker voice on interfaith and ecumenical matters.

### Duties

It currently consists of four Friends, of whom three contribute to the work of Churches Together in Central Oxford and of the Oxford Council of Faiths. The fourth member is the Quaker representative for the Women's World Day of Prayer and takes part in making the plans for that day. The team reports annually to Local Meeting and to other committees as appropriate.

### Skills Required

* Commitment to inter-church and inter faith work
* Ability to work cooperatively with representatives of other faiths and creeds. Broad sympathies, non-judgmental attitudes.
* Organisational skills.
* Willingness to act as sole Quaker representative on ecumenical and interfaith bodies.

### Time Commitment

* Attendance at meetings of Interfaith and Ecumenical committees – about once every two months, usually 12:00 until 2:00, with a light lunch provided by the host church.
* Attendance at services and other activities of ecumenical and interfaith groups. Also supporting ecumenical ventures, such as Stations of the Cross, Unity Service.
* Women's World Day of Prayer is (as a minimum) attending one planning meeting, a rehearsal and taking part in the service itself. In practice preparation for the service will take up some additional time. The service is a worldwide ecumenical event which each year focuses on a different country. The representative will need to be prepared to work with other representatives from various churches in Oxford.
* As a committee, we limit ourselves to one annual meeting, at which we review the previous year's work and prepare the annual report to LM. We also try to support each other on any sensitive matters and/or to stand in at meetings which the representative cannot attend.

### Number of People on the Committee

3

# FAIRTRADE GROUP

### Purpose

The Fairtrade group ensures that the Meeting House complies with the requirements that give it a Fairtrade Church status.

### Duties

* Serving Fairtrade refreshments.
* Promoting Fairtrade to its members – especially during Fairtrade Fortnight (usually around the end of February).
* Representing Quakers on the Oxford Fair Trade Coalition and received all their publicity and emails.
* Running a regular Fairtrade stall in the lobby on the second last Sunday of the month (the Sunday before the bring-and-share lunch which is on the last Sunday of the month). We get stock from Fairtrade at St Michael’s and from Just Change UK. The purpose of the stall is not to make a profit but to promote Fairtrade and make people aware of the range of Fairtrade goods available. We try to recruit volunteers to help run the stall and any events.

Current System

* On Tuesday the two Friends On Duty (who are also on the Fairtrade Committee) check and order Fairtrade products for hospitality and the running of the Meeting House.
* There are monthly Fairtrade stalls on the 4th Sunday of every month during coffee time (10:15 to 11:15 am).
* There is a summer and winter Fairtrade stall on a Sunday.

### Skills Required

* An interest in Fairtrade.

### Time Commitment

* Liaison is not onerous, provided one is used to committees and the e-mail correspondence they generate, and can attend the evening meetings.

### Number of People on the Committee

3

# FUNERAL ARRANGEMENTS GROUP

### Purpose

To arrange funerals for Quakers and people with Quaker connections

### Duties

The names of people who have died in our Meeting and whose family want a Quaker method to celebrate the life of their relatives are passed to a member of the group by someone connected with the deceased. The person who has been approached then talks to the closest family members to seek out their wishes in respect of arrangements, e.g. who will undertake the introduction at the Meeting for Worship, and who will arrange for announcements to be made in all MfW so that as many people as possible from the meeting can be present on the day.

### Skills Required

* Compassion and sensitivity
* Listening skills
* Availability at short notice
* A capacity for supporting people in both practical and emotional aspects

### Time Commitment

Minimal

### Number of People in the Group

3

## TESTIMONIES CO-ORDINATOR

### Purpose

To ensure that a record of remembrance is drawn up for members and attenders of Oxford Meeting.

### Duties

The Convenor of Records of Remembrance should not normally her/himself draw up the Record of Remembrance. S/he should ensure that the Friends asked by the LMWB to do so should bring a report by or to the third LMWB after the Friends were asked to draw up the Record of Remembrance.

If the Convenor is asked by the LMWB personally to draw up the Record of Remembrance, another Friend should be appointed to support her/him in this role and ensure that, to the best of the convenor’s ability, s/he presents a completed Record of Remembrance by or to the third LMWB after the minute was agreed to write such a Record. A Record of Remembrance should be not be less than about three sentences long**.** This is a suggested format:  “The Beloved Friend had attended Oxford Meeting for x years. S/he had the ability to…..”

The Friend drawing up the Record of Remembrance should bear in mind that an apparently simple record of remembrance may need to become the basis of a testimony, which is the responsibility of the Area Meeting. Usually the writing of a testimony by the AM should be undertaken on the recommendation of the deceased Friend’s local meeting or other group such as elders. Examples of records of remembrance can be obtained from the current convenor. Note that keeping track of records is best done by computer, and that the convenor needs to be computer literate.

### Skills Required

* Ability to write well and meaningfully and to communicate and correspond with different members and attenders of the Meeting.

### Time Commitment

Varied

### Number of People on the Committee

1

# GARDEN MANAGER

### Purpose

To make 43's garden better and more friendly, for paying and non-paying users of 43.

### Duties

* To manage our four hour a week paid Gardener.
* To garden at 43, and to generate a team around us all on Thursday mornings, and at such other times as volunteers can manage.

### Skills Required

It helps to have a love of and some knowledge of gardening and to enjoy being in and around the garden, bringing in plants, manure etc. And it helps to be able to 'represent' the garden to the Meeting.

### Time Commitment

Thursdays 8:00 am to 12:30 pm. Plus other odd bits of time necessary to the above.

### Number of People on the Committee

No committee in a formal sense, though we all work closely with the Meeting House Manager and Assistant (Deb and Jacqui) who are both good gardeners.

Deb is expert and essential inspiration and buys, gives, cares about and 'looks after' the team and Jacqui often gives serious time in similar roles on Thursdays and other days too.

# LIBRARY COMMITTEE

### Purpose

To organise the library’s stock of books and pamphlets on Quakerism and related subjects for use by members and attenders, and to be concerned with the layout and use of the Library room.

### Duties

The committee meets quarterly in to review old stock and acquires and publicises new items. It maintains catalogues, indexes and loans register, and chases up overdue loans.

### Skills Required

No special skills.

### Time Commitment

An afternoon meeting 4 times a year; auditing books over several afternoons before and after Christmas; depending on role, small amounts of time keeping on top of borrowing and magazines or more time cataloguing and entering new books into the system.

### Number of People on the Committee

4

# MEETING FOR WORSHIP CO-ORDINATORS

## COFFEE ROTA

### Purpose

To ensure a reliable rota, without burdening individual members with doing their turn more than once a quarter, or four times a year. The larger purpose is to provide an informal setting in which we can welcome new attenders after Meeting for Worship, and enjoy each other's company. Some element of pastoral care also comes into it.

### Duties

* To produce a rota every two or three months, and if the Friends cannot do a date set, they should arrange a swap with another Friend.
* To monitor the smooth running of each Sunday’s provision of refreshments.
* To act as point of contact for emergency calls from rota members unable to fulfill their agreed slot; and, in a real emergency, to step in and do the job yourself.

### Skills Required

* Good organisational powers
* Familiarity with the kitchen equipment
* Some level of persuasiveness in encouraging people to sign up
* Friendliness, since it's important to set a welcoming tone at coffee.

### Time Commitment

* Three hours per month except in December, when organising the next year's rota can take up to five or six hours.

## FLOWER ROTA

### Purpose

To provide fresh flowers at Meeting for Worship on Sundays.

### Duties

* Co-ordinate the flower rota.
* We have an agreement that one can pick flowers from the garden in moderation and with care, and also that if one buys flowers one can be refunded.

### Skills Required

* Organised

### Time Commitment

* Minimal

## WELCOMING ROTA

### Purpose

To get two people to welcome everyone who arrives for the Meeting and help new people to find the Meeting House.

### Duties

Ask people to fill in the slots they can do and generally sweeps up.

### Skills Required

Computer skills are handy.

### Time Commitment

Most people do a slot once a month.  The rota is set up for three months at a time.  That takes up a bit of time and it is necessary to recruit new people from time to time.

### Number of People on the Committee

One organiser and then a group of volunteer welcomers.

## VOLUNTEERS FOR WEDDINGS

### Purpose

To coordinate the volunteers

### Duties

Making sure everything goes smoothly

### Skills Required

Management, attention to detail

### Time Commitment

Depends how many weddings there are

### Number of People on the Committee

1

# NEWSLETTER COMMITTEE

### Purpose

To produce a monthly newsletter for Oxford Meeting. It is called *Forty-Three* after our street address.

### Duties

* To respond to emails from contributors.
* To edit the articles received.
* To meet together as a committee at least once a month to produce the Newsletter in Microsoft Publisher.
* To liaise with the Meeting House Manager to produce the calendar of events on the back page.
* To convert the file into PDF so that it can be distributed by the Meeting House Manger and be put up on Oxford Meeting’s website.

### Skills Required

* Email access and competency
* ICT skills – preferably with a knowledge of Microsoft Publisher (but not essential).
* Proofreading/editing skills/experience – good knowledge of the English language.
* Ability to work to a deadline and as part of team.
* Knowledge or awareness of what is going on in the Meeting.

### Time Commitment

* About 1 hour a week, plus once a month an editor’s meeting of between 2–3 hours.

### Number of People on the Committee

3

# NOMINATIONS COMMITTEE

### Purpose

To identify and discern the right individuals to perform roles on behalf of Oxford Meeting as well as representatives to other local organisations, Area Meeting, Regional Meeting and Britain Yearly Meeting as a whole.

### Duties

The committee meets in the evening once every one or two months.This group exists to receive requests from Oxford Local Meeting for replacement people to fill vacancies on committees , to consider these requests carefully and confidentially, and to ask people whose names are brought forward about their willingness to serve, giving them sufficient information about what is involved to allow them to make an informed decision about their availability. Then to pass on those names to Local Meeting for Business for Nomination, and to keep a record of these appointments with dates of starting and ending.

### Skills Required

It is important that members of this committee get to know the talents and experience of as many members and attenders of the meeting as possible.

### Time Commitment

Meeting once every two months for about 2–3 hours.

### Number of People on the Committee

8

# OXFORD FRIENDS ACTION ON POVERTY

### Purpose

OxFAP was established by the local Meeting in 1989. It maintains contact with Oxford organisations working with people in poverty, and distributes funds collected by Friends in response to requests from such organisations on behalf of individuals and families in need.

​To lead and manage the disbursement of money donated to OxFAP through agreement with the OxFAP committee.​

### Duties

To receive claims from agencies acting for people with a range of needs that might be met through small one-off donations​

OxFAP occasionally organises meetings, e.g. Friday with Friends, at which a speaker from one of the main organisations it supports gives a presentation about its work and current concerns.

### Skills Required

* ICT
* Record keeping
* Ability to listen and learn
* Ability to liaise with busy people working in agencies
* Communication
* Ability to identify and use strengths within the committee

### Time Commitment

​As much as one can give! The basic job is, at the moment, about 3 hours a week but it has to be done​ every day almost to keep on top of the flow of claims, and to respond quickly, and to read the feedback from the committee.

Then there are ways to do the job with more knowledge and understanding such as attending Housing and Homeless meetings at the Town Hall, and pro-active work finding other sources of funding and raising issues within the meeting, such as Housing and Poverty.

### Number of People on the Committee

Currently 8, which includes Mena Remedios, who is co-opted because of her special knowledge of mental health and homelessness issues and Clare Lawrence, who is from Headington Meeting.

# PREMISES AND FINANCE COMMITTEE

### Purpose

Premises and Finance Committee oversees the care of the premises and finances of Oxford Local Quaker Meeting.

Detailed management of the premises is the responsibility of the Meeting House Manager and the finances are managed by the Treasurer. Both are *ex officio* members of P&F.

### Duties

The Committee is responsible for discernment regarding:

* Major repairs and improvements to the premises
* Security of the premises
* Management practices for the premises and finances
* Recruitment, employment and remuneration of staff
* The annual budget and any significant extra-budgetary expenditure
* Raising income including the pricing of rooms for hire and the annual schedule letter to Members and attenders
* Investments and banking

The Committee refers matters to Local Business Meeting for decision where appropriate, and responds to questions and issues referred from Local Business Meeting.

### Skills Required

* Knowledge of the Meeting including a good sense of the needs, concerns and views of members and attenders.
* Ability to understand accounts.

### Time Commitment

* Attend regular P&F meetings, currently every two months.
* Attend occasional ad-hoc meetings.
* Occasionally participate in decision making by e-mail.

### Number of People on the Committee

*Ex officio* members:

* One of the Local Business Meeting clerks
* An Area Meeting Trustee
* The Treasurer, Assistant Treasurer and Collector
* The line manager of the Meeting House Manager

Three appointed committee members including the clerk

The Meeting House Manager also attends P&F meetings.

# RECORDS OF REMEMBRANCE – CONVENOR

### Purpose

To find people to write a record of Remembrance for Friends associated with Oxford Meeting who have died, and to edit the records where necessary.

### Duties

* The Convenor should not normally write the record themselves – if asked to do so, another Friend will be appointed to support.
* Records are recommended to be around 3 sentences long.
* Records should be completed by the third Local Meeting for Worship for Business after the request is made.
* A copy is filed in the Library and another copy sent to the Clerk of Area Meeting.
* Where the person has made a significant contribution to the Society of Friends, Area Meeting is requested to prepare a fuller testimony.

### Skills Required

Sensitivity in dealing with bereaved people and general literacy.

### Time Commitment

Variable

# SAFEGUARDING REPRESENTATIVE

### Purpose

* Introduced in 2013–14 by Oxford and Swindon Area Meeting (OSAM) under 7.2.d of the Safeguarding Section of the Area Meeting Handbook. This is essential reading (available online) as it sets out the Area Meeting Policy and the procedures that local meetings should put in place.
* Essentially the local rep, working in conjunction with the convenor of the Children’s Committee, is responsible for ensuring that local meeting operates as per the OSAM policy:
  + That all volunteers working regularly with the children on Sunday are appointed formally and have their criminal records checked with DBS (Debarring Service)
  + That records are kept of events and personnel of children’s meetings
  + That safeguarding procedures are written down and reviewed once a year
  + That training of volunteers is addressed.
* The rep can liaise with the Safeguarding Coordinator for the Area, ask for advice and also report once a year with names of all working with the children and any concerns there may have been.

### Duties

* A main and continuing duty is to verify the criminal record checks of new appointees or those whose certificate is out of date. Much of the other above requirements have been seen to. Below is the most recent set of Safeguarding Procedures which was approved by Business Meeting in June 2017.

A similar report/list will need to be submitted every June.

* Keeping in touch with the convenor of the Children’s Meeting as to any concerns and occasional attendance at children’s committee meetings.
* Consideration of training opportunities for the volunteers.
* To “be there” in the event of a complaint or concern to do with safeguarding and understand the correct procedures.
* Please note: safeguarding refers to vulnerable adults as well as children.

### Skills

* Reasonable IT skills as all the DBS checks are done on line if possible.
* Familiarity with working with children/vulnerable adults would be an asset.
  + The Safeguarding Reps of other local meetings are all volunteers currently working with the children on Sundays. The current convenor of the Children’s Committee prefers to have someone outside the group. Nonetheless I think it would be helpful to reconsider this.)
* Familiarity with social services would be a terrific asset. Presence of mind in the event of a complaint/incident.

### Time Commitment

* About a day per month.
* The principal occupation is emailing and chasing people up for the DBS checks, and meeting to verify them.
  + Someone who attends Meeting regularly on Sunday morning might find it easier to do much of this then.

### Oxford Local Meeting Safeguarding Procedures

* We will comply with Area Meeting Safeguarding Policy.
* Our volunteers who supervise the Children’s Meetings (supervisors) on a regular basis are appointed by the Children and Young People’s Committee and listed in its annual report to local business meeting; they will have a DBS (Disclosure and Barring Service) check.
* Parent and irregular adult helpers will not necessarily be DBS checked or be formally appointed, but will not be left alone with the children.
* We will have two adults present at all times in children’s groups, one of whom will always be an appointed supervisor.
* Parents/Carers will be told if the children are likely to leave the premises during Meeting and written permission for the outing will be obtained.
* A record book will be maintained detailing those present and activities carried out.
* Any incidents, including accidents and injuries, will be immediately reported to the parent/carers and another children’s committee member (or if not available one of the Clerks) and recorded in the Meeting Safety Book. The parent/carer will sign the relevant entry so that all know the parent/carer has been informed. Any accident or injury will also be added to the relevant Children’s Meeting or creche record book along with minor bumps and bruises.
* We should all be aware of safeguarding policy in relation to all vulnerable adults as well as children.
* Allegations or suspicions of abuse must be treated in confidence, recorded in writing as soon as possible and forwarded to the Area Safeguarding Coordinator or deputy who will pass them on to the appropriate authorities. DO NOT INVESTIGATE within the Meeting. Contact numbers for the safeguarding co-ordinators will be displayed on the noticeboard in the Meeting House lobby and will also be added to the Children’s Meeting Leaflet. All parents should be given a copy of this leaflet and more are available by the office door.

# SANCTUARY MEETING REPRESENTATIVES

### Purpose

The UK can be a hostile place for immigrants. Our aim is to change this, creating a culture of welcoming hospitality that answers that of God in every person. To help achieve this, your meeting is invited to become a Sanctuary Meeting, part of a national network offering solidarity with all people new to Britain.

What does being a Sanctuary Meeting mean?

Being a Sanctuary Meeting means a commitment to building a culture of welcome, challenging racism in all of its forms and helping change the laws on destitution, detention and deportation.

Where did the idea come from?

Quakers across Britain are working in different ways to welcome newcomers to the country, including by supporting and establishing City of Sanctuary groups, lobbying local councils, visiting detention centres and campaigning with the Quaker Asylum and Refugee Network (QARN). Friends expressed a desire for greater support with current work and developing new projects. They also wanted a more coordinated way of working together for political change.

What support do Sanctuary Meetings get?

Sanctuary Meetings will be supported with regular teleconferences identifying political opportunities for change, publicity materials, an annual retreat, and pamphlets exploring the issues around destitution, detention and deportation. Those signing up will have access to training to help build alliances with migrant and migrant-led groups, and will be linked to other like-minded meetings for sharing ideas and supporting one another.

What is the relationship between Sanctuary Meetings and City of Sanctuary?

Quakers were among the founders of City of Sanctuary, and many meetings support local City of Sanctuary groups (local networks that welcome people seeking sanctuary). Sanctuary Meetings are encouraged to be part of local City of Sanctuary/Town of Sanctuary networks.

What is the relationship between Sanctuary Meetings and the Quaker Asylum and Refugee Network (QARN)?

The Sanctuary Meetings Project has been developed with Quakers across Britain including many members of QARN. The regular advocacy teleconference will also be co-hosted by QARN.

Our meeting is already welcoming people seeking sanctuary. What difference would it make to be a Sanctuary Meeting?

Part of the rationale for the Sanctuary Meetings Project is to provide a way for Quakers and Quaker meetings already active in the movement to welcome people seeking sanctuary. We want a coordinated political voice for change. It also meets the request for infrastructural support such as training, retreats and networking.

What does ‘Sanctuary’ mean in this context?

Adapted from the definition offered by the Quaker Jim Corbett (who co-founded the Sanctuary Churches Movement in the US), we understand a Sanctuary Meeting as a protective community for people whose human rights are being violated. The public practice of sanctuary also holds the state accountable for its violation of human rights.

How do we become a Sanctuary Meeting?

Being a Sanctuary Meeting is a whole-meeting commitment. To become a Sanctuary Meeting, take the idea (perhaps with this Q and A) to your local meeting for worship for business. You don’t need to decide what activities you will engage in straight away. The starting point is simply to identify one or two people willing to act as a link with the Programme Coordinator for one or two years, then to email their name and telephone number to [sanctuary@quaker.org.uk](mailto:sanctuary@quaker.org.uk).

### Duties

The form a Sanctuary Meeting takes could vary depending on a meeting’s resources, location and the local organisations it links with. But all will be connected in their desire to provide a safe and welcoming space.

Here are some ideas based on things that are already happening:

* Holding at least one public meeting a year with migrant-led or anti-racist groups in your area
* Lobbying local politicians on issues of destitution, detention and deportation
* Assisting in campaigns to resist deportation
* Affiliating with a local City of Sanctuary group or, if there isn’t one near you, finding other ways of befriending and accompanying people seeking sanctuary
* Providing holidays or short breaks for asylum seekers, particularly if your meeting is in the countryside (you could link to an urban group).
* Working on projects to assist asylum-seeking children, particularly if your meeting is close to a Quaker school
* Joining a visiting group to an immigration detention centre, if there is one within travelling distance of your meeting. People on the group could be upheld by, and report back to, the meeting.
* You might also consider taking part in the project to observe immigration bail hearings (see <https://bailobs.org/>) making your (or your members’) property into a House of Hospitality, where longer term residents and destitute asylum seekers live together.
* Giving ‘room grants’ to migrant-led groups in your meeting house.

### Time Commitment

Sanctuary Meetings is funded to the end of 2019. There will be a review in mid-2019 to which all participating meetings can contribute. The end of the project will not mark the end of Friends’ commitment to those forced to flee. Rather, we hope that the processes put in place will enable Friends to continue to work together for justice and peace. Find out more at www.quaker.org.uk/migration. Contact [sanctuary@quaker.org.uk](mailto:sanctuary@quaker.org.uk)

### Number of People on the Committee

2

# TREASURY COMMITTEE

### Purpose

To manage the finances of the Local Meeting with regard to the wishes of the Meeting and the legal duties on the Meeting. The Assistant Treasurer’s role is to assist the Treasurer, and do some of the more straightforward book-keeping duties on the accounts.

### Duties

**Treasurer and Assistant Treasurer**

* Book-keeping activities
* Helping with the Quickbooks web site
* Completing some of the more mundane payments.
* Attending P&F committee meetings
* Overall responsibility for Oxford LM’s financial management.
* Makes all payments.
* Banks some receipts.
* Enters all transactions in system.
* Carries out monthly reconciliation of accounts with bank statements.
* Prepares end of year accounts.
* Presents account to LM.
* Liaises with Witney LM, including twice yearly Treasurers’ meeting, and prepares LM accounts in a form suitable for AM consolidation (as required by law).
* Oversees payroll matters, including tax and returns
* Bequests.
* Insurance.
* Advices LM on requirements of charity law.

**Collector**

* Arranges annually the request to Oxford LM Friends and Attenders for donations, including the BYM schedule and follow-up action, fundraising and collecting within Oxford LM.
* Advises on and administers tax-efficient charitable giving / schemes.
* Banks donations
* Keeps records of earmarking requests and, and in co-operation with the Treasurer, enters them into the system.

### Skills Required

* Numerically confident
* Pays attention to detail
* Able to learn how to use software packages and on-line systems such as Excel, QuickBooks Accounts, Co-op Online Banking, NEST pension administration website
* Capable communicator to individuals and groups.
* A minimum book-keeping understanding
* A mundane approach to money and figures

### Time Commitment

* Treasurer/Assistant Treasurer (combined) - probably something like 5 hours/week
* Collector – about 1 hour/week, but much more uneven through the year with a peak after the Schedule is distributed

### Number of People on the Committee

3, not including the Meeting House Managers.

# TRUSTEE TO OXFORD AND SWINDON AREA MEETING

### Purpose

The role of the Trustees is to oversee the management of the affairs of the Area Meeting: mostly maintenance of property; employment of staff; finance; safeguarding.

### Duties

To attend meetings and read relevant documents.

### Skills Required

Currently – with the ending of Katharine’s term of service, we no longer have a lawyer on board so someone with a legal background or some experience of dealing with employment issues would be particularly welcome. It might also be useful to have someone with an interest in safeguarding issues. But the important thing is to have someone from your Meeting to join us.

### Time Commitment

There are four meetings a year, in January, April, June and October.

The April and October meetings are held in Oxford in the evening and the meetings in June and January are held on Sundays after Meeting for Worship at Local Meeting venues in rotation. The host meeting provides lunch. The meetings usually last between one and a half to two hours.

The minimum requirement is to attend meetings and read the documents (no penalty for missing the occasional meeting!) Apart from that, it is difficult to say how much work is involved. For some Trustees, there would be nothing much to do between meetings but for people with special responsibilities there can be quite a lot of work.

For example, last year there were a lot of problems with Oxford Meeting House which meant a lot of work for the two people with the ‘property portfolio’. The previous year when a new warden was appointed there was a lot of work for the two people with legal experience. The work load really depends on how much an individual Trustee is willing to take on.

### Number of People on the Committee

10 Trustees

As for my own experience, I have found the Trustees a very agreeable group of people to work with and thanks to the enormous amount of work that was done by previous Trustees to establish good procedures, the work goes very smoothly.

# WARDENSHIP COMMITTEE

## LINE MANAGER TO MEETING HOUSE MANAGER

### Purpose

To supervise the performance and represent the interests of the Manager and staff team: to work towards the Meeting getting the best from its staff and the staff getting the best from working at 43.

### Duties

* Regular reviews and planning meetings with the Manager, Assistant Manager; drawing up contracts for all staff
* Taking part in Premises and Finance Committee (ex officio member) and Management group meetings
* Taking part/leading ad hoc projects e.g. Friends on Duty scheme.
* Responding to immediate queries for advice/decision from staff.
* Responding/dealing with queries/complaints from members and attenders about staff.

### Skills Required

* Diplomacy, patience, enthusiasm
* Management experience
* Capacity to see wood for trees and sense of humour

### Time Commitment

On average 8 hours a week

### Number of People on the Committee

1

# YOUNG ADULT FRIENDS CO-ORDINATOR

### Purpose

To ensure the smooth running of the Young Adult Friends group, and the security of the Meeting House following YAF Meetings. These currently take place on Monday evenings. On the first Monday of the month the Meeting is open to all ages.

### Duties

This role was held by one person, but now several people share the job – which is better. The practical roles amount to:

* Running the email mailing list and Facebook page.
* Being the contact on websites/leaflets for interested Young Friends.
* Opening and locking up the Meeting House on Monday nights (when YAF meets) and setting up the Meeting.
* Work with the chaplain(s), if a separate person, to organise the Freshers Fair in October (that is, traditionally, the University of Oxford fair – we haven't been to Oxford Brooks fair but there is room for expansion here.)
* Informing the Meeting House Manager when new food needs to be ordered.
* Organising the shared, all-age session once a month (choosing readings, welcoming non-YAFs)

More generally, the person might take a more active role in keeping the spiritual side of things vibrant (making sure readings are organised for the all-age session, explaining the idea behind meeting and afterword to newcomers, and so on – although this could be a separate role from the practical stuff, if YAFs wanted an elder).

### Skills Required

* Crucially, the nominee should commit to being at the YAF Meeting every week (Monday evenings) and therefore, be aged 18 to 30ish.

### Time Commitment

Three hours a week. In theory, it shouldn't take much time at all, and these jobs don't *need* to fall to one person.

# OSAM NOMINATIONS – ELDERS

### Purpose

To uphold the spiritual life of the Meeting.

### Duties

* Elder Meetings
* Uphold various discussion groups, reviewing their state
* Take such initiatives as some desirable to promote the spiritual wellbeing of the individuals and of the Meeting as a whole (e.g. combined Meeting for Worship, Enquirers groups,
* Reading *Quaker Faith and Practice* groups etc.).
* Encouraging applications for membership
* Responding to questions about the society.
* More detailed descriptions can be found in *Quaker Faith and Practice* 12.13.

### Skills Required

* Forbearance
* Discernment
* Tolerance
* Participation in the life of the Meeting

### Time Commitment

* Elders meet once a month (last Friday currently)
* They sit in Meeting for Worship as Elders about twice a month

### Number of People on the Committee

We currently have 11 elders. There needs to be a balance between men and women, 9:30 and 11:00 regulars (though some of us do cross over sometimes).

# OSAM NOMINATIONS – PASTORAL CARE GROUP (OVERSEERS)

### Purpose

We are a group of Friends who work in the different Post Code areas of Oxford to foster a sense of community for Quakers within the city and surroundings. Our aim is to provide a range of friendly activities and to offer support. Whether you are experiencing joy or difficulty, we hold friends in the Light.

### Skills required

Everyone has something to offer the PCG. Qualities that can help in the role include warmth, kindness, social skills, being a good listener, being available, showing an interest in other people, and being sensitive to any needs. Preferably PCG members need to be mobile.

### The Role includes

* Within our group we are friends to one another. It is most useful for first- time Pastoral Carers to attend a weekend Overseers Course at Woodbrooke within approximately the first 3-6 months.
* Organising and facilitating regular social events such as coffee mornings, shared lunches, discussion groups, walks, musical events, celebrating special occasions, thus encouraging Friends to get to know one another better, and promoting caring Friendships within the Meeting.
* Maintaining contact with Friends in our designated area and being receptive to their needs on information of the Society of Friends locally, as well as at Area and National levels, encouraging attendance at Business Meetings, as well as BYM. Grants to attend certain courses may be available.
* Arranging visits to members/attenders in need, the elderly, or disabled Friends unable to attend Meeting for Worship, being aware and helpful towards Friends in financial difficulties, and caring for the bereaved. We also encourage the sharing of care with members of the Meeting, and reporting back to the PCG.
* Maintaining effective links with the Children’s Committee, also ensuring that Young Friends are made welcome, and that we are aware of their gatherings being part of our Meeting.
* Guiding attenders towards membership - providing information regarding enquirers meetings and courses, the availability of ‘43’, The Friend, and other Quaker literature, - and nurturing new members.
* Safeguarding vulnerable adults.
* Attending monthly PCG Committee Meetings, collaborating with Elders, taking one’s turn to represent PCG at the Co-ordination Meeting, and together with Elders – attending the triannual joint OSAM event.
* Ensure that the Data Protection list is updated, and check on Certificates of Transfer.

### Time Commitment

Varies from very little time → several hours weekly.

### Number of People on the Committee

8–10