

Request for Applications Resident Friend for Friends Meeting at Cambridge

Friends Meeting at Cambridge (FMC) is seeking a gifted Friend (or a couple to share position) to serve in residence for an expected period of 3-6 years.

FMC is a large (400 members, 150+ at worship) un-programmed urban Meeting in Cambridge, Massachusetts. The Meeting is a thriving, vibrant spiritual community and is blessed with the presence of many seasoned Friends, a sound physical facility, and adequate financial reserves. Friends Meeting at Cambridge is also blessed with a natural flow of inquirers from the greater Boston area, including, students at local colleges and adults relocating to the area. FMC seeks to continue our progress in attracting and integrating young people, young families, LGBT people, differently-able people, and a greater diversity of class and race.

Our Meeting is committed to a concept of vitalization that we call “The Beneficial Cycle” (here on BC). As an important part of the Beneficial Cycle implementation we expect that the Resident Friend will work with committees, volunteers, and staff to coordinate BC focus during the next several years. We would also like to be a community in which one can reliably count on effective task completion and thorough communication.

The Beneficial Cycle addresses:

— *Deepening Worship*: That a community that intentionally works hard to continue to deepen its spiritual understandings and practices will naturally be enabled to bring increasing spiritual reach to the welcoming and integration of newcomers (and present participants) and will naturally practice more effective service in the world.

— *Strengthening Community*: That a community that more effectively welcomes and integrates newcomers (and effectively nourishes all community members) will naturally find itself with more participants for doing service in the world and will find itself with a larger reservoir of fresh viewpoints and deepening spiritual souls to participate in the entire work of the Meeting.

— *Increasing Witness and Service*: That a community that does service in the world more often, and more completely together, will naturally receive additional enriching spiritual experience, will naturally increase the effectiveness of its service in the world, will achieve more visibility in the world (attracting some to Quakerism), and will deepen personal relationships by knowing one another in the work of the Spirit.

While there is a high degree of responsibility and authority involved in the position of Resident Friend at FMC, we do not see ourselves as placing anyone at the “head” of Meeting — instead we mean to place an able person, gifted in attentive relationship, at the “core” of Meeting life. The Resident Friend should thus have a collaborative personal style that fosters cooperation and that nurtures the skills, talents, and creativity of others.

Expectations

FMC sees our next Resident Friend as having responsibility for caring about and facilitating the functioning of the whole Meeting. With input from appropriate committees and individuals, the Resident Friend will be charged with oversight responsibility for 7–10 staff members (full-time equivalent of approximately five staff). With appropriate consultation, the Resident Friend will exercise significant oversight of outreach, pastoral care, spiritual education, communication, various programmatic activities and attend to the administrative needs of the meeting. Some examples of our expectations follow.

Personal Qualifications

- An experienced Friend, spiritually grounded and led by personal faith to live by the values held by the Religious Society of Friends.
- Someone who serves as one of the public faces of the Meeting and as someone who will be known as a person that anyone can go to with any question about the Meeting.
- A welcoming presence to visitors and will help with the orientation of inquirers.
- Gifted and motivated to incorporate young people fully into the life of the Meeting.

- Well-grounded in Quaker history, as well as with Quaker life today, and knowledgeable about the Scriptures and other religious literature.
- Able to establish and maintain personal boundaries and limits (e.g. no 65 hour weeks).

Pastoral Care

- Understand the importance of pastoral care in a Meeting community and will be charged with working with the responsible committee to coordinate FMC volunteers, committees, and staff in responding to community needs. The Resident Friend will ideally also be gifted at providing pastoral care because there will be times when seasoned response is immediately needed.

Meeting Committees

- Regularly attend Ministry & Counsel and as needed committees that have direct relationship with staff (First Day School, Office Operations, Trustees and Youth Programs). The Resident Friend will be expected to attend monthly Business Meeting and annual sessions of New England Yearly Meeting.
- Receive and read available minutes of all committees, check-in periodically with all committee clerks, and will occasionally attend meetings of all FMC committees and groups. In this way the Resident Friend will know what each committee and group is doing, will recognize when there is overlap in responsibilities or potential conflict, and will know when something important is not working as intended or is getting lost in the shuffle. The Resident Friend will thus be able to bring such matters to proper attention in a timely enough manner to make a difference. Overall we expect that roughly 50 hours per month of our Resident Friends' working time will involve attending various FMC meetings.

Follow Through

- Be mindful of key activities the Meeting has undertaken and when something significant is not progressing the Resident Friend will sensitively and dependably inquire about the work and will assist in finding solutions that may be impeding completion of the task (e.g. simple reminder, helpful suggestion, assignment of additional resources/staff, facilitating transfer of responsibility for the task).

Staff

- Supervise all staff on a day-to-day basis and lead the process of annual staff evaluation. The processes of supervision and evaluation will include ongoing consultation about staff matters with appropriate FMC committees and the Presiding Clerk. Mindfulness about 'expecting too much' and 'expecting too little' from staff will be important. Similarly, an ability to facilitate resolution of differences/conflicts will be important, as will the ability to make balanced adjustments of staff workloads and priorities according to programmatic needs and in response to Meeting decisions. After appropriate consultation with FMC committees and individuals, the Resident Friend will make all decisions regarding hiring, continuation, and termination of principal staff.

While we intend to place significant weight on successful past spiritual, administrative, and supervisory experience, we have not designed our selection process to formally require such experience, because we also want to be open in the Spirit to applicants (e.g. younger applicants) whose examples of competence and giftedness may need a different kind of presentation.

Compensation includes a two-bedroom apartment (all utilities included) at Friends Center (valued at roughly \$26,000 annually). The housing part of compensation is exempt from federal and state income tax because living at Friends Center is a required part of the position. Compensation also includes a cash salary of ~\$35,000, full coverage for individual and family healthcare, and a contribution to a 403(b) retirement fund of 10% of the salary plus 10% of the value of the tax-exempt housing

Resumes and communication expressing interest in exploring the possibility of becoming the Resident Friend at FMC must be received in final form by FMC no later than April 30, 2017. We hope for a start date of between July 1 and September 1, 2017. Contact: RFSearch@FMCQuaker.org