

Resident Friend Job Description 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, invested volunteers, 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). We expect the Resident Friend to work effectively with staff, committees, and volunteers within the BC framework during the next several years focusing 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 primarily attend to the administrative needs of the meeting including staff supervision, fiscal oversight, programmatic activities, communication, spiritual education, pastoral care and outreach. 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 serving as one of the public faces of the Meeting, known as a person anyone can go to with any question about the Meeting.

- A proven supervisor with extensive program management and fiscal oversight experience.
- A welcoming presence to visitors helping with the orientation of inquirers.
- Gifted and motivated to incorporate young people fully into the life of the Meeting.
- Well-grounded in Quaker history and Quaker life today.
- Able to establish and maintain personal boundaries with strong time management skills. The RF will often work a split shift due to evening committee work and program activities often on the weekend.

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 with appropriate FMC committees and the Co-Presiding Clerks. The Resident Friend will set appropriate work goals for individual staff and implement a supervision model that motivates teamwork, facilitates resolution of staff differences/conflicts and makes balanced adjustments in staff workloads and priorities according to programmatic needs and in response to Meeting decisions. Regularly review FMC financial information in QuickBooks and reports from FMC Treasurer, highlighting any financial concerns. After appropriate consultation with FMC committees, the Resident Friend will make all decisions regarding hiring, continuation, and termination of principal staff.

Meeting Committees

- Regularly attend Ministry & Counsel and committees that have direct relationship with staff (First Day School, Office Operations, Trustees and Youth Programs). Regularly attend monthly Business Meeting (reporting on activities when appropriate) and annual sessions of New England Yearly Meeting.
- Receive and read available minutes of all committees. Check-in periodically with committee clerks (in co-ordination with Co-Presiding Clerks), and occasionally attend FMC committees and groups particularly those that may need assistance with focus and responsibility. In this way the Resident Friend will know what each committee and group is doing, identify overlap in responsibilities or potential conflicts and identify when something important is not working as intended or is getting lost in the shuffle. The Resident Friend will bring such matters to proper attention in a timely enough manner to make a difference. Roughly 50 hours per month of the Resident Friends' working time will involve attending various FMC meetings.

Pastoral Care

Understand the importance of pastoral care in a Meeting community and work with the responsible committee to coordinate FMC volunteers, committees, and staff in responding to community needs. The Resident Friend will ideally provide some pastoral care because there will be times when seasoned response is immediately needed.

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).

While we intend to place significant weight on successful past spiritual, administrative, and supervisory experience, we have not designed our selection process to only 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.