

Volunteer Coordinator Position

Please describe your proposed project or use of the money in detail in a few paragraphs. Then answer the questions below that apply to your proposal.

The proposed project is intended to serve Friends Meeting Cambridge by onboarding a Volunteer Coordinator who will contribute to the ongoing Life of the Meeting and provide practical as well as spiritual benefits to our community. As a large Meeting with diverse needs and differing perspectives on a range of issues, it is imperative that we find someone who can help us heal the divisions brought about by the COVID-19 pandemic, strengthen our community by bringing members together in collaborative activities, and recruit and train volunteers and interns to handle the various tasks whose completion we depend on.

I. Overview

- **Why this project now, and will it engage with or benefit the FMC community? If so, how?**

The COVID-19 pandemic has been an extremely disruptive event for the FMC community. A sizeable number of our members are reluctant to attend meetings and other activities held in the Meeting House or other common areas, like the Family Room, the Library, or the Far Parlor. To remain safe by not exposing themselves to the virus, these individuals and families rely on virtual participation via Zoom technology. One consequence of this development is the fragmentation of the FMC community into "Zoomers" and "Roomers" (those who attend in-person events). The Volunteer Coordinator position is intended to help heal these divisions and restore wholeness to our community. The person selected to fill this position is mandated to reach out to our various committees as well as to individual members and to perform a variety of tasks that will build community and enable members to feel connected to and animated by the values of Quaker worship and the role that Quakers can play in society.

To help build community, the Volunteer Coordinator will collaborate with others in organizing shared activities, such as the annual breakfast, the Easter Fair, the New Year's contra dance, visits to museums, and other special events. On a more technological level, the Volunteer Coordinator will create and implement a system for tracking and maintaining contact with members as well as with volunteers for all Sunday tasks, including Care of Door, after-worship Refreshments, Lunch, and tech and spiritual hosts on Zoom.

- **How will this project deepen the spiritual life of FMC and reflect its testimonies?**

The Volunteer Coordinator is expected to be familiar with the Society of Friends, non-violent communication, and the Alternatives to Violence project as these are clear expressions of Quaker values and testimonies. In order to fulfill the responsibilities consistent with the role of Volunteer Coordinator, this person will attend committee meetings and Sunday worship, and plan to meet on a one-on-one basis with members of various FMC committees. The Volunteer Coordinator will also function as a support person and member of two FMC committees: Fundraising and Fellowship & Outreach. In terms of deepening the spiritual life of our community and actively reflecting Quaker testimonies, the Volunteer Coordinator will assist in planning spiritual retreats, organize workshops on non-violent communication, and organize volunteers to implement service projects, such as preparing meals, via a non-profit group, for unhoused individuals and families; and visiting residential communities for the elderly and those in need of nursing care.

In other words, the Volunteer Coordinator is expected to participate to the fullest extent possible in the Life of the Meeting through their relationships with members, their attendance at committee meetings, and their planning of events that will demonstrate the unity of faith and works, such as visiting those who are incarcerated, serving meals to the unhoused and providing them with material aid as necessary.

- **How much is being requested, and what do you hope these funds will accomplish? Will you personally oversee execution or will it involve another organization or non-FMC persons? Over how many years will the funding be used?**

This project, which is focused on the hiring of a Volunteer Coordinator, does not involve any other organization or persons not affiliated with Friends Meeting Cambridge. It is an initiative that was launched by Daria Casinelli, a member of the meeting, with input from George Capaccio, also a member.

For the position of Volunteer Coordinator, we are requesting \$130,000, or \$65,000 per year for a two-year commitment. Salary and housing costs are included in this amount.

These funds will enable the Volunteer Coordinator to participate fully in the Life of the Meeting and to carry out the duties and responsibilities commensurate with this role.

- **Is this a local proposal, elsewhere in the U.S., or international? Or for FMC itself?**

This proposal has originated within Friends Meeting Cambridge. Therefore, it is a "local proposal"?

- **Who will carry out this project, both short-term and long-term if applicable? What are the roles, who will be doing them, and will there be adequate support?**

Volunteers will be enlisted to carry out the vetting and hiring of the Volunteer Coordinator. An Oversight Committee will be responsible for ensuring the person in the role of Volunteer Coordinator is performing the tasks assigned to them during their tenure with FMC.

The Oversight Committee will consist of the Meeting Administrator, the co-clerks of Fellowship and Outreach, and one elder member of the Meeting. The Meeting Administrator will also handle the payroll for the position of Volunteer Coordinator.

The key responsibilities associated with this role include the following:

- Recruit volunteers for FMC activities.
- Supervise volunteers on Sunday and during events.
- Act as support staff and member of the Fellowship and Outreach committee.
- Master and use our file maker database.
- Plan and implement 2-3 special projects per year.
- Recruit and supervise interns.
- Perform necessary administrative tasks, such as record keeping and data entry.

II. Use of Funds

- Does this proposal advise keeping some or all of the bequest for FMC's capital or budget use?

The proposal recommends using half for internal projects and half for external.

- **Is this the only funding for this project or is it part of a larger effort?**

This is the only funding.

- **Is it ongoing after these funds are depleted?**

No. When the two-year commitment is over, the Meeting will expect the Volunteer Coordinator to assume responsibility for their living expenses and hopefully to become a member of our community indefinitely.

- Is this funding for a start-up, a program already up and running, or is this for an expansion?

The funding we are requesting will be used for what is essentially a start-up program -- the hiring and ongoing supervision of a Volunteer Coordinator over a two-year period.

- If being given to an existing program, what portion of that budget will this represent?

The question is not applicable to this proposal since no existing program is involved.

- **If an existing project, are members and/or attenders at FMC already engaged with this project, and if so, how? Are community members welcome to become involved and how?**

Although this funding is for a start-up program, the program will require the involvement of members of FMC on a volunteer basis. Without their involvement, key goals of the program will be difficult to achieve. For instance, the Volunteer Coordinator will call upon community members to volunteer for various FMC activities as well as to handle Sunday tasks, such as Care of Door, providing after-worship refreshments, preparing lunch for members, cleaning up the Family Room, and recruiting folks who are trained to use technology for events and activities on Zoom.

III. Budget – up to 3 years is recommended

Costs need to be quantified whether or not a grant is to be carried out by you or given to another organization to carry out

- Personnel cost including taxes and benefits if applicable, and/or "in-kind" volunteers

The only cost, salary and benefits is recommended to be \$65,000/year for each of two years. The total being \$130,000.

- Capital costs
n/a

- Cost of supplies, equipment

n/a

- Travel needs
n/a

- Additional?
n/a

Please contact the Bequest Discernment Group with any questions at bequest@fmcquaker.org.