

FRIEND IN RESIDENCE

Approved 4/2008

Summary of Duties: The Friend in Residence (Resident) provides support for the spirit and activities of the Meeting and considers the residency as a form of ministry. The Friend enriches the life of the Meeting through engagement in a program supported by the Meeting. The Resident represents the meeting to visitors.

In keeping with the tradition of a released friend Atlanta Friends Meeting supports the Resident's call to religious service and its realization in the program undertaken during the period of residency.

Reports to: Clerk of Personnel using the guidelines set forth in the AFM Personnel Procedures Manual. Coordinates program activities with the designated meeting committee.

Term: Two years with an option for a one-year extension to a maximum of three years.

Duties:

1. Works with Meeting to plan, organize and implement a ministry supported by the meeting. Coordinates this work through the appropriate designated committee (i.e. social concerns, religious education, ministry and worship).
2. Serves as on-site representative of the Meeting and provides a welcoming presence to all.
3. Resides in the apartment in the Meetinghouse.
4. Provides a monthly report to the Clerk of Personnel and the designated program committee.
5. Ensures readiness of Meeting Room, Greeting Room, Kitchen and Restrooms each First Day morning.
6. Secures building each night or arranges for someone to do it.
7. Is prepared to address emergencies pertaining to the safety of the Meetinghouse or its occupants.
8. Has the authority of the Meeting to monitor the terms of AFM rental agreements.
9. Performs other duties as mutually agreed to in the work plan.

Hours: The resident is to be on site most evenings and at other times consistent with program responsibilities. Messages may be left on the apartment phone and calls to this phone should be restricted to the time between 9 am and 9 pm. Coverage during reasonable absences will be provided.

Benefits:

1. The Meeting provides a rent-free apartment including utilities and use of the Meetinghouse washer and dryer. Telephone service is not included.
2. The Resident receives a stipend.

3. The Resident receives limited assistance purchasing health care insurance, if needed.
4. The Resident receives four hours per month paid personal time off. Reset each calendar year with no carryover.

Qualifications:

1. A member or active attender of a Quaker Meeting led to be engaged with Friends in a ministry supported by the Meeting.
2. Leadership skills and experience in working with groups.
3. Ability to plan and organize programs.
4. Experience using Quaker process.
5. Ability to work independently with little direct supervision.
6. Punctuality, accurate record-keeping and organizational skills.
7. Patience and tolerance of ambiguity.
8. Experience working with people and tactfully setting limits.

Notes:

1. Applicants are required to submit a program proposal for the ministry they wish the Meeting to sponsor.
2. A couple will be considered for this position provided they understand there is no additional compensation and they will reside in the apartment.
3. Definition of Released Friend:

Minutes of religious service record the Meeting's recognition of a call to a religious service in someone's life. A minute of religious service may be appropriate in the following situations:

- a) When a Friend feels led to devote him- or herself to a Quaker concern and would benefit from the spiritual care and oversight, and in some cases, financial support, of the Meeting in carrying forth the concern;
- b) When a Friend feels led to action which requires her or him to carry a concern to other meetings or non-Friend communities;
- c) When a Friend feels led to a specific pastoral role such as a prison ministry or hospice chaplaincy which requires a recognition by his or her faith community; or
- d) When the Meeting unites behind a concern and wishes to designate a Meeting member or attender to carry out the concern.