

A. Name of Position:	Superintendent
Appointed by:	Representative Body on recommendation of the Executive Committee
Accountable to:	Executive Committee and Representative Body
Ex officio on:	Executive Committee, Ministry and Counsel, Recording Committee, Spiritual Life Commission, Pastoral Care Committee, Planned Giving Council and Friends Homes Board

GENERAL PROFESSIONAL QUALIFICATIONS AND RESPONSIBILITIES:

1. Articulate a vision of Christian Quaker wholeness that can be embraced by the members and Meetings of North Carolina Yearly Meeting
2. Teach classes and seminars that focus on Quaker identity
3. Encourage the yearly meeting in building community
4. Define the dynamics of vital Meetings
5. Utilize yearly meeting publications and events to develop a positive sense of the Yearly Meeting
6. Identify, nurture and encourage future leadership for the pastoral ministry, our boards, committees and our Meetings
7. Represent the Yearly Meeting in relation to other yearly meetings, the community and religious groups
8. Interpret, promote and support the programs of the yearly meeting and of Friends United Meeting

SPECIFIC DUTIES:

Ministerial

1. Maintain close communication with pastors and Meetings, keeping a sensitive spirit to the needs and desires of all
2. Assist pastors and Meetings in pastoral placement
3. Encourage and counsel ministers whenever needed
4. Respond and give counsel to pastors and Meetings or any group in a congregation that may appeal to him or her in case of difficulties
5. Request assistance of Yearly Meeting Committees and other Friends when necessary

Administrative

1. Provide oversight, supervision, and direction of the ministry, programs, administration, office, staff and employees, of North Carolina Yearly Meeting
2. Enable the North Carolina Yearly Meeting employed staff to work as a team where each one utilizes his or her gifts to their fullest potential
3. Delegate and assign specific duties to yearly meeting employees and staff
4. Perform other tasks, duties and assignments as directed by the Executive Committee and Representative Body of the yearly meeting

B. Name of Staff Position:	Financial Manager
Appointed by:	Superintendent in consultation with Personnel Committee, Steward-Finance Committee and Trustees of Trust Funds
Accountable to:	Superintendent
Ex-officio on:	Stewardship-Finance Committee, Yearly Meeting Investment Committee, Trustees of Trust Funds, Trustees of Trust Funds Investment Committee, Planned Giving Council
General Responsibility:	Manage North Carolina Yearly Meeting finances and assist with trusts administered by Yearly Meeting Trustees of Trust Funds

Specific Duties and Responsibilities:

1. Yearly Meeting finances including:
  - Accounts Receivable
  - Accounts Payable
  - Prepare payroll and other disbursements for Treasurer's review and signature, including distribution of individual committee funds
  - Prepare and file or distribute tax forms to appropriate government agencies and to Yearly Meeting employees and funds recipients
  - Meet with Yearly Meeting Investment Committee to assist with financial information
2. Yearly Meeting business including:
  - Assist in negotiating equipment and service contracts
  - Assist in negotiating major Yearly Meeting purchases
  - Establish and maintain a purchase order system
  - Review, update and maintain liability and workers comprehensive insurance coverage
3. Records & Accountability
  - Keep complete and accurate records of all Yearly Meeting money
  - Prepare a monthly financial report for Stewardship-Finance Committee Chairperson and Superintendent
  - Prepare records for annual audit
  - Advise the Treasurer, Chairperson of Stewardship-Finance and Superintendent of the financial position of the Yearly Meeting
4. Yearly Meeting Budget
  - Initiate annual budget preparation
  - Track budget with yearly meeting staff department heads and committee chairpersons
  - Assist Steward-Finance and Executive Committees with finalization of Yearly Meeting Budget
5. Trustees of Trust Funds
  - Maintain accounting records for individual trusts in General Trust Fund, Ministers' Pension Fund, Share The Blessing Fund, Church Extension Accounts and Emmett C. Edgerton, Sr. Trust Fund
  - Assist in administration of financial matters for Trustees of Trust Funds
  - Serve as ex-officio member and attend meetings
  - Serve on Trustees of Trust Funds Investment Committee
  - Provide accurate reports and follow-up assignments as requested by Trustees of Trust Funds
6. Attend meetings of Benefits and Insurance Board
7. Serve as resource person for Stewardship-Finance Committee, Planned Giving Council and Benefits and Insurance Board
8. Attend and provide reports to the Executive Committee
9. Attend and, as needed, provide reports to the Representative Body meetings.
10. Attend other committee meetings, as needed, when financial matters are under consideration.
11. Perform other tasks, duties and assignments as directed by the Superintendent

C. Name of Staff Position:	Office Manager
Appointed by:	Superintendent in consultation with Personnel Committee
Accountable to:	Superintendent
Expected to Attend:	Benefits and Insurance Board, Executive Committee, Program Committee Meetings

General Responsibilities:

- Secretarial functions and procedures required of the Yearly Meeting staff and committee chairpersons
- Supervise Yearly Meeting secretary/receptionist and information technician
- Delegate needed work to office support staff
- Work with all Yearly Meeting staff to operate the office in a timely and efficient manner

Specific duties and areas of responsibilities:

1. Maintain the Yearly Meeting calendars (including Quaker Lake)
2. Schedule the use of facilities and resolve scheduling conflicts
3. Take minutes of Benefits and Insurance Board and Executive Committee meetings
4. Edit and produce Yearly Meeting publications, including *The Friendly Newsletter*, the minute book, and *The Lighthouse* (See Section IV Committee Procedure for *Friendly Newsletter* Guidelines)
5. Produce promotional materials for Yearly Meeting events & programs
6. Administer Yearly Meeting group health insurance and pastors and employee retirement plans
7. Request Monthly Meeting annual statistics and prepare required reports
8. Develop & manage the Yearly Meeting database
9. Maintain *Administrative Handbook* by:
  - a. Providing appropriate pages of Yearly Meeting *Administrative Handbook* to chairpersons
  - b. Encouraging Meetings and pastors to keep their *Administrative Handbooks* up to date
  - c. Sending copies of the *Administrative Handbook* to new appointees
  - d. Adding new pages to the *Administrative Handbook* when approved
10. Oversee purchase of office supplies and equipment for Yearly Meeting office mailings and the delegation of the support staff's assistance with this work
11. Perform other tasks, duties and assignments as directed by the Superintendent of North Carolina Yearly Meeting
12. Attend Program Committee meetings as a consultant for NCYM Annual Sessions and assist with Annual Session preparations and arrangements. Handle accommodation and meal reservations, publish Report Booklets, coordinate satellite office set-up, and provide on-site assistance during this event.

D. Name of Staff Position: Secretary  
Appointed by: Superintendent  
Accountable to: Office Manager, Superintendent

#### General Responsibilities

- Assist with the secretarial requirements of the Yearly Meeting staff and committee chairpersons
- Serve as receptionist and greeter to office visitors
- Answer phone calls, respond to initial inquiries and forward to appropriate persons as necessary

#### Specific duties and areas of responsibilities:

1. Assist the Office Manager in carrying out the secretarial duties of the office
2. Assume basic duties when the Office Manager is not available
3. Retrieve, open, sort and distribute daily mail
4. Record checks and cash receipts in receipt book before submitting to the Financial Manager
5. Organize, sell and record office literature and North Carolina Yearly Meeting publications
6. Prepare labels for mailings
7. Assist with mailings, postcards and bulk mailings
8. Check, sort and distribute correspondences from Yearly Meeting voice and e-mail messages
9. Enter data and type documents as directed by the Office Manager
10. Perform other tasks, duties and assignments as directed by the Office Manager or Superintendent of North Carolina Yearly Meeting

E. Name of Position:	Director of Program Ministries
Appointed by:	Representative Body on recommendation of the Executive Committee
Accountable to:	Superintendent
Ex officio on:	Christian Education Committee, Young Friends Committee, Quaker Lake Board and Quaker Lake Program Committees

GENERAL PROFESSIONAL QUALIFICATIONS AND RESPONSIBILITIES:

1. Assist Monthly Meetings in the planning and development of ministries that will nurture healthy Meetings and growth opportunities
2. Focus on strengthening connections between Monthly Meetings and the Yearly Meeting
3. Implement Leadership Recruitment, Training and Development throughout the Yearly Meeting, Monthly Meetings and Yearly Meeting Programs
4. Identify, implement, supervise and provide support for Yearly Meeting Programs and Ministries

SPECIFIC DUTIES:

Program Ministries

1. Assist Monthly Meetings
  - a. Explore innovative ways to utilize Monthly Meeting resources to impact their communities by reflecting Christian truths and Friends testimonies as held by North Carolina Yearly Meeting
  - b. Identify and nurture gifts and talents of attenders within Monthly Meetings
2. Strengthening Connections with Monthly Meetings and Yearly Meeting
  - a. Plan and implement training sessions on Quaker process, encouraging our members and attenders to embrace our unique present Quaker identity
  - b. Identify services that Yearly Meeting staff and committees can offer to Monthly Meetings
  - c. Speak in worship and at other events as invited
3. Focus on Leadership
  - a. Plan, develop, promote and implement leadership opportunities
  - b. Assist Monthly Meeting in developing strategies for identifying, training, encouraging, and releasing potential leaders
  - c. Serve as a mentor and minister to Youth Pastors, Youth Leaders and Associate Pastors in the Yearly Meeting
4. Programs and Ministries Support
  - a. Provide direction and supervision to the Director of Youth and Young Adult Program Ministries, Quaker Lake Program Director and Quaker Lake Facilities Manager
  - b. Cooperate with Yearly Meeting committees in developing creative programs by giving time to leadership recruitment and development
  - c. Work directly with Christian Education Committee in developing a vision and programs
  - d. Provide the needed guidance and support to sustain healthy and growing programs within the following Program Ministry areas:
    - Young Friends Activities
    - Quaker Lake
    - Young Adult
    - Intern Program
    - Christian Education

Administrative

1. Attend and provide reports to the Yearly Meeting Executive Committee
2. Attend and provide reports to the Representative Body meetings
3. Represent the Yearly Meeting to the broader body of Friends and religious organizations as time and resources allow
4. Perform other tasks, duties and assignments as directed by the Superintendent of the Yearly Meeting

F. Name of Position:	Director of Youth and Young Adult Program Ministries
Appointed by:	Superintendent in consultation with Director of Program Ministries
Accountable to:	Director of Program Ministries, Superintendent
Ex officio on:	Intern Guidance, Young Adult and Young Friends Activities Committees

**GENERAL PROFESSIONAL QUALIFICATIONS AND RESPONSIBILITIES:**

1. Commitment to Christian faith as expressed by North Carolina Yearly Meeting
2. Preferred experience in working with youth and young adult religious programming
3. Demonstrated ability to work in teaching and preparing others for ministerial experience
4. Demonstrated ability in oral, written and listening communication; computer competency required
5. Awareness of and respect for the theological and social diversity among Friends with an ability to work sensitively among these various religious traditions
6. Familiar with North Carolina Yearly Meeting
7. Evident ability to organize, encourage and motivate others
8. Ability to articulate a personal faith

**SPECIFIC DUTIES:**

**Intern Program**

1. Coordinate, plan, organize and carry out the ministry of the Yearly Meeting Intern Program
2. Seek out individuals to serve as Interns
3. Encourage Meetings of their responsibility to nurture Interns
4. Seek, organize and develop opportunities in which an Intern may serve, communicating clearly the expectations for all participants
5. Plan, produce and prepare promotional material throughout the phases of the program
6. Schedule, plan and clerk the Intern Guidance Committee meetings
7. Prepare and present the progress reports to the proper committees

**Young Adult and Young Friends**

1. Assist the Young Adult and Young Friends Activities Committee in creating and organizing programs and retreats for youth and young adults across the Yearly Meeting
2. Publicize the activities for Youth and Young Adults in the Yearly Meeting and beyond
3. Listen to the needs and concerns of youth and young adults
4. Stay current on what the concerns of youth and young adults are throughout the Yearly Meeting, directing our programs and ministries to speak to these needs
5. Encourage young adults and youth to respond to the call of the Gospel in life issues they face 6. connecting this with a strong Biblical understanding of living a life of faith
6. Identify resources available for youth and young adult ministry within the Monthly Meetings and make suggestions for purchases, speakers and study topics, etc.
7. Serve as a resource to Monthly Meetings, with young adult and youth emphasis on “keeping the connection” and “finding their place within the body”
8. Coordinate communications and activities with Friends Center at Guilford College
9. Perform other tasks, duties and assignments as directed by the Director of Program Ministries or the Superintendent of North Carolina Yearly Meeting

Name of Position	Quaker Lake Program Director (formerly known as Quaker Lake Director)
Appointed by	Superintendent in consultation with Yearly Meeting Personnel Committee
Given Oversight by	Superintendent

#### Qualifications and Education

1. Committed to the Christian faith as expressed by the NCYM Religious Society of Friends
2. Member of Religious Society of Friends
3. Bachelors Degree in related field preferred
4. Willing to live on camp property
5. Exhibits capability of working with others
6. Experience in organizing, planning and promoting events
7. Experience in camping or outdoor recreation
8. Maintain American Red Cross advanced lifesaving, EMT and CPR certifications
9. Competency in computer skills

#### General Responsibilities

1. Work in cooperation with the Quaker Lake Program Committee and Quaker Lake Facilities Manager
2. Ensure that relevant and current standards for health, safety, and sanitation are identified and implemented
3. Oversee, review and evaluate programs and ministries offered by Quaker Lake
4. Help develop a vision for the use of Quaker Lake in ministry to campers, visitors, staff and North Carolina Yearly Meeting
5. Teach, equip and release others to minister within the Quaker Lake program
6. Promote the programs and ministries of Quaker Lake to its constituency and the community

#### Specific Duties

1. Meet regularly with Director of Program Ministries (Director of Christian Education) for encouragement, direction, planning and exchange of information
2. Attend Yearly Meeting staff meetings, Quaker Lake Program Committee meetings, Quaker Lake Board meetings, Representative Body meetings and Yearly Meeting sessions
3. Plan, coordinate and oversee program staff hiring, training and orientation
4. Serve as on-site contact person as needed
5. Assure compliance with the rules and regulations of Quaker Lake by individuals, groups, or meetings that use the facilities
6. Maintain accurate, organized records of Quaker Lake programming
7. Schedule and coordinate with Quaker Lake Facilities Manager for the use of facilities
8. Attend necessary workshops and retreats and others that may be helpful
9. Recruit and direct Quaker Lake program volunteers
10. Supervise all Quaker Lake program staff and volunteers
11. Supervise and direct camping staff and camp program
12. Serve as Chairperson of Quaker Lake Program Committee
13. Visit within North Carolina Yearly Meeting and the community to promote and interpret the programs and ministries of Quaker Lake
14. Organize publicity and mailings about Quaker Lake programs
15. Coordinate program finances and budget in conjunction with Quaker Lake Program Committee
16. Perform other tasks, duties and assignments relative to the Program Director position as directed

- G. Name of Position: Quaker Lake Facilities Manager (formerly known as Property Manager or Caretaker)  
 Appointed by: Superintendent in consultation with Yearly Meeting Personnel Committee  
 Given Oversight by: Superintendent

#### Qualifications and Education

1. Committed to the Christian faith as expressed by the North Carolina Yearly Meeting Religious Society of Friends
2. Member of Religious Society of Friends preferred
3. Bachelors Degree in related field preferred
4. Willing to live on camp property
5. Exhibits capability of working with others
6. Skilled in operations and oversight of general maintenance duties (carpentry, electrical, plumbing, painting, etc.)
7. Skilled in the use of, and capable of teaching subordinates in the maintenance, use and care of tools that are used to maintain camp grounds and facilities
8. Skilled in the management and care of swimming pools
9. Maintain current pool operators, American Red Cross advanced lifesaving, EMT and CPR certifications
10. Able to lift, unload and move supplies to their proper storage location
11. Demonstrated ability as a self-starter
12. Computer skills preferred

#### General Responsibilities

1. Work in cooperation with the Quaker Lake Board and Quaker Lake Program Director
2. Identify and respond to environmental needs and potential hazards in the Quaker Lake facilities
3. Maintain buildings, equipment, and grounds in safe, sanitary and orderly condition
4. Help develop a vision for the use of Quaker Lake facilities in ministry to campers, visitors, staff and North Carolina Yearly Meeting

#### Specific Duties

1. Meet regularly with the Superintendent for encouragement, direction, planning and exchange of information
2. Attend Yearly Meeting staff meetings, Quaker Lake Board meetings, Representative Body meetings and Yearly Meeting sessions
3. Plan, coordinate and oversee facilities staff hiring, training and orientation
4. As on-site contact person, provide needed services for facilities and accommodations
5. Assure compliance with the rules and regulations of Quaker Lake by individuals, groups, or meetings that use the facilities
6. Maintain accurate, organized and appropriate Quaker Lake facilities records
7. Coordinate with Quaker Lake Program Director for the use of facilities
8. Attend necessary training sessions, seminars and workshops. Attend other training programs that may be helpful
9. Supervise all individuals involved in maintenance and repair, including volunteer work group
10. Conduct periodic inspections of the entire site with special concerns for safety and health conditions
11. Maintain roads and grounds in safe and usable condition
12. Oversee and supervise maintenance of swimming pool to assure compliance with the laws governing swimming pools
13. Plan and implement maintenance at Quaker Lake buildings and grounds
14. Monitor security of buildings and grounds
15. Make purchases of goods and services as authorized by the Superintendent
16. Coordinate facilities finances and budget in conjunction with Quaker Lake Board
17. Perform other tasks, duties and assignments relative to the position of camp Facilities Manager as directed

Name of Position	Released Friend for Outreach to Small Meetings
Appointed by Executive	Representative Body on recommendation of Yearly Meeting Committee in consultation with Ministry and Counsel and Executive Committee
Given Oversight by	Yearly Meeting Executive Committee, Superintendent

#### Time Commitment

1. Full Time
2. One year appointment, application to be made each year
3. Evaluation by Personnel Committee

#### Skills and Qualifications

1. Recognized as a recorded minister in North Carolina Yearly Meeting of the Religious Society of Friends
2. Understanding of the scriptures, the teachings of Christianity and a knowledge of the work and purpose of Friends
3. Experience with ministry among Friends
4. Demonstrated ability in oral and written communication, creativity in expression; computer competency preferred
5. Awareness of and respect for the theological and social diversity among Friends. Ability to work sensitively with various religious traditions.
6. Deep familiarity and experience with North Carolina Yearly Meeting (FUM).
7. Ability to articulate a personal faith while demonstrably open and tolerant of the faith journey of others

#### Duties centered on work with small meetings

1. Visitation and listening to history and needs of the meeting
2. Training sessions on Quaker Process.
3. Help Meetings identify their unique Quaker identity.
4. Coordinate services that Yearly Meeting Committees can offer.
5. Explore innovative ways to utilize resources from small meetings to impact their community, reflecting Christian truths and testimonies as held by Friends
6. Look for and help identify gifts and talents in each small meeting.