

**Te Hāhi Tūhauwiri
The Religious Society of Friends (Quakers)
Yearly Meeting of Aotearoa New Zealand**

Yearly Meeting (YM) Representative to Friends World Committee for Consultation (FWCC)

Job Description May 2020

Background FWCC

The great majority of Yearly Meetings throughout the world are affiliated to FWCC, which is the vehicle for Friends of different cultures and different strands in our common religious heritage to work together. The main aims are:

“To facilitate loving understanding of diversities among Friends while we discover together, with God’s help, our common spiritual ground;
To facilitate full consideration of our Quaker witness in response to today’s issues of peace and social justice.”

All members of affiliated Yearly Meetings are members of FWCC. Yearly Meetings belong first to one of four geographical sections, of which ours is the Asia West Pacific Section. There are approximately 23,000 Quakers within the region although not all YMs and other groups are affiliated.

This job description should be read in conjunction with Appendix A on Yearly Meeting Representatives from the FWCC AWPS (Asia West Pacific Section) handbook 2011 – update pending

See Appendix B for more background information sources.

Roles

- To serve as a link between our YM and Friends world-wide, particularly through FWCC and AWPS.
- To represent YM at world gatherings of FWCC and at AWPS gatherings including online, and to report back to YM, Worship Groups and Monthly Meetings.

Responsibilities

- Share personal and general FWCC insights with their own and other Worship Groups (WG) and Monthly Meetings (MM), and Yearly Meeting, Friends Newsletter etc
- Report in writing on annual activities as Representative, raise matters for YM discussion/ decision for Documents in Advance. Report in writing to the Section Gathering about YM of ANZ activities and concerns.
- Report to ANZ Friends on attendance at AWPS and Plenary Gatherings: write article for ANZ Friends Newsletter and present to MMs and WGs.
- Discuss FWCC issues with appropriate groups of Yearly Meeting before FWCC meetings
- Attend FWCC AWP section and International gatherings
- Be familiar with AWPS Constitution and Handbook, and contribute actively to AWPS and international gatherings including business meetings

- Co-ordinate the travel & itinerary of the invited overseas guests from within the Section to YM and local Meetings. (see separate guidelines for specific tasks)
- It is likely you will be asked to consider serving on the AWPS Section Committee (Standing Committee) at some point if neither the Section Clerk nor Secretary are based in Aotearoa NZ.
- Respond to FWCC World Office requests and initiatives .
- Ensure that the FWCC website pages on Quaker NZ website are kept up to date and edited where needed.
- Establish a support group of Quakers who have a good knowledge of FWCC including AWPS.
- Meet regularly with the group including by electronic conferencing.

Knowledge, skills, abilities and experience

Minimum

- Firm local Quaker commitment.
- Knowledge and experience of our YM and our concerns.
- Be open to the diversity among Friends.
- Ability to organise travel – both overseas and local.
- Time to organise the visit of the AWPS guest to our YM each year.
- Time and ability to travel overseas to FWCC conferences and then to report back to Friends in Aotearoa.
- Basic computer/internet skills (email essential).
- Multilingual skills are desirable.

Expected Time Required

- Sharing insights and information about FWCC: presentations to Monthly Meetings, Worship Groups and written articles in the ANZ Friends Newsletter – (variable- 4 hours/year).
- Writing reports for biennial Section Gatherings and annually for Yearly Meeting:(5-10 hours /year)
- Reporting back on participation at Gatherings (5-10 hours / Gathering).
- Encouraging Friends to sign up with mailing lists – AWPS and FWCC World Office, and bring news to meetings (variable)
- International Gatherings plus travel usually require 7-10 days at least once within a 3yr term. Attending our YM each year is desirable (4 days / year).
- Email correspondence and electronic meetings – (will vary depending on level of involvement in AWPS and/or FWCC work).
- Organise visit of AWPS guest: (5-10 hours /year).

Length of appointment

Term of three years – FWCC encourages reappointment for a second term to allow for representatives, having learned about the Section to be in a stronger position to contribute. Yearly Meeting appoints two representatives, whose terms ideally overlap.

THE RESPONSIBILITIES OF YEARLY MEETING REPRESENTATIVES AND THEIR YEARLY MEETING OR GROUP

a) The major task of FWCC Representatives is to encourage communication between Yearly Meetings and groups, within their Section and in the world family of Friends. They will be responsible to articulate the views and concerns of their Yearly Meeting or group to the international Friends community especially at international FWCC meetings. Similarly they will communicate with their Yearly Meeting or group about their experiences and the issues that arose in these meetings as well as share information received between Gatherings.

b) Yearly Meetings and groups differ considerably in size and structure. Within each Yearly Meeting there are often different ways to help the work of the World Committee. They may not always be able to comply with its requests for support. What follows is an ideal picture.

c) How can FWCC representatives serve their YM or group? FWCC Representatives should:

- 1) Have a firmly-rooted involvement with their local Quaker community*
- 2) Be well acquainted with their own Yearly Meeting; its spiritual life and concerns; its processes and governance*
- 3) Be open to learning from Quakers following other traditions of worship, theology, language and culture*
- 4) Be able to attend Section and World gatherings*
- 5) Consider documents sent out in advance of meetings and read the constitution, etc*
- 6) Look for ways to share their experience of the wider body of Friends within their own Yearly Meeting, reporting fully and regularly on both World Committee and Section meetings and affairs as the way opens*
- 7) Be prepared to report to the Section the activities of their own Yearly Meeting or group*
- 8) Help provide information to enable Friends travelling or moving to make contact with other Quaker groups*

d) How can your YM or group support you and gain from your work as their representative?

- 1) Appoint you as a representative for a set period as decided by your Yearly Meeting. Ideally terms are for three years, and may be renewed for another term. This will enable you to learn about the work being done, and then to participate more fully in the work of FWCC.*
- 2) Make opportunities for Friends to discuss relevant issues within your Yearly Meeting or group before Section meetings and Triennials (sic World gatherings). Though Friends are not "delegates" at a meeting, it is helpful if you bring a broad understanding of the views of your own Yearly Meeting or group.*
- 3) Support you as you seek to make opportunities to interpret the work of the Section and the World office to the Yearly Meeting or groups within it.*
- 4) Consider implementation of recommendations of the Section Gatherings and International Representatives' Meetings within your Yearly Meeting or group.*
- 5) Give financial support for you to attend Section meetings and International Representatives Meetings.*
- 6) Provide the World Office and the Section with both prayerful and financial support and*

encourage individuals and meetings also to be interested and supportive.

7) It would be ideal if all Yearly Meetings and groups were in a position to fund all expenses of representatives. Some do this; others raise funds for at least some of their costs; and others need help from other sources.

Appendix B: websites

FWCC World Office: www.fwccworld.org

FWCC Asia West Pacific Section: www.fwccawps.org

QUNO (under the care of FWCC): www.quno.org