

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

Quaker Learning and Spiritual Development Committee

Job Description

Roles and responsibilities

The role of the Committee is to promote Quaker learning and spiritual development within the Yearly Meeting, especially by supporting Monthly Meetings and Worship Groups.

Members of the group will have an overview of activity on the lines of the following list. It is not expected that they will undertake all the work, but will bring in and support other Friends, and work closely with those with related responsibilities, including the Quaker Education Fund Committee, the Quaker Settlement and the website team. An essential role is to invite Meetings and Worship Groups to engage in deep discernment, listening to as many Friends as possible, on how the group can assist them in spiritual nurture, and what resources of people and materials they themselves have.

1. Support for Meetings and Worship Groups

- Encourage Meetings and Worship Groups in their support of newer Friends and refreshment of all with guided reading/resources/& short activities that will develop spiritual depth and build community
- Have a database of material for seminars, study groups or individual development to supply to Meetings and Worship Groups
- Work with Elders and others in Meetings and Worship Groups who are entrusted with care for spiritual life and nurture; support Yearly Meeting-wide links between these Friends

2 Settlement Seminars

- Plan year's programme with the Settlement's seminar committee (including topics and facilitators), considering with the Settlement ways in which parts of the programme may usefully also be offered at other sites
- Organise the flyer for the year's programme

3 Seminars in other parts of the Yearly Meeting

- Have an overview of Monthly Meeting & Worship Group seminars, and consult with Monthly Meetings, Worship Groups and the Settlement to develop a Yearly Meeting-wide pattern of learning, including support and development of travelling learning opportunities
- Advertise learning programmes on the website and among Monthly Meetings and Worship Groups

4 Travelling in the Ministry

- Have an overview of all the travel in the ministry that is done within the YM, especially by Aotearoa New Zealand Friends, but also including
- AWPS visitor (FWCC representatives do the organising for this visitor)
 - Australia YM visitor if they wish to do any visitation

- Resident Friends
- Other visiting Friends travelling in the ministry

5 Spiritual Nurture Programme

Discern what type of programme is needed and possible

If needed, find a facilitation team

Find and encourage the host MM

Preferred Knowledge, Skills, Abilities and Experience

People appointed are preferred to have:

- some knowledge of Quakers throughout Aotearoa New Zealand
- an understanding of Quaker discernment processes
- some experience with developing and/or facilitating Quaker learning, or related skills
- some degree of competence with online communication e.g. Skype and teleconferences

Some members of the group will need

- some experience in seminar running, resource distribution, and contacts with Quaker learning bodies outside our Yearly Meeting.

Expected time required

Members can expect to provide at least 2 to 3 hours per month, however this will not occur equally throughout the year; there are bursts of work in preparation for the new year and when a meeting is held with advance preparation and follow-up work.

Length of appointment

There are four/six members; the intention is that committee members will be appointed for periods of four years, with possible renewal for a second term.

Members of the group are appointed by Yearly Meeting. Business is largely conducted by Skype, phone and email, and may include face-to face meetings that are arranged in association with other Quaker events. All tasks are shared and allocated between members.

8 December 2017