

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

Monthly Meeting Respect and Safety Contact Friends - Job description – August 2020

Role

The role of Contact Friends is to receive and deal with any complaint laid by one Friend against another of disrespectful behaviour, physical or verbal including those of gender or power imbalance, resulting in, as far as possible a satisfactory outcome for both parties. Contact Friends use the procedures detailed in the Respect and Safety manual and the Quaker Handbook.

Contact Friends may, at times, seek additional guidance from their MM Pastoral Care committee and/or YM Respect and Safety committee.

Responsibilities

- Be known and available to people in the Meeting for information and advice around issues of respect and safety.
- Raise and maintain awareness of respect and safety issues within the Meeting and ensure that the procedures in the Respect and Safety Manual and the Handbook are understood.
- Answer any questions or concerns that individual Friends may have about these procedures and encourage Friends to avail themselves of the many written resources to enhance their knowledge of these issues.
- Work with MM Pastoral Care committees when responsibilities overlap.
- Ensure that the Respect and Safety Manual is available to the organising committee of events organised by Monthly Meeting and all national Quaker events.
- Participate, electronically or face to face, with YM Respect and Safety committee for training and for contact with other MM Contact Friends.
- Report annually to the YM Respect and Safety Committee. This material will be incorporated into the overall report to Yearly Meeting.

Personal Skills and Attributes

- Good listening skills.
- Empathy, warmth and approachability.
- A non-judgmental attitude.
- While non-essential, it is useful if Contact Friends have some experience in the helping field.
- Some knowledge of services and organisations which are available in the community in the event of unresolvable issues.

Expected time required Variable according to Friends requests and to contact time with YM Respect and Safety committee and other MM Respect and Safety Contact Friends.

Length of Appointment At the discretion of each Monthly Meeting