

Bridge City Meeting  
of the  
Religious Society of Friends  
Portland, Oregon

**CATALOGUE OF JOB DESCRIPTIONS**  
**for Committees, Clerks, and Voluntary Positions**

April 2004

Bridge City Meeting  
**Job Description**

**CLERK**

April 2004

**JOB SUMMARY**

The Clerk is appointed for one year at a time and is a member of Bridge City Meeting. The Clerk facilitates the business of the Meeting and is the Meeting representative in the wider community. The Clerk presides at the Monthly Meeting for Business and at threshing sessions, sets the agenda and listens receptively and in worship to gather the sense of the Meeting. The Clerk regularly attends Meeting for Worship. The Clerk is sensitive to issues and potential problems, attends meetings of Ministry and Oversight Committees, coordinates with all committee clerks and officers of the Meeting, and is available for consultation.

**JOB DESCRIPTION**

**Presides at Meeting for Worship for Business:**

- Sets agenda to expedite the flow of business
- Is aware of background on significant agenda items in advance of Meeting for Business
- Listens receptively, finds points of unity, helps people bring forth questions, and stops and summarizes the sense of the Meeting
- Maintains a sense of worship
- Follows up where appropriate (particularly when individuals affected are not at Meeting for Business) or arranges for this to be done
- Arranges for and facilitates Threshing Sessions as directed by Meeting for Business
- Arranges for continued Business Meetings as directed by Meeting
- Arranges for ad hoc committees as needed

**Facilitates Communications and Community within Meeting:**

- Attends Ministry and Oversight (M&O) Meetings
- Keeps in touch with all committee clerks and attends committee meetings as needed
- Is available for phone calls and consultation
- Attends Meeting for Worship regularly

**Facilitates Paperwork or arranges for it to be done:**

- Carries out correspondence as directed by Meeting for Business
- Presents State of the Society Report to Spring Quarterly Meeting and forwards to NPYM Annual Session
- Completes and forwards Annual Statistical report to NPYM in June with the help of M&O committee
- Makes sure someone is responsible to share information on the state of the Meeting at Quarterly Meetings

Bridge City Meeting  
Job Description

**RECORDING CLERK**

April 2004

**JOB SUMMARY**

The Recording Clerk is responsible for preparation of the minutes of the Meeting for Worship for Business. The Recording Clerk is appointed for a one-year term and is normally a member of the Society of Friends who is an active participant in the life of the Bridge City Meeting.

**JOB DESCRIPTION**

Specific duties include:

- Articulation of the sense of the Business Meeting through sensitive and clear composition of the minutes Read drafts of minutes aloud during Meeting for Business when requested by the Clerk to make sure the language accurately captures the sense of the Meeting.
- Attends all Meetings for Business or in consultation with the clerk and M&O committee arranges for a substitute to take minutes. .
- Types minutes, shares them with the Clerk for comments and as a check on accuracy, then arranges for the minutes to be circulated (via email, or other methods) among meeting members prior to the next business Meeting.
- Maintains a file of monthly meeting minutes and makes sure that a copy of the approved minutes are sent to the archivist every month.
- When the clerk is unavailable to clerk a business Meeting the recording clerk maybe called on to clerk the meeting. This decision is made by the clerk, recording, and the Oversight Committee.

Bridge City Meeting  
**Job Description**

**ASSISTANT TREASURER**

April 2004

**JOB SUMMARY**

The Assistant Treasurer is appointed annually for a one-year term and serves as a back-up to the Treasurer. It is generally hoped that the Assistant Treasurer will be led to serve as Treasurer in the following year. The Assistant Treasurer should be capable of performing all of the duties of the Treasurer in order to fill in as needed. In addition, the Treasurer may assign specific duties to the Assistant Treasurer.

**JOB DESCRIPTION**

- Serves as a member of Finance and Property Committee
- Maintains records and makes reports to Business Meeting when the Treasurer is unable to do so. Maintains familiarity with the Treasurer's records.
- Assists the Treasurer according to the needs of the Treasurer and the abilities of the Assistant Treasurer.

Bridge City Meeting  
**Job Description**

**MINISTRY and OVERSIGHT**

April 2004

**JOB SUMMARY**

The Ministry and Oversight Committee serves 2 primary functions. These are fostering the spiritual life of the Meeting and facilitating the pastoral care of the Meeting. The committee maintains membership records, and stays in touch with members and attenders of the Bridge City community. It accept requests for membership, marriage, and other official requests and arranges for committees of clearness. It is responsible for the Meeting for Worship, helping Friends settle into worship, and arranging for the closure of Meeting. Members of this committee shall encourage friends to move forward on their spiritual journeys.

The committee consists of 5 members serving two-year staggered terms. The clerk of the Meeting is an ex-officio member. It is recommended that members of this committee be members of the society for Friends who are well versed in Quaker practice and tradition. It is important that they be active in the Bridge City community and attend Meeting for Worship and Business on a regular basis. On rare occasions an attender with particular spiritual gifts might be considered to serve on this committee. This should be given careful consideration and noted in the meeting minutes as an exception to the rule.

**DUTIES INCLUDE:**

- Set up the meeting room and encourage Friends to gather in a spirit of worship.
- Facilitate the transition from singing to worship
- Close meeting for worship, facilitate announcements and introductions, welcome visitors and encourage them to sign the guest book
- Clear the meeting room and leave it in order.
- Encouraging those with a gift for vocal ministry and foster both vocal and listening ministries.
- Be in tune with the pulse of the community, working with other committees to set up discussion groups, social gatherings, threshing sessions etc., as seems necessary and appropriate
- Provide pastoral care to individuals in the meeting
- As overseers of the life of the community, provide eldering in a loving way when necessary.
- Assist the clerk, and provide guidance and support at business meetings or as requested.
- Reach out to the wider community – arrange for appropriate advertising in the local area or in Quaker publications.
- Maintain the meeting roster, including an email address list
- Prepare an annual State of Society report
- Accept and act on requests for membership or marriage, clearness committees etc.
- Maintain membership files and stay in touch with members of the meeting.
- Report to business meeting and have minuted important life events in our meeting: births, deaths, new and transfer memberships.
- At the direction of the meeting, or clerk, or from a sense of the committee help set meeting policies and practices. Be aware of our history and the good order of Friends.

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**Job Description**

**PROGRAM COMMITTEE**

April 2004

**JOB SUMMARY**

The Program Committee plans and implements opportunities for spiritual nurture and enrichment for all members and attendees of Multnomah/Bridge City Meetings and their worship groups at times other than Sunday morning. These include our annual family retreat, weekend conferences and retreats, Wednesday night sessions, courses like Introduction to Quakerism, small group offerings such as Gifts and Discoveries, and the Friend in Residence. The committee makes use of the annual proceeds from the Spiritual Life Fund (currently up to \$5000) to underwrite the program in accord with the Fund's policies. The Program Committee is made up of three members nominated from among all the worshipping communities, serving overlapping 2-year terms. The Committee reports at Meetings for Business which include Shared Business.

**JOB DESCRIPTION**

The Program Committee defines themes for programs that will attract participants, identifies and makes arrangements with resource persons and leaders, and publicizes the programs. It plans up to a year or more in advance so that both conference sites and resource persons can be engaged. The committee reflects an interest in spiritual matters and issues of social concern which Friends are lead to focus on in our time. The committee plans a range of offerings, some of which are suitable for families, others for individuals; some lasting a weekend, others one day or evening; it also schedules opportunities for those new to Friends as well as offers opportunities suitable to experienced Friends.

The work of the committee is underwritten by the annual proceeds of the Spiritual Life Fund, as allocated by the Special Funds Trustees in accord with the Fund's policies. Those funds are often used to subsidize the cost of conference and retreats so that more people will be able to attend, and to provide financial aid for the programs where needed. The proceeds also enable the committee to offset transportation costs for presenters from out of the Portland area as well as to offer honorariums where those are appropriate.

The committee is strongly encouraged to enlist volunteers when needed to carry out its several programs.

**PROGRAMS**

Following are the sorts of programs scheduled during any one year; not every sort of program is offered each year.

**Family Retreat**

An annual intergenerational gathering of our meeting community is usually held outside Portland in Fall or Winter, beginning on a Friday evening and closing midday Sunday. The leadership is drawn from the meeting and the program includes worship sharing and a variety of community building activities.

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**Job Description**

**QUARTERLY MEETING PLANNING COMMITTEE**

April 2004

**JOB SUMMARY**

Three committee members are appointed for two-year staggered terms. The Committee makes all plans and arrangements for Multnomah & Bridge City Friends to attend Willamette Quarterly Meetings:

- Publicizes upcoming Quarterly Meetings to build attendance (October and January)
- Reminds the Meeting of the meal for which Bridge City is responsible
- Solicits donations of food which, along with what individuals and families bring, Bridge City Friends cook and serve to all the other Friends of the Quarterly Meeting in attendance (This means cooking a meal for perhaps 200 people)

**For the Quarterly Meeting Multnomah/Bridge City plans (May)**

- A suitable site is chosen and a deposit is paid by Multnomah / Bridge City Meeting (the site may or may not be in Portland)
- Announcements are mailed out at least a month in advance to the four Monthly Meetings in the Quarterly Meeting, to Worship Groups and Preparative Meetings under their care and to isolated Friends under the care of these Meetings (the list is compiled from WQM Worship and Ministry Committee lists and the Yearly Meeting Directory)
- Plans the program, worship sharing leaders, meals, coordinates rides and carpools, children's program, child care, and staff (paid and volunteer)
- Arranges hospitality for Friends who wish to stay overnight
- Assumes responsibility for planning, but makes an effort to involve as many Multnomah / Bridge City Meeting Friends as will volunteer to help carry out plans
- Takes Meeting Directories to Quarterly Meetings
- Coordinates transportation to Quarterly Meetings as needed

Bridge City Meeting  
**Job Description**

**CHILDREN'S PROGRAM**

April 2004

**JOB SUMMARY**

The Children's Program Committee is made up of four people who worship at Bridge City Meeting, serving two year staggered terms. The committee is responsible for the religious education of children in the Meeting. It creates and provides a program for these children during Meeting for Worship each First-day from September through mid-June. These may include classes and other activities.

In addition, although religious education is not provided during the summer months, the Committee enlists the help of the Meeting community to help provide childcare for this group of children during the summer, which often involves taking the children to the park.

The committee should meet regularly to review the program, consider religious education materials, and design ways of continuously involving the children in the life of the Meeting.

**JOB DESCRIPTION**

- Committee members are responsible for providing a First Day program (planning and teaching or coordinating volunteer efforts) to children from pre-school through the 8<sup>th</sup> grade.
- Teachers are responsible for arriving in time to set up the classroom before worship begins at 10:00 am, attend the first 15 minutes of worship, accompany the children to the classroom, and clean up the classroom afterwards.
- Committee members coordinate the purchase of art and craft supplies, curriculum materials and books from the Committee's budgeted funds.
- The Committee arranges for appropriate programs for Central Friends, ages 11 to 14.

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Job Description

**PEACE & SOCIAL CONCERNS COORDINATOR**

April 2004

**JOB SUMMARY**

The Peace & Social Concerns Coordinator serves as a resource and linkage between BCMM and the larger community of Friends and others working on issues of social justice and peace. The Coordinator participates in the Multnomah Monthly Meeting Peace and Social Concerns Committee, assists BCMM attenders in identifying opportunities for service and advocacy, and facilitates consideration of social issues within the BCMM community.

Some of the major concerns which the Coordinator may be asked to monitor and address include:

- To work to overcome social, economic and political injustice through cooperation with existing organizations and/or committees already active in these fields, both inside and outside the Meeting.
- To keep Friends informed of opportunities to become involved.
- To encourage living the historic Quaker peace testimony in our daily lives.

The Coordinator will regularly bring specific events and items requiring action to the Meeting's attention through announcements, email messages, or requests for more formal action through Meeting for Business. From time to time, the Coordinator may identify an issue of substantial concern which merits full consideration by the Meeting and which may lead to establishment of a separate committee. ***Public action taken in the name of BCMM requires approval of the Meeting for Business.***

**JOB DESCRIPTION**

Specific other activities of Peace & Social Concerns Coordinator may include:

- Participate regularly in the MMM Peace and Social Concerns Committee and assist BCMM attenders to be aware of and engage with MMM on issues of social concern.
- Monitor social and peace issues of current concern and share relevant information with BCMM attenders.
- Make regular reports to Meeting for Business. Clearly identify when action is needed by the Meeting, and when items are only for information. Keep in mind time frames, inform Meeting when prompt action is required, and take extra care to have background to answer questions available when timeliness is at issue.
- Organize Quaker dialogues or worship sharing on spiritual and historical roots of peace & social concern.

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**Job Description**

**SPECIAL FUNDS TRUSTEES**

April 2004

**JOB SUMMARY**

The Spiritual life fund is a fund of Multnomah Monthly Meeting that is to be used by unprogrammed Friends in the Portland area to enhance the spiritual life our worship groups, monthly meetings, and the larger Friend's community. The fund is administered by a committee known as the special funds trustees who are nominated by the respective meetings. They serve five-year staggered terms. They work in coordination with the Treasurer, reporting at MMM Meetings for Business. Currently the trustees also administer several other Multnomah Monthly meeting funds that are not available to members of Bridge City.

**JOB DESCRIPTION**

- Trustees administer the funds on behalf of MMM within the guidelines established by the Meeting. They receive requests for funding from Committees and individuals and from the MFWFB, and make loans and/or grants in consultation with applicants. Dealings with individuals are confidential. Requests relating to property needs customarily originate and are discussed within the normal Meeting decision-making process.
- All trustees are members of Multnomah Monthly Meeting, it's affiliated worship groups, and Bridge City Meeting appointed for five-year staggered terms. Trustees may be asked to serve for more than one term. The trustees should be chosen to assure a broad familiarity with the Meeting community, with Junior Friends activities, and with the operations of the Meeting as well as sensitivity to those in financial need.
- Decisions are made in a prompt and timely manner according to normal Friends' procedures. The trustees meet on a regular basis and as needed to respond to requests.
- The clerk of Multnomah Meeting acts as a substitute when one of the trustees is unavailable or one of the positions is vacant.
- The trustees invest, with appropriate advice, the restricted funds of Multnomah Meeting using the investment guidelines approved by the MFWFB.
- The clerk of trustees, with assistance of the MMM treasurer, prepares an annual report on activities of the various funds, including amounts given out in loans or grants, repayments received, and types of uses, for presentation to the October Meeting for Business.
- The trustees regularly review, in conjunction with the MMM treasurer, the monies available in all specially designated funds. The Meeting has specifically requested regular review of the Spiritual Life Fund due to the complexity of its income structure (Minute 1-92-3).
- The trustees should coordinate with the Multnomah Meeting Committees on Oversight of Worship Groups/Preparative Meetings to encourage use of the funds.