

## Meeting Care Coordinator Durham Friends Meeting

At our December Monthly Meeting 2019 the following position was approved. A Meeting Care Coordinator (MCC), quarter-time position, to be paid \$10,000/year, with roughly equal responsibilities in three areas: pastoral care, ministry coordination and outreach. The MCC would be supervised by a board of two to three people, including the Clerk.

This position is to provide assistance and support to members of the Meeting who are taking the lead in a volunteer capacity in each of these three areas. We would continue to look to volunteer Meeting members and committees to provide leadership with regard to pastoral care, ministry and outreach/peace and social concerns. The Meeting Care Coordinator would be responsible for being a resource who takes responsibility for balancing her/his duties in each area insuring that no one finds their role too burdensome. The nudging and prompting to follow-up with our members, attenders and visitors can be done mindful that we continue to prepare and pray for leadings among us. We found ourselves using the metaphor of a pedal-assist bicycle in which a motor provides a boost to ease pedaling but only provides such assistance, as long as, the rider is pedaling herself.

These would be the main responsibilities of the Meeting Care Coordinator:

Pastoral Care: Ministry and Counsel would continue to provide oversight and direction for pastoral care needs. Members of M&C would share responsibility for attending to individual pastoral care needs with the MCC. The Meeting Care Coordinator would help ensure that those needing visits or special care have their needs met and help maintain connection with those who may seem to be drifting away.

Ministry: Ministry and Counsel would continue to provide oversight and direction for Ministry in the Meeting. The Meeting Care Coordinator would assist M&C in contacting members to find message givers for each Sunday worship. The MCC would help coordinate prayer groups and prayer partners, as desired. The MCC would also maintain coordination with the Youth Minister.

Outreach: Peace and Social Concerns, Christian Education and Communications committees would continue to schedule events and activities to give expression to the most vital concerns arising within the Meeting. The MCC would provide assistance, as needed, in scheduling and communicating about these events and in coordinating with other churches or organizations with similar concerns. The MCC would also provide follow-up with visitors to the Meeting.

Some background experience and knowledge of Quakerism is required. Involvement in Quaker communities is recommended.

For further information or to apply for this position please send your resume or CV and a letter of interest to Martha Hinshaw Sheldon, clerk of Ministry and Counsel at [hinshel@yahoo.com](mailto:hinshel@yahoo.com).