

Southeastern Yearly Meeting *of the Religious Society of Friends*

SEYM Field Secretary for Earthcare

Job Description for SEYM Field Secretary for Earthcare (FSE)

Approved by Winter Interim Business Meeting • January 16, 2016

The Field Secretary for Earthcare (FSE) is focused on assisting Southeastern Yearly Meeting, its Monthly Meetings, and Worship Groups and members of such Meetings in discernment of their Earthcare leadings, guiding monthly meeting youth and adults to projects and activities within their communities that promote care for the earth and linking SEYM efforts with the wider Quaker world.

Qualifications:

Individual should be:

- Thoroughly familiar with SEYM's Quaker *Faith and Practice*, willing to seek the guidance of the Spirit in their work, in unity with Friends' testimonies on the environment, and able to witness to the sacredness of our Earth.
- Knowledgeable of Quaker process and Friends organizations, particularly with regard to Earthcare issues.

Individual should have:

- Sufficient education or work experience in either science and/or environmental studies to allow understanding of the scientific and mathematical components of environmental issues, especially in our yearly meeting region. (A Bachelors degree in environmental studies or a natural science would be desirable, however other relevant education and experience will be considered.)
- Sufficient maturity, training and/or work experience to allow individual to work productively with individuals, youth and Monthly Meetings in discerning personal leadings and group leadings on environmental issues and activism related to those issues.
- Strong verbal and written communication skills.
- Ability to work well with a wide variety of people.
- Ability to provide his/her own work space.
- FSE must have a reliable computer, phone, printer and automobile (for travel to various locations in Florida). Individual will be required to provide documentation of license and automobile insurance. Individual will be compensated for *position related* automobile travel at the IRS set rate. When FSE travels to SEYM Monthly Meetings and Worship Groups (and other organizations), these groups will be asked to pay for travel compensation and to provide mutually agreeable overnight hospitality and meals. FSE will be compensated for partial use of home for office, use of phone, computer and printer. Office supplies will be compensated.
- Individual must have the ability to financially pay for expenses when incurred and be able to wait for monthly compensation.
- Individual must have the physical and emotional stamina to allow person to perform the required duties of the position with reasonable accommodation. Individuals with disabilities are encouraged to apply.

Duties of Position:

- Provide focus and coordinate efforts on environmental work in the SEYM region.
- Perform visits to Monthly Meetings and Worship Groups within SEYM to help them discern their leadings in care of the Earth, and to provide information and coordination among Meetings.
- To be a Quaker Presence at specific events, including those arranged by others.
- To assist the Youth of SEYM in their Earthcare projects, to be an inspiration and model for them; to be a presence and resource for Young Adult Friends.
- To communicate and collaborate our regional concerns with national organizations including Quaker Earthcare Witness (QEW), Earth Quaker Action Team (EQAT), Friends Committee on National Legislation (FCNL), and Friends General Conference (FGC).
- To serve as SEYM's public presence for Earthcare.
- To serve as a liaison with other like-minded organizations at the direction of the Earthcare Committee of SEYM in concert with the Executive Committee as Personnel Committee through its clerk, and grounded in the loving interest and care of the Yearly Meeting.
- Employee will provide monthly reports to the FSE Anchor Committee on work activities. This report will also provide anticipated work activities over the next quarter and will be revised on a monthly basis.

Supervision of Position: This person will be under the care and guidance of a committee of four individuals formed by the Executive Committee and Earthcare Committee of SEYM called the SEYM Anchor Committee for the Field Secretary for Earthcare. Two members of the Anchor Committee will be appointed by the Executive Committee, and two members will be recommended by the SEYM Nominating Committee. The Anchor Committee will be tasked with guiding the work of this SEYM employee. The Clerk for the Anchor Committee, will be selected by members of the Anchor Committee and will serve as supervisor for the FSE. FSE may freely contact other members of the Anchor committee for support and information as needed.

Time Requirements: Based on the present availability of funding, the FSE position will be initiated as part time 20 hours a week. This may be revisited as workload is discerned and should funding to support additional hours become available.

Salary: Position will be salaried.

Benefits: This position is offered in accordance with SEYM's Personnel Policies. Consistent with these policies, no other benefits are provided. Authorized Position related office and non-travel expenses will be reimbursed from receipts furnished.

Anchor Committee for the SEYM Field Secretary for Earthcare (FSE)

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An Anchor Committee is typically created within meetings to provide spiritual support and hold accountable Friends called to public ministry.

The SEYM Anchor Committee for the FSE will be made up of 4 seasoned spiritual Friends, including from the Earthcare Committee (2 members) and the Executive Committee (2 members), who volunteer to provide spiritual support and accountability for the FSE. Members of the Anchor Committee will be named to serve two year terms. A member of the Youth Committee (preferably a youth member) will be asked to serve in a liaison and advisory capacity. The Clerk for the Anchor Committee, will be selected by members of the Anchor Committee and will serve as supervisor for the FSE. FSE may freely contact other members of the Anchor committee for support and information as needed.

The Anchor Committee's responsibilities involve items requiring supervision, discernment, prioritizing of activities, scheduling, conflict resolution, creation of new policy (subject to the approval of the Executive Committee), distribution of information, receiving and reviewing requests for payment before forwarding those requests to the Treasurer, and designation of a Travelling Elder to the FSE as needed. In addition, the Anchor Committee will be responsible for a 6-month probationary review and an ongoing annual employment review and recommendation for compensation to EC.

The FSE and the Anchor Committee may assist with fundraising but it will not be a primary responsibility of their efforts.

The Anchor Committee, in consultation with the FSE, will develop an estimate for FSE expenses to be included in the FSE Program, and will recommend compensation guidelines to be submitted to the personnel committee.

Any grant requests to support the FSE program will be reviewed by the Anchor Committee before submitting the grant request to the Yearly Meeting clerk or, in the clerk's absence, the clerk of Executive Committee/Interim Business Meeting for signing and submission of the grant request.

Initially, the Anchor Committee will maintain daily then weekly contact with the FSE as policies, procedures, priorities, etc., are set up and plans are made for travelling. In addition, the FSE will make a monthly written report to the Anchor Committee of the FSE's activities, successes, and opportunities for future contact to be used for discernment of next steps with the Anchor Committee and FSE and filed into an archive of FSE activities for others to use.

With time and experience, the need for contact between the Anchor Committee and the FSE should diminish to weekly, then monthly discernment sessions and ongoing oversight of the position, including, if necessary, recommending to the Executive Committee, the termination of employment.

It will be SEYM policy for the FSE to be accompanied by an Elder to Monthly Meetings, workshops, etc. The Travelling Elder will serve the FSE as needed and keep the FSE spiritually centered in the ministry. Initially, the Elder will come solely from the Anchor Committee. With time, a pool of Friends to serve as Travelling Elders can be recruited to alleviate that responsibility from the Anchor Committee.

The Anchor Committee or the FSE will report the activities, created policies and procedures and travel of the FSE over the last reporting period, including future plans to the Executive Committee (which includes the clerks or designees of the Earthcare Committee) at each of the four annual

meetings of the Executive Committee (FIBM, WIBM, Yearly Meeting, and the Summer Executive Committee Meeting). Executive Committee will approve or modify, as needed, the policies and procedures created by the Anchor Committee.

Search Committee for SEYM Field Secretary for Earthcare (FSE)

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Committee Make Up: Committee to be made up of three to five individuals; two from Executive Committee, two from the Earthcare Committee, and/or an officer or clerk of the YM.

Qualifications to be on the Search Committee: It is desirable for members of the Search Committee to have prior experience in hiring, supervising, and other personnel issues related to employment of 501(C)3s.

Duties of the Search Committee:

- Review all applicant CVs.
- Release password protected SEYM website description of the FSE responsibility and duties to qualified candidates.
- In a spirit-led manner, select and interview from the approved candidate list those applicants who are highly qualified for the position.
- Verify qualifications and check references as provided
- Perform a criminal background check utilizing procedures consistent with Child Abuse Prevention Program (CAPP), as FSE will be involved with SEYM youth
- Make offer to best candidate.
- Not until selection has been finalized will we take down the ads for the position.