

GLOUCESTERSHIRE AREA QUAKER MEETING ROLE DESCRIPTION

Coordinators of Faith in Action days

Following our decision in September 2019 to lay down the Area Meeting Peace Group, Area Meeting has agreed a new pattern of two 'Faith in Action' events a year on peace-related topics.

Aware that among our eight local meetings, work has been going on for some time to raise awareness of several such topics¹, the Faith in Action coordinators will be responsible for encouraging Local Meetings to bring forward ideas for these events, pick up AM's choice of two to be undertaken in the coming year and ensure that they take place on dates agreed.

Experience/qualities needed

Key to the role is a lively interest in our witness to peace, together with

- experience in organising events – planning, booking speakers (where relevant), location and publicity
- capacity for reliable and clear communication with Friends across our Area Meeting
- an understanding of the dynamics and disciplines of our AM community
- reliability in delivering and reporting back on planned events.

Main responsibilities (to be shared between the coordinators)

- attending Area Meetings as needed and follow-up on AM decisions as to topic, date and location for each Faith in Action event
- liaising with Friends in the Local Meeting undertaking to host the given event as appropriate
- providing clear notes of decisions made and actions undertaken
- designing, drafting and distributing publicity across the AM via email, website and printed material
- being present at the event/s
- reviewing and providing simple record and evaluation to AM after each one.

Support and learning

Area Meeting clerks (currently Peter Carter and Elyn Mitchell)

AM media team and website coordinator

Woodbrooke's new and developing 'meeting-centred support' programme:

<https://www.quaker.org.uk/our-organisation/support-for-meetings/meeting-centred-support>

December 2019

¹ (Currently these have included: the climate emergency, arms dealing, criminal justice, domestic abuse and the hostile environment facing refugees and asylum seekers.)