

Job Description

Visiting Friend Committee

Purpose: As a sub-committee of the Ministry and Oversight Committee, the Visiting Friend Committee provides support for Pacific Yearly Meeting's Visiting Friend.

Committee Members: The committee has three to five members. One member is also a member of PYM M&O and serves as liaison to that committee. Members serve for two years in, when possible, overlapping terms.

Duties:

1. The committee provides support for the Visiting Friend by
 - a) providing spiritual support to the Visiting Friend.
 - b) overseeing visits, budget, and funds;
 - c) assisting with travel and hospitality arrangements;
 - d) facilitating communication between Meetings wishing to be visited and the Visiting Friend;
 - e) collecting feedback from Meetings and discussing it with the Visiting Friend as appropriate; summarizing feedback for inclusion in committee's report to M&O;
 - f) reviewing annual reports of Visiting Friend; and,
2. The committee will report at least annually to PYM's M&O Committee.
3. The committee assists in the selection of the Visiting Friend by:
 - a) Staying aware of Friends who might be good candidates to serve as the Visiting Friend; and,
 - b) When the current Visiting Friend's term is nearing its end, the Committee will begin a nominating process to create a list of possible candidates to serve. Candidates on this list will be both suitable and available to serve. The list will be presented to M&O with recommendations. Naming of the Visiting Friend is the responsibility of M&O.