

MINISTRY COMMITTEE - JOB DESCRIPTION

Revised 2005

The Ministry Committee consists of nine experienced and sensitive Friends who serve overlapping three-year terms. Its role is to help foster the spiritual life and good order of the yearly Meeting, by providing assistance and counsel to the yearly Meeting clerks and endeavoring to make the annual session a fulfilling experience for all participants. During that time, it is responsible for all Meetings for Worship, including Meeting for Memorials, and it oversees smaller gatherings such as worship-sharing, affinity and interest groups. It prepares the program for one plenary session to aid in centering the spirit of the yearly Meeting.

The committee may invite officers and clerks of the Quarterly and Monthly Meetings who have particular concerns to meet with them. The committee selects three persons to serve as the Epistle Committee and brings these names to the first plenary session of Yearly Meeting.

Throughout the year the Ministry Committee is concerned for the spiritual life and good order of those Monthly Meetings, Preparative Meetings and Worship Groups that are not affiliated with a Quarterly Meeting. Upon request, it may assist any committee, Meeting or individual of the Yearly Meeting.

The committee also considers and reports on any other matters brought to it by the Yearly Meeting, Representative Committee, Quarterly or outlying Meeting. It establishes liaisons with other committees and groups so as to be aware of their needs, and names two of its members to be available to the Statistical Clerk for advice and counsel. The committee administers the Fund for Concerns and advises the Treasurer regarding other special funds

Tasks:

- Prepare the program for one plenary session to aid in centering the spirit of the Yearly Meeting
- Select three persons to serve as the Epistle Committee
- Review State of the Meeting reports
- Arranges reading of, receives, and makes available copies of memorial minutes
- Handles requests for financial assistance to attend PYM (through Special Fund Subcommittee)
- Considers and reports on matters brought by the Yearly Meeting, Representative Committee, and/or Quarterly Meetings, and unaffiliated Meetings
- Administers the Fund for Concerns
- Advises the Treasurer about special funds
- Oversees the following Standing Subcommittees: Adult Religious Education, Brinton Visitor, Special Funds, Worship- Sharing, Committed Relationships, Released Friends, Mental Health and Illness, Electronic Communication and Records
- Appoints and oversees the work of Liaisons to Discipline Committee, Junior Yearly Meeting Committee, Young Friends, Children's Program Committee
- Names two of its members to be available to the Statistical Clerk.
- Arranges time to listen to those at Yearly Meeting who have a need
- Provides assistance to Monthly Meetings and individuals on request

Time Involved:

There are three meetings per year in addition to the annual session, staggered between north and south, and lasting from Friday until Sunday. The meetings are usually held in November, February and April. There are daily meetings during the annual session lasting for approximately 2 hours.

In addition, this committee requires a few hours a month on committee or subcommittee work. Spring and

summer are busier, and additional time may be required during that period.

Each member of this committee is a liaison for one of the other subcommittees. Attendance at their meetings is helpful and there are phone calls and e-mails to keep in touch. Although it is not necessary to have computer skills for this committee, access to email is very useful. Minutes are kept of this committee's meetings. Expenses beyond those which are reimbursed are negligible.

Travel may occasionally be necessary beyond the scheduled meetings of the committee, to areas where committee members are liaison (Mexico, Guatemala, Hawaii).

