

# Summary of Staff Work Plan Priorities, Fiscal Year 2012

For more details see individual staff position goals, hours, functions/tasks and work plan priorities

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>Jonathan Vogel-Borne</b> YM Secretary  <i>(Priorities by order of importance)</i>	Implement the 2012 staff work plan; support production of the Minute Book and the <i>New England Friend</i> ; Report on work plan to Permanent Board (Nov)			Develop Priorities Budget Proposal with C&A, soliciting input from local meetings, committees and staff, and forward it to Finance Committee			Attend 6 <sup>th</sup> World Conference of Friends, Nakuru, Kenya; prepare for annual sessions; begin staff performance appraisals			Send staff performance appraisals to Personnel Cttee; prepare for, implement and follow-up Annual Sessions; create FY 2013 staff work plan		
	<b>Whole Year Priorities (by order of importance):</b> Collaborate with the Communications Director/Office Manger to develop the new website, Assist the ad hoc Property Committee in the sale of the NE Friends Home property in Hingham; Collate, edit and publish an NEYM organizational handbook; Help the YM as needed in the transition to a next YM Secretary; Work with NEYM Ministry & Counsel to support ministry and pastoral care in local meetings; Actively nurture a more supportive staff community											
<b>Jeff Hipp</b> Communications Director/Office Manager	Complete 2011 Minute Book; Organize Committee Days; Publish <i>The New England Friend</i> ; Launch the revised NEYM Web site at the end of the calendar year.			Publish winter & spring issues of <i>The New England Friend</i> ; Continue the development of the new neym.org; Organize Committee Days; Take a weekend spiritual retreat			Publish summer print issue of <i>The New England Friend</i> ; Update Sessions websites; Contact committee clerks regarding Sessions; Arrange for Committee Day locations for FY 2013			Prepare for Sessions; Manage the Office at Sessions; Begin preparation of the Minute Book; Organize Committee Days		
<b>Gretchen Baker-Smith</b> JHYM Coordinator  <b>Kevin Lee</b> JYM Coordinator	Organize and carry-out retreats				Organize and carry-out retreats; Set retreat dates for fiscal year 2013; Recruit staff, begin to plan and organize JHYM Sessions program				Prepare for, implement program for, and follow up on 2012 Sessions; Prepare for FY2013 retreat year; Organize and carry-out retreats			
	<b>Whole Year Priorities (by order of importance):</b> Engage with other youth workers to integrate all age constituencies into a more comprehensive approach to youth programming; Continue development of a policy for online use of photos, videos and other images; Provide content to JYM/JHYM segment of the NEYM website; Begin to use the NEYM database for JYM/JHYM data tracking; Create a digital catalog/database of the JHYM Library; Locate and attend a professional enrichment/renewal training, conference or retreat by the end of the 3 <sup>rd</sup> Trimester (Gretchen)											
<b>Nia Thomas</b> YF/YAF Coordinator	Organize and carry-out Young Friends retreats; Organize YFs Resource Person staff development; Support planning for YAF fall event and mid-winter retreat				Organize and carry-out Young Friends retreats; Support planning for YAF Spring Retreat				Set retreat dates for fiscal year 2013; Prepare for, implement program for, and follow up on 2012 Sessions; Prepare for FY2013 retreat year; Organize and carry-out Young Friends retreats			
	<b>Whole Year Priorities (by order of importance):</b> Increase the number of participants in the programs; Engage with other youth workers to integrate all age constituencies into a more comprehensive approach to youth programming; Learn more about how other youth programs (Quaker and non-Quaker) engage and serve their youth; Provide leadership support for Resource People to be more open about personal spiritual experience that can be communicated effectively to Young Friends; Help Sessions Committee utilize YAF leadership; Seek ways to increase involvement from Vermont, Maine, & New Hampshire; Training for professional development											
<b>Beth Collea</b> Religious Education Coordinator	Organize a working group meeting on "Godly Play"				Work with Quaker Youth Education (QYE) Committee to organize a spring workshop; Recommend books for Children's Bookstore at Sessions				Prepare for FDS Share/Fair at Sessions; Organize "Family Neighborhood" at NEYM Sessions; Support local meetings in beginning their FDS year			
	<b>Whole Year Priorities (by order of importance):</b> Visit local meetings as requested and as led; Listen for and assess the living points of connections between local meetings and NEYM to mutually enliven our ministry to children, to the meeting community and to the world; Communicate with meetings and individuals through RE Mail, RE Bulletin Board, and other correspondence; Provide content for the QYE section of the NEYM website; Create a Quaker Family Activity Calendar; Collect, create, edit, pilot and produce material to support the outreach effort to families; Meet with other NEYM youth workers; Attend Committee Days and Ministry & Counsel (as appropriate) to support the ministry of the YM; Respond to local meeting concerns and advocate awareness on issues of child safety; Attend workshops for professional development											
<b>Frederick Martin</b> Accounts Manager	<b>Whole Year Priorities (by order of importance):</b> Manage payroll, including retirement and benefits; Learn the annual accounting cycle, including closing and opening fiscal years; Call on others for support in balancing the time demands, especially in the month of October, during the change of the fiscal year											
<b>Jodi Goodman</b> Archivist	<b>Whole Year Priorities (by order of importance):</b> Become knowledgeable about the contents, disposition and condition of the NEYM Archives; Inventory the collection; Process back-log of materials needing accession, particularly those items needing more immediate attention; Develop a framework to increase intellectual access to the collections; Work with the Committee to update the collection policy; Reach out to local meetings to recruit volunteers; Travel around New England to visit local meetings; Attend archival trainings as appropriate											

## **NEYM Secretary**

### **Position Goals, Hours, Functions/Tasks, and Work Plan Priorities for Fiscal Year 2012**

#### **Position Goals**

- *Support Friends in doing the work of God, through administration, communication, and pastoral care*
- *Listen to and communicate effectively with all the elements of the Yearly Meeting—monthly meetings, quarterly meetings, Yearly Meeting leadership, committees, and individuals—assisting them to be informed, educated, and inspired in their spiritual and practical religious activities.*
- *Ensure that all Yearly Meeting staff work to achieve the goals articulated by the Yearly Meeting, and serves a key role in the planning process bringing those goals forward*

#### **Hours and Work Site**

- *Hours*
  - This is a full time position (40 hour per week) that requires some weekend and evening hours. NEYM Annual Sessions will require more than 40 hours per week of work.
- *Work site*
  - Tuesdays at the NEYM office. Otherwise work from a home-based office and in the field.

#### **Functions and Tasks**

- *Administrative*
  - Create an annual work plan for the NEYM staff with Coordinating & Advisory (C&A), consulting with NEYM committees and local meetings
  - Create a budget for all staff costs
  - Assist in the creation of a NEYM Priorities Budget Proposal
  - Supervise staff and administer personnel policies, consulting with Personnel Committee
  - Meet regularly with staff to coordinate work
  - Provide reports for Coordinating & Advisory (C&A) and Permanent Board as appropriate
  - Assist the Yearly Meeting in the management of properties and other legal matters
- *Program Supervision*
  - Coordinate the Annual Sessions, assisting the Sessions Committee
  - Assist staff in the planning of other programs for the Yearly Meeting
- *Pastoral*
  - Create a structure to meet the pastoral needs of the Yearly Meeting, working with Yearly Meeting Ministry and Counsel
  - Support the Yearly Meeting committees under the guidance of the C&A Committee
  - Minister to the spiritual needs of constituent Meetings, groups and individuals within the Yearly Meeting and nurture Friends' concerns, including peace and justice
  - Maintain direct communication with monthly and quarterly meetings
  - Provide consultation to local meetings as appropriate
- *Staff Community, Liaison, & Accountability as per Job Description and/or Priorities*

#### **Work Plan Priorities**

- *First Quarter of FY 2012 (October – December)*
  - Implement the NEYM fiscal year 2012 work plan with Coordinating & Advisory (C&A), consulting with NEYM committees and informing local meetings
  - Support production of the Minute Book and the fall issue of the *New England Friend*
  - Report on work plan to Permanent Board (Nov)

- *Second Quarter of FY 2012 (January – March)*
  - Develop Priorities Budget Proposal with C&A, soliciting input from local meetings, committees and staff, and forward it to Finance Committee
- *Third Quarter of FY 2012 (April – June)*
  - Attend 6<sup>th</sup> World Conference of Friends, Nakuru, Kenya
  - Prepare for Annual Sessions
  - Begin staff performance appraisals
- *Fourth Quarter of FY 2012 (July – September)*
  - Send completed staff performance appraisals to Personnel Committee
  - Prepare for, implement and follow-up on Annual Sessions
  - Create the NEYM fiscal year 2013 work plan with C&A, consulting with NEYM committees and local meetings
- *Year-Long Priorities listed by order of importance*
  - Collaborate with the Communications Director/Office Manger to develop the new website
  - Assist the ad hoc Property Committee in the sale of the NE Friends Home property in Hingham
  - Collate, edit and publish an NEYM organizational handbook
  - Help the YM as needed in the transition to a next YM Secretary
  - Work with NEYM Ministry & Counsel to support ministry and pastoral care in local meetings
  - Actively nurture a more supportive staff community

#### **Measures and Indicators of Work Plan Priorities Accomplishments**

- Monthly meeting with C&A appointed supervisor
- Regular reviews at most C&A Committee meetings based on task accomplishments as outlined in the Work Plan Priorities section above
- A quarterly written narrative, sent to the C&A appointed supervisor, listing and evaluating task accomplishments as outlined in the “Work Plan Priorities” section above
- Annual report to C&A that includes:
  - Written narrative evaluating work plan priorities accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical report
- Report for publishing in the Minute Book
- C&A supervisor conducts YM Secretary’s staff performance appraisal, forwarded via C&A Committee to Permanent Board to recommend continuing employment of the YM Secretary to the Annual Sessions

#### **Queries**

- How does Spirit move through you and your ministry?
- What were this year’s important achievements?
- What are the challenges you face in your job?
- What brings you joy in your work as YM Secretary?

## **NEYM Communications Director/Office Manager**

Position Goals, Hours, Functions/Tasks, and Work Plan Priorities for Fiscal Year 2012

### **Position Goals**

- *Foster a more welcoming Yearly Meeting community by making information more easily available and approachable to Friends of all levels of Yearly Meeting involvement, as well as non-Friends.*
- *Provide administrative support for the Yearly Meeting operations*
- *Nurture a collective voice for New England Quakers in the wider world, to help us more clearly articulate our common faith to the world*
- *Encourage and empower NEYM clerks, staff, and committees to be more faithful, more caring, more efficient, and more transparent in all that we do*

### **Hours and Work Site**

- *Hours*
  - This is a full time position (40 hour per week) that requires some weekend and evening hours. NEYM Annual Sessions will require more than 40 hours per week of work.
- *Work site*
  - Tuesdays at the NEYM office and other days as needed. Otherwise the work site will be from a home-based office.

### **Functions and Tasks**

- *Communications*
  - Respond to inquires (via all media)
  - Coordinate the YM calendar (on the web)
  - Support YM committee clerks as needed (see services guide)
  - Write thank you notes to individual contributors
  - Arrange committee days
  - Maintain and utilize the YM e-mail broadcast tools
- *Publications*
  - Coordinate, publish, and distribute the Annual Minute Book
  - Direct the work on the Yearly Meeting web site
  - Edit and publish *The New England Friend*
  - Manage inventory, sale and distribution of NEYM publications
- *Administrative*
  - Work with the YM Secretary to prioritize, plan, and organize the work of the office
  - Recruit and supervise voluntary and paid staff for office needs
  - Work with YM Secretary and others in planning for the Annual Sessions, managing the NEYM Office at Annual Sessions
- *Information Management*
  - Maintain appropriate information on YM staff and committee activities
  - Maintain the Yearly Meeting database, including meeting surveys and statistics
  - Coordinate bulk mailings to constituent bodies of the Yearly Meeting
  - Maintain office equipment and supply inventory
- *Staff Community, Liaison, & Accountability as per Job Description and/or Priorities*

### **Work Plan Priorities**

- *First Quarter of FY 2012 (October – December)*
  - Complete publication and distribution of the 2011 Minute Book
  - Publish *The New England Friend* in conjunction with the Development Committee Annual Report and appeal, in print and electronic formats.

- Work with FGC, The YM Secretary and the Publications & Communications Committee to launch the revised NEYM Web site at the end of the calendar year.
- *Second Quarter of FY 2012 (January – March)*
  - Publish winter & spring issues of *The New England Friend*
  - Continue the development of the new neym.org
  - Take a weekend spiritual retreat
- *Third Quarter of FY 2012 (April – June)*
  - Begin Preparation for Sessions
  - Publish summer print issue of *The New England Friend*
  - Update Sessions website, including online registration site
  - Contact committee clerks regarding meetings at NEYM Sessions
  - Arrange for Committee Day Locations for FY 2013
- *Fourth Quarter of FY 2012 (July – September)*
  - Prepare for Sessions
  - Manage the Office at Sessions
  - Begin preparation of the Minute Book

### **Measures and Indicators of Work Plan Priorities Accomplishments**

- Quarterly reviews with YM Secretary based on task accomplishments as outlined in the “Work Plan Priorities” section above
- A quarterly written narrative, sent to the YM Secretary, listing and evaluating task accomplishments as outlined in the “Work Plan Priorities” section above
- Annual Report to YM Secretary that includes:
  - Written narrative evaluating goals, priorities, and task accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical report
- Report for publishing in the Minute Book
- YM Secretary conducts staff performance appraisal

### **Queries**

- How does Spirit move through you and your ministry?
- What were this year’s important achievements?
- What are the challenges you face in your job?
- What brings you joy in your work as Communications Director/Office Manager?

# NEYM Jr. Yearly Meeting & Jr. High Yearly Meeting Retreat Coordinator

Position Goals, Hours, Functions/Tasks and Work Plan Priorities for Fiscal Year 2012

## Goals For All Youth and Young Adult Programs

- *The purpose of NEYM's youth and young adult retreat programs is to provide safe and trusting communities in which young people can seek to find that of God in themselves and each other in joyous and loving circles, grounded in the Religious Society of Friends. Pastoral care, information and referral services, and general communication between retreats to young adults, youth and their families are significant components of this work.*
- *At NEYM Sessions the Yearly Meeting's youth and young adult programs provide programs and services for infants, youth and young adults.*
- *In all of NEYM's youth and youth adult programs, the primary goal is to help our children and young adults develop a Quaker identity and promote a sense of Quaker community by providing age-appropriate opportunities for communication and witness of who we are as Friends.*

## Hours and Work Site

- *Hours*
  - This is a full time position (40 hour per week) that requires weekend and evening hours. NEYM Annual Sessions will require more than 40 hours per week of work
- *Work Site*
  - Work will be from a home-based office, at retreat sites, and at least three times during the year at the NEYM Office in Worcester or other suitable location for staff meetings

## Functions/Tasks

- *Pastoral and Programmatic*
  - Organize four Junior YM (JYM) retreats, (Nov, Jan, May, Sept) and five Jr. High YM (JHYM) retreats (Oct, Nov, Jan, Mar, May), plus the 6<sup>th</sup> grade retreat (Mar)
  - Provide pastoral support and leadership development for young people and their families
  - Recruit, screen, and nurture teen and adult leaders to work with young people as retreat and Sessions program staffers
  - Supervise all who interact with the JYM and JHYM programs, including maintaining appropriate procedures for child safety following Yearly Meeting guidelines and procedures
  - Assist Youth Programs Committee and Sessions Committee with the development and implementation of the JYM and JHYM programs at Annual Sessions, providing ministry, support, oversight and leadership in partnership with program coordinators
  - Provide consultation and support to committees, local meetings and groups as appropriate
- *Information Management*
  - Maintain the JYM and JHYM segments of the YM database
  - Coordinate mailings to JYM and JHYM young people and their families
  - Maintain and catalog the two libraries of books for JYM Retreats and JHYM Retreats
- *Communications*
  - Develop and maintain the JYM and JHYM segments of the YM website
  - Develop and maintain internet-based methods of communication with young people, their families, and the local meetings
  - Contribute articles to *The New England Friend* on youth activities
- *Staff Community, Liaison, & Accountability as per Job Description and/or Priorities*

## Work Plan Priorities

- *First Trimester of Fiscal Year 2012 (October – January)*
  - Organize and carry-out retreats

- *Second Trimester of Fiscal Year 2012 (February – May)*
  - Organize and carry-out retreats
  - Set retreat dates for fiscal year 2013
  - Recruit staff, begin to plan and organize JHYM Sessions program
- *Third Trimester of Fiscal Year 2012 (June – September)*
  - Prepare for, implement program for, and follow up on 2012 Sessions
  - Prepare for FY2013 retreat year, including publicity, cleaning up database, health forms, staffing applications, and inventorying supplies and equipment
  - Organize and carry-out retreats
- *Year-Long Priorities listed by order of importance*
  - Engage with other youth workers to integrate all age constituencies into a more comprehensive approach to youth programming
  - Continue development of a policy for online use of photos, videos and other images
  - Work with the Communications Director to develop the JYM/JHYM segment of the NEYM website
  - Work with the database manager to use the NEYM database for JYM/JHYM data tracking
  - Create a digital catalog/database of the JHYM Library (both Retreats & Sessions)
  - Locate and attend a professional enrichment/renewal training, conference or retreat by the end of the 3<sup>rd</sup> Trimester (Gretchen)

#### **Measures and Indicators of Work Plan Priorities Accomplishments**

- For each Retreat:
  - Participants and Resource People complete evaluation forms
  - Financial forms completed and sent to the Accounts Manager
  - Brief retreat report sent to the clerk of Youth Programs and YM Secretary
- A short written narrative, sent at the end of each trimester to the YM Secretary, forming the basis for a review of task accomplishments as outlined in the “Work Plan Priorities” section above
- Trimester review with the YM Secretary based on task accomplishments as outlined in the Work Plan Priorities section above
- Annual Report to YM Secretary and Youth Programs Committee that includes:
  - Written narrative evaluating work plan priorities accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical retreat report
  - Standard evaluation forms completed by parents of participants of YF retreat programs, circulated by the YM Secretary and Youth Programs Committee
- Report for publishing in the Minute Book
- YM Secretary conducts staff performance appraisal

#### **Queries**

- How does Spirit move through you, and your program?
- Do you feel supported by parents, by youth staffers, by the Youth Programs Committee, by the Yearly Meeting Secretary, by Yearly Meeting?
- What collaboration among youth programs would you suggest?
- How could the process of recruiting, screening, training and finding substitutes for resource persons be improved?
- How successful is this program in integrating youth into a future active adult participation in their monthly and yearly meeting?

**NEYM Young Friends – Young Adult Friends Coordinator**  
Position Goals, Hours, Functions/Tasks and Work Plan Priorities for Fiscal Year 2012

**Goals For All Youth and Young Adult Programs**

- *The purpose of NEYM's youth and young adult retreat programs is to provide safe and trusting communities in which young people can seek to find that of God in themselves and each other in joyous and loving circles, grounded in the Religious Society of Friends. Pastoral care, information and referral services, and general communication between retreats to young adults, youth and their families are significant components of this work.*
- *At NEYM Sessions the Yearly Meeting's youth and young adult programs provide programs and services for infants, youth and young adults.*
- *In all of NEYM's youth and young adult programs, the primary goal is to help our children and young adults develop a Quaker identity and promote a sense of Quaker community by providing age-appropriate opportunities for communication and witness of who we are as Friends*

**Hours and Work Site**

- *Hours*
  - This is a full time position (40 hour per week) that requires some weekend and evening hours. NEYM Annual Sessions will require more than 40 hours per week of work.
- *Work Site*
  - Tuesdays at the NEYM office. Otherwise work from a home-based office and in the field.

**Functions/Tasks**

- *Pastoral and Programmatic*
  - Organize eight Young Friends (high school age) retreats (Oct, Nov, Dec, Feb, Apr, May, Jul [Seniors-tentatively], Sept [Ministry & Counsel])
  - Support Young Adult Friends (YAF) in planning three YAF retreats (Oct, Jan, May)
  - Provide pastoral support and leadership development for young adults, youth and their families
  - Recruit, screen, train, and nurture Young Friends Resource People
  - Supervise all who interact with the youth and young adult programs, including maintaining appropriate procedures for child safety following Yearly Meeting guidelines and procedures
  - Work with Youth Programs and Sessions Committee with the development and implementation of the Young Friends and YAF programs at Annual Sessions, providing ministry, support, oversight and leadership in partnership with program coordinators
  - Provide consultation and support to committees, local meetings and groups as appropriate
- *Information Management*
  - Maintain the YF and YAF segments of the YM database
  - Coordinate mailings to YFs and YAFs
- *Communications*
  - Work with the Communications Director to develop and maintain the YF and YAF segments of the YM website
  - Develop and maintain internet-based methods of communication with young people, their families, and the local meetings
  - Edit and produce at least two YAF newsletters
  - Contribute articles to The New England Friend on youth activities
- *Staff Community, Liaison, & Accountability as per Job Description and/or Priorities*

**Work Plan Priorities**

- *First Trimester of Fiscal Year 2012 (October – January)*
  - Organize and carry-out Young Friends retreats

- Organize YFs Resource Person staff development
- Support planning for YAF fall event and mid-winter retreat
- *Second Trimester of Fiscal Year 2012 (February – May)*
  - Organize and carry-out Young Friends retreats
  - Support planning for YAF Spring Retreat
- *Third Trimester of Fiscal Year 2012 (June – September)*
  - Set retreat dates for fiscal year 2013
  - Prepare for, implement program for, and follow up on 2012 Sessions
  - Prepare for FY2013 retreat year, including publicity, cleaning up database, health forms, staffing applications, and inventorying supplies and equipment
  - Organize and carry-out Young Friends retreats
- *Year-Long Priorities listed by order of importance*
  - Increase the number of participants at Young Friends & YAF retreats and Sessions. My goal for Young Friends retreats is a minimum of 40 Young Friends per retreat
  - Engage with other youth workers to integrate all age constituencies into a more comprehensive approach to youth programming
  - Learn through research, intervisitation, and personal connections, more about how other youth programs (Quaker and non-Quaker) engage and serve their youth
  - Provide leadership support for Resource People to be more open about personal spiritual experience that can be communicated effectively to Young Friends
  - Help Sessions Committee utilize YAF leadership for Sessions 2012
  - Seek ways to increase involvement of YFs and YAFs from Vermont, Maine, & New Hampshire
  - Training for professional development as appropriate

### **Measures and Indicators of Work Plan Priorities Accomplishments**

- For each Retreat:
  - Participants and Resource People complete evaluation forms
  - Financial forms completed and sent to the Accounts Manager
  - Brief retreat report sent to the clerk of Youth Programs and YM Secretary
- A short written narrative, sent at the end of each trimester to the YM Secretary, forming the basis for a review of task accomplishments as outlined in the “Work Plan Priorities” section above
- Trimester review with the YM Secretary based on task accomplishments as outlined in the Work Plan Priorities section above
- Annual Report to YM Secretary and Youth Programs Committee that includes:
  - Written narrative evaluating work plan priorities accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical retreat report
  - Standard evaluation forms completed by parents of participants of YF retreat programs, circulated by the YM Secretary and Youth Programs Committee
- Report for publishing in the Minute Book
- YM Secretary conducts staff performance appraisal

### **Queries**

- How does Spirit move through you, and your program?
- Do you feel supported by parents, by resource persons, by the Youth Programs Committee, by the Yearly Meeting Secretary, by Yearly Meeting?
- What collaboration among youth programs would you suggest?
- How could the process of recruiting, screening, training and finding substitutes for resource persons be improved?
- How successful is this program in integrating youth into a future active adult participation in their monthly and yearly meeting?

## **NEYM Religious Education Coordinator**

Position Goals, Hours, Functions/Tasks and Work Plan Priorities for Fiscal Year 2012

### **Position Goals**

- *To set the stage for an authentic experience of the divine among our children, and to joyfully model, guide, and instruct them along the Quaker journey with the hope that someday they may choose this for themselves.*
- *To help meetings to see the religious care of children in the wider context of the meeting's spiritual grounding, and in its active witness to the world*
- *To identify, welcome, and integrate Quaker children and parents who are not currently involved with NEYM.*
- *To work with the Quaker Youth Education Committee to assist local meetings to create vibrant programming for children and families, including First Day Schools (FDS), intergenerational activities and the like.*
- *To inspire and empower Quaker families to live into the Quaker message in the context of our secularized American culture.*

### **Hours and Work Site**

- *Hours*
  - This is a part-time position (24 hours/week) requiring weekend and evening hours.
- *Work Site*
  - Work will be from a home-based office, in the field and at the NEYM Office in Worcester, or other suitable location, for staff meetings

### **Functions/Tasks**

- *General Support to First Day School Programs*
  - Visit and maintain contact with local meetings to assist Quaker children's programming, to integrate parents and children into the whole meeting community, and to facilitate outreach to new families.
  - Nurture a living sense of community among Quaker parents across New England and to make real the common life shared by First Day Schools (FDS) throughout NEYM
  - Work with the Quaker Youth Education Committee to provide curriculum support, including consultations and workshops as appropriate.
  - Support Religious Education leadership, including paid staff local meetings.
  - Contribute and update content in the QYE segment of the NEYM website
  - Maintain the QYE Lending Library and "Friendly Courier Service" to circulate books
- *Support for Quaker parents/families*
  - Advocate within NEYM for the needs of families, especially those who are not currently involved.
  - Name and create space for conversations that deepen our shared faith, among the whole meeting.
  - Connect families in local meetings with the NEYM's programs and resources
- *Staff Community, Liaison, & Accountability as per Job Description and/or Priorities*

### **Work Plan Priorities**

- *First Trimester of Fiscal Year 2012 (October – January)*
  - Organize a working group meeting on "Godly Play"
- *Second Trimester of Fiscal Year 2012 (February – May)*
  - Work with Quaker Youth Education (QYE) Committee to organize a spring workshop
  - Recommend books for Children's Bookstore at Sessions

- *Third Trimester of Fiscal Year 2012 (June – September)*
  - Working with QYE Committee, prepare for FDS Share/Fair at Sessions
  - Organize “Family Neighborhood” at NEYM Sessions
  - Support local meetings in beginning their FDS year
- *Year-Long Priorities listed by order of importance*
  - Visit local meetings as requested and as led
  - Listen for and assess the living points of connections between local meetings and NEYM to mutually enliven our ministry to children, to the meeting community and to the world
  - Communicate with meetings and individuals through RE Mail, RE Bulletin Board, and other correspondence
  - Provide content for the QYE section of the new NEYM website.
  - Create a Quaker Family Activity Calendar in collaboration with the QYE Committee.
  - Collect, create, edit, pilot and produce material written and otherwise to support the outreach effort to families
  - Meet regularly with other NEYM youth workers
  - Attend Committee Days and at least one meeting of the NEYM Ministry & Counsel to listen for and find ways to support the ministry of the YM.
  - Respond to local meeting concerns and advocate awareness on issues around child safety
  - Attend workshops for professional development

### **Measures and Indicators of Work Plan Priorities Accomplishments**

- Track support to specific monthly meetings
- Financial forms completed and sent to the Accounts Manager
- A short written narrative, sent at the end of each trimester to the YM Secretary, forming the basis for a review of task accomplishments as outlined in the “Work Plan Priorities” section above
- Trimester review with the YM Secretary based on task accomplishments as outlined in the Work Plan Priorities section above
- Annual Report to YM Secretary and Quaker Youth Education Committee that includes:
  - Written narrative evaluating work plan priorities accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical retreat report
  - Standard evaluation forms completed by parents of participants of YF retreat programs, circulated by the YM Secretary and Youth Programs Committee
- Report for publishing in the Minute Book
- YM Secretary conducts staff performance appraisal

### **Queries**

- How does Spirit move through you, and your program?
- What were this year’s important achievements?
- What are the challenges you face in your job?
- What brings you joy in your work as NEYM Religious Education Coordinator?

## NEYM Accounts Manager

Position Goals, Hours, Functions/Tasks, and Work Plan Priorities for Fiscal Year 2012

### Position Goal

- *To keep the accounting records of the New England Yearly Meeting accurately, to do so in a timely manner and to maintain confidentiality.*

### Hours and Work Site

- *Hours*
  - This is a part-time position averaging 20 hours/week.

#### *Work Site*

- Responsibilities are primarily carried out at the NEYM office in Worcester, one day a week. Otherwise the work site will be from a home-based office.

### Functions and Tasks

- *Maintain the following documents and procedures:*
  - General Ledger
  - Sessions Accounting
  - Retreat Accounting
  - Credit Card Accounting
  - Payroll
  - Retirement
  - Section 125 (flexible benefits)
  - Receive Contributions
  - Caring Habits (GiveMonthly)
  - Receive Payments
  - Pay Accounts Receivable
  - Student Loan Fund
  - Special Funds
  - Reconcile bank statements
  - Manage cash flow
  - Budget watchdog
  - Financial liaison with committee clerks
  - Coordination with Finance and Development Committees
  - Open and close the books for the fiscal year
  - Attend committee meetings and events as appropriate

### Work Plan Priorities

- General bookkeeping, including all deposits, invoices, bill payments, bank reconciliation
- Manage payroll, including retirement and benefits
- Learn the annual accounting cycle, including closing and opening fiscal years
- Call on others for support in balancing the time demands, especially in the month of October, during the change of the fiscal year

### Measures and Indicators of Work Plan Priorities Accomplishments

- Quarterly review of books, or more frequently when necessary, by the YM Secretary in consultation with the Treasurer.
- Annual review of books by a member of the Finance Committee to be completed by January of the following fiscal year.
- Annual Report to YM Secretary and the Treasurer that includes:
  - Written narrative evaluating goals, priorities, and task accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical report, including a ratio of the total number of checking account transactions (credits plus debits) to the annual hours worked.
- Report for publishing in the Minute Book
- YM Secretary conducts staff performance appraisal

### Queries

- Do you have enough time to do the work and at specific times of the year?
- What is the appropriate division of work between the Worcester office and home?
- Do you feel supported in the position?

# **NEYM Archivist**

## Work Plan for Fiscal Year 2012

### **Goal**

- *Provide Friends and non-Friends appropriate access to New England Quaker archives and other historical records through maintenance and upkeep of the NEYM Archives located at the Rhode Island Historical Society (RIHS) Library in Providence, RI.*

### **Hours and Work Site**

- *Hours*

A part-time position averaging 8 hours/week

- *Work Site*

NEYM Archives located at the Rhode Island Historical Society (RIHS) Library, Providence, RI

### **Functions and Tasks**

Establish boundaries and contents of the collection

Provide upkeep and maintenance of the collection

Process new accessions, maintain detailed accession records, and send acknowledgements of gifts

Respond to formal requests for research

Attend meetings of the Archives and Historical Records Committee

Travel occasionally throughout New England to survey records, conduct research, lead Archives related workshops and attend meetings as appropriate

Participate in professional organizations and archival trainings as appropriate

Supervise volunteers working with the collection

### **Work Plan Priorities Listed By Order of Importance**

- Become knowledgeable about the contents and disposition and condition of the NEYM Archives
- Inventory the collection
- Process back-log of materials needing accession, particularly those items needing more immediate attention
- Develop a framework to increase intellectual access to the collections
- Work with the Committee to update the collection policy
- Reach out to local meetings to recruit volunteers
- Travel around New England to visit local meetings
- Attend archival trainings as appropriate

### **Measures and Indicators of Work Plan Priorities Accomplishments**

- A quarterly report sent to Yearly Meeting (YM) Secretary and the Archives and Historical Records Committee Clerk, including statistics of Archive use, fiscal activities and new accessions
- Annual Report to YM Secretary and the Archives and Historical Records Committee including:
  - Written narrative evaluating goals, priorities, and task accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical report, including Archive use, fiscal activities and new accessions
- Report for publishing in the Minute Book as appropriate
- YM Secretary conducts staff performance appraisal

### **Queries**

Do you feel supported in the position?

Do you have enough time to do the work?

Do you feel the goals are appropriate and ordered appropriately?

Are there goals that are not here that need to be?