

## 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?