

Multnomah Monthly Meeting

NOMINATING COMMITTEE SURVEY -- 2009

Each spring, the Nominating Committee identifies people to serve the Meeting in a variety of positions. Please consider your leadings, skills, and gifts, and how you might share them in nurturing our Meeting community. All members and attenders are needed to contribute to the Meeting's activities. We invite you to take an active part in building, strengthening, and maintaining our spiritual community.

For more complete job descriptions, see the Job Descriptions notebook in the Meetinghouse Library.

My Name: _____ **My Phone Number(s):** _____

COMMITTEES

(Committees in **bold** are particularly good for newer attenders)

<u>Committee</u>	<u>Description</u>	<u>Estimated time commitment</u>	<u>X (I'm interested)</u>
Worship & Ministry	Fosters spiritual life by nurturing the Meeting for Worship. Provides nurturance of worship groups. Should be seasoned F/friend.	Monthly comm. meeting; regular attender at Meeting for Worship	
Oversight	Provides pastoral care of members and attenders. Processes memberships and marriages. Usually member of Society of Friends.	6+ hrs./month.	
Friendly Care	Coordinates support for those within the greater Portland area Friends community who are experiencing illness or loss; arranges for memorial services.	Varies; approx 2 hrs./month	
Finance	Responsible for Meeting finances and annual budget.	Monthly committee meeting	
Nursery	Responsible for arranging care of infants through age 2-3, and childcare during meeting for business and other events.	Occasional comm. mtgs.	
Children's Program	Responsible for organizing and coordinating care and religious education of pre-school through 5 th grade children.	Monthly comm. mtg. Rotating teaching schedule	
Junior Friends	Responsible for organizing and coordinating religious education for Middle School and High School Jr. Friends.	Monthly comm.. meeting	
Program	Plans and implements opportunities for spiritual nurturing & enrichment for MMM members (retreats, classes, etc.). Envisions, recruits presenters, announces program, and opens the Meetinghouse for Wednesday evenings and special events.	Rotating Wed. night shepherd & occasional 2 hr. comm. mtg.	
Social	Responds to the social spirit & needs of the Meeting by arranging events and planning social occasions.	Rotating responsibility for 2-3 hr/shift one Sunday/month	
Nominating	Seeks out individuals with appropriate gifts and skills to be nominated to serve in the various ways needed to carry out MMM's business. Should be seasoned F/friend and regular attender who is familiar with the Meeting community.	Seasonal; 6 hrs/month in spring	
Property	Oversees repair, maintenance and refurbishing of all properties and structures owned by the Meeting.	2-4 hours/ month.	
Peace & Social Concerns	Coordinates Quaker presence and encourages participation in peace and social concerns activities in the broader community.	Monthly 2 hr mtg. & as led	
Young Adult Friends	Arranges events and opportunities for spiritual nurturing and enrichment for young adult Friends in the Meeting.		
Quarterly Mtg. Planning	Coordinates arrangements for MMM Friends to attend other Willamette Quarterly Meetings. Responsible for planning quarterly meeting.	Significant work every fall to plan Fall quarterly; less work for other quarterlies.	
Communications	Oversees the maintenance of MMM's website, the directory and the publication of the newsletter. Arranges for the periodic update and publishing of the Meeting's directory.	2-4 hours/ month, plus additional time when directory is in process	

POSITIONS

(Positions in **bold** are particularly good for newer attenders)

Position	Description	Estimated time commitment	X (I'm interested)
Personnel Clerk	Recommends policies to the Meeting regarding hiring of employees, oversees administration of these policies, is resource for employees.	Varies according to need	
Middle School Jr. Friends Advisors	Meets with Middle School Jr. Friends weekly for religious education; works to set up special events	2 hr./wk.	
High School Jr. Friends Advisors	Works with High School Jr. Friends to establish a program and set up special events.	2 hr./wk	
AFSC Liaison	American Friends Service Committee (AFSC) liaison facilitates informed communication between MMM and AFSC. Also serves ex-officio on Peace & Social Concerns committee.	2 hours/month	
FCNL Liaison	Friends Committee on National Legislation (FCNL) liaison serves as the point of direct, personal contact between MMM and the FCNL office in Washington, D.C. Also ex-officio on Peace & Social Concerns.	1/2 hr/wk	
FWCC liaison	Friends World Committee on Consultation (FWCC) liaison is primarily responsible for communication between MMM and the work of the FWCC.	2 hours/month	
Library	Orders and displays literature for sale. Makes the collection in the library available to Worship Groups. Maintains the library.	4 hrs./month	
Special Funds Trustees	Oversees the investment and spending of various special funds held by the Meeting	4 hrs./month	
NPYM Reps	Represents MMM on the North Pacific Yearly Meeting Steering Committee, which is the executive body of the Yearly Meeting & plans Annual Session.	3 weekends/year	
Web keeper	Maintains MMM's web page with guidance from Oversight.	1 hr./month	
Database manager & directory publisher	Maintains current listing of Meeting member and attender names, addresses, phone numbers, etc. Provides mailing labels to newsletter mailers. Works with Oversight to publish MMM directory annually.	Average of 2-3 hours/month to update. 12 hours to do directory	
Newsletter Editor	Compiles and publishes MMM's monthly newsletter.	3 hrs./month	
Newsletter Mailers	Pick up, address and mail MMM's monthly newsletter.	3 hrs./month	

I am interested in serving wherever needed: _____

I plan to continue in my current committee assignment through ___ 2010 or ___ 2011

Any background you care to share to help us further place your talents or desires? _____

I think the following person(s) would be appropriate for the following committee(s): _____

Contact any member of the Nominating Committee with questions or comments:
Jayne Lebsack, Audrey Metcalfe, Marian Rhys, or Megge Van Valkenburg

RETURN SURVEY as soon as possible to:

- **Any Nominating Committee member**
- **The Nominating Committee box in the library**
- **Megge Van Valkenburg at vandown@alumni.reed.edu**
- **or mail to: Nominating Committee, Multnomah Monthly Meeting,**