

Working initially on different pages of this list, each person notes on their sheet the role holders and others in your meeting who are responsible, or who see that these things are done. Consult and compare with each other to complete as many as possible between you. If you don't know the role title you might know the name of the person. Note either or both. Some things will be done by more than one person, or many.

Delete jobs / responsibilities that are not done in your meeting, and add any that are missing from this list. Use more paper if you need it.

1. Setting the agenda for meeting for worship for business
2. Distributing agendas of meetings for worship for business in advance
3. Planning children's meeting
4. Leading a session with the children
5. Maintaining the library
6. Organising outreach activities
7. Receiving mailings, information and appeal requests
8. Taking bookings for rooms
9. Keeping a record of the finances of the meeting

10. Organising study groups in the meeting
11. Compiling the newsletter
12. Coming regularly to meeting for worship
13. Maintaining the upkeep of the meeting house
14. Planning improvements to the meeting house
15. Compiling the address list
16. Making sure the meeting complies with legislation
17. Reading the notices at the end of meeting
18. Conducting a meeting for worship for business
19. Seeing that people are cared for and supported
20. Addressing conflict in the meeting

21. Setting the agenda for a committee meeting
22. Organising a spiritual review in the meeting
23. Attending a committee meeting
24. Maintaining the discipline during meeting for worship
25. Running a study session
26. Welcoming at the door
27. Maintaining the notice boards
28. Making the tea after meeting for worship
29. Upholding the clerk during meeting for worship for business
30. Talking with newcomers after meeting
31. Ordering stocks of leaflets
32. Suggesting courses that people might like to attend

33. Buying resources for children's meeting
34. Keeping in touch with parents
35. Sending children birthday cards
36. Visiting those in need
37. Presenting new members with a copy of Quaker faith & practice
38. Looking after the garden
39. Coming regularly to meeting for worship for business
40. Keeping in touch with young adults away at university
41. Setting out the chairs
42. Organising social activities
43. Verifying CRB applications
44. Representing the meeting at Area meeting for worship for business

**Extracts from Quaker faith & practice**

3.23 Much of the work of meetings for church affairs and committees will be undertaken by Friends especially appointed by the meeting or committee responsible for the work, most often on the recommendation of a nominations committee. The process of appointment starts when the meeting identifies the need for a task to be performed. It is good practice for a meeting to have a clear view of the tasks that need to be accomplished on its behalf and to fix the length of service required so that both the meeting and the Friend appointed understand the commitment.

Most appointments should be for either one or three years. It is generally undesirable for someone to hold an appointment for more than six years continuously although there may be exceptions. Meetings should give thought to the training of replacements for existing officers and it will help in this process if those appointed try to give the meeting some notice of wishing to be released from service.

Meetings will differ widely in the appointments they need to make. In some meetings, there may be a shortage of people willing to undertake the work that is needed. In others there may be many who are anxious to serve and some may feel excluded from the busy life of the meeting if not offered appointment. It is important that the whole process be open and clearly understood by all who attend.

3.24 The following suggestions for good practice are intended to apply to all our meetings and committees and to the appointment of Friends and, where appropriate, attenders.

- a. In general a nominations procedure should be used when the appointment is to an office in the meeting, or for any other service of importance. Receiving nominations from the body of the meeting is not generally a good method of making appointments.
- b. Nominations committees are appointed in many ways. Sometimes names are suggested from the body of the meeting, on other occasions a special committee is asked to bring forward names of Friends to serve on the nominations committee. In some circumstances participating bodies send forward representatives. It is important to ensure openness and to prevent any suggestion of an inner group; thus membership should be for a limited duration. Many meetings retire one third of their nominations committee every year on a rotating basis.
- c. A nominations committee should meet in a worshipful manner. Committee members will occasionally need to consult each other by telephone, but this should not be the normal means of conducting the committee's business.
- d. The nominations committee is not the appointing body and must bring the suggested names to the body for which it acts. Members of this body have the responsibility for approving the names or not and must be given the opportunity to express any doubts they might have. Sometimes it may seem impossible to find someone to serve. Nominations

committees should not hesitate to bring their problem back to the meeting to ask for both guidance and practical help.

- e. Those nominated to serve as clerk of a meeting, elder, overseer, treasurer, registering officer or as a member of any nominations committee should be in membership. In case of difficulty the Recording Clerk may be consulted.
- f. When it is decided not to renominate any Friend holding an appointment, care should be taken to convey this information sensitively in person or by letter well before nominations are submitted.

3.25 Responsibility for an appointment does not end when it is made. Having been fully involved in the making of the appointments, the meeting must support and uphold those carrying out the tasks. Some may be disappointed that they themselves were not asked to carry out a particular function; humility and prayerful support for those chosen will be better than a continuing resentment.

Our ability to discern the gifts of others is not perfect and we will recognise an element of God's grace in our deliberations. Be bold; welcome the chance to give opportunities to younger Friends and to those more recently arrived, and encourage those who underestimate their own potential for service.

**How does the guidance in Qf&p inform my understanding or experience of the nominations process in our meeting?**

**What arose in the first activity to shed light on my understanding?**

**How does the guidance in Qf&p inform my understanding or experience of the nominations process in our meeting?**

**What arose in the first activity to shed light on my understanding?**