

POSITION: WORSHIP-SHARING COORDINATORS

APPOINTED BY: Annual Session Planning Committee

NOMINATED BY: Annual Session Planning Committee

MEMBERS: Two

TERM LENGTH: Two-year overlapping terms, beginning October 1.

TERM ENDS: August 31

REPORTS TO: Program Coordinator

WORKS PRIMARILY WITH:

-Planning Committee members and other contacts within Monthly Meetings to find people willing to lead worship and fellowship groups, and then works with the leaders of these groups.

-Registrar, regarding set-up and paper work required of registrants.

-Physical Arrangements Clerk, regarding rooms and schedules.

-Junior Friends Advisors to provide the Junior friends program with worship sharing leaders.

DEFINITION: Set up the nature of the Worship-Sharing sessions, the leadership, groupings, and physical meeting places. They also train and coordinate the Worship-Sharing leaders, usually with correspondence prior to Annual Session and one meeting early in Annual Session (often 3:00 p.m. on registration day.)

TASKS & TIMELINE:

****October through December****

Keep ears open for potential leaders.

****January through March****

Make decisions on kinds of Worship-Sharing sessions and how get leaders. Begin contacting potential leaders immediately.

Design method for people to sign up for Worship-Sharing sessions and inform Registrar what will be needed for the registration form.

Design method for people to choose Worship-Sharing/Worship Discussion groups, etc., for leaders and mail them to the leaders.

****April to Annual Session****

Confirm last few acceptances by leaders.

Prepare list of physical requirements for sessions (rooms, chairs, etc.) and contact Physical Arrangements Clerk regarding requirements.

Prepare instruction sheets, including suggested queries, guidelines, etc. for leaders and mail them to the leaders.

Assign participants to groups, balancing the groups for region, age, diversity, etc., as much as possible.

****During Annual Session****

Early in the Annual Session, meet with leaders to discuss methods for conducting the groups.

Post Worship-Sharing assignments (with group's name, leader's name, & meeting place) in a central place. Posting needs to be clearly labeled & separate from Interest Group posting to avoid confusion.

****After Annual Session****

EVALUATION: Prepare a report/evaluation for the Worship-Sharing file. Send copies to the Program Coordinator, & the General Arrangements Clerk on, or before, AUGUST 21. The report should include a statement of procedures followed, a list of the kinds of sessions offered and their leaders, an evaluation of the overall success of the sessions, and suggestions that should be taken into consideration in the future including changes to the job or the job description.

If you received a file with material from previous Worship Sharing Coordinator, sort through the file, update the information, and add your report/evaluation. Return the file to the Program Coordinator BEFORE August 21.

EXPENSES & TRAVEL: Reimbursement is provided for "office expense" (LD phone calls, postage, and photocopy) and mileage expense for the responsibilities of this appointment. Submit BEFORE August 21 reimbursement request with receipts to NPYM Treasurer; identify as Annual Session expenses (the Annual Session books are closed on September 1).

OTHER INFORMATION: