

Quaker service information form

Working together to build our community

As Quakers we are part of a wide community of Friends that is enriched by the variety of qualities we each bring with us. That same community exists and functions because we each play a part in making it work.

Our community relies on us each taking an active part in the life of our Society in a way that best suits our talents. Many Friends find their spiritual life is deepened and their Quaker community broadened when they give service beyond their area meeting. In turn, this can help their local Quaker community.

Within Britain Yearly Meeting (BYM) many opportunities are available to Friends. Some are short term, for example being a representative to another yearly meeting or facilitating groups at Quaker gatherings. Longer term opportunities may include committee service overseeing the centrally managed work.



“The Society of Friends might be thought of as a prism through which the Divine Light passes.”

*Quaker faith & practice
18.20*

Share your interest in service

Our nominations committees cannot know everyone in the Society. This form helps us find out about your experience, interests and skills to enable us to offer you the most appropriate opportunities for service.

If you prefer to complete this form online you can do so at:

www.quaker.org.uk/givetime.

When we receive your completed form we will let the relevant BYM nominations and volunteer teams know of your availability and the information you have shared.

We encourage you to read the guidance notes before completing the form. These give an idea of the type of information needed in each section of the form.

Your information

We will keep your information secure and after five years we will ask you to update it. You can update your details at any time to reflect changing circumstances by contacting our Committee Services Team. **Completing this form does not guarantee you will be asked to serve, neither does it put you under any obligation, but it will help us find the most appropriate Friends to ask.**

Thank you

Thank you for offering your service and for joining the community of Friends willing to serve Britain Yearly Meeting.

Guidance notes

Members of our nominations committees and staff team are happy to answer any questions you may have or you could look on our website. Please contact us (see bottom of page) if you cannot access the internet and would like further information sent by post.

When we tested this form most Friends found it took under an hour to complete.

The guidance notes below refer to the questions on page 3 and page 4.

1. How would you like to offer service?

We have a variety of opportunities available, with different nominations committees and groups responsible for different work areas.

We will forward your details according to the **preferences** you give here.

More information is available online at:

www.quaker.org.uk/givetime.

By agreeing to be a member of the Quaker Life Network you will start to receive regular information updates about informal opportunities for service. More information is available online at:

www.quaker.org.uk/qlnetwork.

2. Interests

Please tick all the areas of work that interest you. A list of committees relating to these areas is available from our website at

www.quaker.org.uk/givetime.

Some committees listed provide details of the skills they are looking for.

If in doubt, please tick more rather than fewer boxes as we often use these interests to select records from the database.

If you have any questions phone 020 7663 1121 / 1115 or email nominations@quaker.org.uk

version 1.9 March 2016



3. Quaker involvement at local, area, regional, national or international level

It's extremely helpful to know the roles you have held, the committees you have served on and whether your experience is at local level or more broadly based. Understanding the Quaker business method and Quaker structures will help you to settle more quickly in to any role you are appointed to. We don't need a complete history but please do provide what you feel is relevant to your areas of interest. Approximate dates are helpful.

4. Relevant experience and skills

Please include any relevant experience and skills for service you would be willing to offer. These can be from any area of your life: work, voluntary or family experience all are equally valued. We don't need a full CV but just the main points you think will be relevant for the nominations process. We often need expertise in specific areas, for example in finance or languages, so please include these where relevant.

If you have a particular area of interest that you would like to gain skills and experience in through service you should note that here.

5. Method of communication

Whilst there are great benefits in meeting face to face, we are increasingly using technology to enable us to meet more flexibly and lower our carbon footprint through reduced travel, paper and printing. Please tell us which methods you feel comfortable using or would be willing to learn.

6. Supporting Friends

Please identify **two members** who know you well enough to provide a balanced view relating to your suitability for future nominations. When considering you for an appointment, the nominations committee will consult them in confidence. Acting as a Supporting Friend is an important role. Please ask their permission and refer them to the website at www.quaker.org.uk/givetime for guidance notes for Supporting Friends.

We will usually contact Supporting Friends by email but if this is not possible we will phone to check the correct postal address.

If necessary, you can update your Supporting Friends or other information by contacting the Committee Services Team.

7. Personal details

Please provide all contact details, including email and phone where possible. It's not essential to use email for Quaker service but we do tend to use this in preference to paper to reduce our environmental impact.

It helps to have an idea of your age, but if you prefer not give your full date of birth, just the year would be helpful. We try as far as possible to appoint members from a range of ages, geographical locations, genders etc., to offer different perspectives.

Most appointments, particularly to committees with responsibility for church governance, will require you to be in membership of the Society. However, if you are an attender there are many appointments open to you. As an attender, you should include the name of the local meeting (LM) where you worship. Members should include the local meeting and area meeting (AM) where membership is held.

What happens next?

When we receive your form, we may contact you to discuss your interests and the types of service to which you would be most suited.

Your name will be added to a pool of Friends who may be approached if nominations committee members discern there to be a match between you and the opportunities available.

If you sign up to the Quaker Life Network you will receive a regular email about informal service opportunities.

You can update your details at any time to reflect changing circumstances by contacting the Committee Services Team.

Contact us

Committee Services Team

Quaker Communication & Services
Friends House, 173 Euston Road
London NW1 2BJ.

Email: nominations@quaker.org.uk

Phone: 020 7663 1121 / 1115

For enquiries about the **Quaker Life Network** please email qlnetwork@quaker.org.uk or phone 020 7663 1007.

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Please complete and return this form to Committee Services Team, Freepost QUAKERS



1. How would you like to offer service (tick all that apply)

- On a BYM committee or working group
- Representing BYM to other groups or yearly meetings
- With the Quaker Life Network (informal service opportunities)

3. Tell us about your Quaker involvement at local, area, regional, national or international level:

Which roles do you currently or have you previously held?
(Some opportunities will require sound knowledge of the Quaker business method)

4. Tell us about the relevant experience and skills you have that you would be willing to contribute in Quaker service.

Please include paid or voluntary work experience, languages spoken, specialist skills, qualifications or particular areas of interest as relevant.

Please continue overleaf

2. What are your interests?

Indicate all areas of service for which you would like to be considered.

BYM community (all)

- Accessibility
- Children & young people
- Eldership
- Meeting house employees
- Outreach
- Pastoral care/oversight
- Publications
- Safeguarding

Corporate witness (all)

- Crime & justice
- Equality & human rights
- Peace
- Parliamentary liaison
- Sustainability
- United Nations

Education (all)

- Schools
- Universities

Events and conferences (all)

- Event planning
- Yearly Meetings

Extending Beyond BYM (all)

- Interfaith relations
- Other yearly meetings

Finances and resources (all)

- Employment
- Finance
- Grants & bursaries
- Investments
- Organisational management
- Property
- Stewardship

Governance (all)

- Church Government
- Trusteeship
- Yearly Meeting business
- Nominations & Quaker Service

Quaker history (all)

- Buildings
- Library & artefacts

Other (please specify)

4. Relevant experience and skills continued:

5. Which methods of communication would you be willing to use?

We are increasingly using technology to help us to meet flexibly and communicate more effectively whilst reducing our carbon footprint.

- Email
- Telephone conference (your usual phone)
- Face-to-face meetings
- Web-based shared working spaces
- Video conferencing (using computer)
- Other (give details):

6. Please provide the details of TWO Friends in membership who have agreed to be consulted in confidence to support any future nomination. (see guidance notes)

These Friends will be contacted to help determine whether specific service opportunities would be suitable and appropriate for you. If names have not been provided, your area meeting clerk may be contacted instead. In most cases contact with these Friends is required before your name can be put forward.

Name Area Meeting
Phone Email
If email is not available we will phone for a postal address.

Name Area Meeting
Phone (day) Email
If email is not available we will phone for a postal address.

7. Personal and contact details

Name Gender Date of birth ___/___/___
Address
..... Postcode
Phone (day) Email
Member / Attender of LM in AM

8. Your permission and authentication

- I agree to this information being held by BYM for five years for administrative purposes.

Signed Date ___/___/___