

16. Gifts and Service Job Description

Purpose:

The Gifts & Service (G&S) Committee recommends members and attenders to fill the positions in committees that serve Burlington Monthly Meeting.

Responsibilities

The committee convenes in January to discern who may be willing and able to serve on a committee. Through interviews with interested Meeting participants, the committee discovers the gifts individuals have to offer and how they wish to serve the Meeting. Sitting clerks and all present members of committees are also contacted and asked how their work on the committee is going and if they would like to continue.

In March or April of each year G&S reports to Meeting for Business the names of people they nominate to fill positions.

In September of each year, revise or re-approve this document of each year so it is up-to-date when the Naming Committee begins its work.

Number of Members

The ideal number of members is three with staggered terms.

Desirable Qualifications

Members and attenders may serve on the committee. Friends serving on G&S are expected to be comfortable talking to people and to be familiar with as many Meeting members and attenders as possible.

Time Commitment

The committee meets as needed to discern how they will work and divide up the job of calling members and attenders of the meeting. This can vary greatly.

Committee Selection

Members of the committee are nominated by the "Naming Committee," an ad hoc committee of three people. Each year the Naming Committee brings to the November Meeting for Business the name of an individual for the Gifts and service Committee's rising Clerk in order to season and seek final approval by the December Meeting for Business.

Term & Duration

The term of service is three years from January 1 through December 31. The role in the committee changes for each of the three years. Committee members have overlapping terms to ensure continuity in the nominating process. Year one is rising clerk, year two is clerk and year three is adviser to the clerk.

Last Revision Date: December, 2017

