

Associate Superintendent Position Description

Western Yearly Meeting encourages, supports, and equips Meetings and individuals to grow and share their faith in Jesus Christ as we seek the will of God through Scripture and the Guidance of the Holy Spirit, expressed in Quaker tradition.

FOCUS

This executive-level position is responsible for assisting the General Superintendent in providing support and leadership for the Yearly Meeting. It is anticipated that approximately 65 % of the Associate Superintendent's time will be focused on camp ministries, youth events, spiritual formation activities, Sundesmos program, and other Board on Christian Education activities and 35 % will be devoted to networking and visitation within Western Yearly Meeting, establishing, recruiting and training the Volunteer Corps, networking with other Quaker organizations, and support to other WYM Boards and committees as directed by the General Superintendent.

PRIORITIES

- In collaboration with local Meeting youth, youth leaders and the WYM Board on Christian Education, design and implement WYM-based youth and young adult opportunities for worship, service, mission, fellowship, and recreation.
- Provide leadership in youth ministries and event planning including, but not limited to, camp ministry at Quaker Haven Camp, programming for youth and children's sessions at annual yearly meeting sessions, and coordination of opportunities for leadership development for youth outreach.
- Work with Board on Christian Education and other boards to identify, plan and implement educational opportunities for all ages (example: work with the CM&E Board on the Quaker Studies Program).
- Guide the Yearly Meeting in offering spiritual formation opportunities (e.g. retreats, seminars) for WYM members and attenders.
- Provide current financial information to the Board on Christian Education regarding expenses, requests for reimbursements and other accounting concerns to the yearly meeting office and the WYM Treasurer.
- Recruit, hire and supervise individuals in the Sundesmos college intern program and work with the Board on Christian Education in creating other opportunities for Young Adult Friends under the auspices of the Sundesmos Program.
- Under the guidance of the General Superintendent provide support for local Meetings with regular contact and visitation.
- Recruit, train and coordinate a WYM Volunteer Corps which would include camp counselors, program leaders for yearly meeting sessions, workshop presenters, small group leaders, chaperones, drivers, and other opportunities as they arise.
- Communicate activities and opportunities throughout Western Yearly Meeting using **Western Work**, **Weekly Updates**, social media, WYM website, email, flyers, etc.
- Provide program development support and other assistance as requested for the General Superintendent.

- Serve as an ex-officio member of the WYM Administrative Council, WYM Executive Committee, WYM Personnel Committee, WYM Board on Christian Education and Board on Peace & Christian Social Concerns and as a WYM Representative to the Quaker Haven Foundation Board and provides reports to these groups on a regular basis.

ORGANIZATIONAL RELATIONSHIPS

- Primary work is performed under the direction and guidance of the General Superintendent of Western Yearly Meeting.
- As an executive-level position the position is also responsible to the WYM Executive Committee and its Personnel Committee.
- This position provides staff support for the Board on Christian Education. This relationship is to be collaborative with both staff and board members working together on mutually-agreed upon priorities.
- Planning for the following youth events is done in collaboration with Indiana Yearly Meeting and/or Quaker Haven staff: summer camp programming, Winter Sneak, Youth Invasions and Fall Impact. The Associate Superintendent is expected to fully represent WYM in these activities.
- Establish networks and relationships with other Quaker organizations.
- The Associate Superintendent understands the role that **WYM Faith and Practice** plays in individual Meetings within WYM and agrees to be familiar with and abide by the **WYM Employee Manual**.

QUALIFICATIONS AND COMPETENCIES

- Understands the Quaker world. Is a member of the Religious Society of Friends and preferably is/or becomes a member of a local Meeting within Western Yearly Meeting.
- Committed to the Quaker understanding of Christian faith and willing to work with the diversity of expressions within Western Yearly Meeting.
- Flexible and able to adapt quickly to change.
- Able to “see the big picture” and follow through on projects from conception to completion. Promotes the participation of others when appropriate.
- Able to communicate well, problem-solve, and complete tasks while working independently or with others.
- Proficient in current computer technology. Competencies expected – Microsoft Office 365, Cloud-based document sharing, Social Media, Audio Visual equipment and software.
- Preferred, but not required, is the ability to assist Friends in local Meetings with assessing technological needs and connecting them to appropriate resources for funding, set-up, and implementation.
- Reside within Hendricks County or the adjacent surrounding counties.