

**Baltimore Yearly Meeting Called Interim Meeting  
25 Second Month 2006 Bethesda Friends Meeting**

I 2006-01 Opening: The called Interim Meeting of Baltimore Yearly Meeting (BYM) gathered February 25, 2006, at Bethesda Friends Meeting, Bethesda, Maryland. Approximately forty people from eighteen meetings joined in expectant worship at 1:00 p.m. (The date was changed because of snow on February 11.)

Michael Cronin, Clerk of Interim Meeting, (Friends Meeting of Washington), introduced his fellow members of the Supervisory Committee: Kevin Caughlan, Yearly Meeting Treasurer (Sandy Spring); Meg Boyd Meyer (Baltimore, Stony Run); Lauri Perman, Presiding Clerk of BYM, (State College); Lamar Matthew (Baltimore, Stony Run). Gretchen Hall (Alexandria) was unable to attend.

Michael stated our intent to consider in worship, discuss, and then approve a revised position summary for guidance of the ad hoc Search Committee for a new General Secretary, as approved at the October 22, 2005, Interim Meeting. (*I 2005-74*) As Michael is clerk of Supervisory Committee, Lauri Perman and Lamar Matthew shared the committee report.

I 2006-02 Ad Hoc Search Committee: Lauri Perman reported that since not every member of BYM can interview candidates, it is crucial to have an open, transparent, inclusive process accepted by Interim Meeting. The process has been informed by members of the 1988 ad hoc Staff Search Committee, especially Walter Fry (West Branch), clerk, (*see "Report of the Ad Hoc Staff Search Committee to Representative Meeting, August 9, 1988" below*) and the full minutes of Eleanor Webb, recording clerk of Representative Meeting. (*See BYM Yearbook, 1988.*) Lauri thanked all those individuals and monthly meetings who had responded to the queries about both the position description and criteria for the search committee. (*see I 2005-74.*) She reviewed the process, criteria, and time line for selecting the ad hoc Search Committee for a General Secretary. The many criteria fell into three groups:

- a) characteristics that every member of the search committee must have: strengths in spiritual discernment; wisdom, faith, and trust; skill and faith in Quaker process; experience with Quaker faith and

practice; and clarity that the member will not apply for the position;

b) characteristics of the committee itself, primarily diversity of members in geography, age, race, gender, sexual orientation, size of meeting attended, etc. She indicated that the committee was unable to satisfy all the selection criteria in selecting the committee.

c) characteristics to be represented on the committee but that not every member must have: camping program experience, Junior Yearly Meeting experience, financial experience, Trustee experience, search and nominating experience, etc.

The Supervisory Committee used the Strawberry Creek (CA) model of nominating: reviewing the criteria, and then letting names rise within worship.

Committee members were introduced: Katherine Smith (Maury River), clerk; Nancy Clark (Baltimore, Homewood), Andrei Israel (Friends Meeting of Washington), Eric Uberseder (Dunnings Creek), Ramona Buck (Patapsco), Janet Eaby (Nottingham), and Franci Williams (Frederick). Katrina Mason (Bethesda) was absent.

I 2006-03 Summary of the General Secretary Position: Lamar Matthew read the February 24, 2006 draft summary of General Secretary position, prepared by the Supervisory Committee. This draft incorporated changes that Friends requested in response to the draft circulated to all monthly meetings in early January. (*See "Baltimore Yearly Meeting of the Religious Society of Friends seeks to appoint a General Secretary" below.*)

To clarify the statement about Supervision, the wording of the Manual of Procedure will be used: ("The Interim Meeting selects, employs, and defines the responsibilities of the General Secretary.") "The General Secretary is responsible to the [Supervisory] Committee, specifically to its Clerk." Michael and Lauri both emphasized the collaboration between the Supervisory Committee and the General Secretary. The General Secretary makes proper and appropriate decisions. The Supervisory Committee is available for support and holds the General Secretary accountable to standards of behavior, conduct and activity.

The amended Position Summary will be on the BYM website, in *Friends Journal* and *Quaker Life*. It was suggested it be more widely distributed to our Monthly Meetings, North American Yearly Meetings, and the Friends World Committee for Consultation.

I 2006-04 Small Groups: The meeting divided into small groups, with a member of both the Supervisory Committee and the ad hoc Search Committee in each group. Two queries were offered for consideration in a prayerful way:

- 1) What is our vision for the Baltimore Yearly Meeting over the next several years?
- 2) What qualities/characteristics do we seek in a General Secretary who may help us fulfill this vision for Baltimore Yearly Meeting?

After an hour and some welcomed hot beverages provided by Bethesda Friends, we reconvened in worship at 3:20 p.m. Summary reports were given from each of the six small groups.

In general, we at Baltimore Yearly Meeting appreciate our vital children's, youth, and camping programs and our growing Young Adult Friends. We would like to see movement towards more inclusion of newcomers in and beyond the Monthly Meeting level. There is a vision of a Yearly Meeting, diverse and becoming more so, knit together through intervisitation between meetings, enthusiastic work on committees, and substantive decision-making at Sessions. Better knowledge and understanding of our Quaker heritage and practice are desired, and encouragement of leadings and ministry. With the growth of the Yearly Meeting's programs, our expectations of the office staff, and the complexity of business and personnel management, we foresee a time when another full-time staff position will be necessary.

The Yearly Meeting needs a visioning process, especially before undertaking major fund-raising efforts. Whether this visioning takes place within a new General Secretary's first year, or not, will depend on his/her experience.

In a General Secretary, we seek strong skills and traits which seldom are found in one person, and which can cause conflicts in time management. We are looking for an approachable person with a strong spiritual presence, openness to leadings of the spirit, and an ability to integrate Friends'

practices into the business processes of the day-to-day job. We would like this person to be deeply grounded in Quaker history and practices, and able to articulate what Friends offer to the wider public as well as ourselves. We want a servant leader who couples excellent fiscal, administration and supervisory skills with the ability to excite and support individuals and committees in their work. Visiting monthly meetings was stressed, as well as being a public face, able to speak of the commonalities that we share, rather than our differences. We need a person 'bilingual in FGC and FUM', able to converse easily with diverse groups of Friends. The person should have perceptive listening skills and be able to reflect back as well as to relay thoughts and information. Effective communications and work with committees and meetings should reveal resources flowing in both directions, to and from the General Secretary. The number of years of experience with Quaker organizations is less important than the relevance of the work. The individual requires the maturity to recognize and express the need for personal/professional boundaries, lest the Yearly Meeting consume every waking moment.

Concerns were raised about the length and clarity of the Position Summary, especially regarding finances and fund-raising, about the unity of Interim Meeting, Supervisory Committee and the ad hoc Search Committee on the summary's final form, and about BYM's need for a 'visioning process'.

Although unity was not sought on particular phrases, the ad hoc Search Committee felt comfortable going forward with the information received. The intent, the underlying goal, seems clear. Members of the two committees involved would be able to respond to any questions a potential candidate might have.

The purpose of the Position Summary is to attract applicants. It needs to be concise and clear, both to draw candidates and not to limit the working of the spirit within the committee. The ad hoc Search Committee will use the suggestions and ideas generated today, as recorded in the written notes of the small groups and these minutes, to discern which are appropriate 1) in a recruitment document, 2) as guidelines in interviewing applicants, and 3) to add to the descriptive (not prescriptive) record of tasks performed by the past General Secretary. The committee will carefully determine which suggestions are repetitive, occasional, or singular. The ad hoc Search

Committee is responsible for the progress of the search, including advertising, but they will see that the Supervisory Committee is comfortable with the position summary.

The current proceedings will be available on the website; Supervisory Committee and the ad hoc Search Committee will work closely together, and the ad hoc Search Committee will report at the next Interim Meeting, March 25, at Baltimore, Stony Run Meetinghouse. Copies of the final position summary will be available for Friends on March 25<sup>th</sup>.

The discussion closed with a Friend's reminder, quoting Isaac Penington in a letter of 1678 TO THE WOMEN FRIENDS THAT MEET AT ARMSCOT IN WORCESTERSHIRE;

*There is that near you, which will guide you; oh! wait for it, and be sure ye keep to it....*

I 2006-05

Interim Meeting APPROVED transmitting the documents heard today -- the annotated position summary, reports from six small groups, and the Recording Clerk's summary of our discussion -- to the ad hoc Search Committee, and also APPROVED empowering the ad hoc Search Committee to use these approved documents as they proceed with the work of forwarding the name of a candidate for General Secretary of Baltimore Yearly Meeting to the Interim Meeting.

I 2006-06 Announcements:

Michael Cronin introduced the office's new full time administrative assistant, Sandra Michaels (Sandy Spring).

David Hunter requested we take to our meetings and other public places fliers announcing opportunities for campers at Opequon and Shiloh. We were among the first to know that there will be some work weekends this spring on our camp properties! More fliers were available to tell you when they are, when to come and what to bring.

Michael announced copies of the Supervisory Committee's charge to the ad hoc Search Committee were available.

I 2006-07 Closing: The called Interim Meeting ended with worship at 4:25 p.m., intending to meet again, way opening and weather permitting, on March 25, 2006 at Baltimore, Stony Run.

Respectfully submitted,  
**Maria Bradley**  
Interim Meeting Recording Clerk

Attachment: BYM Seeks to appoint a General Secretary [Position Summary]

**BALTIMORE YEARLY MEETING of the RELIGIOUS SOCIETY OF FRIENDS**  
**SEEKS TO APPOINT A GENERAL SECRETARY**

**Our Vision for the Position**

The General Secretary leads the staff and supports and inspires the members and meetings of Baltimore Yearly Meeting. As a member of the Religious Society of Friends, the Secretary seeks to share, interpret, and advance the beliefs, testimonies, and practices of Friends. As the executive employee, the General Secretary nurtures Yearly Meeting programs through significant spiritual, fiscal, and administrative responsibilities in the manner of Friends. As the key link among Yearly Meeting leaders and volunteers, the Secretary supports, equips, and encourages monthly and quarterly meetings and Yearly Meeting programs. The General Secretary helps this growing Yearly Meeting connect to the larger Quaker world. In all matters, the Secretary, guided by the Spirit, seeks actions and decisions that will best serve the Yearly Meeting. The General Secretary acts as a servant leader to the Yearly Meeting.

**Baltimore Yearly Meeting**

The Yearly Meeting consists of more than 4500 Friends organized into 40 monthly meetings and 12 preparative meetings, indulged meetings, or worship groups in Maryland, Virginia, Pennsylvania, West Virginia, and the District of Columbia. The Yearly Meeting office exists to serve the needs of members and local meetings while also supporting Yearly Meeting programs agreed upon by the Yearly Meeting or Interim Meeting in session. The Yearly Meeting has an annual budget of approximately \$1.3 million.

Baltimore Yearly Meeting places a high priority on youth activities, including summer religious education in an outdoor setting (i.e. camping programs). Members of the Yearly Meeting believe that youth activities both contribute to the growth and prepare for the future of the Yearly Meeting. Three of the five full-time employees in the Yearly Meeting office -- a Youth Secretary, a Camp Administrator, and a Camp Property Manager -- devote their energy to youth activities or to camp properties.

Baltimore Yearly Meeting also offers adults opportunities to deepen their religious experiences and understanding through retreats, workshops, and other events. In 2006, these programs include: two spiritual formation program retreats, a women's retreat, and a retreat and orientation session for adults working with Young Friends or Junior Young Friends.

The business of the Yearly Meeting is conducted at three Interim Meeting sessions and the Annual Session. Nineteen standing committees and several ad hoc committees and working groups carry out the programs and activities of the Yearly Meeting. Friends

work together for public witness in such areas as peace and conflict resolution, criminal and restorative justice, care for the earth, education, gender and sexual diversity, Indian affairs, eradicating racism, and other areas of peace and social concerns.

**Working with existing committees to support the Yearly Meeting, the General Secretary:**

- Serves as a spiritual presence within the Yearly Meeting
- Nurtures leadership of volunteers
- Coordinates the Annual Session, Interim Meetings, and other events as appropriate
- Implements the budget and manages finances
- Supervises and mentors Yearly Meeting staff
- Plans and oversees communications, publications, Web, and records management
- Visits Monthly Meetings
- Represents the Yearly Meeting in larger Quaker and interfaith settings
- Supports fund-raising efforts
- Ensures compliance with state and federal laws and insurance regulations

**Qualifications:**

- A strong calling for this ministry
- Openness to leadings of the Spirit
- The ability to integrate Friends' testimonies into business process and day-to-day responsibilities
- Eight or more years of relevant paid or volunteer experience including fiscal and administrative responsibilities and staff supervision
- Excellent listening and interpersonal skills; a welcoming, centered presence
- A strong sense of compassion
- Strong oral, written, and electronic communication skills
- College education or commensurate experience; religious studies helpful
- Experience working in multicultural settings desirable

- Experience working with children and youth, young adults, or camping programs would all be assets
- Willingness to work weekends
- Member of the Religious Society of Friends

**Salary and Benefits:**

Salary is commensurate with qualifications and experience. Benefits include: health plan coverage; long-term disability insurance; term life insurance; eleven paid holidays; annual, personal, medical, maternity/paternity and adoption, and sabbatical leaves; retirement contribution. Housing may be available.

**Supervision:**

The General Secretary is responsible to the Supervisory Committee, specifically to its Clerk.

**Nondiscrimination Statement:**

Baltimore Yearly Meeting, as a spiritual community, seeks to welcome all in participation of programs and in employment. The Yearly Meeting is an equal opportunity employer and does not discriminate in hiring based on race, gender, sexual orientation, disability, marital status, age, or national origin.

**To Apply:**

Interested candidates should send a cover letter, resume, and two letters of reference to: Michael Cronin, Clerk, Interim Meeting, at [imclerk@bym-rsf.org](mailto:imclerk@bym-rsf.org), or c/o Baltimore Yearly Meeting, 17100 Quaker Lane, Sandy Spring, MD 20860-1296.

Background information on the activities of the previous General Secretary is available upon request from Michael Cronin. More information about the programs of Baltimore Yearly Meeting is available on the Web site: [www.bym-rsf.org](http://www.bym-rsf.org).

**Deadline for Application:**

The Ad Hoc Search Committee will begin reviewing applications on April 7, 2006 and will continue until the position is filled.