

F.U.M. IS SEEKING ITS NEXT GENERAL SECRETARY

Fall, 2017

Friends United Meeting has grown in several ways in recent years: We have worked to strengthen our sense of community throughout the world; we have made progress in global partnership; we are placing renewed emphasis on evangelism; we are maintaining many programs that promote peace and justice; and we have begun developing programs to strengthen local meetings.

***The general secretary is a key point person for the FUM family,
providing inspiration and leadership for our work,
and deeply involved in discerning priorities for the future.***

We trust the Lord will call the right person for this position, and we ask for everyone's prayers. We also ask all friends to think of those persons who might be a great fit for FUM and to talk to potential candidates personally, or send suggested names to the search committee.

If the Lord is calling you to apply for this position, please send a cover letter, resume, and a list of references to Cliff Loesch (1840 W. University, Wichita, KS 67213; crloesch@sbcglobal.net). We prefer receiving applications via email with attachments, but sending them through the postal service is also an option. *Please give contact information for three references (including two recent supervisors and the clerk of your monthly meeting). References will only be contacted if you are a finalist.*

Applications accepted through November 30, 2017

Interviews begin in January, 2018

Starting date: July 1, 2018 – or earlier.

Search Committee Members:

Ron Bryan (Iowa YM)
Margaret Fraser (New Association)
Greg Hinshaw (Indiana YM)

Joy Kelemba (Nairobi YM)
Cliff Loesch (Great Plains YM)
Frederick Martin (New England YM)
Judy Ritter (North Carolina YM)

JOB SUMMARY

*for General Secretary of Friends United Meeting
Employment Status: full time/non-exempt*

The general secretary works with the board and staff to articulate and advance a compelling vision and practical strategy to energize, equip and connect the global community of FUM, and provides administrative oversight to FUM's programs, budgets, and staff members.

The general secretary is involved to varying degrees in all the major areas listed below:

- Community-building (throughout the FUM family)
- Board relations (including visioning, strategic thinking, and setting priorities)
- Staff management (including prioritizing goals and building teamwork)
- Program coordination and mission alignment
- Advancement (including donor relations)
- Administration
- Representation (of FUM to other groups and to the public)

Among these vast categories, the specific work priorities to focus on will be determined through listening to the Holy Spirit, and through discernment, dialog, and strategic thinking with the general board and the executive board.

The goal of the search committee is to find the right person for the job—not simply someone who can fulfill all (or most) of the job functions on a long list.

As we move into the interview phase, the search committee can provide a more detailed list of things that general secretaries do. The FUM Executive Board, after it is assembled for the new triennium, will work on a more specific, initial job description.

F.U.M. GENERAL SECRETARY SEARCH (2017)

PERSONAL SPECIFICATION

The general secretary should be a growing Christian who embraces the Orthodox identity of Friends United Meeting. She or he will have a strong call to ministry, deep roots in the Religious Society of Friends, active membership in a Friends meeting/church, and a commitment to FUM's mission:

Friends United Meeting commits itself to energize and equip Friends through the power of the Holy Spirit to gather people into fellowships where Jesus Christ is known, loved and obeyed as Teacher and Lord.

The general secretary will be willing to relocate to Richmond, Indiana where the position is based. The general secretary will have:

- stamina for intense travel, both globally and domestically, and the ability to carry on the work of FUM while traveling. Each year might require several weeks of time spent in East Africa—as well as trips to other parts of FUM.
- strong interpersonal skills.
- excellent writing, public speaking, and listening skills.
- ability to work effectively with board members.
- leadership experience in Christian ministry/non-profit organization.
- ability to manage complex budgets and sporadic cash flow.
- fundraising and advancement experience.
- supervisory experience and the ability to inspire and lead an effective team.
- skill in shepherding ideas and plans from birth through maturity.
- experience with and understanding of the cultural and theological range among Orthodox Friends throughout the world.
- an understanding of global mission and service work in the 21st century—and the ability to nurture global partnership.
- vision that is contagious.

Given the enormity of responsibility in the hands of the general secretary, the ability to think strategically is essential—even more so to listen strategically. The general secretary must support the board on focusing on a limited number of clear areas of priority for the next three years. This requires thinking strategically: being clear to say 'no' to a range of attractive new opportunities, and having the courage to lay down some work or pass it on to others, in order to be able to say a wholehearted 'yes' to what God is clearly leading FUM to do now.

***Does this list seem overwhelming? It is.
But herein lies opportunity for someone to take their next step in obedience to God—
and to help shape the present and future worldwide impact of Quakers in the world.***

ORGANIZATION DESCRIPTION

*We are . . . part of the worldwide body of Christ working together,
as Quakers, in places where we are needed. —Dale Graves*

Friends United Meeting (FUM) is a global fellowship of 34 yearly meetings and groups of the Religious Society of Friends located in Canada, Cuba, Jamaica, Kenya, Tanzania, Uganda, and the United States. As part of the body of Christ we carry out faith-based work in East Africa, the Caribbean, North- and Central America and Palestine.

Some of our work predates our foundation in 1902 as the Five Years Meeting of Friends, when we offered broad-based support to initiatives begun in individual congregations and yearly meetings. Other work began more recently after being invited into partnership by local Friends.

Evangelism, education and the promotion of health are threads that have run through our work from the beginning. Community resilience is encouraged through a range of initiatives depending on the situation: vocational training, encouragement of small enterprises and conflict management skills.

Friends' schools provide education based on the beliefs and witness of the Religious Society of Friends. Two schools on different continents reflect our call: Ramallah Friends School in Palestine dates back to 1869. Belize Friends School, established in the late 20th century, offers a second chance to prepare for high school for young people whose formal education would otherwise end at age 14. As in Ramallah, the school came first, and a meeting has followed. Because of their location and surrounding culture, in both cases active peace-building skills are part of the curriculum.

Friends' work in Western Kenya began in 1902. In addition to evangelism and the establishment of congregations, the ministry encompassed industrial training, healthcare and schools. Friends Theological College prepares pastors and religious workers for service. FUM raises scholarships to make it possible for girls in nomadic communities of arid northern Kenya to complete their education. By delaying marriage until adulthood, and having access to wider employment opportunities, their own wellbeing and that of their families is enhanced.

FUM brings about richer global connections. For instance, a Kenyan (educated at Friends Theological College) is currently chaplain to the Belize Friends School, pastor of the Friends meeting and a community worker in the neighborhood in which gangs and violence flourish, and an Australian Catholic is the head of Ramallah Friends School.

Friends in many locations, including Belize, Cuba, East Africa and Palestine, have identified a particular need to develop a culture of peace in their local communities. FUM supports initiatives that provide training in conflict transformation for community leaders and others affected by violence.

In addition to field staff roles, FUM offers opportunities for Friends to get to know and work alongside each other through its Living Letters program currently offered in Belize, Cuba and Israel/Palestine.

Through its North American Ministries work and online bookstore FUM assists individuals and meetings in developing theological and global awareness.