

## **VIII. YEARLY MEETING STAFF**

**A. Superintendent**

**B. Social Media Coordinator**

**Name of Position:** Part-Time Superintendent

**Appointed By:** FCNC Representative Body on Recommendation of the Administrative Oversight Committee

**Accountable To:** FCNC Representative Body and Administrative Oversight Committee

**Ex Officio On:** FCNC Administrative Oversight Committee, Ministry and Counsel, Recording Committee, and Pastoral Care Committee

***Purpose Statement:***

- The purpose of the superintendent position shall be to provide spiritual assistance and guidance to all meetings, especially small meetings and those facing declining membership. The superintendent shall encourage Monthly Meetings to develop outreach programs with a view of increasing attendance and membership in the Meetings and encourage coordination of those efforts on the Quarterly and Yearly Meeting levels.
- The superintendent shall encourage and support the recruitment and training of ministers and workers and assist meetings in filling pastoral vacancies. The superintendent should function as a liaison between FCNC and independent Monthly Meetings who express an interest in FCNC, with an eye toward increasing the footprint of FCNC.

***Faith Commitment:***

- Have a deep love for Jesus Christ and a desire for more people to receive and claim the Good News of the Gospel through the Ministry of FCNC and the Ministries of the Monthly Meetings.
- Be responsive to the Leadings of the Holy Spirit in the life of FCNC, and display willingness to speak those Leadings faithfully.
- Exemplify an understanding and commitment to the Work of the Church of Christ worldwide, with a particular focus on FCNC in that global work.
- Live with the understanding, commitment, and obedience to the Beliefs of Friends as stated in the NCYM Faith and Practice 2012, along with the reinsertion of the Eldering Minute from the Representative Body Meeting's Approval in November, 2016 (or any successive edition of Faith and Practice adopted by FCNC).

***Professional Responsibilities:***

- The Superintendent shall provide strong collaborative leadership and care for all Meetings in FCNC. The position requires the ability to guide pastors in a manner reflective of the highest Christian ideals.
- The Superintendent shall be committed to leading, building relationships and communities, and developing pastors and their ministries in their respective Meetings.
- The Superintendent shall work with the Clerk of FCNC, Clerk of the Administrative Oversight Committee, Clerk of Ministry and Counsel, Clerk of the Recording Committee, and other appointed committees, to provide needed assistance to the Meetings of FCNC.
- The Superintendent should advise and assist the leadership of FCNC in the administration of FCNC.
- The superintendent shall be encouraged to attend the annual meeting of the Superintendents and Secretaries of North America Yearly Meetings.
- The Superintendent shall devote at least one Sunday per month to attend a worship service of a small meeting or a meeting requesting support/guidance.
- The Superintendent shall not hold an office on a committee nor be a representative member on any committee.
- The Superintendent shall be responsible for facilitating communications with Meetings.

#### ***Spiritual Responsibilities:***

- The Superintendent should provide Spiritual Leadership to the pastors of FCNC which exemplifies the Servant Leadership Style modeled by Jesus Christ.
- The Superintendent shall embody a Character above reproach to the pastors of FCNC as an example.
- The Superintendent should assist FCNC in identifying future pastors for FCNC.
- The Superintendent may serve as an assistant/consultant to all FCNC Meetings and Pastors in pastoral placements.
- The Superintendent is to increase the awareness of Friends' identity within the Body of Christ and be able to communicate Friends' perspectives to others.

#### ***Professional Requirements:***

- The Superintendent shall possess a four-year degree, and preferably a Graduate Degree in Christian Ministry, Christian Administration, Christian Counseling, or Biblical Studies. These degrees should be from well-known, established, and accredited academic organizations.
- It is recommended that the Superintendent should have a minimum of 10 years of experience in Pastoral Ministry.
- It is recommended that the Superintendent be a recorded pastor or minister of a Yearly Meeting of the Religious Society of Friends, preferably FCNC.

#### ***Evaluation:***

- The FCNC Presiding Clerk and the AOC Clerk shall develop an annual work plan and establish the Superintendent's priorities in collaboration with the Superintendent.
- The Superintendent shall keep a daily log of meetings, activities and visits.
- The Superintendent shall report his/her activities to the AOC and shall meet monthly with the FCNC Clerk and AOC Clerk

## **Part-Time Social Media Coordinator**

Appointed by                      Communications/Technology Committee

Given Oversight by              Administrative Oversight Committee

This position will create and distribute marketing materials that support the mission and vision of Friends Church of North Carolina and its member churches.

### **Qualifications:**

- Bachelor's degree in Marketing or Advertising/Communication
- 0-2 years of work experience
- Relevant classroom or practical experience in project management, communication and marketing

### **Required Skills:**

- Excellent written and oral communication skills
- Excellent attention to detail
- Ability to plan and execute work at a high level
- Digital native who is confident with social media skills
- Strong project management skills
- Strong presentation skills
- Teamwork approach to accomplishing goals
- Strong sense of initiative, self-sufficient
- Experience with WordPress, HTML, Photoshop or Canva, Facebook boosted posts, optional but helpful

### Duties:

- Maintain website, including events calendar
- Maintain communication lists
- Produce email newsletters and periodic mailings
- Develop comprehensive marketing kits to support programs
- Assist AOC/Superintendent in production of presentations
- Maintain and manage a promotions calendar
- Produce promotional materials for service teams and special events
- Support and promote effective use of established brand identity
- Build catalog of brand images
- Manage social media postings, including Facebook, Group, and Instagram
- Maintain master copy of Administrative Handbook and as material is updated, replace it in the Handbook and send copies to each person having a Handbook
- Work an average of 20 hours per week