

Pacific Yearly Meeting  
of the Religious Society of Friends

Youth Coordinator Proposal  
from  
PYM Ministry and Oversight  
to  
Representative Committee  
(Draft for Review)

February 2009

## **Introduction**

In July 2008 at the annual session, PYM created the Youth Coordinator Subcommittee of Ministry and Oversight (M&O) as a result of the following minutes:

"Pacific Yearly Meeting minutes our support in principle for a Youth Coordinator Position."

"Pacific Yearly Meeting approved establishing a planning committee constituted by our Ministry and Oversight Committee with Junior Friends, Young Friends, the Children's Program Committee, and other interested Friends, charged to bring a proposal to Representative Committee in 2009."

Thus the following proposal details the work and recommendations of this subcommittee, revised by Ministry and Oversight, in addition to the PYM history of this youth coordinator role.

The proposal includes the following:

- Section 1. Overview
- Section 2. The Process Since PYM 2008
- Section 3. Position Description
- Section 4. Supervision and Support
- Section 5. Budget
- Section 6. Hiring Implementation Process
- Section 7. PYM History of Youth Coordinator Position
- Section 8. Appendices

As a result of our collective work and discernment, the PYM Youth Coordinator Subcommittee recommends the following:

Minute: Ministry and Oversight Committee recommends that Pacific Yearly Meeting create a full-time paid position titled "Youth Coordinator," to begin in fiscal year 2009-2010.

## Section 1. Overview

The hiring of a paid Youth Coordinator (YC) would be a significant step for Pacific Yearly Meeting (PYM). This individual would be the first paid employee of PYM and thus would create significant change within Yearly Meeting (YM). However, given the needs expressed by the youth community, attrition rates and dwindling resources within the Society of Friends, and the potential for this Youth Coordinator to serve as a connective link between individuals and Monthly Meetings/Worship Groups within PYM in new and exciting ways, we feel this is an important and critical step in maintaining the vitality of Friends and Pacific Yearly Meeting.

Because this is a new role and overall effort by this organization, though the Subcommittee has attempted to identify, dissect, and define many of the issues surrounding this role, there is much the Coordinator and Supervisory Committee will continue to define and create.

However, given our research of other organizations, feedback from meetings and seasoning within the committee, we found unity on many aspects of the position:

1. It seems clear to us that this is a full-time role. In addition to coordinating a minimum of 6 youth gatherings per year (one large one before and during the Annual session, two Southern California Quarterly Meeting (SCQM) gatherings and three College Park Quarterly Meeting (CPQM) gatherings), many Meetings and individuals expressed the hope that the Youth Coordinator will spend time visiting Monthly Meetings and Worship Groups within PYM to help provide them with resources to connect with their youth and/or get more people involved with youth within PYM.
2. Given that this role is so new, we also recommend that this person focus first on the youth of Monthly Meetings and Worship Groups within the contiguous U.S., and grow their involvement with Hawaii, Mexico City, and Guatemala over time.
3. We recommend this person be supervised by a Supervisory Committee that will consist of individuals across Yearly Meeting (see below) and a Supervisor, who would serve as an ex officio member of the Committee.
4. In addition, we recommend that this person have a Mentor/Elder who, with the Supervisor and the Supervisory Committee, would not only provide vital oversight but, importantly, provide a support mechanism for the YC.
5. Lastly, because we recommend that this position be funded by increased assessments to Monthly Meetings, it is vital that this role is infused with a spirit of connectivity with Monthly Meetings. Whoever occupies it needs to understand that they work for every member of Yearly Meeting and every Monthly Meeting (MM)/Worship Group (WG) needs to see the work they're doing.

Below are some necessary and related action items that will be explained in more detail in this proposal:

- We propose an increase in assessments .
- We recommended that Quarterly meetings be formally invited to participate.
- We recommend that a Supervisor be appointed by an ad hoc committee,(see Section 4).
- We recommend that Finance Committee set up a reserve fund for donations. (see Section 5)

### **A. Commitment of PYM:**

It is important to acknowledge that one of the critical elements of this effort is that the membership of PYM will be more involved with its youth if we approve the YC program. The YC position is being created to help us do it, not to do it for us.

The work of PYM will increase, not decrease with the approval of a paid staff person. The work of M&O, Nominating, and Finance Committees will all increase. The work of the YC Supervisor, YC Mentor, and members of the Supervisory Committee (all volunteers) will increase substantially the first few years as they begin their work from scratch. Volunteers will still be wanted and needed in the Junior Yearly Meeting (JYM) program and all the other programs created by and for the youth during the year.

### **B. Assessing Monthly Meetings:**

The Subcommittee is proposing the employee expenses, including salary, benefits, travel, office expenses and administrative expenses, come from increased Monthly Meeting assessments. The total cost for these employee expenses is estimated to be \$50,835. See Section 5--Salary and Benefits for details.

There is concern that small Meetings might have difficulty paying the increase in assessment. We have come up with a contingency to address this concern:

- Option (A) would increase the assessment for all members equally, except for Hawaii, Mexico City, Guatemala, as the program will start in California. The 2008 PYM membership (excluding Hawaii, Mexico City, and Guatemala) is 1,453.  $1,453 \text{ members} / \$50,835 = \$35/\text{member}$ . The current assessment level is  $\$32/\text{member}$ . An equal increase will raise assessments to  $\$67/\text{member}$ .
- Option (B) would allow those Monthly Meetings that determine that the increased assessment would be too great a financial burden to appeal to the Finance Committee for a reduced increase in assessment, modeled after the accommodations made for Mexico City Meeting. The reserve fund created to help support this position could be used to offset Monthly Meetings in need, as well as for scholarships to youth events.

### **C. Quarterly Meeting involvement:**

The two Quarterly Meetings need to be officially invited to participate in the YC program. If approved by the Quarterly Meetings, the program (see Section 3--Job Description) calls for the YC to help with the 5 Quarterly meeting gatherings each year so the youth programs are integrated. It should be assumed each Quarterly Meeting will contribute their share of the costs of those gatherings, though these costs may already be covered by existing structures for those gatherings.

#### **D. Program Timeline:**

February: Post proposal for Meetings and representatives to review.

March: M&O presents the proposal to Rep Com. Between Rep Comm and PYM annual session, Representatives and Meetings help to season and revise the proposal.

July/August: Presentation of proposal to PYM.

September: Should the proposal be approved, the Supervisory Committee would begin immediately the duties necessary to hire a YC:

- Meet, choose clerk, assign tasks
- Write Goals, Policies and Procedures Manual, and Personnel Practices/Employee Handbook.
- Set up method of payroll.
- Send out requests for applicants.
- Interview applicants.
- Hire applicant.

Given these tasks, hiring a YC before the end of the current fiscal year (9/30/2009) is unlikely.

We are currently in the 2008-09 fiscal year. The increase in assessments would begin in the next fiscal year, 10/1/2009-9/30/2010. If the hiring begins after the start of the 2009-10 fiscal year, monies will be available.

#### **E. Concerns Still Being Explored:**

- Friends have expressed concerns about how having a hired staff person will change the structure/nature of PYM and its relation with Monthly Meetings. This is a concern that is beyond the scope of the Youth Coordinator Subcommittee, however it is expected that the position will serve monthly meetings as well as Quarterly and Yearly Meeting.
- How can having a full time youth coordinator help provide greater consistency in care of our youth, and the highest level of safety?
- Is hiring a youth coordinator the first place to start with hiring staff, or should a secretary, or support staff person be hired first?

(Other concerns can be added or subtracted from this list as more issues are brought to our attention and resolved.)

## 2. The Process since PYM 2008

### Creation of PYM Youth Coordinator Subcommittee:

At Ministry and Oversight 's committee meeting in September 2008, the PYM Youth Coordinator subcommittee was created. The committee consists of the following Friends, shown below with the entities that appointed them:

<u>PYM YC subcommittee member:</u>	<u>Appointed by:</u>
Robin Durant (Co-Clerk)	PYM M&O
Paul Harris	PYM M&O
Sarah Rose House	PYM M&O
Shayne Lightner	PYM clerk
Maia Wolff	YF
Gabriel Martinez	JYM
Nora Cooke	JYM
Mark Lichterman (Co-Clerk)	JYM, teen committee co-clerk
Michael Eastwood	JYM, adult committee clerk
Joe Magruder	PYM Childrens Committee
Alyssa Nelson*	Temporary YC 2008

\*Note: Alyssa Nelson started out as a co-clerk, but asked to be relieved.

### A. Summary of Ongoing Work:

Researching other Yearly Meetings' Youth Coordinators and programs, and creating a resource list (see Appendix B)

Coordinating visits to all PYM meetings and worship groups (see below and Appendix A)

Working on more clarity for the program budget and salary/benefits (see Section 5)

Developing the Job Description and a supervision/support model (see Sections 3 and 4)

Clarifying the ages and numbers of young Friends to be served (see below)

Making documents available on the PYM website (pending)

Looking into collaborating with Quaker Center, Sierra Friends Center, and AFSC (pending)

Addressing the question of Guatemala, Hawaii, Mexico: How will the program serve Friends beyond California and Nevada?

Establishing liaisons with related Yearly Meeting committees and affiliated bodies: PYM Religious Education Committee, PYM Children's Program Committee, JYM, Young Friends (YF), Quaker Center, Woolman semester, youth planners for both quarterly meetings, PYM treasurer, and PYM Finance Committee.

**B. Reports From Monthly Meeting Visits - Communications and Discussions:**

According to 2008 Statistical data, there are 38 Monthly Meetings, 1 Preparative Meeting and 7 Worship Groups in PYM.

1. CPQM includes 23 Monthly Meetings, 1 Preparative Meeting and 7 Worship Groups
2. SCQM includes 11 Monthly Meetings and 5 Worship Groups
3. In addition 4 Monthly Meetings are unaffiliated with a quarterly meeting: Big Island, Honolulu, Mexico City and Guatemala.

The meetings contacted were as follows:

<b>Group</b>	<b>Discussions</b>	<b>Phoned</b>	<b>Emailed</b>
Apple Seed MM	11/23/08	x	*
Berkeley MM	2/12/09	x	*
Big Island MM			
Central Coast MM		x	*
Chico MM		x	*
Claremont MM	2/8/09	x	*
Conejo Valley WG			
Davis MM	1/18/09		*
Delta MM	1/18/09	x	*
Fresno MM		x	*
Friends House WG	11/23/08	x	*
Grass Valley MM	?/14/08	x	*
Guatemala MM			*
Honolulu MM			
Humboldt MM			*
Inland Valley MM	11/23/08		
Kauai WG			
La Jolla MM	1/25/08	x	
Lake County WG	11/23/08	x	
Las Vegas WG	???		
Marloma-Long Beach MM			
Marin MM			*
Maui WG			
Mendocino MM			*
Mexico City MM			
Molokai WG			
Monterey Peninsula MM			*
Napa Sonoma MM			*
Oakland WG			
Ojai WG			
Orange County MM	1/25/08		
Orange Grove MM	12/7/08		
Pacific Ackworth WG			
Palo Alto MM	1/18/09		*
Redding MM		x	
Redwood Forest MM	11/23/08	x	

Reno MM			
Sacramento MM			*
San Diego MM	1/25/08		*
San Francisco MM	12/8/08		
San Jose MM	2/22/09	x	*
Santa Barbara MM	11/16/08		*
Santa Cruz MM			
Santa Monica MM			*
Southern Humboldt WG			
Strawberry Creek MM	12/7/08 & 2/12/09	x	*
Ukiah WG	11/23/08	x	*
Visalia MM			
Whitleaf WG			

Discussions provided a wealth of information. Notes taken at the discussions are listed in Appendix A. Communications with individuals are listed at end of Appendix A. Communications with other Yearly Meetings and Friends organizations are listed in Appendix B.

The subcommittee had conference calls on 9/16/08, 9/30/08, 11/11/08, 12/8/08, 1/08/09, and 1/13/09. The conference call on 1/13/09 was a joint meeting with the subcommittee, the treasurer of PYM, and two members of Finance committee, including the clerk of that committee. The subcommittee had an all day face-to-face meeting on 1/24/09. The proposal was presented to M&O at its 1/31/09 meeting. During these meetings, the data gleaned from research, drafts of position description, budget, supervisory structure, and Meeting discussion summaries were reviewed.

**C. Some Monthly Meetings received these queries during the visits:**

1. What would be the best way for the coordinator to serve your Meeting?
2. If you do not have youth in your Meeting/Worship Group, how would you like the Youth Coordinator to stay connected to your Meeting/Worship Group?
3. What would you like to see a Youth Coordinator do?

**D. As the work of the committee evolved, the following queries were added to the discussions:**

1. Does PYM need a person to coordinate youth activities year round?
2. How could a full time or 3/4 time YC facilitate your Meetings desire to have teens active in your Meeting?
3. What age group would the YC focus on?
4. What should be in the YC job description?
5. What are the hiring, oversight and firing processes?
6. How much are we willing to pay for salary, benefits and travel expenses for the YC?
7. Are we willing to increase MM assessments? How much?
8. Are there other sources of income, grants, and donations?
9. How much information do you want from M&O in order to approve a YC position? (This query was created in the moment after a few comments on process)

### **E. Clarifying the ages and number of Teens and Young Adults in PYM:**

Friends between the ages of 12 and 35 (the ages of JYM and YF) listed in the 2008 SCQM and CPQM directories were counted. Looking just at meetings in California, 37 teens and young adults are listed in SCQM and 308 in CPQM, for a total of 345. There are 33 teens and young adults listed in Hawaiian Island meetings and worship groups, bringing the total to 378. No teens or young adults are listed in Mexico MM or Guatemala MM.

This number is considered to be low for a number of reasons. Numerous Meetings in both CPQM and SCQM list the names, but not the ages, of children living at home. It is estimated that 20 to 40 teens and young adults are in this category. Many young adults are of YF age, but this does not show in the directories. There are perhaps 20 to 30 young adults in this category. Some youth are listed more than once, whether as members of more than one household or in more than one meeting. An attempt was made to count these Friends only once. Considering all of the factors above, a reasonable estimate for the number of teens and young adults the YC would serve would be 400.

## **3. Position Description**

**Title:** Youth Coordinator

### **1. Summary:**

The purpose of hiring a Youth Coordinator is to enhance the spiritual development and nurture of our teens and young adults. The Youth Coordinator will assist in this by providing program support and coordination of activities, support for Meetings in engaging their young people, and provide an experienced mentor/advisor grounded in Friends worship and practices.

### **2. Responsibilities:**

- A. Arranges, publicizes, and supports gatherings between PYM sessions for youth twice a year, in both Northern and Southern California. These would be envisioned as weekend adventures in service, learning, and fun. The coordinator organizes logistics for the event, recruits participants, screens applications, helps design the program, and recruits Friendly Adult Presences (FAPs), including the training and screening of FAPs.
- B. Serves as a key point person and coordinator between PYM Youth and Monthly Meetings; identifies, provides tools and resources, and serves as a resource for Monthly Meetings to stay connected to youth; facilitates involvement between individuals in Monthly Meetings and PYM Youth; regularly communicates with MMs regarding PYM youth activities; serves as a link between MMs and PYM.
- C. Participates in, and shares responsibility for the youth programs at Southern California and College Park Quarterly Meeting gatherings (currently two per year for SCQM and three per year for CPQM).
- D. Facilitates a pre-Yearly Meeting immersion program for youth on their way to PYM (similar to the Shalom and Koinonia projects). This would be done with the help of a group of seasoned Friends, and could include hands-on exposure to vital issues of concern to Friends (e.g. in the inner city, care of the earth, what it means to be a Quaker), worship and worship sharing, talks by valued Friends, and fun and games, among other activities.

- E. Serves as a key point person and coordinator between PYM Youth and AFSC as it re-envisions its youth service project.
- F. Works with the JYM Committee to plan and support the JYM program at the annual session, which includes coordinating with the clerk of the Yearly Meeting and relevant committees, identifying FAPs for the week, and working on guidelines and expectations with JYM leadership. Works with Children's Program Committee and Young Friends to coordinate activities with their schedules and provide links of communication.
- G. Helps facilitate year-round networking between youth, PYM Young Friends and the PYM Children's Program. Helps children transition to JYM, and members of JYM transition to Young Friends.
- H. Serves as a link between this community and other Quaker organizations (such as Quaker Center, Sierra Friends Center, etc.). Stays up-to-date on PYM, Quarterly Meeting and other relevant developments in the Quaker community.

### **3. Qualifications:**

- A. A demonstrated spiritual life, including a deep grounding and experience of Quaker beliefs, practices and discernment processes. Familiar with issues of contemporary Quakerism. Ideally, will have some knowledge of Quaker history.
- B. Successful experience teaching/learning with teenagers and with curriculum development.
- C. Experience as a self-starter, and event planner. Will ideally have experience organizing activities and events with teenagers.
- D. Strong organizational skills. Ability to set priorities, multi-task and manage multiple projects.
- E. Excellent interpersonal skills, including strong written and verbal communications abilities.
- F. Will have the flexibility to travel, stay with Friends in their homes, and work irregular hours (initially travel will be focused on California, though eventually it could include other regions within PYM as appropriate).
- G. Will be facile and proficient with technology teens use to communicate, such as MS Word, Internet search tools, Facebook/MySpace, texting, etc.
- H. Experience with non-violent practices would be ideal but commitment to non-violence practices is essential.

### **4. Reports to:** Youth Coordinator Supervisor (See Section 4)

## **4. Youth Coordinator Supervision and Support**

### 1. Youth Coordinator Supervisory Committee

A. Subcommittee of PYM Ministry and Oversight Committee composed of: one member of PYM M&O appointed by M&O, one Young Friends co-clerk appointed by YF, one adult member of JYM Committee appointed by JYM Committee, one teen appointed by JYM, one parent of a teen appointed by clerk of PYM (if no other committee member is also a parent), Youth Coordinator Supervisor ex officio.

B. The term of service is 3 years concurrent with the other position the person is already serving. Responsibilities include choosing a clerk of the YC Supervisory Committee, refining the job description, developing long-term goals, writing a policies and procedures manual and a personnel/employee handbook including personal conduct policies.

C. The Supervisory Committee would also serve as the hiring committee (see Section 6).

D. After the position is filled, the committee makes sure records are properly kept, maintains confidential permanent files, including payroll and bookkeeping files, provides continuing evaluation of the YC, provides 3-year assessment to M&O regarding success of program and recommends changes, and meets as necessary in person, conference calls or email.

### 2. Youth Coordinator Supervisor

The supervisor is a member of PYM nominated by an ad hoc committee made up of: the clerk of PYM, clerks of M&O, JYM Adult Committee, Nominating Committee, and a parent of a teen or youth in the program, if such a person is not represented in the other members. This person should have supervisory experience and be grounded in Friends practices, as well as have the time to commit to a volunteer position with these demands. This person will report to the Supervisory Committee, and serve, ex officio, on that committee.

### 3. Youth Coordinator Elder

This person will be chosen by M&O in consultation with the YC. This person should be grounded in Friends practices, and be wise and supportive. Responsibilities are meeting regularly in person or by telephone with the YC to provide confidential personal support.

## 5. Budget

### 1. Budget: Income

The Committee identified possible sources of income.

A. The M&O Committee believes that the YC salary and benefits, YC reimbursement, and administrative expenses should come from Monthly Meeting assessments. It is important that all PYM Friends accept a sense of ownership for the finances and programs associated with the position.

B. The program costs and registration fees for YC-coordinated activities at Quarterly Meetings and Yearly Meeting will come out of the existing budgets for those programs.

C. Additional income to support new programs and scholarships for travel and registration fees will come from teen/young friend registration fees, donations, and possibly through youth fundraising.

D. In order to facilitate donations to support the new program costs listed above, we recommend PYM establish a new Reserve Fund for Youth Programs so that teens and young adults who desire to attend will not be turned away because of lack of funds, and so that Meetings who have special financial needs can receive assistance. Individuals wishing to make special contributions to this work could contribute to the fund, and funds raised in special events could also be received.

### 2. Budget: Expenses

Budget-PYM Youth Coordinator		
Salary:		40,000
Taxes and Insurance:		
Social Sec:	2,480	
Medicare:	580	
Unemployment Insurance:	238	
Employment Training	7	
Workers Comp:	600	
Sub-total:		3,905
Health care benefits		3,000
Travel		2,500
Home Office Expenses		680
Administrative Expenses		750
Total:		50,835

### 3. Expense Narrative

#### A. Salary:

1. Starts at \$40,000 a year salaried position.
2. Exempt from overtime, with comp time to balance hours over 40 worked in one week.
3. Cost of Living increase yearly from date hired.
4. Performance increase review yearly from date hired.

#### B. Home Office Expenses \$680

1. Materials and supplies (including food for gatherings)
2. Office costs / overhead (internet, phone)
3. Equipment (computer, cell phone, etc)

#### C. Travel Expenses \$2,500

1. Plane, train, and bus tickets
2. Mileage reimbursement
3. Meals

#### D. Administrative Expenses

1. Payroll service: the subcommittee recommends using a payroll service so as not to overburden another Quaker organization and to “keep things clean” for the PYM books;
2. There may also be a slight increase in our liability insurance.

#### E. Benefits:

1. Vacation: 4 weeks ; 10 holidays; 5 sick days/year.  
*N.B.* This person will be expected to work some traditional holidays because 3-day weekends are ideal for scheduling gatherings.
2. Health Benefits to be reimbursed, as a pre-tax benefit. Estimated at \$3,000.

The budget will need to be adjusted each year by the Supervisory Committee to reflect the actual costs.

We recommend that the YC receive a credit card (with a reasonable limit) and be responsible for forwarding all payment documentation to the PYM Treasurer, who will reconcile receipts with the credit card statement. The YC might also pay some out-of-pocket expenses, which would be reimbursed in the same way that the Treasurer already reimburses Friends for PYM business. The procedures will be added to the employee handbook.

## 6. Hiring Process

If PYM approves creating a Youth Coordinator position, the following items need to be considered.

### 1. Time Line

- A. The first step is to create a position description/profile.
- B. The next step is to determine the hiring process. Once there are candidates, who will contact and interview them? Who will make the hiring decision and extend the offer? There can be an initial group (or person) to interview and a more extended group to interview final candidates and make the hiring decision. In addition, it would be helpful if there were an initial set of screening questions, as well as more in-depth interview questions (for the in-person interview).
- C. We would post the job on several websites and get the word out in a number of ways. In addition to advertising in *Friends Journal* and perhaps on Quaker websites (such as Pendle Hill, Quaker Center, or possibly Quaker.org), the jobs section of the website for Youth Specialties (a website is geared towards Christian youth workers) was recommended. Other website possibilities include Idealist (which specializes in non-profits), Monster, and other online job services. Also, networking can take place on Facebook/ Myspace/Twitter to develop candidates.
- D. Once we have resumes of interested and appropriate parties in hand, someone then needs to contact them by phone and take them through an initial list of questions to continue to pre-screen them. Candidates who pass this initial review would then be interviewed in person.
- E. The logistics of the interviews (who will interview candidates and when) need to be determined. If (as expected) the interview committee is comprised of people in different locations, then interview date(s) should be set up well in advance, even before we know who the candidates are, so that people can make necessary arrangements.
- F. In this scenario, the goal would be to bring in not simply one candidate but a number of candidates, so the Committee can have a selection and be able to compare and contrast strengths and weaknesses. In addition, the interview committee and, by extension, M&O, will continue to get a better sense for this role and how it will really take shape as a result of the interview process. It is common for a hiring organization to learn a lot during this process.
- G. There are also costs associated with the hiring process, from the cost of advertising on websites and in print, to reimbursing candidates and interviewers for travel costs.
- H. Once a short list of finalists has been identified, additional interviews may be necessary in order to make a decision. Someone then needs to take responsibility for checking references. Ideally at least three professional references should be contacted, for each final candidate, including a peer, a subordinate, and a superior. If possible, youth participants in programs overseen by the candidate should be contacted as references.
- I. After references and any other checks are made (including whatever is decided regarding background checks), the committee will reach unity on a candidate and an offer will be extended.

## 7. PYM History Of Youth Coordinator Position

Ministry and Oversight took the following steps in exploring the feasibility of hiring a youth coordinator prior to Representative Committee, 2008:

- Wrote a job description that was presented and circulated at Rep Com. Many suggestions were made, which were incorporated into the concept as the idea moved forward.
- Drafted a budget, for a 4/5-time person paid \$30,000 a year plus benefits, which was available at Rep Com but not presented, when it became clear that plenary approval in August was required.
- Developed a supervision and support scheme for the Youth Coordinator position.
- Explored Quaker Center and Sierra Friends Center as possible partnering organizations to provide some infrastructure and benefits for the Youth Coordinator.
- Approached by PFOS to provide the same services.

Representative Committee, 2008:

- Representatives heard the proposal and gave feedback on the job description. In particular there was concern that the coordinator not create extra gatherings for youth, but rather that he/she utilize the existing Quarterly Meeting structures, North and South. There was interest in a pre-yearly meeting experience but also suggestions that we could try a post yearly meeting event. Interest was expressed in interfacing with the camps at Quaker Center and Sierra Friends Center and other work camps already in operation.
- Rep Com authorized \$5,000 for a short-term coordinator to organize a pre/post yearly meeting event and help resource JYM and Young Friends at PYM.

After Representative Committee 2008:

- Ministry and Oversight, at its May meeting, discussed the job description, time frame, outreach process, and hiring process for a short term coordinator. One person had already expressed interest.
- An ad hoc subcommittee of M&O was appointed to handle hiring, help with vision and program input, provide supervision and a sounding board.
- Outreach was done as well as interviews. The job was offered to Alyssa Nelson by the end of May. A job description was developed as well as a budget. The decision was to pay her on contract (the treasurer's decision, upon consultation), for approximately 15 hours/week for 10 weeks, for a total of \$3,300. The balance of the money would be available for expenses of the pre-PYM program as well as Alyssa's expenses.
- Included in her duties were the following:
  - ❖ get the word out immediately that this week is happening,
  - ❖ confer with the people who have participated in or led the events previously,
  - ❖ confer with teens she knows who will have their own ideas,
  - ❖ choose a site, make arrangements for housing, food, insurance, community service projects, etc.
  - ❖ think through possible curriculum elements with committee and youth advisors
  - ❖ work with JYM Committee about preparations for yearly meeting
  - ❖ recruit Friendly Adults to assist with both weeks

- ❖ help resource activities throughout week of Yearly Meeting, with the understanding that she would not be "on duty," all week because she had other commitments and interests, but would work closely with the committee to help with logistics, communication, supervision, and problem solving.
- The Ad Hoc committee (primarily being the clerk of the JYM committee and the clerk of M&O) remained available for consultation.

PYM 2008:

- M&O met with Alyssa, the JYM Adult committee, and clerks of JYM and Young Friends on the Monday PYM began. We heard a report on the pre-PYM event and plans for the week. We discussed expectations and agreements. It was clear that Alyssa's assistance in helping set up the programs was highly valued and that she brought a light touch but also a calm, mature presence to the work. We were planning an intergenerational plenary as M&O's plenary on Tuesday, which began the conversation about community and integrity. We coordinated plans to bring a Youth Coordinator proposal to a later plenary and invited JYM and Young Friends to attend. They arranged their schedules accordingly and also minuted their support for a Youth Coordinator to be presented in a plenary during the week.
- M&O's leading to recommend hiring a Youth Coordinator was presented to a Friday afternoon plenary, along with a summary of the financial implications. By this time, the proposal had been seasoning, in the committee and beyond, for at least five years and had involved extensive consultation with the youth themselves. The specifics of this seasoning included:
  - ❖ sponsoring three pre-PYM gatherings (Shalom, Koinonea, and 2008 pre-PYM gatherings);
  - ❖ the 40+ years of JYM/YFs experience growing up in Quakerism and how some stayed and many left;
  - ❖ an exploration of the spiritual growth of our teenagers through their experience of spiritual community which takes place many times in gatherings outside the Monthly Meeting (most Monthly Meetings don't have the critical mass of young people to build an enlivened community); and
  - ❖ a reminder that the knowledge and approaches tried over the years have been lost because there isn't a role for capturing the knowledge (the loss of organization memory).
- We mentioned that several other unprogrammed Yearly Meetings have hired paid, year-round Youth Coordinators to address the need for forming and helping to facilitate the coming together of JF/YF on a regular basis including Quarterly and Yearly Meetings. We reminded the Plenary that last year Young Friends brought a minute in support of a Youth Coordinator and Junior Yearly Meeting stated this in their epistle.

M&O did not present to the plenary the detailed job description that we presented at Representative Committee, believing that the gathering should address itself to the idea of hiring staff and whether youth staff was in fact needed. It did, however, specify that the budget was expected to be \$50,000, for a 4/5 time staff person plus benefits and expenses. It was understood that this is a "bare-bones" budget, but a very significant level of expense for the yearly meeting. Finance Committee had been consulted both prior to Rep Com and again prior to PYM.

The lack of specificity about job description and budget proved to be a stumbling block for some. It quickly became clear that representatives had not reported back to their meetings about the proposal that had come to Rep Com, so most meetings would be taken by surprise by the potential increased assessment. Whether other funds could be found had not been explored, since no proposal had been approved.

PYM approved hiring a Youth Coordinator "in principle." After much deliberation and various proposals, it also approved \$3,000 for an ad hoc planning committee, put together by M&O, consisting of members of M&O, 2 JYM appointees, 2 Young Friends appointees, JYM Adult Committee clerk(s), and 2 at large members appointed by the presiding clerk. The vision was for this committee to coordinate visits to monthly meetings in both Quarters, with JYMers and adults, to discuss the proposal, the finances, and hear concerns and ideas from Friends on how the Youth Coordinator can support the Monthly Meetings and their teenage/college Friends. This committee will report back to Rep Com 2009 with a detailed proposal, including job description and budget, if way opens.

2/13/09