

Role description for overseer

Role description for Overseer.

Role title: **Regional Meeting Member of Ministry and Care Committee (Overseer / Pastoral Carer)**

Member or Attender of the Society

Approved by NSWRM on 7.10.17

Overview and purpose of role

The core responsibility of overseers is to ensure pastoral care for all members of the meeting.

Responsibilities list

- Overseers are not responsible for doing all tasks, but for seeing that they are done.
- Ensure a welcoming environment for all, at meetings for worship, meetings for worship for business, workshops and events. If requested, assist the RM Clerk in providing information to enquirers.
- Encourage community building and social contact among Friends. Work with Elders to support and promote learning opportunities. Support organisation of RM events.
- Support people applying for membership as requested.
- Together with Elders, ensure Young Friends, Junior Young Friends, isolated Friends, and worshipping groups are supported and kept in touch with the wider world of Friends. Ensure that children are cared for during meeting for worship by safe, approved carers. Liaise with Safe Quaker Community and Child Protection Friends.
- Provide support, and accountability for those who undertake concerns supported by the Regional Meeting.
- Support the Elders, if requested, to help Friends seeking conflict resolution.
- Work closely with the RM Clerk and RM Elders to ensure Friends throughout the RM have opportunities for spiritual growth and connection. If led to do so, travel to other meetings within the RM to support them.
- Attend to any task as requested by the RM meeting for worship for business.
- Minutes of meetings are normally confidential, although redacted minutes may be circulated for information and transparency.
- Records should be given to the RM Archivist annually or as agreed.

Resources

- *AYM Handbook of practice and procedure.*
- *Advices and queries.*
- *this we can say.*
- *BYM Quaker faith and practice, especially section 12.13.*
- *AYM Safe Quaker Community Policy.*
- *Z. Gross, With a tender hand: a resource book for eldership and oversight (2015)*

Approved 7.10.2017