

DRAFT

Name of Position:	Part Time Interim Superintendent (From January 1, 2017 – NCYM Annual Sessions in August, 2017)
Appointed by:	Representative Body on recommendation of the Executive Committee
Accountable to:	Executive Committee and Representative Body
Special Provision:	Work no more than 3 days per week with no speaking engagements on Sunday mornings (except to address the reorganization of NCYM). Upon request may attend quarterly meetings, if available, to answer questions.
Ex officio on:	Executive Committee, Ministry and Counsel, Quaker Lake Board, Stewardship-Finance Committee, Trustees Trust Funds

GENERAL PROFESSIONAL QUALIFICATIONS AND RESPONSIBILITIES:

1. Increase awareness of Quaker identity and articulate a vision of Christian, Quaker wholeness
2. Encourage the Yearly Meeting in building community
3. Nurture, support and encourage local Meetings
4. Utilize Yearly Meeting publications and events to develop a positive sense of the Yearly Meeting
5. Identify, nurture and encourage future leadership for the pastoral ministry, our boards, committees and our Meetings
6. Assist in the implementation of NCYM Procedural Plan for Reorganization
7. A four year degree is required

SPECIFIC DUTIES

Ministerial

1. Maintain close communication with pastors and Meetings, keeping a sensitive spirit to the needs and desires of all
2. Assist pastors and Meetings in pastoral placement
3. Respond and give counsel to pastors and Meetings or any group in a congregation that may appeal to him or her in case of difficulties
4. Request assistance of Yearly Meeting Committees and Friends when necessary

Administrative

1. Provide oversight, supervision, and direction of the ministry, programs and North Carolina Yearly Meeting staff
2. Delegate and assign specific duties to yearly meeting staff
3. Perform other tasks, duties and assignments as directed by the Executive Committee and Representative Body of the NCYM