



Memorandum

To: Representative Body
From: NCYM Personnel Committee
Date: 5/26/2015
Re: Documents for Consideration for Representative Body

The Personnel Committee will bring forth several items of business during Representative Body on June 6, 2015. Attached are two documents relating to these items. First, the Personnel Committee will seek approval of the job description for Friends Campus Ministry Director as approved by the Friends Campus Ministry Board, the Personnel Committee and the Executive Committee of North Carolina Yearly Meeting. Additionally, the Personnel Committee will seek approval to move forward with advertising and hiring the Friends Campus Ministry Director as expeditiously as possible (without awaiting Representative Body approval of the candidate selected by the Personnel Committee and the Friends Campus Ministry Board) to assure continuity of the Campus Ministry program as preparations are made for the fall semester at the four campus ministry sites.

In another matter, the Personnel Committee will present Emily Albert as the recommended candidate for Director of Christian Education, Young Friends and Young Adults. Attached are her Summary of Qualifications and Statement of Faith. Emily will also be present at Representative Body on June 6 to share briefly with the group.

Please take a few minutes to review these documents in preparation for Representative Body on June 6, 2015 at 10:00 a.m. at Pine Hill Friends Meeting.

FRIENDS CAMPUS MINISTRIES DEPARTMENT - JOB DESCRIPTION

Position Name:	FCM Director
Appointed by:	FCM Board in consultation with Superintendent and Personnel Committee
Given Oversight by:	Daily oversight by Superintendent in consultation with the FCM Board
Ex-officio Committee Member:	FCM Board, Young Adult Committee, QLC Program Committee, Spring Garden Oversight Committee

Qualification and Responsibilities:

1. Be spiritually mature and committed to a relationship with Jesus Christ.
2. Knowledge and commitment to Christian faith as expressed by North Carolina Yearly Meeting *Faith and Practice*.
3. Awareness of and have ability to minister to a broad spectrum of students.
4. Preferred experience in working with Christian education, youth and young adult religious programming.
5. Demonstrate ability to work in teaching and preparing others to articulate their personal faith and identify their spiritual gifts in service.
6. Demonstrate ability in oral, written and listening communication, computer competency required
7. Be creative, open-minded, self-motivated, team player, and knowledgeable about NCYM programs and practices.
8. Articulate a passionate and compelling vision for Friends Campus Ministry.
9. A high school diploma and at least four years experience in young adult ministry required or two years experience and a four-year degree preferred.

Specific Duties:

1. Encourage, mentor, support, develop and give oversight to Campus Pastors and their ministries at FCM chapters including but not limited to FCM - Campbell, FCM – Greensboro, FCM – Raleigh, and FCM – Western. Have regular monthly check-in and planning sessions with all FCM Campus Pastors.
2. Supervise campus pastors (i.e. hire / relieve of responsibilities).
3. Develop a networking system for Quaker students to connect with each other at all FCM chapters.
4. Develop student leadership; training and equipping them to be spiritual leaders.
5. Be available to help students maintain their connection to their Quaker Christian faith and heritage.

6. Meet with students individually for discipleship, support and encouragement.
7. Attend each FCM Chapter a minimum of two times each semester.
8. Empower students in their ministry to campus and community.
 - a. Coordinate service and outreach projects with Campus Pastors.
 - b. Equip students to share the gospel of Jesus Christ as experienced by Friends at each chapter.
9. Assist campus pastors in maintaining a connection with fellowship and service opportunities that are available through the Yearly Meeting (YFAC, YAC, CE, etc.)
10. Set up weekly office hours at the Spring Garden Meetinghouse and as needed at the NCYM office for meetings, conferences, etc.
11. Maintain connection and involvement with all NCYM ministries and opportunities with specific attention to ministries relevant to young adults.
12. Provide administrative assistance to the campus pastors through the website, promotion materials, social media, etc.
13. Partner and coordinate with other Christian ministries across campuses.
14. Daily oversight of Spring Garden property (i.e. write vouchers for monthly bills, maintain compliance).
15. Meet with FCM Board for direction and oversight through regular meetings and correspondence.
Coordinate with Executive Committee FCM Board member to keep the Executive Committee updated on FCM activities.
16. Develop a proposed budget for Friends Campus Ministry:
 - a. Plan and assist with fundraising and seeking future funding sources.
 - b. Administer the budget when approved by the FCM Board.

Summary of Qualifications

Emily C. Albert

Education

B.A. in English, Guilford College, Greensboro, NC, May 2014

Minors in Religious Studies and Visual Art

Specific courses in Quaker Theology, Spirituality, and Social Testimonies.

Experience

Youth Director, High Point Friends Meeting, High Point, NC 2012 – Present

- Planned and hosted weekly youth group meetings and special events
- Taught Quakerism courses at High Point Friends School
- Youth counseling and mentorship
- Organized and supervised weekly after-school program (ages 5-8).
Graphic Design Assistant, Guilford College, Greensboro, NC 2010 – 2012
- Produced marketing materials for Guilford College.
- Event and promotional photography.
NCYM Intern, Springfield Friends Meeting, High Point, NC 2010
- Planned and supervised a weekly children's program
- Taught weekly Sunday school and children's message

Leadership Activities

Clerk, North Carolina Peace Resource Center 2015 – Present

- Organized and ran monthly business meetings in the manner of Friends.
- Webmaster of NCPR [website](http://ncpeaceresource.org) (<http://ncpeaceresource.org>) and social media.
Volunteer, Friends Emergency Material Assistance Program 2014 – Present
- Organized collection drives for supplies.
- Webmaster of FEMAP website and social media.
Clerk, Guilford Quaker Leadership Scholars Program 2013 –2014
- Organized and ran monthly business meetings in the manner of Friends.
- Supported intentional community and involvement in a collegiate Quaker worship community.
- Active presence in weekly worship, committee meetings, and year-level groups.
- Served as a mentor to younger Quaker students.
- Member of worship planning committee.

President, "AITOO" Substance-Free Living Club 2012 – 2014

- Planned bi-weekly events for Guilford College students who abstain from drugs and alcohol.
- Organized and ran monthly business meetings.
Workshop Leader, "Quakerism in the 21st Century," Friends World Committee on Consultation Eastern Americas Conference March 2014
- Led workshop about the current state and needs of Quakerism
- Facilitated visioning for the future of the Religious Society of Friends

Professional Development

Women's Preaching Festival

Resource Center for Women's Ministry in the South, Durham, NC October 2014

Come To The Table: Rooted in Giving

The Rural Advancement Foundation International, Asheville, NC June 2014

Writing as Spiritual Discipline

Workshop with Lynne Hinton, Blowing Rock, NC November 2011

Member of High Point Friends Meeting**Emily's Statement of Faith**

"I believe in Jesus Christ of the gospel scriptures and I trust in His teachings. I believe that Christ is divine and that He came to teach compassion, integrity, peace, love, charity, justice, simplicity, and equality. I believe Christ cares for each and every person and that He came to give hope to all who feel hopeless, and show love to all who feel unloved. I study the scriptures for guidance, inspiration and strength, and I strive to uphold Jesus' teachings in all that I do and say.

Furthermore, I joyfully believe in a risen Christ who is not only in the scriptures but alive and working in this world today. I believe George Fox's proclamation that "Christ has come to teach his people Himself by His power and Spirit in their hearts." I believe that there is the Light of Christ in all people, and I know that Christ is present in my life daily. I know that God has a plan for me and is always with me to guide and encourage me in the way that I should go. Jesus is the One who speaks to my condition, who loves me unfailingly, and is always accessible to me through prayer. In turn I entrust my life to Christ and try to be His humble servant in my walk through life."