

ILLINOIS YEARLY MEETING MANUAL OF PERSONNEL POLICIES AND PROCEDURES

6/10/2013 Provisional Version

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1. INTRODUCTION AND PURPOSE

Spirituality. ILYM is a spiritual community of Quakers, also known as the Religious Society of Friends. Though the individuals in this community attend some 21 affiliated local Meetings across four states, each summer the Meeting gathers in a retreat near McNabb, Illinois to worship together and to conduct the business of the community. This business includes issues related to lay ministry, religious education, the practice of faith, volunteer service, public witness, publications, Meetinghouse site improvement, and finances. In order to carry out the ministry of our community, from time to time we call people to work on behalf of the meeting in such a capacity and in ways that may fit the secular definition of an employee. When this happens it should be clear that Illinois Yearly Meeting is an employment at-will employer. At-will means that ILYM or the employee can terminate employment without notice or cause at any time.

When an employer-employee relationship is created, simplicity in language and deeds should guide our personnel practices. (2 Corinthian 1:12) Be your yes a yes and your no a no (Matthew 5:37) the spirit behind any formal agreement to hire employees. At a minimum ILYM will comply with all federal and state labor laws. We understand this compliance to be the minimum expected; as Friends we are subject to a much higher standard of fairness and truth in all of our dealings with each other according to our faith.

So Friends are not to meet like a company of people about town or parish business, ...but to wait upon the Lord, and feeling his power and spirit to lead them...that whatsoever they may do, they may do it to the praise and glory of God, and in unity in the faith, and in the spirit, and in fellowship in the order of the gospel.
 - George Fox

The aim of the Personnel Committee in developing this manual is to be responsible to Illinois Yearly Meeting and to its staff in a way that is in keeping with Quaker principles of caring for the person as well as maintaining institutional responsibility. It is intended as a summary of the principles and a guide to the general procedures of personnel management as practiced in this Quaker organization. represents a general statement of employment policies and benefits and is a general overview of the responsibilities and obligations of employees. This manual is not a contract or guarantee of employment. It is open to periodic revision.

Committees-with-Oversight. The table below shows the current staff positions and committees with oversight for providing them with a clear job description, performance evaluation, clearness and support in their work.

Position	Committee-with-Oversight
Administrative Coordinator	Administrative Coordinator Oversight Committee
Field Secretary	Ministry and Advancement
Youth Coordinator	Youth Oversight

2. PERSONNEL COMMITTEE

Membership. The Personnel Committee shall consist of

- a clerk and three additional members from ILYM to be appointed by Nominating Committee;
- a member from each Committee-with-Oversight: Administrative Coordinator Oversight Committee, Ministry and Advancement Committee, Youth Oversight Committee;
- a member from Finance Committee; and
- The yearly meeting clerk serving ex officio.

Responsibilities. The Personnel Committee shall:

- act in all its business in ways that are faithful to the basic Quaker testimonies of honesty, equality and good stewardship.
- Determine and interpret personnel rules and practices.
- Annually review and recommend any changes for approval by Illinois Yearly Meeting.
- Review and approve job descriptions developed by each Committee-with-Oversight covering their respective staff.
- Review and approve annual performance appraisals done by each Committee-with-Oversight covering their respective staff.
- Make recommendations to the Finance Committee each year about salary adjustments.
- Maintain at least annual direct contact with ILYM staff.
- Maintain personnel files.

Personnel Files. The personnel committee will set up a procedure to maintain a confidential personnel file for each employee. Each file will contain the application, references, letters of agreement, changes in status, assignments, salary, evaluations, correspondence, payroll documentation and any other pertinent information. The personnel file is available to the employee, committee-with-oversight for a given employee, and the personnel committee.

3. STAFF POSITIONS, HIRING AND SUPERVISION

Positions. Only positions approved and funded by ILYM are covered by this manual. Job descriptions describing the qualifications and responsibilities for each position will be included in this manual and posted on the ILYM website. Individual committees may have additional policies for volunteers (such as background checks for youth oversight volunteers working with high school friends).

Position Openings. When employment openings occur, the respective Committee-with-Oversight will be responsible for:

- Reviewing and, if necessary, submitting an updated job description for approval by personnel committee.
- Posting a paragraph-long description of the position to the ILYM list server, including how to get a copy of the job description; to whom to send a letter application, resume, written references and any other materials; and the timeline for the decision (allowing at least 30 days for applications). Where feasible this should also be shared via annual session and continuing committees, and forwarded to interested parties.
- Reviewing the application materials, interviewing the top applicants and their references, and meeting as a committee to select the candidate in the Light.
- Submitting their recommendation, supporting materials, and their proposed letter of employment to the personnel committee for review and approval.

Personnel committee will be responsible for reviewing and responding to the applicant recommendations within 7 days and working with the respective committee to resolve any concerns. If personnel committee and the committee-with-oversight cannot reach agreement, the matter will be referred to the annual meeting.

Term of Appointment. Illinois Yearly Meeting is an “at-will” employer and as such, employees have the right to terminate their employment at any time with or without notice, and Illinois Yearly Meeting has the same right. Employees are not guaranteed employment for any specific term. All new employees will begin with a 90-day provisional period, commencing on the date of their first working day, during which a notice of termination is neither required nor expected. After completion of this provisional period, termination will normally be preceded by a written performance review and an opportunity to correct any deficiencies (discussed further below). An employee who is resigning is expected to give at least 30 days notice, but 90 days is preferable. Conversely ILYM is expected to give at least 30 days notice and preferably 90 days prior to ending a position. (Termination due to performance is discussed further below.)

Supervisory Responsibility. As noted in Chapter 1, each position is under the supervision of a specific committee. The clerk of the respective committee will act as the staff person's supervisor. The committee as a whole is responsible for the management of the hiring process, performance evaluations and any termination (the latter two discussed further below).

4. SALARY AND BENEFITS POLICIES

Salaries. Illinois Yearly Meeting pays the maximum salary it can for each position and generally pays the same amount across positions. Each year the Personnel Committee will recommend salary adjustments to Finance Committee which will season them for annual sessions. This will generally follow the change in cost of living based on the Bureau of Labor Statistics for the past calendar year using the calculator at http://www.bls.gov/data/inflation_calculator.htm . Final paychecks will be issued at the

next regular pay period following termination date. A Form W-2 will be sent as soon as possible to the last address given by the employee.

Deductions from Salary. Deductions from salary payments include: Federal and state income tax based on the tax-exemption withholding form submitted by the employee; social security payments; and other deductions authorized in writing by the employee or required by law.

Worker's Compensation. Illinois Yearly will cover reasonable worker's compensation costs associated with an injury suffered by an employee in the course of employment-related work, in accordance with the laws of the state in which the injury occurs. All such injuries should be reported to the staff's supervisor and the clerks of the personnel & finance committees immediately, or within 48 hours.

Other Benefits. Since all staff are currently part time, ILYM does not provide any other benefits.

5. TRAINING AND DEVELOPMENT

New Employees. The clerk of the committee-with-oversight of a new employee shall arrange for any necessary training and orientation. At a minimum this will include reviewing the job description, annual goals, review process, and this manual. New employees shall also be offered background information about ILYM and Quakers in general.

Continuing Education. ILYM wants to help employees grow in knowledge and skills that could help them improve their performance or assume increased responsibilities. The respective clerk is responsible for considering and approving payment for special training seminars or other training opportunities for employees as s/he deems appropriate. This includes either authorizing the payment from the committee budget, or seeking approval from ILYM to cover some or all of the costs from other funds.

Safety. Within the first 90 days the clerk of the committee-with-oversight shall also arrange to have employees trained in the use of any office safety procedures, in building and fire procedures, and in the requirements of the position held by each employee. Employees are responsible to make sure they are aware of the requirements of their positions and to be acquainted with all applicable safety procedures.

6. PERFORMANCE APPRAISAL

Job Descriptions and Setting Expectations. The purpose of the job description is to set clear performance expectations as part of the hiring process and to update these expectations as part of the 90-day and annual appraisals. Thus they should include both general expectations and any specific goals for the coming period on which the staff will be evaluated. As noted earlier, the respective committee-with-oversight is responsible for creating, reviewing (at least annually) and, as necessary, revising written job descriptions for their respective staff position. The initial and revised job descriptions are to be submitted to the Personnel Committee for review and approval. The personnel committee will review and provide feedback relative to the requirements specified in this manual. The appendix of this manual will include the most current version of each job description.

Performance Appraisals. The performance appraisal process provides ILYM staff and their oversight committees an opportunity each year to review progress toward goals and to discuss strengths and areas of needed improvement, as well as to provide written documentation of the results of these reviews. The respective committees-with-oversight shall conduct written performance appraisals after the first 90 days of employment and at least annually for their employees. It is the responsibility of the clerks of the committees-with-oversight to set aside time to do annual reviews.

It is important to give at least two weeks notice to both the employee and other staff or volunteers who interact with the staff person so that they may offer feedback. It is also important for the supervisor to set aside time to carefully consider his/her own feedback to be given to the employee. Feedback should be in writing and be organized by the bullets in the job description and annual goals. The supervisor should make a comment after each bullet (even if only to say it was not applicable this year) and a rating from 1 (poor performance) to 3 (expected) to 5 (consistently outstanding). This should be followed by any specific goals or commitments for the coming year. Appendix C includes a template. Staff should be given the opportunity to suggest changes – either reaching consensus or allowing any remaining concerns to be articulated. The discussion should also seek to identify any changes that could better support the employee in doing the job. In some cases this may include a summary of changes or formal changes to the job description for the coming period. The final version should be signed by the employee and clerk of the respective committee and filed with the personnel committee. A copy of all performance review materials will be kept in the employee's personnel file.

Unsatisfactory Job Performance: In general, no staff member's performance will be deemed unsatisfactory until effort has been made by the staff member's supervisor to inform the staff member about the problems, to develop an agreed upon approach for dealing with the shortcomings, and to provide the staff member an opportunity to address them. If the problem is serious or is repeated, it is advisable that the agreed-upon approach should be in written form. A key exception would be anything that involves a crime or grounds for immediate termination.

The following procedural guidelines are not mandatory and the clerk of the committee-with-oversight, after consultation with the clerk of Personnel Committee or the Presiding Clerk, may depart from them as deemed appropriate given a more serious situation.

The results of the interview, which shall contain in written form the cause for dissatisfaction, shall be shared with the employee and placed in the employee's personnel file. The employee may respond in writing to this report, and her/his response shall then be placed in the employee's personnel file. If the decision reached after the formal appraisal interview is to place the employee on probation, then a second performance appraisal shall be conducted 30 days after the date of the first interview. If performance is still unsatisfactory, the employee shall be given appropriate notice of termination (generally 14 days) and terminated. If performance has become satisfactory, a written statement to this effect shall be given to the employee and a copy placed in the employee's personnel file; the employee is then no longer on probation.

Exit Procedures. Exiting employees (for any reason) must return all ILYM property upon leaving, including keys, credit cards, and accumulated written records. An exit interview may be requested, but is not mandatory. It is hoped that an exit interview will help us part as friends and will provide insights into possible improvements.

7. GRIEVANCES

Informal Grievance Process. Misunderstandings and conflicts will happen in any organization, and can be an opportunity for growth. To contribute to an environment that nurtures growth, people treat each other with respect, openness, and a generous appreciation for the diversity among us. In such an environment it is important for misunderstandings and conflicts to be addressed as soon as possible, to avoid accumulating concerns that can, over time, turn into major grievances. The following guidance is recommended as an informal grievance process, when appropriate.

1. Find a time and place to air your concern with the other individual privately, directly, and honestly, describing the incident clearly. Give time for and remain open to the other's point of view.
2. Be open and receptive to hearing about and discussing the concerns others bring to you which may have resulted from your words or actions.
3. Avoid bringing such concerns, especially unresolved concerns, to others in the workplace who are not involved in the situation.

Formal Grievance Process. When an informal grievance process does not seem to apply to or to resolve the situation, an employee is to seek resolution using the following formal grievance process.

1. Speak to the clerk of your oversight committee privately, submitting a written statement clearly describing the situation. The clerk is to respond within 30 days.

The clerk will seek a resolution consistent with ILYM policies and in a manner respectful of all through joint discussion with you and with the person alleged to have caused your concern.

2. One or more meetings with all involved parties may be required. Each party will have ample notification and equal opportunity to be heard. Each party may bring one support person to the meeting to listen (but not speak) to the concerns. The dignity and privacy of each individual must be respected. Confidentiality by all is required.
3. The clerk will make a decision, and will issue a written report to each party outlining the grievance process and all agreements and decisions related to it. A copy will be given to the presiding clerk of ILYM and to the clerk of the ILYM personnel committee.
4. If your clerk is a party to the situation, you will need to request a private meeting with and submit a written report clearly describing the situation to the clerk of the personnel committee, who is to respond within 30 days. The above process is to be followed. At the end of the process the clerk will issue the written statement with copies to all parties and to the presiding clerk.
5. At the discretion of the clerk of your oversight committee or the clerk of personnel committee, in consultation with the personnel committee and the presiding clerk, an independent mediator may be invited to assist, or another approach may be taken to resolve the situation.

8. DISCRIMINATION AND HARASSMENT

Equal Opportunity Employer. In unity with Friends' historical concerns for equality and justice, ILYM is committed to fair and equal treatment to all in its employment practices and activities. This treatment extends to all persons regardless of race, color, gender, national origin, sexual orientation, age, disability, or any other basis not related to the requirements of the job. As a religious institution, Illinois Yearly Meeting is permitted to and reserves the right to prefer employees or prospective employees on the basis of religion. All other human resource actions and programs, including but not limited to compensation, training, performance expectations, and termination, will be administered equally.

Prohibited Harassment. In addition, ILYM is committed to providing environments for its staff, volunteers, committee members, and program participants that are free of discrimination and harassment. Demeaning actions, words, jokes, or comments based on an individual's gender, sexual orientation, race, ethnicity, age, faith, or political affiliation (real or perceived), or based on an individual's associations with others, will not be tolerated. These policies regarding discrimination and harassment will be provided to employees as part of their orientation and training. Violations of these policies may result in immediate termination. Prohibited harassment includes but is not limited to the following behavior.

- Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, or comments.
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical conduct including unwanted touching, intentionally blocking normal movement, or interfering with work.
- Retaliation for reporting or threatening to report harassment, discrimination, and/or retaliation.

Sexual Harassment Is Explicitly Forbidden. Sexual harassment is unwanted sexual or gender-based behavior generally involving the exercise of formal or informal power by the perpetrator over the victim. It is a form of misconduct that is disrespectful and demeaning to another person and undermines the integrity of the relationship. Unwelcome sexual advances, requests for favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; and
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may take different forms, including but not limited to the following.

- Verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
- Demand for sexual favors in exchange for favorable treatment, continuation of employment, or employment benefits.
- Comments or questions about an individual's body, sexual orientation, sexual prowess, or sexual deficiencies, or the use of sexually degrading or vulgar words to describe an individual.
- Nonverbal sexually suggestive objects or pictures (e.g. scantily clad models, cartoons, etc.), suggestive or insulting sounds, leering, whistling, or obscene gestures.
- Unwanted physical contact, including but not limited to touching, pinching, or brushing of the body.

Reporting. Any employee or volunteer who experiences or observes such behavior is encouraged, if possible, to tell the perpetrator plainly that his or her behavior is objectionable harassment, and to ask him/her to stop it. Any employee or volunteer who experiences or observes sexual harassment must report it to his/her supervisor or to the presiding clerk, clerk of personnel committee, or any member of the ministry & advancement committee as soon as possible. The person receiving such report must document the allegation and submit it to the clerk of ministry & advancement committee. Any such allegation will be investigated confidentially, thoroughly, impartially, and

promptly. Anyone found to have engaged in unlawful harassment will be subject to disciplinary action. For employees this could mean termination without notice. For volunteers or others it could involve a range of actions, up to and including separation from ILYM or ILYM programs.

9. TRAVEL AND REIMBURSEMENT FOR AUTHORIZED EXPENSE

Travel. Travel is expected per the requirements of the job description and/or as otherwise authorized by the respective committee-with-oversight. While the mode of transportation is at the discretion of the individual, it should be the most economical mode consistent with efficiency in meeting the travel objective. Only the actual cost of transportation on Illinois Yearly Meeting business shall be reimbursed. The cost of use of a personal automobile is reimbursed at standard mileage rates established annually by the IRS (\$0.56/mile for 2013; see <http://www.irs.gov/> for updates). Fees and gasoline expenses for rental automobiles, air, bus, train and other transportation fares are reimbursed at cost. Receipts are required. Employees shall attempt to get the most favorable air-travel rates; super-saver tickets and other low-cost variants shall be used wherever possible. In specific cases, determined by the employee's oversight committee or by the ILYM treasurer expense account advances may be given to an employee. Advances must be signed for by the employee and strictly accounted for on the detailed expense statement.

Expenses Covered. ILYM reimburses expenses incurred by employees during travel away from the employee's home on ILYM business, and for other authorized expense incurred. Such reimbursement is made directly to the employee after the clerk of the employee's oversight committee has received and approved a detailed accounting of the expenses incurred, including receipts or documentation, and statements of the reasons for incurring them (the nature of business transacted during a trip, or the nature and reason for other expense). It is the responsibility of the clerk and committee-of-oversight to authorize only expenses that are already budgeted from their own account or other accounts (with approval of their respective committees) and to ensure that staff make good faith efforts to follow these guidelines. All expense statements are subject to audit by the ILYM treasurer at any time, and shall be kept in files by dates of expense period.

APPENDIX A. Staff Personnel Manual Acknowledgement Form

As an employee of Illinois Yearly Meeting, you are covered by approved policies and procedures. It is your responsibility to inform yourself about these by reviewing ILYM's "Manual of Personnel Policies and Procedures" and asking your supervisor about any questions you may have.

You can access an electronic version of the manual from www.ilym.org , the clerk of your oversight committee, or the clerk of personnel committee.

Revisions to this manual will be made occasionally and you will be notified. The current version is defined as the electronic version available from www.ilym.org.

Please sign and date the following form at the bottom and then return to the Administrative Coordinator, Sharon Haworth. Please email her if you need her current address: shaworth@SBCGLOBAL.NET.

I acknowledge that I have read the above, understand my responsibility to familiarize myself with the Staff Personnel Manual and comply with the policies and procedures contained therein and any revisions made to it. I have been told how to access an electronic copy of the Manual, how to get hard copies, and where to direct any questions I may have. I further acknowledge that revisions to this handbook may occur at any time and that revised information may supersede, modify, or eliminate existing policies. Furthermore, I acknowledge that this Manual is not a contract of employment nor a guarantee of specific treatment.

Employee Signature

Today's Date

APPENDIX B. Current Job Descriptions

Title: Administrative Coordinator (to be updated by 10/1/2013)

Committee-with-Oversight: Administrative Coordinator Oversight Committee

Supervisor: Clerk of Administrative Coordinator Oversight Committee

Last Revised: ??/??/??

Purpose. ??

Qualifications. ??

Responsibilities.

1. Duties before ILYM yearly sessions (spring/early summer):
 - Sends out the report of membership form to Monthly meetings.
 - Forwards epistles to the Reading Clerk.* Prepares Advance Documents.
 - Prepares and mails out ILYM registration forms; prepares necessary documents for registration at ILYM.
 - Works with the Presiding Clerk and Assistant Clerk in distribution of materials and information relative to the conduct of the business meeting at ILYM.
 - Performs many small details for ILYM preparation Completes registration spreadsheet.
2. During ILYM yearly session:
 - Coordinates the display space for Quaker organizations at ILYM.
 - Is available at all times on site to provide information, smooth out problem areas, and perform other duties necessary for the efficient functioning of the meeting.
 - Gives collected fees to Treasurer at end of ILYM sessions.
3. Duties after yearly sessions:
 - Mails ILYM epistle
 - Maintains and distributes Nominating Committee and Clerks' logbooks (mainly online)
 - Communicates with Quaker organizations, providing names of new representatives, mailing lists, etc.* (from Presiding Clerk)
 - Maintains files of ILYM committee minutes.
 - Maintains address database and ILYM calendar for the Directory and the support of ILYM committees, clerks and officers.
 - Prepares and sees to the printing of the ILYM Directory.
 - Prepares the statistics chart, Additions and Losses by Name page, appointments and committee lists, and registration report for the Minute Book.
 - Coordinates and collects documents and sees to the preparation of the Minute Book, Plummer Lecture, and evening addresses for printing.
 - Mails out announcements and agenda for Continuing Committee.
 - Provides labels including FWCC mailing lists for epistles and other needs.
4. Duties throughout the year:

- Responds to requests for information.
- Maintains schedule for use of meetinghouse and grounds.
- Maintains and updates all logbooks, including evaluation comments.
- Makes sure logbooks are transferred to designated conveners.
- Provides and distributes the official ILYM stationery.
- Maintains and distributes Site Use Brochure and log.
- Mails copies of the Handbook to those who need them.
- Attends Continuing Committee meetings (October and March).
- Distributes the minutes of Continuing Committee and makes any necessary mailings as determined by Continuing Committee.
- Send out Finance Committee mailings.
- Schedule quarterly termite inspections.
- Prepare and mail "Monthly Digest" of emails sent to the listserv to monthly meetings and those without email.

Evaluation. Reports to and is evaluated by Clerk of Administrative Coordinator Oversight Committee in consultation with Administrative Coordinator Oversight Committee.

Pay and Budget. Salary is based on ?? hours per year (~?? per month) x \$??/hr or \$??/year paid monthly in 12 equal installments. IYM will pay taxes and has budgeted \$?? in travel (based on mileage) and subsidize (beyond registration fees) another \$?? for other expenses related to ??.

Estimated Hours by Task. ??

Title: Field Secretary (to be updated by 10/1/2013)

Committee-with-Oversight: Ministry and Advancement Committee

Supervisor: Clerk of Ministry and Advancement

Last Revised: ??/??/??

Purpose. ??

Qualifications. ??

Responsibilities.

Evaluation. Reports to and is evaluated by Clerk of Ministry and Advancement in consultation with Ministry and Advancement Committee.

Pay and Budget. Salary is based on ?? hours per year (~?? per month) x \$??/hr or \$??/year paid monthly in 12 equal installments. IYM will pay taxes and has budgeted \$?? in travel (based on mileage) and subsidize (beyond registration fees) another \$?? for other expenses related to ??.

Estimated Hours by Task. ??

Title: Youth Coordinator (to be updated by 10/1/2013)

Committee-with-Oversight: Youth Oversight Committee

Supervisor: Clerk of Youth Oversight

Last Revised: 3/3/2007 (KATE – is there a newer one???)

Purpose. To provide programs and to coordinate activities for High School Friends (HSF) from Illinois Yearly Meeting, including a) leading retreats, b) helping them to find/participate in new experiences related to spiritual development, service, and leadership, and c) recognize the need for and refer to appropriate pastoral or professional care. The Youth Coordinator will also help support a tremor for Junior High School Friends (JHSF) to help prepare them for entering the HSF meeting, look for opportunities to collaborate with youth programs from other yearly meetings (e.g., Quakes) and act as a liaison with the Young Adult Friends (YAF) to help HSF transition to that age group upon graduation.

Qualifications.

- Active in the Society of Friends (Illinois Yearly Meeting preferred but not required), called to youth ministry, and knowledgeable about the Bible and Friends testimonies, business procedures and writings.
- Attuned to Friends' social concerns and also to problems and concerns of today's teens.
- Proven ability to interact effectively with teens and to share religious faith and Friends' convictions.
- Experience with both major Friends' traditions and understanding of religious diversity among Friends.
- Able to work cooperatively and to encourage local development of youth activities.
- Able to manage program planning details and to operate within a budget.
- College degree or equivalent (specific training or experience on Youth Development, programs, or education preferred)
- Computer literate and preferably familiar with e-mail, social networks (like myspace or facebook), and webgroups (like yahoo or google)
- Must have a car, valid driver's license and be available for weekend travel and be able to accept overnight hospitality.
- Must pass a background check

Responsibilities.

Work with the Youth Oversight (YO) committee and individual meetings to organize and publicize HSF activities at Yearly Meeting levels.

Work with HSF and YO clerks to plan and run HSF Program for fall Mini-Quake (in mid November), January Quake that Rocked the Midwest (MLK weekend, held with 3 other yearly meetings/youth coordinators), Memorial Day Work Weekend (last weekend of May), & IYM yearly meeting (wed-sun in the last week of July)

Work with YO to coordinate JHSF and YAF transitional activities.

Encourage youth participation in wider Friends youth activities (Quakes, Other yearly Meetings, FGC, FUM, work camps, service projects, etc).

Act as a youth resource to monthly and quarterly meetings of IYM
Assist in the spiritual nurture of HSF in IYM, drawing on additional resources from YO and the Ministry and Advancement committee as necessary.
Track and report hours worked & expenses, submitting expense receipts to Treasurer for reimbursement.
Submit monthly activity reports to YO and work with YO to submit 2-3 summary reports to Illinois Yearly Meeting and/or its continuing committee as requested.
Become familiar with Policy Manual. Submit self-evaluation after 3 months and yearly thereafter. Comment on performance evaluation.
Travel as necessary

Evaluation. Reports to and is evaluated by YO Clerk in consultation with YO (including HSF clerk & recording clerk). It is also recommended that applicants have a local clearness committee in their own meeting to support their decision to apply and continue in this position.

Pay And Budget. Salary is based on 500 hours per year (~41 per month) x \$15/hr or \$7,500/year paid monthly in 12 equal installments. IYM will pay taxes, \$500 in travel (based on mileage) and subsidize (beyond registration fees) another \$2500 for other expenses related to youth programs.

Estimated Hours/Tasks

50% Plan/Attend Teen events
30% Communications
10% Reports/Committee Meetings
10% Other

APPENDIX C. Example of a Performance Appraisal Form

Employee Name:	
Position Title:	
Oversight Committee Name:	
Supervisor/Clerk Name:	
Hire Date:	
Review Date:	
<p>Instructions: In column 2 write short description of job duties or specific goal for period, then comment on performance and rate the performance using the following scale: 5-Exceptional, 4-Above average; 3-Average; 2-Below average; 1-Unsatisfactory.</p>	

	Rating
Job Duty / Goal: Comment on performance	
<u>Job Duty 1: (short description of job duty):</u> (Comments on work done in the period)	??
<u>Job Duty 2: (short description of job duty):</u> (Comments on work done in the period)	??
<u>Job Duty 3: (short description of job duty):</u> (Comments on work done in the period)	??
<u>Annual Goal 1: (short description of goal):</u> (Comments on work done in the period)	??

<u>Annual Goal 2: (short description of goal):</u> (Comments on work done in the period)	??
<u>Other Duties:</u> (comments on other things that came up unexpectedly)	??

Rating of General Job Performance Issues	Rating
Reliability: Is on time and attends work in a consistent manner.	??
Deadlines: Is consistent in meeting deadlines of the job; assignments are completed on time.	??
Ethics: Follows established ethical or professional standards (3=pass or 1=fail)	??
Supervision: Accepts supervision in the established manner.	??
Professional Growth: Is consistently working on own professional development and utilizes established training programs.	??
Problem Solving: Makes suggestions to improve services and makes recommendations for changes.	??
Policy and Procedures: Has working knowledge of ILYM Policies and Procedures and actively follows these (3=pass or 1=fail)	??
Other Comments:	

Issues to Work on in the Coming Year
Annual Goal 1 – Describe

Annual Goal 2 - Describe
Annual Goal 3 - Describe

_____ I hereby concur with the above evaluation.

_____ I do not agree with the above evaluation and have attached a written statement regarding my disagreement.

Staff Signature: _____ Date: _____

Supervisor: _____ Date: _____

Personnel: _____ Date: _____