

Bloomington Monthly Meeting Society of Friend

Officer's Charge

Job Title: External Use Coordinator

DRAFT

Term & Dates of Service: Starts July 1 and ends June 30; may be reappointed annually

Selection Process: The Nominating Committee proposes a candidate for approval by Monthly Meeting.

Qualifications:

1. Familiarity with Meeting community norms and values in order to make good decisions about granting approval of the use of the Meetinghouse.
2. Access to the Internet and to telephone service.

Principal Job Duties:

The Meeting delegates authority to this officer to make arrangements for external use of Meeting property using guidelines approved by the Meeting.

1. Serves as the contact person for people outside the Bloomington Friends Meeting who request to use the Meetinghouse or Meeting grounds for non-Quaker activities.
2. Ensures that the reasons for the requested use are in keeping with Meeting values and testimonies.
3. Reserves the requested facilities and communicates to the person who maintains the schedule of events.
4. Provides current verbal and written guidelines for people outside the Meeting community about the use of the Meetinghouse facilities.
5. Provides information on current charges and procedures for payment.
6. Arranges for maintenance of security of the facilities when used by external users.
7. Arranges for a replacement from Meeting when not available to provide services (illness, out-of-town, etc)

Coordination Required:

Coordinates with the Clerk and Recording Clerk and committee clerks to keep track of scheduled internal use of the Meetinghouse and grounds for Meeting activities and those sponsored by members to the Meeting.

Budget Considerations:

Anticipated expenses for the coming year will be submitted to the clerk of Property & Finance by the end of September each year.