

The work that gets done: overview

- **Granting casework**

(Aging Concerns Coordinator)

(formerly Care & Aging Coordinator)

- Provides support and expertise to the Aging Granting Group and the Greenleaf Granting Group; attend meetings; partner with grantmaking staff
- Provides casework support to individuals who are inquiring about or applying for aging grants
- Manages administrative processes related to applications and granting procedures
- Collaborates with communications, granting, and engagement staff to provide publicity for aging grants

- **Consultation and support to monthly and quarterly meetings for aging concerns**

(Aging Concerns Coordinator)

(formerly Care & Aging Coordinator)

- Provides guidance, information and referrals in response to requests related to individuals in the community who need the community's support in responding to acute and long-term concerns for aging Friends
- Provides consultation to monthly and quarterly meetings who request support for how they support needs related to aging generally.
- Maintains the Quaker Aging Resources website

- **Professional support to address acute mental health and conflict crises in MQM and YM settings**

(Friends Counseling Service Coordinator or counselors or social worker)

(formerly Care & Aging Coordinator and Friends Counseling Service)

- Responds to meetings' requests for help with managing an emergency or crisis
- Meets with the meeting and the Friends in the meeting to provide guidance, information and referrals
- Provides on call service for PYM programs and events
- Responds to emergency or crisis needs in a PYM program, such as in a Middle School Friends or Annual Sessions.

- **Consultation, education and support for MQM mental wellness and pastoral care**

(Friends Counseling Service or Resource Friend or program staff)

(formerly primarily Care & Aging Coordinator; occasionally Resource Friend or FCS)

- Help a meeting manage a concern in the meeting
- Help a meeting manage pastoral care support for a member or a concern in the meeting
- Consult with pastoral care committees to support their good functioning
- Responds to meetings' requests to know more about mental wellness or caring for Friends such as mental health first aid

- **Consultation and support on ministry and worship**
 (Resource Friends or program staff)
(formerly Care & Aging Coordinator; possibly Resource Friend)
 - Help MQM manage a concern in the meeting
 - Consult with committees to support their good functioning
 - Responds to meetings' requests for education or consultation on concerns or incidents related to ministry and worship

- **Support for Young Adult Friends**
 (Inclusion & Belonging Coordinator and supporting staff)
(formerly Young Adult Friends Coordinator)
 - Connects and engages young adults with each other and with the yearly meeting community
 - Supports initiatives of young adult Friends.
 - Collaborates with the young adult Friends community to ensure it is welcoming and inclusive.

- **Inclusion and Belonging**
 (Inclusion & Belonging Coordinator and supporting staff)
(formerly not done)
 - Support transitions toward expanding capacity, structures and practices that are welcoming and inclusive to people who are marginalized by dominant culture amongst young adult Friends,
 - Support expanding capacity for inclusion and belonging in the work that connects Friends throughout the yearly meeting,
 - Responds to meetings' requests to provide consultation on expanding capacity, structures and practices that are welcoming and inclusive in monthly and quarterly meetings.
 - Clearly that portfolio is enough to occupy a team of coordinators. The work will focus within young adult Friends to begin with and expand from there, building on the experience gained each day and growing from the places where Life is stirring.

- **Resource Friends Coordination**
 (Inclusion & Belonging Coordinator and supporting staff)
(formerly there has not been a single point of contact)
 - Provides a single point of contact to respond to meetings' and groups' requests to provide consultation and support
 - Collaborates with staff and Resource Friends to assign a person to meet the request
 - Ensures Resource Friends are identified and supported and ready to be of service