

Role description for London Area Meeting clerking team

Background

All the existing Area Meetings in London have agreed to come together to form one Area Meeting for London (LAM), probably beginning during 2026. Until then the AMs are meeting and making decisions as a Joint Area Meeting (JLAM). A clerking team of three is to be appointed to clerk both the JAM and, in due course, the LAM for the first 3 years. They will be supported by a small arrangements committee and staff will be appointed to carry out the day to day administration and to service the Committees.

The role of clerks

The clerks are servant leaders, responsible for conducting the business of the JLAM/LAM using the Quaker business method as set out in Quaker faith and practice, chapter 3 and ensuring it is working well. This includes:

- Forward planning and preparing agendas, consulting others holding roles in the AM
- Serving as clerks of the business meeting
- Drafting minutes at the table seeking agreement in unity
- Developing the relationship between the c30 local meetings and the AM and communicating with Friends to build the new cross-London community
- Helping the AM discern its strategy and on difficult topics, such as concerns
- Encouraging Friends and attenders to participate in the AM
- Ensuring good administration, including communicating with Friends, keeping records, action-tracking, setting up meetings, ensuring policies are made and kept to
- Liaising with the clerks to LAM trustees and the LAM committees and with the Executive Secretary (who will be responsible for support and administration)
- Representing Quakers in London in faith and other forums and internationally

The opportunity

The clerking team will have flexibility in how they develop the role within the Quaker way and how they help to shape the strategy of this new body. There will be a chance to experiment, drawing on practice elsewhere among Quakers and in response to Friends in local meetings.

Who we are looking for

Nominations will seek the needed skills, attributes and experience across the whole team rather than in individuals. They will be looking for a diverse group, some of whom may be more experienced than others. Significant experience of clerking will be essential for at least two of the team

Those nominated will

- Be a member of the Religious society of Friends
- Have experience of using the Quaker business method
- Be a good listener, able to read the sense of the meeting and act faithfully on it

- Be able to work as a team of servant leaders with the confidence to develop new ways of working
- Be able to make good use of technology to further the business, while ensuring those challenged by IT remain fully included
- Be available for 6 LAM meetings a year, regular meetings of the clerking team and with other Friends on Committees, and some external occasions
- have the time, energy and capacities to fulfil the role