

WORKING RESIDENTS WANTED

BRIEF SUMMARY

Honolulu Friends Meeting is looking for two people who would come for two years (2016-2018) to live in our Meeting House as active Quaker hosts, taking care of guests, meetings, and callers, and participating in the life of the Meeting. We provide an honorarium of \$11,000 per year for two people, plus airfare for you both. We provide a bedroom and bathroom within the Meeting House, one day off per week, one weekend off per month, and one month off per year.

POSITION AT A GLANCE

Wanted: Healthy, energetic couple (or any two such people able to share a room). Should have strong Quaker affiliation and be able to interact with a variety of personalities at all hours of the day. Must be financially self-supporting with own health insurance.

This is a challenging, interesting opportunity to serve the Religious Society of Friends in a city of about a million, and to meet an array of stimulating people. The Meeting House is in a pretty residential area near the university and shopping. Hawaii people work long, hard hours, and you will too, but being in Hawaii really is as nice as you've heard.

This Meeting is geographically isolated from other Meetings. Where possible, we seek Residents with broad experience in Quakerism who can bring us knowledge of other spheres of the Society of Friends, as they are led. This could include showing and even telling (when asked) how things are done in other Meetings, and even extend to occasional spiritual guidance.

"Life in the fishbowl" can be exhausting or exhilarating and often both. Living in a house open to the public, working long hours with only one day off per week, you must maintain your equanimity in the midst of a busy crowd. It's a Friendly crowd though, and the job is full of unexpected pleasures and rewards.

JOB DESCRIPTION

The principal job of the Residents is to be the hosts for the Meeting House: welcoming visitors, talking with people, even counseling if you care to, and representing Quakerism to people who call or come. The many and various tasks around the House can be negotiated according to tastes and abilities, but they will keep two people busy most of the time.

Residents live in the Meeting House, where they oversee the property and schedule the use of space. The job requires attention to detail, people skills, and computer skills

(PC). It's good if you can cook for groups, and drive in our slow but heavy city traffic. Here is the kind of work involved:

1. **Provide for guests of the Meeting House**. The Meeting House has seven guest beds. Residents receive guests and provide breakfast for them. Residents screen inquiries, provide information, keep records of arrangements and of donations. Guests make and unmake the beds, Residents wash sheets and towels. Residents do light housekeeping, and grocery shopping to maintain the house. A professional cleaner comes in every other week.

2. **Manage use of the Meeting House**. At least one of the Residents is expected to be at home most of the day, except on the weekly day off. They answer the phone, field questions, unlock doors, and greet anyone using the house. They keep the house tidy and inviting.

The Meeting House is used for Meeting for Worship, committee meetings and meetings of community groups. Residents help set up and clean up. They attend Meeting for Worship and any other gatherings that they care to. They maintain the schedule for use of the space.

Residents may make lunch for large groups three times a month. (The kitchen is also used by certain committees.) Residents do grocery shopping to prepare these meals and share in clean up.

3. **General Duties**. Residents manage money and keep some financial records. They may make small repairs and do light yard work, and they help list the bigger chores to be done by the House & Grounds Committee.

Residents do some office work, like mail, E-Mail, and filing. They oversee equipment, recycling, and composting. They meet monthly with Oversight and Counsel Committee to report on events and discuss any concerns.

4. **Personal**. Residents have one day off per week, three days off per month, and four week's paid vacation per year. They have their own bedroom, bathroom, and small lanai/porch. Weather is warm or hot and humid. A modest honorarium, and round-trip airfares are provided.

Our main interest is to bring new Quakers and views to our isolated community

To request application and further details, write to Honolulu Friends Meeting [quakers@hawaiiquaker.org] and write on the subject line: *Residents Inquiry*