

Staff Support Services
for Committees

June 2013

Friends Meeting of Washington office hours are 8:00 AM to 4:30 PM weekdays. It is helpful if you call ahead before coming by the office, especially if your visit involves staff time or equipment usage, to ensure availability of both.

Contact:

The voice phone number is (202) 483-3310.

The FAX is (202) 483-3312.

The email addresses are as follows:

admin@quakersdc.org

bookkeeper@quakersdc.org

eventspace@quakersdc.org

fmw@quakersdc.org

jobs@quakersdc.org

library@quakersdc.org

propertymgr@quakersdc.org

youthprograms@quakersdc.org

FMW's website is www.quakersdc.org; To access the non-public pages, the log-in ID is fmwquaker– the password is silence – all entries are lower case.

To visit the Meeting's Facebook page, go to www.facebook.com/FriendsMeetingOfWashington (be sure to click "Like"!).

To join the **FMW Listserv**, or to be included in the **Meeting's Online Directory**, send an e-mail to: admin@quakersdc.org

The computer system, for reasons of security and maintenance, is available only to staff.

Bookkeeper: The bookkeeper is normally in the office on Tuesdays. She can be reached at 202.483.3310, ext. 2 or Bookkeeper@quakersdc.org

Sundays: Messages and papers may be left with the Friendly Office Presence. Committee clerks may use the copier on Sundays, but staff generally isn't available to help with that. If you run into a problem, try to find a member of the Property Committee to help.

Committee files: Files are located in the two file cabinets in the northwest corner of the Office. Copies of all committee minutes should be placed in the files. You may also find that past minutes and procedure documents are a valuable resource for present concerns. Files may not be taken from the building, but copies may be made. Staff may be able to help with this copying.

Feel free to send the Administrative Secretary an electronic copy of any minutes or other documents you would like to include in the committee file, to admin@quakersdc.org The IT Committee can help you set up a Dropbox or Skydrive folder so that committee documents can be filed electronically in a place where all committee members have access to them, should you need that service.

PUBLICITY

It's never too soon to start planning your next activity. That way you can use each means of communication to its best advantage:

Newsletter

Use the Meeting Newsletter to:

- A) Give notification of upcoming events (Including concise descriptive material)
- B) Give information of a detailed nature
- C) Ask for input and support from the Meeting community
- D) Give periodic updates of a committee's work and concerns

All copy should be submitted in writing or via Email (admin@quakersdc.org). The deadline for submitting information to be included in the Newsletter is usually the third Wednesday of the month.

Announcements

Use the announcements to give brief last-minute details of an upcoming activity.

Deadline - The announcement deadline is 10 AM Thursday. (Submission before Thursday is helpful.) Submissions should be in writing or via Email (or, if you're desperate, you can try calling staff). Regular committee meetings will be announced the week they happen. Committees are responsible for supplying announcements for any event other than regular committee meetings; but if an event is set on the calendar, staff may try to announce it if possible.

Content - Announcements should only cover upcoming events or concerns directly related to Friends Meeting of Washington, with priority given to events that take place on the Meeting campus. Note, too, that they are for communications to the Meeting at large, not to a group of a few people (such as a message from a committee's clerk to its own members).

Priorities - Announcements of particular events are usually made for two consecutive weeks, except for large or special events such as threshing sessions, Meeting-wide parties, etc.

Oral announcements - Because it is important to maintain a sense of gentle quiet after worship, there are guidelines supplied for these by Ministry & Worship Committee. Oral announcements are to be rare and brief. Only those most central to the life of the Meeting are given aloud.

Bulletin boards

Bulletin boards in the Meetinghouse lower hall can be used for information exchange - especially signup sheets, application forms, etc. These items should be cleared by staff. Most items will not be on the bulletin board for longer than one month.

SCHEDULING MEETINGS AND EVENTS

Regularly scheduled committee meetings are held at preset locations each month. Building coverage has been planned for these. If you plan any other meetings or events:

Before the event: Call staff to schedule a space well ahead of the event, to be sure you can get a room. Make sure that all details of building access and care have been arranged. If the building is to be unlocked during the event, someone must serve as a Friendly Presence at the door who is not a participant. Safety in the buildings for people and their possessions is a very serious concern at FMW. Staff can supply detailed information about locking and unlocking the building, but it's best to do a walk-through in advance, thinking about the needs of your particular event. For more detail, check the FOP book on top of the bookstore in the office.

FMW equipment, such as chairs, tables, coffee urns, etc., is not available for events off the property.

During the event: No alcoholic beverages are allowed on the property, and no smoking may occur in the buildings. The buildings must be empty by 10 PM. No food or beverages are allowed in the Meeting Room, Library or Parlor.

After the event: Space users must clean up thoroughly put equipment away and lock all doors and windows after their own events. Keys must be returned to staff. Please plan for this in advance, too.

MONTHLY MEETING AGENDA

The agenda meeting is typically held at 5:00 on the Wednesday or Thursday before Monthly Meeting.

Deadline: 10 AM on the Wednesday before Monthly Meeting for Business.

Submissions: Agenda items may be sent to the Meetinghouse or emailed or phoned in to staff. Any material that may contain specifics for the minutes (especially names, dates, proposed minutes, **etc.**) should reach the clerks and staff in advance - via print or Email - to smooth the flow of Monthly Meeting and to simplify writing of the minutes. A written copy of any Monthly Meeting announcement should be given to the Recording Clerk or staff before the day of Monthly Meeting.

REPRODUCTION AND DISTRIBUTION OF MATERIAL

Clerks are responsible for seeing that committee minutes are typed by a committee member and that a file copy always reaches the Meeting Office.

Staff can supply mailing labels, envelopes and stationery to committees that need to do a mailing. Postage receipts may be submitted to the bookkeeper, or stamps may be obtained from staff. For mailing lists of 50 people or more, please try to call a few days in advance. For any special requests, please call as far ahead as possible.

Additional turnaround time is needed for bigger jobs. Please try to email or call more than a week before your deadline with any other requests for service.