HANDBOOK

Of Practices and Procedures

Friends Meeting of Washington

of the Religious Society of Friends

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1 Introduction to Friends Meeting of Washington

1.1 Friends Meeting of Washington Statement of Purpose

The purpose of the Friends Meeting of Washington, D.C., is to foster simple spiritual worship and such activities in various fields of service as Friends may feel themselves called to undertake. As a help to these ends we purpose to maintain a place of worship where Friends and others who are like-minded may meet in religious fellowship and seek through a waiting worship the renewal of their spiritual lives and the quickening of their powers of service to the Divine and to their fellow human beings.

Adopted in 1931; two words modified to make gender neutral

1.2 Nature and Purpose of the *Handbook*

This *Handbook* is intended to supplement Baltimore Yearly Meeting's *Faith and Practice* and to be used in conjunction with it. The *Faith and Practice*, parts I, "Faith," and II, "The Queries," present a concise introduction to the spiritual and temporal values of its constituent Meetings, including Friends Meeting of Washington. Part III, "Practices and Procedures," in the *Faith and Practice,* and most of this *Handbook,* which generally follows the order of the *Faith and Practice* (Section III-B), present who does what and the commonly accepted ways of doing things to carry out the purposes and corporate leadings of the Meeting**. "**Tested and established practices in a religious society are as important as are good habits for an individual**....** A religious group which has a definite character and yet is open to new incursions of Truth is in a better position than one which stresses outworn traditions or one which so neglects the wisdom of the past embodied in inherited custom as to have become like a man without a memory." Howard H.

Brinton, *Guide to Quaker Practice (*1946 and 2006)

This *Handbook* is intended to "embody inherited custom" by cataloging recommended practices for Friends Meeting of Washington, as changed from time to time by the Meeting for Business. In each section of the *Handbook*, references are given to the relevant sections of the *Faith and Practice*, followed by discussion of modifications and idiosyncrasies specific to Friends Meeting of Washington. The appendix to this document includes more detailed guidelines, where appropriate, for operations of specific committees and carrying out specific functions, as well as selected forms and materials used within Friends Meeting of Washington, or lists of such materials that are available in the Resource Documents Notebook (copies kept in the Meeting Office and Library).

1.3 History of Friends Meeting of Washington

Sources

Benjamin Harrison Branch, Jr., *Friends Meetings in the Montgomery County, Maryland, and Washington, D.C. Area, 1828–1899*, 1985.

Bliss Forbush, *A History of Baltimore Yearly Meeting of Friends*, 1972.

Friends Meeting of Washington, *Seeking a Sense of the Meeting: A History of the Friends Meeting of Washington, 1972-1992*, Columbia, MD: Quaker Heron Press, 2010.

——, *Friends Meeting of Washington, Anniversary Essays: Celebrating 75 Years at Friends Meeting of Washington*, Columbia, MD: Quaker Heron Press, 2010.

Phebe R. Jacobsen, *Quaker Records in Maryland*, Publication No. 14, The Hall of Records Commission, State of Maryland, Annapolis, 1966.

Carroll Kenworthy, *History of Third and Fourth Decades of Friends Meeting of Washington 1952–1972*, 1975.

Sina M. Stanton and Julia Rouse Sharpless, *Friends Meeting of Washington, Background and Origin*, 1965.

Helen Stone, *Pages from the Past: Historical Material on the Friends Meeting at 1811 Eye Street, Washington, D.C., Taken from original sources*, 1937.

Faith and Practice

Preparative and Allowed Meetings for Worship, sec. III, A, 3

Historical Sketch, sec. I, A

1.4 Organization and Business Procedure

The basic unit of Friends organization is the Monthly Meeting, which recognizes membership; solemnizes marriage or commitment; consoles bereaved Friends; nurtures young people; provides pastoral care, fellowship, inspiration and recreation; provides for outreach and social concerns; and maintains the physical and financial facilities to carry out these missions. These activities are organized by officers appointed by the Meeting, Meeting committees, and work groups and task forces, and are supported by a small staff. In all affairs, the Meeting makes decisions after the manner of Friends.

From time to time, groups of Friends may wish to form separate worship groups, either in anticipation of becoming a new Monthly Meeting or simply to offer an alternative time or smaller and more collegial group for worship. Friends Meeting of Washington follows the guidelines and procedures recommended in *Faith and Practice* when a group anticipating fully independent status wishes to be under the care of this Meeting during its formative stages.

Friends Meeting of Washington helped with the formation of two other Meetings in the metropolitan area which began as Preparative Meetings under its care: Langley Hill (McLean, Virginia) became a Monthly Meeting in 1969 and Bethesda (Maryland) in 1971. More recently, Friendship Preparative Meeting, on the Sidwell Friends School campus on Wisconsin Avenue, District of Columbia, was established in 1992.

Faith and Practice

General Organization, sec. III, A, 2

Preparative and Allowed Meetings for Worship, sec. III, A, 3

Establishment of Monthly Meetings, sec. III, A, 4

A Suggested Procedure for Establishing a Preparative Meeting, sec. Appendix G

Queries to Consider in Granting Monthly Meeting Status to Preparative Meetings, sec. Appendix H

Decision Making in Friends Meetings, sec. III, A, 6

2 Meeting for Business

Meetings for Business are normally held on the second First Day of each month except July (third First Day) and August (no meeting). Special sessions may be called as decided by the Meeting or by the Committee of Clerks.

The Clerks meet during the week before Meeting for Business to prepare the agenda. All committees and individuals wishing time on the agenda are asked to communicate the substance of their report or concern in writing to the Clerks or Administrative Secretary by Wednesday afternoon. Special forms are used by the Marriage and Family Relations, Membership, Nominating, and Search Committees for their routine recommendations to the Meeting for Business. Guidelines for the format of Meeting for Business minutes and agenda have been prepared to supplement the *Baltimore Yearly Meeting Style Manual*.

Important or difficult policy matters are held over by the Meeting for Business for at least one month. Other actions routinely held over include requests for marriage or commitment under the care of the Meeting, applications for membership from adults and from children requesting membership on their own behalf, transfers of membership into the Meeting, recommendations for dropping, discontinuation or termination of membership, the report on the spiritual state of the Meeting, the budget, and some changes to this *Handbook*.

Junior Meeting for Business

To enable children to learn Friends' ways of conducting business, First Day School children aged seven and over hold a Junior Meeting for Business with the support of the Religious Education Committee and an adult facilitator. This meeting is held on First Days, approximately every other month. The children conduct the meeting and write the minutes. The agenda frequently includes discussion of projects and suggestions for First Day School activities.

Faith and Practice

Query 2: Meetings for Business, sec. II, B, 2

Principles of Organization and the Conduct of Business, sec. III, A, 1

Decision Making in Friends Meetings, sec. III, A, 6

Advices for Clerks, sec. Appendix A

Handbook

Business Meeting Agenda, sec. 12.1

Schedules, sec. 12.2

Additional Documents, sec. 12.8

3 Officers of the Meeting

Officers are appointed by the Meeting for Business for specified terms and are members of the Friends Meeting of Washington unless otherwise noted. Except for the Recorder, they are nominated by the Nominating Committee.

Faith and Practice

The Officers, sec. III, B, 2

3.1 Presiding Clerk

The Clerk presides at Meeting for Business, serves as Clerk of the Committee of Clerks and the Search Committee, and is an ex officio member of the Personnel Committee. The Presiding Clerk is assisted by the Alternate Clerk, to whom specific functions may be delegated as needed and appropriate. The Presiding Clerk is appointed annually, but may not serve for more than five consecutive years.

The Presiding Clerk (or Ministry and Worship Committee) may write routine letters of introduction for Meeting members who are traveling and report this action to the next Monthly Meeting.

Faith and Practice

The Clerk, sec. IIIB2a

3.2 Recording Clerk

The Recording Clerk prepares the minutes of the Meeting for Business and meetings of the Committee of Clerks and also prepares a summary of minutes of the Meeting for Business for the *Newsletter*. Guidelines for the format of Meeting for Business minutes and agenda have been prepared to supplement the *Baltimore Yearly Meeting Style Manual*. The Recording Clerk is appointed annually but may not serve for more than five consecutive years.

Faith and Practice

The Recording Clerk, sec. III, B, 2, b

Monthly and Preparative Meeting Minutes, sec. III, B, 8, b

3.3 Alternate Clerk

The Alternate Clerk assists the Presiding and Recording Clerks in preparing for and conducting Monthly Meetings for Business and meetings of the Committee of Clerks, substitutes for either of them if necessary, and generally helps them in carrying out their duties. The Alternate Clerk is appointed annually but may not serve for more than five consecutive years.

3.4 Co-clerks

Occasionally Co-clerks may be named instead of a Presiding Clerk or a Recording Clerk. When Co-clerks are named instead of a Presiding Clerk, an Alternate Clerk is not named.

3.5 Recorder

The duties of the Recorder are performed by the Administrative Secretary, who may be a member of another Monthly Meeting. The Recorder is an ex officio member of the Records and Handbook Committee.

The Recorder's duties include oversight of the maintenance of accurate membership records, presentation of written and oral annual membership reports to the January Meeting for Business, submission of the annual membership report to Baltimore Yearly Meeting, and submission of current membership information for each issue of the Baltimore Yearly Meeting *Interchange*.

Faith and Practice

The Recorder, sec. III, B, 2, d

Monthly Meeting Records, sec. III, B, 8, a

3.6 Treasurer and Assistant Treasurers

The Treasurer and two Assistant Treasurers are appointed annually for terms running from July 1 to June 30 and may not serve more than five consecutive years. They are bonded by both Baltimore Yearly Meeting and Friends Meeting of Washington. They may not be members of the Board of Trustees. The Treasurer serves ex officio on the Finance and Stewardship Committee.

The Treasurer signs all checks or otherwise authorizes payments made by the Meeting and, thus, has the final responsibility for assuring their consistency with directions of the Finance and Stewardship Committee. The Treasurer also acknowledges all gifts and contributions to the Meeting, including acknowledgments required by tax law.

The Assistant Treasurers become familiar with the procedures of the Treasurer, assist the Treasurer and, whenever the Treasurer is unable to serve, assume the duties of the Treasurer.

Faith and Practice

The Treasurer, sec. III, B, 2, c

3.7 Financial Coordinator

The Financial Coordinator works closely with the Meeting's Bookkeeper, auditor and Finance and Stewardship Committee to coordinate financial accounting for the Meeting's activities.

The Coordinator works with the Bookkeeper to inform Finance and Stewardship Committee members and Trustees about the Meeting's budget, audit and accounting issues and facilitates preparation of the annual operating and capital budgets. The Coordinator, reflecting consultation with the Bookkeeper and the Meeting's auditor, recommends improvements in financial accounting, record-keeping and reports. The Coordinator is authorized to perform bookkeeping activities in the absence of the Bookkeeper. The Coordinator does not have authority to sign checks or otherwise to authorize payments.

The Coordinator has joint responsibility with the Administrative Secretary to supervise the work of the Bookkeeper and confers with the Administrative Secretary on issues of joint concern, such as the accounting system's computing needs. The Coordinator is thoroughly familiar with the Meeting's system of accounts and with the operation of the computer software used to maintain the accounts and other financial records. The Coordinator is authorized to use paid consulting services in working with the accounting software.

The Coordinator is appointed annually and may not serve for more than five consecutive years. The position is bonded by the Meeting. The Coordinator is an ex officio member of the Finance and Stewardship Committee and regularly attends Committee meetings.

<u>Handbook</u>

Meeting Staff, sec. 5

Board of Trustees, sec. 6

Finance and Stewardship Committee, sec. 7.2

4 Special Positions

4.1 Historians

There are two Historians, whose duty it is to keep records of events of permanent interest that relate to the activities of the Meeting, particularly items not normally recorded in minutes of the Meeting for Business or in other official records. The Historians answer many inquiries on Meeting and Quaker history. Development of an oral history is also a function of the Meeting Historians. The Historians may request the assistance of others as needed.

One or both Historians serve ex officio on the Records and Handbook Committee. They are appointed annually and are members of the Religious Society of Friends or attenders at Friends Meeting of Washington.

<u>Faith and Practice</u>

Monthly Meeting Records, sec. III, B, 8

4.2 Librarian

The Librarian is responsible for operating the library and for carrying out the decisions of the Library Committee. The Librarian serves ex officio on the Library Committee and may be its clerk. The Librarian is appointed annually and is a member of the Religious Society of Friends or an attender at Friends Meeting of Washington.

> *Handbook*
> *Library Committee, sec. 7.6*

5 Meeting Staff

The Administrative Secretary is employed by the Meeting to oversee the maintenance of the property; manage the business activities of the Meeting; supervise the employees of the Meeting; schedule and make arrangements for the use of the buildings and facilities; provide advisory assistance in support of the activities of the Meeting for Business and Meeting for Worship; and facilitate the extension of Meeting services to members, attenders, visitors, and the wider community.

The Administrative Secretary is responsible to the Personnel Committee for carrying out the policies and direction of the Committee. The Personnel Committee oversees the work of the Administrative Secretary and designates one of its members to provide counsel to the Administrative Secretary on interpretation of policy, setting priorities, and other matters related to the Administrative Secretary's responsibilities.

Each year the Administrative Secretary prepares a "State of the Staff" report on behalf of the entire office staff for presentation to the Meeting for Business according to the Business Meeting Agenda (sec. 12.1).

The Administrative Secretary serves as Recorder, and therefore as an ex officio member of the Records and Handbook Committee, and as an ex officio member of the Search Committee, the Property Committee and the Finance and Stewardship Committee. The Administrative Secretary, a member of the Religious Society of Friends, is appointed or reappointed every three years by the Committee of Clerks upon the recommendation of the Personnel Committee. The Administrative Secretary's work is reviewed annually by the Personnel Committee. The Committee of Clerks annually receives recommendations from the Finance and Stewardship Committee, after that committee has conferred with the Personnel Committee, regarding the salaries and benefits of the Administrative Secretary and the Assistant Secretary and approves the salaries and benefits for these staff that are reflected in the Meeting's operating budget.

Unless otherwise specified, all other members of the Meeting staff are employed by and are responsible to the Administrative Secretary. The Assistant Secretary supports and assists the Administrative Secretary in the work of the office as directed by the Administrative Secretary. There is also a custodian, who may be an employee or contractor. Other contractors may be

hired by the Administrative Secretary, as needed and budget funds are available, to assist in property maintenance. Committees also may budget for and hire consultants and contractors (or employees, in the case of child care, under the oversight of the Religious Education Committee) to facilitate their work; oversight of such consultants and contractors is coordinated with the Administrative Secretary and Bookkeeper.

The Bookkeeper, who may be an employee or contractor, keeps all financial records, prepares monthly financial reports, supplies data for the preparation of the budget, and attends Finance and Stewardship Committee meetings when requested by its Clerk. The work of the Bookkeeper is overseen jointly by the Administrative Secretary and the Finance and Stewardship Committee, particularly the Financial Coordinator.

The Property Manager is supervised by the Property Committee or one person they designate. The Property Manager will report to the Property Committee, to which they will provide monthly reports as well as ongoing updates.

The Youth Program Coordinator will report to the clerk of the Religious Education Committee or another member of that committee designated by the clerk. The Coordinator supports Religious Education and Child Care in the meeting.

Members of the Meeting staff are not on duty on First Days except during the Meeting for Business. Members, attenders and sojourners provide a Friendly Office Presence by staffing the Meeting office on First Days as scheduled by the Personnel Committee. They answer inquiries, take messages for Meeting staff, and supply other limited services. However, Friends are encouraged, insofar as possible, to conduct business during normal business hours.

<u>Handbook</u>

Financial Coordinator, sec. 3.7

Additional Documents, sec. 12.8

6 Board of Trustees

The Board of Trustees, created to comply with legal requirements of the District of Columbia, consists of twelve members, each appointed for a term of six years. They must be members of Friends Meeting of Washington and may not simultaneously hold the office of Treasurer or Assistant Treasurer. Members who have been appointed to two full consecutive terms are not eligible for reappointment until after a one-year interval, except that a member who has been appointed to fill a vacancy of less than three years is eligible for reappointment to two full consecutive terms. Four members are appointed every two years in odd-numbered years. The Board of Trustees may not co-opt other members.

When new Trustees are to be appointed, representatives of the Trustees consult with the Nominating Committee by the end of May; the Trustees may also suggest possible nominees. The Nominating Committee reports its recommendations to the Meeting for Business not later than September. Appointments approved by the Meeting for Business take effect at the regular

meeting of the Board in October. The Board selects its own officers (Clerk, Alternate Clerk, and Recording Secretary). The Clerk and Alternate Clerk may not serve concurrently as clerks of standing committees of the Meeting.

District of Columbia law requires that the Trustees hold two meetings a year, but additional meetings may be called at the discretion of its members. Minutes of the Trustees' meetings are given to the Treasurer and the Clerk of the Finance and Stewardship Committee as soon as they are available.

The Trustees have six functions: (1) they hold the Meeting's real estate in trust, for the benefit of the Meeting's members; (2) they are legally responsible to ensure that the Meeting complies with any restrictions imposed by donors of money or property that are accepted by the Meeting at the time a gift is made; (3) they make prudent investments of the Meeting's funds, subject to donor-imposed restrictions; (4) they determine the amount and type of insurance coverages required to preserve the assets of the Meeting (Finance and Stewardship Committee provides for the coverage as part of each fiscal year's budget); (5) they contract for, receive and review the reports of the independent auditor in accordance with Meeting policy, and report to the Meeting for Business when the audit or audit report is completed; and (6) they authorize expenditures from the Meeting's bequests, endowment accounts (if permissible), and the Building Campaign Fund. In rare cases, a donor specifies that Trustees have exclusive power to expend donated funds. In all other cases, any expenditure from funds just enumerated must be coordinated with the Finance and Stewardship Committee and approved by the Meeting for Business before any such expenditure is made.

As is the case of all committees of the Meeting, Trustees are guided by actions of the Meeting taken at Meetings for Business.

<u>Faith and Practice</u>

Trustees, sec. III, B, 4, b

Policies and Advices Regarding Estates and Bequests, sec. Appendix I

7 Standing Committees

The Nominating Committee proposes to the Meeting for Business for its approval all members of standing committees except the Nominating Committee. Committee members are normally appointed for terms of three years, one-third of the members taking office on January 1 each year. They may serve for no longer than two consecutive terms, or a total of six years. When appointments are made for only one or two years, reappointments may be made up to a total of six years. Further reappointments may be made after a one-year absence from the committee. A request for any exception to these term limits is brought to the Monthly Meeting for Business at the time of nomination.

Some committees have membership requirements that appointees be members of the Friends Meeting of Washington or have official sojourner status (see chart, p. 19-20); a request for any

exception is brought to the Monthly Meeting for Business at the time of nomination. These exceptions for non-Members are held over for one month, in order that any concerns may be brought privately to Nominating Committee.

No one may serve on more than two standing committees at a time, but the general practice is for each person to serve on only one standing committee. In the unusual event that a person is nominated for membership on a second standing committee, this fact is brought to the attention of the Monthly Meeting for Business at the time of nomination.

Clerks of standing committees serve on the Committee of Clerks. No person may serve as clerk or alternate clerk of more than one standing committee at the same time. Clerks and alternate clerks of standing committees must be members of the Friends Meeting of Washington unless a specific exception is made by the Monthly Meeting for Business at the time of nomination. The Nominating Committee annually recommends the committee clerks and alternate clerks; suggestions from committee members are welcome. Occasionally co-clerks are named instead of a clerk and an alternate clerk.

Duties of committee members include regular attendance at committee meetings, contributing to deliberation following Quaker process, and assuming responsibility for tasks agreed upon by the committee members. Nominating Committee members assist clerks in dealing with members who do not participate in the work of their committees. A committee clerk may request a written resignation if appropriate. Even if no resignation is forthcoming, the committee clerk may, after a suitable period of time, request that the Nominating Committee find a replacement member. The implicit vacancy will be considered a resignation and the Nominating Committee will so inform the Monthly Meeting in writing. The Meeting for Business acknowledges this fact by accepting the resignation.

If members of a committee feel that the committee is experiencing difficulty in following the spirit and practice of Quaker process, they are encouraged, first, to speak clearly about their concerns within the committee itself. The committee also is encouraged to seek assistance from other experts in Quaker process and conflict resolution. If the problem continues to pose an obstacle to committee work, the committee should ask the Ministry and Worship Committee or the Membership Committee to appoint a clearness committee to labor lovingly with the affected committee. If the problem cannot be resolved, the clearness committee may ask the Meeting for Business to take appropriate action, which may include changing the membership of the committee, including removing a member from service on the committee.

Each committee clerk is responsible for reporting annually to the Monthly Meeting according to the schedule for the Business Meeting Agenda (p. A-2). The written portion of the report is submitted to the office and becomes part of the Meeting's permanent records; it covers in some detail the concerns and activities of the committee during the immediately preceding twelve months. The oral portion of the annual report is not a reading or a summary of the written report; instead, it is a brief statement of the committee's current priorities and problems, as well as its plans for the future. Reporting committee clerks expect and welcome questions, comments, and suggestions from Friends at the Meeting for Business.

Files for each committee are maintained in the Meeting office. Duties of some committees are delicate and personal. In such situations, the committee's proceedings are kept confidential and the dignity of the persons concerned is respected.

Standing committees must receive the approval of the Meeting for Business or the Finance and Stewardship Committee before undertaking fund-raising activities.

Communication via electronic mail among many committee members has supplanted regular mail and the telephone as a means of distributing information quickly. However it is not a substitute for the gathering of Friends in person to conduct the business of their committees**.**

An informational sheet, "Committee Resources in the Meeting," with committee memberships and designation of clerks is prepared at the beginning of each year and updated as needed; it is available in the literature rack on the first floor of the Meeting House. Committee memberships are also indicated in the *Directory.*

The duties of each committee identified below are in addition to those given in *Faith and Practice*.

<u>Faith and Practice</u>
Decision Making in Friends Meetings, sec. III, A,6
Monthly Meeting Committees, sec. III, B, 3
Other Monthly Meeting Functions, sec. III, B, 4
Advices for Clerks, sec. Appendix A
<u>Handbook</u>
Committee of Clerks, sec. 8
Business Meeting Agenda, sec. 12.1
Principles of Membership, sec. 12.4
Duties of Committee Clerks, sec. 12.6
Annual Reports from Committees to Monthly Meeting, 12.7
Additional Documents, sec. 12.8

Standing Committees

Committee	No.	Membership	Co-opt permitted	Ex officio members
Child Safety	5 to 6	M, S, A	Yes	Coordinator of Youth Programs and a representative from the Religious

				Education Committee
Finance and Stewardship	11	M, S, Q, A	Yes	Treasurer, Financial Coordinator, Administrative Secretary
Healing and Reconciliation	12	M, S	Yes	
Hospitality	12	M, S, Q, A	Yes	
Library	10	M, S, Q, A	Yes	Librarian
Marriage and Family Relations	10	M, S	No	
Membership	12	M, S	No	
Ministry and Worship	10	M, S	No	
Nominating	6	M	No	
Peace and Social Concerns	12	M, S, Q, A	Yes	
Personal Aid	9	M, S, Q, A	Yes	
Personnel	6	M	No	Presiding Clerk
Property	10	M, S, Q, A	Yes	Administrative Secretary, Finance and Stewardship member
Records and Handbook	6	M, S	Yes	Recorder, Historian(s)

Religious Education	12	M, S, Q, A	Yes	Youth Program Coordinator

Notes:

All committee members are nominated by the Nominating Committee, except those of the Nominating Committee, who are nominated by the Search Committee. All terms are for three years, with a maximum of two terms or six years. The total number of members for each committee includes ex officio members.

- *A, attender;*
- *M, member of Friends Meeting of Washington;*
- *Q, member of another Meeting;*
- *S, officially accepted Soujourner from another Meeting.*

7.1 Child Safety Committee

The Child Safety Committee of Friends Meeting of Washington is composed of five or six members, two of which, the Coordinator of Youth Programs and a representative from the Religious Education Committee, are ex-officio members.

As a Standing Committee of Friends Meeting of Washington, the Child Safety Committee would:

- *Serve as the primary Committee at Friends Meeting of Washington to address actual or possible child safety concerns*
- *In addition to the annual report, review, write, and edit the child safety policies and guidelines, which are submitted for approval to Meeting for Worship with a Concern for Business.*
- *Provide support and training to all persons at Friends Meeting of Washington involved in children's activities requiring the implementation of the Child Safety Policy*
- *Provide educational programs about child safety for all ages*
- *Consult with the Property Committee regarding policies for the use of Meeting property by outside groups*
- *Maintain contact with Baltimore Yearly Meeting regarding matters related to child safety*

7.2 Finance and Stewardship Committee

The Finance and Stewardship Committee supports the Meeting through fund raising, accounts management, budgeting, and longer-term planning. It attempts to translate into dollars and cents the spirit of the Meeting's temporal activities and to mobilize the needed funding.

The Committee identifies the general operating costs, committee expenses, and support for organizations and projects beyond the Meeting that are in keeping with Meeting policies and leadings. Annually, the Committee recommends to Meeting for Business an operating budget to meet these needs. The Committee also develops, with the Property Committee and staff, a capital budget for expenditures, other than routine maintenance, to preserve Meeting property and provide longer-lived equipment; financing may come from a Capital Reserve Fund.

The committee develops plans for community annual giving and other fund raising, encouragement of bequests and other planned giving, and, with Trustees, a capital campaign as needed. The Committee is also responsible for communicating the financial needs of the Meeting to members and attenders, so that those who are part of the various Meeting communities may provide financial and other material support to the Meeting.

The Committee exercises broad oversight of the Meeting's financial management; this oversight is in consultation with Trustees, where the budget involves disbursement from bequests, endowment funds as permissible, or the Building Campaign Fund. Day-to-day financial matters are conducted by the staff. The Committee is responsible, together with the Administrative Secretary, for the oversight of the Bookkeeper, who attends Finance and Stewardship Committee meetings as requested by its Clerk.

The Treasurer, Administrative Secretary and Financial Coordinator are ex officio members of this Committee. The Clerk of this Committee or a designee is a corresponding member of the BYM Stewardship and Finance Committee.

<u>Faith and Practice</u>

Stewardship and Finance, sec. III, B, 4, a

<u>Handbook</u>

Financial Coordinator, sec. 3.7

7.3 Healing and Reconciliation Committee

The Healing and Reconciliation Committee consists of members of the FMW community asked to respond immediately, or after an event or situation, to limit any hurtful behavior in Meeting-related settings and to initiate processes of healing and reconciliation. Through its interactions with individuals, the Committee complements efforts of the Ministry and Worship Committee, which gives special attention to the overall spiritual state of the Meeting and its Meetings for Worship. The Healing and Reconciliation Committee undertakes activities such as the interruption of hurtful exchanges, active listening to help find ways toward spirit-led harmony in situations of conflict, and taking actions to foster healing and reconciliation, in addition to addressing specific incidents and situations that arise, the Committee may work more generally to nurture the spiritual state of the Meeting as it relates to the way we address and resolve conflicts, and to help make our peace testimony a reality in the life of the Meeting community. The Committee may recommend long term actions to the Meeting for Worship with a Concern

for Business and other Meeting communities, but it does not itself undertake any action other than those directed toward healing and reconciliation.

7.4 Hospitality Committee

The Hospitality Committee is responsible for providing or overseeing hospitality at Friends Meeting of Washington with the purpose of making the Meeting a warm and welcoming environment where Friends may gather to strengthen the bonds of community and to welcome others to the Meeting for Quaker or other functions.

The Committee facilitates the Meeting's own hospitality functions, including refreshments after First Day worship and after Meetings for Business, providing its own members and cultivating a pool of volunteers to manage or assist in these activities. It creates instructional and informational documents about practices for providing hospitality on Meeting properties, for the use of Meeting members and attenders and to guide outside groups.

The Committee, in conference with staff, Trustees, Meeting officers and the Child Safety Committee, develops policies and guidelines for the use of space by groups and individuals from outside the Meeting as well as for activities sponsored by other Committees and by tenant organizations. These policies are approved by the Meeting for Business. The Committee reviews applications forwarded by staff for groups and individuals from outside the Meeting to use space and authorizes the use of space in accordance with these guidelines.

The Committee is informed by staff and relevant committees of all Meeting functions that may involve refreshments, coordinates use of related facilities and equipment, and provides guidance and assistance as appropriate. It is informed of all non-Meeting functions on Meeting property that may involve refreshments or other hospitality needs, and works with staff and with the outsiders involved to assure needs are met effectively, with appropriate care of Meeting equipment and property. In all of these activities, the Committee communicates closely with the Administrative Secretary and Assistant Secretary, who maintain both the calendar of room usage Standing Committees, sec. 7

Additional Documents, sec. 12.8

7.5 Library Committee

The Library Committee supervises the selection and acquisition of books, periodicals, and other informational materials for the library and, in cooperation with the Religious Education Committee, does the same for the First Day School. It also formulates rules for the care and use of these materials and seeks to stimulate interest in new and old publications relating to our testimonies. The Librarian serves ex officio on the Library Committee and may be its clerk. The Library Committee consults with the Records and Handbook Committee when appropriate.

<u>Handbook</u>

Standing Committees, sec. 7

7.6 Marriage and Family Relations Committee

This Committee consults with those who request a Meeting for Worship during which a union of marriage or commitment under the care of the Meeting takes place, makes certain that no obstacle exists which would make the union inadvisable and makes a recommendation to the Meeting accordingly. This Committee expresses the continuing concern of the Meeting for the well-being of the union and family relationships within it and supports families in all their forms. Books and pamphlets on these and related topics are provided and members of the Committee endeavor to give help in thinking through difficult marital, commitment, family or personal problems to any who seek such assistance. It may form clearness committees, if requested, with respect to marriage or commitment, separation or divorce, or adoption or birth. Changes in marital, commitment, or family status of a member (separation, divorce, adoption or birth) are recorded in the membership files. It may also schedule Meetings for Grieving.

<u>Faith and Practice</u>

Home Life, sec. I, B, 10

Home and Family, sec. II, B, 6

Overseers, sec. III, B, 3, b, 4 (items e and f)

Marriage under the Care of the Monthly Meeting, sec. III, B, 6

Marriage under the Care of the Meeting, sec. Appendix F

<u>Handbook</u>

Standing Committees, sec. 7

Unions of Marriage or Commitment under the Care of the Meeting, sec. 12.8

Additional Documents, sec. 12.8

7.7 Membership Committee

The functions of the Membership Committee (formerly the Committee of Overseers) are addressed in *Faith and Practice* and are largely concerned with the membership matters discussed above in the section of this *Handbook* on Membership. Although the Ministry and Worship Committee has primary responsibility in time of death, the Membership Committee may assist if called upon. The Meeting uses its own procedures and forms for membership matters (see the Resource Notebook). Members of the Committee do not serve as welcomers of new members; the Committee arranges for other Meeting members to perform this role.

<u>Faith and Practice</u>

The Common Purpose, sec. III, B, 3, b, 1

Overseers, sec. III, B, 3, b, 4 (except items f, g, and h)

<u>Handbook</u>

Membership, sec. 12.3-5

Standing Committees, sec. 7

Additional Documents, sec. 12.8

7.8 Ministry and Worship Committee

The Ministry and Worship Committee seeks to maintain and build corporate and spiritual unity throughout all group life within the Meeting, thus nurturing the spiritual state of the Meeting and everyone in it. The Committee encourages the Meeting to develop and maintain a corporate vision that is used regularly to shape the Meeting's decisions and actions. Specific responsibilities include the following:

- *Oversee the right order of the Meetings for Worship and Worship Groups.*
- *Form clearness committees as necessary with respect to spiritual concerns, including bereavement.*
- *Provide encouragement and guidance to adult spiritual support and study groups and develop workshops and retreats on timely topics, so as to deepen the spiritual life of the Meeting and of its members and attenders.*
- *Coordinate with the Nominating Committee as way opens, regarding annual committee workshops.*
- *Has the responsibility of ensuring that one of the Meeting's committees or task forces sits as Head of Meeting each first day and will prepare the listing as least one month in advance. Committees and task forces are encouraged to take this responsibility seriously because it nurtures our spiritual community.*

In addition, the committee attends to the following duties as noted in *Faith and Practice*, III, B, 3, b, 2:

- *Assure that appointed meetings for such occasions as…. memorials are appropriately held.*
- *Arrange special meetings for worship on behalf of those who are ill or imprisoned.*
- *Welcome newcomers and visitors to Meeting.*
- *Consider requests for travel minutes and make recommendations on them to the Monthly Meeting.*
- *Once a year, draft a report on the [spiritual] state of the Meeting.*

This Committee endeavors to interpret the activities and purpose of the Meeting to the neighborhood and to the wider community. It is also responsible for all notices placed in publications and electronic media.

After consultation with the Ministry and Worship Committee, the Nominating Committee nominates a Meeting member with a concern for ministry or pastoral care to participate in the meetings and responsibilities of the Baltimore Yearly Meeting Ministry and Pastoral Care Committee.

<u>Faith and Practice</u>

Use and Nurture of Gifts, sec. I, B, 4

The Common Purpose, sec. III, B, 3, b, 1
Ministry and Counsel, sec. III, B, 3, b, 2
Report of the State of the Meeting, sec. III, B, 3, b, 3
Overseers, sec. III, B, 3, b, 4 (items e and g)
Advancement and Outreach, sec. III, B, 4, c
Visiting Among Friends, sec. III, B, 5
In time of Death, sec. III, B, 7
Suggested Formats for Letters of Introduction, Travel Minutes and Endorsements, sec. Appendix C
Considerations when Planning a Memorial Meeting, sec. Appendix J
Handbook
Standing Committees, sec. 7
Additional Documents, sec. 12.8

7.9 Nominating Committee

The Nominating Committee proposes to the Meeting for Business for its approval all Officers of the Meeting except the Recorder, the Historian(s), the Librarian, the Trustees, all members of standing committees except the Nominating Committee, and representatives to other organizations. The Nominating Committee also proposes annually to the Meeting for Business for its approval the clerk and co-clerk or alternate clerk for each standing committee; suggestions from committee members are welcome. In addition, the Nominating Committee proposes to the Meeting for Business for its approval the clerks and the members of the Mary Jane Simpson Scholarship Fund, the Mary Walcott-Lucy Foster Educational Fund, and the Senior Center Committee, but it proposes only the clerk of the Garden Committee. The Search Committee proposes to the Meeting for Business for its approval the members and the clerks of the Nominating Committee**.**

The Nominating Committee, after consultation with the Ministry and Worship Committee, nominates a Meeting member with a concern for ministry or pastoral care to participate in the meetings and responsibilities of the Baltimore Yearly Meeting Ministry and Pastoral Care Committee.

The Nominating Committee may assign to each member of Nominating Committee responsibility for liaison with particular committees. Nominating Committee members form relationships with the clerks of committees to address committee problems, consulting with clerks on issues such as attendance, sharing the workload of the committee and helping to resolve issues before they become problems.

The Nominating Committee, in consultation with the Ministry and Worship Committee as way opens, also conducts one or two committee workshops each year designed to assist committee

members obtain the skills and knowledge they need to help their committees to minister more effectively to the Meeting and to their members.

Faith and Practice

The Nominating Committee, sec. III, B, 3, a

Handbook

Standing Committees, sec. 7

Search Committee, sec. 9.7

Additional Documents, sec. 12.8

7.10 Peace and Social Concerns Committee

The Peace and Social Concerns Committee receives and brings to the attention of the Meeting current information on matters that relate to Friends' peace and social justice testimonies. In reference to these issues in our localities and neighboring states, our nation, and in the international community, the Committee sponsors and recommends to the Monthly Meeting actions and continuing activities that can be taken by the Meeting as a whole or by individual members and attenders. It also provides information to Friends facing choices relating to military service.

The Committee designates a contact with Amnesty International, a worldwide movement to promote the human rights stated in the Universal Declaration of Human Rights and other international standards. Since 1979, the contact has organized the Meeting participation in Amnesty International's letter-writing campaign to help to free political prisoners who have nonviolently opposed their governments.

The Committee also has under its care the Hunger and Homelessness Task Force (see description under Special Committees).

Faith and Practice

Peace and Social Concerns, sec. III, B, 4, e

Handbook

Standing Committees, sec. 7

7.11 Personal Aid Committee

The Committee gives spiritual, personal and practical assistance to members and attenders in need. It may call on others in the Meeting for help, bearing in mind that "All Meeting members are called to care for one another and for the Meeting" (Faith and Practice, III, B, 3, b, 1). It may form clearness committees when appropriate. It may also make referrals to appropriate social agencies. It maintains contact with members and attenders who are ill, hospitalized, or in other special circumstances. In all cases, interaction with this Committee is strictly confidential. In addition to this assistance in specific instances, the Committee maintains a list of professional

mental health providers and other resources in the metropolitan Washington community for anyone who would like confidential referrals.

Faith and Practice

Overseers, sec. III, B, 3, b, 4 (items e and h)

Handbook

Standing Committees, sec. 7

Additional Documents, sec. 12.8

7.12 Personnel Committee

This Committee is responsible for the oversight of the staff employed by the Meeting. The Presiding Clerk serves as an ex officio member. The Committee's duties include preparation and annual review of job descriptions; recommendations on salaries, benefits, and salary schedules to the Finance and Stewardship Committee; the review and revision of employment policies and procedures as necessary; ongoing evaluation and an annual written evaluation of the work of the Administrative Secretary; recommendation to the Committee of Clerks on the renewal of the Administrative Secretary's contract of employment; providing advisory assistance to the Administrative Secretary on personnel matters and office procedures; making recommendations to Meeting committees regarding activities that may affect the workload of the staff; and scheduling the Friendly Office Presence on First Days.

The Personnel Committee acts as a search committee for an Administrative Secretary and recommends a candidate for employment to the Committee of Clerks. While acting as a search committee, the size of the Personnel Committee is increased by at least two persons recommended by the Nominating Committee and approved by the Meeting for Business.

Handbook

Meeting Staff, sec. 5

Standing Committees, sec. 7

Additional Documents, sec. 12.8

7.13 Property Committee

The Property Committee plans for and maintains the safety, security, comfort and attractiveness of the buildings and grounds of the Meeting. It works closely with Meeting staff and the other Committees, and with Trustees when spending of bequests, endowments as permitted, and the Building Campaign Fund is involved. It understands how the capabilities and limitations of the property affect its appropriate use. It helps the Meeting maintain a respectful relationship with its neighbors.

The Committee is responsible for the condition of building structures, exteriors, systems, furnishing, equipment, and major appliances, excepting office equipment, which is solely the responsibility of staff. It is responsible for the acquisition, maintenance and disposal of

Meeting's furnishings and equipment, and for internal repairs, maintenance, and housekeeping, coordinating volunteers for assistance as appropriate.

The Committee arranges for and may participate in regular maintenance inspections of the property. It anticipates future needs and prioritizes projects while addressing the issues that arise more suddenly. It maintains a mid-to-long term plan for the maintenance of the Meeting's property and informs the Finance and Stewardship Committee of the likely pattern of needed spending. The Committee approves repairs and replacements with the goal of finding longer term, lower maintenance solutions, and solutions that are as economical and environmentally sound as is practical. The Committee consults with the Hospitality Committee in regard to furnishings and equipment related to the hospitality function, and with other Committees in regard to their equipment needs. It employs consultants and contractors as necessary and as approved in the Meeting's budget process; it provides oversight of such consultants and contractors in coordination with the Administrative Secretary and the Bookkeeper. It delegates day-to-day maintenance and repair to staff, and consults and coordinates with staff on any projects.

The Committee works with staff to maintain a body of well-organized information on property maintenance history and practices, and legal and insurance-related rules and recommendations. It also assists staff in maintaining an inventory of furnishings and equipment that is updated biannually.

The Committee is responsible for leases or other occupancy agreements with all long-term tenants. It assists in finding, and continuing evaluation of, tenants, considering their conformity with the Meeting approved guidelines for property use. It sets the tasks to be done by the apartment tenant, when this work agreement is part of the conditions of tenancy. It confers with the Finance and Stewardship Committee each year regarding the fees charged tenants for space usage, determining square footage rates for the use of space that would be appropriate in terms of market conditions. The Finance and Stewardship Committee then determines the final usage rates, including any subsidy appropriate for specific tenants in view of the Meeting's policies for financial support of organizations through the rental process. The Property Committee also confers with the Finance and Stewardship Committee regarding the usage fees for use of space for non-Meeting activities.

A member of the Finance and Stewardship Committee and the Administrative Secretary are ex officio members of this Committee.

<u>Handbook</u>
Standing Committees, sec. 7
Additional Documents, sec. 12.8

7.14 Records and Handbook Committee

The Records and Handbook Committee meets as necessary to establish policy concerning the generation, maintenance, and storage of Meeting records. This Committee is also charged with

identifying actions of the Meeting for Business and of Monthly Meeting committees which require changes in the *Handbook*, developing appropriate revisions, and presenting those revisions to the Meeting for Business as necessary. A report on *Handbook* changes is presented semi-annually and the full *Handbook* is reprinted as the number and complexity of revisions warrants. Revisions not reflecting decisions already approved by the Meeting for Business are held over for at least one month. Editorial changes and corrections of errors of fact are reported by the committee but need not be held over.

Members include the Recorder and one or both Meeting Historians; they have no specific terms. In addition, two or three members, recommended by the Nominating Committee for approval by the Meeting for Business, are appointed for staggered three-year terms. Additional members may be co-opted as necessary, and volunteer helpers may be needed at times. The Records and Handbook Committee consults with the Library Committee when appropriate.

Faith and Practice

Monthly Meeting Records, sec. III, B, 8

Handbook

Historians, sec. 4.1

Standing Committees, sec. 7

Additional Documents, sec. 12.8

7.15 Religious Education Committee

This Committee is responsible for the policies and activities of the First Day School, including selecting teachers and providing guidance regarding curriculum as well as care of any equipment used in its programs. It also has oversight of the Junior Meeting for Business. It organizes classes and events that provide religious education for adults. A member of the Committee serves a coordinator of childcare for infants, overseeing the hiring of assistants as necessary to provide care during worship and other Meeting events. The Clerk of the Committee is an ex officio member of the Baltimore Yearly Meeting Religious Education Committee.

Faith and Practice

Religious Education, sec. I, B, 12, a

Religious Education, sec. III, B, 4, d

Handbook

Junior Meeting for Business, sec. 2

Standing Committees, sec. 7

Additional Documents, sec. 12.8

8 Committee of Clerks

This Committee, formerly called the Executive Committee, is composed of the Presiding, Recording, and Alternate Clerks of the Meeting, the Clerk of any Preparative Meeting under the

Meeting's care, the Clerks (or their alternates) of the standing committees, and the Clerk (or Alternate Clerk) of the Board of Trustees. The Committee may co-opt other members. The Presiding Clerk of the Meeting serves as Clerk of this Committee, with the Recording Clerk as recorder; the Alternate Clerk substitutes for either of them as necessary. The minutes of the Committee of Clerks are signed by the Presiding Clerk and Recording Clerk, are read at the next Monthly Meeting for Business, and are attached to the minutes of that Meeting for Business.

The Committee of Clerks may call special sessions of the Meeting for Business and act for the Meeting when the Meeting for Business is in recess. The Committee may also support committee clerks by providing opportunities for them to share problems and insights. Some duties of this Committee are delicate and personal. In such cases, the Committee's proceedings are kept confidential and the dignity of the persons concerned is respected.

The Committee of Clerks receives recommendations from the Personnel Committee, when it is constituted as a search committee, on the appointment of an Administrative Secretary and, acting on behalf of the Meeting, employs the Administrative Secretary. The Committee receives from the Personnel Committee an annual review of the Administrative Secretary's work. It also receives a recommendation concerning the Administrative Secretary's contract of employment, and agrees to continue employment or to replace the Administrative Secretary if that should be warranted. It receives recommendations from the Finance and Stewardship Committee, after that committee has conferred with the Personnel Committee, regarding the salaries and benefits of the Administrative Secretary and the Assistant Secretary and approves the salaries and benefits reflected in the Meeting's operating budget.

9 Special Committees

Any other committee, task force, or group appointed or authorized by the Meeting for Business to act on its behalf or to aid in the accomplishment of its business is a special committee. When a committee or group is appointed to perform a specific task, a time is set for the committee to report to the Meeting for Business, at which time a decision is made as to whether the committee or group is to be continued.

Special committees may be nominated by the Nominating Committee, the Presiding Clerk, or, in some cases, may organize themselves. Appointments are usually made annually. Like standing committees, special committees must receive the prior approval of the Monthly Meeting for Business or the Finance and Stewardship Committee before undertaking fund-raising activities.

Files for each committee are maintained in the Meeting office. Duties of some committees are delicate and personal. In such situations, the committee's proceedings are kept confidential and the dignity of the persons concerned is respected.

Handbook

Additional Documents, sec. 12.8

Representatives to the following organizations are to give information, in writing, to the Presiding Clerk in time for the Clerk to present a summary to the appropriate Meeting for Business:

Special Committees

Committee	No.	Member-ship	Term	Nominated by	Co-opt permitted	Ex officio members
Ad Hoc Committee for Special Events	3-4	M, S, Q, A	Indef.	Committee-appointed	n/a	none
Garden Committee	6+	M, S, Q, A	1 year	Nominating Ctte.	yes	None
Hunger and Homelessness Task Force	Indef.	M, S, Q, A	Indef.	self-appointed	n/a	None
Information Technology Committee	5-8	M, S, Q, A	Indef.	Nominating Ctte.	yes	Admin. Secretary, Asst. Secretary, Youth Program Coordinator, a member of the Religious Education Ctte.
Mary Jane Simpson Scholarship Fund	3-5	M, S, Q, A	1 year	Nominating Ctte.	yes	none
Mary Walcott-Lucy Foster Educational Fund	2-3	M, S, Q, A	1 year	Nominating Ctte.	yes	none
Search Committee	5	M	1 year (Oct.-	Monthly Meeting for	no	Presiding Clerk, Admin. Secretary

			Oct.)	Business		

Notes:

No. = Number of members, includes ex officio members

M = member of Friends Meeting of Washington

S = official Sojourner at Friends Meeting of Washington

Q = member of another Quaker Meeting

A = attender

9.1 Ad Hoc Committee for Special Events

The Ad Hoc Committee for Special Events, established in 2003 and made permanent in 2005, coordinates events that provide sharing in a relaxed atmosphere for the spiritual refreshment of Meeting members and attenders and their families. These include the spring and fall retreats at Catoctin (or other BYM) Quaker Camp, the Christmas Eve potluck and carol sing at the Meeting House, and any other community-building events that the Ad Hoc Committee wishes to sponsor.

The Ad Hoc Committee is composed of a coordinator and two or three others who are accepted by the Committee. The Nominating Committee raises the issue with the Meeting for Business if the Ad Hoc Committee members are no longer active.

9.2 Garden Committee

The Garden Committee maintains the garden beds on the Meeting property and along the sidewalks, including flowers, vines and shrubbery. The Committee may, in consultation with Property Committee, agree to handle larger grounds functions that would otherwise be the responsibility of Property Committee, including regular maintenance of trees and fences, or drainage issues.

It submits a complete garden budget plan for the next fiscal year as part of the regular budget process. It strives to maintain prudent garden management practices, including concerns involving safety, economy, ecology and structural integrity of walls and buildings. It stores and manages garden equipment and debris in an orderly and safe fashion.

The Committee encourages participation, as much as possible, from the Meeting community. It may hire contractors to perform work if necessary**,** and if approved in the Meeting's budget process; it provides oversight of such contractors in coordination with the Administrative Secretary and the Bookkeeper. The Committee is not responsible for day-to-day grounds issues, such as lawn mowing and snow removal from walkways. These functions are managed by staff, who may budget for and hire contractors as necessary to supplement work regularly performed by volunteers. The Committee has prepared guidelines for its operation.

9.3 Hunger and Homelessness Task Force

This task force facilitates service by Meeting members and attenders to a number of homeless services organizations in Washington and has, for a number of years, conducted a self-financed project of filling and distributing Christmas Shoebox gifts for homeless persons. It also may pursue study and other projects as way opens, aiming to provide a deeper understanding of the problem of homelessness, to provide opportunities for direct participation by members of the Meeting community in service activities for homeless persons or in activities that will spread public awareness of ways to reduce homelessness.

Handbook

Additional Documents, sec. 12.8

9.4 Information Technology Committee

This Committee, in conference with staff develops policies for and assists in the use of information technology, such as websites, databases, email, and develops policies for creation and distribution of electronic and print communications, such as the newsletter, announcements, and directories.

The Committee is responsible for managing and maintaining the Friends Meeting of Washington website, assisting the Meeting community, officers and committees with page design, creation, editing, posting, revision, and organizing services, establishing style and content rules where appropriate,

9.5 Mary Jane Simpson Scholarship Fund Committee

This Committee was established in 1981 as the District of Columbia Scholarship Fund Committee, largely through the efforts of Mary Jane Simpson, a member of the Meeting who was a social worker in the District of Columbia public schools. After her death in 1993, the Committee's name was changed. It awards a one-year college scholarship each year to a graduating senior of a District of Columbia public high school and may make smaller gifts to graduating seniors, or to previous scholarship recipients with special needs, when funds are available. The Committee has prepared guidelines for the operation of the fund.

Handbook

Additional Documents, sec. 12.8

9.6 Mary Walcott-Lucy Foster Educational Fund Committee

Begun in 1955 in memory of the two people most instrumental in founding the Friends Meeting of Washington (see p. 5-8), this Committee makes awards to children of members and active attenders of four Washington area Friends Meetings (Adelphi, Bethesda, Langley Hill, and Washington) for study at Quaker elementary and secondary schools. The Committee has prepared guidelines for the operation of the fund.

Handbook

Additional Documents, sec. 12.8

9.7 Search Committee

This Committee is named by the Meeting for Business each October to nominate the members and clerks of the Nominating Committee. Ex officio members are the Administrative Secretary and the Presiding Clerk, or Alternate Clerk, who serves as Clerk of the Committee. Its recommendations are generally presented at the November Meeting for Business.

Faith and Practice

The Nominating Committee, sec. III, B, 3, a

Handbook

Standing Committees, sec. 7

Nominating Committee, sec. 7.9

10 Affiliations with Related Organizations

The Meeting annually proposes nominations to Boards of, or appoints representatives or liaison persons to, several other organizations with which it has a relationship based on shared interests. The Nominating Committee makes nominations to the Meeting unless otherwise stated.

Liaisons and other representatives keep themselves informed of the work of the outside organization for which they serve and communicate information about that organization to Friends Meeting of Washington. Ways in which this may be done include:

- *articles in the Newsletter and items posted on FMW bulletin boards*
- *helping arrange forums in the Meeting on issues addressed by that organization*
- *speaking with individual Friends who have an interest in the organization's work*
- *oral or written reports to Meeting for Business or the relevant Meeting committee*

The Meeting or one of its committees may ask a liaison or representative to communicate the views of the Meeting or the Meeting committee to the outside organization. Where a position is an appointment to the board of the related organization or to a committee with governance responsibility, the Nominating Committee will consult with organization personnel regarding proposed appointments.

Faith and Practice

Fellowship and Community, sec. I, B, 11

Education, sec. I, B, 12

Representatives to the following organizations are to give information, in writing, to the Presiding Clerk in time for the Clerk to present a summary to the appropriate Meeting for Business:

May

- *Advisory Neighborhood Commission*
- *Council of Churches of Greater Washington*
- *National Campaign for a Peace Tax Fund*
- *Right Sharing of World Resources*
- *Senior Center Committee*
- *Information Technology*

July

- *Ad Hoc Committee for Special Events*
- *Friends Nonprofit Housing*
- *Garden Committee*
- *Mary Walcott-Lucy Foster Educational Fund Committee*
- *School for Friends*
- *William Penn House*

Related Organizations

Committee	No.	Status	Membership	Term	Term begins	Max. terms	Ex officio members
Advisory Neighborhood Commission 1-D	1	L	M	1 yr	Jan. 1		
American Friends Service Committee	1-3	L	M, S, Q, A	2 yr	Jan. 1		See description
BYM Education Loan Committee, Correspondent	1	L	M	1 yr	Aug.	6	
BYM Interim Meeting	1	R	M	1 yr	Aug.	6	
BYM Ministry and Pastoral Care Committee	1	CM	M	indef	Aug.	none	See description
BYM Religious	1	CM	M	indef	Aug.		Clerk of

Education Committee							FMW's RE
BYM Stewardship and Finance Committee, Correspondent	1	L	M	indef	Aug	none	See description
Council of Churches Constituent Assembly	2	R	M, S, Q, A	1 yr	Jan. 1		
Friends Committee on National Legislation	1	L	M	1 yr	Jan. 1		See description
Friends House	1	L	M, S, Q	1yr	Jan 1	6	
Friends Nonprofit Housing	1+	PN	M, S, Q	3 yrs	Jan. 1	2	
Friends United Meeting	1	L	M	1 yr	Jan. 1		
National Campaign for a Peace Tax Fund	1	L	M, S, Q,.A	1 yr	Jan 1.	6	
Right Sharing of World Resources	1	L	M	1 yr	Jan. 1		
School for Friends	4	PN	M, S, Q	3 yrs	July 1	2	
William Penn House and Washington Quaker Workcamps	1-4	BM	M, S, Q, A	2 yrs	Mar.		See description

Notes:

For Council of Churches, Friends General Conference see descriptions in text.

No. = number of persons appointed, includes ex officio.

Indef = indefinite.

CM = Committee Member; BM = Board Member (PN, proposed Board Member); L = Liaison; R = Representative; BYM = Baltimore Yearly Meeting; M = Member of Friends Meeting of Washington; (FMW); S = Official Sojourner at FMW; Q = Member of another Friends meeting; A = Attender at FMW.

10.1 Advisory Neighborhood Commission 1-D

Advisory Neighborhood Commissions (ANCs) function as local civic organizations and "town meetings" for their defined geographic areas within the District of Columbia. One member of the Meeting is designated as the Meeting's liaison person to ANC 1-D to insure that the Meeting is kept informed of concerns that affect it, to hear concerns that other ANC members have, and to provide information about the Meeting's programs and views.

10.2 American Friends Service Committee

Since 1917, the American Friends Service Committee (AFSC) has provided humanitarian relief and worked for reconciliation, peace, and justice, both in the United States and overseas. Awarded the Nobel Peace Prize in 1947, the AFSC bases its work on the beliefs and values of the Religious Society of Friends.

Friends Meeting of Washington appoints one to three liaison persons each year. Liaison persons decide among themselves how to distribute the responsibilities of maintaining contact with the National AFSC office and the material it makes available, the Middle Atlantic Regional office (in Baltimore), and the local DC Peace and Economic Justice Program (AFSC-DC). At least one of the liaison persons will be appointed to the Program Committee of AFSC-DC**,** which helps guide and support this local AFSC program.

10.3 Baltimore Yearly Meeting

All members of Friends Meeting of Washington are members of Baltimore Yearly Meeting and of Interim Meeting. Interim Meeting acts for the Yearly Meeting in intervals between its sessions. All members and attenders of Friends Meeting of Washington are therefore welcome to attend all sessions of Baltimore Yearly Meeting, usually in August, and Interim Meeting, usually three times a year at different Meeting Houses.

Friends Meeting of Washington pays an annual apportionment to the Baltimore Yearly Meeting budget, and Friends Meeting of Washington members may also serve in varying capacities on Yearly Meeting committees or as officers. Yearly Meeting appointments begin at the close of Yearly Meeting sessions in August. Friends Meeting of Washington also appoints one representative to Interim Meeting and has specific responsibilities for representation or liaison with Education Loan, Ministry and Pastoral Care, Religious Education, and Stewardship and Finance Committees.

<u>Faith and Practice</u>

Monthly Meeting Responsibilities to Yearly Meeting, sec. III, B, 9

10.4 Council of Churches of Greater Washington

Most area Protestant churches participate in this organization. Friends Meeting of Washington may name two congregational representatives to the Constituent Assembly for Council

business matters held in the fall, a celebration Assembly held in the spring, and any special meetings that may be called.

10.5 Friends Committee on National Legislation

Friends Committee on National Legislation (FCNL) was organized in 1943 by members of the Religious Society of Friends to advocate in regard to issues of social and economic justice, peace, and good government in the light of historic Quaker testimonies. Activities include lobbying in Washington and distributing information to Friends through the *Washington Newsletter* and other publications. Reflecting these functions, FCNL consists of both a formally registered lobbying organization and a tax-exempt FCNL Education Fund. The organization's legislative priorities and policies are set by a General Committee made up of some 220 Quakers from around the country. Friends Meeting of Washington appoints one liaison person each year.

10.6 Friends General Conference

Friends General Conference (FGC) is an association of Yearly Meetings in the United States and Canada. Friends Meeting of Washington is a member of FGC through Baltimore Yearly Meeting. Friends Meeting of Washington does not appoint a liaison person to FGC, although many Meeting members are active in this organization, either as officers and committee members or simply through frequent attendance at its annual gatherings of Friends. Baltimore Yearly Meeting does appoint representatives to FGC.

10.7 Friends House

Friends House, in Sandy Spring, Maryland, was begun in 1967 with the help of Friends from Friends Meeting of Washington as a retirement community for elderly of moderate income. Subsequently, it broadened the income level of residents and extended the range of services provided to include independent living, assisted living, and nursing care. It consists of studio and one-bedroom apartments, cottages, and Friends Nursing Home. Most apartments have continued to be administered under U.S. Department of Housing and Urban Development guidelines, which limit income levels. The Cottage Program consists of individual cottages, duplexes and a few additional apartments. Friends Meeting of Washington appoints one liaison person to Friends House.

10.8 Friends Nonprofit Housing, Inc.

Friends Nonprofit Housing was established jointly by the Friends Meeting of Washington and Bethesda Monthly (then Preparative) Meeting in 1965 to provide housing for low-income and moderate-income families. The Friendly Gardens apartment complex in Silver Spring, Maryland, opened in 1971. Friends Meeting of Washington may propose the names of one or more persons each year to the Board of Directors. Terms begin January 1.

10.9 Friends United Meeting

Friends United Meeting (FUM) is an association of Yearly Meetings and smaller Quaker groups throughout the world, which share a common commitment to Christ. Its ecumenical activities include hospitals, schools, and other service activities, many in developing countries. Friends Meeting of Washington is a member of FUM through Baltimore Yearly Meeting and appoints one liaison person each year.

10.10 Friends Wilderness Center

The Friends Wilderness Center contains 1,400 acres a few miles upstream from Harpers Ferry, West Virginia. These were placed in trust by Quakers Henry and Mary Cushing Niles in 1970 to be used by Friends and others inspired by the beauty of the site. The Center provides opportunities for worship sharing, one-day retreats, and other spiritual exploration; the Niles Cabin is available for overnight stays. The Center is a non-profit corporation and came under the care of Baltimore Yearly Meeting in 2006.

10.11 National Campaign for a Peace Tax Fund

The National Campaign for a Peace Tax Fund was organized in 1971 and became a nonprofit corporation, the National Campaign for a World Peace Tax Fund, in 1984, with leadership from members of Friends Meeting of Washington and offices in Quaker House where it has resided since 1975. Its primary purpose is to secure by appropriate and conscientious means enactment of legislation to enable conscientious objectors to pay their federal income, gift and estate taxes into a fund to be used for non-military purposes only. In 1995, the word “world” was dropped from the name. The parallel tax-exempt educational organization, Peace Tax Foundation, was created in 1985. The Nominating Committee consults with the Peace and Social Concerns Committee before naming one liaison person for Meeting appointment each year for a maximum of six years.

10.12 Right Sharing of World Resources

Right Sharing of World Resources was inspired by the 1967 conference of the Friends World Committee for Consultation, Section of the Americas, and was a program of that organization until 1999, when it became independent. It challenges us to adjust our lifestyles so that they are sustainable in the world without depriving others. Its grants support to innovative income-generating, awareness-building and environment-regeneration projects, primarily of newly established and small development organizations in the developing countries. Friends Meeting of Washington appoints one liaison person each year.

10.13 School for Friends

This school for children aged two to four was begun in 1981 by members of Friends Meeting of Washington, initially to serve their families but expanded to serve neighbors and ultimately became an independent organization. Its classes met in Quaker House and at the neighboring Church of the Pilgrims. The Meeting recommends five Friends to serve on the Board of Directors for staggered three Year terms; they may be reappointed once. Terms begin in July.

10.14 William Penn House and Washington Quaker Workcamps

William Penn House is a Quaker seminar and hospitality center on Capitol Hill, founded in 1966 and incorporated in 1993. The Meeting held legal title to the property until 1998. The Meeting names up to four members or attenders to the Board of Directors. Each Board member is appointed for a two-year term commencing January 1 and ending at the conclusion of the annual meeting of the Board in March two years later. Board members may be reappointed for one or more additional terms.

Washington Quaker Workcamps, which was originally established in 1985 as an independent corporation by area Friends with the endorsement of Friends Meeting of Washington, became a program of William Penn House in July 2005. Its mission remains offering opportunities for community service by bringing together volunteers, particularly young people, to participate in projects that address social concerns. These are usually construction and renovation projects at weekend workcamps in the national capital area. Members or attenders at area Meetings may be appointed to serve on the Washington Quaker Workcamps Program Committee or be recruited by it. The Program Committee serves under the broad guidance of the William Penn House Board.

11 Interest Groups, Fellowships, and Special Seminars or Workshops

From time to time groups arise within the Meeting community on the initiative of individual Friends and in response to needs of members and attenders. Groups may meet informally at Friends' homes or at the Meeting House or Quaker House. Those that continue to meet in Meeting buildings regularly over a considerable period may wish to announce their activities in the *Newsletter* and in the informational literature on the rack on the first floor of the Meeting House, or they may wish to be noted in the informational literature as desiring to retain a small size but open to guiding others in developing parallel groups.

A wide variety of interest groups and fellowships, both formal and informal, are available. The following list presents a sample of such groups. Additional information is available in the informational literature rack or from the Meeting office staff.

<u>Handbook</u>
Additional Documents, sec. 7

11.1 Camp Catoctin Retreats (or other BYM camps)

Members and attenders convene twice each year for weekend retreats. Information about these retreats is distributed by the Ad Hoc Committee for Special Events; retreats are usually held in spring and fall.

11.2 Clearness Committees

Anyone facing a personal problem or crisis may ask the Marriage and Family Relations, Membership, Ministry and Worship, or Personal Aid Committee to form a small committee of Friends to help in seeking clearness about what to do.

11.3 Inquirers Class

This class explores the *Faith and Practice* and testimonies of Friends and the history of the Society of Friends and of this Meeting. This group is primarily for those new to Quakerism and meets in the fall, winter, and spring for six weekly sessions.

11.4 Spiritual Friendships/Formation

These programs encourage and support individuals to meet together in small groups or pairs to consider the spiritual issues in their lives, to explore spiritual disciplines, and to share thoughts about readings. Participants periodically gather in larger groups to share and learn from one another. The Spiritual Formation Program is under the sponsorship of Baltimore Yearly Meeting, which convenes spring and fall retreats. The Spiritual Friendships program has been inspired by Friends Meeting of Washington former member Margery Larrabee.

11.5 Spiritual Journeys Meditation Group

The group meets monthly for meditation and worship sharing to support its members on their spiritual journeys. It conducts spring and fall retreats.

11.6 Young Adult Friends

This group is for Friends and attenders aged 18 to approximately 40. The Young Adult Friends group sponsors worship sharing gatherings, speakers and discussions on issues of interest to young adults, as well as social activities, such as hiking and dancing, and volunteer opportunities. It maintains communication through a list serve.

11.7 One-time Workshops or Seminars

From time to time Committees of the Meeting arrange special workshops to engage Friends in consideration of important issues for the Meeting or in the life of Friends generally. For example, the Finance and Stewardship Committee has held special workshops related to Friends' financial responsibility for the Meeting and their leadings about charitable giving. The Peace and Social Concerns Committee, as way opens, sponsors workshops for Friends or conferences announced to the public to spread and deepen awareness of social issues, bringing experts – particularly ones experienced with Friends values and procedures – to share their knowledge. Any Friend with such a leading may pursue arrangements for workshops or seminars. Seasoning plans with a standing committee that may help with arrangements is strongly recommended. In the search for truth, alternative views may be expressed but care is needed in the arrangements for seminars and conferences announced to the public to assure that positions espoused are clearly those of the speakers. The general posture on sensitive issues that is conveyed by publicity should not commit the Meeting to positions unless those

positions have been approved by the Meeting. Schedule and space arrangements are cleared through the Hospitality Committee. Outside groups whose interests relate to Meeting concerns may also arrange for use of space on Meeting property for their programs. Such use is cleared with the Hospitality Committee, under the Meeting's guidelines for space use.

12 Appendices

12.1 Business Meeting Agenda

Month	Annual Committee Reports	Regular Agenda Items
January	Membership, Recorder, Records & Handbook	Semiannual report on *Handbook* changes
February	Healing & Reconciliation	Spiritual State of the Meeting Report
March	Library, Personal Aid, Ministry & Worship	Spiritual State of the Meeting Report
April	Property	Minutes of Committee of Clerks, Report on Baltimore Yearly Meeting Interim Meeting
May	Presiding Clerk's Summary of Reports of some Representatives to Related Organizations**	Budget
June	Religious Education, Personnel	Budget, Reporters for Baltimore Yearly Meeting
July	Presiding Clerk's Summary of Reports of some Representatives to Certain Related Organizations**	Mary Jane Simpson Scholarship, Report on Baltimore Yearly Meeting Interim Meeting, Semiannual report on *Handbook* changes
August	(no scheduled Meeting for Business)	
September	Finance & Stewardship, Hospitality, Hunger & Homelessness Task Force	Nomination of Trustees (odd-numbered years), Report on Baltimore Yearly Meeting Annual Sessions

October	Peace and Social Concerns, Ministry and Worship, Young Adult Friends	Name Search Committee
November	Trustees (including audit report), Marriage and Family Relations, Search	Report on Baltimore Yearly Meeting Interim Meeting, State of the Staff Report
December	Nominating, Annual Reports from Liaisons with AFSC and FCNL	

*The written report is due at the time of the oral report.

**See "Special Committees," sec. 9, and "Affiliations with Related Organizations," sec. 10

12.2 Schedules

Friends Meeting of Washington

Day	Time	Location
Meetings for Worship		
Daily (including First Day)	7:30am	Capitol Hill Worship Group at William Penn House
First Day*	9:00 a.m.	Parlor
	10:30 a.m.	Meeting Room and Quaker House Living Room
	11:00 a.m.	Friendship Preparative Meeting at Sidwell Friends Upper School
	6:00 p.m.	Decatur Place Room
Fourth Day	7:00 p.m.	Parlor
First Day School*		
First Day (regular)	10:30 a.m.	
Child Care		

First Day	10:00 a.m. - noon	Decatur Place Room
Meeting for Business days	10:00 a.m. - 1:30 p.m.	Decatur Place Room
Meeting for Business		
Second First Day	11:45 a.m.	on third First Day in July and no Meeting in August
Junior Meeting for Business		
Fourth First Day	10:50 a.m.	approximately every other month except summer
Office		
Monday-Friday	8:00 a.m.- 4:00 p.m.	

* Historical note: "George Fox reminded Friends that the days of the week and the months of the year are named for pagan gods and ancient Roman emperors. As Christians, they should not pay homage to these gods in the conduct of their everyday lives. Thence developed the custom of numbering the days of the week as First Day, Second Day, etc., and the months as First Month, Second Month, etc." *Faith and Practice,* I, A, 6

Meeting Committees and Groups

Details of time and location of committee and group meetings are available on the informational sheet "Committee and Group Meetings; Monthly Times and Locations," which is updated frequently. The sheet is included in the resource documents notebooks in the Meeting office and library (see "Additional Documents") and is also found in the literature rack on the first floor of the Meeting House.

Baltimore Yearly Meeting

Annual Sessions: At a place and time (usually in August) of its choosing within the geographic limits of the Yearly Meeting. See the *Interchange* for information.

Interim Meeting: Fall (weekend in late October or early November), spring (weekend in late March or early April), and summer (June).

Yearly Meeting days or weekends are held at different Meetings and therefore sometimes at Friends Meeting of Washington.

12.3 Guidance Regarding Letters of Application for Membership

An application for membership in the Friends Meeting of Washington is usually in the form of a letter which is referred for action to the clerk of the Membership Committee. Following are some suggested topics on which your comments in the application will be helpful to the Committee.

- *How long have you been attending Meeting for Worship?*
- *What other Meeting activities have you participated in?*
- *How did you first hear of Quakers? Of the Friends Meeting of Washington?*
- *What do you find appealing about Quakerism? Does this contrast with other faiths you may have embraced previously? Are there highlights in your spiritual journey you would like to share?*
- *Have you read works on Quakerism such as: Quaker beginnings and history; biographies or journals of Quaker leaders; Quaker principles, application of principles; and Quaker organization, including its international nature?*
- *Is there a subject you would like to pursue further under Quaker leadership?*
- *Which Meeting activities would you like to help with?*
- *Concerns you may have or concerns you feel the Meeting should consider engaging in?*
- *Are you willing to assume financial responsibility, commensurate with your ability, for the maintenance and activities of the Meeting?*

Membership Committee. February 5, 1984; Reviewed October 1990; Revised June 18, 1998

12.4 Principles of Membership

The Membership Committee convened a special summer meeting June 15, 2001 to examine the meaning of membership in Friends Meeting of Washington. The Committee reaffirmed its belief in the longstanding principles articulated by the Meeting concerning the meaning of Monthly Meeting membership. A number of such principles have been articulated in the basic documents of our faith, particularly in the Baltimore Yearly Meeting *Faith and Practice (Sections 1, Faith,* II *Queries, and III.B.I, p. 46,* on *Membership)*

We reaffirmed at this time that it continues to be necessary for us to follow these principles in order to assure a vibrant spiritual community. The principles include, as fully as time, strength, and circumstances permit, the following:

- *To seek more fully to understand the testimonies of the Religious Society of Friends and to express them in everyday living within the family, the community, the nation and the world.*
- *To use the Queries frequently as a means of examining and directing oneself.*
- *To cultivate a quality of spirit and an approach to social problems based on principles of Friends.*
- *To develop an increasing understanding of religious truth through reading appropriate books and religious periodicals.*

- *To attend regularly the Meeting for Worship and the Meeting for Business in a spirit of devotion and love, seeking to participate in the life of the Meeting in accordance with Divine Guidance.*
- *To be willing to accept appointments on Meeting committees and to serve faithfully on them.*
- *To be aware of Friends projects and to participate in them as there is opportunity to do so*
- *To contribute generously to the financial support of the local meeting and its commitments.*

Approved by Meeting for Business, March 10, 2002. Enumerated principles reviewed April 1966, May 1973, and March 1986 in document entitled "Personal Membership Goals."

12.5 Guidelines for Discontinuation of Members out of Communication

The Membership Committee considers the status of members with whom the Meeting has Lost touch in three phases, making every effort to renew communication. Special procedures for dropping associate members from membership are set out in "Membership of Children" in the *Handbook.*

First, efforts are made to keep members' addresses and phone numbers current. This phase is centered mainly on responses to the annual questionnaire requesting updates of addresses for the Meeting's *Directory.* This questionnaire specifically includes questions about receiving the *Newsletter* and whether respondents wish to transfer their membership elsewhere or resign from membership. Efforts also include follow up on address changes reported by the Post Office or changes in phone numbers made available by phone companies.

Second, efforts are made by the Membership Committee and others to reach known relatives or close friends of lapsed members. Efforts also are made to obtain information from the last known place of residence and by posting of a member's name in the Meeting's *Newsletter* with a request that anyone with information contact the Meeting's Membership Committee. The Meeting's bookkeeper is consulted regarding receipt of contributions during the period when a membership appears, in other respects, to have lapsed. A record of attempted contacts is maintained in a member's file.

These efforts are not only directed at determining whether the spiritual life and practice of a member have moved elsewhere, but also are directed at obtaining information that might permit the Meeting to provide loving support in the case of an incapacitated member. In consideration of the status of lapsed members, the member's membership file is consulted to determine if the member has inserted any directives regarding retention of membership in the event of incapacitation. The Membership Committee and the Meeting respect such directives, which may be inserted in the Meeting's "How to Assist Me ... " document or may be a separate note to the Meeting.

A third phase is directed specifically at membership status. If the Meeting receives a request to be removed from the mailing List for the *Newsletter* from a member not heard from for several years, efforts are made to determine this member's intent regarding membership. If no clarification can be obtained after extended efforts, the request is deemed to be a resignation. The resignation is reported to the Meeting for Business where it may be accepted by the Meeting. Otherwise, if a Member cannot be located after seven years and the steps listed above have been fully followed, the Membership Committee may recommend discontinuation of membership.

All recommendations to the Meeting for Business for discontinuation of membership are held over at least one month. During that period, they are printed in the *Newsletter* in the Minutes of the Meeting for Business where the recommendation was initiated. The Monthly Meeting may approve the discontinuation of membership when it is brought up for a second reading.

Membership Committee. Approved in Meeting for Business, June 2006

12.6 Duties of Committee Clerks

Welcome to being a committee clerk at Friends Meeting of Washington. Most people feel a little overwhelmed when they are asked by the Nominating Committee to serve as clerk of a committee, especially if they have never clerked a committee before. Yet almost everyone who does accept the call to serve as a committee clerk discovers a special sense of service and belonging that no other experience can match. I am setting down some of my own thoughts about clerking in this memorandum, together with some of the duties that a committee clerk must perform during the course of the year. If you are interested *in* learning more about clerking - or indeed about being a good committee member - the Meeting library has materials on the subject. In addition, many years there is a Clerking and Committee Workshop held early in the calendar year that provides an opportunity to talk about the philosophy of clerking, to learn techniques that others have found helpful, and to role-play some difficult situations. Check with the Meeting Office for the date of the next Workshop and plan to attend.

To some extent, clerking is a gift just as the ability to sing or draw are gifts. Yet like those other talents, it can be developed and many of its techniques can be learned by anyone. Perhaps the single most important thing to remember as you begin your clerkship is that you are not doing the work of the committee alone. When Quakers meet to attend to business, each person present has an equal duty to discern the will of God. The clerk of the committee may be called upon to prepare an agenda, to keep matters moving with dispatch, and to try to discern the sense of the meeting. But if the clerk cannot perform these tasks all the time, every member of the committee is committed to helping the clerk. Many times at Meeting for Business, I have found myself "stuck," only to have some member of the Meeting suggest a wording or a course of action that captures the sense of the meeting better than I was able to do.

In the same way, as clerk of a committee, you do not have to do all of the work of the committee yourself. There is a great temptation to assume all of the burden of the committee's work yourself. This deprives other committee members of the opportunity to serve and ensures

that you will be unhappy and burned out before your term ends. If someone suggests that the committee undertake a task or a project, one test of whether there is a genuine leading is if someone (either on the committee or beyond) has the commitment to handle the job. There are more good works that need to be done than any Quaker Meeting or any single committee can handle. If no one is moved to do the suggested task, resist the temptation to say, "I'll do it!" simply because you are clerk of the committee.

Good clerking depends on preparation and attitude. It is important that in putting together the agenda for a committee meeting, you assemble beforehand as many relevant facts as possible or plan to have those knowing the facts attend the meeting. You should try to think through in advance how the issues might be framed and what possible actions the committee might take. This pre-thinking is not to judge ahead or decide an issue - since you are the servant of the committee, not its master - but rather to make you more attentive to issues that may be raised in artfully by a committee member or to alert you to facets of a decision that the committee might otherwise ignore.

The agenda should allow enough time for important or controversial matters to receive the attention they require. See if your committee can learn to agree quickly about smaller items; suggest to them that they need to reserve energy for other items and ask if they will simply agree on a suitable general course of action rather than insisting that every "T" be crossed and "I" dotted. Be mindful of the clock and do not let the committee exhaust itself. Many committees find it helpful to have a pot luck dinner together at least several times a year so that members can come to know one another as people and fellow seekers. A few committees have found a retreat once a year a helpful device to tackle a major item or to plan out the year's work. Although these meals and retreats take time, the familiarity and comfort they engender among committee members may well make the committee more efficient overall.

It is important that you be open to the will of the committee. A committee meeting is a meeting for worship called for the purpose of acting on business matters. As such, committee members and clerks must be open to hearing new ideas and new ways of formulating existing issues. Suppleness of mind is a great asset for a committee clerk. Do not be afraid to let a difficult issue lie over to the next meeting if further reflection will assist in reaching a sounder decision. On the other hand, do not delay acting on issues when they are ripe for decision. When matters are stalled or if tempers should rise, a period of silent worship often recenters the committee and permits new insights to arise.

The principal work of the clerk is to discern when the committee has come to a conclusion and to state the "sense of the meeting." There is no general rule for knowing when a committee has reached a conclusion; sometimes it is obvious and sometimes it will take a number of false starts to come to the point that members are clear. I find that it is often helpful to propose that the committee has reached clearness on at least part of an issue. Words such as, "It seems to me that we are clear on this part of the matter and we might let that rest while we search for unity on this other part" help move the discussion along. 1 also find that it helps if you search for words that might express the underlying unity before you yourself are clear that unity has

emerged. In that searching for words - a task in which committee members can be active contributors - you may find that the committee is closer to a leading than you might have expected. Don't worry if you fumble or misstate a sense of the meeting; remember that all gathered together are part of the enterprise and committee members will help you succeed.

One of the most important ingredients for success of a committee is to appoint a good recording clerk. The clerk and the recorder ideally should talk prior to the committee meeting so that the recorder knows the issues that will be discussed and any facts that would make drawing up minutes during the meeting less time consuming. Sometimes the recording clerk can prepare a draft of minutes of items where the outcome is relatively certain in advance. But if this is done (and it is a practice frowned upon by some Friends), do not hesitate to discard such a prewritten minute if it fails to capture the sense of the committee discussion.

Successful committees take the time to let their recording clerk read back the minutes before the meeting breaks. For particularly complicated or controversial issues, it is good practice to prepare a minute directly following the discussion and have it approved, rather than to wait even to the end of the committee meeting. Some are impatient with this detail of Quaker practice. But it is important, since it forces committee members to focus attentively on exactly what they are deciding and prevents later wondering if a decision had been properly minuted.

Because of the large volume of work that passes through the Meeting Office, recording clerks are asked to type their own minutes and distribute them, including a copy for the office files. The Meeting Office can provide address labels; costs of reproduction and postage can be reimbursed out of the committee's budget. Try to get the minutes to committee members within a week following the meeting (delay rarely makes the task any easier). Longer delays may mean that tasks are not undertaken or deadlines are missed.

Thank you for agreeing to be a committee clerk. I hope you will find, as I have, that being asked to serve the Meeting in this capacity is one of the greatest gifts the Meeting can bestow on you. It is a gift that repays you time and time again as you come to work with other Friends, appreciate their gifts, and relearn the strengths of the Spirit working through our business affairs.

Grant Phelps Thompson, Presiding Clerk. Prepared December 1983; Revised January 1997

12.7 Annual Reports from Committees to Monthly Meeting

The table in sec. 12.1, which gives the schedule for the Business Meeting agenda, tells when each committee's report is due. The oral report and the written report are due at the same time.

Content

A one-page report may be enough for most committees, but brevity is not as important as clarity. Included should be:

- *Description of activities and concerns of the committee over the preceding 12 months*
- *Special problems for the committee during the year*
- *Committee plans for the next year*
- *Does the committee work with other committees, representatives, or organizations? Which ones? How is this work going?*
- *How is the general "health" of the committee (number of members, attendance at meetings, stress/workload, etc.)? Are there any methods of operation that worked especially well?*
- *How does the committee feel about its role as expressed in the Handbook? Is it accurate? Is it workable? Is it necessary?*

Process

The committee clerk or clerks oversee the process of writing the report and usually do *it* themselves. It is best to seek input from committee members in the process, perhaps during the committee meeting the month before the report is due. If clerkship of the committee has changed during the past twelve months, the previous clerk should be consulted. If the change has been recent, the previous clerk should consider overseeing the writing task.

Completion

The report must be signed by the clerk or clerks who oversaw its writing. It should be turned in to the Meeting Office before the Meeting for Business agenda meeting, in *time* for staff to make copies to be handed out to the Monthly Meeting where the oral report is given. A computer readable (e-mail, diskette, etc.) copy is helpful because key elements of the report may be put in the *Newsletter.*

Report distribution: Upon receipt, staff makes copies for the Meeting for Business and two copies for Clerks of the Meeting. After the Meeting for Business, two more (acid-free) copies are made for the Monthly Meeting minutes. One copy each goes to the *Newsletter,* the committee's file, the Records and Handbook Committee, and to the Annual Report binder in the Library. The signed original is part of the permanent records of the Meeting.

Annual Oral Report

The oral portion of the annual report is not a reading or a summary of the written report; instead, it is a brief statement of the committee's current priorities and problems as well as its plans for the future. Reporting committee clerks expect and welcome questions, comments, and suggestions from Friends at the Meeting for Business.

12.8 Additional Documents

The following documents are available to members and attenders. Inquiries may be made to the Meeting office.

Newsletter (published every month except August). Contains Meeting Calendar, summary of minutes of the last Meeting for Business, and other current information.

Friends Meeting of Washington *Directory* (published every year). Contains names and addresses of members, sojourners, and active attenders; addresses of other Friends Meetings in the area; addresses of Friends organizations and schools; and current committee lists. This information is for authorized uses only and is not to be shared with other organizations or individuals.

Baltimore Yearly Meeting *Yearbook* (published every fall). Contains minutes and reports; directory of officers, representatives, and committee members; and information about Quarterly and Monthly Meetings of Baltimore Yearly Meeting. *Yearbooks* from previous years are available in the library.

Baltimore Yearly Meeting *Interchange* (published quarterly). Contains information about Yearly Meeting activities and news of Monthly Meetings.

The Meeting has two copies of the Baltimore Yearly Meeting *Handbook on Records:* one is in the office and the other in the Library.

List of Documents in "Resource Documents" Notebook

The following documents are available in Resource Documents notebooks, which are placed in the Meeting Library and in the Meeting office. Anyone who wishes to have a copy of any of these documents may ask for it in the Meeting office.

Sections are listed in the order in which they appear in the *Handbook.* (See Table of Contents.) The letters following the section headings are used only for reference in the notebooks.

Meeting for Worship (MfW)

- *A Guide for Those Sitting as Head of 10:30 Meeting for Worship (Meeting Room)*
- *Sitting as Head of Quaker House Meeting*
- *Consultant of 10:30 Meeting (Meeting Room)--Responsibilities and Suggestions*
- *Meetings for Worship at Friends Meeting of Washington*

Membership (M)

- *Guidance Regarding Letters of Application for Membership*
- *Principles of Membership*
- *Form: Record of Membership by Application*
- *Form: Record of Membership by Transfer*
- *Form given to new member: Record of Membership*
- *Form: Certificate of Transfer of Membership* ***Into*** *Friends Meeting of Washington*
- *Form: Certificate of Transfer of Membership* ***Out of*** *Friends Meeting of Washington*
- *Sample Letter re: FMW Member Sojourning in Another Monthly Meeting*

- *Sample letter re: Letter to Another Meeting Accepting Sojourner*
- *Sample letter re: Sojourner Accepted at FMW*
- *Instructions to Welcomers*
- *Form: Recommendations of the Membership Committee to the Monthly Meeting*
- *Form: Membership Matters Held Over from the Previous Monthly Meeting*
- *Form: Come Share Your Light - Volunteer Questionnaire*
- *Form: Sample Letter of Introduction*
- *Form: Sample Travel Minute*
- *Guidelines for Discontinuation of Members Out of Communication*

Preparative Meetings (PM)

- *Procedure*

Meeting for Business (MfB)

- *Form: Recommendations of the Nominating Committee to the Meeting for Business*
- *Form: Recommendations of the Search Committee to the Meeting for Business*
- *Form Sent by Office to Individuals or Committee Clerks Quoting Pertinent Excerpts from Monthly Meeting Minutes for Action or Information*
- *Guidelines for Format of Monthly Meeting Minutes and Agenda*

Meeting Office and Staff (MOS)

- *Guidelines for Friendly Office Presences*
- *Statement of Employment Policies and Procedures*
- *Policy on Sexual Harassment*
- *FMW Database Personal Information Policy*

Committees (C)

- *Staff Support Services for Committees of Friends Meeting of Washington*
- *Thoughts on Writing Minutes and Related Duties of Assistant or Recording Clerks*
- *Advices on the Taking of Minutes in Meetings of Friends*
- *Guidelines for Committee of Concern or Clearness*
- *Annual Reports from Committees to Monthly Meeting*
- *Committee Resources in the Meeting*
- *Committee and Group Meetings: Monthly Times and Locations*

Finance and Stewardship Committee (F&S)

- *Financial forms: Committee Clerk Authorizes Payment; Authorization of Payment*
- *Guidelines for Management, Planning and Approval of Meeting Finances*

Hospitality Committee (H)

- *How to Get After-Meeting Refreshments Ready*
- *Pot Luck Meals*
    - *Condensed List of Pot Luck Chores*

    - *Diagram for Table Set-up*
    - *Reminder to Serve Pot Luck*
- *Instructions and form: Application for Temporary Use of Facilities*
- *Guidelines for Users of Meeting Facilities*
- *Use of Space in Meeting Buildings - (same as Property Committee 1)*
- *Marriage and Family Relations (MF)*
- *Procedures Manual*
- *Queries on Blended Families*
- *Queries on Adoptions*

Personal Aid Committee (PA)

- *A Message from the Personal Aid Committee of the Friends Meeting of Washington*
- *Guidance for Friends Meeting of Washington: How to Assist Me and Others in Case of My Incapacitation or Death - (same as In Time of Death - 3)*

Property Committee (PR)

- *Use of Space in Meeting Buildings - (same as Hospitality Committee)*

Religious Education Committee (RE)

- *Child Care Job Description*
- *Sample Letter of Understanding between the Meeting and an Employed Child Care Giver*
- *Guidelines: Summer Children's Activities*
- *Guidelines for Weekend Users of the Classroom and Playground (School for Friends)*
- *Children are Welcome on Sundays at Friends Meeting of Washington*
- *Child Safety Policy*

Hunger and Homelessness Task Force (HHTF)

- *Friends Meeting of Washington Hunger and Homelessness Task Force Projects*

Mary Jane Simpson Scholarship Fund Committee (MJS)

- *Guidelines*

Mary Walcott-Lucy Foster Educational Fund Committee (MWLF)

- *Guidelines*

Interest Groups and Fellowships (IG&F)

- *Friends Together at the Friends Meeting of Washington*
- *Community Action Opportunities with the Friends Meeting of Washington*

Marriage or Commitment under the Care of the Meeting (Ma)

- *Procedure Tracking Form: Review of Request for a Marriage or Commitment*
- *Procedure Tracking Form: Oversight of a Meeting for a Marriage or Commitment*
- *Registration of Legal Signers of Marriage Licenses for Marriages Celebrated in the District of Columbia*
- *Form: Application for Authorization to Celebrate Marriages in the District of Columbia*

- *Legal Signatures for Marriages in Maryland*

In Time of Death (D)

- *Guidelines for Arranging a Memorial Meeting Under the Care of the Friends Meeting of Washington*
- *On Writing a Memorial Minute*
- *Guidance for Friends Meeting of Washington: How to Assist Me and Others in Case of My Incapacitation or Death - (same as Personal Aid Committee-2.)*
- *Instructions for Head Usher at Memorial Meetings*

Records (Rec)

- *Records Retention Procedures and Schedules*

Relations with Yearly Meeting (RYM)

- *FMW Members and Attenders Serving as Committee Members or Representatives for Baltimore Yearly Meeting*

References (Ref)

- *List: Supporting Documents for Changes in Policy and Procedures Made after Publication of the 1977 Edition of the Book of Discipline of Friends Meeting of Washington and up to Adoption of the Handbook in July 1990.*
- *List: Supporting Documents for Changes in Policy and Procedure Made after Adoption of the Handbook in July 1990.*