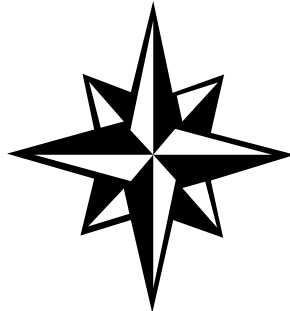


**HANDBOOK**  
Of  
**Practices and Procedures**



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*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

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## NATURE AND PURPOSE OF THE HANDBOOK

This *Handbook* is intended to supplement Baltimore Yearly Meeting's *Faith and Practice*<sup>1</sup> 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).

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<sup>1</sup>All references to *Faith and Practice*, unless otherwise noted, are to *Faith and Practice of Baltimore Yearly Meeting of the Religious Society of Friends*, adopted at Baltimore Yearly Meeting Sessions, 1988.

## HISTORY OF FRIENDS MEETING OF WASHINGTON

### *Faith and Practice*

“Preparative and Allowed Meetings for Worship,” III, A, 3

“Historical Sketch,” I, A

The story of the Religious Society of Friends in Washington, District of Columbia, is the story of three Meetings: Washington Preparative Meeting/Alexandria Monthly Meeting (the “Eye Street Meeting”), Washington Monthly Meeting (the “Irving Street Meeting”), and Friends Meeting of Washington (the “Florida Avenue Meeting”). The first, Washington Preparative Meeting, was part of the Hicksite branch of Friends after the Hicksite/Orthodox schism of 1827-28. The second, Washington Monthly Meeting, was established by Orthodox Friends. Members of these two Meetings, in a move toward ending the century-old separation, helped form the third, Friends Meeting of Washington, in 1930.

The story begins at Indian Spring Monthly Meeting.<sup>1</sup> At a Meeting for Business on Twelfth Month 17th, 1802, the following minute was recorded:

The subject relative to Friends in the City of Washington and its vicinity . . . being now revived and Friends again taking the subject weightily under consideration are united in judgment that a benefit may arise to these Friends by indulging them with a Meeting at stated times under the care of a committee of Solid Friends.

Therefore, in 1803, just three years after the federal government moved to the new capital city, Friends began holding meetings for worship in Washington under the care of Indian Spring Monthly Meeting. In 1807 Jonathan Shoemaker, a Quaker miller, gave Friends a lot for a burial ground near the present Adams Mill Road entrance to the National Zoo; native Americans and blacks were also buried there, a practice unusual in those times. Friends completed a meeting house in 1811 on the north side of I Street between 18th and 19th streets Northwest. This Washington Preparative Meeting with forty-two members was transferred in 1817 to the care of Alexandria Monthly Meeting.<sup>2</sup> In 1849 the status of the “Eye Street Meeting” was changed from a Preparative Meeting to an Indulged Meeting, but the Meeting continued under the care of Alexandria Monthly Meeting until 1938. A new larger meeting house with rooms for a school was built on the Eye Street property in 1879-80; the school, which ultimately became the Sidwell Friends School, opened in 1883. The I Street property was sold in 1937, and the last meeting for worship was held there in February 1938.

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<sup>1</sup>Indian Spring is located not far from the Patuxent River near Laurel, Maryland, within the present boundaries of Fort Meade. Indian Spring Monthly Meeting was comprised of several Preparative Meetings, including Indian Spring and Sandy Spring. In the nineteenth century, Indian Spring Preparative Meeting gradually dwindled and was discontinued in 1840. In 1846 the name of Indian Spring Monthly Meeting (Hicksite) was changed to Sandy Spring Monthly Meeting. A local Meeting for Worship continued at Indian Spring until 1865, and the property was later sold to the Zion Methodist Episcopal Church.

<sup>2</sup>Alexandria, Virginia, was part of the District of Columbia until 1846. Alexandria Monthly Meeting sold its meeting house in Alexandria in 1885. Woodlawn (Virginia) Meeting, established under the care of Alexandria Monthly Meeting in 1849, also declined, so that during the early decades of the twentieth century, the “Eye Street Meeting” was the only regular Meeting for Worship of Alexandria Monthly Meeting. During those years Alexandria Monthly Meeting’s Meetings for Business were held at the Eye Street Meeting House; they were then held at the Florida Avenue Meeting House from 1938 until 1970, by which time Woodlawn Meeting had begun its revival.

The history of Orthodox Friends in Washington took a different course after the Hicksite/Orthodox schism of 1827-28. Since Washington Preparative Meeting and Alexandria Monthly Meeting – and Fairfax Quarterly Meeting, to which they belonged – associated with the Hicksite branch, Orthodox Friends in Washington were attached to Baltimore Quarterly Meeting (Orthodox). In 1835 Orthodox Friends held meetings for worship in Washington on First Days in a schoolhouse and on Fifth Days in the house of James Housier, but not long thereafter the Meeting was discontinued. Those Orthodox Friends who came to Washington to work with Freedmen after the Civil War were authorized to establish a Meeting for Worship in 1876 under the care of Baltimore Monthly Meeting (Orthodox).<sup>3</sup> Meetings for Worship were held in rented rooms at 1023 7th Street Northwest from 1877-81, then at 1409 New York Avenue. Washington Monthly Meeting was established in 1899 with twenty-nine members. No sooner had a meeting house been built at First and C streets Northeast than the site was condemned for construction of a Senate office building. In 1906 a meeting house was opened at the northwest corner of 13th and Irving streets Northwest. The “Irving Street Meeting” continued to meet until 1947, when the building, which still stands, was sold to another denomination. Washington Monthly Meeting was officially laid down in 1956, when its remaining members helped establish Adelphi Meeting in suburban Maryland.

Cooperation between the “Eye Street Meeting” and the “Irving Street Meeting” had already begun at the time of the First World War. Then, when Herbert Hoover became the first Quaker president of the United States in 1929, the idea of establishing a cooperative Meeting for Worship in the nation’s capital gained impetus. The two Meetings could not reach unity on supporting this project.

At an adjourned session of Washington Monthly Meeting of Friends held Fourth Month 10th, 1930:

. . . We have considered the matter of the establishment of a cooperative Friends Meeting of Washington, with an earnest desire for Divine Guidance. . . . It had seemed to many Friends, both in and outside of Washington, that the conditions which obtain here at present make this an opportune time for such an undertaking. That on account of these conditions, such a Meeting would afford greater opportunities for giving the Quaker message; that a unified effort on the part of the two Meetings in Washington would not only be a good example for Friends throughout the country, and in harmony with the present tendency toward Church unity, but also in the interest of Christian fellowship generally.

We recognize with profound regret that we have not a feeling of entire unanimity in this Meeting: some feel that the undertaking at this time and in the manner proposed is unwise, and not conducive to the promotion of permanent Friendly cooperation; others believe that the possibilities are of such value to the Society of Friends as to be paramount to those things which may seem as obstacles to such an undertaking, and to warrant submerging them in the interest of the hoped-for larger establishment.

We would not judge one another; we have mutual respect for these different views. And while it seems that the predominant feeling favors approving the report of the Joint Committee, we fully appreciate what it means to some who have worshiped here for so many years - so long that it seems almost a sacred spot, and who cannot feel that the purpose and the object to be attained will compensate for the sacrifices involved. We would continue to seek to know the will of Him whom we would serve. . . .

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<sup>3</sup>Baltimore Monthly Meeting (Orthodox), now known as Baltimore Monthly Meeting, Homewood, is in Baltimore, Maryland.

Way opened the following month as each of the two Meetings permitted its members to participate as individuals in forming a new Meeting without prejudice to their existing membership. Quakers throughout the country also gave their support to the new Meeting. Mary Vaux Walcott raised the funds for the purchase of the land on Florida Avenue, and Lucy Wilbur Foster of Westerly, Rhode Island, pledged the money to build the Meeting House. Friends Meeting of Washington was incorporated on June 20, 1930, and the first meeting for worship was held at the “Florida Avenue Meeting” on January 4, 1931.

Friends Meeting of Washington played an important role in the effort to end the Hicksite/Orthodox division at the Yearly Meeting and Quarterly Meeting levels. As an independent Meeting, Friends Meeting of Washington at first did not belong to any Quarterly or Yearly Meeting. Therefore, it wrote its own *Discipline*, approved in 1938 and revised in 1950. The introduction states:

This meeting in Washington is to provide a place of prayer for all people; that in the dignity and beauty of simplicity it will interpret worship in its essence, and that it will promote real and vital religion. . . . To love and to interpret Truth; to foster the habit of simple spiritual worship; to find God through worship; and therewith to emphasize the spirit of Christian unity; these are the aims of the Washington meeting. . . . It accepts members from all branches of Friends, from Independent Meetings, and those not in membership with Friends . . . without racial discrimination.

In 1944 Friends Meeting of Washington joined both Baltimore Yearly Meetings, Orthodox and Hicksite. In 1951, Friends Meeting of Washington, Fairfax Quarterly Meeting (Hicksite), and some Monthly Meetings of Baltimore Quarterly Meeting (Orthodox) formed the new united Potomac Quarterly Meeting, which affiliated with both Baltimore Yearly Meetings. Potomac Quarterly Meeting became Potomac Half-Yearly Meeting in 1971. After a lengthy decline, Potomac Half-Yearly Meeting was laid down at its own request by Baltimore Yearly Meeting in 2000.

The consolidation of the two Baltimore Yearly Meetings occurred in 1968, and a unified discipline, *Faith and Practice of Baltimore Yearly Meeting*, was adopted in 1988. Friends Meeting of Washington, therefore, no longer needed its own *Book of Discipline* and laid it down in July 1990.



## 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.

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.

Photograph of Indian Spring Meeting House, no longer standing, built about 1759; displayed at Sandy Spring Meeting.

Photograph of attenders at last meeting for worship held at the Eye Street Meeting House, no longer standing; displayed at Woodlawn Meeting. (See footnote 2)

## ORGANIZATION AND BUSINESS PROCEDURE

### *Faith and Practice*

- “General Organization”, III,A,2
- “Preparative and Allowed Meetings for Worship,” III, A, 3
- “Establishment of Monthly Meetings,” III, A, 4
- “A Suggested Procedure for Establishing a Preparative Meeting,” Appendix G
- “Queries to Consider in Granting Monthly Meeting Status to Preparative Meetings,” Appendix H
- “Decision Making in Friends Meetings”, III,A,6

### *Handbook*

- “Additional Documents,” pp. A-13-17

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.

## MEMBERSHIP

### *Faith and Practice*

“Membership,” III, B, 1

### *Handbook*

“Guidance Regarding Letters of Application for Membership,” p. A-6

“Personal Membership Goals,” p. A-7

“Additional Documents,” pp. A-13-17

Friends Meeting of Washington asks that all applications for membership or requests for change in membership status be presented in writing directly to the Membership Committee, which is responsible for presenting its recommendations for membership to the Meeting for Business. All membership actions are recorded by using full names of the individuals concerned. Welcomers are appointed by the Membership Committee for all new members, including sojourners, transfers, and associate members, and for associate members becoming full members. The names of the welcomers and the accomplishment of the welcoming visit are reported to the Meeting for Business and are recorded in the minutes.

### **Application for Membership**

### *Faith and Practice*

“Application for Membership,” III, B, 1, a

“Guidelines for Considering Applications for Membership,” Appendix E

“Advices on Counseling,” #8, Appendix D, 8

After receiving a letter of application for membership, the Membership Committee appoints two of its members to interview the applicant. When the Membership Committee decides to recommend approval of a person’s application for membership, a Record of Membership by Application is completed. Applications presented to the Meeting for Business with recommendation for **approval** are held over one month.

Because of its unique history as an independent Meeting, most early members of Friends Meeting of Washington held dual membership (membership in Friends Meeting of Washington and another Monthly Meeting). In 1989, there were still more than fifty persons holding dual membership but the number dwindled substantially in the 1990s as dual membership was discouraged. Friends are asked, instead, to consider applying for sojourning status or transferring membership.

## Sojourners

### *Faith and Practice:*

“Sojourners,” III, B, 1, b

A member of another Friends Meeting wishing to have sojourning status in Friends Meeting of Washington must first request the home Meeting to supply a minute addressed to Friends Meeting of Washington asking for sojourning status here. Such requests are received by the Membership Committee, which presents them to the Monthly Meeting. These requests may be **accepted** by the Meeting for Business when presented. Sojourning status terminates when the sojourner leaves the Washington area and Friends Meeting of Washington notifies the home Meeting of the sojourner’s departure.

Requests from our members for sojourning minutes may be **approved** by the Meeting when presented by the Membership Committee. A letter is sent to the host Meeting.

While sojourners are welcomed into all activities of the Meeting, they may not serve as Clerks or Treasurers of the Meeting, on the Board of Trustees, the Personnel Committee, the Nominating Committee, or the Search Committee, but may serve on all other committees. Appointment of a sojourner as clerk of a committee requires special approval by the Meeting for Business.

Sojourners remain members of their home Meeting, in which their formal membership resides; changes in membership status are referred to that Meeting.

## Transfers

### *Faith and Practice*

“Transfers,” III, B, 1, c

“Suggested Formats for Transfers,” Appendix B

A person requesting transfer into Friends Meeting of Washington is asked to meet with the Membership Committee. A request for transfer is held over for **acceptance** until the Meeting for Business after the one at which the request is presented. This custom enables members of the Meeting to become acquainted with the person requesting transfer prior to transfer into this Meeting. A Record of Membership by Transfer is completed when the request for transfer is accepted by the Meeting for Business.

Requests for transfers out of Friends Meeting of Washington may be **approved** when presented. When such a request is received from an associate member who is no longer a child, Friends Meeting of Washington will include an explanation of its associate membership policies in its letter to the other Meeting. The other Meeting will then decide whether the person is accepted as an associate member or a full member.

## Attenders

### *Faith and Practice*

“Attenders,” III, B, 1, d

Attenders may not serve as Officers of the Meeting, on the Board of Trustees, or on the Marriage and Family Relations, Membership, Ministry and Worship, Nominating, Personnel, Records and Handbook, or Search Committee. Appointment of an attender as clerk of a committee requires special approval by the Meeting for Business

## **Membership of Children**

### *Faith and Practice*

“Membership of Children,” III, B, 1, e

Children are accepted as associate members. Only one parent need be a member of the Religious Society of Friends in order to request membership for a child, but the Meeting asks that the agreement of the non-member parent be indicated. Requests for associate membership may be **approved** when presented.

Children may apply for full membership upon their own initiative and responsibility when they are ready to undertake such action. As with other requests for membership, an associate member writes a letter of application for full membership and the Membership Committee appoints two of its members to interview the associate member. When the Membership Committee decides to recommend approval of an associate member’s application for full membership, a new Record of Membership by Application is completed. Applications presented to the Meeting for Business with recommendation for **approval** are held over one month.

The following procedures are followed when associate members attain age twenty-five and have not yet made a decision regarding full membership: In a letter from the Membership Committee, the associate member over age twenty-five is asked to apply formally for full membership. If there is no response, a second letter informing the person of options and opportunities is sent. If, again, there is no response, the Membership Committee will recommend that the person be dropped from membership. The recommendation is held over at least one month before it may be **approved** by the Meeting for Business.

When an associate member who is no longer a child requests transfer of membership out of Friends Meeting of Washington to another Meeting, Friends Meeting of Washington will include an explanation of its associate membership policies in its letter to the other Meeting. The other Meeting will then decide whether the person is accepted as an associate member or a full member.

## **Isolated Members**

### *Faith and Practice*

“Isolated Members,” III, B, 1, f

A large proportion of Meeting members do not reside in the Washington area; letters from nonresident members are often posted on the bulletin board and resident Friends are encouraged to reply. While the responsibility of keeping in touch with absent members is formally that of the Membership Committee, others are often asked to assist in this task.

## **Resignations**

### *Faith and Practice*

“Resignations,” III, B, 1, g

The Membership Committee attempts to have one or more of its members visit with a person who has submitted letter of resignation before presenting the request to the Meeting for Business for **acceptance**.

## Discontinuation or Termination of Membership

*Faith and Practice:*

“Termination of Membership,” *III,B,1,h*

*Handbook*

“Principles of Membership,” *p. A-7*

“Guidelines for Discontinuation of Members Out of  
Communication,” *p. A-8*

“Membership of Children,” *p 9.*

In acting to discontinue, drop, or terminate a Friend’s membership, the Meeting is guided by the following paragraphs from the *Faith and Practice*.

Members who substantially disregard the obligations of membership should be visited by the appropriate committee to inquire about their interest. If extended efforts are unavailing, or the member cannot be located after five years of absence, and the Monthly Meeting concurs in the judgment of the committee, the member may be dropped from the list of members, and if possible, notified by the Clerk of the Meeting.

If a member’s conduct or publicly expressed views appear to deny Friends’ beliefs and testimonies or bring the Society into disrepute, the appropriate Meeting committee should appoint a few well-qualified Friends to meet with the member. These Friends should labor with the member lovingly and patiently in a spirit of reconciliation for as long as there is reasonable hope of benefit from their labors. If such efforts are unavailing, the Friends appointed to labor with the member may recommend to the committee which appointed them that the person’s membership be terminated. If the committee agrees, it should so recommend to the Monthly Meeting, after notifying the person of its decision. The Monthly Meeting, if it agrees, records the termination of membership for cause in its minutes. A copy of the minute should be delivered to the person whose membership is terminated.

One whose membership has been terminated may subsequently apply for membership in the usual manner.”

*Faith and Practice III.B,1.h,*

The Meeting has decided, however, that a Friend must have been out of contact with the Meeting for seven years, rather than five, before discontinuation of membership will be considered for a member out of communication. Steps to be followed are outlined in the guidelines in the *Handbook* and particular note is taken of extenuating circumstances such as incapacitation. Members may record in their files at the Meeting their wishes regarding their membership status in such circumstances and their instructions will be respected. Special procedures for dropping associate members from membership are set out in *Membership of Children*. One whose membership has been discontinued, dropped, or terminated may subsequently apply for membership in the usual manner.

All recommendations for dropping, discontinuation, or termination of membership are held over at least one month before the Monthly Meeting may **approve**.

## MEETING FOR BUSINESS

### *Faith and Practice*

“Query 2: Meetings for Business,” II, B, 2

“Principles of Organization and the Conduct of Business,” III, A, 1

“Decision Making in Friends Meetings,” III, A, 6

“Advices for Clerks,” Appendix A

### *Handbook*

“Business Meeting Agenda,” p. A-2

“Schedules,” p. A-4

“Additional Documents,” pp. A-13-17

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.

## OFFICERS OF THE MEETING

### *Faith and Practice*

“The Officers,” III, B, 2

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.

### **Presiding Clerk**

#### *Faith and Practice*

“The Clerk,” III, B, 2, a

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.

### **Recording Clerk**

#### *Faith and Practice*

“The Recording Clerk,” III, B, 2, b

“Monthly and Preparative Meeting Minutes,” III, B, 8, b

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.

### **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.

### **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.

### **Recorder**

#### *Faith and Practice*

“The Recorder,” III, B, 2, d

“Monthly Meeting Records,” III, B, 8, a

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*.

### **Treasurer and Assistant Treasurers**

#### *Faith and Practice*

"The Treasurer," III, B, 2, c

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.

### **Financial Coordinator**

#### *Handbook*

Meeting Staff, p.15

Board of Trustees, p.16

Finance and Stewardship Committee, p.20

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.

## SPECIAL POSITIONS

### **Historians**

#### *Faith and Practice*

“Monthly Meeting Records,” III, B, 8

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.

### **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.

## MEETING STAFF

### *Handbook*

“Financial Coordinator,” p.13

“Additional Documents,” pp. A13-17

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 (p. A-2).

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.

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 from 9:00 a.m. to 1:00 p.m., 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.

## BOARD OF TRUSTEES

### *Faith and Practice*

“Trustees,” III, B, 4, b

“Policies and Advices Regarding Estates and Bequests,” Appendix I

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.

## STANDING COMMITTEES

### *Faith and Practice*

“Decision Making in Friends Meetings,” III, A,6

“Monthly Meeting Committees,” III, B, 3

“Other Monthly Meeting Functions,” III, B, 4

“Advices for Clerks,” Appendix A

### *Handbook*

“Committee of Clerks,” p. 29

“Business Meeting Agenda,” p. A-2

“Committee Responsibilities,” p. A-3

“Principles of Membership,” p. A-7

“Duties of Committee Clerks,” pp. A-9-10

“Annual Reports from Committees to Monthly Meeting,” p. A-11-12

“Additional Documents,” pp. A-13-17

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. --); a request for any exception is brought to the Monthly Meeting for Business at the time of nomination.

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*.

### Standing Committees

Committee	No.	Membership	Co-opt permitted	Ex officio members
Finance and Stewardship	11	M, S, Q, A	yes	Treasurer, Financial Coordinator, Administrative Secretary
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	

1. 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.
2. The total number of members for each committee includes ex officio members.
3. A, attender; M, member of Friends Meeting of Washington; Q, member of another Meeting; S, officially accepted Soujourner from another Meeting.

## **Finance and Stewardship Committee**

### *Faith and Practice*

“Stewardship and Finance,” III, B, 4, a  
*Handbook*

“Financial Coordinator,” p.13

“Standing Committees,” pp.17-19

“Additional Documents,” pp. A-13-17

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.



## **Hospitality Committee**

### *Handbook*

“Standing Committees,” pp. 17-19

“Additional Documents,” pp. A-13-17

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 officials and the Committee on Child Safety, 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 on the Meeting property and a file of policy and instructional documents relating to operational, safety, and insurance considerations for usage of the Meeting’s property and equipment. The Committee assists in the maintenance of this file. The Committee may also make suggestions about the activities of the janitor.

The Committee provides trained personnel to open and close the Meeting House on First Days as necessary.

## **Library Committee**

### *Handbook*

“Standing Committees,” pp. 17-19

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.

## **Marriage and Family Relations Committee**

### *Faith and Practice*

“Home Life,” I, B, 10

“Home and Family,” II, B, 6

“Overseers,” III, B, 3, b, 4 (items e and f)

“Marriage under the Care of the Monthly Meeting,” III, B, 6

“Marriage under the Care of the Meeting,” Appendix F

### *Handbook*

“Standing Committees,” pp. 17-19

“Unions of Marriage or Commitment under the Care of the Meeting,” pp. 43-44

“Additional Documents,” pp. A-13-17

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.

## **Membership Committee**

### *Faith and Practice*

“The Common Purpose,” III, B, 3, b, 1

“Overseers” III, B, 3, b, 4 (except items f, g, and h)

### *Handbook*

“Membership,” pp.7-10

“Standing Committees,” pp. 17-19

“Guidance Regarding Letters of Application for Membership,” p. A-6

“Principles of Membership,” p. A-7

“Additional Documents,” pp. A-13-17

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.

## Ministry and Worship Committee

### *Faith and Practice*

- “Use and Nurture of Gifts,” I, B, 4
- “The Common Purpose,” III, B, 3, b, 1
- “Ministry and Counsel,” III, B, 3, b, 2
- “Report of the State of the Meeting,” III, B, 3, b, 3
- “Overseers,” III, B, 3, b, 4 (items e and g)
- “Advancement and Outreach,” III, B, 4, c
- “Visiting Among Friends,” III, B, 5
- “In time of Death,” III, B, 7
- “Suggested Formats for Letters of Introduction, Travel Minutes and Endorsements”  
Appendix C
- “Considerations when Planning a Memorial Meeting,” Appendix J

### *Handbook*

- “Standing Committees,” pp.17-19
- “In Time of Death,” p. 45
- “Additional Documents,” pp. A-13-17

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.

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.

## **Nominating Committee**

### *Faith and Practice*

“The Nominating Committee,” III, B, 3, a

### *Handbook*

“Standing Committees,” pp. 17-19.

“Search Committee,” p. 34

“Additional Documents,” pp. A-13-17

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 minister more effectively to the Meeting and to their members.

## **Peace and Social Concerns Committee**

### *Faith and Practice*

“Peace and Social Concerns,” III, B, 4, e

### *Handbook*

“Standing Committees,” pp.17-19

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 world wide 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 non-violently opposed their governments.

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

### **Personal Aid Committee**

#### *Faith and Practice*

“Overseers,” III, B, 3, b, 4 (items e and h)

#### *Handbook*

“Standing Committees,” pp.17-19

“Additional Documents,” pp. A-13-17

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.

### **Personnel Committee**

#### *Handbook*

“Meeting Staff,” p. 14

“Standing Committees,” pp. 17-19

“Additional Documents,” pp. A-13-17

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.

## **Property Committee**

### *Handbook*

“Standing Committees,” pp.17-19

“Additional Documents,” pp. A-13-17

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.

### **Records and Handbook Committee**

#### *Faith and Practice*

“Monthly Meeting Records,” III, B, 8

#### *Handbook*

“Standing Committees,” pp.17-19

“Records,” p.46

“Revision and Maintenance of *Handbook*,” p.47

“Additional Documents,” pp. A-13-17

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.

## **Religious Education Committee**

### *Faith and Practice*

“Religious Education,” I, B, 12, a

“Religious Education,” III, B, 4, d

### *Handbook*

“Junior Meeting for Business,” p. 11

“Standing Committees,” pp. 17-19

“Additional Documents,” pp. A-13-17

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 as 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.



## 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 not 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.

## SPECIAL COMMITTEES

### *Handbook*

“Committee Responsibilities,” p. A-3

“Additional Documents,” pp. A-12-17

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.

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

### **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

### SPECIAL COMMITTEES

Committee	No.	Membership	Term	Nominated by	Co-opt permitted	Ex officio members
Ad Hoc Committee on AIDS	indef	M, S, Q, A	indef	self-appointed	na	
Ad Hoc Committee for Special Events	3-4	M, S, Q, A	indef.	Committee-appointed	na	none
Garden	6+	M, S, Q, A	1 year	N	yes	none
Hunger and Homelessness	indef	M, S, Q, A	indef	self-appointed	na	
Mary Jane Simpson Scholarship Fund	3-5	M, S, Q, A	1 year	N	yes	none
Mary Walcott-Lucy Foster Educational Fund	2-3	M, S, Q, A	1 year	N	yes	none
Search	5	M	1 year (Oct.- Oct.)	Monthly Meeting for Business	no	Presiding Clerk, Administrative Secretary
Senior Center	indef	M, S, Q, A	1 year	N	yes	none

Note 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  
indef = indefinite  
N = Nominating Committee  
na = not applicable

## **Ad Hoc Committee on AIDS**

The Committee seeks to educate itself about issues related to and services available for persons affected by Acquired Immune Deficiency Syndrome (AIDS), to help other organizations provide services to those affected by AIDS and the Human Immunodeficiency Virus (HIV), and to serve people living with this infection, especially through a Saturday Night Coffee House that provides opportunity for relaxed social gathering of those infected and their partners, friends, or family.

## **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.

## **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 the apartment tenant or volunteers. The Committee has prepared guidelines for its operation.

## **Hunger and Homelessness Task Force**

### *Handbook*

“Additional Documents,” pp. A-13-17

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.

## **Mary Jane Simpson Scholarship Fund Committee**

### *Handbook*

“Additional Documents,” pp. A-13-17

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.

## **Mary Walcott-Lucy Foster Educational Fund Committee**

### *Handbook*

“Additional Documents,” pp. A-13-17

Begun in 1955 in memory of the two people most instrumental in founding the Friends Meeting of Washington (see p. 4), 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.

## **Search Committee**

### *Faith and Practice*

“The Nominating Committee,” III, B, 3, a

### *Handbook*

“Standing Committees,” pp 17-19.

“Nominating Committee,” p.24

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.

## **Senior Center Committee**

This Committee oversees the operation of the Senior Center, which provides fellowship and programs for older persons in the neighborhood of the Meeting House.

## AFFILIATIONS WITH RELATED ORGANIZATIONS

### *Faith and Practice*

“Fellowship and Community,” I, B, 11

“Education,” I, B, 12

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:

1. articles in the Newsletter and items posted on FMW bulletin boards
2. helping arrange forums in the Meeting on issues addressed by that organization
3. speaking with individual Friends who have an interest in the organization's work
4. 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.

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

### **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 Education Committee	1	CM	M	indef	Aug.		Clerk of 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

Note: 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.



## **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.

## **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.

## **Baltimore Yearly Meeting**

### *Faith and Practice*

“Monthly Meeting Responsibilities to Yearly Meeting,” III, B, 9

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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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 meet 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.

## **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.

## **INTEREST GROUPS, FELLOWSHIPS, AND SPECIAL SEMINARS OR WORKSHOPS**

*Handbook*

“Additional Documents,” pp. A-13-17

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.

### **Retreats at Camp Catoctin (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.

### **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.

### **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.

## **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.

## **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.

## **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.

## **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.

## UNIONS OF MARRIAGE OR COMMITMENT UNDER THE CARE OF THE MEETING

### *Faith and Practice*

“Home Life,” I, B, 10

“Home and Family,” II, B, 6

“Overseers,” III, B, 3, b, 4, (items e and f)

“Marriage Under the Care of the Monthly Meeting,” III, B, 6

“Marriage Under the Care of the Monthly Meeting,” Appendix F

### *Handbook*

“Marriage and Family Relations Committee,” p. 22

“Additional Documents,” pp. A-13-17

Friends’ procedure for marriage or union of commitment is designed to extend to the couple the loving concern of the Meeting in this important venture, to determine so far as possible that there is nothing to interfere with the permanence and happiness of the union, and to enable them to have a Meeting for Marriage with dignity and simplicity. The couple’s request for marriage or union of commitment under the care of the Meeting reflects their recognition of an ongoing relationship with the Society of Friends.

Marriage, undertaken with divine assistance and solemnized in God’s presence with the support of the Meeting, is recognized at Friends Meeting of Washington as appropriate for committed couples regardless of gender.

While membership in Friends Meeting of Washington or the Religious Society of Friends is not a requirement for a marriage or union of commitment under the Meeting’s care, some relationship with this Meeting and the Society of Friends is a prerequisite.

The Marriage and Family Relations Committee occasionally arranges a meeting for worship to hold in Divine Light a new union between members of the Meeting community that is not, for one reason or another, under the care of the Meeting. This is called a “marriage in the manner of Friends.”

A request for marriage or commitment under the care of the Meeting is addressed to the Presiding Clerk; a copy is forwarded to the Clerk of the Marriage and Family Relations Committee. The Committee then appoints a clearness committee to counsel with those who plan a marriage or a union of commitment and to make certain that no obstacle exists that would make the union inadvisable. The clearness committee makes a report to the Marriage and Family Relations Committee, which in turn makes a recommendation to the Meeting for Business when the Committee has approved the request. This recommendation is held over before the marriage or union of commitment is **approved** by the Meeting for Business. At the time of approval, the Meeting for Business appoints a committee of oversight to help the couple plan the Meeting for Worship for marriage or union of commitment. It includes at least one member from the Marriage and Family Relations Committee. In the years to come, the oversight committee will continue to serve the couple as a resource for support, information, and clearness as needed.

Marriages under the care of the Meeting have the legal standing accorded to them by the jurisdiction where the marriage is conducted. Members of the Marriage and Family Relations Committee, and other members of the Meeting who may be designated by the Marriage and Family Relations Committee, are registered to serve as legal witnesses for marriages under the care of the Meeting as required by the laws in the District of Columbia. The Committee Clerk is responsible for reporting the names of the witnesses to the District of Columbia Marriage Bureau at the beginning of each calendar year; if necessary, the Administrative Secretary may act on behalf of the Committee Clerk. The Committee, acting for the Meeting, sees that legal requirements in Virginia and Maryland are maintained for marriages under the care of the Meeting in those states.

A member of this Meeting who wishes to hold a Meeting for Worship for Marriage or Commitment under the care of another Friends Meeting, or the other Meeting under whose care the couple's union is to be placed, may request a traditional letter or certificate of clearness from this Meeting. The Committee will give such requests for clearness the same care as that given for marriage under the care of this Meeting. Friends who regularly attend this Meeting but are members of another Meeting may ask to be united in marriage or commitment under the care of this Meeting. Such Friends may wish to obtain from their home Meeting a letter or certificate of clearness to be given to the Committee. The Committee maintains communication with the other Meeting and informs it when the marriage or commitment has been accomplished in good order.

Occasionally there are requests for unions under the care of the Meeting by couples who regularly attend this Meeting but are not members of the Religious Society of Friends. The Committee considers all such requests carefully.

Also, on occasion, a couple who are affiliated with another Friends Meeting may ask to be married under the care of Friends Meeting of Washington because of the residence of the couple or other ties to the District of Columbia. In these circumstances, the Marriage and Family Relations Committee determines whether all clearness procedures have been followed by the other Meeting that would be followed by Friends Meeting of Washington for its own members. If this is the case, Friends Meeting of Washington automatically approves the marriage under its care and appoints one member of its own Marriage and Family Relations Committee to the Oversight Committee for the marriage.

A procedures manual, *Procedures Manual: Marriages and Unions of Commitment*, written by the Marriage and Family Relations Committee, describes the marriage and commitment process in detail. A copy is provided to each couple that approaches the Committee about marriage or commitment, and is generally available from the Committee. The topics covered by the Manual are listed in the Appendix of this Handbook.

The Meeting recognizes the special needs of members and their families affected by separation and divorce. It cherishes each individual in every circumstance and relationship. The Marriage and Family Relations Committee informs the Meeting for Business of marriages or commitments under the care of the Meeting which have ended.



## IN TIME OF DEATH

### *Faith and Practice:*

“In Time of Death,” III, B, 7

“Monthly Meeting Responsibilities to Yearly Meeting,” III, B, 9, h

“Considerations when Planning a Memorial Meeting,” Appendix J

### *Handbook on Records*

“Memorial Minutes,” p. 17

“Memorial Minutes,” Appendix, pp. 5-6

### *Handbook*

“Membership Committee,” p. 22

“Ministry and Worship,” p. 23

“Additional Documents,” pp. A-13-17

Grief is natural after the death of a loved one, whether the death is sudden and unexpected or long-impending. The Meeting should help family and friends to express their grief and work through it to a sense of unity with all creation, so that the deceased can be remembered joyfully. Meetings frequently do this by holding memorial meetings for worship, in celebration of the life of the member or attender who has died . . . Memorial meetings are arranged as soon as convenient for the family. They are conducted as meetings for worship with Friendly simplicity.

*Faith and Practice, III, B, 7*

A Memorial Minute is written for every member of Friends Meeting of Washington. The Presiding Clerk appoints one or two people, with the approval of the Meeting for Business, to prepare the Memorial Minute. This Minute is read and **approved** at a subsequent Meeting for Business.

Friends Meeting of Washington also makes the Meeting House available for memorial meetings or services for non-Friends.

## RECORDS

### *Faith and Practice*

“Monthly Meeting Records,” III, B, 8

### *Handbook on Records: Their Creation, Maintenance, and Preservation in the Meeting*

#### *Handbook*

“Recorder,” p. 12

“Historians,” p. 14

“Records and Handbook Committee,” p. 27

“Additional Documents,” pp. A-13-17

The Administrative Secretary serves as Recorder of the Meeting.

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 that require changes in the *Handbook*; see below for Revision and Maintenance of the *Handbook*.

The Committee follows the recommendations in the *Handbook on Records: Their Creation, Maintenance, and Preservation in the Meeting*, prepared by the Baltimore Yearly Meeting Committee on Records, which has detailed instructions and suggestions for maintaining Monthly Meeting records. The Committee has developed a protocol of records retention procedures and schedules specifically for Friends Meeting of Washington.

Membership records, documents relating to marriages or commitments under the care of the Meeting, permanent minutes of the Meeting for Business, and other significant and legal documents are maintained in the vault. Access to some of these documents is limited; individuals interested in obtaining access should inquire of the Meeting staff. Originals and microfilm copies of many documents are preserved at the Maryland Hall of Records, Annapolis, Maryland, and at the Friends Historical Library at Swarthmore College in Swarthmore, Pennsylvania.

Complete names are used in the Monthly Meeting minutes when recording membership matters, births, deaths, and marriages or commitments.

## RELATIONS WITH BALTIMORE YEARLY MEETING

### *Faith and Practice*

“The Yearly Meeting,” III, D

“Quarterly Meetings,” III, C

### *Handbook*

“History of Friends Meeting of Washington,” pp. 2-5

Friends Meeting of Washington played an important role in efforts to consolidate the two Baltimore Yearly Meetings (see “History”). The larger scale of the Yearly Meeting provides many resources to its constituent Monthly Meetings although the Monthly Meeting is the basic unit of Friends’ organization.

Baltimore Yearly Meeting publishes a *Yearbook* every fall, which is available in the Meeting office. This contains the minutes of Yearly Meeting and Interim Meeting sessions and reports for the year of Yearly Meeting committees, working groups and related organizations; a directory of officers, representatives, and committee members and their addresses; and information about the Quarterly and Monthly Meetings of Baltimore Yearly Meeting. Baltimore Yearly Meeting also publishes the *Interchange*, a quarterly newsletter.

### **Responsibilities to Baltimore Yearly Meeting**

#### *Faith and Practice:*

“Monthly Meeting Responsibilities to Yearly Meeting,” III, B, 9

Friends Meeting of Washington appoints one representative to Interim Meeting, at the recommendation of the Nominating Committee; this term begins immediately after the Yearly Meeting sessions in August. No person serves consecutively for more than six years. Friends Meeting of Washington also has specific responsibilities for representation or liaison with the Education Loan, Ministry and Pastoral Care, Religious Education, and Stewardship and Finance Committees.

In June, the Meeting for Business appoints members to attend Baltimore Yearly Meeting sessions in August. These members report back to the September Meeting for Business.

The financial apportionment assigned to Friends Meeting of Washington by Baltimore Yearly Meeting’s Stewardship and Finance Committee, in the budget for Yearly Meeting, is reported to Friends Meeting of Washington and included in the Meeting’s the annual budget, which is presented to the Meeting for Business in May (for action in June) by the Finance and Stewardship Committee.

Annual reports are forwarded to Baltimore Yearly Meeting by committee clerks.

Statistical information is forwarded to Baltimore Yearly Meeting by the Recorder (Administrative Secretary).

The Nominating Committee suggests to the Yearly Meeting Nominating Committee the names of persons in the Meeting who might serve on Yearly Meeting committees.

The Ministry and Worship Committee prepares the annual report on the spiritual state of the Meeting. The report is presented to the Meeting for Business in February for action in March. After the report is approved, it is forwarded to Baltimore Yearly Meeting by the Administrative Secretary.

The Meeting for Business decides which Memorial Minutes of Meeting members are forwarded to Baltimore Yearly Meeting.

The Administrative Secretary supplies news items for the *Interchange*.

The Meeting *Newsletter* and the Meeting *Directory* are sent to the Yearly Meeting office by the Administrative Secretary.

## REVISION AND MAINTENANCE OF THE *HANDBOOK*

### *Handbook*

“Records and Handbook Committee,” p.27

“Records,” p.46

The Records and Handbook Committee is charged with identifying actions of the Meeting for Business and of 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 every six months and the full *Handbook* is reprinted when called for by the accumulated number or complexity of revisions. Revisions not 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.

Any committee or individual may suggest changes in the *Handbook*. Such proposals are presented to the Committee in writing.