

Part 3  
The Monthly Meeting  
Organization and Procedures

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## FORWARD

This Handbook is a manual of procedures of and for Friends Meeting of San Antonio. This Handbook records decisions and practices that implement the minutia of living our Quaker principles, which are briefly summarized in the quotations, fundamentals and testimonies in Part 1 of this Handbook. Thus, it supports the trustees, officers and committee members in the discharge of their tasks and responsibilities, and should be particularly helpful when newly appointed trustees, officers and committee members assume their responsibilities. This Handbook may also be helpful as community members consider how they may develop their interests and skills in serving the Meeting. Conversely, the Nominating Committee may use the Handbook to point individuals to how they may contribute to the spiritual and worldly wellbeing of the Meeting and the Meeting community.

As also noted in the brief statements of principles, the Handbook is a guide, showing how we are doing things, and is not and is not to be taken as a rigid or definitive guide. The Meeting may always say, *in this particular situation another way would work better than what the Handbook says*. If time or experience shows that a changed procedure is better or new circumstances require a new or different procedure, the Handbook should be amended promptly. Action Minutes (on matters covered in this Handbook) should always be incorporated promptly. Not all changes require approval by Meeting for Business. For example, a change to the task list of a committee is unlikely to need an Action Minute, but may simply be submitted to the Handbook editor for incorporation. If there is a question, the Clerk of the Meeting, the Ministry and Oversight Committee or others as applicable should be consulted.

## **THE MONTHLY MEETING**

The Friends Meeting of San Antonio is a Monthly Meeting of the Religious Society of Friends.

The Monthly Meeting is the fundamental spiritual community in the Society. It is so-called because its members meet monthly to conduct its business. It conducts meetings for worship weekly or more often. In turn, FMSA is a member of Cielo Grande Quarterly Meeting and South Central Yearly Meeting. In these descriptions of the responsibilities of Monthly Meeting office holders and committees, the Meeting for Worship with a Concern for Business will be termed "business meeting." Activities are described in greater depth in the 1978 Faith and Practice of Philadelphia Yearly meeting which may be consulted for further clarification.

The Meeting is composed of Friends (members of the Society) and attenders. Committee membership and office holding are normally open to both but some offices are restricted to members. Attenders are welcome to take part in the business meeting with equal voice as members: all are led by the Spirit.

As a property holder, FMSA is also a corporation under Texas law. All Friends who are actively associated with FMSA are also members of the Meeting Corporation. Participation in the meetings of the Meeting Corporation is restricted to Friends by law. The Annual Meeting of the Corporation is in January. Additional meetings may be called as specified in the Bylaws.

## **OFFICES**

Office holders are appointed for two years.

### **Trustees**

Trustees are the officers of the Meeting Corporation. They are members of the Society and are empowered under the Bylaws to administer the business affairs of the corporation. They may act only under the direction of the Monthly Meeting. They are presented by the Nominating Committee of the Monthly Meeting for approval at a meeting for worship with attention to business before the annual meeting of the corporation in January. Those so nominated and approved are accepted as Trustees by the Meeting Corporation.

The Trustees:

- have no independent authority to administer the use and disposition of Meeting property,
- may be given specific authority by the Meeting Corporation,
- appoint, in March, a committee of no fewer than two (2) individuals, from the Monthly Meeting, who are not Trustees, to audit meeting accounts, and
- maintain records as described in Annex F.

The Clerk of the Trustees presides over meetings of the corporation.

The Secretary of the Trustees maintains the records of the corporation.

The Treasurer of the Trustees is also the Meeting Treasurer and fulfils the responsibilities laid out for that office.

## **Clerk of the Meeting**

The Clerk oversees the ongoing activities and business of the Monthly Meeting. He or she is a member of the Religious Society of Friends and

- presides at business meeting to facilitate the Meeting's group effort to discern and respond to the leading of the Spirit,
- together with Recording Clerk reviews minutes of Meetings for Business and circulates them to those who were present for additions and corrections. Seeks approval for final minutes,
- calls special Meetings for Business as needed, making sure that members and attenders of FMSA have been given at least 5 days notice,
- is present at and clerks all meetings for worship, including specially called meetings, memorial meetings, etc., and closes these meetings. Arranges for substitute clerk if necessary.
- clerks meetings for marriages under the care of the meeting, signs marriage certificates and sees that State requirements are met,
- is the main contact person for Meeting members, particularly clerks of committees, in matters of day-to-day business of the meeting and in urgent matters which arise,
- is an ex officio member of all standing committees and oversees the work of the various committees,
- receives and handles Meeting mail,
- follows the instructions of the Meeting,
- participates with Ministry and Oversight in preparation of the annual State of the Meeting Report for South Central Yearly Meeting. The report is to be approved at the business meeting which precedes Yearly Meeting, or as requested by Yearly Meeting,
- is the principal representative of the Meeting, conducting its external business and correspondence,
- calls a meeting of all committee clerks before the February monthly business meeting to clarify organizational responsibilities and reporting procedures for the coming year,
- with the Clerks of Finance and Ministry & Oversight, forms a Naming Committee which nominates members of the Nominating Committee in May, and
- is normally appointed for a term of two years.

At times, Co-Clerks may be appointed; they will determine the distribution of responsibilities that best serves their gifts.

## **Recording Clerk**

The Recording Clerk is responsible for taking minutes at Monthly Meetings for Worship for Business. He or she

- assists the Clerk in phrasing action minutes during the meeting, to facilitate Meeting discernment,
- types up the minutes of these meetings, including specific action minutes, submits them to the Clerk for review,
- after review, e-mails them to active members and attenders and prepares copies for distribution at the following business meeting, where she or he presents them for amendments and approval,

- prints the minutes on archival paper and inserts them in the permanent Monthly Meeting Records.
- provides an electronic copy to the Recorder, and
- is normally appointed for a term of two years.

### **Treasurer**

The Treasurer is responsible for the custody and disbursement of funds of the Meeting. He or she:

- keeps careful accounts of income and disbursements, retaining them as described in Annex D,
- presents a report monthly to the business meeting and prepares the accounts for annual auditing,
- provides receipts for donations to the Meeting in January for tax purposes,
- reports in January the accounts for the previous year,
- provides records to and answers questions from the auditors, as needed,
- prepares, issues and submits to the IRS and SSA any 1099 forms and W-2s for paid staff and payments of interest on loans,
- arranges for a Meeting telephone for inquiries by seekers,
- is also the Treasurer of the Meeting Corporation, and
- is normally appointed for a term of two years.

### **Recorder**

The Recorder sees that a record of membership is faithfully and accurately kept. He or she

- records the names of the member and his or her immediate family and dates of birth of the children,
- records any changes relating to membership, such as deaths, births, transfers, releases, or marriages,
- answers the annual questionnaire from the Yearly Meeting giving information regarding membership in the Monthly Meeting,
  - files a copy of this report as part of the permanent records of the Monthly Meeting, in both paper and electronic format,
- presents a report on membership to business meeting in February,
- sees that other important records of the Meeting are being properly cared for, as described in Annexes E and F,
- preserves all archival material in permanent Meeting files, and
- is normally appointed for a term of two years.

Committee minutes and other records in current use may be kept by the officer responsible for them.

### **Representative to South Central Yearly Meeting**

The Representative is responsible for

- attending the Fall meeting of Representatives Meeting at which the program for the subsequent Yearly Meeting is approved, and when other yearly Meeting business is discussed,

- bringing to the Representatives Meeting and annual session of Yearly Meeting any concerns raised by Monthly Meeting
- bringing to business meeting any concerns of the Representatives Meeting and Yearly Meeting.
- providing a report to the next business meeting, and
- is normally appointed for a term of two years.

## **STANDING COMMITTEES**

This section describes specific areas of ongoing and current concern which the Meeting delegates or refers to various standing committees for consideration and recommendation or action. The stated purpose and tasks are taken primarily from Faith and Practice of Philadelphia Yearly Meeting which should be consulted if any questions arise.

The primary responsibility for the direction and work of these committees rests with the Monthly Meeting. However, the Meeting expects from the committees initiative, guidance, and insight on how to implement its work.

To facilitate communication and coordination across the committees and the Meeting generally, the Clerk of the Meeting is an ex officio member of all committees. To promote community, continuity and efficiency, it is recommended that the Clerk and Committee Clerks meet early in every year for a synoptic view of the state of the Meeting and to plan for the coming year.

Committees will often require help from others when the work is too great for the committee members. Committees may, and should feel free to, ask others in the Meeting to assist in specific tasks of limited duration and effort.

Committee members and clerks are normally appointed for a term of two years, except for Ministry and Oversight and Nominating, for which the term is three years. Each committee clerk should have a key for access to the meetinghouse.

Whenever a concern arises which falls outside the purview of, or the capabilities of, a standing committee, the Monthly Meeting for Business may appoint an ad hoc committee (or working group) of not fewer than three persons to become knowledgeable about the concern and then bring recommendations to the Meeting.

To expedite matters, the Clerk of each committee is asked to:

- establish the date, time, place and agenda of meetings, with adequate consideration for the schedules of members and sufficient advance notice,
- conduct committee meetings as a meeting for worship with attention to business, reaching decisions by a sense of the meeting,
- perform, or arrange for, and oversee tasks during the year which fall within its responsibilities and budget, delegating tasks to members as may be necessary
- report to Monthly Meeting when necessary or required,
- present to Monthly Meeting written action minutes approved by the committee,
- provide the Treasurer with bills for expenditures, approved by the committee and signed by its clerk for reimbursement,
- keep the Meeting wall calendar up to date on committee meetings and events planned by the committee,

- maintain a file of guidelines, minutes and unfinished business for use by the next clerk, briefing the next clerk and orienting new committee members, and
- prepare a budget for the subsequent year and submit it to the Finance Committee in September

## **Ministry and Oversight Committee**

Purpose: To foster and strengthen the spiritual growth of Meeting for Worship, and of the individuals in the Meeting, encouraging varying gifts for ministry and service. To exercise care of the membership and oversight of the corporate life of the Meeting.

The clerk of this committee is normally a Friend and appointments to the committee are normally for three years.

Tasks include:

- carrying out the duties of both Worship and Ministry and Oversight Committees as outlined in Faith and Practice,
- provision of opportunities for members of the Meeting to learn more about Quaker history and beliefs, addressing pressing social concerns and
- deepening their faith through First Day classes, study groups, retreats, etc., in coordination with the Religious Education Committee, when appropriate,
- providing pastoral care, such as
  - being aware of any special needs of members and attenders,
  - visiting the sick and dealing with emergencies,
  - counseling for small problems and knowing when and where to refer people for professional help with more serious problems,
  - providing comfort and encouragement to those who are in difficult situations,
- assuming the tasks of Meeting Clerk when that clerk is absent from meeting for worship, meeting for business and for any lengths of time, whether short or long, when the clerk is unable to fulfill his/her responsibilities.
- preparation of the State of the Meeting Report for Yearly Meeting, with the assistance of the Clerk and Recorder, to be presented at February Business Meeting,
- provision of a Clearness Committee
  - on request, and
  - for applications for membership, weddings, and memorial services,
- periodic review of membership records with particular attention to nonresidents and inactive Friends,
- speaking with Friends who leave town to request their new addresses and help them to seek a Meeting near their homes,
- maintaining, at the request of a member, a file of information to be used on the death,
- maintaining a supply of non-perishable food and emergency funds for supplying to needy visitors at the Meetinghouse,
- preparing, regularly reviewing, and recommending to business meeting a list of conditions for the use of the meetinghouse by outside groups,
- approving applications by new outside groups for use of the meetinghouse premises when there is a question of their being in accordance with the conditions for use approved by Meeting,



- the clerk, with the Clerk of Finance Committee and Meeting Clerk, naming members of the Nominating Committee in May and,
- maintaining a file of resources in the wider community.

## **Religious Education Committee**

Purpose: To provide opportunities to children and adults of our Meeting community for spiritual growth through knowledge of the history and experience of the Religious Society of Friends, of the Christian faith and its literature, through knowledge of other faiths, through understanding oneself and others in all one's relationships, and through practicing Quakerism as a way of everyday life.

Tasks include:

- planning, scheduling and supervising the First Day School and child care programs of the Meeting,
- planning and operating the Meeting's educational adult programs, including forums, and associated activities,
- making recommendations to Meeting regarding furnishing of classrooms, and
- arranging for paid child care as needed and providing the Treasurer with hours worked at the end of each month.

## **LIBRARIAN**

The Librarian maintains and develops the Meeting's Library, which includes periodicals (such as the Friends Journal and Friends newsletters) as well as books and other material (e.g., pamphlets, videos, etc.). The librarian is under the care of Religious Education but is not a member of the committee.

Tasks include:

- maintaining a complete list of the contents of the library,
- inventorying library contents at least once a year,
- tracking material that is on loan,
- in consultation with the clerk of this and other committees, purchasing books and other material as budgeted, and
- maintaining a literature display in the entry for visitors and newcomers.

## **Finance Committee**

Purpose: To oversee the financial affairs and assets of the Meeting in accordance with Friends' principles and practices. The Treasurer is an ex officio member of this committee.

Tasks include:

- overseeing the investments, checking and savings accounts, and the financial health of the Meeting,
- advising the Meeting and the Treasurer as to how Meeting funds should be invested or deposited,
- obtaining budget requests from all committee clerks in October and preparing, with the help of the Treasurer, the annual budget of the Monthly Meeting,
- submitting the proposed annual budget in December and thereafter considering revisions to the budget as recommended by the business meeting,

- submitting the final budget for approval in January,
- keeping members informed about financial responsibilities of membership and notifying appeals for funds received from outside the Meeting and recommending responses to the Monthly Meeting and/or appropriate committees, and
- advising Monthly Meeting on matters relating to fundraising objectives and practices.
- the Clerk of the committee, with the Meeting Clerk and Clerk of Ministry and Oversight, forms a Naming Committee, which names members of the Nominating Committee in May.

## **Property Committee**

Purpose: To maintain and care for the Meetinghouse building and grounds and recommend desirable improvements, maintaining and enhancing the beauty, utility and simplicity of the Meetinghouse environment. Details of the various tasks and responsibilities are found in Annex C.

Tasks include

- safety and security
  - keys
  - lighting, including timers and motion detectors
  - fire alarms and fire extinguishers
  - electrical
  - furnishings and accessories
- maintenance
  - heating, ventilation and air conditioning (HVAC)
  - damage and wear to the buildings
  - landscaping
  - arranging for the cleaning of the meetinghouse
- purchasing general cleaning supplies and other supplies, e.g., light bulbs,
- recommending major projects (\$3000 or more) to Business Meeting
- coordinating work with the Outreach and Long Range Planning Committees,
- at the end of each month, providing the Treasurer with the hours worked by any employee or contractor, and
- preparing, in September, an estimate for the annual budget.

## **Nominating Committee**

This committee is nominated by a Naming Committee, which is composed of the Clerk of the Meeting, the Clerk of the Finance Committee, and the Clerk of Ministry and Oversight, and is approved in the May Business Meeting.

Purpose: To nominate qualified and experienced Friends and attenders for positions in the Meeting, such that all may have an opportunity for the growth which comes with service to the Meeting.

Suggestions for committee service, including of oneself, are welcome, even expected, but only through the Nominating Committee and not directly between committee clerk or members and candidate.

Tasks include:

- soliciting and receiving suggestions for the various positions,
- nominating, after determining the willingness, ability and suitability to serve
  - o Corporation Trustees and officers,
  - o Monthly Meeting office holders, and committee clerks and members,
- obtaining nominees' agreement for consideration and approval by business meeting,
- submitting the preliminary report in October and the full report in November for seasoning so that the new Meeting appointees can be approved in December and begin their work at the beginning of January. Corporation appointees are approved at a corporation meeting in January, and
- nominating qualified persons for vacancies that occur throughout the year.

## **Community Engagement Committee**

Purpose: To provide help in bringing members, attenders and inquirers together in fellowship and spiritual community, and to make others aware of Friends' principles. We have listed the major areas of attention below. Some or all of them may be undertaken by individuals or groups rather than by the committee or its members. The details of the various tasks are found in Annex A. (This Annex may be changed with the guidance of the committee or its clerk as Meeting needs arise or as creativity strikes, without requiring a Handbook revision.)

### Hospitality

- Open and close rooms for Meeting for Worship.
- Greet members, attenders and visitors at the front gate.
- Coordinate celebrations of birthdays.

### Communication

- Publish:
  - o a monthly newsletter,
  - o a Meeting handbook
  - o a Meeting calendar
  - o an annual directory.
- Maintain:
  - o Meeting website
  - o Facebook page
  - o Email contact list
- Take messages from the Meeting telephone and respond as needed
- Provide publicity about meeting events as required

### Quaker Literature

- Maintain a literature display,
- provide Friends Journal subscriptions for Young Friends away at school

### Use of the Meetinghouse:

- Schedule and keep in touch with outside groups that use the meeting premises.

### Supplies

- Replenish all the kitchen and bathroom materials.

### Outreach

- Provide Friends' literature and speakers to the wider community.

## **Peace and Social Concerns Committee**

Purpose: To give consideration and focus to the peace and service concerns of the Monthly Meeting.

Tasks include:

- receiving, seasoning, and recommending actions to the Meeting in response to concerns of Meeting members,
- giving regular attention to reports and requests of the Friends Committee on National Legislation and the American Friends Service Committee,
- advising Monthly Meeting on possibilities for cooperation with other organizations furthering the causes of peace and justice,
- making recommendations to the Finance Committee in October for the financial support of other organizations,
- maintaining contact with groups supported by Meeting, and
- approve F/friends to represent FMSA in community activities, including marches, protests, religious meetings and observances.

The FCNL Contact is an ex-officio member of this committee.

## **FCNL Contact**

Purpose: To serve as Meeting's point of contact with the Friends Committee on National Legislation for outreach and action.

Tasks include:

- passing on to the Meeting information from Action Alerts and the weekly action update, encouraging Friends to read and subscribe to the FCNL Washington Newsletter,
- informing the Meeting of FCNL events such as Annual Meeting or a special conference,
- promoting participation in the selecting of FCNL priorities (every two years) and revising Statement of Legislative Policy, and
- working in close cooperation with, and in support of, the Peace and Social Concerns Committee.

## **Long-range Planning Committee**

Purpose: To consider future development of the Meetinghouse property, including all buildings and grounds.

This committee will consist of a representative from Property, Finance, Ministry & Oversight, and Inreach/Outreach committees, and other interested persons, with staggered terms of four years' duration. Members may serve for subsequent terms.

Tasks include

- The committee will entertain visioning to help members get a clear idea of what we want and our priorities. It will take these projections to create concrete proposals.
- It will review requirements, enlist the advice of relevant professionals and interested volunteers in order to implement each proposal.
- Specific proposals recommended by the committee and approved by the Meeting will be undertaken by a Development Committee.

## **SPECIAL COMMITTEES**

Special committees are appointed for specific purposes and are of limited duration. The stated purpose and tasks are taken primarily from Faith and Practice of Philadelphia Yearly Meeting which should be consulted if any questions arise.

### **Clearness**

Such a committee is appointed in confidence by the Ministry and Oversight Committee on a request to the clerk of that committee by a member or attender who requests consideration of a concern or problem. The concerned individual has the option of proposing name(s) for membership on such a committee.

When Friends gather in a committee for clearness, we find ourselves under the same loving discipline as when we gather for meetings for worship and business: an openness to the Holy Spirit and a commitment to one another and to discerning God's will. We listen deeply to those who have asked for guidance. We do not come intent on giving advice or taking a position. However, when any member of the committee has information which the person does not have, it may be appropriate to provide it. The gathering includes an explanation of the issue or problem for which clearness has been sought, periods of worship, time for questions, and an opportunity for the sharing of insight and inspiration. The clerk of the committee guides this process mindful of the needs of the Friend seeking clearness and of the promptings of the Spirit.

Clearness committees are most often associated with the process a Meeting uses to decide whether to take a marriage under its care, or to accept someone into membership. However, some Friends are rediscovering the power of committees for clearness to guide and support members facing a crisis in their lives, sensing a leading towards a personal witness or considering a change in life's direction.

In situations where longer term discernment is required, a Support Committee may be appointed. The Support Committee may evolve from the Clearness Committee or be specifically appointed.

A confidential report is made to the M&O committee, recommending any proposed action.

### **Membership**

Purpose: Following the procedure of a Clearness Committee, to consider what it takes to achieve the permanence and satisfaction of a committed, loving, membership and the extent to which the applicant is prepared for these. The purpose is not to determine the applicant's worthiness but to help him or her and Ministry and Oversight discern whether membership would be helpful.

Tasks include:

- Exploring the applicant's
  - reasons for wishing to join the Society,
  - understanding of Friends' mode of worship, testimonies, ways of conducting business meetings, and the reasons for these,
  - experience of Friends Meetings,
  - reading about Friends, and
- meeting confidentially to draft a minute for M&O recommending action.

Applications for membership are made by letter to the Clerk, who passes them to Ministry and Oversight and are not announced to Meeting until M&O has united with the applicant in his or her wish to join the Society and brought its decision to business meeting.

### **Marriage Clearness**

Purpose: Following the procedure for a Clearness Committee, to ensure that no obstacles to the marriage exist from misunderstandings, previous marriages, or family problems.

Tasks include:

- exploring areas of understanding with the couple,
- considering what it takes to achieve the permanence and satisfaction of a committed, loving relationship and the extent to which the couple is prepared for the dedication and constancy which such a relationship requires, and
- making a recommendation to Ministry and Oversight as to whether the way is clear for the Meeting to take the marriage under its care.

### **Wedding Oversight**

Purpose: To help the couple in preparing for the wedding. This is not a clearness committee.

Tasks include:

- Helping to
  - obtain the State of Texas license,
  - prepare the meeting for marriage when any special features are desired,
  - prepare the marriage vows,
  - prepare the Quaker marriage certificate (which requires all present to sign as witnesses),
  - help families and friends to understand and participate in the Quaker process, and
  - resolve any other questions which may arise.

## **ANNEX A: COMMUNITY ENGAGEMENT COMMITTEE TASKS**

This detailed list of tasks elaborates each of the above-mentioned areas. It is intended as a reminder of the tasks we have discovered need doing

### **Hospitality**

- Arrange and print a roster for people who open, greet & close Meeting.
  - Unlock and open rooms for meetings, particularly before Meeting for Worship and be sure the heating/air conditioning is working.
  - Disinfect the drinking fountain
  - Make coffee and putting out snacks, unload dishwasher.
    - After meetings, clean up kitchen after Hospitality time and meals, load dishwasher, launder tea towels, remove trash bag, turn off fans, lights, close windows and lock up all doors.
- Greet members, attenders, and visitors at Meeting for Worship, maintain a guest book that records addresses and requests to receive the newsletter.
  - Ask visitors to sign the guest book and directing them to the poster which describes Meeting for Worship.
  - Give visitors copies of Meeting description, newsletter, and/or pamphlets.
  - Take visitors with children to the children's room and introduce them.
- Coordinate celebrations of birthdays [5 & 10--year intervals only]; keep a record of birthdays; welcome new members.

### **Communication**

- Publish a monthly newsletter, including a calendar for the coming month, items of news about members of the Meeting including ones who have left town, interesting news and information about Friends principles and practices, encourage members and committees to provide materials of interest,
- Distribute the newsletter in paper copy or e-copy to members and attenders, visitors, people who have requested it, and members who have moved out of town; provide a web-ready copy to the Meeting webmaster.
- Produce and update a handbook containing:
  - the Meeting Bylaws,
  - a description of the responsibilities of Meeting office holders,
  - a description of the responsibilities of the clerks of Meeting committees,
  - a description of the responsibilities of meeting committees
- add minuted policies and procedures to an appendix; review these every 5 years to be included in appropriate sections of the Revised Handbook.
- Publish a Meeting calendar showing events during a normal month, and another showing events for each month of the year, including a committee calendar showing each committee's scheduled events by month,
  - list of recommended reading of Friends history and principles for seekers,.
  - list of Friend organizations with addresses, websites, e-mail addresses, telephone numbers, etc.
- Issue an annual directory by January, after consultation, containing current lists of members and attenders, with addresses, e-mail addresses, and phone numbers; office holders, and committee members. Produce an appendix of new attenders as needed.

- Arrange for a Meeting telephone for inquiries by seekers; check the Meeting telephone frequently for incoming messages and responding to them.
- Maintain an internet website which provides information about the Meeting and Friends' principles for interested seekers.
  - Publish location of the Meetinghouse and times of Meeting for Worship, including the monthly Meeting newsletter and links to other Friends' websites.
  - Modify the design of the website in consultation with the Meeting.
  - Provide backup copies of each new version of the website and update any other information such as passwords etc. needed for recovery,
  - Ensure that backups and password are stored so that others can get at them, if needed.
- Maintain a Facebook page with current information and pictures of FMSA people and events.
- Maintain a current e-mail and telephone list to provide rapid communication when needed.

### **Quaker Literature**

- Maintain a display of Friends' literature in the foyer for distribution.
- Provide Friends Journal subscriptions for Young Friends away at school.

### **Use of the Meetinghouse**

- Take applications from outside groups that seek to use of meeting premises, referring applications to M&O if they do not conform to current guidelines.
- Maintain a calendar in order, schedule and make necessary arrangements for preparation and use of the Meetinghouse by outside groups using the premises.
- Arrange with the Property Committee to issue keys to groups meeting regularly for them to gain access themselves. [Minute 2018.07.1]
- Report any serious infringements of the conditions of use to Business Meeting.
- Prepare a large calendar for display in the Meeting room foyer showing: dates and times when rooms are booked and by whom, dates and times of Meeting activities, with topics of forums and other activities.

### **Supplies**

- Replenish all the materials kept in kitchen cupboards and refrigerator, paper towels and toilet tissue.

### **Outreach**

- Recommend to Meeting any means by which the presence of the Meeting and its Quaker principles and practices may be made known to the wider community.
- Arrange for overnight accommodation for visiting guests.
- Plan and carry out arrangements for social occasions that meet the needs of the Meeting.
- Obtain and serve refreshments at general meetings and events when requested.



## ANNEX B: CALENDAR

### Monthly

|               |  |
|---------------|--|
| Each Sunday   | Meeting for Worship at 10.00<br>Child care and First Day School, 10.00 |
| First Sunday  | Potluck Lunch after Meeting for Worship.                               |
| Second Sunday | Forum discussion at 11.30.   |
| Third Sunday  | Meeting for Business, 11.30  |
| Fourth Sunday | Forum discussion, 11.30.   |
| Last Sunday   | Newsletter distributed, (fourth or fifth Sunday, as applicable)        |

### Annually

#### January

- January 1: The fiscal year begins
- Finance committee presents final budget for approval
- Treasurer gives annual accounts for the previous year.
- Directory of new office holders, committees, members and attenders is distributed.
- M&O prepares State-of-Meeting report.
- Annual meeting of the Meeting Corporation is held.
- Treasurer prepares accounts for audit.

#### February

- Recorder reports Meeting membership.
- M&O presents State of the Meeting report to Business Meeting.

#### March

- Recorder reports Meeting membership to SCYM.
  - Clerk sends these to Clerk of Quarterly Meeting and SCYM Ministry and Oversight Committee.
- Property Committee organizes spring workparty.
- SCYM meets over Easter.
- Trustees appoint two auditors for the Meeting accounts.

#### April

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#### May

- Naming Committee presents names of two members of Nominating Committee for approval, to take office immediately for three-year appointments.

#### June

- The annual audit is reported.

#### July

- Friends General Conference Gathering of Friends.

#### August

- No Business Meeting in August.

#### September

- Nominating Committee prepares nominations.

- Cielo Grande Quarterly Meeting.
- All committees give budget requests to Finance Committee.

#### October

- Property committee organizes a Fall workparty and
  - arranges for possible inspection of A/C and furnace.

#### November

- First report of Nominating Committee.
- Finance Committee prepares budget.

#### December

- Finance Committee proposes budget.
- Nominating submits nominations for final approval.
- Nominating Committee reports new nominations for first reading, if needed.
- New office holders and committees take over after Business Meeting.
- Clerk notifies SCYM of names and addresses of new Meeting representatives.
- New Directory is prepared.
- Clerk reviews amendments to Directory and reports to Business Meeting for approval.
- December 31 End of fiscal year.

## COMMITTEE CALENDAR

|             | Jan                             | Feb                 | Mar | Apr             | May                 | Jun | Jul | Aug | Sep                       | Oct               | Nov                                 | Dec   |
|-------------|---------------------------------|---------------------|-----|-----------------|---------------------|-----|-----|-----|---------------------------|-------------------|-------------------------------------|---|
| Finance     | Final budget; prepare for audit |                     |     |                 |                     |     |     |     |                           |                   | Prepare budget                      | Submit proposed budget  |
| In/Outreach | Distribute directory            |                     |     |                 |                     |     |     |     | Budget request to Finance |                   |                                     |   |
| Long-Range  |                                 |                     |     |                 |                     |     |     |     | Budget request to Finance |                   |                                     |   |
| M & O       | State of the Meeting Report     |                     |     | Program to CGQM |                     |     |     |     | Budget request to Finance |                   |                                     |   |
| Naming      |                                 |                     |     |                 | Nominate Nominating |     |     |     | Budget request to Finance |                   |                                     |   |
| Nominating  |                                 |                     |     |                 |                     |     |     |     | Budget request to Finance |                   | Nominations 1 <sup>st</sup> reading | Nomination: 2 <sup>nd</sup> reading 1 <sup>st</sup> reading new nominations |
| P & SC      |                                 |                     |     |                 |                     |     |     |     | Budget request to Finance |                   |                                     |   |
| Property    |                                 | Plan spring workday |     |                 |                     |     |     |     | Budget request to Finance | Plan fall workday |                                     |   |
| Rel. Ed.    |                                 |                     |     |                 |                     |     |     |     | Budget request to Finance |                   |                                     |   |
| Trustees    | Annual Meeting                  |                     |     |                 |                     |     |     |     |                           |                   |                                     |   |

## **ANNEX C. PROPERTY COMMITTEE TASKS**

Tasks include

- arranging for the cleaning of the Meetinghouse,
- holding the master copies of the Meetinghouse keys, issuing keys to all Clerks, other committee members as appropriate, outside organizations who use the building(s) regularly, and others who need a key, and keeping accurate records of key holders
- purchasing general cleaning supplies and equipment and supplies of toilet requisites but not kitchen supplies,
- inspecting periodically (as appropriate or needed, but at least annually)
  - the premises to become aware of any damage, leaks, wear, graffiti, etc. to the fabric, roofs, windows, doors, gate, etc.
  - the fire extinguishers and smoke alarms,
  - the furnishings,
  - the kitchen cabinets and appliances,
  - the toilet facilities,
  - the light bulbs, fans, and circuit breakers,
  - the external lights, their motion sensors, and setting of timers,
  - the air conditioning and heating plant,
- adjusting the thermostats,
- making such routine adjustments, replacements, and repairs as required,
  - funds for minor repairs may be expended from the Building & Grounds, Minor Repairs budget without additional authorization
  - major repairs, items costing \$3000 or more, and minor repairs if the budget line item has been exceeded require approval from Business Meeting
  - Additions and expansions, i.e., capital expenditures, require approval from Business Meeting
- maintaining the landscaping
  - arranging for the mowing of the grass as needed,
  - providing for the planting of additional or replacement flowers, shrubs, trees and other landscaping,
  - arranging for the pruning of shrubs and trees as necessary,
  - maintaining the fences, courtyard, paths, dry creeks, and parking lot,
  - maintaining the arbor and any benches in the grounds,
- proposing to Meeting any plans for additional development of the landscaping,
- arranging for Saturday workparties in spring and/or fall, or as necessary, for cleaning porch, gutters, exterior walls, etc., and weeding, trimming, and other landscaping needs,
- coordinating work with the Outreach and Long Range Planning Committees,
- providing the Treasurer with the hours worked by any employee or contractor, at the end of each month, and
- providing the Finance Committee in September, a requested annual budget.
- Establish and maintain the Memorial Garden per Annex G.

## ANNEX D: FINANCIAL RECORD RETENTION

A CPA source suggests the following record-retention schedule for financial records:

### **Retain indefinitely:**

- Audit reports and financial statements
- Checks related to taxes, capital purchases, or important contracts
- Capital stock and bond records
- Cash books
- Contracts and leases in force
- Copyrights, patents, trademark registrations
- Corporation charter, minute books and bylaws
- Correspondence on legal and tax matters
- Deeds, mortgages, easements and other property records
- General ledgers and journals
- Insurance records
- Property appraisals
- Tax returns and work papers, including records to support carry backs and carryovers

### **Retain 7-8 years:**

- Other canceled checks
- Vouchers for payments to vendors, employees, etc.
- Inventories
- Payroll records, including time sheets
- Expense reports
- Payables and receivables ledgers
- Expired contracts and leases
- Purchase orders
- Invoices and other sales records
- Plant cost ledgers

### **Retain 6 years:**

- Monthly trial balances
- Employee withholding tax statements
- Employee disability benefits records

### **Retain 3 years:**

- Personnel files on terminated employees
- Bank reconciliations
- Petty cash vouchers
- Expired insurance policies with no residual values

### **Retain 2 years:**

- General correspondence
- Requisitions

The preceding is only a rough guide and should be adjusted to specific needs and statutory requirements. While only one document out of a hundred may ever be needed, that indispensable single piece of paper is hard to identify in advance. In case of a loss of property covered by insurance, for instance, documentation of the value of the property would be invaluable. Those Monthly Meetings with paid staff must keep such records as are required by municipal, state, and federal government. And one never knows when the exact boundaries of property may need to be verified from a very old deed, or the restrictions checked on the use of rented space.

Either the Monthly Meeting or the appropriate committee should appoint an auditor or an auditing committee to examine the accounts once a year. When they are no longer needed for current business, they should be turned over

to the Recorder for permanent retention. Treasurer's quarterly and annual reports and auditor's reports are permanent records.

From: <http://trilogy.brynmawr.edu/speccoll/bym/Handbook%20on%20Records3.htm>

## ANNEX E: SUGGESTED RETENTION SCHEDULE FOR MEETING RECORDS

This section shows a list on the left-hand side of the page of various types of records which the Meeting may acquire and on the right-hand side of the page advice on the length of time each type of record should be kept. Immediately following each type of record are suggestions on how it should be kept. Records are not listed in any special order of importance.

1. **Monthly Meeting Minutes - [Permanent]** The permanent record copies should be kept chronologically (by date).
2. **Monthly Meeting Committee Minutes [Permanent]** These records should be kept and stored in the same fashion as the Monthly Meeting Minutes.
3. **Real Property Records and Other Legal Documents [Permanent]** These include deeds, purchase agreements, records of loans, incorporation documents, burial ground records, and other legal records.
4. **Outgoing Correspondence [Permanent]**
5. **Incoming Correspondence - Routine Mailings [Non-Permanent]** These may be disposed of after any needed action has been taken on them.
6. **Incoming Correspondence - Non-routine Mailings [Permanent]**
7. **Financial Records [Permanent]**
8. **Membership Records [Permanent]** These records should include new member forms and other information about members, including information about burial wishes and memorials.
9. **Memorial Minutes [Permanent]** May be kept either alphabetically by name of deceased or chronologically by date of death or date of Memorial Minute.
10. **Newsletters [Permanent]** Should be kept in chronological order by date of newsletter.
11. **Policy Manual [Permanent]** May be kept either chronologically by date of policy decision or alphabetically by topic with later changes or updates added to the file.
12. **Newspaper Clippings [Permanent]** If the clipping is about the Monthly Meeting or its activities, it should probably be kept permanently. If so, make an electrostatic (XEROX) copy on archival-bond paper and dispose of the original clipping, since newsprint is highly acidic and will fall apart within a very short period of time. If, however, the article is not relevant to and of only passing interest to the Meeting, it may be disposed of when that interest is past.
13. **Artifacts [May be Permanent]** These may include period costuming of older members of the Meeting and other three-dimensional objects.
14. **Miscellanea [May be Permanent]** Photographs, programs/announcements of special events, such as a lecture series or celebrations, slides, videotapes, tape recordings, special bulletin board displays - these are perhaps more pertinent to American culture as the very stuff of change (or history) than anything to be found in the Smithsonian!

From: <http://trilogy.brynmawr.edu/speccoll/bym/Handbook%20on%20Records3.htm>

## **ANNEX F: JOB DESCRIPTION FOR ARCHIVIST, RECORDER AND TRUSTEES**

### **Suggested Job Description for Archivist, Recorder and Trustees in SCYM and its Constituent Monthly Meetings**

*While most of this describes the job of the archivist, if there is no recorder or trustee(s), the archivist or someone else on the meeting should be asked to assume the responsibilities outlined in #3-5.*

1. The clear responsibility of the archivist, and its constituent monthly meeting archivists, to make sure that the information needed for permanent records is gathered in a timely, appropriate, and adequate manner and that its permanent storage is arranged for in accordance with arrangements made with Swarthmore Friends Historical Library and other depositories arranged by the monthly meeting. This may also include some semi-permanent records retained until it is clear there will be no further use for them.
2. Permanent records include, but are not limited to: minutes, committee reports and minutes, lists of officers and committees, newsletters, flyers announcing special events, and any letters sent to the entire membership. The archivist should establish and insist upon procedures that insure that a good copy of each of these documents is put in a file for eventual archiving. This may include acquisition of a good filing box or cabinet that can be kept where the dangers of vandalism, theft, and fire or water damage are minimal. If the meeting distributes any of this material by mail, the archivist can have a separate mailing sent for the permanent record.
3. Membership records are the responsibility of the recorder. It is the recorder who is expected to report annually on membership statistics to the Yearly Meeting. However, it is helpful if membership records contain more than mere number counts and if information on regular attenders as well as members is included. The ability to communicate with a person's family in the event of serious illness is one example of the uses to which fuller membership files can be put. They may also be helpful for reference in writing a memorial minute about the person. The Religious Education Committee can make use of a fuller membership file in analyzing the needs for various levels of classes based on ages or simply in keeping track of children's birthdays. The Care and Counsel Committee (or other pastoral care committee) may consult the membership files to determine the possible kinds of services that may be needed for the elderly and others with temporary or permanent disabilities. Two sample membership information forms are found here. These can be adapted to each meeting's special needs.
4. While such membership information can be stored on a personal computer and readily made available as needed, there should always be hard copy (i.e., copy on paper) of essential facts on file.
5. The storage of some permanent records is normally the responsibility of the Trustees. These include deeds, articles of incorporation, and insurance policies. If there are no Trustees, the archivist should ensure that the meeting makes some arrangement for the safekeeping of these records. A fireproof safe or box, or a bank safety deposit box is usually the safest way to store such items.
6. Semi-permanent records may include correspondence by clerks. Accumulated correspondence should be reviewed after a regular period, such as three to five years, and only those items of permanent value should be turned over for archiving. A clerk will often have important correspondence to keep in which meeting philosophy or action is covered. If committees undertake projects, such as an annual Christmas bazaar or one for a special purpose such as aid to Central America, full documentation from start to finish should be kept by the committee clerk, as it will not only be useful to future project leaders but it is also a part of the meeting history.
7. Two types of factors should be considered in determining if a document should be retained permanently. First: does this document show how the meeting operated, its functions and objectives, and how these were met? These are "primary values" of records. There are also "secondary values": What information is kept in this document which does not serve the purpose for which the document was created, but can later be used for an entirely different purpose? For example, a membership record will show the birth of children and their entry into the life of the meeting. That is the purpose for the creation of the record. The genealogist will look at the same record and see additional limbs on a family tree. As a general rule, strictly housekeeping records (viz., how many rolls of paper towels were purchased or copies of old electrical bills) are not permanent records. A Record Retention Schedule, a list of the types of records a meeting may have



and how long each should be kept, is found in Sections II.D.2 and III.C.7.1-14 of the Baltimore Yearly Meeting Records Pages at <http://trilogy.brynmawr.edu/speccoll/bym/Handbook%20on%20Records3.htm>.

8. The archivist has no responsibility for semi-permanent records but should remind those possessing such files of the need to weed out periodically those items no longer needed. The archivist can also offer guidance in this type of housecleaning. When all but items of permanent value have been removed from semi-permanent records, what is left should be turned over to the recorder/archivist for permanent retention.
9. The recorder/archivist also serves as a resource for meeting committees, providing information as needed, becoming familiar with archiving procedures in the SCYM and collecting and turning over records where appropriate.
10. It is to the advantage of the meeting to have scanned those records for which only an original copy exists and to keep such copy in a separate location so that, in case of fire or flood, all is not lost.

This description is adapted from the BYM Records Page at <http://trilogy.brynmawr.edu/speccoll/bym/Handbook%20on%20Records3.htm>.

## **ANNEX G: MEMORIAL GARDEN**

- Location: The Memorial Garden will be located along the south end of the limestone wall or in another place proposed by the Property Committee.
- Landscaping: The Meeting intends to landscape in such a way that we can remember Friends, attenders, and those otherwise associated with the Meeting who have passed on.
- Memorial Plaques: Small memorial plaques may be installed on the wall or in another permanent location approved by the Property Committee.
- Burial or Scattering of Cremains: Burial or scattering of human cremains is to be done in an environmentally sensitive manner. This may be: by mixing cremains with a buffering compost and burying the mix a biodegradable container; by mixing with a buffering compost and scattering the mix widely on the property; by burying the cremains in a hermetically sealed container; or by another environmentally sound method.
- Process: Ministry and Oversight Committee will receive and approve requests for the disposition of cremains and the placement of memorial plaques. Property Committee will decide the location for burial or scattering of cremains.
- Funding: Surviving family members, if any, will be asked to cover the costs of the burials and/or plaques. If they are unable to do so, Ministry and Oversight will consider covering the costs for Meeting members.

This section contains information relating to the Memorial Garden approved in November 2018 and implemented by MINUTE 2018.12.3.