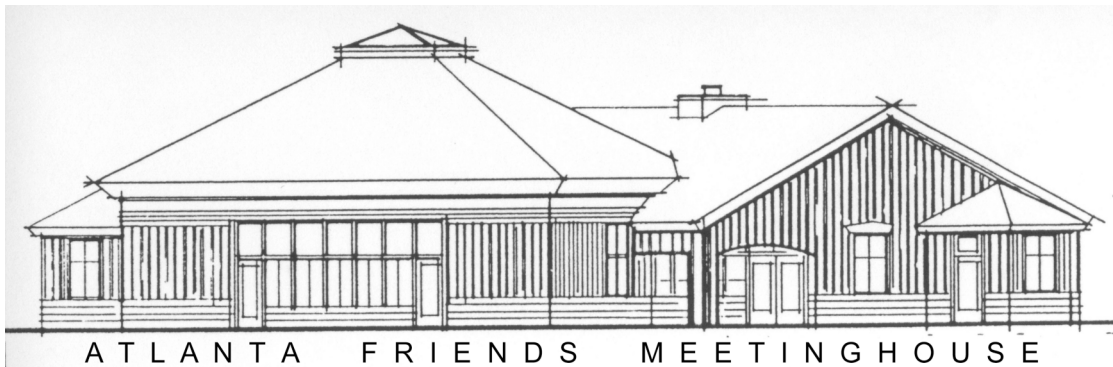


**HANDBOOK OF THE  
ATLANTA FRIENDS MEETING  
OF THE  
RELIGIOUS SOCIETY OF FRIENDS**



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# Introduction

The daily work of building a welcoming community within the Atlanta Friends Meeting is shared by all who attend and are willing to take responsibility. We want to make it easy for the first time attender as well as the seasoned member to understand how staff, meeting officers, committees and the meeting's representatives work together to build and improve our Meeting. While Friends simply help each other do much of the work in this meeting, the handbook is a collection of position descriptions for the primary responsibilities recognized and currently approved by the Atlanta Monthly Meeting. Those who choose to serve the Meeting in any of the positions listed here accept the charge from the Meeting to carry out the responsibilities as described.

## Process for Revision

The Nominating Committee is responsible for maintaining accurate, current descriptions of the duties of officers, staff, committees and representatives. Nominating Committee consults annually with those who serve to determine the need for updating these descriptions, and presents recommended changes to the Monthly Meeting for Business. When approved, these new descriptions will replace those listed here.

## Handbook Organization

This handbook is comprised of two main sections: 1) descriptions of Meeting positions, committees, and representatives; and 2) Guidelines for Membership and for Marriage under the care of the Meeting.

# Acknowledgements

This handbook is primarily the creation of those who served in the positions described during 1998-1999. These Friends worked with the Nominating Committee to revise, update and bring each description to business meeting for approval. The initial data entry was done by Renda McCaughan who, as a newcomer to our Meeting, helped us recognize the need for this handbook. Bill Holland entered the many revisions, and did the layout for the final printed copy. Many thanks to all.

Mary Ann Downey, Clerk  
Nominating Committee  
August 2000

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First Edition, 2000  
Last Updated, 12/2011

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# Positions

## CLERK

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Approved 11/1999, Revised 3/2005, 8/2007

**Membership:** The Clerk must be a member of the Atlanta Monthly Meeting.

**Term:** The Clerk is selected for a two-year term.

### **Duties:**

1. Facilitates monthly Meeting for Business, sets the agenda, calls for reports from officers and committees, recognizes individuals who wish to speak, and maintains the good order of the Meeting, making sure that it is conducted in the manner of Friends. When all aspects of an issue have been thoroughly considered and reflected upon, the Clerk will articulate the “sense of the Meeting”, modifying this statement until it is approved by those present. When agreement is not reached, the Clerk will articulate and seek approval for a minute of exercise summarizing the discussion and identifying next steps in the process. The Clerk works with the Recording Clerk to insure that Minutes are recorded accurately and completely and signs the approved Minutes prior to filing with meeting records.
2. The Clerk facilitates Meetings for Threshing or other specially called Meetings.
3. The Clerk works with Ministry and Worship Committee to arrange for the close of Meeting for Worship, ensuring that guests are introduced and Friends are informed of announcements.
4. Drafts, for meeting approval, a report on the state of the meeting, which reviews the overall experience of the Meeting during the previous year. Insures completion by third month and submits to yearly meeting.
5. The Clerk acts as an ex-officio member of all committees and may attend meetings when desirable or appropriate. This is not required or expected, absent some special concern or situation.
6. The Clerk works with the Meeting Office Coordinator to handle correspondence to the Meeting.
7. The Clerk attends SAYMA Yearly Meeting, other gatherings for Friends, and may represent the Meeting at ecumenical functions. These duties may be delegated to the Assistant Clerk or other representatives of the meeting.
8. The Clerk handles requests by members and attenders for traveling minutes (written at the direction of Monthly Meeting) or letters of greeting. The Clerk endorses minutes or letters presented by traveling Friends.
9. The Clerk appoints three or four members of the Naming Committee no later than tenth month each year.

10. The Clerk insures the holding of the annual meeting of the Corporation<sup>1</sup> at the rise of meeting for Worship for Business in January each year. The Clerk facilitates the meeting and insures that the corporate minutes are updated at this time. The Clerk files the necessary documents to maintain corporate registration in the state of Georgia.
11. The Clerk signs legal documents for marriage under the care of the Meeting or ensures that another authorized representative of the meeting does so. The Clerk authorizes the establishment and/or modification of all meeting financial accounts and/or any signatory changes to accounts.

## **ASSISTANT CLERK**

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Approved 12/1999, Revised 8/2007

**Membership:** The Assistant Clerk must be a member of the Atlanta Monthly Meeting.

**Term:** The Assistant Clerk is selected for a two-year term. The Assistant Clerk is not a “Clerk-elect” and may or may not subsequently be asked to serve as Clerk.

**Duties:**

1. Acts as Clerk in the absence or incapacity of the Clerk.
2. Assists the Clerk by attending committee meetings and other functions as needed.

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<sup>1</sup> The annual meeting of the Atlanta Meeting Corporation is open to all members of the meeting. The officers of the Meeting (Clerk, Assistant Clerk, Recording Clerk, and Treasurer) are expected to attend. The meeting records the current officers of the meeting and affirms the continuation of the Corporation. Other business may be brought as appropriate. Minutes of the Corporation Meeting are filed in the corporate records.

## RECORDING CLERK

---

Approved 12/1999, Revised 3/2005

**Membership:** The Recording Clerk(s) are not required to be members of Atlanta Monthly Meeting.

**Term:** Usually serves two-year term(s).

**Duties:**

1. Responsible for recording the issues considered during each month's regularly scheduled or called Meeting for Worship for Business and are also responsible for recording issues considered in any Meeting for Threshing.
2. When the Meeting reaches unity, the Recording Clerk composes a minute of the sense of the meeting as articulated by the Clerk, recording approval by the Meeting. On any issue where the Meeting does not reach unity, the Recording Clerk records a minute of exercise that accurately describes Friends' conflicting views and next steps as stated by the Clerk and approved by the Meeting.<sup>2</sup>
3. Within a few days following each Meeting for Worship for Business, the Recording Clerk prepares a draft set of minutes. The Recording Clerk seeks the Clerk's corrections, so that the draft reflects the sense of the meeting as discerned by both the Recording Clerk and the Clerk. The Recording Clerk sends the draft document to the Newsletter Editor for inclusion in the next newsletter issue.
4. At each Meeting for Worship for Business, Friends are asked to correct and approve the "draft" minutes of the prior month's meeting. The Recording Clerk notes all corrections, and then prepares a final version of the minutes. The Recording Clerk signs the final minutes and obtains the Clerk's signature; attaches all pertinent documents; makes several copies of the final minutes and attachments; places the original signed minutes and original attachments in the archives; and places copies in designated locations in the Meeting's office.

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<sup>2</sup> A document entitled "Recording Clerk's Guide, Atlanta Friends' Meeting, 1994" (drafted by the 1994 co-Recording Clerks) describes the approved recording procedures in greater detail.

## **TREASURER**

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Approved 12/1999, Revised 3/2005, 6/2007

**Membership:** Member or attender of the Atlanta Friends Meeting.

**Term:** Selected for a two-year term.

**Duties<sup>3</sup>:**

1. Pays all bills and financial obligations from Meeting funds, insures that payrolls and tax payments and filings are timely and accurate, and records the deposits made by the Assistant Treasurer.
2. Provides to donors annually a receipt of contributions made to the Meeting including stocks, memorial contributions, and other special gifts.
3. Maintains appropriate checking and saving accounts and other investments that are maintained in institutions approved by the Monthly Meeting.
4. Keeps an accurate record of all receipts, disbursements and financial transactions. Reports at least quarterly to Monthly Meeting for Business on the general financial status of the Meeting.
5. In the absence or incapacity of the Assistant Treasurer, collects all contributions and other incomes and deposits these funds in the Meeting bank account.
6. Serves on the Finance Committee.

## **ASSISTANT TREASURER**

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Approved 12/1999, Revised 3/2005, 6/2007

**Membership:** Member or attender of the Atlanta Friends Meeting.

**Term:** Selected for a two-year term.

**Duties:**

1. Collects all cash contributions and other income to the Meeting and deposits these funds in the Meeting bank account.
2. Provides a record of the deposit detail to the Treasurer for recording in the Meeting financial records.
3. In the absence or incapacity of the Treasurer, performs the duties of the Treasurer.
4. Serves on the Finance Committee.

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<sup>3</sup> Approximately twenty-one (21) hours per month or more are required for the **Treasurer's** duties.

## **ARCHIVIST**

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Approved 12/1999, Revised 8/2005

**Membership:** A member or attender may serve as archivist.

**Term:** The Archivist is appointed for a one-year term and may be re-appointed.

**Purpose:** Printed material, such as Minutes of Monthly Meeting, Newsletters, membership records, committee minutes, correspondence and financial records, when gathered and preserved, witness to the life of the meeting for current and future generations.

**Duties<sup>4</sup>:**

1. The archivist handles past and present records of the Meeting, following guidelines approved by the Meeting. Detailed instructions are available.
2. The Archivist regularly collects the Meeting's documents, photocopies them on archival paper, and annually sends copies to the Swarthmore Friends Collection in Swarthmore, Pennsylvania. Originals are filed at the Atlanta Friends Meetinghouse.

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<sup>4</sup> See Current Duties of Archivist of Atlanta Friends Meeting with Monthly Meeting Minutes of January 1995.

## **DATABASE MANAGER**

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Approved 7/2002, Revised 4/2008

**Membership:** Member or attender of the Atlanta Friends Meeting.

**Term:** Appointed for a one-year term and may be re-appointed.

**Duties:**

1. The Database Manager maintains a data base that contains all the pertinent personal information concerning Atlanta Friends Meeting members and attenders. The information includes name, address, telephone numbers (home, cell, and/or work), preferred e-mail address, partner name, partner telephone number(s), partner e-mail address, and children's names & birthdates.
2. Works with the Office Coordinator and others in the meeting to supply them with selected current data base information as needed. This may include providing mailing labels for mailing the Newsletter to those on the newsletter mailing list and providing the Directory Editor with data to create the updated hard copy of the Meeting Directory. Also communicates with Treasurer to ensure that changes in names and contact information are made in both the main database and in the Treasurer's records of financial contributions.
3. Assists those with questions about joining or leaving email lists maintained by the Meeting or refers these questions to the Web Manager.

## **DIRECTORY EDITOR**

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Approved 7/2002, Revised 4/2008

**Membership:** Member or attender of the Atlanta Friends Meeting.

**Term:** Appointed for a one-year term and may be re-appointed.

**Duties:**

1. The Directory Editor works with the Data Base Manager to obtain the most current information about Meeting members and attenders who wish to be included in the directory.
2. Annually, the Directory Editor updates, publishes, and coordinate the distribution of the printed Atlanta Friends Meeting Directory.
3. If pictures of members and attenders are included in the directory, the Directory Editor takes/collects pictures or coordinates with the person taking/collecting pictures.

## WEB MANAGER

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Approved 4/2008

**Purpose:** Maintain the Meeting's web site to provide information both to potential visitors and to members and attenders

**Term:** The Web Manager is appointed for a one-year term but is encouraged to serve longer.

**Duties:**

1. Keep content on the site up-to-date and the links to other pages and web sites functional.
2. Keep current on the software tools used to build the site and Install updates and modifications as necessary. The Web Manager will choose technologies that reduce the likelihood that individuals will be subjected to spam, crank phone calls, or other unwanted communication as a result of web site content.
3. Periodically report to the meeting on website usage. Conduct a periodic satisfaction survey of the website users including Committee Clerks and website visitors.
4. Periodically check with the committees of meeting to insure their website content is up to date and meeting their requirements. Make adjustments and updates to the website as necessary to keep committee information current and accurate. The Web Manager may correct spelling, grammatical or obvious factual errors, but shall not be expected to do major editing of submitted documents.
5. Train the Office Coordinator in how to post the weekly announcement sheet to the site.
6. Train the Newsletter Editor on how to post the monthly newsletter to the website.
7. Serve as contact person and technical resource for any website issues or requests for added content.
8. The Web Manager will consult with the Database Manager and the Administration Committee regarding the security and appropriateness of information published to the website. The Web Manager will take steps to prevent publication to the website of personal information such as names, postal addresses and email addresses without the person's knowledge and consent.
9. The Web Manager also serves as the list-serve manager, acting as official list owner (as required by list hosts) for email lists maintained by Atlanta Friends Meeting.
10. Help members and attenders with questions regarding joining and leaving email lists.
11. Help email list subscribers with other technical questions.
12. Remind list subscribers of the purpose of the list as needed. Moderate disputes should they arise.

## **MEMBERSHIP RECORDER**

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Approved 12/1999

**Membership:** Member or attender of the Atlanta Friends Meeting.

**Term:** The Membership Recorder is appointed for a one-year term and may be re-appointed.

**Duties:**

1. The Membership Recorder shall be responsible for keeping a record of all members of the Atlanta Friends Meeting and supplying a current list of members when requested by a standing committee, or member or attender.

## **NEWSLETTER EDITOR**

---

Approved 12/1999, Revised 8/2005

**Membership:** Member or attender of the Atlanta Friends Meeting.

**Term:** The Newsletter Editor is appointed for a one-year term and may be re-appointed.

**Duties:**

1. Secures reports, records, schedules, and other information about the Meeting, for the Newsletter, so that all members and attenders are informed of activities and events that relate to the Meeting. The Newsletter also provides spiritual messages that speak to the condition of the Meeting.
2. Prepares a monthly Newsletter for publication and arranges for its printing in time for distribution on the last Sunday of each month.
3. Posts an electronic edition of the newsletter to a list for those who have requested an electronic format. The Database Manager maintains the electronic circulation list.

## **OFFICE COORDINATOR**

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Approved 8/2000, Revised 9/2005, 5/2008, 10/2009

**Summary of Duties:** The Meeting's Office Coordinator maintains a presence at the Meetinghouse for a limited number of hours during the week, performs administrative and clerical duties of the Meeting, is responsible for scheduling volunteers for First Day duties, prepares the weekly announcement sheet, maintains the Meetinghouse calendar and provides property management duties for use of the Meetinghouse.

**Reports to:** Administration Committee Clerk of Personnel using the guidelines set forth in the AFM Personnel Procedures Manual.

### **Duties:**

#### **Meeting Office**

1. Posts and maintains daily weekday office hours at the Meetinghouse. Maintains Sunday office hours from 11:15 to 12:15 at least once a month.
2. Is a member of and attends monthly meetings of the Administration Committee, presents monthly office report and takes minutes.
3. Greets visitors to the Meetinghouse and answers questions (during office hours).
4. Maintains a list of social service agencies and refers persons requesting individual assistance to these agencies.
5. Collects and opens the mail and places it in folders for distribution to committees and individuals of the Meeting. If the mail appears to be urgent, contacts the recipient.
6. Answers telephone and email inquiries to the Meeting. Responds to questions and/or direct messages to the responsible meeting position using good judgment. Maintains Meeting correspondence.
7. Inventories and orders office supplies, paper and janitorial supplies, and literature for the Greeting Room table as needed
8. Collects meeting records as they are received and places them in folders for Archivist.
9. Contacts the Meetinghouse Clerk about problems with the facility. Arranges for immediate emergency repairs as needed.
10. Performs other duties as assigned by Administration Committee.

#### **Volunteers**

11. Assigns meeting members and attenders to First Day volunteer assignments using a volunteer sign-up process or volunteer resource list provided by Care and Counsel Committee.
12. Creates a monthly volunteer assignments calendar and notifies scheduled volunteers of their duties in a timely way.
13. Keeps track of changes in assignments when volunteers switch dates with each other.

14. Calls volunteers weekly to remind them of assignments for the upcoming week.

**Weekly Announcement Sheet**

15. Receives announcements, prepares and duplicates weekly announcement sheet for distribution on First Day.

**Property Management**

16. Maintains the master calendar for all Meetinghouse activities. Schedules Meetinghouse events on the calendar.
17. Receives requests to use the Meetinghouse. Assists individuals and groups seeking to use the Meetinghouse, showing them the facilities, informing them of availability, Meetinghouse policies, and costs.
18. Regularly reviews the calendar to ensure conflicting events have not been scheduled. Resolves conflicting demands for Meetinghouse use with the assistance of the Administration Committee when necessary.
19. Follows up on inquiries from prospective long term rentals and brings this information to the Administration Committee. Prepares long-term rental agreements and reviews them in discussion with the Clerk of Administration. Checks with the tenant before the expiration of a long-term rental to see if the group is planning to continue and, if so, prepares a revised Attachment A as needed.
20. Orients new Renters using the Meetinghouse for the first time. This may require meeting with groups, orienting them to the facility, reviewing policies for use of the Meetinghouse and explaining procedures including the alarm system.
21. Tracks rental payments and follows up on late payments. Issues receipts and grants release of deposits. Informs the Treasurer regarding the disposition of deposits. Keeps the Administration Committee informed of late payments and other irregularities.
22. Serves as on-site representative of the Meeting during office hours and is empowered by the Meeting to ensure terms of rental agreements are followed.
23. Serves as resource and contact person for groups that regularly use the building. Provides feedback to group representatives(s) and the Administration Committee as concerns arise.
24. Arranges for the Meetinghouse to be opened and closed for renters.

**Hours:**

The Office Coordinator is a paid part-time position working an average of 20 hours per week. Regular office hours are established and reviewed by Administration Committee. Coverage during reasonable absences is provided.

**Qualifications:**

1. Demonstrated secretarial or clerical skills and organizational ability. The office coordinator maintains records to assist the orderly operation of the meeting.

2. Computer skills necessary for email, volunteer assignments, the yearly schedule, and the weekly announcement sheet.
3. Experience in calendar scheduling and property management.
4. Ability to work independently with little direct supervision. Patience and tolerance of ambiguity.
5. Positive attitude and outgoing personality. Experience working with volunteers and tactfully setting limits.
6. Must quickly become proficient in answering questions regarding Quakers, this Meeting, and its activities. A background with Quakers and/or active involvement in the Atlanta Friends Meeting is highly desirable.

**Benefits:**

1. Four hours per month paid time off. Reset each calendar year with no carryover.
2. Limited assistance purchasing health care insurance, if needed.

## **FRIEND IN RESIDENCE**

---

Approved 4/2008

**Summary of Duties:** The Friend in Residence (Resident) provides support for the spirit and activities of the Meeting and considers the residency as a form of ministry. The Friend enriches the life of the Meeting through engagement in a program supported by the Meeting. The Resident represents the meeting to visitors.

In keeping with the tradition of a released friend Atlanta Friends Meeting supports the Resident's call to religious service and its realization in the program undertaken during the period of residency.

**Reports to:** Clerk of Personnel using the guidelines set forth in the AFM Personnel Procedures Manual. Coordinates program activities with the designated meeting committee.

**Term:** Two years with an option for a one-year extension to a maximum of three years.

### **Duties:**

1. Works with Meeting to plan, organize and implement a ministry supported by the meeting. Coordinates this work through the appropriate designated committee (i.e. social concerns, religious education, ministry and worship).
2. Serves as on-site representative of the Meeting and provides a welcoming presence to all.
3. Resides in the apartment in the Meetinghouse.
4. Provides a monthly report to the Clerk of Personnel and the designated program committee.
5. Ensures readiness of Meeting Room, Greeting Room, Kitchen and Restrooms each First Day morning.
6. Secures building each night or arranges for someone to do it.
7. Is prepared to address emergencies pertaining to the safety of the Meetinghouse or its occupants.
8. Has the authority of the Meeting to monitor the terms of AFM rental agreements.
9. Performs other duties as mutually agreed to in the work plan.

**Hours:** The resident is to be on site most evenings and at other times consistent with program responsibilities. Messages may be left on the apartment phone and calls to this phone should be restricted to the time between 9 am and 9 pm. Coverage during reasonable absences will be provided.

### **Benefits:**

1. The Meeting provides a rent-free apartment including utilities and use of the Meetinghouse washer and dryer. Telephone service is not included.
2. The Resident receives a stipend.

3. The Resident receives limited assistance purchasing health care insurance, if needed.
4. The Resident receives four hours per month paid personal time off. Reset each calendar year with no carryover.

**Qualifications:**

1. A member or active attender of a Quaker Meeting led to be engaged with Friends in a ministry supported by the Meeting.
2. Leadership skills and experience in working with groups.
3. Ability to plan and organize programs.
4. Experience using Quaker process.
5. Ability to work independently with little direct supervision.
6. Punctuality, accurate record-keeping and organizational skills.
7. Patience and tolerance of ambiguity.
8. Experience working with people and tactfully setting limits.

**Notes:**

1. Applicants are required to submit a program proposal for the ministry they wish the Meeting to sponsor.
2. A couple will be considered for this position provided they understand there is no additional compensation and they will reside in the apartment.
3. Definition of Released Friend:

Minutes of religious service record the Meeting's recognition of a call to a religious service in someone's life. A minute of religious service may be appropriate in the following situations:

- a) When a Friend feels led to devote him- or herself to a Quaker concern and would benefit from the spiritual care and oversight, and in some cases, financial support, of the Meeting in carrying forth the concern;
- b) When a Friend feels led to action which requires her or him to carry a concern to other meetings or non-Friend communities;
- c) When a Friend feels led to a specific pastoral role such as a prison ministry or hospice chaplaincy which requires a recognition by his or her faith community; or
- d) When the Meeting unites behind a concern and wishes to designate a Meeting member or attender to carry out the concern.

# YOUNG FRIENDS PROGRAM COORDINATOR

---

Approved 12/2008

**Purpose:** Director of the AFM Young Friends Program. The position involves working with young persons in three age groups: upper elementary (3rd through 5th grades), middle school (grades 6 through 8) and high school (grades 9 through 12).

**Supervised by:** Young Friends Support Committee (YFSC). Evaluation and determination of compensation will be coordinated between Administration Committee and YFSC.

## **Responsibilities:**

1. Develop procedures that will support effective communication with the young people and with their parents, particularly concerning upcoming events and activities;
2. Do strategic long term planning for the development of the Young Friends Program;
3. Prepare calendar of events for September August 1 through June 30 that includes for the 3rd through 6th grade group at least one activity each month (except August and June), staying three months in advance of the activities. Also driving Atlanta YFs to/from all Southern Appalachian Young Friends (SAYF) activities for the 7th through 12th grade group FAPs. Also Atlanta YFs hosting at least one SAYF retreat each year at the Atlanta Meetinghouse. Attending the Atlanta YFs planning committee meetings needed for hosting SAYF retreats.
4. Coordinate with FAPs (Friendly Adult Presences) for individual events;
5. Ensure that guidelines established by the YFSC are followed at the activities, in particular with regard to FAP participation, the maintenance of emergency information on all participants, and the reporting back to YFSC and parents as needed when problems arise;
6. Participate in most of the events, and attend most meetings of the YFSC;
7. Maintain records on the date and venue of events and the persons who attended;
8. Maintain log of the time spent in planning, preparing, organizing, and attending events; and
9. Prepare regular reports on program activities.
10. Act as liaison between Atlanta Meeting and SAYF
11. Recruit and screen FAP applicants and bring information to YFSC so that YFSC can make an informed decision about whether or not to approve each new FAP application
12. Visit First Day School classes to ensure that FDS participants are aware of and invited to YF activities and have met the YF staff person
13. Maintain a first aid kit

14. Maintain a cabinet in the Meetinghouse with food, drinks, games, and other supplies for YF activities

**Qualifications:** Not yet defined.

## **NURSERY CAREGIVER**

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Approved 9/2009, Revised 12/2011

**Summary of Duties:** The Nursery Caregiver is an employee position that provides weekly childcare for pay for the nursery-aged children (2 months – 2+ years) every First Day to ensure continuity and stability of care from week to week. Opening up the nursery before meeting, staying until parents pick children up, knowing the children by name, and knowing first aid and safety for young children are all important aspects of this job. The nursery caregiver will also work with and orient nursery volunteers, as well as work with the pre-school teacher in the care of the room in the integration of the nursery into the religious education model, and assisting in the pre-school class if no one comes to the nursery.

**Supervision:** Personnel Liaison in close coordination with the Religious Education Clerk and Nursery Liaison. Annual review plus 3- and 6-month reviews the first year.

**Responsibilities:** The primary responsibility of the nursery caregiver is the safety and well-being of all children staying in the nursery. In addition, the caregiver

1. Arrives at 9:30 am and sets up the nursery-preschool classroom as agreed upon with the Nursery Liaison.
2. Is ready to greet children and parents at 9:50am on First Days, and welcomes them to the nursery.
3. Sets up the room with age-appropriate toys and makes sure that soap, paper towels, and small waste can are on the counter by the sink, for parents and volunteers. Places out of reach or removes any harmful toys or materials.
4. Asks parents who are first time visitors to fill out the Nursery Enrollment form for the Enrollment notebook. Provides them information about the Meeting (Handouts) and persons to contact for more information.
5. Keeps notebook of Nursery Enrollment Forms up to-date regarding name, address, birthday, parent caregivers, phone numbers, allergies, what child may/may not eat/drink, etc. so that all information is accessible for every First Day. Removes old forms, giving forms for children older than nursery age to the Pre-School teacher, and shredding those for children who have moved or are no longer attending (after one year).
6. Provides volunteers with a structure for the morning and models good practice when tending to the infants and toddlers in terms of safety, hygiene, appropriate

- play, as well as techniques for comforting children/easing the transition from parents to nursery.
7. Takes children outside, as appropriate.
  8. Follows established procedures for working with youth that are applicable to infants and young children, as described by the Young Friends Support Committee and in the Religious Education Handbook (in process).
  9. Helps resolve conflicts between children. Holds infants and/or provides appropriate infant seating or resting places, being mindful to protect them from older walking toddlers, as necessary.
  10. At the rise of Meeting, usually between 11:10 and 11:20 am, begins clean up of the room. Greets parents returning for their children and helps them gather each child's belongings. Suggests that a volunteer take older children to meet parents in the Meeting Room.
  11. With volunteers, is responsible for rearranging the nursery/pre-school room in preparation for the weekday school, i.e. moving furniture, chairs, and equipment after parents have retrieved their children, according to the written agreement on the wall.
  12. Reports information to the Nursery Liaison about the program, about children's special needs, and about supplies needed.
  13. Signs in and out each week in the office.
  14. Performs additional tasks as needed that relate to the position of Nursery Caregiver.

**Hours:** The Nursery caregiver is a part-time position for two hours every Sunday throughout the year between 9:30–11:30 am. Pay will be \$30/week, payable on the fourth Friday of the month by direct deposit.

**Employee Benefits:** A part-time position is eligible for the benefit of up to 12 unpaid weeks per calendar year for personal leave. This leave must be arranged in advance by notifying the Personnel Liaison. (For sudden illness the day of work, call immediately.)

**Qualifications:**

1. Attends the Atlanta Friends Meeting, or is connected to the Friends School of Atlanta or to current renters of AFM, such as Smart Toddlers.
2. Fulfills background check requirements (consistent with Religious Education requirements)
3. Has proven experience with infants and young children over many years.
4. Is physically capable of picking up and carrying infants and toddlers (up to 30 lbs.). Is able to sit or kneel on the floor and sit at toddler-sized tables to play with children.
5. Has first aid and safety training for infants and young children or is willing to get the training.
6. Has favorable references and is willing to be observed at work with children.

7. Willingly accepts feedback from parents and other members of the community. Amends behavior as requested in consultation with Personnel Liaison, RE Clerk and Nursery Liaison.
8. Exhibits qualities associated with care giving of young children: friendly, loving, and patient; follows parent instructions for each child; shows safety-consciousness.
9. Is punctual and has reliable transportation or other method of getting to the Meeting House on time.
10. Carries out duties fully and responsibly.
11. Demonstrates accurate record-keeping and organizational skills.
12. Demonstrates ability to welcome young families to the Meeting.

# Committees

## **ADMINISTRATION COMMITTEE**

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Approved 12/1999, Revised 10/2004

**Membership:** This committee is usually composed of:

- the Assistant Clerk of Meeting;
- the Resident Manager;
- the Office Coordinator;
- the clerks or representatives of the following committees:
  - Meetinghouse,
  - Landscape,
  - Religious Education,
  - Young Friends and
  - Finance Committees; and
- two at-large members appointed by Meeting.

**Meetings:** Meetings are scheduled as needed at the convenience of members and staff. Typically, meetings are held once a month.

### **Duties:**

1. Recommends to the Monthly Meeting for Business policies for the use of the Meeting's facilities by groups and individuals, and sees to the needs of tenants and guests. Negotiates contracts with tenants.
2. Interviews, hires and dismisses or contracts to fulfill the duties of the Resident Manager and Office Coordinator, and reports its actions to Monthly Meeting. It prepares job descriptions for Meeting approval, conducts annual reviews, oversees the responsibilities and compensations for staff and contract workers, and makes arrangements for getting their work done in their absence, as requested.
3. Provides support and consultation for staff and contract workers regarding the use of facilities and equipment, and for any problems which may arise.
4. Maintains all corporate records, documents and minutes, including the Corporate Minute Book. Reviews the work of the archivist to ensure that records are properly maintained.
5. Coordinates the work of the Meetinghouse-Landscape committee(s), setting priorities and budget for maintaining and improving the Meeting's facilities. A plan recommending a budget and priorities for major items requiring maintenance/improvement is prepared by Administration Committee and submitted to Monthly Meeting at least every two years.

6. Reviews regularly our personal racism as it appears in our thoughts, actions and committee processes.

## **ADVANCEMENT COMMITTEE**

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Approved 12/1999, Revised 1/2007

**Membership:** Members and attenders of Atlanta Monthly Meeting including its Preparative Meetings and worship groups.

**Meetings:** Scheduled as needed

**Duties:**

1. Nurture worship groups that are under the care of Monthly Meeting and help them advance to Preparative Meeting status as described in SAYMA's Faith and Practice. Likewise, nurture Preparative Meetings and help them advance to Monthly Meeting status.
2. Encourage the establishment of new worship groups in the Atlanta area.
3. Advertise opportunities for Quaker worship in the Atlanta area through newspaper ads and other media.
4. Administer the Meeting's Advancement Fund, which was established to support worship groups.
5. Consult with Ministry and Worship Committee regarding the spiritual health of Preparative Meetings and worship groups under our care.

## CARE & COUNSEL COMMITTEE

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Approved 12/1999, Revised 10/2007

**Purpose:** This committee cares for the needs of individual members and attenders and encourages them to participate fully in the Meeting community.

### **Common Purpose of Ministry and Worship and Care and Counsel**

These two committees have a common purpose—to help build and maintain a community which unites all in the Meeting in a shared spiritual life, and which inspires all to walk in the Light. Ministry and Worship is concerned primarily with what happens when the Meeting gathers for worship or business. Care and Counsel is concerned primarily with the nurturing of the Meeting's individual members and their connection with the community.

All in Meeting are called to care for one another and for the Meeting. The two committees described here foster and focus that caring in a spirit of commitment and love. Their common purpose is central to the life of the Meeting. These committees will maintain close contact, holding joint meetings as felt necessary to consider the spiritual health of the Meeting.

**Membership:** Members and attenders of the Atlanta Friends Meeting. The committee has 6-8 members/attenders including the Clerk, and two members of the Committee nominated and approved by the Monthly Meeting. In the absence of the Clerk, either of the appointed members will serve as Clerk.

**Terms:** Terms are nonconsecutive and usually for three years.

### **Duties:**

1. Welcome newcomers and visitors to Meeting and be available to answer their questions after meeting for worship.
2. The clerk or an appointed member of the committee will help to arrange clearness committees on matters not requiring action of the Meeting.
3. Administer the Meeting's discretionary fund in accordance with approved guidelines by making available grants or loans to members or regular attenders who are in financial distress.
4. Minister to the health and welfare of the Meeting family.
  - Send cards/notes at the time of illness, death, and birth.
  - Make hospital visitations when needed.
  - Hold a special meeting for healing if desired.
  - Deliver the Quaker Care Quilt to those who wish it.
  - If appropriate, include health and welfare personal information (“holding in the Light”) in the Newsletter or Announcement Sheet.
  - Welcome all new members to the Meeting.
5. Maintain a volunteer list to:

- fill Sunday responsibilities (Greeting, Set up and Clean Up refreshments, Set up and Clean Up for potluck, Nursery care), for which the Office Coordinator may assign specific dates
  - provide food for families who are in the midst of stress,
  - provide rides to doctor visits or run errands,
  - visit those in the hospital,
  - visit those confined at home,
  - provide overnight hospitality.
6. Coordinate a program of monthly Welcome Dinners for Meeting newcomers.
  7. Encourage visiting and community activities (such as Friendly 8 groups) among the Meeting's members and attenders.
  8. Contact absent members and regular attenders.
  9. Give candles to members and regular attenders who are moving away from Atlanta.
  10. Maintain a file with emergency information, preferences for arrangements at the time of death and/or wills for interested members and attenders. Announces the availability of such a file periodically in the Newsletter.
  11. Conduct periodic workshops to discuss issues relating to death and end-of-life changes.
  12. Assist with arrangements in time of death, working with Ministry and Worship to form a memorial committee when necessary. (see Memorial Committee)

## **COMMITTEE ON UNDOING RACISM IN ATLANTA FRIENDS MEETING**

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Approved 10/2004

**Membership:** Members and attenders of the Atlanta Friends Meeting who feel particularly led to ministry in undoing racism.

**Terms:** Three-year terms.

**Meetings:** Meetings are usually held once a month, at a time chosen by the committee.

**Purpose:** The purpose of this committee is to deepen our spiritual lives and our ability to hear the spirit in the voices of all who worship in the Atlanta Friends Meeting.

**Duties:**

1. Provide opportunities for the AFM community to grow in understanding racism.
2. Support AFM in its struggle against racism.
3. Help make the Meeting a safe place for individuals and families of color.
4. Create opportunities for all people in the Meeting to engage in respectful, loving dialogue around issues of racism.
5. Help those in the Meeting community make their lives a witness for undoing racism.

## **COMMUNITY RETREAT PLANNING COMMITTEE**

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Approved 12/1999; Laid down 7/2008

**Membership:** Members and attenders of the Atlanta Friends Meeting. The committee usually has 4-5 members.

**Terms:** Three-year terms.

**Meetings:** Scheduled as needed

**Duties:**

1. Holds a retreat for the whole community each year, generally in the fall, to encourage members and attenders to get to know each other better. This is usually held in a park or other retreat setting, and includes games, dancing, worship, and workshops on a variety of topics, swimming, boating, hiking and singing.
2. Encourages all to attend; newcomers are especially welcome. Plans activities for all ages, including time for intergenerational fun.
3. Selects the date, chooses and reserves a camp.
4. Plans the adult program, organizes children's activities and care, plans cooperative meals, and determines rates per person.
5. Publicizes plans and recruits volunteers, registers attenders, purchases food, and accounts for expenses.

# EDUCATIONAL SCHOLARSHIP FUND COMMITTEE

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Approved 12/1999, Revised 2/2000, 6/2007

**Membership:** Members and attenders of the Atlanta Friends Meeting. Committee membership shall include:

- the Clerk or a member of the Finance Committee,
- the Clerk or a member of the Religious Education Committee, and
- one to three other members or regular attenders of the Meeting at large, which shall be appointed by the Nominating Committee and approved by the Meeting

**Meetings:** Meetings are held as needed.

**Purpose:** To oversee the Meeting's college scholarship fund for providing financial support for members and regular attenders of the Meeting and members of their immediate family for post-secondary but not graduate educational opportunities.

## **Scholarship Guidelines & Committee Duties:**

1. Scholarships are awarded from the Educational Scholarship Fund. This fund is not included in the Meeting's general budget. Friends are encouraged to make donations specifically designated for the Fund. When the projected scholarships exceed the then-current resources of the Fund, the Educational Scholarship Fund Committee, in consultation with the Fund Raising Committee, may approach the Meeting to augment the Fund.
2. Persons eligible to receive the benefits of the Scholarship Fund are members and regular attenders of the Atlanta Friends Meeting and members of their immediate family.
3. The scholarships to be awarded any one person in one year are limited to a maximum of \$500. The total scholarships to be awarded any one person shall not exceed \$2,000.
4. The Educational Scholarship Fund Committee shall establish and announce a time period within which scholarship applications are to be submitted. In June of each year, the Committee shall announce the scholarships to be awarded for that year.
5. Scholarship awards shall not be based on the financial need of the applicant. Potential applicants are encouraged to consider the other resources available to them and the limited funds available for the Scholarship Fund in deciding whether to apply for this type of assistance.
6. Scholarship awards shall not be based on academic accomplishment. Scholarships will normally be awarded only to those students in "good academic standing."
7. Scholarship support may be awarded for vocational training programs on the same basis that it is awarded for academic programs.
8. Applicants need not pursue any particular course of study, they need not be in attendance at Quaker colleges, nor shall scholarship awards be narrowly limited to certain types of educational programs considered most closely aligned with the work

of the Meeting. The Committee may, however, in its collective judgment deny scholarship assistance to an applicant whose projected course of study the Committee believes to be sharply inconsistent with Quaker values.

9. The Committee may consider other criteria which, in the Committee's collective judgment, it deems appropriate to its assigned charge and consistent with Quaker values.
10. The creation of a Scholarship Fund has been initially prompted by the Meeting's desire to assist the young people of the Meeting in pursuing their educational endeavors, and the intent of the Meeting is that such assistance be made a priority for the Fund. There shall be no age limit, however, for persons who can receive scholarships.

## **FERGUSON CABIN STEWARDS COMMITTEE**

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Approved 12/1999

**Membership:** Five to nine members or attenders of the Atlanta Monthly Meeting are approved by the committee and by the Meeting.

**Terms:** Three years. No more than three members should rotate off the committee in any one year.

**Meetings:** The Committee usually meets once a month at a time and place determined by the members.

**Duties:**

1. Oversees the Ferguson Cabin property, and is responsible for the use, scheduling, maintenance, finances, and the future development of the property.
2. Reports regularly to the Meeting, and needs the Meeting's approval only for those decisions that require a financial commitment from the Meeting, or which might significantly affect the present plan for the property.
3. Manages the property, preserving its present character for the purpose of the spiritual, educational, recreational, and social benefit of those who use it. The Committee has agreed not to alter the use or sell the property unless major changes in the surrounding environment prevent continued use.
4. Maintains its own savings and checking accounts and disburses money as needed. Income is generated by requesting those who use the property to contribute fees, by Cabin Supporter annual fees, by annual budgeted amounts from the Meeting, and by general gifts.
5. The Cabin is used by individuals, families, and groups from the Meeting, as well as by like-minded religious and community groups.
6. Encourages Friends and others to make maximum use of this wonderful facility.

## FINANCE COMMITTEE

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Approved 12/1999, Revised 3/2005, 6/2007

**Membership:** Members or attenders of the Atlanta Friends Meeting. The committee has five to seven members and includes the Treasurer, and Assistant Treasurer. At least one of the committee members is also a member from the Administration Committee.

**Term:** Usually for three years.

**Meetings:** The committee meets periodically at times and places selected by the committee. Meetings are usually held every 2-3 months, unless circumstances dictate otherwise. Meetings are held monthly when the budget for the following year is being prepared.

**Duties:**

1. Prepares the budget for the following year and presents it for review and revision, at the 11<sup>th</sup> Month Business Meeting. It is presented for approval at the 12<sup>th</sup> Month Meeting for Business.
2. Monitors the receipts and expenditures of the meeting monthly, throughout the year, and compared to the budget. If the committee determines that projected annual revenues will be significantly less than projected annual expenses, it will report to Business Meeting and include a recommendation for action.
3. Recommends policy statements on financial matters for approval to the Meeting for Business.
4. Informs members and attenders about the need for regular financial contributions to the meeting. Coordinates encouragement and reminders, including an annual appeal letter, with the Fundraising Committee.<sup>5</sup>
5. Informs the Fundraising Committee of the need for additional revenues and reviews their fundraising plans.
6. Determines the budget categories to be used for non-routine expenditures. The committee members also advise the treasurer, on request, of the appropriateness of any expenditure.
7. Arranges for a not less than bi-annual audit of the Meeting financial records. Institutes such process changes as are deemed necessary by the audit results.

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<sup>5</sup> The Finance Committee is not responsible for putting on special fundraising events such as auctions, garage sales or bake sales. That is the responsibility of the Fundraising Committee.

# FUNDRAISING COMMITTEE

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Approved 1/2007

**Purpose:** To increase income for the Atlanta Friends Meeting as the need is determined by the Meeting.

**Membership:** Members or attenders of the Atlanta Friends Meeting. The committee has five or more members.

**Term:** Usually for three years. For continuity, staggered terms are recommended.

**Meetings:** The committee meets periodically at times and places selected by the committee.

## **Duties:**

### **A. Marketing:**

1. Develop and implement marketing strategy for rentals, under the guidelines established by the Administration Committee and in coordination with the Resident Manager. Report regularly to Administration Committee, the Resident Manager, and Meeting for Business.
2. Ensure that committee members are thoroughly familiar with rental guidelines as established by the Administration Committee.
3. Develop marketing materials as needed.

### **B. Fundraising:**

1. Design and implement fundraising projects. Report plans and activities to Finance and Administration Committees and the Resident Manager prior to bringing recommendations to Meeting for Business. Bring recommendations to Meeting for Business for approval.
2. Coordinate scheduling of approved fundraising activities with Resident Manager.
3. Submit budget request for the next year's projected expenses to Finance Committee in October annually.
4. Assist the Finance Committee in raising money for the annual budget.

## **GATHERED MEETING RETREAT PLANNING COMMITTEE**

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Approved 12/1999, Revised 10/2004

**Membership:** Members or attenders of the Atlanta Friends Meeting (usually five to seven persons).

**Meetings:** This small committee meets periodically through the year to plan the annual Gathered Meeting Retreat. Meetings are scheduled as needed.

**Duties:**

1. The Gathered Meeting Retreat's purpose is to provide an opportunity for participants to explore and deepen their spiritual lives, and thus affect the spiritual life of the meeting. The committee is charged with scheduling, planning, and conducting the retreat. The meeting underwrites the expenses of the facilitator, while participants pay for the accommodations; some partial scholarships are available.
2. The committee has the responsibility of selecting a facilitator. This involves considering persons who have led retreats for other Quaker groups. Once chosen, the committee corresponds with that person as to the presentation and schedule.
3. The committee arranges for a retreat location, seeking affordable fees, wholesome meals and a secluded setting.
4. The committee publicizes the retreat to the meeting, collects fees from participants, and works to ensure that the retreat weekend proceeds smoothly. Committee members and participants commit themselves to spending the entire time at the retreat location.
5. The committee takes care of accommodations, food, and any special needs for the facilitator and makes sure expenses and honorarium are paid.
6. The committee arranges for a Thursday night session at the Meeting House with the facilitator the Thursday night before the retreat weekend, which is open to the larger community.
7. The committee reports back to the meeting each year after the retreat.

## **HOSPITALITY COMMITTEE**

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Approved 12/1999

**Membership:** Members and attenders of the Atlanta Friends Meeting. The committee usually has 4-6 members.

**Term:** Three year, non-consecutive terms.

**Duties:**

1. Provides oversight for volunteers who set up and cleanup for coffee each First Day.
2. Provides oversight for volunteers who are responsible for potluck set up and cleanup.
3. Maintains a list of friends who are willing to host visitors from out of town. This list is in addition to any Atlanta Friends who are listed in the Traveling Directory. Hospitality arranges contact between host and visitor.
4. Arranges refreshments for special events sponsored by the Meeting.
5. Maintains oversight of the volunteer who buys supplies for Meeting: Napkins for potluck, sugar and artificial sweetener, dry creamer, 4 oz. and 9 oz. cups for juice.
6. Plans and coordinates volunteers for the Meeting Picnic the First Sunday in June, and for a Thanksgiving dinner.

## LANDSCAPE COMMITTEE

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Approved 12/1999

**Membership:** Members and attenders of the Atlanta Friends Meeting. There are usually 3-5 members. Active participation in workdays and routine maintenance is expected of all members and attenders of the Meeting.

**Terms:** Three-year, non-consecutive terms.

**Meetings:** Meetings are held as needed.

**Duties:**

1. Oversees the maintenance and improvement of the Meeting's grounds. The work may be done by volunteers or under contract for professional services.
2. The grounds comprise the exterior of the Meetinghouse, including the parking lot, grounds, and playground.
3. Plans and encourages participation in regular workdays to perform maintenance tasks.
4. Oversees the implementation of plans to make major improvements to the Meetinghouse grounds, playground, adjacent vacant lot and lower level grounds.

*Note:* The Meetinghouse and Landscape Committees work closely together but are not responsible for other properties owned by the Meeting such as the Ferguson Cabin.

## **LIBRARY COMMITTEE**

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Approved 12/1999

**Membership:** Members and attenders of the Atlanta Friends Meeting.

**Terms:** Usually for three years.

**Meetings:** Meetings are held at a time and place to be determined by the committee.

**Purpose:** The primary function of the committee is to maintain and improve the Meeting Library purchasing books and other material as needed. Purchasing is done in consultation with the Religious Education Committee, other committees and individuals with a primary focus on materials by and about the Religious Society of Friends.

**Duties:**

1. Selects and orders new books and pamphlets in accordance with guidelines and within budget limits.
2. Donated books are examined in light of the needs of the Meeting Library. Donated materials, which are not included in the library, may be sold or donated to other collections at the discretion of the committee. Funds generated may supplement the budget of this committee.
3. Books are processed before they are loaned. This involves the following:
  - Obtaining the call number and detailed information needed for the file cards.
  - Typing all file cards related to each book.
  - Preparing books for shelves.
  - Putting cards alphabetically into card files, and shelving books properly.
4. A description of the step-by-step procedure has been prepared and is to be kept with supplies used by the committee.
5. Returned books are prepared and replaced on the shelves.
6. Follow-up calls are made on books not returned in one month.
7. If books have been permanently lost or damaged, the committee decides if they should be replaced.
8. Inspects the library periodically and makes additions as needed.
9. Cards are kept on Pendle Hill Pamphlets and filed in the main card file.
10. An orderly arrangement and filing system is maintained for other pamphlets; a sign-out system is kept.
11. Long-term objectives include maintaining a shelf list of books, and cataloging and maintaining the "Special Collection," and creating a computerized file for all items.

## MEETINGHOUSE COMMITTEE

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Approved 12/1999

**Membership:** Members and attenders of the Atlanta Friends Meeting. There are usually 3-5 members. Active participation in workdays and routine maintenance is expected of all members and attenders of the Meeting.

**Terms:** Three-year, non-consecutive terms.

**Meetings:** Meetings are held as needed.

**Duties:**

1. Oversees the maintenance and improvement of the Meetinghouse physical facilities. The work may be done by volunteers or under contract for professional services.
2. The physical facilities comprise the interior of the Meetinghouse including the furnishings, contents, and utility systems.
3. Plans and encourages participation in regular workdays to perform maintenance tasks.
4. Oversees the implementation of plans to make major improvements to the Meetinghouse.

*Note:* The Meetinghouse and Landscape Committees work closely together but are not responsible for other properties owned by the Meeting such as the Ferguson Cabin.

# MEMORIAL COMMITTEE

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Approved 12/1999

**Purpose:** At the time of death, many details require our immediate attention, and we form a Memorial Committee to tend them. The Committee not only acts on specific, practical concerns, but in a more general way, can sensitively offer help to a bereaved family. The family starts the process by notifying the Clerk of the monthly meeting. If the Clerk is not immediately available, either the clerk of Ministry and Worship or of Care and Counsel should be called. The clerk taking the initial call will ensure that both of the other clerks are informed and that a memorial committee is formed.

**Membership:** Members or attenders of the Atlanta Friends Meeting. The Memorial Committee will be formed with 1-2 members from both the Ministry and Worship and the Care and Counsel committees to work closely with the family.

**Meetings:** Scheduled as needed

## **Duties – General:**

1. Burial or cremation arrangement: The Committee starts by checking for a member's file in the Meeting Office that may contain previously determined wishes. If such instructions exist, insure that they are followed, including any arrangements with the Georgia Memorial Society. If the family desires cremation, they may contact Wages and Son in Stone Mountain (770-469-9811) or Winkenhofer-McCurdy in Smyrna (770-432-0771). At least once a year, the newsletter should print a notice to remind Friends that arrangements for death can be kept on file with the Meeting. The Care and Counsel Committee is responsible for the creation and maintenance of this information.
2. Notify Friends and Relatives: The committee organizes a phone tree to notify families in the meeting directory, as well as others from Meeting who are not currently listed in the directory. News of the death should not be stated on a recorder; when leaving a message, ask someone to return the call. You can convey the news in a more caring way by doing so in a real conversation.
3. Managing Visitors: If needed, the committee arranges for help in answering the door and telephone and keeping a record of calls and visitors.
4. Food: The committee coordinates and records the gifts of food to the family.
5. Scheduling: The committee determines whether there will be a memorial service. If so, and the service is to be held at the Meeting House, clear a time with the office.
6. Donations. The committee determines wishes regarding donations.
7. Obituary - The committee may, if asked, write a newspaper obituary, including arrangements for services, wishes regarding flowers or donations. If necessary, supply the obituary to the appropriate media.
8. Meeting for Business - The memorial committee should notify Meeting for Business of the death so that it can be minuted.

### **Duties – Friends Memorial Service at the Meetinghouse:**

1. Announcements: The committee announces to the Meeting the time of the service. Use the phone tree, as mentioned above, as necessary.
2. Family Wishes: The committee consults with the family about any special arrangements for the service, such as flowers, music, and whether they have a particular reading they would like to have read.
3. Greeters: The committee arranges for greeters to be at the door to hand out the pamphlet, “A Friends Memorial Service,” to those unfamiliar with a Friends memorial service.
4. Parking: The committee arranges with someone to arrange parking.
5. Orientation: The committee picks someone to open the service with an explanation. That person will state whether the family will receive friends in the Greeting room afterwards.
6. Preparations: The committee clears the hallway of extraneous material.
7. Registration: The committee obtains a book with permanent ink pen to be set up for attenders to sign if the family wishes. Arrange for someone to ensure that everyone signs.
8. Refreshments: If simple refreshments are to be served after the service, arrange this with the Hospitality Committee.
9. Childcare: Arrange for adequate childcare during the service.

## MINISTRY & WORSHIP COMMITTEE

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Approved 12/1999, Revised 4/2008

**Purpose:** This committee seeks to ensure that each meeting for worship begins with quiet and reverent assembling; that it proceeds on the basis of a silent and attentive search for divine guidance; that it is served by spoken ministry inspired as way opens and addressed to the conditions of those present; and that it is closed at an appropriate time.

### **Common Purpose and Differing Functions of Ministry & Worship and Care & Counsel**

These two committees have a common purpose—to help build and maintain a community which unites all in the Meeting in a shared spiritual life, and which inspires all to walk in the Light. Ministry and Worship is concerned primarily with what happens when the Meeting gathers for worship or business. Ministry and Worship also has under its care the spiritual needs of members and attenders. The Committee's responsibilities include inquiring into requests for membership and for marriage under the care of the Meeting as well as into other requests regarding spiritual needs which may ultimately require a decision by the Meeting for Business. Care and Counsel is concerned primarily with the well being of the Meeting's individual members and their connection with the community. Care and Counsel's responsibilities include inquiring into requests when those requests fall outside of Ministry and Worship's area of responsibility.

It may at times be unclear whether a particular need for assistance falls within the responsibilities of the Ministry and Worship Committee or within the responsibilities of the Care and Counsel Committee. At such times, the committee member(s) who become aware of the need should, in consultation with other committee members and involved persons, consider how the concern can be best addressed. These committees should be mindful that uncertainty about which committee should respond to a concern or a need should not, inadvertently, lead to neglect of that concern or need.

All in Meeting are called to care for one another and for the Meeting. The two committees described here foster and focus that caring in a spirit of commitment and love. Their common purpose is central to the life of the Meeting. These committees will maintain close contact, holding joint meetings as the need arises at least once a year, to consider the spiritual health of the Meeting.

**Membership:** Membership of the Ministry and Worship Committee is composed of members of the Meeting, nominated and approved by the Monthly Meeting. The committee is usually twelve members serving three-year terms.

**Meetings:** Held at least once a month. All meetings are open, except at the discretion of the committee.

### **Duties also include:**

1. Develops and encourages the spiritual growth of the Meeting and its members by bringing such matters as may seem appropriate to the Meeting's attention through meetings for business, meetings for threshing, forums, or discussions.

2. Counsels and supports those who are led to speak out of the silence in meetings for worship. (Inexperienced speakers may need to be encouraged and advised. Those who are inclined to speak unacceptably, at length, too often, or too soon after another speaker may need prompt and loving counseling.)
3. Helps members arrange meetings for marriage.
4. Arranges special meetings for worship with those who cannot attend regularly scheduled meetings because they are ill or imprisoned.
5. Helps prospective members and new members to understand Friends' principles and practices by being available after meeting for worship to answer questions. Identifies needs and creates programs for Adult religious education.
6. Provides a clearness committee for all personal requests requiring action of the Meeting, including membership, transfer of membership, marriage and ministry. At least two current members of Ministry and Worship will serve on each of these clearness committees. These committees may also include previous members of Ministry and Worship. Only members of the meeting are eligible to serve on these clearness committees.
7. Assists in the clearness process for establishing new meetings for worship.
8. Reads and invites response to a query at the beginning of each meeting for business.
9. Coordinates with the Clerk, the close of meeting for worship and arrangements for announcements.
10. Assists with arrangements in time of death, working with Care and Counsel to form a memorial committee (see Memorial Committees).

## **NAMING COMMITTEE**

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Approved 12/1999, Revised 12/2008

**Membership:** Three or four members, selected by the Clerk of the Meeting.

**Purpose:** To present the Meeting with recommendations for persons to serve on the Nominating Committee.

**Duties:**

1. Present the Meeting with recommendations for persons to serve on the Nominating Committee at 11<sup>th</sup> Month Meeting for Business.

Note: One member of the Nominating committee is also a member of Religious Education Committee and serves as the RE Recruitment Liaison. See duties under Nominating Committee.

2. Approval will be sought at the 12<sup>th</sup> Month Meeting for Business.
3. The Naming Committee will dissolve after the Meeting has approved the membership of the Nominating Committee

## **NOMINATING COMMITTEE**

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Approved 12/1999, Revised 12/2008

**Membership:** Members of the Nominating Committee are appointed by the Meeting, and has 3-4 members and 2-3 attenders. A Naming Committee, appointed by the Clerk, recommends members for this committee to the Monthly Meeting.

**Term:** The Nominating Committee usually has three-year, non-consecutive terms.

### **Duties:**

1. Matches the talents and interests of members and attenders of the Meeting with the needs of the Meeting.
2. Encourages all attenders and members to enter the life of the Meeting through the various opportunities to serve.
3. Identifies the talents of attenders and members, and provides training when necessary for the various positions.
4. Recommends persons for positions in the meeting, including clerk, other officers of the Meeting, committee clerks, members of Ministry and Worship, appointed members of Care and Counsel and Administration Committees, and representatives to associations within wider Quaker and Christian communities.
5. Presents recommendations for the coming year at 11<sup>th</sup> Month Meeting for Business and seeks approval from the Meeting during the 12<sup>th</sup> Month Meeting for Business.
6. Recommends persons to serve the Meeting in various capacities throughout the year as needed.
7. Maintains descriptions of the duties of officers and committees of the Meeting, including an accurate and current list of those serving on each committee. Checks annually with each committee to determine the need for updating the description of the duties. Presents recommendations for changes in descriptions to Monthly Meeting as needed.
8. Works with the Administration Committee to ensure that job descriptions for all staff of the Meeting are accurate and current. These descriptions are brought through Nominating Committee to Meeting for Business for approval.

## **RE Recruitment Liaison from Nominating Committee**

One of the members of the Nominating Committee is also a member of Religious Education Committee and serves as the RE Recruitment Liaison to the Religious Education Committee.

**Term:** Serves as a member of the Nominating Committee and RE.

Named by the Naming committee to Meeting for Business and approved by that body.

**Duties:**

1. Provides information to the Nominating Committee (and to the Meeting generally) regarding the scope of the duties of positions connected with RE
2. Assists the Nominating Committee in recruiting persons to fill these positions who are well suited to the duties encompassed by them. Note: It is not intended that this individual will be the only person on the Nominating Committee who recruits people to serve in RE positions.
3. Seeks information from persons administering RE regarding the program's current personnel needs and provides information to RE regarding the status of the Nominating Committee's recruiting efforts.
4. Helps to identify and recruit others in Meeting who can assist the RE program in ways other than by accepting a specific position (e.g., by serving as a special guest speaker for an RE program, by periodically providing music, by assisting with a multigenerational program).

# RELIGIOUS EDUCATION COMMITTEE

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Approved 5/2008

**Membership:** The Religious Education Committee composed of

- Nominated by Nominating committee:
  - The Clerk of RE
  - Three Appointed Members
  - Five Lead Class Teachers
  - The RE Recruitment Liaison to Nominating Committee

Note: One of the members of Nominating Committee is also a member of the Religious Education Committee and serves as the RE Recruitment Liaison to Nominating Committee.
- Recruited by Religious Education Committee:
  - Class Teachers (non-lead)
  - Assistant teachers
  - Other interested persons who wish to serve on the committee

**Additional Volunteers:** These volunteers may or may not be members of the Religious Education Committee.

- Guest Speaker
- Floater
- Summer Program First Day Volunteer
- Dedicated Nursery Volunteer
- Nursery Volunteers

**Meetings:** The committee meets at least quarterly.

## **Duties:**

1. The RE Committee shall be responsible for systematically communicating information from Committee Meetings to all teachers in the event that they miss a meeting or, in the case of class or assistant teachers, who may not be able to serve on the committee.
2. In consultation with the Curriculum Planning Coordinator, makes determinations regarding general curriculum plan and determines which curricula and other materials should be purchased.
3. In consultation with the Resource Teacher, determines annually what training and orientation should be offered RE teachers and other volunteers and what training and orientation (if any) they should be required to take.
4. Makes suggestions regarding multigenerational and summer activities to appropriate coordinators of such activities.
5. Assists Nominating Committee and other appropriate coordinators in identifying Friends (including Young Friends) who may be well suited to serve in specified Meeting positions.

6. Provides support and feedback to persons serving as teachers.
7. Endeavors to respond appropriately to any concerns expressed by teachers or others regarding the manner in which persons serving in Religious Education tasks are performing their duties (individually and collectively). Establishes clearness process for any concerns or grievances and publicizes the process so that everyone in the Meeting knows how the process works and how to access it if necessary.
8. The Duties of the primary members of the committee are described below.
  - Clerk of Religious Education Committee
  - RE Recruitment Liaison to Nominating Committee
  - Lead Class Teacher
  - Class Teacher
  - Assistant Class Teacher
9. The committee will take on the following tasks from among its members. Duties are described in more detail below.
  - Curriculum Planning Coordinator,
  - Resource Teacher,
  - Multigenerational Activities Liaison,
  - Religious Education Archivist,
  - Summer Program Coordinator – First Days
  - Nursery Liaison.
  - Special Events Coordinator,

**Duties of Primary RE Committee Members**

## **Clerk of Religious Education Committee**

**Term:** June, Year One through May of Year Three; may be re-nominated.

Nominated by the Nominating committee and approved by Meeting for Business.

**Duties:**

1. Convenes and clerks RE Committee meetings at least quarterly.
2. Communicates with persons holding other leadership positions within RE, both to exchange information and to encourage them to fulfill their assigned duties.
3. Midyear (Jan/Feb) the RE clerk(s) checks in with the teachers to discern their leading for continuing to teach or stepping out of that role.
4. Endeavors to respond appropriately to any concerns expressed by others regarding the manner in which persons serving in Religious Education positions are performing their duties (individually and collectively).
5. Establishes clearness process for any concerns or grievances and publicizes the process so that everyone in the Meeting knows how the process works and how to access it if necessary.

6. Collects news (especially from Class Teachers) about RE classes and events and composes submissions to the Meeting newsletter, announcement sheet, etc.
7. Reports to Business Meeting on behalf of the RE Committee and communicates on behalf of Business Meeting to RE.
8. Yearly convenes a forum to ask the Meeting to consider how we (the Meeting as a whole and committees, like YSFC, C & C, M &W) are supportive of our youth, nursery age through young adults. Clerk follows up with the issues and suggestions raised as appropriate.
9. Serves as RE contact point for the Meeting (receives questions, complaints, offers of assistance, etc., and then either puts that person in contact with the appropriate person for follow up or follows up appropriately him or herself).
10. Follows up on background check forms with teachers or dedicated nursery volunteers if necessary. (See #5 of “Proposal for Selection of Persons to Perform RE Responsibilities” for the process.)

### **Lead Class Teacher (5 persons)**

**Term:** Serves July to June, one year terms that may be renewed following annual consultation with the RE clerk. Nominated by the Nominating Committee.

**Duties:**

1. Takes the lead in planning and carrying out classes for a particular age group, in coordinating plans with other class teachers who serve the same age group and in making sure that the Clerk and parents or guardians of the children attending class receive information regarding class activities.
2. Teaches the class on some First Days; (on other First Days one of the Teachers or Assistant Teachers will be in charge).
3. Performs the duties of a Class Teacher as well as certain extra activities as Lead.

# Social Concerns Committee

Approved 12/1999

**Membership:** Members and attenders of the Atlanta Friends Meeting. Meetings are open to all that wish to attend. There are usually 5-7 members.

**Terms:** Three-year, non-consecutive terms.

**Meetings:** Meetings are usually held once a month, at a time chosen by the committee.

**Purpose:** This committee encourages and supports individual members and attenders in their social concern leadings. It plans and organizes the Meeting's social outreach.

## **Duties:**

1. *Clearness:* Assists Meeting members and attenders with discernment for their leadings through a clearness process.
2. *Financial:* Prepares an annual budget and presents it to the Monthly Meeting for approval. Items in the budget include support for projects, which involve meeting members and attenders, for community organizations when the Meeting is a member and for organizations and projects. Reviews requests for spending from the Social Concerns Fund, which is for projects involving the whole Meeting, or a number of Meeting members and attenders. Presents recommendations for use of the Fund to the Meeting.
3. *Education:* Informs the Meeting about social issues through forums, written articles and announcements.
4. *Reports:* Explains to the Meeting the process that led to a recommendation, as well as why some issues were not brought forward.

## **THE ATLANTA CENTRAL AMERICA COMMITTEE**

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Approved 12/1999

**Membership:** Members/attenders of the Atlanta Friends Meeting. Others supporting the work of the committee are welcome.

**Meetings:** Scheduled as needed.

**Duties:**

1. Provides leadership for community educational efforts about Central America including hosting and arranging visits of speakers from Central America.
2. Maintains communication with El Sitio, a sister community of the Meeting in El Salvador, works with the community to prepare proposals for small projects for funding by the Meeting and reports on visits to the community annually.
3. Prepares a narrative and financial report annually for the Meeting for Business.
4. Maintains connections with national networks of Central America interested organizations.
5. Occasionally assists Central American immigrants or former refugees in Atlanta.

# **YOUNG FRIENDS SUPPORT COMMITTEE (YFSC)**

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Approved 12/1999; Revised 12/2004

**Membership:** Members or attenders of the Atlanta Friends Meeting.

**Meetings:** Scheduled as needed

**Mission Statement:** The mission of the YFSC (formerly called the Young Friends Oversight Committee) is to encourage, nurture and build a Young Friends Program that models Quaker process and values by fostering community building, worship, service and fellowship.

**Duties:**

## **Guidelines and Quaker Process**

1. Establish guidelines for Young Friends (YF) and adults working with YF, update, distribute and post guidelines, resolve problems around and answer questions regarding guidelines and, develop a process to determine consequences for breaking guidelines (e.g., mediation, clearness).
2. Appoint mediation and clearness committees when needed including members of the committee and/or the larger meeting community.
3. Model Quaker Process and Values.
4. Work with YF Business Meeting and help implement decisions made at YF Business Meeting.
5. Support YF Coordinator in acting as liaison between Atlanta Meeting and the Southern Appalachian Young Friends Program.
6. Report to Larger Meeting through Meeting for Business.
7. Support YF Coordinator in communicating with parents.
8. Support YF Coordinator in planning and organizing YF events for young Friends from third grade through High School.
9. Develop ways to include young Friends in the life of the meeting.

## **Friendly Adult Presences (FAPs)**

1. Support YF Coordinator in selecting, overseeing, and training FAPs.
2. Support YF Coordinator in calling on Adult members of Meeting to be FAPs or leaders of YF activities.

# Representatives & Contact Persons

## AMERICAN FRIENDS SERVICE COMMITTEE (AFSC)

### CONTACT PERSON

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Approved 1/2008

**Membership:** A member or attender, preferably one who is active with either the National or Regional AFSC office

**Meetings:** The contact person schedules meetings as needed to educate the Meeting on current activities of AFSC.

**Duties:**

1. Draw attention to AFSC programs and initiatives in the Meeting newsletter, announcement sheet and listserv.
2. Schedule forums and report periodically to Monthly Meeting on AFSC related programs and on issues that AFSC identifies as needing review and action by meeting members/attenders.

## ATLANTA REGIONAL COUNCIL OF CHURCHES (ARCC)

### REPRESENTATIVE [FORMERLY “CHRISTIAN COUNCIL”]

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Approved: 11/2004\*

**Membership:** Members or attenders may serve as representative.

**Meetings:** Two representatives from all member churches of the Christian Council of Metropolitan Atlanta (CCMA) are asked to participate in a General Assembly once a year. Voluntary participation in projects (shelters, etc.) is often requested. If possible, representatives are asked to attend the annual Community Breakfast, the best-integrated celebration in town, honoring outstanding community work.

**Purpose:**

1. To stay informed about the “Parish Atlanta,” through CCMA and participate in community actions if so moved.
2. To encourage a spirit of cooperation especially in areas where action of a larger body is more significant.
3. To interpret--in a Quakerly way—to non-Friends our religious principles and beliefs.

# DECATUR COOPERATIVE MINISTRY (DCM) CONTACT PERSON

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Approved: 8/2007

**Membership:** Members or attenders may serve as DCM contact person.

**Purpose:** The Decatur Cooperative Ministry (DCM) partners with schools, government agencies, civic groups, and local businesses throughout Decatur and DeKalb County to serve those in need, especially the homeless. It is supported by over 35 congregations representing 12 different denominations. For more DCM information, see their web site at <http://www.decaturoperativeministry.org/missionvision2.htm>

## **Duties:**

1. To share information with the Meeting regarding various DCM opportunities to provide service and assistance to the community. Opportunities are available to offer such services as overnight supervision, childcare, providing dinner at the shelter, and/or tutoring children. DCM programs include:
  - *Family Transitional Housing Program* – Long-term (up to one year) housing for homeless, employed families. Includes counseling, case management, other support services, and Destiny Workshops (women’s support group).
  - *Hagar’s House* - An emergency shelter for homeless mothers and their children. Includes counseling, case management, computer training, and support services.
  - *Project Take Charge* – Geared to preventing eviction and homelessness. Temporary emergency assistance to aid families with food, rent, and utilities.
  - *Expanding Horizons Technology Center* – A tech center offering computer skills classes to adults and monitored lab time and education software to children in one of DCM’s housing programs.
2. Encourage a spirit of cooperation, especially in areas where action of a larger body is more significant.
3. Interpret to non-Friends our religious principles and beliefs.
4. For one week, twice a year, coordinate the serving of dinners by Atlanta Friends Meeting volunteers to Hagar’s House guests.

## **DECATUR EMERGENCY ASSISTANCE MINISTRY (DEAM) CONTACT PERSON**

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Approved: 8/2007

**Membership:** Members or attenders may serve as DEAM contact person.

**Purpose:** The Decatur Emergency Assistance Ministry (DEAM) provides emergency food, help with utility and transportation costs, and other kinds of assistance for Decatur-area residents and families who find themselves at risk of homelessness or without means of support.

**Duties:**

1. Share information with the Meeting regarding DEAM opportunities to provide service and assistance to the community.
2. Coordinate an annual or semi-annual effort in the Meeting to collect food staples to donate to DEAM.
3. Encourage a spirit of cooperation, especially in areas where action of a larger body is more significant.
4. Interpret to non-Friends our religious principles and beliefs.

## **FRIENDS' COMMITTEE ON NATIONAL LEGISLATION (FCNL) CONTACT PERSON**

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Approved 12/1999

**Membership:** A member or attender who keeps the Meeting informed on issues of national legislation, bringing to Meeting actions recommended by FCNL.

**Meetings:** The contact person schedules meetings as needed to educate the Meeting on current issues and legislative priorities of FCNL.

**Duties:**

1. Copy and circulate the statement of legislative policy and annual priorities for Friends Committee on National Legislation.
2. Organize communication of our concerns to Georgia's senators and congressmen by
3. Schedule forums and report at least twice annually to Monthly Meeting on issues needing review and action by meeting members/attenders.

## **FRIENDS WORLD COMMITTEE FOR CONSULTATION (FWCC) CONTACT PERSON**

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Approved 12/1999

**Membership:** Member or attender of the Atlanta Friends Meeting.

**Duties:**

1. Inform the Meeting about the organization and work of the FWCC, encourages attendance at regional and annual meetings, and seeks individual support and participation.
2. Encourage Meeting participation in FWCC programs including Right Sharing of World Resources, Quaker Youth Pilgrimage, International Quaker Aid, Wider Quaker Fellowship for isolated Quakers and "friends of Friends," intervisitation, and publication of directories and newsletter.

## **SAYMA REPRESENTATIVE**

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Approved 12/1999; Revised 8/2003, 11/2007

**Membership:** Members or attenders may serve as Southern Appalachian Yearly Meeting Association (SAYMA) representatives. The Atlanta Meeting may appoint up to two (2) representatives. Other members or attenders of the Meeting are encouraged to attend SAYMA meetings and may be selected by SAYMA to serve without being appointed by Atlanta Meeting.

**Purpose:** The Meeting's representatives to SAYMA act as liaisons between the Monthly Meeting and Yearly Meeting, facilitating communication and understanding between the two organizations.

**Duties:**

1. Attend Yearly Meeting, as well as the Representative Meetings during the year, or arrange for a substitute.
2. Report to Monthly Business Meeting and write items for the newsletter to keep the Monthly Meeting informed of SAYMA activities, and encourage attendance and active participation at Yearly Meeting by members and attenders.
3. Report seasoned concerns and proposals of Monthly Meeting to Yearly Meeting. The representatives are encouraged to work with other Yearly Meeting Representatives to seek unity on issues being considered by Representative Meeting. They may bring a troublesome issue back to the Monthly Meeting for consideration and guidance.
4. Receive communications to Monthly Meeting from the SAYMA office and follow up to see that there is a response to all actions requested of Monthly Meeting.
5. Assist Monthly Meeting in preparation of information about Monthly Meeting needed by SAYMA: census, directory, new officers as appointed, and the annual State of the Meeting report.

## **SAYMA MINISTRY & NURTURE COMMITTEE MEMBER**

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Approved 11/2007

**Membership:** Member or attender of the Atlanta Friends Meeting who has entered the clearness process for serving on the Committee.

**Purpose:** Ministry & Nurture Committee supports and supplements the work of the monthly meetings' ministry and nurture groups and addresses spiritual issues that span the yearly meeting community. Members are to be mindful of the state of the spirit in

meetings and worship groups and to serve as spiritual support during sessions of the Yearly Meeting and representative meetings.

**Duties:**

Serve on the SAYMA Ministry & Nurture Committee, which meets quarterly, separately from Representative Meetings. Visit Meetings and worship groups in the region. Report to Monthly Business Meeting, and write items for the newsletter to keep the Monthly Meeting informed of SAYMA Ministry & Nurture activities.

# Meeting Guidelines

## MEMBERSHIP GUIDELINES

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Approved 16<sup>th</sup> day, First Month, 1994

### Membership in the Atlanta Monthly Meeting of the Religious Society of Friends

*As membership in the meeting is membership in a community, the test of membership is compatibility with the meeting community. Members are either born into the meeting or join it because they desire to fit into the pattern of behavior peculiar to the meeting and find themselves able to do so. The test of membership is not a particular kind of religious experience, nor acceptance of any particular religious, social or economic creed. Sincere religious experience and right religious belief are both important, but they develop in the course of participation in the activities of the meeting. Anyone who can become so integrated with the meeting that he helps the whole and the whole helps him is qualified to become a member.*

*(Howard Brinton, Friends for 300 Years)*

*To be a member of the Society of Friends means, I believe, to subscribe in sincerity to the concept ...that there is that of God in each human being; that we are called to seek this element of God in all, even our enemies; that this belief leads us to renounce war and violence as an acceptable means of attaining ends, however good; and that it leads us to work for the material and spiritual welfare of all humankind. Lloyd B. Swift, "On the meaning of Membership in the Religious Society of Friends."*

*(Friends Journal, 1986)*

Membership is an outward affirmation of an inner experience of the Divine and of unity with the other members of a living community. It implies a commitment to enter wholeheartedly into the spiritual and corporate activities of the Society and to assume responsibility for both service and support, as the way opens. The Society should reach out to and welcome into active membership all who find unity with the principles and testimonies of Friends.

Prospective members should have attended meeting for some time and have developed an appreciation for Friends' forms of worship and business. The appropriate time to apply for membership will vary from person to person. One indication that the time to apply may be approaching is the recognition that meeting for worship has become a central part

of one's life. Atlanta Friends Meeting recognizes that some who are active in the life of the meeting choose not to seek membership. Others will want their commitment to our community to be publicly recorded. The following procedures for membership supplement and revise those described in SAYMA's Guide to Our Faith and Our Practice (1990), pp. 21-24.

### **Application for membership**

Although membership is ultimately the responsibility of the Monthly Meeting, the application process begins with Ministry and Worship. A person seeking membership should address a letter to Ministry and Worship stating why the applicant feels drawn into the fellowship of the Religious Society of Friends and indicating the extent of his or her sympathy with its principles and testimonies. Some applicants may wish to explore and share with others the stages of their spiritual journey, but others may prefer a shorter statement. With permission of the authors, some letters requesting membership are filed by Ministry and Worship in the meeting library.

Ministry and Worship will name a clearness committee of at least 3 of its members to visit with the applicant. Before visiting, the convenor of the clearness committee will give the applicant a copy of SAYMA's Guide to Our Faith and Our Practice. The clearness committee is not called to judge the applicant, but rather to ensure that applicants are clear about the testimonies and practices of Friends, about the extent of their agreement with those testimonies and practices, and about the responsibilities membership in our Society entails. Friends do not accept creed as a test of membership, nor do we require prospective members to have attained any fixed point on their spiritual journey. Membership is a commitment to a continued pilgrimage, and we hope it will open that way to new leadings for both the new member and the community.

In keeping with Friends' traditional use of Queries for self-examination, applicants may wish to consider the following questions as they explore their readiness for membership.

1. Why am I drawn to seek membership at this time?
2. Do I sincerely seek the Light to guide both my spiritual development and the choices I make in my everyday life, and do I seek that of God in others?
3. Have I resolved any commitment to other religious groups that might conflict with membership in the Religious Society of Friends?
4. Do I attend meeting for membership regularly, and have I attended Meeting for Business?
5. Am I familiar with the testimonies and practices of the Religious Society of Friends and am I clear to what extent I am in agreement with them?
6. Am I familiar with the Queries as means of examining the extent to which I live according to Friends' principles?
7. Am I familiar with Quaker history?

9. Am I familiar with the diversity of belief among branches of the Society of Friends, and with the various Quaker organizations, such as SAYMA and FGC?
10. Am I prepared wholeheartedly to share responsibility for the life of the meeting, including attending Meeting for Worship and Meeting for Business, serving on committees and contributing financially as means allow?

If the committee and applicant reach clarity on membership, the committee will report back to Ministry and Worship, which upon reaching clearness brings the request forward to Monthly Meeting for Business. With the applicant's permission, the letter requesting membership may be read at Monthly Meeting or published in the newsletter. Monthly Meeting normally postpones action until a subsequent session in order that Friends may become better acquainted with the prospective member and to allow time for any concerns to be raised. The applicant may be introduced after Meeting for Worship during this period. Approval of a new member is recorded in the minutes of Meeting for Business. The archivist of the Meeting will record biographical data for meeting records. The new member will be invited to choose a book or books on Quaker topics as a gift from the Meeting and should be welcomed at the regular monthly pot-luck following approval of membership.

It is possible that the committee or applicant will find obstacles to membership. In this case, the applicant may choose to withdraw the request or may ask to have it brought before Monthly Meeting for its consideration. If the Monthly Meeting declines to offer membership, Ministry and Worship should endeavor to keep in sympathetic touch with the applicant, explaining the reason for the hesitation and seeking to help remove it. In such a case, Ministry and Worship should encourage reconsideration of the decision as soon as they judge it to be appropriate.

### **Special types of membership**

A member of the Religious Society of Friends belongs to a particular monthly meeting. Friends are strongly encouraged to have their membership in the meeting which they are active. Friends wishing to transfer membership from one meeting to another should have a letter or certificate of transfer from their previous meeting forwarded to Ministry and Worship. A clearness process is normally not required, but Ministry and Worship extends a welcoming visit and brings the request to Meeting for Business. Monthly Meeting then proceeds as above, deferring a decision so that Friends may get to know the person requesting transfer.

A **sojourning member** is a member of another meeting who resides in Atlanta for an extended period. Sojourning members may have a letter of introduction addressed to Ministry and Worship, which will appoint members to visit and welcome the sojourner. Ministry and Worship will then introduce the sojourning member after Meeting for Worship and at Monthly Meeting for Business. No decision is required.

**Associate members** are children of parent(s) who are members of the meeting. Associate membership expresses the importance both for children to be members of the community and for them to make their own decision, when they are ready, about the

continuance of their membership. Parent(s) who join the meeting and members who have or adopt children should be asked if they wish the children to be listed as associate members. If the children of the new member are 12 or over, they should be asked at this point if they wish to be listed or not, or if they wish to apply for regular membership. Care should be taken to help those listed as associate members to feel themselves full participants in the fellowship of the Meeting. As they approach maturity they should be given the opportunity, at appropriate times, in accordance with their religious and mental development, to decide whether or not they wish to be recorded as members of the Society of Friends. Associate members who feel led to join the meeting should follow the regular procedure outlined above.

In order to ensure the meeting's care for the children of our community, Ministry and Worship will record births and adoptions to both members and attenders (if they wish) in the minutes of Meeting for Business.

### **Discontinuance of membership**

If a member submits a resignation, the meeting is not absolved from further care. A committee may be appointed to visit this person in love, inquire into the cause of resignation, and, if fitting, encourage a reconsideration of the action. If this purpose continues and the meeting accedes, a minute should be made stating that the member is released at his or her own request. The clerk will then inform the person of this action in a letter conveying the affectionate regard of the meeting. The meeting should be open to a renewed application from this person, handling it according to the usual procedure for new members.

Periodically, Ministry and Worship will contact members who exhibit a lack of interest in the meeting. If its efforts to restore interest are ineffectual, the Monthly Meeting may record a minute giving the circumstances and removing the individual from membership.

All dealings involving discontinuance of membership should be handled with the utmost patience and consideration, both for the sake of the individual and for the sake of the meeting.

# MARRIAGE GUIDELINES

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## Marriage/Joinings under the Care of Atlanta Friends Meeting

*“In Friends tradition, marriage takes place in a community of faith. It is not only an act of two individuals, but the act of a community. The corporate signing of the marriage certificate testifies to this fact. The meeting’s involvement with the couple begins with the appointment of a clearness committee, which meets with the couple in a spirit of worship and concern for the proposed marriage. This committee helps the couple affirm their clearness for marriage by examining with them, not only their clearness from prior obligations of any kind by many other aspects of their relationship, including their strengths and potential differences. This process of clarifying, the task of the entire group gathered together, may itself deepen their relationship and understanding of each other, or it may reveal problems that should preclude the marriage. This clearness process is complete only when the decision is clear to call.”*

*(From SAYMA’s A Guide to Our Faith and Our Practice, 1990, p. 24)*

*“The Atlanta Friends Meeting affirms our willingness as a Meeting to hold celebrations of loving commitment under our care. We intend to follow the same customary and careful process of arriving at clearness for any couple who wish to unite under our care, regardless of sexual orientation, when one or both of these partners participate in our community.*

*We are aware of the diversity of attitudes toward the term “marriage” and leave to the couple the characterization of their relationship – whether a celebration of marriage, commitment or joining.*

*The Meeting acknowledges the certificate signed by the couple and those present at the ceremony as the witness of Friends to the couple’s spiritual union. Mindful that only heterosexual couples among us have the right to legally sanctioned marriage and its privileges, the Meeting asks Friends, and particularly couples preparing for marriage, to examine how best to respond the bear witness to the inequalities still present in our legal system.”*

*(Minute from Sixth Month, 1990)*

The information given herein is meant to supplement the couple’s careful reading of SAYMA’s A Guide to Our Faith and Our Practice, 1990, pp. 24-26, and Philadelphia’s Faith and Practice, 1972, p. 21 and pp. 165-174. The Atlanta Meeting feels that these two guides express well its views on marriage under the care of a Friends Meeting.

Differences in procedure between the Atlanta Meeting and these two guides as well as elaboration of terms and process are detailed below.

A Marriage/Joining under the care of the meeting is more than a single event for a couple; it is an outward affirmation of an inward commitment that has grown between the two individuals and between the meeting and either or both of these individuals. The clearness process for taking a marriage/joining is the way in which the couple and the community can examine and reflect on these commitments and follow the Spirit's leadings to make this public affirmation. Just as marriage/joining promises are made for the time going forward, the Meeting, in taking the couple under its care, makes a commitment to support the couple throughout the marriage/joining. Because this act takes place within a community of faith the Meeting expects on or both individuals to be an active participant in the life of the Meeting. The ceremony itself is called meeting for worship. As with any meeting for worship, it is open to all that wish to attend.

### **Clearness for Marriage/Joining**

Friends follow the Leading of the Light when coming to clearness on any issue. Particularly when marriage/joining is contemplated, we need to remind ourselves that the Light leads at God's pace. Although it is not possible to set a definitive timeline for clearness, the entire process has usually taken from three to six months. Throughout, Friends need to remember that "the clearness process is complete only when the decision is clear to all."

While the couple may tentatively reserve the meeting room for marriage/joining on a particular date, no formal announcement should be issued or plans made until 1) clearness has been reached by the couple and the clearness committee and 2) approval have been given by Ministry and Worship and 3) approval has been given by the Monthly Meeting for Business.

### **Marriage/Joining in the Manner of Friends**

It is possible for a variety of reasons, that a couple may wish to be married/joined "in the manner of Friends" rather than "under the care of the Meeting." Those married/joined "in the manner of Friends" hold their ceremony according to the traditional way Friends worship. This option does not entail a clearness process, as the Meeting and the couple are not making any commitment to each other.

## **THE CLEARNESS PROCESS**

### **Letter to Ministry and Worship**

The couple's letter of intent to marry/join should be handed/mailed to the Ministry and Worship Committee. Ministry and Worship will report to the next Meeting for Business that a request has been made by the couple. At its next monthly meeting, Ministry and worship appoints a clearness committee to meet with the couple. This committee consists of three or four people, of whom at least two are members of Ministry and Worship. A

Ministry and Worship member is responsible for convening the committee, keeping the committee mindful of its responsibilities and reporting back to Ministry and Worship.

### **Clearness Committee**

The clearness committee hopes to be a source of support and loving concern to the couple. The couple's committee will meet with the couple as many times as necessary to reach clearness. In this process, the couple and the clearness committee seek to explore the clarity and depth of the couple's relationship with each other and the relationship of the couple with the Meeting. After meeting(s) with the couple the clearness committee meets without the couple to assure themselves of their clearness about the couple's marriage/joining.

The following questions are presented as a beginning point for discussion. It is suggested that the couple consider these questions before meeting with their clearness committee. For further preparation, we recommend the booklet, Living with Oneself and Others, 1978, New England Yearly Meeting.

### **The Couple's Relationship**

1. Why do we wish to be married/joined? What are the responsibilities assumed in a marriage/joining? What promises do you intend to make to one another?
2. Do we know each other's habits, likes and dislikes? Do we know each other's opinions on questions important to us? Are we ready to make adjustments in our living with kindness and understanding?
3. How do we define our "family?" Are there issues about our family(s) which might create conflict in our marriage/joining? (If relevant: Do we want to have children? Have we discussed the timing, cost, values and beliefs involved in raising children?)
4. What interests and activities do we enjoy sharing?
5. Do we know each other's attitudes on earning, spending and saving?
6. How do we feel about each other's economic, religious, and cultural backgrounds? How do we react to each other's parents, friends, and relatives?
7. Do we feel comfortable communicating with each other about our sexual needs and desires?
8. Are we able to communicate about each other's strengths, weaknesses, joys and sorrows? Do we struggle against any desire to change or control one another?
9. Do we know each other well enough to consider frankly the above questions?

### **The Couple's Relationship with the Meeting**

1. Why are we asking to be married/joined under the care of the meeting? What is the importance of having a called Meeting for Worship for Marriage/Joining?

2. What is our relationship with the Meeting?
3. What support do we expect from the Meeting?

## **MINISTRY AND WORSHIP**

The clearness committee reports back to Ministry and worship recommending; 1) that the couple's marriage/joining be taken under the care of the Meeting or 2) that the couple's marriage/joining not be taken under the care of the Meeting. Ministry and Worship then considers the committee's recommendation and makes a decision about how to proceed.

### **Meeting for Business**

Twice during the time between the report of the request and the approval at Business Meetings, the couple is introduced at the rise of Meeting for Worship and Friends are invited to get to know them as a couple. Any Friend who feels a concern in support of or against the marriage/joining should raise this with the couple and/or the clearness committee. When all concerns have been cleared Ministry and Worship asks for approval of a minute that the couple's marriage/joining be taken under the care of the Meeting.

If Ministry and Worship approves the committee's report to recommend the marriage joining under the care of the Meeting, it will present this recommendation to the next Meeting for Business, asking for approval at that time.

Once the Meeting for Business has approved the marriage/joining under its care, Ministry and Worship will recommend an Oversight Committee for the approval of the Meeting for Business. While Ministry and Worship consults with the couple about the desired membership of the Oversight Committee, the Meeting may recommend and approve other Friends to this committee. At least one member of Ministry and Worship shall serve on the Oversight Committee.

If the marriage/joining has not taken place six months following approval by the Meeting for Business, the clearness committee will review the couple's situation.

If Ministry and Worship cannot recommend the couple's marriage/joining under the care of the meeting, it will meet with the couple to communicate the reason for this decision. Based on the circumstances, Ministry and Worship will discuss ways that the Meeting can assist the couple.

### **Oversight Committee**

The Oversight Committee advises the couple in finalizing the couple's promises and its planning a ceremony in harmony with Friends' practices and testimonies. They see that the details of the actual marriage/joining are faithfully carried out including the preparation and signing of the certificate marriage/joining. After the marriage/joining, the Overseers report on the ceremony at the next Meeting for Business including minuting the promises made by the couple.

If the couple has a license to legalize the marriage/joining, the license is signed by the couple and by a member of the Meeting who attended the marriage/joining, on behalf of all other witnesses. (*See Minute from Sixth Month, 1990, Meeting for Business.*)

**After the Marriage/Joining Ceremony**

In taking the couple under its care, the Meeting shows its support and concern for the couple in their lives together. Celebrating anniversaries, births of children and other milestones in the couple's life is one manifestation of this care. Also the Meeting can support the couple when struggles and sorrows come into their lives. This can be done through the clearness process whether initiated by either or both of the couple or by the Meeting. Should the couple move out of the area of the Atlanta Meeting, the support can continue: Ministry and Worship can help the couple find another Friend's Meeting and ask them to assume loving care of the couple's union.

Anyone with questions about marriage/joining under the care of Atlanta Friends Meeting is encouraged to talk with a member of Ministry and Worship.

## **Suggestions for Marriage under the Care of Atlanta Meeting, Religious Society of Friends.**

The thoughts and suggestions expressed here are drawn from the experience of Friends who have been married under the care of a meeting, Friends who have served on a Committee of Clearness or Oversight, and Friends who have been active in the Atlanta Meeting.

Our goal is to help couple's plan a wedding which does not become a burden for anyone. We seek to help the couple and the Committee of Oversight to maintain the sacredness of the occasion while celebrating the joyfulness of the event.

Clearness to proceed with the Marriage under the care of the Atlanta Friends Meeting should have been completed through Ministry and Counsel and a subsequent Business Meeting. Couple should allow several months to complete this process. Details are outlined on another paper. Contact the Clerk of Ministry and Counsel.

Once Approval have been given:

### **THINGS TO DO WELL AHEAD OF TIME**

1. The couple should choose 4 or more people to serve as a Committee of Oversight, at least 2 of whom should be active in the Atlanta Friends Meeting. This committee will help with all aspects of the preparations before and during the wedding. They will also be available to the couple for questions, support and nurture. Friends who have served on a Committee of Oversight in the past will be glad to offer help to those who are new on an Oversight Committee. Contact Ministry and Counsel for names.
2. Allow time for blood tests and a license. State law requires these.
3. Appoint a member of the Oversight Committee to say a few words of welcome and explanation at the beginning of the Marriage Meeting for those who may be unfamiliar with Friends' Meeting for Worship.
4. Decide on the facilities both for the wedding and for a reception (if desired). If Quaker House is used decide on several people who will help before and after in setting up furniture and cleaning up afterwards.
5. The couple will clear the date for the wedding and rehearsal with the Meeting Secretary if Quaker House is to be used.
6. Arrange to have a Certificate of Marriage drawn up. Suggested wording is in Faith and Practice. Other vows may be spoken as long as they are the same as the words used on the Certificate. The couple should consult with their Clearness Committee on their vows' before the clearness process is completed.
7. If a reception is planned, appoint a person to be in charge. If it is at Quaker House, have at least one person from the Meeting who is familiar with the kitchen. Give phone numbers of those on this committee to each other for better planning.

8. The couple should keep in mind Friends' attitude of moderation in the use of alcohol in planning a reception.
9. Decide upon any special plans such as for music, readings, flowers, photos and other special touches. Many Friends feel that picture taking during the ceremony is not in keeping with the spirit of Worship, but is appropriate afterwards formally or informally.
10. Appoint two people to be responsible for the Certificate on the day of the Wedding to bring it to the couple after they had made their promise to each other, and to be there to help guests sign it after the close of the Meeting.
11. Arrange for weights to hold the Certificate in place during signing by the couple and later the guests.
12. Appoint several ushers familiar with Friends Meetings and the facility. If it is to be a large gathering of friends and family, ushers should be prepared to assist with the parking situation. Only one side of Oakdale and Fairview Roads may be used. Parking at a distance may need to be planned.
13. Arrange for out of town guests' hospitality.

#### **A WEEK OR TWO BEFORE THE WEDDING**

1. Decide on a table to be used for you to sign the Certificate during the ceremony and for guest to sign on afterwards. Some couples have the table with the Certificate brought to them after they have made their vows and it is quietly taken back to its place and the Certificate is handed to the person previously designated to read it. Other couples have the certificate in front of them from the start and it remains there until the close of Meeting.
2. You may wish to lightly pencil in names of any relatives, attendants, Overseers and others whom the couple wishes to sign at the top of the list of guests. The couple may prefer to have no special designations.
3. Inform the residents (if Quaker House is used) of any deliveries of flowers, food, etc, which may arrive.
4. Get 2 or 3 pens with indelible ink for you (and later the guests) to sign the Certificate with. Decide who will have it for you during the wedding.
5. Think about how you will enter the room, where you would like family and Overseers to sit, how to arrange the room (or benches outside). Be sure to face as many people as possible.
6. Decide who will close the Marriage Meeting – yourselves or one of your Committee of Oversight.

#### **REHERSAL – USUALLY A DAY BEFORE THE WEDDING**

1. Meet with Overseers, close family, ushers, food committee at the facility to walk through the procedure – especially important for those not familiar with Quaker unprogrammed Worship.
2. Arrange furniture – both for the Wedding and reception.
3. Double check on pens, certificates and license.

### **THE DAY OF THE WEDDING**

1. Ushers arrive in plenty of time to greet family and friends and help them be seated.
2. The couple may be already seated or may come in at the appointed time – with or without parents and attendants.
3. As the couple and friends settle, the appointed person stands to give a word of welcome and explanation of Worship and the Certificate.
4. As Worship begins, the couple should take time to look at those who have come, center themselves, to quiet their thoughts, and to reflect on the promise which each is about to make. Do not rush this time. Many couples find they need at least 15-20 minutes.
5. When both feel ready, they will stand and face one another to say their vows. They may exchange rings at this time.
6. The certificate is usually brought to them (or is in place before them) and each signs his or her marriage signature.
7. The Certificate is read aloud whether following the vows or at the close of worship.
8. Worship continues and guests may wish to speak out of the silence at this time.
9. The couple or designated person closes Meeting when they sense the time is right, allowing ample opportunity for leadings of the Spirit.

Note: The couple may wish to leave the room first while one of the Overseers announces the receiving line, reminds friends to sign the certificate, and any other details about the reception.

# RELIGIOUS EDUCATION GUIDELINES

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Approved 5/2008

The purpose of this section is to provide a reference for activities undertaken in support of Religious Education in Atlanta Friends Meeting. It expands on the descriptions in the Committee section of the AFM Handbook. Any differences are purely unintentional and where they may arise, the entries in the Committee section take precedence.

Note: As this section expands, members may wish to use this information to create a Religious Education Handbook as other Committees have done. At that time this section would be incorporated into the Religious Education Handbook and deleted from this document.

The young people in our Meeting are among our most valuable assets. They are the future of Quakerism and deserve not only our loving care but education in the subjects, areas, and testimonies that our Meeting holds dear.

Our young people are supported primarily by two committees. The Religious Education Committee (RE) supports our children from nursery care through high school. The Young Friends Support Committee (YFSC) supports RE through a program that models Quaker process and values by fostering community building, worship, service and fellowship.

Note: Refer to the Committee Section of the AFM Handbook for a description of YFSC.

**Membership:** The Religious Education Committee is composed of

- Nominated by Nominating committee:
  - The Clerk of RE
  - Three Appointed Members
  - Five Lead Class Teachers
  - The RE Recruitment Liaison to Nominating Committee

Note: One of the members of Nominating Committee is also a member of the Religious Education Committee and serves as the RE Recruitment Liaison to Nominating Committee.
- Recruited by Religious Education Committee:
  - Class Teachers (non-lead)
  - Assistant teachers
  - Other interested persons who wish to serve on the committee

**Additional Volunteers:** These volunteers may or may not be members of the Religious Education Committee.

- Guest Speaker
- Floater
- Summer Program First Day Volunteer
- Dedicated Nursery Volunteer
- Nursery Volunteers

**Meetings:** The committee meets at least quarterly. Activities of the committee take place weekly on first day and at such other times as determined by the committee.

## **Religious Education Committee**

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Reproduced from Religious Education Committee Section

### **Duties:**

1. The RE Committee shall be responsible for systematically communicating information from Committee Meetings to all teachers in the event that they miss a meeting or, in the case of class or assistant teachers, who may not be able to serve on the committee.
2. In consultation with the Curriculum Planning Coordinator, makes determinations regarding general curriculum plan and determines which curricula and other materials should be purchased.
3. In consultation with the Resource Teacher, determines annually what training and orientation should be offered RE teachers and other volunteers and what training and orientation (if any) they should be required to take.
4. Makes suggestions regarding multigenerational and summer activities to appropriate coordinators of such activities.
5. Assists Nominating Committee and other appropriate coordinators in identifying Friends (including Young Friends) who may be well suited to serve in specified Meeting positions.
6. Provides support and feedback to persons serving as teachers.
7. Endeavors to respond appropriately to any concerns expressed by teachers or others regarding the manner in which persons serving in Religious Education tasks are performing their duties (individually and collectively). Establishes clearness process for any concerns or grievances and publicizes the process so that everyone in the Meeting knows how the process works and how to access it if necessary.
8. The Duties of the primary members of the committee are described below.
  - Clerk of Religious Education Committee
  - RE Recruitment Liaison to Nominating Committee
  - Lead Class Teacher
  - Class Teacher
  - Assistant Class Teacher
9. The committee will take on the following tasks from among its members. Duties are described in more detail below.
  - Curriculum Planning Coordinator,
  - Resource Teacher,
  - Multigenerational Activities Liaison,
  - Religious Education Archivist,
  - Summer Program Coordinator – First Days

- Nursery Liaison.
- Special Events Coordinator,

**Duties of Primary RE Committee Members**

**Clerk of Religious Education Committee**

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Reproduced from Religious Education Committee Section

**Term:** June, Year One through May of Year Three; may be re-nominated.

Nominated by the Nominating committee and approved by Meeting for Business.

**Duties:**

1. Convenes and clerks RE Committee meetings at least quarterly.
2. Communicates with persons holding other leadership positions within RE, both to exchange information and to encourage them to fulfill their assigned duties.
3. Midyear (Jan/Feb) the RE clerk(s) checks in with the teachers to discern their leading for continuing to teach or stepping out of that role.
4. Endeavors to respond appropriately to any concerns expressed by others regarding the manner in which persons serving in Religious Education positions are performing their duties (individually and collectively).
5. Establishes clearness process for any concerns or grievances and publicizes the process so that everyone in the Meeting knows how the process works and how to access it if necessary.
6. Collects news (especially from Class Teachers) about RE classes and events and composes submissions to the Meeting newsletter, announcement sheet, etc.
7. Reports to Business Meeting on behalf of the RE Committee and communicates on behalf of Business Meeting to RE.
8. Yearly convenes a forum to ask the Meeting to consider how we (the Meeting as a whole and committees, like YSFC, C & C, M & W) are supportive of our youth, nursery age through young adults. Clerk follows up with the issues and suggestions raised as appropriate.
9. Serves as RE contact point for the Meeting (receives questions, complaints, offers of assistance, etc., and then either puts that person in contact with the appropriate person for follow up or follows up appropriately him or herself).
10. Follows up on background check forms with teachers or dedicated nursery volunteers if necessary. (See #5 of “Proposal for Selection of Persons to Perform RE Responsibilities” for the process.)

## **Lead Class Teacher (5 persons)**

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Reproduced from Religious Education Committee Section

**Term:** Serves July to June, one year terms that may be renewed following annual consultation with the RE clerk. Nominated by the Nominating Committee.

**Duties:**

1. Takes the lead in planning and carrying out classes for a particular age group, in coordinating plans with other class teachers who serve the same age group and in making sure that the Clerk and parents or guardians of the children attending class receive information regarding class activities.
2. Teaches the class on some First Days; (on other First Days one of the Teachers or Assistant Teachers will be in charge).
3. Performs the duties of a Class Teacher as well as certain extra activities as Lead.

## **RE Recruitment Liaison from Nominating Committee**

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Reproduced from Nominating Committee Section

One of the members of the Nominating Committee is also a member of Religious Education Committee and serves as the RE Recruitment Liaison to the Religious Education Committee.

**Term:** Serves as a member of the Nominating Committee and RE.

Named by the Naming committee to Meeting for Business and approved by that body.

**Duties:**

1. Provides information to the Nominating Committee (and to the Meeting generally) regarding the scope of the duties of positions connected with RE
2. Assists the Nominating Committee in recruiting persons to fill these positions who are well suited to the duties encompassed by them. Note: It is not intended that this individual will be the only person on the Nominating Committee who recruits people to serve in RE positions.
3. Seeks information from persons administering RE regarding the program's current personnel needs and provides information to RE regarding the status of the Nominating Committee's recruiting efforts.
4. Helps to identify and recruit others in Meeting who can assist the RE program in ways other than by accepting a specific position (e.g., by serving as a special guest speaker for an RE program, by periodically providing music, by assisting with a multigenerational program).

## **Class Teacher (5 persons)**

**Term:** Chosen by the committee and/or Lead class teachers; serves one year and may renew following annual consultation with the RE clerk.

### **Duties:**

1. Teaches a particular class on some First Days.
2. Selects curriculum and activities to be used during class, selecting curriculum and activities that fall within the continuum of the overall RE curriculum plan.
3. Gathers materials needed (whether from materials available in the Meetinghouse or elsewhere).
4. Nurtures his/her relationship with the children attending that class and nurtures their relationships with each other.
5. Welcomes the diverse races, ethnic backgrounds, gifts, and life experiences of the Young Friends and others who may participate in the RE program and fosters a sense in them that they are honored here.
6. Coordinates planning with other class teachers who serve the same age group.
7. Provides information regarding class activities to Clerk and to parents or guardians of the children attending class.
8. Reports concerns to and seeks counsel regarding individual students to that student's parents and, then if appropriate, to Lead Teacher.
9. Endeavors to hear and accommodate any concerns expressed by others regarding the manner in which his/her duties are performed, consulting, when appropriate, with the Lead Teacher and/or with the RE Committee.
10. Attends any training that is required by the RE Committee and may attend any optional training.

## **Assistant Class Teachers: (5 persons)**

**Term:** Chosen by the committee and/or Lead class teachers; serves one year and may renew their commitment following annual consultation with the RE clerk.

### **Duties:**

1. Assists the Class Teacher. Although particular Class Teachers and Assistant Class Teachers can work with each other in any arrangement that functions well and satisfies both of them, the distinction between this position and that of the Class Teacher is that an Assistant Class Teacher is not ordinarily required to do any advance planning; he or she comes to the class and provides on the spot assistance.

*Duties taken on by the RE Committee Members*

## **Curriculum Planning Coordinator**

### **Duties:**

1. At least annually convenes and clerks one or more planning meetings to discuss with Meeting members/attenders the curricula that should be used by RE: the topics and materials that must, at a minimum, be covered; other topics and materials that would be a positive addition to the program; and the topics and materials (if any) that are not appropriate for the program or are not appropriate for certain participants in the program.
2. Makes affirmative efforts to solicit information and input on curriculum selection from all segments of the Meeting, but most particularly from Young Friends, parents/guardians of Young Friends, and the Ministry and Worship Committee.
3. Makes affirmative efforts to include in the RE curriculum information and insights reflecting a diversity of racial groups, ethnic backgrounds, and life experiences.
4. Distributes materials to teachers and other interested Meeting members/ attenders regarding curricula that are available for purchase.
5. In consultation with the RE Committee, makes determinations regarding which curricula and other materials should be purchased and facilitates the purchase of these materials.
6. Supervises the storage and distribution of curricula and other closely related materials.

## **Resource Teacher**

### **Duties:**

1. At least annually convenes and clerks one or more planning meetings to discuss what training and orientation should be offered RE teachers and other volunteers and what training and orientation (if any) they should be required to take; consults with the RE Committee on these issues.
2. Supervises the planning and execution of training and orientation sessions.
3. Conducts or engages a qualified person to conduct teacher orientation every August. Such orientation must include, at a minimum, information regarding RE policies, the appropriate course of action for incidents/problems, safety training, and worship sharing.
4. Serves as an ongoing resource for RE teachers and volunteers and is prepared to offer suggestions regarding such matters as classroom implementation of curriculum, methods of working with Young Friends, and responses to particular challenging situations.

5. May convene and clerk periodic planning meetings with teachers and other RE members to share ideas, celebrate sublime moments, and commiserate regarding continuing challenges.

## **Multigenerational Activities Liaison / Special Events Coordinator**

### **Duties:**

[Note: these tasks could be performed by one person or split between two people, as indicated by the groupings below.]

1. Generates and solicits ideas for multigenerational activities in the Meeting
2. Brings ideas for multigenerational activities to the appropriate Committee, programs or individuals within the Meeting for further consideration or action.
3. May plan, administer and/or supervise some multigenerational activities.
4. Assists the RE Recruitment Liaison to the Nominating Committee and other appropriate coordinators in identifying Young Friends who may be well-suited to serve in specified Meeting positions.
5. Coordinates four to twelve per year Multigenerational Worship Sharing Meetings, to be held during First Day School time.
6. Supervises the planning process for special events that are done annually (Christmas party, Easter egg hunt, year end program). This can be done either by personally planning these events or by helping to recruit other planners then providing any needed orientation and supervision to them.
7. Invites Young Friends to participate, as they feel led, in planning and facilitating special events.
8. Works with the Religious Education Archivist to make sure that detailed descriptions are maintained regarding what needs to be done for each event, various ideas used in the past and how they worked out, etc.

## **Religion Education Archivist:**

[Preferably the individual serving in this position will serve for several years in order to facilitate continuity in the Committee's institutional memory.]

### **Duties:**

1. Responsible for maintaining the records that reflect the "institutional memory" of the Religious Education Committee, so that persons serving the Religious Education program don't have to start from scratch each time a topic comes up and can have the benefit of prior members/teachers reflections on it.
2. Makes such records reasonably accessible to Meeting members and attenders, particularly to those currently administering the RE program.

3. Provides notice to the RE Committee and the Meeting at least annually regarding the availability of the archived records and the need to continue to send to the Archivist such materials.
4. In the first years of this position this person collects and organizes information, job descriptions and tasks to write a handbook for the RE Committee. Reviews and updates as appropriate with the RE Committee.

## **Summer Program Coordinator – First Days**

### **Duties:**

1. Supervises administration of program for Young Friends on First Days during the summer months.
2. Posts sign up sheet for volunteers and makes announcements soliciting volunteers at rise of Meeting for Worship and in Newsletter and Announcement Sheets
3. Assures that at least 2 volunteers per classroom are present each First Day
4. Provide continuity between School year and summer program by asking persons who have taught or visited during the year to volunteer.
5. Provides orientation to Summer Program First Day Volunteers.
6. Coordinates any appropriate purchase of supplies, subject to approval of Religious Education Committee.

## **Nursery Liaison**

### **Duties:**

1. Recruits Dedicated Nursery Volunteers
2. Arranges schedule for dedicated volunteers
3. Orients dedicated volunteers
4. Monitors and purchases supplies as necessary, including wipes, gloves, diaper disposal bags etc.
5. Writes and updates nursery handbook and checklist including information about emergencies and procedures for working in the nursery

### **Duties of Additional Volunteers Needed for RE**

## **Guest Speaker**

### **Duties:**

1. Gives a presentation or leads an activity in a class on one or more specific occasions. Ordinarily a Lead Class Teacher, Class Teacher, or Assistant Class Teacher would also be present in the classroom along with the Guest Speaker.

## **Floater**

### **Duties:**

1. Each First Day is present in the RE wing to check on each classroom and be available to assist with any concern that may arise initially at the beginning of First Day School. May go back to Meeting for Worship if not needed on a particular day.
2. May also assist teachers by performing tasks that would otherwise take a teacher out of the classroom, e.g., contacting a parent in Meeting for Worship if a child needed parental help during class.

Note: A system of rotation for the adult in this position would be established among 3 – 4 adults to include the RE clerks and the Young Friends Coordinator.

It is RE policy that there will always be two adults present in each class, as well as during YF outings and activities. If an emergency arises that prevents a second adult from being present, the Floater would step in.

## **Summer Program First Day Volunteer**

### **Duties:**

1. Works alongside other volunteers to supervise children during the summer program. Some may plan particular activities for First Days.

## **Dedicated Nursery Volunteer**

**Term:** Preferably one or two persons who volunteer regularly in the Nursery on a rotating basis.

### **Duties:**

1. Oriented by the Nursery Liaison
2. Welcomes children and parents from 10:00 to 11:00 each First Day
3. Ask parents to fill out information about their child(ren) that is kept in a logbook.
4. Arrange among themselves to switch schedules if necessary.
5. Bring questions and concerns to the Nursery Liaison.
6. Work with nursery volunteers and parent who stay to provide love and care to the youngest members of our Meeting family.
7. Fills out Background check forms.

## **Nursery Volunteers**

**Term:** Volunteers who sign up or are assigned for each First Day by the Office Coordinator.

**Duties:**

1. Arrive at 9:50 am. on Sunday at the Nursery Room, wearing comfortable clothes.
2. As each child arrives, greet him or her with warm smiles.
3. Ask the parent or guardian for names and information (allergies, food and drink preferences, health concerns, potty-trained?). Write information in the ledger in the Nursery.
4. During the next hour, care for the children.
  - Play on the slide if they are old enough
  - Read stories if they wish
  - Bring out the Play-Doh<sup>®</sup> but supervise at all times
  - Roll balls
  - Stack blocks
  - Play with doll house, etc.
  - Hold and rock as needed.
5. At the end of the hour, put away all toys and books and neaten the room. Then wait for the parents or guardians until they pick up their children. Never leave them unattended!

### **Proposal for Selection of Persons to Perform RE Responsibilities**

1. It is the responsibility of the Nominating Committee to propose individuals to fill the positions of RE Clerk, 5 Lead Class Teachers, and 3 appointed members who will take the tasks of Curriculum Planning Coordinator, Multigenerational Activities Liaison, Special Events Coordinator, Resource Teacher, Nursery Liaison, Religious Education Archivist and Summer Program Coordinator.
2. It is the responsibility of the Naming committee to propose an individual to fill the position of RE Recruitment Liaison to Nominating Committee.
3. Midyear (Jan/Feb) the RE clerk(s) checks in with the teachers to discern their leading for continuing to teach or not. The clerk may consider the possibility of another role for a person on the RE committee in the instance that a teacher may wish to step aside from teaching or the clerk recommends that the person step aside. The RE Recruitment Liaison to Nominating Committee then gives this information to the Nominating Committee and also suggests persons who may be interested in teaching.
4. With the information from RE, (given to Nominating no later than the end of March), the Nominating Committee begins the process of selection of persons for RE responsibilities. When the individual being considered for teaching positions is found clear by the Nominating committee to be nominated, but before the nomination, the person is directed to complete a criminal records background check and medical forms (for emergencies involving the adult). The Nominating Committee gives these forms to the Young Friends Coordinator to process. (April)
5. The YF Coordinator sends off the background check and maintains files for this data as is also done for Friendly Adult Presences. (Note: Being arrested for civil disobedience in and of itself would not disqualify a person from teaching.) The YF coordinator brings the background checks for teachers and dedicated nursery volunteers to the RE Clerk. If the background check is in line with holding a teaching position the RE committee informs the Nominating Committee, who then presents names for teachers no later than the June Meeting for Business. If there is information that makes the RE Clerk uncertain the RE clerk will meet with the nominee or volunteer, respectively, to ask them to explain the circumstances of the information from the record check. If it appears that the circumstances are compatible with working with children or young adults, then no further action is necessary. If the nominee or volunteer chooses to continue the process, the RE committee will meet with him or her. After this meeting, the RE committee will make a recommendation. (May/June)
6. The Nominating Committee would present names for prospective teachers to Meeting for Business in the same way that names of persons nominated for other Meeting positions are presented: the name would be presented one month and then brought again the second month for a decision. Nominating would ask for feedback during the intervening month. Decisions about teachers for the coming year would need to come to Meeting for Business no later than June preceding the teaching year. (Note: the RE teachers begin their term in July of year one and serve through June of year two.)

