

GWYNEDD MONTHLY MEETING  
OF THE RELIGIOUS SOCIETY OF FRIENDS

PLAN OF ORGANIZATION  
MAY 2009 - MAY 2011\*

Gwynedd, PA

\*updated odd number years

C O N T E N T S

**Calendar for Monthly Meeting for Business.....4**

**Officers and Their Duties**

Clerk .....6  
Assistant Clerk.....8  
Recording Clerk .....9  
Treasurer (including Special Funds).....10  
Assistant Treasurer.....14  
Recorder.....15  
Historian .....16

**Instructions for Standing Committee Clerks (except Nominating Comm.) ..17**

**Standing Committees and Their Responsibilities**

Committee for Care and Counsel (including Scholarship Aid) .....18  
Coordinating Committee (includes subcommittees for Oversight of  
Office Manager, Plan of Organization Review Subcommittee,  
Newsletter Subcommittee and External Communications).....20  
Fellowship and Outreach Committee (includes Coffeehouse).....25  
Library Committee .....27  
Nominating Committee .....28  
Peace and Social Action Committee (includes HARP (Helping Arts  
Reach Peace), ECO Subcommittee, and the Peace Camp  
Subcommittee) .....31  
Preschool Committee .....35

Property Committee (includes Parking, Burial Grounds, Cottage Residence Oversight, House and Hospitality Subcommittees and EEOG (Exploring Educational Opportunities at Gwynedd) and Hilltop Subcommittees).....	37
Religious Education Committee (includes Children’s and Adult’s Programs, Youth Coordinator Oversight Subcommittee and Child Care Giver).....	41
Stewardship Committee .....	45
Worship and Ministry (includes the Gathering Garden at Gwynedd).....	47
Subcommittee for Assistance in the Event of Death (including Memorial and Funeral Services).....	50

**Committees Appointed for Special Purposes**

Conveners and Clerks.....	52
Clearness Committee for Application for Membership .....	53
Welcoming Committee for New Members.....	54
Committee on Clearness for Marriage .....	55
Committee for Oversight of Marriage.....	56
Clearness Committee for Personal Discernment.....	57
Committee for Support .....	58
Child Safety Policy Committee.....	59

**Meeting Corporations**

Gwynedd Fiduciary Corporation.....	60
Incorporated Trustees.....	62

**Office Personnel.....** 64

**Legend** **of**  
**Abbreviations.....** 69

Appendix I "Advices for Clerks of Standing  
Committees".....70

Calendar for  
Meeting for Worship With a Concern for Business  
(i.e., Monthly Meeting for Business or MMB)

**JANUARY**

Recorder's Annual Report

Clerk's Annual Report on the State of the Meeting

Clerk asks for volunteers to be representatives to February Quarterly Meeting

Calls for approval of Friends recommended to Nominating Committee

Treasurer's Quarterly Report

Stewardship Committee Annual Report on review of accounts of the Treasurer of  
Monthly Meeting

**FEBRUARY**

Stewardship reviews requests for Trustees' funds and provides recommendations

Trustees Annual Report

Clerk asks for volunteers to be representatives to Yearly Meeting

Report on proceedings of Quarterly Meeting

Nominating Committee reports new clerk

Gwynedd Fiduciary Corporation Annual Report

Worship and Ministry Annual Report (including Gathering Garden and Memorial  
Service Subcommittees)

**MARCH**

Coordinating Committee: Suggested changes in *Plan of Organization* presented

Care and Counsel Annual Report (includes Scholarship Aid)

Fellowship and Outreach Annual Report (includes Coffeehouse)

Ask for presentation of recommended changes to *Plan of Organization*

**APRIL**

Approval of changes to Plan of Organization

Yearly Meeting Reports

Treasurer's Quarterly Report

Property Annual Report (including Parking, Burial Ground, Cottage Resident  
Oversight, House, Hospitality and Hilltop Subcommittees)

Request volunteers to report on the May Quarterly Meeting

**MAY**

Appoint Representatives to AQM Representative Meeting

Nominating reports Standing Committee appointments to begin June 1

Peace and Social Action Annual Report (includes the HARP, Peace Camp, ECO,  
and Interfaith Hospitality subcommittees)

## **JUNE**

Religious Education Annual Report (includes Children's and Adult's programs,  
Youth Coordinator Oversight and Child Care Giver)  
Report of choice of clerks by Standing Committees appointed in May  
Appointments to House Subcommittee  
Library Annual Report

## **JULY**

Treasurer's Quarterly Report  
Coordinating Committee Annual Report (includes Oversight of Office Manager,  
Plan of Organization Review, Newsletter and External Communications)

## **AUGUST**

Historian's Annual Report  
Ad hoc Committee Reports for those existing more than one year

## **SEPTEMBER**

Stewardship presents proposed Budget to Meeting for consideration  
Nominating Committee recommends Officers (except Office manager) to MMB  
Clerk asks for volunteers to be representatives to October Quarterly Meeting  
**Clerks' and Associates meeting recommends contributions to Friends  
organizations**  
Ask for volunteers to report back on September AQM

## **OCTOBER**

Treasurer Annual Report  
Stewardship seeks Meeting's approval of the budget  
Preschool Committee Annual Report  
Reports on proceedings of October Quarterly Meeting  
Property to present "Three Year Plan of Capital Objectives"

## **NOVEMBER**

Clerk or Assistant Clerk Appoints Naming Committee to discern new members of  
Nominating Committee  
Nominating Committee recommends:

- One Friends for Incorporated Trustees for three years
- One director for Gwynedd Fiduciary Corporation in each three-year period
- One member to serve as Trustee of AQM for four-year term beginning February 1
- Two or more friends to serve on Home and Care Committee of AQM for three-year term beginning February 1

Clerk to recommend from Coordinating Committee (Clerks' Meeting) two friends to AQM Junior Friends' and Middle School Friends' Conference Combined Committee

**DECEMBER**

If there is to be MMB, it is held on second First Day following rise of Meeting for Worship

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## PLAN OF ORGANIZATION

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### OFFICERS AND THEIR DUTIES

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Officers of the Monthly Meeting shall be clerk, assistant clerk, recording clerk, treasurer, assistant treasurer and recorder

#### CLERK

##### ***Mission***

The clerk of Meeting is responsible for facilitating the Meeting's business in an efficient and worshipful manner

##### ***Membership***

Restricted to a member of Gwynedd Monthly Meeting

##### ***Duties***

- Prepare and circulate proposed agenda to clerks and officers in advance of the Monthly Meeting for Business, seeking items needing the Meeting's attention
- Conduct Monthly Meeting for Business
- Call for Annual Reports of committees
- Formulate minutes for actions for consideration by the Meeting
- Foster the discernment of the sense of the Meeting
- Call for quarterly reports from the treasurer
- Refer to calendar for Monthly Meeting for Business additional items
- Consider other concerns
- Finalize minutes after circulating a draft for presenters to review to check for accuracy. The final minutes are sent by email to the office secretary for printing and insertion into the *Minutes* notebook in the library and for archiving.
- Provide truncated draft minutes to the Newsletter editor immediately after Monthly Meeting for Business
- Handle correspondence (check mailbox in office at least once a week)
- Carry on correspondence as directed in Monthly Meeting for Business including membership documents
- Refer letters to Monthly Meeting for Business or the proper committee clerks
- Prepare the Annual Report on the State of the Meeting with the help of the assistant clerk and submit copy for inclusion in the Newsletter
- In November, secure the appointment of a Naming Committee of two members to propose in January new members for the Nominating Committee (ask how many are needed)
- Serve as a member of the Coordinating Committee
- Clerks Quarterly Meeting

- Monthly Meeting for Business shall designate a signatory for all contracts approved by the Monthly Meeting for Business. In the case where the Monthly Meeting designates no one, the clerk of the Meeting shall sign.
- Help the assistant clerk learn about the duties of being clerk of the Meeting
- The clerk shall be a signatory on all bank accounts held by the treasurer for the Meeting

**CALENDAR FOR CLERK OF THE MEETING**

**MONTHLY - JANUARY THROUGH DECEMBER**

Meeting for Worship with a Concern for Business

**JANUARY**

Clerk -Clerks' quarterly meeting

Ask for volunteers to attend and report back on February AQM

Call on Naming Committee to recommend members for the Nominating Committee

Seek volunteers and convene *Plan of Organization* Review Committee

Read the Annual State of the Meeting Report to the Meeting

**FEBRUARY**

Ask for reports on AQM and ask for volunteers to attend PYM and report back

**MARCH**

Ask for presentation of recommended changes to the *Plan of Organization*

**APRIL**

Clerk quarterly clerks' meeting- to include consideration of our contributions to Quaker organizations

Ask for approval of changes to the *Plan of Organization* suggested in March

Ask for volunteers to report back on May AQM and Ask for reports on PYM

**MAY**

Call for report on May AQM

Call for report from Nominating Committee for new members and reappointments to committees

**JUNE**

Preparation of the Annual Report of the Coordinating Committee with the help of the assistant clerk

Call for names of clerks for Standing Committees

**JULY**

Clerk clerks' quarterly meeting - optional

Annual Report of Coordinating Committee presented to Monthly Meeting for Business for approval

Discern people to be responsible for recommending new members to Nominating Committee

**AUGUST**

Meet with Clerks' and Associates Meeting to discern which Quaker organizations should be recommended to the Meeting to receive our contributions for the following fiscal year

**SEPTEMBER**

Ask for volunteers to report attend and report back on October AQM  
Coordinating Committee to report on recommended Quaker organizations to  
receive contributions from Gwynedd

**OCTOBER**

Ask for reports on AQM  
Clerk clerks' quarterly meeting

**NOVEMBER**

Secure 2 or 3 people to serve as Naming Committee to recommend members to  
serve on Nominating Committee, for approval by the Monthly Meeting for  
Business in January  
Report recommendation from Nominating Committee for 2 people to serve as  
Gwynedd liaisons to AQM JFC and MSFC  
Request proposed revisions to the Plan of Organization from all committees and  
officers of the Meeting due to the Coordinating Committee by January  
Monthly Meeting for Business (even years)  
Call for Auditor's Report for approval by Monthly Meeting

## **ASSISTANT CLERK duties negotiable with the clerk**

### ***Mission***

The assistant clerk is responsible for helping the clerk of the Meeting with his/her responsibilities.

### ***Membership***

Restricted to a member of Gwynedd Monthly Meeting

### ***Duties***

- Attend the Meetings for Worship for Business; assist in the discernment of the sense of the Meeting, helping to formulate minutes that express the sense of the Meeting
- Review the agenda for the Monthly Meeting for Business with the clerk of Meeting
- Send names of PYM Representatives to PYM clerk directly after appointments
- Serve as acting clerk when the clerk is absent. Serve as acting recording clerk when recording clerk is absent

*Calendar for the Assistant Clerk*

### **MONTHLY**

Assist the Clerk in the preparation of the agenda and attend the Monthly Meeting for Business

### **DECEMBER**

Assist clerk of Meeting in the preparation of the Annual State of the Meeting Report

### **QUARTERLY**

Participate in Quarterly Clerks' Meetings

## **RECORDING CLERK**

### ***Mission***

To assist the clerk of Meeting by recording the activity of the Monthly Meeting for Business and preparing a draft of the minutes

### ***Membership***

Members of Gwynedd Monthly Meeting

### ***Duties***

- Record the activities of the Monthly Meeting for Business in the Monthly Meeting Minutes
- Prepare a draft of the Monthly Meeting Minutes for the Clerk of Meeting's review within 2 days of the Monthly Meeting for Business
- As required, prepare and read any minutes developed within the Monthly Meeting for Business for consideration by the Meeting
- Help formulate the minutes on topics for consideration

### ***CALENDAR FOR RECORDING CLERK***

#### **JANUARY - DECEMBER**

Record minutes for the Monthly Meeting for Business and provide the clerk of Meeting with a draft of them within 48 hours of the Monthly Meeting for Business

## **TREASURER**

### ***Mission***

To oversee and assure the integrity and accuracy of the Meeting's financial records and to report to the Meeting on a regular basis.

To manage the Meeting's operating financial transactions including non-endowed restricted funds relating to Meeting activities.

### ***Membership***

Restricted to a member of Gwynedd Monthly Meeting

### ***Duties***

- Oversee responsibilities of the hired bookkeeper, providing supervision and support as needed
- Ensure that all regulatory requirements regarding financial information are being met
- Oversee and manage financial transactions of the General Fund and all special funds held by the treasurer
- On a quarterly basis, report the quarterly and year-to-date financial standing of the Meeting for the funds held by the treasurer
- On a quarterly basis, provide the following reports:
  1. Financial standing of committee's expenses to the clerk of the committee
  2. Financial standing of each special fund to the clerk of the committee or a designated individual who oversees the fund
- Provide financial information to Stewardship Committee, other committees and Monthly Meeting for Business as requested
- Prepare and present the report to the Monthly Meeting for Business
- Prepare financial records for fiscal year end review by independent accountant
- Manage bank accounts for the funds held by the treasurer.
- Be a signatory on all accounts, along with the assistant treasurer and clerk of the Meeting
- Retain financial records in accordance with guidelines of the Meeting's record retention policy
- Serve as a member of Stewardship Committee, Hilltop Committee and Coordinating Committee
- Teach treasurer's duties and responsibilities to assistant treasurer
- Deposit funds of the Meeting in the bank approved by the Meeting
- Make payments on orders countersigned by a member of the committee against which the expense is charged and on current bills authorized by Monthly Meeting for Business
- Keep a record of all financial transactions, these accounts to be audited before November Monthly Meeting for Business, with fiscal year ending September 30

- Retain records:
  1. Supportive records, journals, and ledgers of all un-audited transactions following the annual audit
  2. Deliver records of audited transactions to the Meeting's file
  3. Memorandum records of the contributions of individuals and organizations in sufficient detail to assure a reasonable response to inquiries authorized by the contributor or his or her successor
- When the treasurer *is* replaced or incapacitated, transfer all records in his or her possession to the successor or to the assistant treasurer
- By June 1, report names of adult members (above the age of 21) who have not replied to the Autumn Letter of the Stewardship Committee to the clerk of Care and Counsel
- Handle the financial details of special funds
- Prepare Quarterly and Annual Reports and submit to Monthly Meeting for Business

**CALENDAR FOR THE TREASURER**

**MONTHLY**

Supervise the bookkeeper and sign checks for the Meeting

**JANUARY**

Report quarterly financial status to Monthly Meeting for Business, quarterly reports due to standing committees

**APRIL**

Report quarterly financial status to Monthly Meeting for Business, quarterly reports due to standing committees

**JUNE**

Give to Care and Counsel the list of adult members not responding to Stewardship's autumn requests for money

**JULY**

Quarterly financial report to Monthly Meeting for Business, quarterly reports due to standing committees

**AUGUST**

Meet with Clerks' Committee to decide on recommendations for our donations to Quaker organizations for the following year

**SEPTEMBER**

Present to Monthly Meeting for Business the recommendations of the Coordinating Committee for Quaker organizations to receive our contributions

**OCTOBER**

Report annual financial status to Monthly Meeting for Business, quarterly reports due to standing committees

**NOVEMBER**

Books closed September 30<sup>th</sup> to be audited for report to be presented at Monthly Meeting for Business

## **SPECIAL FUNDS HELD BY TREASURER\***

### **CARE AND COUNSEL COMMITTEE**

#### **Care and Counsel Special Fund:**

This is Care and Counsel's discretionary fund. It is used to help those with financial needs or for other circumstances, as determined by Care and Counsel. Funds disbursed from this fund are considered a gift and repayment is not necessary. The activity in this fund is highly confidential and is only shared with the members of Care and Counsel. The clerk of Care and Counsel is the only person who can request disbursements. Occasionally there are contributions made to this fund by members. If the fund is low, Care and Counsel can request a disbursement of funds from the Care and Counsel Fund held by Gwynedd Fiduciary Corporation. This is done on an annual basis, normally during the budget process for the new year.

### **FELLOWSHIP AND OUTREACH/CARE AND COUNSEL**

#### **Outreach Fund:**

This fund was created by a donation several years ago. It was a restricted donation to be used for outreach, with both Fellowship and Outreach and Care and Counsel using the fund. The Coffeehouse and the Gwynedd Meeting website were created as a result of this fund. This fund is not limited to these activities, but can be used for any outreach activities that either committee undertakes.

### **PEACE AND SOCIAL ACTION**

#### **Inter-faith Housing Alliance:**

This fund supports one half of the apartment at Hope Gardens that the Meeting sponsors. Rent subsidies for a tenant in this apartment are paid from this fund. Expenses to support the families who stay at the Meeting in July are also paid from this fund. Contributions earmarked for , Inter-Faith, Hope Gardens, and the families are paid from this fund.

#### **HARP Fund (Help Arts Reach Peace):**

The fund is overseen by this subgroup of the Peace and Social Action committee.

#### **Alternative to Violence (AVP):**

This fund is for the prison and nonviolence work that members of the Meeting do. There is a larger AVP organization (outside the Meeting) of which this group is a member. Persons within the Meeting involved with this work, as well as the Peace and Social Action committee oversee this fund.

#### **Prisoner Advocacy/COPE Fund:**

This fund is currently dormant. It was originally set up to provide financial support to enable people to visit their family members on death row. It was expanded to include funds for prisoners in transition from prison back into society.

#### **ECO Subcommittee:**

This fund is overseen by this subcommittee of the Peace and Social Action Committee.

**Peace Camp Tuition, scholarship and reserve funds:**

This fund is for the summer day camp held at Gwynedd. It includes tuition payments and contributions for scholarships, start-up money and reserves.

**PROPERTY COMMITTEE**

**Hilltop at Gwynedd:**

All the financial activity relating to the Hilltop property goes through this fund. The Ad hoc Hilltop Committee oversees the Hilltop property.

**Property Reserve:**

Property Reserve is used for one time, large maintenance or improvement projects of the buildings and grounds. It is overseen and used at the discretion of Property Committee. Contributions into this fund come as a transfer from the general fund at the end of the fiscal year.

**Landscaping Fund:**

This fund was created by a restricted contribution for landscaping work done on the Meetinghouse grounds.

**Joseph Evans Memorial:**

This fund was created by a restricted contribution for the care of specifically designated trees on the Meetinghouse grounds.

**RELIGIOUS EDUCATION**

**Wales Youth Exchange Fund:**

Money earned by Gwynedd youth for the exchange with the youth in Wales is recorded here. Most deposits are from fundraising activities held by the youth such as the hoagie sale and the rummage sale. Direct contributions are sometimes made to this fund also.

**Birthday/Anniversary Contribution Fund:**

This fund is used to record contributions to the birthday and anniversary cans during FDS to recognize birthdays, anniversaries and special life events. At the end of the FDS year the money is sent to worthy causes as determined by the older youth in the Meeting.

**Youth Group Fund:**

Money earned by the Gwynedd Youth Group for youth activities and worthy causes.

**WORSHIP AND MINISTRY**

**Gathering Garden:**

This fund is used for spiritual direction and other programs that the Gathering Garden offers to the general public. It includes, but is not limited to, spiritual direction, retreats, speakers and dream work. There are often contributions made from people outside the meeting.

\*Donations of checks to these funds are made out to Gwynedd Monthly Meeting and the fund is specified in the notation line on the check. Donations to these funds are tax deductible unless goods or services are returned in kind

## **ASSISTANT TREASURER**

### ***Mission***

To assist the treasurer and possibly succeed as treasurer

### ***Membership***

Restricted to a member of Gwynedd Monthly Meeting

### ***Duties***

- Assist the treasurer as needed
- Be a signatory on bank accounts for funds held by the treasurer, along with the treasurer and clerk of the Meeting
- Serve on the Stewardship Committee
- Learn the responsibilities of the treasurer to possibly succeed the treasurer

## **RECORDER**

### ***Mission***

Maintain detailed records of the membership

### ***Membership***

It is customary that the recorder be a member of Gwynedd Monthly Meeting

### ***Duties***

- Keep records of membership, births, deaths, marriages, and divorces
- Keep on file:
  1. A copy of the marriage certificate and a portion of the license for each marriage held under the care of the Meeting
  2. A birthday list (by years) of members
  3. The location of the recorder's records
  4. Letters regarding conscientious objector status received by the Meeting from our members, attenders, and youths from the community for possible future use when necessary
- Arrange for newlyweds to receive gift books from PYM
- Help in the preparation of the directory relative to membership and forward updates and new member and attender information promptly to the Meeting's office manager
- Respond to questions on information from the records as appropriate

## ***CALENDAR FOR THE RECORDER***

### **MONTHLY**

Update the office manager on changes in the membership of the Meeting

### **JANUARY**

Complete the PYM statistical form covering membership of the Meeting and forward it to the Meeting clerk

Present the Annual Report to Monthly Meeting for Business

### **OCTOBER**

Give a list of young people aged 21 to Stewardship Committee for their November letter

## **HISTORIAN**

### ***Mission***

To be the contact person for historical Meeting activities

### ***Membership***

Open to members and attenders

### ***Duties***

- Maintain the Meeting scrapbook
- Respond to inquiries on historical or genealogical topics
- Keep a record of our archives at Swarthmore that have been microfilmed
- Arrange for the microfilming of our archives at Swarthmore in 10-year lots
- Prepare an Annual Report
- Be responsible for own budget and submit request for funds annually

### ***CALENDAR FOR HISTORIAN***

#### **AUGUST**

Present Annual Report to Monthly Meeting for Business

Submit request for budget amount to clerk of Stewardship

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## INSTRUCTIONS FOR STANDING COMMITTEES

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(EXCEPT NOMINATING COMMITTEE)

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### CLERKS

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#### ***Membership***

Clerks of committees are as defined under each committee section

#### ***Duties***

- Clerks of all committees should plan to attend Monthly Meetings for Business. If impossible for clerk to attend, a representative of the committee should be appointed to attend.
- Clerks with seasoned concerns to present to Monthly Meeting for Business should notify the Meeting clerk in advance so that the proper amount of time can be allowed on the agenda.
- Clerks are in charge of their committee's budget and shall make sure the committee's budget needs are communicated to the clerk of Stewardship in August.
- Clerks are responsible for seeing that the Annual Reports are given in the month listed in Calendar for Monthly Meeting for Business (It should include a final brief paragraph on plans for the upcoming year).
- Email versions of the Annual Reports should be sent to the newsletter editor for publication there.
- Any retiring clerk shall furnish his or her successor with the key to the Meetinghouse and with information necessary for the Monthly Meeting for Business.
- Clerks should give prompt attention to all letters and other business referred to their committees by the clerk of Monthly Meeting or office manager and report to Monthly Meeting for Business as appropriate.
- Committees should take advantage of the External Communications Subcommittee when they need to publicize their activities of interest to the public.
- Committees need to check the availability of dates and rooms for activities that are not routine for the Meeting. Fill in the form Reserving Gwynedd Meeting Rooms for Work of the Committees and give it to the office manager.
- The clerk receives (from the Office Manager) the Request and Agreement form filled out by a Meeting member or attender who wishes to use the Meeting facilities for an event or activity that is connected to that clerk's committee. If the clerk approves the use, he/she appoints a contact person to act as liaison with the Meeting. Committees planning to have suppers, teas, or to serve refreshments shall be responsible for the use of kitchen, linens, etc. They must check ahead for items that may be out of

stock and contact Fellowship and Outreach, if necessary, to supply them. They shall consult clerk of the Hospitality Subcommittee as to procedure, when outside groups are involved.

- Clerks should refer to the Building Use Guidelines posted in the kitchen and take bagged and tied trash to the dumpster after cleanup.
- In March, communicate with the clerk of the Nominating Committee on evaluation of interest and service of members of your committee.
- Notify the editor of the newsletter and the Office Manager or person in charge of the newsletter calendar about all Meeting dates and special occasions, including the time and locations of the meetings, no later than Monthly Meeting for Business
- The Clerks' Committee will make a proposal regarding the Quaker organizations that will receive Gwynedd's donations each year in September for the following fiscal year

## STANDING COMMITTEES AND THEIR RESPONSIBILITIES

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### COMMITTEE FOR CARE AND COUNSEL

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#### **Mission**

To provide pastoral care, nurture and counsel to the members and attenders of the Meeting and to oversee membership and marriage

#### **Membership**

Membership in Gwynedd Monthly Meeting

#### **Meeting Frequency**

1<sup>st</sup> Monday of the month (except September – 2<sup>nd</sup> Monday)

Special joint meetings with other committees as required

#### **Duties – (including joint committee work)**

- Provide care and counsel
- Select and oversee clearness committees for membership, marriage, and other concerns
- Oversee committees for oversight for weddings under the care of Gwynedd Meeting. Receive from Office Manager and fill out “Request and Agreement Form” for building use. Appoint a person, who uses the “Contact Person Guidelines for Assisting with Use of Gwynedd Meeting Facilities” and acts as a liaison between the couple and the Meeting
- Administer the Care and Counsel’s Special Fund, the School Loan Fund, scholarships to Friends schools and conferences, other special requests
- Provide other assistance when needed for special circumstances
- Disburse funds to provide tuition assistance to assist members in attending Friends’ functions (seminars, conferences, workshops)
- Prepare and submit committee budget to clerk of Stewardship
- Prepare and present the committee’s Annual Report
- Be responsible for the photo directory every four years
- Assist Office Manager in annual update of the Meeting directory
- Notify our members of the Meeting nearest to their new location
- Write to high school and college graduates
- Review and regularly update manuals for marriage and membership
- Select appropriate pamphlets, fill racks and order through the Office Manager as needed
- Annually consider the structure and function of the Care and Counsel Committee and submit recommended changes to the *Plan of Organization* to the Coordinating Committee
- Participate in joint committee meetings as appropriate to explore concerns and ideas that would benefit from wider discussion
- An appointee serves on the Office Manager Oversight Subcommittee which meets two times a year
- An appointee serves on the biennial (Dec. and Jan.) *Plan of Organization* Review

- Coordinate program for the “Christmas Tea”
- The clerk participates in the Clerks’ Committee’s selections of recommended Quaker organizations for the Meeting’s contributions
- Maintain a file cabinet for employee background checks and volunteers who work with children. The clerk of Care and Counsel Committee will hold one of the cabinet’s two keys. The child safety policies being developed right now will be added to the Plan of Organization in 2011
- The committee will order a one year’s subscription to Friends Journal for new members if they would like to receive it.

**CALENDAR FOR CARE AND COUNSEL COMMITTEE**

**JANUARY**

Appointee Serves on the Office Manager Oversight Committee  
 Appointee serves on the biennial *Plan of Organization* Review  
 Biennial review of inactive members  
 Clerks’ quarterly meeting

**FEBRUARY**

Friends’ School scholarship information due from parents of children applying to Friends’ schools

**MARCH**

Annual Report due to Monthly Meeting for Business. Give a hard copy to the clerk of Meeting and an email copy to the Newsletter editor  
 Committee clerk to give clerk of Nominating Committee feedback on the interest and service of members in his/her committee

**APRIL**

Clerks’ quarterly meeting - Clerk to participate in the selection of Quaker organizations to recommend to the Meeting for our contributions

**JULY**

Appointee serves on the Office Manager Oversight Subcommittee  
 Quarterly clerks’ quarterly meeting - optional

**AUGUST**

Clerk to participate in Coordinating Committee’s selection of Quaker organizations to recommend to the Meeting for our contributions  
 Give budget request for Care and Counsel to clerk of Stewardship  
 Name person in charge of program for Christmas Tea

**OCTOBER**

Clerks’ quarterly meeting

**NOVEMBER**

Review structure & functions of the Committee in even years for biennial *Plan of Organization* update

**DECEMBER**

Send greetings to non-resident members  
 Take gift to shut-ins  
 Send *Plan of Organization* changes to Coordinating Committee

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## COORDINATING COMMITTEE (CC)

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### ***Mission***

The purpose of the committee is to facilitate the overall working of the Meeting as one body, through its various administrative functions.

### ***Membership***

The basic committee shall be composed of the clerk of Monthly Meeting and the assistant clerk, the treasurer, and representatives from Worship and Ministry, and Care and Counsel.

### ***Subcommittees***

#### **Review of the Plan of Organization Subcommittee (Odd Numbered Years)**

- The membership of this subcommittee will consist of the clerk of the Meeting, representatives of Care and Counsel, and of Worship and Ministry and other interested members of the Meeting, solicited yearly by the clerk of Meeting who will convene, but not necessarily clerk the review. The review begins in January, is offered to the Monthly Meeting for Business in March in odd numbered years and approval requested from Monthly Meeting for Business in April

**Office Manager Oversight Subcommittee** - The membership of this subcommittee will usually consist of a member of Stewardship, Care and Counsel and Property Committees and the treasurer. A clerk of the subcommittee will be chosen from among themselves. The clerk of the subcommittee is the main contact person for the office manager and he/she should facilitate the communications between the other members of the subcommittee and the office manager. The clerk of Meeting will be available as needed but will not be a routine member of this subcommittee. The meetings will be twice yearly at a minimum

**Newsletter Subcommittee** - This subcommittee will support and provide oversight of the editor(s). Membership is open, with CC seeking interested people and providing oversight. (See Page\_\_ further description).

**External Communications Subcommittee** - The membership of this subcommittee is open to interested people familiar with Friends Testimonies and way of doing business. It is recommended that the committee be at least 2 people, and preferably 3 with one clerking. The liaison and oversight of this subcommittee will be CC. The CC will initially solicit volunteers and then the subcommittee itself can solicit others as needed. (See Page 26 for further description)

Other meetings of the Coordinating Committee called on an as-needed basis may be comprised of both members and attenders, as appropriate

### ***Duties of the Coordinating Committee***

- Committee shall meet as needed at the call of the clerk of the Meeting to coordinate the work of the Meeting. Other members and attenders of the Meeting may be invited to participate in these discussions

- The quarterly clerks' meeting is to consider and make recommendations for contributions to other Friends organizations to the July Monthly Meeting for Business
- Be available between Monthly Meetings for consultation on any Meeting matter
- Host the quarterly meeting of clerks of standing committees, officers of the Meeting, and newsletter editor and if possible, the office manager for fellowship, to nurture one another in our work for the Meeting, to share ideas and to consider how we work together
- Review recommended changes in the *Plan of Organization* from clerks of committees and officers of the Meeting and prepare a revised document
- The Annual Review of the *Plan of Organization* recommended changes is reported to Monthly Meeting for Business in March for consideration and for decision at Monthly Meeting for Business in April
- Subcommittee for the Oversight of the Office Manager is to meet twice yearly at a minimum and more frequently as necessary
- Provide oversight for the External Communications Subcommittee
- Prepare and present Annual Report to Monthly Meeting for Business
- Annually examine the structure of CC and functions of the committee and have recommendations ready for *Plan of Organization* review in December.
- Currently the Coordinating Committee has no budget for itself, but the External Communications Subcommittee will have a budget, yet to be determined
- Secure 2 people to recommend to Monthly Meeting to serve as liaisons with AQM JFC and MSFC

#### **CALENDAR FOR COORDINATING COMMITTEE**

##### **JANUARY**

Clerks' quarterly meeting

Subcommittee meets for the annual review of the proposed revisions to the *Plan of Organization*, including revisions to the Coordinating Committee's own organization

Subcommittee for the Oversight of the Office Manager meets

##### **FEBRUARY**

Subcommittee meets for the annual review of the proposed revisions to the *Plan of Organization*

##### **MARCH**

Present recommended changes to the *Plan of Organization* to Monthly Meeting for Business

##### **APRIL**

Clerks' quarterly meeting including consideration of our contributions to Quaker organizations

Monthly Meeting for Business decisions on changes to the *Plan of Organization*

##### **JUNE**

Prepare the Annual Report, including all the subcommittees

**JULY**

Subcommittee for the Oversight of the Office Manager meets

Clerks' quarterly meeting

Annual Report of the Coordinating Committee (including Monthly Meeting for Business of Office Manager/Oversight, Newsletter and External Communications Subcommittees)

**SEPTEMBER**

Clerks' Committee make recommendations to Monthly Meeting for Business for contributions to Quaker organizations

**OCTOBER**

Nominating Committee secure 2 people to recommend to Monthly Meeting serve as liaisons with AQM JFC and MSFC

**NOVEMBER**

Give notice to all clerks of committees and officers of the Meeting that *Plan of Organization* updates are due to Coordinating Committee in January

Nominating Committee Recommend to Monthly Meeting 2 people to serve as liaisons with AQM JFC and MSFC

**DECEMBER**

Review the structure and functions of the Coordinating Committee and make recommendations for changes to the *Plan of Organization* Review Subcommittee

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## EXTERNAL COMMUNICATIONS SUBCOMMITTEE OF COORDINATING COMMITTEE

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### ***Mission***

The purpose of this committee is to maintain a continuous and appropriate contact with the larger community for outreach through many venues listed under Duties

### ***Membership***

Members or attenders familiar with Quaker Testimonies and Practices

Initially, the Coordinating Committee will recruit volunteers.

Recommended minimum of 2 for this subcommittee, preferably 3 with a clerk

### ***Meeting frequency***

As often as is needed

### ***Duties***

- Annually update telephone listings
- Establish a relationship with editors of various sections of local newspapers so they know who to contact if they would like to do an article relating to the Meeting
- Annually check to make sure there is an accurate listing of our worship times in the religious section of local newspapers and in Friends' Journal, e.g. school year hours and summer hours
- Help the public be aware of our activities through venues such as:
  1. Articles in area newspapers
  2. Radio programs on topics of concern to Quakers
  3. List activities on Public Radio websites, such as WXPB and WHYI, and the local radio station
  4. Various local "free" bulletins;
  5. Philadelphia Yearly Meeting News
  6. Friends Journal
- Examples of such activities are:
  1. One time special activities
  2. Notation of our regular worship services and ongoing activities
  3. Publicity for public offerings of our various committees
  4. The programs of the Gwynedd Gathering Garden
  5. Special Peace Centered Meetings for Worship, vigils, marches.
  6. Peace Camp at Gwynedd
  7. Coffee House Programs
- Keep up to date a list of contact names and phone numbers of people in the different types of public communications: newspapers, local bulletins, appropriate websites in addition to our own, local radio contacts, public radio contacts, etc
- Assist in preparation and distribute press releases as requested by clerks of Meeting committees

- In general, help committees bring their outreach activities to the public's attention
- Prepare sample press releases indicating the minimum information necessary to have a useful impact and give copies to the clerks of all committees
- When possible, be present to oversee activities when media personnel are present
- Contact Coordinating Committee for guidance and when expenditures are necessary for the function of this subcommittee during the first year of existence. Subsequently submit annual budget request to Clerk of Stewardship
- Call meetings as needed with Coordinating Committee, if desired, for oversight and nurture
- Prepare Annual Report for the Coordinating Committee which will submit it to the Meeting with the its Annual Report

(It has been suggested to all Standing Committees that they make use of the External Communications Subcommittee in their contacts with the media.)

***CALENDAR FOR THE EXTERNAL COMMUNICATIONS SUBCOMMITTEE***

**AS NEEDED** – MEETINGS FOR OVERSIGHT AND NURTURE

**MAY**

Annual Report due to Coordinating Committee

**JULY**

Budget needs for the next year communicated to the clerk of Stewardship

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## **NEWSLETTER SUBCOMMITTEE OF COORDINATING COMMITTEE**

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### ***Mission***

To provide a vehicle for sharing information with members and attenders within our community, near and far, and with other Meetings in Abington Quarter

### ***Membership***

Open to members and attenders of Gwynedd Meeting or other persons outside the Meeting interested in volunteering for this work. The work of the Newsletter may be divided among as many people as necessary to accomplish it, with one person acting as the overall editor. The editor may co-opt people to help as needed

### ***Duties***

- Prepare a monthly newsletter that includes:
  1. List of calendar items for 2 months: the current month (final) and the next month(draft) in at least size 12 font for easy reading
  2. Summary of Monthly Meetings for Business sent from the clerk of Meeting within 3 days of the date of Monthly Meeting for Business
  3. The next month's query to be read in Monthly Meeting for Business
  4. Annual Reports from Committees as they are presented to Monthly Meeting for Business
- Solicit articles of special interest, as space permits
- Give print-ready copy to coordinate with office manager for printing and distribution seven days to reach the recipients before the end of the month
- Give information to clerk of CC for inclusion in its Annual Report
- Meet with the CC oversight quarterly or as needed for good guidance and communications

### ***CALENDAR FOR THE NEWSLETTER***

#### **MONTHLY**

Newsletter copy ready to the office manager as soon as possible after Monthly Meeting for Business. Coordinate with the person responsible for the calendar so it is ready, at least a week before the end of the month. (regular mail recipients should receive it before the beginning of the next month)

#### **QUARTERLY** or as needed

Meet with CC for oversight and nurture

#### **JUNE**

Report on the newsletter due CC to be included in the Coordinating Committee's Annual Report to Monthly Meeting for Business in July

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## **FELLOWSHIP AND OUTREACH COMMITTEE**

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### ***Mission***

To oversee and provide opportunities for fellowship and outreach within the Meeting and between the Meeting and the local community

### ***Membership***

Open to all members and attenders

### ***Frequency of Meetings***

Monthly

### ***Duties***

- Provide opportunities for deeper and more creative fellowship among the members
- Provide hospitality for fellowship gatherings as needed
- Be responsible for planning, notifying the Coordinating Committee- External Communications Subcommittee, publicizing, and conducting the annual Visitor's Day at Gwynedd
- At times, assist other committees with hospitality. Other members of the Meeting may be called upon for help on these occasions
- Prepare and give Annual Report at Monthly Meeting for Business, give a hard copy to the clerk of Meeting and email a copy to the newsletter editor
- Appoint one member to serve on House Subcommittee annually
- Keep the kitchen stocked with items as decided upon after consultation with the clerk of the House Subcommittee
- Either the clerk or a representative should attend Clerks' meetings quarterly to foster good communications and for nurture
- Oversee "Food and Fellowship" at the rise of FDS/Meeting for Worship as applicable

### ***CALENDAR FOR FELLOWSHIP AND OUTREACH COMMITTEE***

#### **JANUARY**

Attend Clerks' meeting

#### **FEBRUARY**

Prepare the Annual Report

#### **MARCH**

Present the Annual Report at Monthly Meeting for Business. Give a hard copy to the clerk of Meeting and an email copy to the newsletter editor

Committee clerk to give clerk of Nominating Committee feedback on the interest and service of members his/her own committee

#### **APRIL**

Attend Clerks' meeting- to include consideration of our contributions to Quaker organizations

#### **JUNE**

Report choice of committee clerk to Monthly Meeting for Business

Report choice of one member to serve on the House Subcommittee

**AUGUST**

Forward the committee budget request to clerk of Stewardship

**OCTOBER**

Be responsible for the Visitor's Day

Attend Clerks' meeting

**DECEMBER**

Send suggested changes in the committee's structure to the *Plan of Organization*

Review/Coordinating Committee

Host social portion of "Christmas Tea" event held the Sunday prior to the Christmas holiday. Set up community room for food prepared by Members and attenders. Saturday prior to the event, decorate Meetinghouse for Christmas holiday

## **LIBRARY COMMITTEE**

### ***Mission***

The Library at Gwynedd Meeting will provide reading material for both members and attenders of the Meeting

### ***Membership***

Open to all members and attenders. The Nominating Committee will recommend appointments to the Library Committee, and a librarian will be selected among them to serve a three-year term.

### ***Duties***

The Librarian will:

- Select, purchase, process new books and bring them to the attention of Meeting members
- Maintain the library in good working order:
  1. Keep track of books and pamphlets borrowed
  2. Send overdue notices regularly
  3. List missing books
- Consult with the clerks of various committees regarding book purchases
- Be responsible for Library budget
- Call Library Committee members to arrange meetings, as necessary
- Prepare and present the Annual Report for Monthly Meeting for Business
- Prepare the annual budget request and give to the clerk of Stewardship

The Library Committee will:

- Choose a clerk
- Provide support and guidance for the librarian
- Take inventory periodically
- Help the librarian prepare the Annual Report and the Budget
- Attend Clerks quarterly meetings if possible

### ***CALENDAR FOR THE LIBRARY COMMITTEE***

#### **JANUARY**

Attend Clerks' meeting

#### **MARCH**

Committee clerk to give clerk of Nominating Committee feedback on the interest and service of members in his/her committee

#### **APRIL**

Attend Clerks' meeting- to include consideration of our contributions to Quaker organizations

#### **JUNE**

Present the Annual Report to Monthly Meeting for Business. Give a hard copy to the clerk and an email copy to the newsletter editor

#### **JULY**

Attend Clerks' meeting – may not always have one

#### **AUGUST**

Budget request is due to clerk of Stewardship

**DECEMBER**

Changes recommended to the *Plan of Organization* of Library Committee are due to Coordinating Committee

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## NOMINATING COMMITTEE

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### ***Mission***

To make nominations to the Monthly Meeting for Business for the standing committees, officers and other official appointments as detailed below. The committee shall consider all nominations carefully in light of the duties outlined. It shall endeavor to learn the interests of all resident members and attenders and try to nominate them to committees where they can be of most service and best use their individual gifts.

### ***Membership***

Open to members and attenders

### ***Meeting frequency***

Nominating committee meets throughout the year as determined by necessary tasks

### ***Duties***

- Nominate Friends in May to begin service in June for a 3 year term to the following standing committees:
  1. Care and Counsel
  2. Fellowship and Outreach
  3. Library
  4. Peace and Social Action
  5. Preschool
  6. Property
  7. Religious Education
  8. Stewardship
- Nominate Friends in September to begin service in October for a 1 year term to the following offices:
  1. Clerk
  2. Assistant Clerk
  3. Recording Clerk
  4. Treasurer
  5. Assistant Treasurer
  6. Recorder
- Nominate Friends in November to begin service in January to the following appointments:
  1. Gwynedd Fiduciary Corporation: One Trustee for a three year term once every three years
  2. Gwynedd Meeting Incorporated Trustees: One Trustee each year for a three year term
  3. Abington Quarterly Meeting Representative Meeting: Two representatives for a one year term

4. Abington Quarterly Meeting Trustees: Two trustees with staggered appointments every four years for a four year term (limited to two terms)
  5. Abington Quarterly Meeting Home and Care Committee: Two or three representatives every three years for a three year term
  6. Joint Abington Quarterly Meeting Junior and Middle School Friends Conference Oversight: Two representatives to serve for a one year term
- Guidelines for nominations:
    1. The Nominating Committee is directed to ascertain whether Friends are willing and able to accept appointments before nominating them to the Monthly Meeting for Business
    2. Service on any committee should be limited to three consecutive terms or nine years, after which time friends are expected to consider other opportunities where their gifts could be used in another capacity
    3. Members of Care and Counsel should be members of Gwynedd monthly Meeting. Members of Worship and Ministry should be members of the Religious Society of Friends
    4. The Nominating Committee shall maintain a list of current committees, members and number of terms for each committee member
    5. This committee shall learn from the present clerks of the committees:
      - If the present members have given service
      - Whether any whose terms are not expiring should be replaced
      - Which members and attenders could be recommended to serve as new members of the committee
    6. Friends should not be nominated for more than two committees except in unusual circumstances
    7. Each standing committee shall be constituted so that approximately one third of its membership shall be replaced each year
  - After the June monthly meeting for Business, provide the following information to the office manager, committee clerks, newsletter editor and webmaster:
    - Members of committees with names of newly appointed clerks
    - Officers of Meeting as appointed in previous September
    - Members serving on AQM and PYM committees
  - The clerk of the nominating committee will keep a loose-leaf notebook that will be reviewed each year and handed from one clerk to the succeeding one. The notebook will contain:
    1. Instructions for the nominating committee
    2. Plan of organization

3. Directory of Gwynedd Meeting
  - List of Nominating Committee members and the dates of their appointment
  - Names of all members serving as officers and on committees of AQM and PYM
  - List of all committees, officers of the Meeting and appointed clerks of all committees
  - Between January and February Monthly Meetings, the continuing and new members of the Nominating Committee shall meet and appoint a new committee clerk and announce the appointment at the February Monthly Meeting for Business
  - Revise the Nominating Committee section of the Plan of Organization biennially on even years
  - The clerk of Nominating Committee attends the Clerks' quarterly meetings

***CALENDAR FOR NOMINATING COMMITTEE***

**JANUARY**

A new Committee clerk is named  
Clerk attends Clerks' quarterly meeting

**FEBRUARY**

New clerk is reported at Monthly Meeting for Business

**FEBRUARY-APRIL**

Prepare for May Monthly Meeting for Business

**MARCH**

Receive feedback from committee clerks on the interest and service of members of their respective committees

**APRIL**

Clerk attends Clerks' quarterly meeting- to include consideration of our contributions to Quaker organizations

**MAY**

Nominate persons to serve on Care and Counsel, Fellowship and Outreach Library, Peace and Social Action, Preschool, Property, Religious Education, Stewardship, and Worship and Ministry. The appointments are to be for 3 years. Members of Care and Counsel should be members of Gwynedd Monthly meeting. Members of Worship and Ministry should be members of the Religious Society of Friends

**JUNE**

After June Monthly Meeting for Business, compile a list of:

1. Members of committees with names of newly appointed clerks
2. Officers of the Meeting as appointed in previous September
3. Members serving on AQM and PYM committees

Provide these lists to office manager, committee clerks, newsletter editor and webmaster

**JULY**

Clerk attends Clerks' quarterly meeting

**AUGUST**

Budget, if any, due to clerk of Stewardship

**SEPTEMBER**

Nominate Friends to serve as clerk of Meeting, assistant clerk of Meeting, recording clerk, treasurer, assistant treasurer, recorder and historian—all for one year beginning October 1

**OCTOBER**

Clerk attends Clerks' quarterly meeting

**NOVEMBER**

Nominate Gwynedd Fiduciary Trustee once every 3 years

Nominate Friends to serve on Incorporated Trustees for a 3-year term beginning January 1. Service is limited to 3 successive terms

Nominate 2 persons for AQM Representative Meeting for one year beginning in January

Nominate one member every four years to serve as trustee of AQM for a four-year term, limited to 2 terms

Nominate 2 or more persons every 3 years to serve on the Home and Care Committee of AQM for a 3-year term beginning in January

Nominate 2 members to a joint AQM Junior and Middle School Friends Conference Oversight Committee for a one year term beginning in January

Biennially review the Nominating Committee section of *Plan of Organization* for the committee and discuss needed changes

**DECEMBER**

Changes recommended to the *Plan of Organization* of Nominating Committee are due to Coordinating Committee

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## PEACE & SOCIAL ACTION COMMITTEE

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### ***Mission***

We work toward the implementation of Quaker testimonies of peace, social and economic justice, equality, and ecological stewardship within our community.

### ***Membership***

Open to members and attenders of Gwynedd Monthly Meeting

### ***Meeting frequency***

Once a month

### ***Duties***

- Report local and global P&SA issues to Monthly Meeting for Business, including urging action by the Meeting
- Provide speakers for First Day School and service events of matters of peace, race relations, equality, and social justice
- Provide representation from the Monthly Meeting to the Manna on Main Street Interfaith Council
- Work with individuals and agencies in local communities on subjects aimed at furthering social and economic justice
- Be informed of the work of American Friends' Service Committee and Friends' Committee on National Legislation and bring the information to the attention of the Meeting
- Matters of military service:
  1. Attend to questions and sensitivities of the Gwynedd community
  2. Advise young people where to find counsel on conscientious objection and post the information on bulletin board and Gwynedd website
  3. Establish a file for each First Day School student containing all documentation pertinent to their beliefs regarding participation in the military. (The Recorder keeps a record of those granted Conscientious Objector status)
- Help stimulate interest in environmental issues
- Provide a committee representative to work with the Clerks' meeting in deciding recommendations for contributions to other Friends' organizations
- Sponsor the Monthly Meeting's hosting of Inter-Faith Hospitality Network's families during the month of July by providing a volunteer coordinator and promoting participation by members and attenders of the Meeting.
- Be responsive to the needs of the family living in the Monthly Meeting's subsidized apartment at Hope Gardens. Supply a contact person who will relay pertinent information about the family to the Meeting and also be a liaison with the Inter-Faith Housing Alliance

- Maintain relationship with HARP and Gwynedd Meeting Peace Camp Subcommittees through members who are active on those committees
- Participate in joint committee meetings as appropriate to explore concerns and ideas that would benefit from wider discussion
- Prepare Annual Report for Monthly Meeting for Business
- Review Budget and prepare request for clerk of Stewardship
- Members of the committee oversee the following funds held by the treasurer (see description under the treasurer) page 13-15
  1. Inter-Faith Housing Alliance
  2. HARP Fund (Help Arts Reach Peace)
  3. AVP [Alternatives to Violence Project]
  4. Prisoner Advocacy
  5. Peace Camp Fund

***Subcommittees Under Our Care***

**HARP**

**HARP** is a not-for-profit initiative to give Peace a voice through individual creative expression moving according to God's time and with God's spirit and direction

***Duties***

Write annual report to be included with P & SA's report in May

**ECO**

***Mission***

We are in unity with the organization Quaker Earthcare Witness, whose "vision and witness" statement we have taken as our own, with slight modification

We are called to live in right relationship with all Creation, recognizing that the entire world is interconnected and is a manifestation of God

We work to integrate into the beliefs and practices of the Gwynedd Monthly Meeting of the Religious Society of Friends and our local community the Truth that God's Creation is to be respected, protected, and held in reverence in its own right, and the Truth that human aspirations for peace and justice depend upon restoring the earth's ecological integrity

We promote these truths by being patterns and examples, by communicating our message, and by providing spiritual and material support to those engaged in the compelling task of transforming our relationship to the earth

**Membership**

Members of ECO are self-selected from members and attenders of Gwynedd Monthly Meeting and are not appointed by Nominating Committee. ECO is a sub-committee of the Peace and Social Action Committee with a separate budget

**Frequency of Meetings**

Monthly

**Duties**

- ECO shall help Gwynedd Meeting look for ways to reduce our individual and collective ecological footprints
- We will help raise consciousness of specific actions we can take as individuals, as committees, and as a faith community
- We will encourage community involvement in environmental concerns
- We will be involved in educating our youth and adults in how to live sustainably as we learn ourselves
- We will be open to sharing our personal and collective eco-spiritual journeys
- We will be concerned that our grounds and buildings and their use reflect our eco-spiritual values
- We will be open to learn together to find ways to reduce our carbon footprints, reduce global warming, green our environment, eat sustainably, and grow in community with each other
- Annually consider the structure and functions of the ECO Committee and respond to the Coordinating Committee request for suggested changes to ECO's section of the *Plan of Organization*
- Prepare an annual report to Gwynedd Meeting

**MONTHLY: JANUARY - DECEMBER**

Prepare and present updates on the status of ECO concerns to Monthly Meeting for Business

**JANUARY**

Clerk attends Clerks' quarterly meeting

**MARCH**

Replace Water Filter Cartridge in the kitchen

**APRIL**

Clerk attends Clerks' quarterly meeting

**MAY**

Present Annual Report to Monthly Meeting for Business

**JULY**

Clerk attends Clerks' quarterly meeting

**AUGUST**

Annual Budget due to Peace and Social Action Committee

**OCTOBER**

Clerk attends Clerks' quarterly meeting.

Consider the structure and functions of the ECO committee and respond to the Coordinating Committee request for any changes that ECO recommends to the *Plan of Organization*

### **Peace Camp**

The Peace Camp subcommittee's mission is to create a three week Peace-oriented summer day camp at Gwynedd Meeting for as many as 30 children per week. The children will be entering first through entering sixth grades. The Peace Camp seeks to build a vision of peace and gain a deeper understanding of our own power to create a peaceful world by providing children with the tools they need to understand and deal with conflict. At Gwynedd Friends' summer camp, children can learn to communicate openly and honestly, to express themselves and their emotions. The children will be encouraged to understand different perspectives, celebrate them and form creative solutions - all while having fun in a safe and happy environment

### **Duties**

- Perform all organizational, administrative and promotional tasks necessary for providing an annual Peace Camp at Gwynedd
- Write annual report to be included with P & SA's report in May

### **Membership**

A representative from P&SA, Peace Camp teachers and volunteers. Peace Camp subcommittee meetings are open to members and attenders of Gwynedd Meeting unless a sensitive issue is being discussed

### **Frequency**

Monthly or as needed

## **CALENDAR FOR PEACE AND SOCIAL ACTION COMMITTEE**

### **JANUARY**

Clerks' quarterly meeting

### **MARCH**

Committee clerk to give clerk of Nominating Committee feedback on the interest and service of members of his/her committee

### **APRIL**

Prepare the Annual Report and request documentation from subcommittees for presentation in May

Clerks' quarterly meeting- to include consideration of our contributions to Quaker organizations

### **MAY**

Annual Report presented to Monthly Meeting for Business along with the Annual Report of the Peace Camp Committee and HARP Committee; give clerk of Meeting a hard copy and send email version to newsletter editor

**JUNE**

Report choice of clerk to Monthly Meeting for Business

**JULY**

Clerks' quarterly meeting

**AUGUST**

Budget request given to clerk of Stewardship Committee

**OCTOBER**

Clerks' quarterly meeting

**NOVEMBER**

Review and consider the *Plan of Organization* of P&SA Committee

**DECEMBER**

Send recommendations for changes in structure and functions of committee to the clerk of Coordinating Committee for their January review of *Plan of Organization*

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## PRESCHOOL COMMITTEE

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### ***Mission***

To serve as a liaison between the Preschool and Gwynedd Monthly Meeting and be responsible for the operation of the Preschool

### ***Membership***

We accept members and attenders of Gwynedd Monthly Meeting. We do not exclude others and occasionally have parents of our students.

### ***Meeting Frequency***

Monthly during the school year, September through May  
June through August, only if a meeting is called

### ***Duties***

- Employ director and teaching staff
- Set general policies for admission
- Provide a link between school and Monthly Meeting
- Have a time for worship in school once a week
- Foster a Friendly spirit in the school, thereby developing a community of preschool families
- Establish relations with families by holding programs at least twice yearly
- Appoint one member to serve on House Subcommittee
- Annually consider the structure and functions of the Preschool as written in the *Plan of Organization* and recommend changes to the Coordinating Committee/ *Plan of Organization* Review Subcommittee
- Have a clerk who will:
  1. Call meetings
  2. Act as liaison between director and teachers and committee
  3. Be an ex-officio member of all subcommittees
  4. Prepare Annual Report and send an email copy to the newsletter editor
  5. Handle all records and carry on all correspondence for the committee
  6. Attend Clerks' Meetings
- Have a designated committee member who works with the director to:
  1. Keep an account of finances
  2. Pay all bills
  3. Send out tuition statements to parents as necessary
- Have accounts audited by Stewardship annually

**CALENDAR FOR THE PRESCHOOL COMMITTEE**

**MARCH**

Make one-half of our payment to the Meeting  
Committee clerk to give clerk of Nominating Committee feedback on the interest and service of members of his/her committee

**JUNE**

Appoint one member of the committee to serve on the House Subcommittee  
Report choice of clerk to Monthly Meeting for Business

**SEPTEMBER**

Make available our accounts from the prior school year for review by the  
Stewardship Committee appointee, at his/her leisure

**OCTOBER**

Present Annual Report at Monthly Meeting for Business

**DECEMBER**

Make one-half of our payment to the Meeting  
Give the recommended changes in the structure and functions of the Preschool to  
the Coordinating Committee/*Plan of Organization* Review Subcommittee

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## **PROPERTY COMMITTEE**

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### ***Mission***

Handle the responsibilities of maintaining the Meeting's physical property in good repair and in working order

### ***Membership***

Members and attenders of Gwynedd Monthly Meeting

### ***Frequency of Meetings***

Monthly

### ***Duties***

- Have care of all buildings and grounds, including the sports field and the "cottage"
- Engage, determine the responsibilities of and supervise cottage resident(s), who is expected to be the tenant of the "Cottage". Assign a spokesperson for the Meeting and two alternates to handle relations with the cottage resident(s)
- Engage and oversee Cleaning Service for the main building (includes 1823, 1948, and 1998 sections) and the 1857 School House
- Oversee the Burial Ground Subcommittee (see below)
- Oversee the House Subcommittee (see below)
- Oversee the Property Hospitality Subcommittee, which handles requests for use of the buildings and grounds when the activity is not under the care of a committee (see below)
- Appoint members of Property Committee to serve as
  1. Clerks of House Subcommittee and Burial Ground Subcommittee
  2. Members of the Property Hospitality Subcommittee and the Office Manager Oversight Subcommittee (of Coordinating Committee)
- For future reference, maintain a separate tabulated record of:
  1. Maintenance
  2. Repairs
  3. Improvements to the property
  4. The record should include:
    - a.) brief description of the work
    - b.) the name of the contractor
    - c.) the cost
    - d.) the date.
- Maintain a property map showing locations of underground services and other important features, including property line markers and location of major trees and memorial trees
- Direct parking on Meeting grounds whenever called upon
- Prepare the Annual Report including House Subcommittee, Hospitality Subcommittee, Burial Ground Committee, and the Avalon House Hilltop Property Subcommittee

- Annually, prepare jointly with Stewardship Committee a “Three Year Plan of Capital Projects” and any preliminary developmental budget for projects in the first year
- Annually consider the structure and functions of the Property Committee and respond to the Coordinating Committee request for suggested changes Property recommends to its section of the *Plan of Organization*
- Oversee the Avalon House Hilltop Property Subcommittee
- Appoint a member of the Property Committee to serve on the Avalon House Hilltop Property Subcommittee

**CALENDAR FOR PROPERTY COMMITTEE**

**MONTHLY JANUARY - DECEMBER**

Prepare and present updates on the status of property concerns to Monthly Meeting for Business

**JANUARY**

Clerks’ quarterly meeting

**MARCH**

Committee clerk to give clerk of Nominating Committee feedback on the interest and service of members of his/her own committee

**APRIL**

Present Annual Report, including the House Subcommittee, the Hospitality Subcommittee, the Burial Subcommittee, and the Avalon House Hilltop Property Subcommittee to Monthly Meeting for Business

Clerks’ quarterly meeting- to include consideration of our contributions to Quaker organizations

**JUNE**

Present updated list of House Subcommittee members to Monthly Meeting for Business

**JULY**

Clerks’ quarterly meeting

**AUGUST**

Annual Budget due to clerk of Stewardship

**OCTOBER**

Present “Three Year Plan Of Capital Projects” to Monthly Meeting for Business

Clerks’ quarterly meeting

**DECEMBER**

Consider the structure and functions of the Property Committee and respond to the Coordinating Committee request for any changes Property recommends to the *Plan of Organization*

## **PROPERTY – AVALON HOUSE AND HILLTOP SUBCOMMITTEE**

### *Membership*

- This committee shall be comprised of one representative each from Property, Stewardship, Hilltop Visioning, and one or more representatives at large from the Monthly Meeting

### *Duties*

- Responsible for maintenance and operation of the property and dealings with occupants of the Avalon house
- The fundraising activity is the function of a separate ad hoc committee of the Meeting for that purpose
- The names of the members of the committee are to be reported to the Monthly Meeting for Business in June
- Have care of the Avalon House and Hilltop Property grounds (except for the sports field which will be overseen by the Property Committee)
- Engage and supervise tenants of the Avalon House
- Prepare a quarterly report to the Property Committee (December, March, June and September)
- Prepare an annual budget including anticipated maintenance and repairs
- Prepare an annual report to be given to the clerk of Property Committee in March for presentation at the April Monthly Meeting for Business

## **PROPERTY - BURIAL GROUND SUBCOMMITTEE DUTIES**

- Keep an up-to-date chart showing burial reservations and burials at Gwynedd Meeting and Penllyn Burial Ground
- Keep a book record of burial reservations, burials, and related payments
- Sign all authorizations of interments and certificates of burial privileges after review with Clerk of Care and Counsel
- Be responsible for enforcement of regulations relating to burials and markers
- Special attention shall be given to the 1714 gravestone
- No interment shall be made without the approval of at least one member of this committee (In the absence of all of the members, two members of Care and Counsel may give approval).
- Prepare an Annual Report to be presented with the Property Committee Annual Report at the April Monthly Meeting for Business

## **PROPERTY - HOUSE SUBCOMMITTEE**

- This committee shall be composed of one representative each from the Property, Preschool, Religious Education and Fellowship and Outreach Committees
- The names of the members of the committee are to be reported to Monthly Meeting for Business in June

- Care for general appearance of the Meetinghouse, especially the kitchen and bathrooms, and particularly at the time of special events such as weddings or use by outside groups
- Post a list of requirements to be met by all groups using the property
- Keep inventory of furniture and furnishings that belong to the Meeting, including kitchen supplies, silver, and linens. Recommend improvements or other changes
- Be free to co-opt additional members at any time
- Be responsible for the care of Historic objects
- Prepare an Annual Report to be presented with the Property Committee Annual Report at the April Monthly Meeting for Business

### **PROPERTY - HOSPITALITY SUBCOMMITTEE**

- The clerk of this Subcommittee receives the Request and Agreement Form for Use of Meeting Facilities from the office manager and determines the appropriate cost-sharing contribution according to guidelines. The clerk also finds a member of the committee who will act as Gwynedd Meeting contact person to act as liaison between the Meeting and the applicant.
- If the clerk and others on the committee approve the use, the filled-out Request and Agreement Form is returned to the applicant for signature and payment, along with the Hold Harmless Agreement. The clerk makes sure that the contact person receives the “Contact Person Guidelines”
- The contact person follows through with appropriate assistance as outlined in the “Contact Person Guidelines” including opening the building, clearing Gwynedd Meeting-related materials from rooms to be used, being present during the event, inspecting after the activity for damage or excess cleaning needed and locking the building. A report is made to the office manager to determine if all or part of the security deposit is to be refunded
- The contact person may suggest to the applicant that he/she pay the Cottage resident to take care of cleaning up and straightening up after the event
- Prepare an Annual Report to be presented with the Property Committee annual report at the April Meeting for Business

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## RELIGIOUS EDUCATION COMMITTEE

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### **Mission**

The goal of the Religious Education Committee is the fostering of the Divine Spark, the Inward Light that enables one to know God's will and to find true joy in this knowledge and in service

The curriculum shall be vital for the times in which we live, well grounded for our many needs, and suitable for all ages

### **Membership**

Open to Gwynedd members and attenders

### **Frequency of Committee Meetings**

The Committee meets bi-monthly on First Day mornings for approximately one and one half hours beginning at 8 AM

We meet in August, October, December, February, April and June

The October and April meetings will be held jointly with the Children's FDS teachers

### **Committee Officers**

Clerk, Secretary, Youth Program Coordinator, Music Coordinator, House Subcommittee Representative

### **Duties**

Clerk

- Convene Religious Education meetings
- Set Religious Education meeting agendas
- Attend all Meetings for Business and give any necessary updates (If the clerk cannot attend, arrange for another committee member to attend the Monthly Meeting for Business)
- Attend all Clerks' quarterly meetings
- Attend all joint meetings between Religious Education, Worship and Ministry, Fellowship and Outreach and Care and Counsel as called
- Represent Religious Education in any related ad hoc committees
- Prepare annual budget report to clerk of Stewardship
- Monitor all committee expenses. Sign all vouchers for reimbursement before going to office manager
- Keep a record of the Birthday/Anniversary can monies and insure that the money is forwarded to the approved charity by September
- Prepare Annual Report with the help of the Committee
- Annually consider the structure and functions of the Religious Education Committee and respond to the request from Coordinating Committee for recommended changes to the RE section of the *Plan of Organization*

Secretary

- Prepare Religious Education minutes and distribute to committee members, Meeting clerk and a copy to the Religious Education file drawer in the office

- Consult External Communications Subcommittee to advertise First Day events
- Put announcements of events in the Gwynedd newsletter, on the Gwynedd website, in handouts and post on bulletin board

#### Youth Program Coordinator

- Review and oversee the Children's First Day program, including Youth Group Trips and Service Projects, and report to the Committee as a whole
- Provide direct guidance, materials and supplies to FDS teachers according to curriculum guidelines
- Evaluate curriculum guidelines, First Day Themes, and curriculum at the end of each First Day School year
- Aid RE in planning Intergenerational events and oversee coordination of intergenerational projects such as Secret Friends (every other year)
- Maintain a list of FDS teachers and children regularly attending FDS for the clerk's report to the Meeting in June
- Schedule and attend FDS teachers' meetings
- Purchase children's books to be distributed by teachers and Friends Journal subscriptions to first year college students at the end of the First Day School year
- Coordinate with RE and teachers, September opening remarks for FDS, the Christmas program and end-of-year FDS closing presentations
- Put announcements of events in the Gwynedd newsletter, on the Gwynedd website, in handouts and post on bulletin board, pertaining to FDS and Gwynedd youth
- Keep families and teachers informed of Quarterly and Yearly Meeting events and curriculum

#### FDS Teachers

- Prepare lesson plans, some of which should correlate to the present overall FDS theme and curriculum guidelines
- Attend teachers' meetings
- Attend October and April joint meetings with Religious Education Committee
- Make a one-year individual/team commitment to teaching

#### Music Coordinator

- Contact, schedule and maintain a listing of FDS musicians

#### House Subcommittee representative

- Act as liaison between Religious Education and the House subcommittee
- Participate in Work Days

### ***Religious Education Committee***

- Choose a clerk for a three-year term
- Choose Secretary, representative to serve on the Property House Subcommittee, a Children's FDS Coordinator and Music Coordinator before the June Monthly Meeting for Business
- Host FDS opening exercises; responsibilities include:
  1. Choice of hymns (with pianist and presenter)
  2. Announcements
  3. Birthday/Anniversary recognition
  4. Releasing of children to their FDS classes (if applicable)
  5. Introduction of speakers
  6. Time keeping
- Monitor children on the playground (and inside when weather is bad) during Meeting for Worship and Monthly Meeting for Business on First Days
- Develop the adult and oversee Youth Program Coordinator's role in developing children's programs, which should include the PYM theme (Quakerism, the Bible, and Service) and worship and Quaker principles
- Arrange intergenerational FDS programs, which may be held jointly with other committees or groups
- Arrange and schedule Adult FDS programs which may include:
  1. Contacting other committees
  2. Contacting PYM
  3. Contacting outside speakers
    - a.) Arranging for their requirements
    - b.) Transportation, if necessary
    - c.) Honoraria
    - d.) Thank you notes, etc
- Recommend and support FDS teachers
- Discuss with the FDS teachers in June where the Birthday/Anniversary can money will be donated
- Periodically review the choice of books that children are to receive and at what intervals
- Periodically inventory the books in the Religious Education library for content and appropriateness
- Oversee Wales Youth Exchange Program
- Oversee coordination of Family Game night
- Use the Policy and Procedure guidelines and Contact Person guidelines for use of the building for special events

## **CALENDAR FOR RELIGIOUS EDUCATION COMMITTEE**

### **JANUARY**

Clerks' quarterly meeting

### **MARCH**

Committee clerk to give clerk of Nominating Committee feedback on the interest and service of members of his/her committee

### **APRIL**

Joint meeting with FDS teachers

Choose coordinators for Children's FDS Program, House Subcommittee, musicians and secretary

Choose committee clerk for 3 year term when necessary

Clerks' quarterly meeting- to include consideration of our contributions to Quaker organizations

### **MAY**

Committee decides where the Birthday Can monies will be contributed

Determine what FDS books need to be ordered

### **JUNE**

Presentation of books to children at FDS closing ceremony

Present Annual Report with list of FDS teachers and children attending to Monthly Meeting for Business

Announce clerk at Monthly Meeting for Business

### **JULY**

Clerks' quarterly meeting

### **AUGUST**

Give annual budget request to clerk of Stewardship

### **OCTOBER**

Joint meeting with FDS teachers

Clerks' quarterly meeting

### **NOVEMBER**

Consider the structure and functions of the committee

### **DECEMBER**

Children's Christmas Program

Give recommended changes to the structure of the committee to the *Plan of Organization Review/Coordinating Committee*

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## **STEWARDSHIP COMMITTEE**

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### ***Mission***

The Stewardship Committee shall have oversight of the financial planning and management of the Meeting as a whole. This includes, but is not limited to, preparation and supervision of the Annual Budget, raising funds to meet the needs of the Meeting, and reviewing capital and long-range needs and plans.

### ***Membership***

Members are appointed each year at May Monthly Meeting for Business for three years, service beginning June 1. The Nominating Committee divides the members into panels, with one third of the membership turning over each year.

Standing members shall include the treasurer of the Meeting, assistant treasurer, and treasurer of the Preschool.

### ***Frequency of Meetings***

Monthly

### ***Duties***

Budgets

- Establish procedures for committee budget requests and other documents and materials required for preparation of Annual Budget to be submitted to the Stewardship Committee (Typically this material is collected before September 1.)
- Submit a proposed budget to Monthly Meeting for Business for approval, using the following process:
  - Prepare a draft budget and submit it to Monthly Meeting for Business in September
  - After the September Monthly Meeting and before Monthly Meeting in October, schedule a threshing session of Meeting members to consider whether the draft budget reflects the interests, concerns and spiritual leadings of members of the Meeting and
  - Prepare and submit a final proposed budget to October Monthly Meeting for Business.
- Send approved budget and explanatory letter(s) to members and attenders in November requesting pledges and contributions for fiscal year
- Develop and carry out follow-up procedures and schedule to keep members informed of the financial state of the Meeting and to request further contributions as needed
- Prepare a follow-up letter to the adult members who have not contributed to the Meeting in the current fiscal year (This list would come from the clerk of Care and Counsel in June)
- Annually prepare with Property Committee a “Three Year Plan of Capital Projects” and any preliminary developmental budget for projects in the first year, and submit to October Monthly Meeting for Business

- Review all “Capital Project — One Year Plan and Budget” seeking approval for bid solicitations prepared by others prior to submission to Monthly Meeting for Business
- From time to time the Meeting may wish to make a recommendation for a special need for some of the Gwynedd Fiduciary funds. In order to facilitate any such decision, Stewardship will, in February, review requests for the Gwynedd Fiduciary funds (with additional dates if needed) and make a recommendation to the Monthly Meeting for Business. Any such request must be read at two consecutive Monthly Meetings for Business before it is finally approved. When a special situation occurs in which the expense approval cannot wait for two months, the clerk of the Meeting will convene the Coordinating Committee, which recommends whether the Gwynedd Fiduciary should approve the expense

#### Bequests

- Study bequests, which are made to the Meeting and held by the Gwynedd Fiduciary Corporation (GFC)
- Recommend to GFC uses for the gifts with consideration for those who made the bequests. GFC brings the recommendations to the Monthly Meeting for Business
- All bequests and gifts to Gwynedd Monthly Meeting, which are not specifically designated as intended for current operating expenses (General Budget) or any other specified function or need, are to become part of the funds held by the Gwynedd Fiduciary Corporation on behalf of the Meeting
- Determine the possible merging and reallocation of funds and make these recommendations to Monthly Meeting for Business

#### Treasurer, Books, Records, and Reports

##### *Financial Statistics and Reports*

- Develops with the treasurer the format of financial statements for the Monthly Meeting for Business and Interim Reports
- An Annual Report is to be made to Monthly Meeting for Business in October
- Interim Reports are made at least quarterly at Monthly Meeting for Business

##### *Audit*

- Conduct an independent review of the treasurer’s fiscal year statements for the Monthly Meeting and the Payroll service
- A report of the review is to be made to the January Monthly Meeting for Business

##### *Bank Accounts*

- Recommends to the Monthly Meeting for Business changes, including signature authorities for accounts other than those of GFC

#### Other Duties

- Annually consider the structure and functions of the committee, responsibilities and ability to meet the needs of the Meeting
- Clerk attends Clerks’ quarterly meetings
- Representative serves on Oversight Committee for the office manager

## **CALENDAR FOR THE STEWARDSHIP COMMITTEE**

### **JANUARY**

Report to Monthly Meeting for Business on independent accountant's review of Meeting treasurers

Clerks' quarterly meeting

### **FEBRUARY**

Make recommendations to the Monthly Meeting for Business on the requests received for Trustee funds

### **MARCH**

Committee clerk to give clerk of Nominating Committee feedback on the interest and service of members his/her own committee

### **APRIL**

Interim Report to Monthly Meeting for Business

Clerks' quarterly meeting- to include consideration of our contributions to Quaker organizations

### **JUNE**

Announce clerk to Monthly Meeting for Business

### **JULY**

Interim Report to Monthly Meeting for Business

Clerks' quarterly meeting

### **AUGUST**

Committees budget requests due to Stewardship

### **SEPTEMBER**

Present a threshing session to consider whether the draft budget reflects the interests, concerns and spiritual leadings of members of the Meeting

Prepare budget

### **OCTOBER**

In conjunction with Property Committee submit a "Three Year Plan of Capital Projects" and any preliminary developmental budget for projects in the first year

Submit the recommended budget for the next year to the Monthly Meeting for Business

Annual Report presented to Monthly Meeting for Business

Clerks' quarterly meeting

### **NOVEMBER**

Consider Committee structure and functions for possible changes in the *Plan of Organization*

### **DECEMBER**

Send suggested changes to the committee's structure and functions to the *Plan of Organization Review/Coordinating Committee*

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## WORSHIP AND MINISTRY

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### **Mission**

The Worship and Ministry Committee is assigned care for the Meeting for Worship and members' spiritual development. We undertake together and singly the nurture and devotional disciplines, and we endeavor to help others experience the Divine Presence in corporate worship.

### **Membership**

It is customary that members of Worship and Ministry committee be members of the Religious Society of Friends.

### **Meeting frequency**

Monthly, year round, 1st Mondays

### **Duties**

- Oversee the regular Meetings for Worship
- Provide for special Meetings for Worship as need arises
- Eldering: A member of W&M, after prayerful consideration by the committee as a whole, will offer encouragement/guidance to those with promising spiritual gifts, or those who are timid or young in the ministry, as well as loving guidance to help the Meeting both to rise above occasional inappropriate conduct/ministry and to deal firmly with repeated behavior disruptive of corporate worship or business. We are led to help to raise that individual's awareness of any such behavior and guide him/her to a more prayerful solution
- Maintain "Invitation to Worship" packets of material and make available for newcomers
- Order pamphlets through the office manager and maintain an adequate supply relating to Worship and Ministry in literature rack
- Present FDS programs when led
- Initiate occasional study courses, quiet days or retreats
- Join with nearby churches in World Day of Prayer services and similar occasions (World Day of Prayer is held on the first Friday in March).
- Coordinate holiday Meetings for Worship: Good Friday (assure that doors will be opened), Thanksgiving, Christmas Eve (detailed procedures for service is in the clerk's file) and Christmas
- Oversee the Subcommittee to Greet/Usher at entrance to Meeting each First Day morning, who will:
  - Welcome Meeting members and attenders
  - 1. Assist in seating, as needed
  - 2. Provide ushers for special functions.
- Oversee the Subcommittee for Assistance in the Event of Death and appoint this special committee each May
- Oversee other spiritual/devotional programs that arise within the Meeting
- Tend to the process of Meeting for Worship with a concern for Business

- Actively support Religious Education Committee’s mission by having a representative from Worship and Ministry Committee attend 1st Day School Teacher’s Committee meeting(s).
- Appoint a representative to North Penn Ministerium for a 3-year term.
- Notify office secretary of first Monday committee meeting for Calendar
- Assign the reading and response to Query for consideration at the beginning of Monthly Meeting for Worship with a concern for Business
- Respond to queries on the “State of the Meeting” sent (midyear) by PYM’s Committee of Worship and Ministry
- Prepare two breakfasts for members and attenders during the summer
- Encourage attendance at AQM
- Encourage visitation between Friends’ Meetings
- Special projects under the care of Worship and Ministry
- Prepare Annual Report
- The Clerk
  1. Prepares and presents Annual Report to Monthly Meeting for Business, providing a hard copy to the clerk of Meeting and sending an email copy to the Newsletter editor
  2. Serves on the Coordinating Committee and its *Plan of Organization* Review Subcommittee
  3. Attends Clerks’ quarterly meetings
  4. Annually evaluates structure and functions of the committee with regard to responsibilities and serving the needs of the Meeting
  5. Is responsible for the budget and for submitting the annual request to Stewardship
- Use the Policy and Procedure Guidelines and Contact Person guidelines for use of the building for special events
- Participate in joint committee meetings as appropriate to explore concerns and ideas that would benefit from wider discussion

**CALENDAR FOR WORSHIP AND MINISTRY**

**JANUARY**

Clerk to participate in the *Plan of Organization* Review  
Clerks' quarterly meeting

**FEBRUARY**

Submit Annual Report to Monthly Meeting for Business.

**MARCH**

Committee clerk to give clerk of Nominating Committee feedback on the interest and service of members of his/her committee

**APRIL**

Clerks' quarterly meeting – to include consideration of our contributions to Quaker organizations

**MAY**

Appoint special committee as Subcommittee for Assistance in the event of Death for oversight of funeral or memorial service

**JUNE**

Report new clerk of Worship and Ministry to Monthly Meeting for Business.

**JULY**

Clerks' quarterly meeting

**SUMMER**

Prepare two breakfasts for members and attenders during the summer.  
Submit budget request for the committee to Stewardship Committee

**SEPTEMBER**

Submit answers to Queries on the state of the Meeting sent by PYM Committee of Worship and Ministry

**OCTOBER**

Clerks' quarterly meeting

**NOVEMBER**

Evaluate structure and functions of the committee as written in current *Plan of Organization*

**DECEMBER**

Make recommendations for changes to the *Plan of Organization* to Coordinating Committee/*Plan of Organization* Review Subcommittee

### **SUBCOMMITTEE FOR ASSISTANCE IN THE EVENT OF DEATH**

Anyone learning of a death in the Meeting should notify this special committee and clerk of Care and Counsel at once

#### ***Mission***

Call upon a family when death has occurred to extend sympathy and support and to assist, if needed, with the formulation of plans

This special committee will be in charge of the funeral or memorial service

#### ***Membership***

It is customary that members of this special committee, which is appointed by Worship and Ministry, be members of the Religious Society of Friends

#### ***Meeting frequency***

As needed

#### ***Duties***

- Plans for cremation (funds are available @ PYM Jeannes Fund), funeral, or memorial service at the Meeting or elsewhere
- Clearance with the Meeting's office manager of the date and hour of any service at the Meeting before plans are made with the undertaker and release sent to newspapers, giving the address of the Meetinghouse
- Gwynedd Monthly Meeting's "Request and Agreement Form" will need to be filled out and signed and when appropriate, the "Hold Harmless Agreement". Refer to Contact Person guidelines for assisting with Use of Gwynedd Meeting Facilities
- Location of burial lot determined
- Preference for Bible readings during service at the Meeting and/or burial
- Remind family that flowers and/or contributions may be suggested or declined
- Ask the family if they want to have refreshments at the Meeting after the Memorial Service. It is customary that the family takes the responsibility to make arrangements for catering and cleanup. Refer to Building Use guidelines posted in the kitchen (bag and tie all trash and put into the dumpster by playground. Cleanup may be arranged by the family for a fee paid directly to the Cottage resident
- Notify Meeting community of date and hour of service
- Give all the arrangement information to the Meeting's office manager
- Arrange for ushers at doors of the Meeting as well as at the walkway from the driveway
- If requested obtain memorial book (from funeral director or family) to record attendance
- If needed, arrange for parking lot supervision (from Property Committee)
- If large attendance is expected, notify the police
- Ask the family if they have a preference and arrange for suitable persons to sit at the head of the Meeting for Worship and on facing benches. (A designated person may describe the nature of the occasion and assure

those present that they are free to speak if led to do so. Provide an example for such a description when appropriate)

- Give necessary information concerning the death and service in writing to the Recorder who presents it at the next Monthly Meeting for Business
- Consult with family concerning forwarding information to the Friends Journal
- It is customary to reserve the first two or three benches next to the inner wall for the family. (Obtain list of the people family may wish to have on facing benches.)
- On day of Service, open Meeting early
- If family arranges for flowers to be delivered, receive flowers in the morning, being aware that sometimes flowers are delivered to the Cottage, which has the same address as the Meetinghouse
- If family requests help with flowers, purchase and arrange a bouquet or two and then give the bill to responsible family member
- Give all cards received with flowers to the family along with a notation of what was received
- Mark benches for family members (cards are in drawer of table by door between FDS room and Meeting room)
- Arrange to have chairs in FDS room (East Room) face West when necessary
- Arrange to have partitions raised when necessary
- Arrange to have heat turned on when necessary
- Turn on the air conditioning in the FDS room when necessary (shut outside doors)
- Cleanup may be arranged by the family for a fee paid directly to the Cottage resident
- If appropriate, put out *Quaker Memorial Meeting* pamphlets on end of each bench
- If appropriate, make available *We of Gwynedd Meeting Invite You to Worship with Us*. (Worship and Ministry produced this pamphlet for those unfamiliar with Friend's manner of worship. It includes a short history of Gwynedd)

Friends should read pertinent material in *Faith and Practice* (pp. 58-59). Copies of the pamphlet *Quaker Memorial Meeting* may be obtained from the literature rack

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## **COMMITTEES APPOINTED FOR SPECIAL PURPOSES AND THEIR RESPONSIBILITIES**

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### **(UNDER THE CARE OF THE COMMITTEE FOR CARE AND COUNSEL)**

#### **CONVENERS AND CLERKS**

Committees Appointed for Special Purposes that include Clearness, Oversight, Welcoming, and Ad Hoc Committees, which meet for a short period of time to consider a specific concern

#### ***DUTIES OF CONVENER***

- Contact members of the committee to schedule initial time and place for meetings
- Committee to select the clerk, if required
- Read portion of *Plan of Organization* relating to the committee's responsibilities
- Consult with the office manager concerning the dates and room requests for meetings if held in the Meeting

#### ***DUTIES OF CLERK***

- Read portion of *Plan of Organization* relating to the committee's responsibilities
- Select a time(s) for future meeting(s)
- Consult with the office manager concerning the dates and room requests for meetings if held in the Meeting

## CLEARNESS COMMITTEE FOR APPLICATION FOR MEMBERSHIP

### **Mission**

Discern with the applicant if he or she is ready to accept the responsibility of membership in Gwynedd Monthly Meeting

### **Procedure**

1. A designated member of Care and Counsel Committee responds to the applicant's request for membership and outlines the procedure including familiarity with *Faith and Practice*.
2. The Clearness Committee usually is comprised of 3 members of Gwynedd Monthly Meeting recommended by Care and Counsel Committee
3. The members of the Clearness Committee need to be familiar with *Faith and Practice* section on membership and Gwynedd Monthly Meeting pamphlet on membership.
4. A convener is chosen from the members of the committee and is responsible for the times and dates of the meetings. Please see convener procedure.
5. The Clearness Committee usually meets in the home of the applicant or another comfortable setting.
6. The clearness process can involve one meeting, but may require subsequent meetings.
7. Responsibilities of the Committee
  - Prior to meeting with the applicant make sure he or she has read *Faith and Practice*.
  - Prior to the meeting with the applicant appoint a recorder to take notes to assist in the preparation of the minute to be presented at the next Monthly Meeting for Business
  - Discuss the following with the applicant:
    - a.) His or her commitment to Friend's principles
    - b.) Finding spiritual strength and development in Meeting for Worship
    - c.) Commitment to attending Monthly Meeting for Business
    - d.) Interest in specific committee work
    - e.) Financial responsibility to the Meeting
    - f.) Organization of AQM and PYM and Friends General Conference
  - Ascertain whether applicant has other church affiliations and whether he or she is willing and able to be released from other affiliations
  - After prayerful consideration with the applicant, discern if membership is the appropriate step
  - Prepare a written report with the committee's recommendation for membership.
  - This report is to be read and submitted at the next Monthly Meeting for Business, which decides whether to approve the committee's recommendation.

8. A Welcoming Committee appointed by the Monthly Meeting for Business will follow the Meeting's approval of Membership

### **WELCOMING COMMITTEE FOR NEW MEMBERS**

#### ***Mission***

Officially welcome new members to Gwynedd Monthly Meeting

#### ***Procedure***

- Monthly Meeting appoints members of the Welcoming Committee after the approval of new member(s) either by application or transfer
- The convener sets the time and date for the committee to meet with the new member(s)
- The welcoming committee usually meets in the home of the new member(s) or another comfortable setting
- Prior to meeting with the new member, appoint a recorder to take notes to assist in the preparation of the minute to be presented at the next Monthly Meeting for Business
- Responsibilities
  1. Visit the new member taking the packet of information on the Meeting prepared by the Care and Counsel Committee and the pertinent papers
  2. Stress the importance of completing the personal information sheet and returning it to the Recorder
  3. Learn of the new members' interests and ways in which he or she will feel most at home in Gwynedd Meeting, perhaps suggesting small groups
  4. Inform the clerk of Nominating Committee of new member's interests in committee work
  5. A member of the Committee will write a short biography for the newsletter and take a picture for the bulletin board
  6. Introduce new members at the close of Monthly Meeting for Business and at next possible Meeting for Worship

7. Prepare a written report to be presented at the following Monthly Meeting for Business
8. Continue concern for the successful adjustment of new members to Gwynedd Meeting
9. Order a subscription of *Friends Journal* for the new member.

## COMMITTEE ON CLEARNESS FOR MARRIAGE

### **Mission**

Determine if the couple is ready for marriage and familiarize them with the process of marriage at Gwynedd Meeting, offer support and aid and assist with practical matters.

### **Procedure**

- The committee is appointed by Care and Counsel Committee and approved by Monthly Meeting for Business.
- The members of the committee need to be familiar with the pamphlet, *Marriage at Gwynedd*, including documents for reserving GMM facilities and with the appropriate section of *Faith and Practice*
- A convener is chosen from the members of the committee and is responsible for the times and dates of the meetings
- The Clearness Committee meets with the couple at a mutually convenient setting
- The clearness process can involve one meeting, but may require subsequent meetings
- Responsibilities
  1. Discern if the couple is ready for marriage
  2. Consider any remaining obstacles from previous marriage(s).
  3. Explain the Friends' philosophy of marriage.
  4. Review the pertinent portions of *Faith and Practice* and the *Marriage at Gwynedd* pamphlet.
  5. Offer aid and support as the couple prepares for marriage, recommending resources of Philadelphia Yearly Meeting
  6. Prepare a written report with the committee's recommendation for marriage, which is read and submitted at the following Monthly Meeting for Business, which needs to approve that the couple may proceed with plans to be married under the Care of the Meeting.
  7. Work with couple to select an oversight committee.
  8. If possible at this time recommend the Committee on Oversight for Marriage to the Monthly Meeting for Business.

## COMMITTEE FOR OVERSIGHT OF MARRIAGE

### **Mission**

Assure that the marriage is carried out with proper Friends' procedure as well as meeting the wishes of the couple by assisting the couple in preparation for the marriage. Provide support to the couple throughout the marriage process and following the marriage

### **Procedure**

- In conjunction with the Clearness Committee, the couple selects the Oversight Committee. The members of the committee need to be familiar with the pamphlet, *Marriage at Gwynedd* and with the appropriate section of *Faith and Practice*.
- A convener is chosen from the members of the committee and is responsible for the times and dates of the meetings.
- The committee meets with the couple as needed and will need to be in communication with the couple regarding the specifics of the marriage on an ongoing basis.
- Responsibilities
  1. Explain Friends' policies and the wedding procedure
  2. Provide information about the marriage certificate and a marriage license for a Friend's ceremony and help in the preparation of the Certificate and license and reserving the Meeting
  3. Give The Policy and Procedure for the Use of Gwynedd Friends' Meeting Facilities, the Request and Agreement Form and the Hold Harmless Form to the couple as well as the Request and Agreement form and Hold harmless form. The committee uses the Contact Person guidelines for assisting with Use of Gwynedd Meeting Facilities.
  4. Set procedures for ceremony.
  5. Review the vows with the couple before the wedding
  6. Manage and/or advise on practical matters
  7. Oversee the rehearsal
  8. Obtain the signatures of the couple and at least two members of the Oversight Committee on the marriage license immediately following the ceremony
  9. Promptly forward the signed license to the proper authorities at the courthouse
  10. Make certain the certificate has been copied to 8-1/2 x 11" archival paper and given to the recorder of Gwynedd Monthly Meeting
  11. Make sure financial obligations to the Meeting are met
  12. Continue to be available to the couple for support and to assist as indicated to make them feel at home at Gwynedd Meeting
  13. Prepare a written report signed by all members of the Oversight Committee
  14. Present report at the following Monthly Meeting for Business stating whether the marriage has been suitably accomplished with good order, reverence and moderation, the legal requirements satisfied and the certificate properly recorded

15. The Oversight Committee is responsible for setting up the room, putting away books, etc and setting the room back up when the ceremony is over.
16. The family may arrange to have Wedding or Reception clean up done for a fee, paid directly to the Cottage resident.

## **CLEARNESS COMMITTEE FOR PERSONAL DISCERNMENT**

### ***Mission***

Provide a safe, loving, supportive and spirit directed atmosphere to explore, “becoming clear,” seeing a way forward, looking at options and deciding on a course of action around a specific concern. Some examples are spiritual direction, personal relationship, a calling or leading, personal crisis, work related issue, life changes, illness, parenting

### ***Membership on Clearness Committee***

Usually 3 or 4 individuals recommended by Care and Counsel Committee and/or another appropriate committee, such as:

- Care and Counsel Committee alone for certain personal issues
- Worship and Ministry Committee for spiritual direction/leadings
- Peace and Social Action Committee for social concern issues.

The members of the Clearness Committee need to be familiar with the clearness process and be approved by the person requesting the clearness committee.

A member of Care and Counsel will review the clearness process with the Clearness Committee members prior to the first meeting

### ***Procedure:***

- An individual (focus person) or group with a concern contacts the clerk of Care and Counsel to request a clearness committee.
- The Clerk refers the concern to a member of the committee who calls the focus person. After a brief discussion with the clerk or designated committee member, the focus person submits a written statement of his/her/their concern(s) to Care and Counsel member. The focus person may also suggest individuals he/she/they might recommend or not recommend for the clearness committee.
- Members of the Care and Counsel Committee discern if this concern is the purview of Care and Counsel, Worship and Ministry or perhaps Peace and Social Action. As indicated, Care and Counsel may work with the other committees to develop a clearness committee. A Care and Counsel generated list of several names (more than 4) is presented to the focus person for his/her selection of the Clearness Committee members.
- The Care and Counsel member recommends the proposed clearness committee to the focus person/group. If he/she/they agree(s) with the selected individuals the clerk of Care and Counsel contacts these individuals to determine their willingness and availability to serve on the committee. Once the committee is determined the convener is free to convene the meeting.
- A convener is chosen from the members of the committee and is responsible for the times and dates of the meetings. The Clearness Committee usually meets in the home of the focus person or another comfortable setting.
- In preparation for the first meeting, the focus person’s statement is distributed to the committee members. If indicated the focus person may

choose to write a more comprehensive statement with more history or other relevant information.

- The task of the group is to listen prayerfully and to raise questions to assist the focus person to center on the question. Questions need to be brief and probing for the focus person and not to satisfy the curiosity of the questioner.
- The clearness process may take several meetings with prayerful consideration during, between, and after meetings. However, the clearness process is goal directed and is a finite process. If indicated a support committee may be recommended.
- The group will determine when it has achieved its goal and is ready to disband. If indicated, a Support Committee may be recommended to help the person after the clearness process has been completed.

## **COMMITTEE FOR SUPPORT**

### ***Mission***

To provide safe, loving and spirit-lead support around a specific concern, such as spiritual direction, personal relationship, a calling or leading, personal crisis, work related issue, life changes, illness, and parenting.

This is often an ongoing committee that may meet regularly or at the discretion of the person who has requested support (focus person).

### ***Membership***

Usually 3 or 4 individuals recommended by Care and Counsel Committee and/or another appropriate committee, such as:

- Care and Counsel Committee alone for certain personal issues
- Worship and Ministry Committee for spiritual direction/leadings
- Peace and Social Action Committee for social concern issues.

The members of the Support Committee need to be familiar with support committees and be approved by the focus person.

It is recommended that the Support Committee meet with a member of Care and Counsel prior to their first meeting with the focus person.

### ***Procedure***

- An individual (focus person) or group with a concern contacts the clerk of Care and Counsel with a request for a support committee. The Clerk refers the concern to a member of the committee who then calls the focus person. After a brief discussion the focus person submits a written statement of his/her concern to a Care and Counsel member. The focus person may also suggest individuals he/she might recommend or not recommend for the support committee.
- Members of the Care and Counsel Committee discern if this concern is the purview of Care and Counsel, Worship and Ministry or perhaps Peace and Social Action. As indicated, Care and Counsel may work with the other committees to develop a support committee. A Care and Counsel generated list of several names (more than 4) is presented to the focus person for his/her selection of the Support Committee members.
- The Care and Counsel member contacts these individuals to determine their willingness and availability to serve on the committee. Once the committee is determined the convener is free to convene the meeting.
- In preparation for the first meeting, the focus person's statement is distributed to the committee members. If indicated the focus person may choose to write a more comprehensive statement with more history or other relevant information. A convener is chosen from the members of the committee and is responsible for the times and dates of the meetings. The Support Committee usually meets in the home of the focus person or another comfortable setting.

- The task of the group is to listen prayerfully and to raise questions to assist the focus person to center on the question. Questions need to be brief and probing for the focus person and not to satisfy the curiosity of the questioner. The members of the committee may need to be available to the focus person at different times to assist him/her as needed including prayerful consideration.
- The group will determine when it has achieved its goal and is ready to disband.

### **CHILD SAFETY POLICY SUBCOMMITTEE**

#### ***Mission***

To develop policies and procedures for the protection of our youth to the best of our ability

#### ***Membership***

Members will be appointed by Care and Counsel Committee

#### ***Duties***

- To develop and update child safety policies and procedures
- To prepare an annual report to Care and Counsel Committee
- To review training plans for individual youth programs

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## MEETING CORPORATIONS

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Meeting corporations are separate but related entities to Gwynedd Monthly Meeting

### **GWYNEDD FIDUCIARY CORPORATION (GFC)**

#### ***Mission***

To provide stewardship over the endowed funds of Gwynedd Monthly Meeting of the Religious Society of Friends in accordance with Quaker testimonies and principles

#### ***Membership***

Gwynedd Fiduciary Corporation has three directors: two are appointed by the Incorporated Trustees and one by Gwynedd Monthly Meeting Nominating Committee with service beginning January first. The staggered terms are three years.

#### ***Officers***

President, vice president, secretary/ treasurer

#### ***Meeting frequency***

As needed

#### ***Duties***

- Take, hold and invest all non-operating, endowed financial assets of the Meeting
- Keep accurate records and remit income and principal to Gwynedd Monthly Meeting in accordance with Policies and Procedures of the Corporation
- Make recommendations regarding the status, use and disposition of endowment funds
- Accept money from the sale of burial lots and invest it in Burial Ground Fund
- Engage an independent review of the financial statements for the calendar year and report the results of this review at February Monthly Meeting for Business
- Respond to approved special requests for funds disbursement
- Receive bequests and request a minute of acceptance from the Monthly Meeting for Business
- Consult with the Stewardship Committee about the use of the bequests
- Report use of bequests to Monthly Meeting for Business
- Disburse funds for the Monthly Meeting Operating Budget
- Annually consider the structure and functions of GFC and recommend changes to the *Plan of Organization* to Coordinating Committee

**CALENDAR FOR GWYNEDD FIDUCIARY CORPORATION**

**JANUARY**

Disperse ½ the funds for the Monthly Meeting operating budget

**FEBRUARY**

Present Annual Report and accountant's report to Monthly Meeting for Business

**MARCH**

President to give clerk of Nominating Committee feedback on the interest and service of members serving on GFC

**JULY**

Disburse ½ the funds for the Monthly Meeting Operating Budget

**NOVEMBER**

Consider the structure and functions of GFC and recommend changes to the *Plan of Organization* to Coordinating Committee

**DECEMBER**

Respond to Coordinating Committee's request for changes to the GFC's section in the *Plan of Organization*

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## INCORPORATED TRUSTEES

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### ***Mission***

The Incorporated Trustees have responsibility for all real and personal property of Gwynedd Monthly Meeting of the Religious Society of Friends.

### ***Membership***

The Incorporated Trustees are comprised of three members of Gwynedd Monthly Meeting. One is appointed each year at November Monthly Meeting for Business for a period of three years beginning service January 1. Service for any member of Incorporated Trustees is limited to three successive terms (or nine years).

### ***Officers***

President, vice president, secretary

### ***Meeting Frequency***

As needed

### ***Duties***

- Take and hold all real and personal properties of the Gwynedd Monthly Meeting
- Maintain a safe deposit box at a local bank for pertinent records
- Consider recommendations by Monthly Meeting for Business regarding the status, use and disposition of Incorporated Trustee's assets
- Attend the Stewardship Committee meetings when possible
- Present Annual Report to February Monthly Meeting for Business
- Appoint two directors to the Gwynedd Fiduciary Corporation

***CALENDAR FOR INCORPORATED TRUSTEES***

**FEBRUARY**

Present Annual Report to Monthly Meeting for Business

**MARCH**

President to give clerk of Nominating Committee feedback on the interest and service of members serving on Incorporated Trustees

**NOVEMBER**

Consider the structure and functions of Incorporated Trustees and recommend changes to the Plan of Organization to Coordinating Committee

**DECEMBER**

Respond to Coordinating Committee's request for changes to the Incorporated Trustees' section in the Plan of Organization

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## **OFFICE PERSONNEL**

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### **OFFICE MANAGER DUTIES**

- Maintain a Meeting activities calendar in computer, for planning purposes
- Maintain an office wall white board Calendar with the current month's and the next month's events and building use marked.
- Be the contact for those wishing to use the Meeting buildings or its grounds following the Policy and Procedure guidelines and the "Contact Person Guidelines for Assisting with the Use of Gwynedd Meeting Facilities." and
  1. Keep a file of the original signed Request and Agreement forms and hold Harmless forms to be available to Contact Persons and others.
  2. Check that Cost-Sharing Contributions and Security Deposits have been received as requested and record them in the white Building Use Notebook.
  3. Record the amount of the Security Deposit returned with the date
- Coordinate with Property Committee, event contact person, and/or the Cottage resident re: coverage and opening for some events
- Maintain rental schedule for outside users
- Pick up mail at the post office on scheduled workdays and distribute to Meeting's committees and officers.
- Put current announcements on White Board in East Room
- Maintain designated bulletin boards
- Arrange literature, both free and for sale
- Check wooden contribution box in Meeting for Worship room and the telephone contribution box in the phone booth
- Maintain book of Monthly Meeting for Business Minutes in the library
- At the end of the year, store minutes in the office filing cabinet, copy onto archival paper and arrange for archival storage at Swarthmore once a year
- Work closely with the Newsletter Committee:
  1. Report all calendar items (new or changes)
  2. Report all address changes
  3. Report new attenders names and addresses as received from Care and Counsel
  4. E-mail newsletter to all persons with email addresses
  5. Update and print labels for "non-email" recipients of the newsletter
  6. Mail (or hand deliver to Foulkeways) newsletters
- Maintain the following information on Meeting computer:
  1. Membership records and attender records, including name, address, telephone number, and e-mail address
  2. Names of others requesting Gwynedd Newsletters
  3. Lists of Abington Quarterly Meeting and Philadelphia Yearly Meeting committees and Friends organizations

4. Names of Gwynedd Monthly Meeting's committee and subcommittee members; and post on bulletin board
  5. Lists of committee members of AQM and PYM
  6. Gwynedd Meeting's Property Committee inventory
  7. Names of Gwynedd Meeting's students away at school
  8. Names of First-day School students with birth dates and names of teachers
- Keep on file current and past copies of:
    1. Gwynedd Newsletter
    2. Meeting Directory
    3. Plan of Organization
    4. Monthly Meeting for Business Minutes and associated reports
  - Purchase and Maintain stock of:
    1. Meeting Directories
    2. *Faith and Practice*
    3. Pamphlets as requested by committee clerks
    4. Sale and free literature
    5. Letterhead paper and envelopes
    6. Acid free paper for records that will be archived.
    7. *Plan of Organization*
    8. *Gwynedd Marriage Manual*
    9. Computer supplies and labels
  - Prepare information packets for new members and store in Committee for Care and Counsel's file cabinet
  - Assist Care and Counsel in preparation of Gwynedd Photo Directory
  - Prepare a new directory on an annual basis, except each fourth year when Care and Counsel does a picture directory
  - Remove literature and other items from FDS (East) room prior to special occasions
  - When storage becomes limited, consult with the Coordinating Committee regarding disposition of files
  - Present an Annual Report to Coordinating Committee who will read it at July Monthly Meeting for Business
  - Maintain an e-mail directory of members and attenders
  - Distribute newsletter and announcements by email
  - Serve as liaison to Property Committee for the cleaning service staff, making sure that event dates, times and areas needed are known by the cleaning staff
  - Order other office, Preschool and bathroom supplies as needed
  - Answer telephone calls to the Meeting and keep the answering machine message current

#### OFFICE MANAGER CALENDAR

##### ***Each Working Day***

- Pick up mail from the Gwynedd post office and distribute to recipients

**Weekly**

- Update bulletin board
- Update whiteboard
- Check wooden contribution box in the Meeting for Worship room (West room)
- Update Meeting usage calendar
- Pick-up clutter

**Monthly**

- Prepare newsletter calendar for coming month
- Copy and distribute newsletter by regular mail and email
- Update database of members/attenders
- Put MMB minutes in library notebook
- Put newsletters from other AQM Meetings in labeled notebook in the Library

**Yearly**

- Update and distribute the Meeting directory
- Organize plan for record(s) retention and storage in coordination with appropriate Meeting committees. Take responsibility for sending all archival materials to Swarthmore.
- Meet with Office Manager Oversight subcommittee, or as needed (twice a year or as needed)

**BOOKKEEPER DUTIES****Cash**

- Make deposits. Security Deposit checks are to be deposited, not held in check form. Security Deposit returns are made by check from Meeting funds.
- Record deposits and contributions in computer.
- Record Memorial Service contributions, and building use Security Deposits and Cost-sharing Contributions in the back section of white Building Use binder
- Receive bills and requests for reimbursement and confirm approval for payment
- Disperse checks and record in appropriate account (All checks will be reviewed and signed by the treasurer.)
- Record electronic payment of bills in QuickBooks  
Prepare and distribute payroll checks (Checks to be signed by the treasurer)
- Make appropriate tax deposits
- Prepare appropriate tax forms to be signed by the treasurer.
- Prepare and file federal 941 tax forms and deposits, prepare state WR3 and withholding tax forms and deposits, prepare state UC-2 tax forms and wage listings, prepare local LGT tax forms, wage listings, and deposits

- Prepare information for payroll audit for workers compensation for Guide One Insurance.
- Determine amount of bi-monthly transfer from checking account to Payroll checking account and notify treasurer so he/she can make transfers

**Funds**

- Allocate interest earnings to funds
- Reconcile funds to cash monthly
- Transfer money to Incorporated Trustees as necessary

**Bank Accounts**

- Track interest earnings
- Reconcile all bank accounts monthly
- Communicate with bank and Fahnestock as needed

**Reports**

- Prepare detailed report of activity of the general fund for treasurer on a monthly basis
- Prepare report of total cash balances of all funds to treasurer on a regular basis as requested by treasurer
- Provide a report of Property Committee fund status monthly to clerk of Property Committee in his/her office mailbox.
- Report ongoing Hilltop fund status to treasurer on a regular basis as requested by the treasurer
- Prepare and disburse report of fund activity quarterly to the people within the Gwynedd community who oversee the fund
- Prepare and disburse report of committee activity to committee clerks quarterly

**Other**

- Complete workers compensation payroll audit annually
- Investigate issues of unpaid bills
- Prepare year-end 1099 forms, mail to recipients and IRS annually
- Prepare and distribute year-end contribution letters for all gifts given to Gwynedd Monthly Meeting (for the funds held by the treasurer) to be signed by the treasurer annually
- Prepare information as needed or requested by Stewardship and other standing committees
- Prepare information for end-of-year audit, to be reviewed by the treasurer who will arrange for the audit.
- Organize plan for record(s) retention and storage in coordination with appropriate Meeting committees
- Take responsibility for sending all archival materials to Swarthmore
- Keep current certificates of insurance for independent contractors on file
- Meet as needed with the treasurer to assure that things are being done properly and for general support

## **BOOKKEEPING CALENDAR**

- **Weekly**
  - Deposit checks (and cash if any)
  - Send receipts of contributions to members/attenders
  - Record all receipts in QuickBooks and Building Use receipts in white binder.
  - Verify that unpaid bills have proper authorization
  - Pay bills
  - Record bills in QuickBooks
  - Back up QuickBooks
  
- **Monthly**
  - Enter ACH activities, journal entries (payroll), automatic bill payments in QuickBooks
  - Reconcile bank statements
  - Prepare deposit records for month (one report by individual, one report by account)
  - Prepare expense report for Property Committee

### ***Bimonthly***

- Pay taxes
- Obtain signature for preschool payroll

### ***Quarterly***

- File IRS Form 941
- Make Abington Quarterly Meeting payment
- Make Hilltop interest payment
- Prepare expense reports for all committees

### ***Yearly***

- Complete workers compensation payroll audit
- In January, distribute IRS Forms W-2 and file IRS Form W-3. Distribute any necessary 1099 Forms
- Prepare report for Guide One Insurance
- Prepare year-end 1099 forms, mail to recipients and IRS.
- Prepare and distribute year-end contribution letters for all gifts given to Gwynedd Monthly Meeting (for the funds held by the treasurer) to be signed by the treasurer
- Prepare information as needed or requested by Stewardship and other standing committees

Prepare information for end-of-year audit, to be reviewed by the treasurer who will arrange for the audit

## **LEGEND OF ABBREVIATIONS**

**AQM** – Abington Quarterly Meeting, also referred to as Quarterly Meeting

**FDS** – First Day School (Sunday School)

**MMB** – Monthly Meeting for Business (Meeting for Worship with a Concern for Business)

**PYM** – Philadelphia Yearly Meeting, also referred to as Yearly Meeting

**Friend vs. friend** – Used, other than at the beginning of a sentence, to indicate as a member or an attender

## APPENDIX 1

### ADVICES FOR CLERKS OF STANDING COMMITTEES

1. Meet with new members of your committee outside the regular meeting time and explain the work of the committee and what the active issues are
2. Advise them to review your committee's section of the Plan of Organization
3. In preparation of your committee meeting, circulate the agenda and notes from the previous meeting a week in advance
4. Throughout the year, use the *Plan of Organization* to check specific responsibilities of your committee and when they should be done
5. Make use of ad hoc committees within your committee to take on additional coverage of certain issues and have them report back (It saves time at regular meetings of your committee).
6. Arrange social time together on occasion, so it is not all work
7. Allow for silent worship and prayer in your committee meetings
8. In the event of concerns and challenges to the committee's effectiveness, it is recommended that the clerk request a clearness committee comprised of members not on your committee. The clearness process is helpful in supporting the vitality of a committee.
9. If helpful to the work of the committee, select pamphlets and request the office manager to buy them
10. Put any unwanted pamphlets in the general pamphlet file drawer
11. Announcements for your committee's activities are posted on the bulletin board and in the newsletter. (Only 'last minute' announcements are made at the rise of Meeting. Follow email distribution guidelines when sending announcements online)
12. Check the committee mailbox in the office once a week
13. If your committee archives its minutes, assemble them for archiving once a year after the annual report has been written and give them to the office manager, who will make an annual visit to the Friends Library at Swarthmore.

14. The same month in which the annual report is due is a good time to sort and discard documents that are no longer essential for the committee file in the Meeting office. Update any introductory documents given to new members joining the committee and store in the file along with other reference documents, such as checklists for special events.
15. Clerks are responsible for the budget of their committee and oversight of special funds under the care of the committee. When requesting a current financial update for your committee from the office manager, please allow a week for a reply.
16. All clerks must sign a check approval form for all items submitted for reimbursement.
17. Respond to PYM questionnaires on time, even if it is to report “no response”.
18. The clerk of the committee will keep a loose-leaf notebook that will be reviewed each year and handed from one clerk to the succeeding one. The notebook will contain:
  - Instructions for the committee
  - Plan of organization
  - Directory of Gwynedd Meeting
  - List of committee members and the dates of their appointment
  - Names of all members serving as officers and on committees of Quarterly and Yearly Meeting
  - List of all committees, officers of the Meeting and appointed clerks of all committees.