

**GWYNEDD MONTHLY MEETING  
OF THE RELIGIOUS SOCIETY OF FRIENDS  
INCORPORATED**

**PLAN OF ORGANIZATION  
MARCH 2021 - MARCH 2023**

## TABLE OF CONTENTS

<b>Advices, and Guidelines for Clerks and Officers</b>	<b>page 4</b>
<b>Calendar for Monthly Meeting</b>	<b>page 5</b>
<b>Officers and their duties:</b>	<b>page 7</b>
● Clerk	page 7
● Assistant Clerk	page 9
● Recording Clerk	page 10
● Assistant Recording Clerk	page 10
● Treasurer, including Special Funds	page 11
● Assistant Treasurer	page 13
● Recorder	page 13
● Historian	page 14
● Webmaster	page 15
<b>Clerks Coordinating Committee and Subcommittees</b>	<b>page 16</b>
● Support of Office Manager	page 16
● Plan of Organization Review	page 16
● Child Safety Policy Implementation and Response	page 18
<b>Care and Counsel Committee and Subcommittees</b>	<b>page 18</b>
● Communications Representative	page 20
● Pastoral Care Subcommittee	page 21
● Clearness Committee for Application for Membership	page 22
● Welcoming committee for new Members	page 22
● Committees for Clearness/Oversight of Marriage	page 23
● Clearness Committee for Personal Discernment	page 25
● Clearness Committee for Support	page 26
<b>Fellowship and Outreach Committee and Subcommittees</b>	<b>page 27</b>
● External Communications	page 28
● Coffeehouse	page 29
● Newsletter	page 30
<b>Library Committee</b>	<b>page 31</b>
<b>Nominating Committee</b>	<b>page 32</b>
<b>Peace and Social Action Committee and Subcommittees</b>	<b>page 36</b>
● AFSC Fundraising Sales	page 37
● Inter-Faith Housing Alliance	page 38
● Refugee Support Subcommittee	page 39

<b>Peace Camp Committee</b>	<b>page 39</b>
<b>Property Committee and Subcommittees</b>	<b>page 41</b>
• Avalon House and Hilltop Oversight	page 43
• Burial Ground	page 43
• House Subcommittee	page 43
• Hospitality Subcommittee	page 44
<b>Religious Education Committee and Subcommittees</b>	<b>page 45</b>
• Wales Exchange Subcommittee	page 47
<b>Stewardship Committee</b>	<b>page 49</b>
<b>Sustainability Committee</b>	<b>page 52</b>
<b>Worship and Ministry Committee and Subcommittees</b>	<b>page 53</b>
• Gathering Garden Subcommittee	page 55
• Subcommittee for Assistance in the Event of Death	page 56
<b>Associated Corporations</b>	
• Gwynedd Fiduciary Corporation	page 58
• Incorporated Trustees	page 60
• Gwynedd Friends School	page 60
<b>Office Personnel</b>	
• Office Manager	page 61
• Contact Information Database	page 64
• Bookkeeper	page 66
<b>Frequently Used Acronyms and Abbreviations</b>	<b>page 68</b>

## **ADVICES AND GUIDANCE FOR ALL CLERKS OF COMMITTEES**

As committee clerk, you serve the meeting by coordinating the work of your committee, nurturing the fellowship of committee members, and setting a spiritual tone that allows decisions to be made with respect for each member and with attention to the Light among and within you. The following advices and guidance about duties are intended to help you perform your important role and understand the supports available to you:

### **Duties of Clerks to the Meeting**

- Plan to attend Monthly Meetings for Business or to send a substitute.
- Clerks with seasoned concerns to present to Monthly Meeting for Business should notify the Clerk of the Meeting, in advance, so that the proper amount of time can be allowed in the agenda.
- Digital versions of the Annual Reports, or any other reports or requests, should be emailed prior to Monthly Meeting for Business to 1) the Clerk of Meeting, 2) the Recording Clerk and 3) the Assistant Recording Clerk.
- Plan to attend the Clerk's Coordinating Committee on a quarterly basis in March, June, September and November or, to send a substitute.
- Clerks are responsible for the budget of their committee and the oversight of special funds under the care of the committee. If needed, clerks may request a current financial update for your committee from the Bookkeeper.
- Clerks shall submit their budget needs to the Clerk of Stewardship by the end of July.
- Clerks are responsible for seeing that Annual Reports are given in the month listed in Calendar for Monthly Meeting for Business.
- Clerks should give prompt attention to all letters and other business referred to their committees by the Office Manager, Clerk of the Meeting, etc. and to inform the Meeting for Business as appropriate.
- Clerks may turn for help to the Fellowship and Outreach Committee for assistance when they need to publicize activities of interest to the public.
- Check your email, texts, phone messages, and the committee mailbox in the office regularly, and answer promptly.
- Clerks planning an activity, not regularly scheduled, must check the availability of rooms and dates by contacting the Office Manager.
- To use Meeting facilities for an event, clerks must obtain from the Website and complete a Request and Agreement form. Then, submit it to the office manager. Once the time and date are approved, the clerk appoints a contact person as liaison who receives further instructions and should also check the building use guidelines posted in the Kitchen.
- Committees planning to have suppers, teas or to serve refreshments are responsible for the use of kitchen, linens, etc. They must check whether items are out of stock, and, if so, contact Fellowship and Outreach to supply them.

### **Duties of Clerks to their Committees**

- In preparation for your regular committee meeting, circulate in advance the agenda and minutes from the previous meeting.
- Throughout the year, clerks should use the Plan of Organization to check the specific responsibilities of your committee and when they should be done.

## **CALENDAR FOR MEETING FOR WORSHIP WITH A CONCERN FOR BUSINESS (MMB)**

### **JANUARY**

#### Clerk's Annual Report on the State of the Meeting

Clerk asks for volunteers to attend and report back on AQM in February

Clerk calls for approval of Friends recommended for Nominating Committee

Treasurer's Quarterly Report

Stewardship Committee Annual Report and review/audit of Treasurer's accounts, if requested  
by Stewardship in October

### **FEBRUARY**

Reports on proceedings of Abington Quarterly Meeting in February

In odd numbered years, Plan of Organization Review Committee presents suggested changes to  
Plan of Organization for Approval

#### Trustees Annual Report

#### Gwynedd Fiduciary Corporation Annual Report

Worship and Ministry Annual Report (includes Gathering Garden and Assistance in the Event  
of Death Subcommittees)

### **MARCH**

#### Care and Counsel Annual Report (includes Scholarship Aid)

Property to announce mid-April date of Spring Work Day

### **APRIL**

Clerk asks for volunteers to attend and report back on AQM in May

Treasurer's Quarterly Report

Property Annual Report (including House, Hospitality, Burial Ground, Avalon and Hilltop)

### **MAY**

Clerk asks for Friends planning to attend Yearly Meeting Session in July and willing to report  
back

#### Sustainability Committee Annual Report

Reports on proceedings of Abington Quarterly Meeting in May

Nominating reports Standing Committee appointments to begin June 1

#### Recorder's Annual Report

### **JUNE**

Religious Education Annual Report (includes Youth Program, Adult Program, Youth Program  
Coordinator, Child Care Giver and Wales Exchange subcommittees)

Clerk obtains and reports clerks chosen by the Committees appointed in May

Committees for Fellowship and Outreach, Gwynedd Friends School Board, Property, and  
Religious Education, are to report members appointed to House Subcommittee

#### Library Annual Report

Fellowship and Outreach Annual Report (includes Coffeehouse and Newsletter)

### **JULY**

Treasurer's Quarterly Report

Clerk reminds committee clerks to submit their preliminary budget requests to the Clerk of  
Stewardship by the end of July

Annual Report of the Office Manager's Support Committee

## **AUGUST**

Reports on July Yearly Meeting Session

Clerks Coordinating Committee recommends contributions to Friends organizations

Stewardship presents draft budget to Meeting for first consideration

Ad hoc Committee(s) Annual Reports (for those existing more than one year)

Historian's Annual Report

## **SEPTEMBER**

In even numbered years, Clerk/Assistant Clerk reminds all committees, clerks and officers to submit proposed changes to Plan of Organization Subcommittee by November

Clerk asks for volunteers to attend and report back on AQM in October

Stewardship presents draft budget to Meeting for second consideration

Nominating Committee recommends all officers, and the following to MMB:

- Gwynedd Fiduciary Corporation: One Representative for a three-year term in 2022
- Gwynedd Meeting Incorporated Trustees: One Trustee each year for a three-year term
- Nominate Friends to Peace Camp in September to begin service in October for a three year term

Peace Camp Committee Annual Report

## **OCTOBER**

Reports on proceedings of October Quarterly Meeting

Treasurer's Annual Report

Stewardship seeks Meeting approval of budgets for current Fiscal Year (October 1st to September 30th)

Property to announce mid-November date of Fall Work Day

Property to present Three Year Plan of Capital Expenditures

Remind clerks and officers that revisions of the Plan of Organization (PoO) are due in November

## **NOVEMBER**

Clerk requests volunteers to serve on a Naming Committee to recommend new members of Nominating Committee

Gwynedd Friends School Board Annual Report

Peace and Social Action Annual Report (includes AFSC Sale, Inter-faith housing, and Refugee Support)

Nominating Committee proposes Friends in November to begin service in January to the following appointments:

- Abington Quarterly Meeting Representative Meeting: Two representatives for a one-year term
- Abington Quarterly Meeting Trustees: Two trustees with staggered appointments every four years for a four-year term (two-term limit)
- Abington Quarterly Meeting Home and Care Committee: Two or three representatives every three years for a three-year term
- Joint Abington Quarterly Meeting Junior and Middle School Friends Conference
- Oversight: Two representatives to serve for a one-year term

## **DECEMBER**

If there is to be MMB, it is held on second First Day after Meeting for Worship.

## **OFFICERS AND THEIR DUTIES**

Corporate Officers of the Monthly Meeting shall be Clerk, Assistant Clerk, Recording Clerk, Assistant Recording Clerk, Treasurer and Assistant Treasurer. Other Officers include Member for Continuing Sessions of PYM, Recorder, Historian and Webmaster.

### **CLERK**

#### **Mission**

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

#### **Membership**

Restricted to members of Gwynedd Monthly Meeting

#### **Duties**

- Call for agenda items from clerks and officers and choose items needing the Monthly Meeting's attention
- Circulate final agenda to clerks, officers and community members via email broadcast by the Office Manager
- Conduct Monthly Meeting for Business
- Foster the discernment of the sense of the Meeting
- Formulate minutes of proposed actions for consideration by the Meeting
- Call for Annual Reports of committees
- Call for quarterly reports from the Treasurer
- Call annually for the rolling Three year Plan for Capital Expenditures from Property Committee
- Refer to Calendar for Monthly Meeting for Business for additional items
- Finalize proposed minutes to circulate via email broadcast by the Office Manager after circulating a draft for clerks and officers to review and correct for accuracy
- Carry out correspondence as directed in Monthly Meeting for Business including transfer of membership documents
- Call for ad hoc committees for special purposes, communicate with them about clerkship and progress, ask for an annual report if last more than one year
- Handle correspondence in a timely manner
- Refer correspondence to Monthly Meeting for Business or the proper committee clerks
- Prepare the Annual State of the Meeting Report with the help of the Assistant Clerk and submit copy for inclusion in the Newsletter
- In November, appoint a Naming Committee of two members to propose in January new members needed by Nominating Committee
- Serve as a member, ex officio of any committee, as needed
- Develop the agenda of the and clerk the Clerks Coordinating Committee Meetings held quarterly in March, June, September and November
- The Clerk shall be a signatory on all bank accounts held by the Treasurer for the Meeting
- Help the Assistant Clerk learn about the duties of being clerk of the Meeting and support officers and committees as needed

## **CALENDAR FOR THE CLERK OF MEETING**

### **JANUARY**

Read the Annual State of the Meeting Report to the Monthly Meeting, and submit to Abington Quarterly Meeting (AQM)

Ask for volunteers to attend and report back on AQM in February

Call for approval of Friends recommended by Naming Committee to serve on Nominating Committee.

Call for Stewardship Committee Annual Report on review of accounts of the Treasurer, if requested in October

Present recommended changes in their section of the Plan of Organization (PoO) to Clerks/Officers in odd numbered years

### **FEBRUARY**

Ask for reports on February AQM

Receive final revision of the Plan of Organization in odd numbered years and, circulate to the community prior to requesting the approval at the Monthly Meeting for Business

### **MARCH**

Clerks Coordinating Committee Meeting (Clerks) usually held on the 1<sup>st</sup> Wednesday at 7:30PM

Present the list of Quaker organizations to Clerks to consider for corporate donations in June

Consider the suitability of the list of Quaker organizations to recommend to MMB

### **APRIL**

Ask for volunteers to attend and report back on May AQM

### **MAY**

Ask for Friends planning to attend Yearly Meeting and willing to report to MMB Call for report on May AQM

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

### **JUNE**

Clerks Coordinating Committee Meeting (Clerks) usually held on the 1<sup>st</sup> Wednesday, in even numbered years, seek volunteers for the plan of organization review subcommittee (PoO,RC)

Consider list of Quaker organizations to recommend for contributions for the coming fiscal year

Report clerks chosen by Standing Committees appointed in May

### **JULY**

Coordinating Committee to report on Quaker organizations recommended for Gwynedd contributions and asks for approval of MMB for inclusion in the budget for the coming fiscal year, based on 3% of income from the contributions from the previous fiscal year

### **AUGUST**

Call for report on Yearly Meeting Session

Call for Ad hoc Committee Reports (those existing more than one year)

Ask Stewardship to present draft budget to Meeting for first consideration

### **SEPTEMBER**

Clerks Coordinating Committee Meeting (Clerks) usually held on the 1<sup>st</sup> Wednesday at 7:30PM.

In even-numbered years announce names of the PoO Revision Committee and, seeks additional members, if needed. Also, PoO,RC asks all clerks and officers to consider the structure and functions in their plan of organization for possible changes



Ask Stewardship to present draft budget to Meeting for consideration  
Ask for volunteers to attend October AQM and report back

**OCTOBER**

Ask for reports on AQM  
Ask Stewardship to report final budget for approval

**NOVEMBER**

Clerks Coordinating Committee Meeting (1<sup>st</sup> Wednesday) to invite 2 or 3 Friends to serve as Naming Committee to recommend members to serve on Nominating Committee for approval at January Meeting for Business

In even-numbered years, all clerks/officers are requested to send their updates to PoO,RC

**DECEMBER**

MMB, if held, will be on Second Sunday of month

## **ASSISTANT CLERK**

**Mission**

The Assistant Clerk is responsible for helping the Clerk of the Meeting, and taking on special assignments as needed.

**Membership**

Restricted to members of Gwynedd Monthly Meeting

**Duties**

- Duties negotiable with Clerk
- 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 the name of the representative approved by Gwynedd Meeting, to Continuing Session of Philadelphia Yearly Meeting, to the Assistant of the PYM General Secretary and to the Clerk of Philadelphia Yearly Meeting
- Serve as Acting Clerk when the Clerk is absent. Serve as Acting Recording Clerk when needed
- Whenever the need arises, convene the Child Safety Policy meeting, and participate in resolving the issues.
- Play leadership role in the revision and update of biennial Plan of Organization.

**Calendar for 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 preparing annual State of the Meeting Report

**QUARTERLY**

Participate in Clerks Meetings

## **RECORDING CLERK**

### **Mission**

To assist the Clerk of Meeting by recording the activity of the Monthly Meeting for Business and preparing the proposed and approved minutes with all attachments.

### **Membership**

Restricted to members of Gwynedd Monthly Meeting

### **Duties**

- Record the activities and minutes of the Monthly Meeting for Business
- Prepare a draft of the Monthly Meeting Minutes for the Clerks Committee members to review and edit.
- Send Proposed Minutes, with all attachments, to the office manager for distribution via an email broadcast before the next MMB.
- Send Approved Minutes, with all attachments, to the Office Manager for publication in the Newsletter for the upcoming month and for archiving.
- Help formulate the minutes on topics for consideration
- Prepare and read any minutes developed within the Monthly Meeting for Business for consideration by the Meeting
- Take minutes of the quarterly Clerks meetings and share the draft with clerks and officers for edits

### **Calendar for Recording Clerk**

#### **MONTHLY**

Record minutes for the Monthly Meeting for Business, and provide them to the Clerks Coordinating Committee to review and edit.

Send Proposed Minutes with all attachments to the office manager to distribute, via email broadcast, before the next MMB.

Send Approved Minutes, with all attachments, to the Office Manager for publication in the upcoming Newsletter and for archiving.

#### **QUARTERLY**

Send the minutes of the Clerks Coordinating Committee (Clerks) to them for corrections. Then, correct and distribute minutes to the Clerks Coordinating Committee members

#### **OCTOBER**

In even-numbered years consider changes to the Plan of Organization (PoO)

#### **NOVEMBER**

In even-numbered years send revised PoO entry to the PoO, Review Committee

## **ASSISTANT RECORDING CLERK**

### **Mission**

To substitute for the Recording Clerk when needed.

### **Membership**

Restricted to members of Gwynedd Monthly Meeting

## **Duties**

- The duties of the Assistant Recording Clerk are the same as for the Recording Clerk

## **TREASURER**

### **Mission**

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

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

### **Membership**

Restricted to members of Gwynedd Monthly Meeting

### **Duties**

- Serve as Financial Officer for the Corporation: Gwynedd Monthly Meeting of the Religious Society of Friends
- Oversee responsibilities of the Bookkeeping service, providing supervision and support as needed
- Ensure compliance with regulatory requirements regarding financial information
- On a quarterly basis, report the year-to-date financial standing of the Meeting for the funds held by the Treasurer
- Provide financial information to Stewardship Committee, other committees, and Monthly Meeting for Business as requested
- Oversee and 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
- Serve as a member of the Stewardship Committee, the Office Manager Support committee and the Coordinating Committee
- Teach Treasurer's duties and responsibilities to Assistant Treasurer

### **Calendar for the Treasurer**

#### **JANUARY**

Report quarterly financial status to Monthly Meeting for Business

#### **APRIL**

Report quarterly financial status to Monthly Meeting for Business

#### **JULY**

Report quarterly financial status to Monthly Meeting for Business

#### **AUGUST**

Prepare an initial draft budget for the Stewardship Committee

#### **SEPTEMBER**

Modify the draft budget as required by the financial status at the end of September for Stewardship

## **OCTOBER**

Modify the draft budget as required by the final financial status at the end of October for Stewardship

Report annual financial status to Monthly Meeting for Business

## **SPECIAL FUNDS HELD BY THE TREASURER**

### **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 Clerk of Care and Counsel. Disbursements from this fund must be requested by the Clerk of Care and Counsel. Occasionally there are contributions made to this fund by members. If the fund is low, Care and Counsel may 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 next fiscal year.

### **Counseling Reserve Fund**

The Counseling Reserve Fund was created to provide financial assistance for members and attenders seeking counseling services from Philadelphia Yearly Meeting.

The initial funding was a contribution from the General Fund. Ongoing annual contributions from the General Fund are made, but only to the extent to bring the fund to a maximum funding level of \$2,000.

Inquiries and requests for use of this fund should be directed to the clerk of Care and Counsel.

### **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 through the Inter-Faith Housing Alliance Program are also paid from this fund.

Contributions earmarked for Inter-Faith, Hope Gardens, and the families are deposited into this fund.

### **Alternatives to Violence (AVP)**

This fund is for the prison and nonviolence work done by members of the Meeting.

This group is a member of a larger AVP organization outside the Meeting. Persons within the Meeting involved with this work, as well as the Peace and Social Action Committee, oversee this fund.

### **Peace Camp**

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

### **Avalon House/Hilltop at Gwynedd**

All the financial activity relating to the Avalon House/Hilltop Property goes through this fund. The Hilltop at Gwynedd property is overseen by the Avalon House/Hilltop Subcommittee of Property Committee

### **Birthday/Anniversary Contribution Fund**

This fund is used to record contributions to the birthday and anniversary cans during First Day School to recognize birthdays, anniversaries, and special life events.

The money is periodically sent to worthy causes as determined by the High School Class or the Religious Education Committee.

**Youth Group Fund**

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

**Other Funds**

The Meeting holds a variety of funds for special purposes. Most are held by the Meeting to make them readily available for their intended use or because they are for a specific near term continuing project.

The Treasurer is expected to establish these funds as required, manage their use, remove or liquidate funds that are depleted or no longer useful, and report these funds in the financial reports prepared for the Meeting each quarter.

**OTHER DESIGNATED FUNDS**

(These designated funds are managed by individuals within the Meeting)

**Sustainability Fund**

**Syrian Refugee Fund**

**Wales Youth Exchange Fund**

**AFSC Sales fund**

**ASSISTANT TREASURER**

**Mission**

To assist the Treasurer and possibly succeed as Treasurer

**Membership**

Restricted to members 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
- Manage ACH (Automated Clearing House) records and generate monthly ACH donations
- 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**

Preferably a Gwynedd Meeting member

**Duties**

- Keep records of membership, births, deaths, marriages, and divorces

- Report such changes quarterly or as needed at the Meeting for Business. Forward updates in member and attender information to Philadelphia Yearly Meeting.
- 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. Letters regarding conscientious objector status received by the Meeting from our members, attenders, and youths from the community for possible future use when necessary
- Office Manager receives member and attender information from minutes of Meeting for Business
- Help with membership aspects of preparing the directory
- Respond to questions on records information as appropriate

**Calendar for Recorder**

**QUARTERLY**

Update Philadelphia Yearly Meeting on changes in the membership of the Meeting

**MAY**

Complete request from Philadelphia Yearly Meeting for membership statistics.

Submit Recorder Annual Report to Meeting for Business

**HISTORIAN**

**Mission**

Be the contact person for the Meetings historical activities.

**Membership**

Open to members and attenders

**Duties**

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

**Calendar for Historian**

**JULY**

Submit preliminary budget request to Clerk of Stewardship by the end of July

**AUGUST**

Present annual report to monthly meeting for business

# WEBMASTER

## Mission

To be the contact person(s) for maintaining, updating, and keeping the Gwynedd Website technically current and secure. There are three roles related to the website management: Webmaster, Site Editor and Data Custodian. (Webmaster may also serve as Site Editor)

## Duties:

### As Webmaster:

- Maintain the web files and make changes/enhancements as requested by committees, clerks, and other members.
- Regularly back up web and related files through a secure device (e.g., DVD or thumb drive) for safekeeping by the Data Custodian.
- Make sure the content is secure from potential hacking and unauthorized use of Gwynedd website
- Attend Clerks Coordinating Meeting as needed.
- Request funding for keeping the website technologically up to date.
- Make an annual report to the MMB on the state of the website, usage statistics, and planned enhancements, as needed.
- Provide guidelines for updating the Gwynedd Website to authorized users of GMM.
  1. Each committee should name a person (liaison) to review the validity of the committee's information on the web on a regular basis. Changes, corrections, and additions are posted using the following process.
  2. Send information to the current Webmaster or Site Editor. For names of the current Webmaster and Site Editor, go to the Meeting's web site page <http://gwyneddmeeting.org/contact.html> and select the email at "Webmaster (General)" or "Web Site Editor". Clicking on the name will call up a blank email, correctly addressed.
  3. Specify the web page(s) to be changed, preferably with full path name. For example: <http://gwyneddmeeting.org/docs.html>
  4. If a page requires a major revamping, send the text to the Webmaster or Site Editor who will correct it for grammatical and stylistic consistency before sending it to the webmaster
- Once migrated to the new ChurchInsight system, do ongoing maintenance and keep website current with up-to-date enhancements

### As Site-Editor

- Receive new or edited material from committees, clerks, and other members; correct it for grammatical and stylistic consistency.
- Forward material to the Webmaster.

### As Data Custodian

- Receive regular backups from the Webmaster in the form of a DVD or any other secure device, and save the data to protect it from a potential hacking or data disaster.

## Calendar for Webmaster

APRIL

Annual report

## **CLERKS COORDINATING COMMITTEE (Clerks)**

### **Mission**

The purpose of the Clerks Coordinating Committee (Clerks) is to facilitate the overall working of the Meeting as one body.

### **Membership**

The Clerks Committee is composed of the Clerk of Monthly Meeting, the Assistant Clerk, the Treasurer, the assistant treasurer, the Recording Clerk, and/or the Assistant Recording Clerk and usually the clerks or representatives from the other standing committees or Associated Corporations at the call of the Clerk of Monthly Meeting.

### **Duties**

- The Committee will meet quarterly, or as needed, at the call of the Clerk of Monthly Meeting, to coordinate the work of the Meeting, to nurture one another, and to share ideas. Other members and attenders of the Meeting may be invited to participate.
- In March, present for review the organizations that are candidates for corporate donations
- At the June Clerks meeting, review and approve charitable contributions to recommend
- By August, recommend donations to Quaker organizations for approval to Monthly Meeting for Business.
- Examine the structure and functions of the Clerks Committee as needed, and have any updates ready by November of even numbered years to submit to the Plan of Organization Review Subcommittee

## **SUBCOMMITTEES**

### **Support of the Office Manager**

**Members** include the clerk and/or appointed representative of the following standing committees: Stewardship, Care & Counsel, Property and the Treasurer.

### **Duties**

- Consider concerns or issues regarding office management, including wages, in a general performance review.
- Meet annually, or as needed, and present an annual report to the Monthly Meeting for Business.

### **Plan of Organization, Review Committee (PoO, RC)**

**Members** include the Assistant Clerk of the Meeting joined by two or more willing Friends.

### **Duties**

- In September of even-numbered years, the Assistant Clerk of Meeting reminds the clerks and officers to update their sections of the Plan of Organization.
- By November of even-numbered years, clerks and officers submit their changes. The Subcommittee assembles the updated sections and solicits outstanding sections.
- In January of odd-numbered years, the review committee distributes the revised and reformatted\* Plan of Organization file to the clerks and officers for their final review and asks the office manager to send the Revised PoO to the whole Meeting for comment before the February MMB



- At the February Meeting for Business, the PoO, RC presents the new version for approval and digital distribution to the Website and the community

**\*The following format selections were used in 2021 revision:**

- We used Word but found this created problems due to each member using a different year's version.
- Font: Times New Roman, size 14, bold for Committee names and size 12 regular for body, bold for headings
- Margins: use the standard ("Normal") margin of 1 inch on each side-- top, bottom, right, left.
- Between sections in a committee: double space. Between committees: triple Space.
- A double space between the name of the Committee and its Mission, but no extra space between Mission and text of Mission, or after each heading.
- Headings ("Mission", "Membership", "Duties) should be TNR, bold and in 12 point font Under Duties use solid Bullets with automatic tabbed indent (0.25).
- Under "Mission" use hanging indents, with spacing of 0.3
- For subheadings under bullets, use numbers (1,2,3) with automatic tabbed indent (0.5)
- Under Edit, select and clear format to start fresh if needed changes are resistant to normal editing.
- Everything else is Left justified except those bullets, numbers, letters as indicated above
- Spacing: Single spacing except a double space only between title/heading and body and triple spacing between Officers/Committees
- Calendar - Month headings in capitals.
- If Calendar items are longer than one line, a hanging indent should be used of 0.3.

**Calendar for the Plan of Organization Review Committee (PoO, RC)**

**JUNE**

of even-numbered years, PoO review begins with the Assistant clerk calling for volunteers to serve on the PoO, RC

**SEPTEMBER**

At the September of even-numbered years at Clerks meeting, finalize the membership of the RC, solicit additional members at MMB, if needed and notify clerks of their need to review their sections for needed changes

**OCTOBER**

Ask all clerks and officers to consider changes to their section of the PoO with their members and to submit changes to their sections of the PoO by November. Remind clerks/officers as needed.

**NOVEMBER**

Members of the RC receive changes from clerks/officers reminding of due date if necessary and reformat documents as RC decides \*

**DECEMBER**

RC receives all documents and makes necessary changes to format.

**JANUARY of odd numbered years**

RC sends reformatted documents to appropriate clerks/officers for final review and return

**FEBRUARY**

RC asks the office manager to send the fully revised document to the community for comments and then presents the final revision of the PoO to MMB for approval.

## **Child Safety Policy Implementation and Response Committee**

### **Mission**

To provide Gwynedd Youth Programs and the Religious Education Committee with support for implementing the Child Safety Policy, when requested, and for providing our response to allegations of abuse.

### **Members**

Include the Assistant Clerk of the Meeting (convener), the Clerk of Care and Counsel or designee, and the Clerk of Worship and Ministry or designee. This Committee may also choose to include other members.

### **Duties**

- To provide Gwynedd Youth Programs with support, when requested, for training in the Child Safety Policy,
- To implement the structure described in the Child Safety Policy for responding to any alleged incident of abuse
- To consider, and process for MMB approval, revisions to the Child Safety Policy proposed, seasoned, and submitted by the Youth Program Coordinator

## **CARE AND COUNSEL COMMITTEE**

### **Mission**

Provide pastoral care, nurture and counsel to the members and attenders of the Meeting, oversee membership and marriages and provide financial assistance in special circumstances.

### **Membership**

Membership in Gwynedd Monthly Meeting

### **Meeting Frequency**

Usually on the first Monday of the month for the committee. Pastoral Care sub-committee meets monthly; Joint meeting with Worship and Ministry and others as needed

### **Duties**

The work of the Care and Counsel Committee is done by the entire committee with the help of the Communication Representative, Pastoral Care Subcommittee, and Treasurer of the Committee.

#### **● Membership Support**

1. Support members who are homebound.
2. Oversee committees for clearness for marriages and weddings.
3. Report to Clerk's Meeting any local members and attenders who recently became inactive and seek contact from someone who has a relationship with the person.
4. Coordinate clearness for membership:
  - a. convene clearness committee meetings
  - b. report to Care & Counsel and Monthly Meeting for Business any recommendations for membership
  - c. oversee welcoming committees.

5. After Worship, welcome newcomers and those returning after an absence:
  - a. encourage them to come forward to be greeted and/or sign the visitors' book;
  - b. answer their questions, provide information about GMM; encourage all members & attenders to participate in this
6. Make form "Request to be Added to GFM Directory" available to new attendees.
7. Be aware of frequent/regular attenders who may be ready for membership and make appropriate inquiries.
8. Be available to the office manager with the quarterly update of the GFM Directory.
  - a. Review the list of Visitors sent by the Office Manager quarterly to identify any newcomer who has returned sufficiently to be asked if they want to be included in the next directory update as an attender
  - b. Request contact information from new attenders: Names, including those of spouse and children, address, phone, emails, notation about Quaker membership
  - c. Report those newcomers who agree to be listed in the Directory to the Office Manager with their information
  - d. Consider listing adult children separately when they are on their own as judged by the parent
  - e. Determine when a member is designated as an Inactive member in the Directory.
  - f. Review changes to contact information with the Office Manager quarterly before publication of the next Directory.

- **Communications**

1. Contact inactive members, as needed, to explore continued membership.
2. Send congratulations to high school and college graduates.
3. Send Christmas cards to members who live out of the area and deliver small gifts to those homebound members who are local.
4. Announce, at the rise of Meeting for Worship, the availability of C&C members to greet newcomers and those returning after an absence.
5. Prepare the monthly announcement for the head of Meeting for Worship about the availability of Pastoral Care, usually done on fourth Sunday.

- **Administrative**

1. Prepare and present the committee's annual report in March.
2. Provide financial assistance in special circumstances.
3. Participate in the Clerks Committee held quarterly including the selection of recommended Quaker organizations for contributions – March, June, Sept., & Nov. 4. In October of even-numbered years consider Committee structure and functions for possible changes in the Plan of Organization.
5. In November of even-numbered years send suggested changes to the Plan of Organization Review Subcommittee by November 15.
6. Oversee participation in joint committee meetings as appropriate.
7. Determine annually and report to Nominating Committee the membership needs of C&C

8. The clerk, or an appointee of the clerk, serves on the Implementation and Response Committee for the Child Safety Policy.
9. Appoint a C&C member to serve on Office Manager's Oversight Committee.
10. Coordinate and oversee committees for personal discernment and support.

### **COMMUNICATIONS REPRESENTATIVE**

- Send announcements to the Newsletter editor every month, as appropriate, about the availability of pastoral care, financial information to support: tuition for Friends Schools; attendance at short-term conferences including Peace Camp; and, post-secondary school loans; etc.
- Check Care & Counsel section of the website in December and June. Bring any needed changes to January and July C&C meeting so that changes can be made according to the “Guidelines for Updating Gwynedd Website”.

### **Calendar for Communications Representative**

#### **JANUARY**

Announcements placed in the Newsletter: Tuition assistance for JFC/MSC/Peace Camp/ Peace Camp for Little Ones, and other financial help available

#### **FEBRUARY**

Announcements placed in the Newsletter: Tuition assistance for JFC/MSC/Peace Camp/Peace Camp for Little Ones, other financial help available, pastoral care available, and inquiries about becoming a member of GMM welcome.

#### **MARCH**

Announcements (Newsletter): Tuition assistance for JFC/MSC/Peace Camp/ Peace Camp for Little Ones & College Loans Available

#### **APRIL**

Announcement (Newsletter): Pastoral Care Available

#### **MAY**

Announcement (Newsletter): Tuition assistance for JFC/MSC/Peace Camp/ Peace Camp for Little Ones & College Loans Available

#### **JUNE**

Announcement (Newsletter): Tuition assistance for Peace Camp/ Peace Camp for Little Ones & College Loans Available. Pastoral Care available

#### **AUGUST**

Announcement (Newsletter): Pastoral Care Available

#### **OCTOBER**

Announcement (Newsletter): Pastoral Care available, college loans, and scholarships to students in Quaker schools available for member's families

#### **DECEMBER**

Announcement: (Newsletter) Pastoral Care available

## **PASTORAL CARE SUBCOMMITTEE**

### **Includes one or more members of Worship & Ministry**

- Respond to emergent pastoral care needs.
- Coordinate care for individuals & families experiencing needs.

## **TREASURER FOR CARE & COUNSEL**

- Administer all funds under the care of Care & Counsel.
- Submit committee budget to Care & Counsel prior to submission to Stewardship in July.

## **Calendar for Care and Counsel Committee**

### **JANUARY**

Appointee serves on the Plan of Organization Review Subcommittee in odd years.

### **FEBRUARY**

Review of inactive members in even numbered years.

### **MARCH**

Annual Report is due to Monthly Meeting for Business with electronic copies given to the Clerk of Meeting and the Newsletter Editor.

The Clerk of C&C gives the Clerk of Nominating Committee feedback on the future needs for the committee as well as the level of involvement and service of current members of the committee.

### **JUNE**

Prepare budget for review at the July meeting of C&C.

Check Care & Counsel section of website and make changes as needed.

### **JULY**

Appointee Serves on the Oversight Committee for the Office Manager.

Submit preliminary budget request to Clerk of Stewardship by the end of July.

### **OCTOBER**

Order poinsettias.

In even-numbered years consider Committee structure and functions for possible changes in the Plan of Organization.

### **NOVEMBER**

In even-numbered years send suggested changes to the Review Subcommittee.

### **DECEMBER**

Send greetings to members who live at a distance.

Take a small gift (poinsettias) to homebound local members.

Check Care & Counsel section of website and make changes as needed.

## **COMMITTEES APPOINTED FOR SPECIAL PURPOSES (UNDER CARE AND COUNSEL COMMITTEE)**

### **CLEARNESS COMMITTEE FOR APPLICATION FOR MEMBERSHIP**

#### **Mission**

Discern with the applicant if he or she is clear to accept the commitment and responsibility of membership in Gwynedd Monthly Meeting, as well as receive its benefits.

#### **Procedure and Responsibilities of the Committee**

- The clerk of C&C receives the applicant's request for membership from the Clerk of Meeting and responds by outlining the procedure including making sure that the applicant is familiar with Faith & Practice
- The letter of application is read in the next Care and Counsel meeting, when at least one volunteer from C&C agrees to be a member of the Clearness for Membership committee
- The letter is read at the next MMB and approval is sought to go forward. Others are then invited to join the Clearness for Membership Committee and a convener is selected
- A convener is responsible for the times and dates of the meetings. Prior to the meeting, a recorder is appointed to take notes to assist in the preparation of the minute to be presented for approval at the next Care & Counsel meeting and, subsequently, at the next Monthly Meeting for Business
- ● The Clearness Committee usually meets in the home of the applicant or another comfortable setting. The clearness process can involve one meeting but it may require subsequent meetings. If the clearness committee has concerns about the applicant's readiness for membership, it is encouraged to contact the clerk of C&C prior to making a recommendation
- The following should be discussed with the applicant: commitment to Friend's principles; ability to find spiritual strength and development in Meeting for Worship; responsibility to attend Monthly Meeting for Business; interest in service to GMM; financial responsibility to the Meeting; and understanding of the organization of AQM, PYM and FGC
- With prayerful consideration with the applicant, discern if membership is the appropriate step and prepare a written report with the Committee's recommendation for membership to be sent to the clerk of C&C for approval at the next C&C meeting
- Recommendation for membership is read and submitted at the next Monthly Meeting for Business for approval
- After approval of the membership by the Monthly Meeting for Business, the convener of the Clearness Committee announces the new member by completing an announcement form to be read at the rise of a subsequent Meeting for Worship.

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

#### **Mission**

Officially welcome new members to Gwynedd Monthly Meeting

#### **Procedure**

- Monthly Meeting for Business appoints members of the Welcoming Committee after the approval of the new member(s). Preferably, these members are different from clearness members, and it includes one member of C&C. A convener is selected.

- Prior to meeting with the new member, the welcoming committee appoints a recorder to take notes and prepare a report
- The Welcoming Committee often meets in the home of the new member(s) or another comfortable setting

### **Responsibilities**

- Visit with new member(s) and provide information about the Meeting such as: the small groups available in the Gathering Garden Program and opportunities for service. Answer any questions about the Meeting
- Share experiences and interests. Discuss ways to feel most at home in Gwynedd Meeting
- Inform Clerk of Nominating Committee of new member's interests in committee work
- The recorder: writes a written report, including biographical information and interests of the new member as appropriate, to be presented at the following Monthly Meeting for Business and sends a digital copy to the Clerk of Care and Counsel to be read at the next Monthly Meeting for Business
- Welcoming Committee members continue to carry a concern for the successful adjustment of new members to Gwynedd Meeting

## **COMMITTEE ON CLEARNESS FOR MARRIAGE**

### **Mission**

Determine if the couple is clear for marriage and familiarize them with the process of marriage at Gwynedd Meeting, offering support and assistance with practical matters.

### **Procedure**

- The Clearness Committee is appointed by Care and Counsel Committee and announced at Monthly Meeting for Business
- The members of the Committee need to be familiar with the appropriate section of Faith and Practice as well as the documents, Marriage at Gwynedd, and the documents for reserving GMM facilities. Both are available on our website.
- 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. This will involve as many meetings as deemed necessary to complete the clearness process, and may involve meetings with each person, individually.

### **Responsibilities:**

- Discern if the couple is clear for marriage & offer support as the couple prepares for marriage
- Consider any remaining obstacles from previous marriage(s)
- Explain the Friends' belief in the equality of partners and marriage as a foundation for a shared life of spiritual wholeness
- Review the pertinent portions of Faith and Practice and the Marriage at Gwynedd document available on our website. The booklet, "Living with Oneself and Others" is also recommended for the couple to read. It is available from the Friends Book Store. This book is available in the Meeting library.
- Prepare a written report with the Committee's recommendation for marriage, which is read and submitted at the following Monthly Meeting for Business. After approval from the Monthly Meeting, the couple may proceed with plans to be married under the Care of

the Meeting

- If the marriage is approved, work with couple to select an oversight committee
- At the earliest opportunity, 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 continue following the marriage.

### **Procedure**

- In conjunction with the Clearness Committee, the couple selects the Oversight Committee. The members of the Oversight Committee need to be familiar with the section in Faith and Practice, document Marriage at Gwynedd and the Wedding Checklist and Worksheet, available on our website.
- A convener and a contact person are chosen from members of Oversight Committee. The convener is responsible for the times and dates of the meetings. The contact person obtains the Guidelines for Assisting with the Use of the Facilities and serves as a liaison between Office Manager and couple on the use of Meeting facilities.
- Committee meets with couple as needed and stays in communication with couple regarding specifics of marriage on an ongoing basis
- Responsibilities
  1. Explain Friends' policies and wedding procedure
  2. Provide information about marriage certificate and marriage license used for Friend's marriage ceremony, help in preparing certificate and license and in reserving the Meeting
  3. Check that the couple has received Policy & Procedure for Use of Gwynedd Friends Meeting Facilities (for applicant) from Office Manager, and completed applicant's section of Request & Agreement and Hold Harmless Agreement forms. Contact person completes Gwynedd Friends Meeting section of Request & Agreement and makes sure both forms are returned to Office Manager
  4. Set procedures for ceremony
  5. Review the vows with couple before the wedding
  6. Guide or advise couple on practical matters
  7. Oversee rehearsal
  8. Immediately following ceremony obtain signatures of couple and at least two members of Oversight Committee on marriage license
  9. Promptly forward signed license to proper authorities at courthouse
  10. Make certain certificate has been copied to 8.5" x 11" archival paper and given to the Recorder of Gwynedd Monthly Meeting
  11. Make sure financial obligations to Meeting are met
  12. Continue to be available to couple for support and to assist as indicated to make them feel at home at Gwynedd Meeting
  13. Prepare written report signed by all Oversight Committee members



14. Present report at following Meeting for Business stating whether marriage was accomplished with good order and reverence, legal requirements were satisfied, and certificate was properly recorded
15. Oversight Committee is responsible for setting up room, putting away books etc., and setting the room back up after ceremony.
16. The family may arrange to have the wedding and/or reception clean up done for a fee paid directly to the meeting.

## **CLEARNESS COMMITTEE FOR PERSONAL DISCERNMENT**

### **Mission**

Provide a safe, loving, supportive and spirit-directed atmosphere for the focus person, to explore “becoming clear,” seeing a way forward, looking at options and discerning 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, and parenting.

### **Membership on Clearness Committee**

Usually three or four individuals recommended by Care and Counsel Committee or another appropriate committee, such as:

- Care and Counsel Committee for certain personal issues
- Worship and Ministry Committee for spiritual direction and 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

### **Procedure**

- An individual (focus person), or group with a concern, contacts the Clerk of Care and Counsel to request a Clearness Committee
- After a brief discussion with the Clerk, or a designated Committee Member, the focus person submits a written statement of the concern(s) to Care and Counsel. The focus person may also suggest individuals they might recommend, or not recommend, for the Clearness Committee
- Members of Pastoral Care Subcommittee of C&C 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.
- The Pastoral Care Subcommittee uses a process of discernment to generate a list of several names (more than four) and contacts these individuals to determine their willingness and availability to serve on the Committee.
- A convener is chosen from the members of the Clearness Committee and is responsible for the times and dates of the meetings
- Clearness Committee members should review the clearness process prior to the first meeting
- The focus person’s statement is distributed to the Clearness Committee members. If indicated, the focus person may choose to write a more comprehensive statement with more history or other relevant information

- At the beginning of the meeting the format and length of the meeting is established. The meeting begins with worship and often the focus person breaks the silence with a statement of the concern. This is followed with questions. Not all questions need to be answered. If indicated the designated time keeper indicates when the ending time is near.
- 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.
- The group will determine when clarity has been reached, and it is ready to disband. If indicated, a Committee for Support may be recommended to help the person after the clearness process has been completed

## **COMMITTEE FOR SUPPORT**

### **Mission**

To provide safe, loving, and spirit-led support around a specific concern or ongoing calling or leading, spiritual direction, life changes, an illness, a personal relationship, a personal crisis, or a work-related or parenting issue. This is often an ongoing committee that may either meet regularly or at the discretion of the person requesting support (focus person).

### **Membership**

Usually three or four individuals recommended by Care and Counsel Committee or another appropriate committee, such as:

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

The members of the Committee for Support need to be familiar with such committees and be accepted 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 or a representative of the Pastoral Care Subcommittee of C&C calls the focus person. After a brief discussion, the focus person submits a written statement of their concern. The focus person may also suggest individuals he or she might recommend or not recommend for the Support Committee.
- Members of Pastoral Care discern if this concern is the purview of Care and Counsel, Worship and Ministry, or perhaps Peace and Social Action. As indicated, Pastoral Care may work with the other committees to develop a Support Committee. Pastoral Care generates a list of Friends to serve on a support committee.
- Pastoral care contacts these individuals to determine their willingness and availability to serve on the Support Committee. A convener is chosen from the members of the Support Committee and is responsible for the times and dates of the meetings. 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

Support Committee members. If indicated the focus person may choose to write a more comprehensive statement with more history or other relevant information.

- At the beginning of the meeting the format and length of the meeting is established. The meeting begins with worship and often the focus person breaks the silence with a statement of the concern. This is followed with questions. Not all questions need to be answered. If indicated the designated time keeper indicates when the ending time is near.
- 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 Support Committee may need to be available to the focus person at different times to assist him or her as needed including prayerful consideration.
- The group determines when it has achieved its goal and is ready to disband.

## **FELLOWSHIP AND OUTREACH COMMITTEE**

### **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

### **Meeting Frequency**

Every two months

### **Duties**

- Provide opportunities for deeper and more creative fellowship among Gwynedd Friends
- Send cards or email messages to visitors who sign guest book after worship
- Coordinate “Food and Fellowship” at rise of Meeting, and other gatherings as needed
- Keep the kitchen stocked with items as decided upon after consultation with the Clerk of the House Subcommittee
- Make our Meeting and events known to community:
- By placing worship time listings in available media, as well as in Friends Journal and the PYM website
- Through contact with editorial staff of local newspapers, free local bulletins, radio stations, and PYM News
- Whenever possible, host any visiting media representatives
- Help committees and programs publicize their outreach activities, such as Coffeehouse, Peace Camp, Friends School, Gathering Garden, and others
- Consider holding Visitor’s Day and Christmas events, and be responsible for planning, publicizing, and conducting such events
- Appoint one member to serve on House Subcommittee annually
- Secure any budgets needed for outreach activities

## **Calendar for Fellowship and Outreach Committee**

### **FEBRUARY**

Prepare the Annual Report

### **MARCH**

Attend Clerks Meeting

Present the Annual Report at Monthly Meeting for Business. Provide electronic copies to the Clerk of Meeting, Assistant Clerk, Recording Clerk, and Assistant Recording Clerk. Committee Clerk to give Clerk of Nominating Committee feedback on the interest and service of Committee members

Check webpage for any needed revisions

### **JUNE**

Attend Clerks Meeting - to include consideration of our contributions to Quaker organizations

Report choice of Committee clerk to Monthly Meeting for Business

Report member chosen to serve on the House Subcommittee

### **AUGUST**

Forward Committee budget request to the Clerk of Stewardship

### **SEPTEMBER**

Attend Clerks Meeting

### **OCTOBER**

Consider holding Visitor's Day at Gwynedd

In even-numbered years consider Committee structure and functions for possible changes in the Plan of Organization

### **NOVEMBER**

In even-numbered years send suggested changes to the Review Subcommittee

Attend Clerks Meeting

### **DECEMBER**

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

## **EXTERNAL COMMUNICATIONS SUBCOMMITTEE**

### **Mission**

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

The liaison and oversight of this subcommittee will be Fellowship and Outreach Standing Committee

### **Membership**

Members or attenders familiar with Quaker testimonies and practices

Recommended minimum for this subcommittee is two, preferably three with a clerk.

### **Meeting Frequency**

As needed

### **Duties**

- Annually check to make sure there is an accurate listing of our worship times in the religious section of local newspapers, website phone lists, etc., and in Friends Journal, e.g. academic year hours and summer hours

- Help the public be aware of our activities through venues, such as:
  1. The GMM website optimized for Google/Bing search
  2. The Meeting's Facebook page, Meetup
  3. Articles in area websites & newspapers
  4. Various local "free" bulletins;
  5. Abington Quarter news
  6. Examples of such activities are:
    - a) Coffeehouse programs
    - b) Notation of our regular worship services and ongoing activities
    - c) Publicity for public offerings of our various committees
    - d) The programs of the Gwynedd Gathering Garden
    - e) Special peace-centered meetings for worship, vigils, marches
    - f) Peace Camp at Gwynedd Meeting
    - g) One-time special events
- 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 distribution of press releases as requested by clerks of Meeting committees
- 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 Fellowship and Outreach Committee for guidance and when expenditures are necessary
- Call meetings with Fellowship and Outreach Committee as needed for oversight and nurture

### **Calendar for the External Communications Subcommittee**

#### **AS NEEDED**

Meetings for oversight and nurture

#### **MARCH**

Annual Report due to Fellowship and Outreach Committee

#### **JULY**

Budget needs for the next year due to clerk of Stewardship

### **COFFEEHOUSE SUBCOMMITTEE**

#### **Mission**

To put on a music program at the meeting for the enjoyment of meeting members and the public

#### **Membership**

Open to interested members and non-members

#### **Meeting Frequency**

As needed

#### **Duties**

- Plan and arrange for programs featuring visiting musicians five times a year
- Publicize these programs through a collected e-mail list and community media

- Manage the Coffeehouse income and expenses so that the program is self-sustaining (as it has been since its founding)

### **Calendar for Coffeehouse Subcommittee**

#### **MARCH**

Prepare the Annual Report and submit to F & O Committee

#### **APRIL**

Meet to begin planning for next season; appoint a clerk

### **NEWSLETTER SUBCOMMITTEE**

#### **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**

The Newsletter is a coordinated effort of the Newsletter Editor and the Office Manager, with inputs from the Recording Clerk, Committee Clerks, and other members of the Meeting. 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 appoint members and attenders of Gwynedd Meeting to help as needed.

#### **Duties**

- Publish a monthly Newsletter that includes the following:
  1. News and announcements regarding Adult and Youth First Day School programs, Committees, Gwynedd Friends School etc that are of interest to members and attenders.
  2. Articles of special interest contributed by members and attenders, as time and space permits.
  3. A list of calendar items for two periods: the current month, and a transition period into the next month.
  4. Complete or excerpted text of Annual Reports presented at Monthly Meeting for Business by committees.
- Periodically seek and respond to reader feedback on improving Newsletter format and content.
- The Clerk of Meeting sends Minutes of Monthly Meetings for Business to the Office Manager within six days.

#### **Editor's Duties**

- Receives newsletter items from Committees etc. no later than the 23<sup>rd</sup> of each month. (This may vary during the holidays or due to other considerations.)
- Assembles news and announcements and adds additional pieces.
- Makes text edits for length, format, grammar, spelling, etc.
- Fit the copy into format, so that the final copy contains a reasonable number of pages.
- Adds suitable last-minute articles if space permits.
- Sends a draft to the Office Manager by the 25<sup>th</sup> of month.
- Provide the Newsletter Subcommittee a report for presentation with the Clerk's Annual Coordinating Committee Report.
- Meet with the Coordinating Committee for oversight as needed for guidance and support.

### **Office Manager's Duties**

- Receives and compiles calendar items, Minutes, Reports, directory changes. Some items will be included in the weekly e-blast.
- Produces final newsletter and distributes to recipients by end of month.

### **Calendar for the Newsletter Subcommittee**

#### **MONTHLY**

Editor writes and edits Newsletter and coordinates with Office Manager

Office Manager adds calendar, Minutes, directory changes, and office news, and manages distribution of the finished Newsletter

#### **SEPTEMBER**

Report on the Newsletter Subcommittee for inclusion in Clerks Coordinating Committee Annual Report

## **LIBRARY COMMITTEE**

### **Mission**

The Library at Gwynedd Meeting will provide reading material of special interest to Quakers for both members and attenders of the Meeting listed in the membership directory and others who sign up with the librarian to be library members.

### **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
- 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:

- Maintain the Library in good working order:
  1. Keep track of books and pamphlets borrowed
  2. Send overdue notices regularly
  3. List missing books
- 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 Meetings if possible

## **Calendar for the Library Committee**

### **MARCH**

Attend Clerks Meeting

Committee Clerk to give Clerk of Nominating Committee feedback on interest and service of members in their Committee

Check and update Library section of the website throughout the year according to the “Guidelines for Updating Gwynedd Website”.

### **JUNE**

Attend Clerks Meeting; consider contributions to Quaker organizations

Present Annual Report to Monthly Meeting for Business, and provide electronic copies to the Clerk of Meeting, Recording Clerk, and Assistant Recording Clerk

### **JULY**

Submit preliminary budget request to Clerk of Stewardship by the end of July

### **SEPTEMBER**

Attend Clerks Meeting

### **OCTOBER**

In even-numbered years consider Committee structure and functions for possible changes in the Plan of Organization

### **NOVEMBER**

In even-numbered years send suggested changes to the Plan of Organization Review Committee.  
Attend Clerks Meeting

## **NOMINATING COMMITTEE**

### **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 suggested by the Naming Committee. (Clerk of Meeting calls for a Naming Committee to suggest members or attenders as candidates for approval by Monthly Meeting for Business)

### **Meeting frequency**

Nominating Committee meets throughout the year to address necessary tasks

### **Duties**

- Nominate Friends in May to begin service in June for a three-year term to the following committees:
  1. Care and Counsel (Gwynedd Meeting Members Only)
  2. Fellowship and Outreach
  3. Library
  4. Peace and Social Action



5. Property
  6. Religious Education
  7. Stewardship
  8. Sustainability
  9. Worship and Ministry (Members of the Religious Society of Friends Only)
- Nominate Friends in September to begin service in October for a one-year term to the following offices:
    1. Clerk
    2. Assistant Clerk
    3. Recording Clerk
    4. Treasurer
    5. Assistant Treasurer
    6. Recorder
    7. Gwynedd Fiduciary Corporation: One Representative for a three-year term in 2022
    8. Gwynedd Meeting Incorporated Trustees: One Trustee each year for a three year term
  - Nominate Friends in September to begin service in October for a three-year term to Peace Camp.
  - Nominate Friends in November to begin service in January to the following appointments:
    1. Abington Quarterly Meeting Representative Meeting: Two representatives for a one-year term
    2. Abington Quarterly Meeting Trustees: Two trustees with staggered appointments every four years for a four-year term (two-term limit)
    3. Abington Quarterly Meeting Home and Care Committee: Two or three representatives every three years for a three-year term
    4. Joint Abington Quarterly Meeting Junior and Middle School Friends Conference
    5. Oversight: Two representatives to serve for a one-year term
  - Nominate members of Ad Hoc Committees as needed.
  - Maintain a list of volunteers for small projects.
  - 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
  - This Committee shall learn from the present clerks of the committees:
    1. If the present members have given service

2. Whether any whose terms are not expiring should be replaced
  3. Friends should not be nominated for more than two committees except in unusual circumstances
- Each standing committee shall be constituted so that approximately one third of its membership shall be replaced each year
  - After the June 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 and June
    - ξ Members serving on AQM and PYM committees

#### **Clerk**

- The Clerk of the Nominating Committee will keep organized digital files and 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. The Plan of Organization
  3. Directory of Gwynedd Meeting
  4. Nominating Grid
  5. Interview Spread Sheet
  6. List of Nominating Committee members and the dates of their appointment
  7. Names of all members serving as officers and on committees of AQM and PYM
  8. List of all committees, officers of the Meeting and chosen 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
- Each March check and update Nominating section of the website according to the “Guidelines for Updating Gwynedd Website.”
- Revise the Nominating Committee section of the Plan of Organization biennially on even years
- The Clerk of Nominating Committee attends the Clerks Meetings
- ξ Share data with Naming Committee and Trustees

#### **Calendar for Nominating Committee**

##### **JANUARY**

A new Committee clerk is named

##### **FEBRUARY**

New Clerk is reported at Monthly Meeting for Business

##### **FEBRUARY -APRIL**

Prepare for May Monthly Meeting for Business

##### **MARCH**

Clerk attends Clerks Meeting

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

Check webpage for any needed revisions

**MAY**

Nominate Friends to serve on Care and Counsel, Fellowship and Outreach, Library, Peace and Social Action, Property, Religious Education, Stewardship, Sustainability, and Worship and Ministry

**JUNE**

Clerk attends Clerks Meeting

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

Members of committees with names of newly appointed clerks

Officers of the Meeting as appointed in previous September

Members serving on AQM and PYM Committees, and Interim Meeting

Provide list to Office Manager, committee clerks, Newsletter Editor, Webmaster

**JULY**

Submit preliminary budget, if any, due to Clerk of Stewardship by end of July

**SEPTEMBER**

Clerk attends Clerks Meeting- to include contributions to Quaker organizations

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 1st.

Nominate Gwynedd Fiduciary Trustee once every three years

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

Nominate Friends to serve on Peace Camp.

**OCTOBER**

In even-numbered years consider Committee structure and functions for possible changes in the Plan of Organization

**NOVEMBER**

In even-numbered years send suggested Plan of Organization changes to the Review Subcommittee

Clerk attends Clerks Meeting

Nominate two Friends for AQM Representative Meeting for one year in January

Nominate one member every four years to serve as trustee of AQM for a four-year term that begins February 1, limited to two terms (since Gwynedd's two AQM Trustees are nominated two years apart, their four-year terms overlap)

Nominate two members to a joint AQM Junior and Middle School Friends Conference Oversight Committee for a one-year term beginning January 1

Nominate two or more Friends every three years to serve on the Home and Care Committee of AQM for a three-year term beginning in January

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

**DECEMBER**

Changes recommended to the Plan of Organization of Nominating Committee are due to Clerks Coordinating Committee by January MFB

## **PEACE AND SOCIAL ACTION COMMITTEE**

### **Mission**

We work toward the implementation of Quaker testimonies of peace, social and economic justice, and equality, incorporating creativity and spiritual leading.

### **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, urging action by the Meeting where appropriate
- Provide speakers for First Day School and service events on matters of peace, race relations, equality, and social justice
- 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
- Ensure that any needed updates to meeting's web page, or special event banners, are forwarded to webmaster
- Matters of military service:
  1. Be responsive to any community questions concerning military service
  2. Support meeting members who advise young people where to find counsel on conscientious objection; post information on bulletin board and website
- Support as appropriate the Sustainability Committee in raising environmental issues
- Participate in joint committee meetings and working groups as appropriate to explore concerns and ideas that would benefit from wider discussion
- Members of the Committee oversee its three subcommittees
  1. Inter-Faith Housing Alliance
  2. Refugee Support
  3. AFSC Fundraising Sales
  4. as well as overseeing Alternatives to Violence Project funds held by the Treasurer

### **Calendar for Peace and Social Action Committee**

#### **MARCH**

Clerks Meeting

Committee Clerk to give Clerk of Nominating Committee feedback on the interest and service of members of their Committee

#### **JUNE**

Clerks Meeting; recommend Friends organizations for meeting's contributions

Report choice of clerk to Monthly Meeting for Business

#### **JULY**

Submit preliminary budget request to Clerk of Stewardship by the end of July

#### **SEPTEMBER**

Clerks Meeting

#### **OCTOBER**

Organize donation of gifts for selected recipient organizations (Hope Gardens, Bebashi, Maternity Care Coalition, Laurel House)

Prepare annual report

In even numbered years consider Committee structure and functions for possible changes in the Plan of Organization

#### **NOVEMBER**

Clerks Meeting

Present annual report to business meeting, sending electronic copies beforehand to the meeting clerk, assistant clerk, recording clerk and assistant recording clerk

In even numbered years, send suggested changes to the Review Subcommittee

### **AFSC FUNDRAISING SALES SUBCOMMITTEE**

#### **Mission**

This subcommittee plans and manages ongoing fundraising sales for the American Friends Service Committee, continuing the foundational work of our long-time member Beth Binford.

Through collections from meeting members and some outside sources including Kendall/Crosslands, the Subcommittee strives to recycle and reuse discarded items as a tool to raise money for AFSC. See [www.afsc.org](http://www.afsc.org)

#### **Membership**

Members and attenders of Gwynedd Friends Meeting and others, including members and attenders of other meetings and practices, who wish to participate in the work of the Subcommittee

#### **Meeting Frequency**

As needed

#### **Duties:**

- Perform all organizational, administrative, and promotional tasks needed to organize and manage sales at Gwynedd Meeting
- The subcommittee decides the number of sales per year and schedules them with the assistance of the Gwynedd office manager. There could be as few as 4 per year corresponding to the seasons or as many as 8-10 per year
- Hold the sale in the traditional location in the Community Room; consider alternate locations; consider online sales
- Recruit others to help with setting up the clothing, jewelry and household items for the sale. The subcommittee will also supervise clearing out unsold items from the shed and/or barn. Before the sale, at least two members of the subcommittee will be responsible for opening an account with GMM, and after the sale, two will count the amount received, deposit the proceeds into the account, and arrange to send them promptly to AFSC
- Report annually to the Meeting ongoing income and contributions

## **Calendar for the AFSC Fundraising Sale Subcommittee**

Choose sale dates for the year

### **OCTOBER**

Prepare the annual report for presentation to the business meeting in November In even numbered years, send recommendations for updated Plan of Organization pages to Peace and Social Action Committee for forwarding to the Review Subcommittee

### **NOVEMBER**

Present annual report to business meeting (with Peace and Social Action)

## **INTER-FAITH HOUSING ALLIANCE SUBCOMMITTEE**

### **Mission**

Work with Inter-Faith Housing Alliance to support their efforts to help the disadvantaged in our local community.

As part of their Hospitality Network Program, support area congregations in hosting homeless families during the month of July, or at another time of year when help is needed. At GMM this includes providing: emergency housing, meals, laundry services, transportation, etc..

GMM will also provide financial support for families in transition, including one half the cost of a transitional apartment located at Hope Gardens in Ambler; Christmas gifts for apartment residents, and other contributions of food, clothing, and household items as requested by I FHA during the year.

### **Membership**

Members and attenders of GMM and other individuals, including members and attenders of other faiths who wish to participate.

### **Meeting Frequency**

Four or five times a year, or as needed

### **Duties:**

- Sponsor the Monthly Meeting's hosting of I-FHA Network's families during the month of July (or when other congregations host) by supporting a volunteer coordinator and promoting participation by members and attenders of the Meeting
- Be responsive to the needs of the family living in the apartment we subsidize. Supply a contact person who will relay pertinent information about the family to the Meeting and also be a liaison with the I-FHA
- Perform all organizational, administrative and promotional tasks needed to provide emergency housing and other supports, including finances for the mission
- Act as liaison with I-FHA, P&SA committee and other cooperating faith groups, such as St. Rose of Lima, which is currently staffing the second half of July at GMM
- Oversee all records, including finances

## **Calendar for Inter-Faith Housing Alliance Subcommittee**

### **OCTOBER**

Prepare the annual report for presentation at Monthly Meeting for Business in November In even-numbered years consider subcommittee structure and functions for possible changes in the Plan of Organization

### **NOVEMBER**

Present annual report to the business meeting (with Peace and Social Action) In even-numbered years send suggested changes to the Review Subcommittee

## **REFUGEE SUPPORT SUBCOMMITTEE**

### **Mission**

Raise awareness of the 79.5 million refugees worldwide, people who have been forced by war, violence, or natural disaster to flee from their homes.

Raise funds to support the cash assistance program of the United Nations High Commissioner for Refugees (UNHCR). This agency sends regular amounts, electronically, to families who then don't have to undergo dangerous travel to some distant place. The process is secure, and enables the families to spend the funds as they choose and put them into the local economy.

### **Membership**

Members and attenders of GMM and others, including members and attenders of other faith communities.

### **Meeting Frequency**

Monthly, or as needed

### **Duties**

- Organize and complete fundraising activities that support the mission while endeavoring to create a deeper sense of community within Gwynedd Friends Meeting.
- Find as many subcommittee members and volunteers as necessary to accomplish the duties.
- Keep track of the finances and be accountable for their management.

### **Calendar for Refugee Support Subcommittee**

#### **SEPTEMBER**

Hold organizational meetings (also other in months as needed) with other meetings as necessary to create a minimum of two major events per year, other smaller events, and educational opportunities, inviting donations by direct appeal

#### **OCTOBER**

Prepare annual report for presentation to November business meeting

In even-numbered years consider Subcommittee structure and functions for possible changes in the Plan of Organization

#### **NOVEMBER**

Present annual report to business meeting (with Peace and Social Action) In even-numbered years send suggested changes to the Review Subcommittee

## **PEACE CAMP COMMITTEE**

### **Mission**

To create a two or three-week, Peace-oriented summer day camp at Gwynedd Friends Meeting for 6-12 year old children and a Peace Camp for little Ones for 3-5 year old children.

At the Peace Camp at Gwynedd Friends, children can learn to recognise emotions, express them in positive ways, and communicate openly and honestly. The children will be encouraged to understand different perspectives, to celebrate differences, and to form creative peaceful solutions to conflicts - all while having fun in a safe and happy environment.

## **Membership**

Members and attenders of Gwynedd Friends Meeting and others, including Peace Camp teachers, who wish to participate in the work of the Committee

Peace Camp Committee meetings are open to members and attenders of Gwynedd Meeting, unless a sensitive issue is being discussed

## **Meeting Frequency**

Monthly, or as needed

## **Duties**

- Perform all organizational, administrative and promotional tasks needed to provide an annual summer Peace Camp and Peace Camp for Little Ones at Gwynedd Meeting
- Consider the structure and functions of the Peace Camps as written in the Gwynedd Meeting Plan of Organization and recommend changes to the Coordinating Committee's Plan of Organization Review Subcommittee in even-numbered years
- At an appropriate time each year, the Clerk of the Peace Camp Committee and the Peace Camp Directors make plans for staff training in the Child Safety Policy. The Child Safety Policy Implementation and Response Committee can provide guidance if needed
- Hire directors who will:
  1. Hire teachers, and college-age counselors\*
  2. Choose high-school-age counselors-in-training\*
    - \* Peace Camp Committee may assist in recruitment
  3. Relay information between the Peace Camp Committee and Peace Camp Staff
  4. Manage day-to-day operation of Peace Camp and Peace Camp for Little Ones, and inform clerk or surrogate of any issues that arise, in a timely manner
- Have a clerk who will:
  1. Coordinate timely completion of tasks
  2. Act as liaison between the Committee and camp Directors (as representatives of the Peace Camp staff)
  3. Oversee information distribution, registration and payment processing, camper data collection, and communication with parents
  4. Prepare an annual report for presentation at Meeting for Business in September and provide electronic copies to the Clerk of the Meeting, the Recording Clerk and the Assistant Recording Clerk
  5. Handle all records and correspondence for the Committee
- Have a Committee member designated to work with Clerk or Directors to:
  1. Keep an account of finances (with Peace Camp Fund and PCLO Fund reports from Gwynedd Meeting Bookkeeper)
  2. See that all bills are paid
  3. See that payments are made to teachers and counselors
  4. Comply with IRS requirements
- Each March, check whether web page is up-to-date, and prepare any required revisions according to the Guidelines for Updating Gwynedd Meeting Website



## **Calendar for Peace Camp Committee**

### **MARCH**

Clerks Meeting

Committee Clerk to give Clerk of Nominating Committee feedback on the interest and service of members of the Peace Camp Committee

Check web page for any needed revisions

### **JUNE**

Clerks Meeting – to include consideration of our contributions to Quaker organizations Report choice of clerk to Monthly Meeting for Business

### **AUGUST**

Facilitate Peace Camp and Peace Camp for Little Ones

Make contribution to Gwynedd Meeting for use of facilities, supplies and bookkeeper services

Prepare the Annual Report for presentation in September

### **SEPTEMBER**

Clerks Meeting

Present Annual Report to Monthly Meeting for Business. Provide electronic copies to the Clerk of Meeting, the Recording Clerk and the Assistant Recording Clerk

### **OCTOBER**

Welcome new Peace Camp Committee members and returning members

In even-numbered years consider Committee structure and functions for possible changes in the Plan of Organization

### **NOVEMBER**

Clerks Meeting

In even-numbered years send suggested Plan of Organization changes to the Review Subcommittee

## **PROPERTY COMMITTEE**

### **Mission**

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

### **Membership**

Members and attenders of Gwynedd Monthly Meeting

### **Meeting Frequency**

Monthly

### **Duties**

- Have care of all buildings and grounds, including the sports field and the Cottage
- Assist in making the Meetinghouse and Meeting for Worship more accessible to those with disabilities and limitations, such as hearing impaired, mobility impaired or homebound members and attenders
- Help develop standards and protocols for use of meetinghouse during health emergencies such as pandemics

- Participate in developing long term strategic plans for improvements to our buildings and grounds
- Plan, promote, and run a Spring Work Day and a Fall Work Day for Meeting volunteers
- Engage, determine the responsibilities of, and supervise the Meeting Caretaker. Assign a spokesperson for the Meeting and two alternates to handle relations with the Caretaker
- Find tenants to lease the Cottage and have a Meeting Trustee sign a lease with them. Assign a liaison from Property Committee to handle relations with the Cottage residents
- 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 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)
- Oversee the Avalon House and Hilltop subcommittee
- Appoint members of Property Committee to serve as:
  1. Clerks of House Subcommittee and Burial Ground Subcommittee
  2. Members of the Property Hospitality Subcommittee, the Avalon House and Hilltop subcommittee, and the Office Manager Support Subcommittee
- For future reference, maintain a separate tabulated record of:
  1. Maintenance
  2. Repairs
  3. Improvements to the property
  4. The record should include:
    - a. 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
- Each March, check whether Gwynedd Meeting's web page is up-to-date, including Building Use Documents, and prepare any required revisions according to Guidelines for Website Liaisons
- Prepare the Annual Reports including House Subcommittee, Hospitality Subcommittee, Burial Ground subcommittee, and the Avalon House Hilltop Property Subcommittee. Provide electronic copies of the Annual Reports to the Clerk, Recording Clerk and Assistant Recording Clerk of the Meeting prior to April Business Meeting
- Annually, prepare jointly with Stewardship Committee a "Three Year Plan of Capital Projects" and any preliminary developmental budget for projects in the first year
- In even-numbered years consider the structure and functions of the Property Committee and respond to the Coordinating Committee's request for suggested changes to the Plan of Organization

## **AVALON HOUSE AND HILLTOP SUBCOMMITTEE**

### **Membership**

This Subcommittee shall be composed of one representative each from Property Committee and Stewardship Committee, and one or more representatives at large from the Monthly Meeting

### **Duties**

- Responsible for management, maintenance and operation of the Avalon House and the Hilltop grounds, excluding the Property Committee's sports field, and for dealings with occupants of the Avalon House
- The names of the members of the Subcommittee are to be reported to the Monthly Meeting for Business in June
- Engage, contract, and supervise tenants of the Avalon House
- Prepare a semi-annual report to the Property Committee (December & June)
- Using Gwynedd Meeting's bookkeeper, maintain financial control of operations of Hilltop and report Profit & Loss and Balance Sheet quarterly to the Stewardship committee
- If possible turn over an annual amount of \$2500 to Gwynedd Meeting to cover use of its personnel
- Prepare an annual budget including anticipated maintenance and repairs ξ Prepare an annual report to be given to the Clerk of Property Committee in March for presentation at the April Monthly Meeting for Business

## **BURIAL GROUND SUBCOMMITTEE**

### **Duties**

- Keep an up-to-date chart showing burial reservations and burials at Gwynedd Meeting and Penllyn Burial Grounds
- 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 Subcommittee (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

## **HOUSE SUBCOMMITTEE**

### **Membership**

This Subcommittee shall be composed of one representative each from the Property Committee, Gwynedd Friends School Board, Religious Education, and Fellowship and Outreach Committees and additional members from the Meeting community

### **Duties**

- The names of the members of the Subcommittee 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 meeting house annually for use by Inter-Faith Housing Alliance for one month and return to customary condition at the end of use
- Prepare an Annual Report to be presented with the Property Committee Annual Report at the April Monthly Meeting for Business

## **HOSPITALITY SUBCOMMITTEE**

### **Duties**

- The Clerk of this Subcommittee receives the Request and Agreement Form for Use of Meeting Facilities from the Office Manager and helps determine the appropriate cost sharing contribution according to guidelines.
- The Clerk also finds a member of the Subcommittee who will act as Gwynedd Meeting contact person, a liaison between the Meeting and the applicant
- If the Clerk and others on the Subcommittee 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 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 or she pay the Meeting Caretaker to take care of cleaning up and straightening up after the event
- Keep the Building Use Documents up-to-date and send revisions to the Office Manager and the Webmaster
- Prepare an Annual Report to be presented with the Property Committee annual report at the April Meeting for Business

### **Calendar for the Property Committee**

#### **MONTHLY**

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

#### **MARCH**

Clerks Meeting

Committee Clerk to give Clerk of Nominating Committee feedback on the interest and service of members of their own Committee

Organize and announce Spring Work Day in early or mid-April

Check webpage for any needed revisions

**APRIL**

Conduct Spring Work Day in early or mid-April

Present Annual Report of Property Committee and Subcommittees to Monthly Meeting for Business. Provide electronic copies to the Clerk of Meeting, the Recording Clerk and the Assistant Recording Clerk

**JUNE**

Clerks Meeting - to include consideration of our contributions to Quaker organizations Present updated lists of House Subcommittee and Avalon/Hilltop Subcommittee members to Monthly Meeting for Business

**JULY**

Submit preliminary budget request to Clerk of Stewardship by the end of July

**SEPTEMBER**

Clerks Meeting

**OCTOBER**

Present "Three Year Plan Of Capital Projects" with Stewardship Committee to Monthly Meeting for Business

Organize and announce Fall Work Day held in early or mid-November

In even-numbered years consider Committee structures and functions for possible changes in the Plan of Organization

**NOVEMBER**

Clerks Meeting

In even-numbered years send suggested Plan of Organization changes to the Review Subcommittee

Conduct Fall Work Day in early or mid-November

**RELIGIOUS EDUCATION COMMITTEE****Mission**

The goal of the Religious Education Committee is to foster the Divine Spark, the Inward Light, through educational programs for all ages. The curriculum shall be vital for the times in which we live, well grounded for our many needs, and appropriate for each age group.

**Membership**

Open to Gwynedd members and attenders

**Meeting Frequency**

The Committee meets second Sunday of the month beginning at 8:30 AM. Meeting time and place may vary by season and committee preference.

**Committee Roles**

Clerk or co-clerks

Recording clerk (s)

Youth Program Coordinator (YPC)

Support for Child Care givers

Adult First Day organization, oversight, support

House Subcommittee representative

Webmaster liaison

**Duties**

- Hire, and provide ongoing oversight, for Religious Education Committee employees: Youth Program Coordinator and Child Care Givers. Support and oversee Youth Program Coordinator's role in developing Children's Programs, which should include Quaker themes, principles and worship. Provide periodic review and evaluation of these employees
- Support intergenerational FDS programs that may be held jointly with other committees or groups
- Assist the YPC in the choice of books that children receive in June at specific grade intervals
- Assist with the children's Religious Education library as needed and in consultation with the YPC

**Clerk**

- Participate in Clerks Meetings
- Report as needed to Meeting for Business
- Monitor, approve and submit committee expenses, and provide annual budget report to Clerk of Stewardship
- With the Committee, prepare annual report
- Consider the structure and functions of the Religious Education Committee; submit recommended changes to the RE section of the Plan of Organization
- Meet statutory requirements for child safety policies

**Recording Clerk**

- Consult Fellowship and Outreach Committee to advertise First Day events as needed

**Adult First Day Support**

- Scheduling: Arrange and schedule Adult FDS programs which may include:
- Contacting meeting member/attender and other committees
- Contacting PYM and possibly other Quaker bodies
- Contacting outside speakers to arrange for their requirements
- Providing information about programs to the newsletter, web-site and rise-of-meeting oral announcements
- Piano accompanists: ensure schedule and roster of FDS musicians
- Host FDS opening exercises; responsibilities include:
  1. Choice of hymns (with pianist and presenter)
  2. Birthday and anniversary recognition
  3. Introduction of speakers
  4. Timekeeping
  5. When needed, set up LED projector and computer connection

**Child Caregiver support**

- Periodically consult with child care providers about any problems or needs
- Create a list of qualified volunteers to fill in if needed during the year

**House Subcommittee representative**

- Act as liaison between Religious Education and the House Subcommittee

### **gwyneddmeeting.org liaison**

- Contact webmaster (and office manager) regarding publicity for special events committee's need for special event banners

### **Youth Program Coordinator**

- Plan and oversee all aspects of the children's and youth programs, including worship, trips, service projects, intergenerational activities and special events
- Recruit, coordinate, train and support teachers for FDS. Maintain accurate list of all teachers and substitutes. Coordinate child care providers, paid and/or volunteer
- Plan children's FDS curriculum with RE Committee consultation; evaluate the curriculum and teaching annually
- Organize, purchase as needed, and oversee materials and supplies for FDS program  
Oversee FDS library and archived curricular materials. Handle all associated finances, maintaining appropriate records
- Assist the RE Committee in a September welcome-back event, any Christmas and Easter activities, and a year-end event. Ensure that books or other presentation gifts are purchased for the year-end event
- Welcome all families throughout the year with special attention to newcomers. Ensure that an accurate list is maintained of all FDS children/youth and their families
- Communicate regularly with families of FDS children/youth in appropriate ways such as emails, handouts, or visits/meetings
- Communicate with Gwynedd Meeting members as well as Quarterly and Yearly Meetings. Invite questions, participation, suggestions from any who are interested. Ensure that information about Quarterly and Yearly Meeting programs is shared with children/youth and their families in a timely manner
- Implement Gwynedd Meeting's Child Safety Policy & Practices; comply with Pennsylvania state requirements for child safety
- Report annually to the Meeting for Business on major aspects of children and youth programs including goals, curriculum, special activities, and census of participants

### **Child Caregivers**

- Welcome and coordinate volunteers who may help
- Supervise activities during Adult FDS (10:45 – 12 noon)
- Supervise children under age 3 during Meeting for Worship

## **WALES EXCHANGE SUBCOMMITTEE**

### **Mission**

To nurture our ongoing relationship between the youth of Gwynedd Friends Meeting and North Wales and Chester Meetings in the UK, a relationship established in 1988.

Encourage a cultural exchange and further understanding of our Quaker roots and relationships. Facilitate a three-to-four-year cycle of fundraising, hosting, and travel for young Friends between Gwynedd Meeting and North Wales and Chester Meetings in the UK

### **Membership**

Includes all of the families and young people involved in the exchange both in the U.S and traveling to the UK.

Usually, at least one adult who was involved in a previous exchange may act as the convener(s) of the subcommittee and may advise as needed.

At least one adult per young person must be involved in the planning and execution of events surrounding the exchange

### **Duties**

Raise funds covering cost of all U.S. activities and portions of overseas travel through community building functions (e.g. spaghetti dinner, AFSC sales, etc.).

- Develop and share Standard of Behavior Agreement with all participants
- Develop and execute plan for UK participants visit to the U.S.
- Specific schedule of activities for visitors from the UK to include visits to QUNO, other Quaker Meetings, relevant historic and cultural activities, as well as social and team building opportunities. Encourage fun and down time
- Specific travel arrangements (accommodations, transportation, activities, etc.)
- Coordinate chaperones
- Coordinate host families

Develop and execute plan for Gwynedd Friends young people traveling to the UK.

- Frequent contact with UK adults to coordinate schedules and activities
- Share important traveler information (biographies, health issues, allergies, medications, contact information, etc.)
- Maintain an ongoing relationship with the Meeting
- Present at Adult FDS after each travel year, both to and from the UK
- Encourage young people to attend Meeting for Worship on an ongoing basis
- Report a schedule update annually, aligned with RE Annual Report
- Create a financial summary after each completed cycle
- Keep Religious Education committee apprised of ongoing activities and schedules so that they may support the exchange program

### **Calendar for Religious Education Committee**

#### **MARCH**

Clerks Meeting

Committee Clerk(s) gives Nominating Committee feedback about committee members and needs

#### **APRIL**

Choose Committee clerk(s) if necessary

#### **MAY**

With the YPC, plan the closing program for children's FDS including books to present

#### **JUNE**

Clerks Meeting: to include consideration of our contributions to Quaker organizations  
Committee may decide where the birthday can monies will be contributed.

Clerk presents Annual Report to Meeting for Business. Provide electronic copy to the Clerk of Meeting, Recording Clerk and Assistant Recording Clerk.

Present RE clerk(s) for the following year

Youth Program Coordinator presents report to Meeting for Business. Report may include list of FDS teachers and children involved in the First Day program. Provide electronic copy to the Clerk of Meeting, Recording Clerk and Assistant Recording Clerk.



**JULY**

Submit preliminary budget request to Clerk of Stewardship by the end of July

**AUGUST**

Check web page for any needed revisions; choose coordinators for year

**SEPTEMBER**

Hold opening FDS program

Clerks Meeting

**OCTOBER**

Consider relationship to other committees and meeting goals, if appropriate In even-numbered years consider Committee structure and functions for possible changes in the Plan of Organization

**NOVEMBER**

Clerks Meeting

In even-numbered years send suggested changes to the Review Subcommittee

**DECEMBER**

First Day Christmas program

**STEWARDSHIP COMMITTEE****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 and attenders of Gwynedd Meeting

Stewardship Committee members shall include the Treasurer of the Meeting, Assistant Treasurer and the Presidents of Gwynedd Fiduciary and Trustees as Ex-Officio members. Ex-Officio members shall take part in the decisions for which the Stewardship Committee is responsible, but shall not be personally liable for acts or omissions of the Stewardship Committee by virtue of their attendance at such meetings.

**Meeting Frequency**

Quarterly

**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
- Submit a proposed budget to Monthly Meeting for Business for approval, using the following process:
  1. Prepare a draft budget and submit it to Monthly Meeting for Business in August
  2. Optionally, modify the draft budget and submit it to Monthly Meeting for Business in September

3. If issues arise after presentation of the budget 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
4. Prepare and submit for approval a final proposed budget to October Monthly Meeting for Business
  - Develop and carry out follow-up procedures and schedules to keep members informed of the financial state of the Meeting and to request contributions as needed
  - Annually review a “Three Year Plan of Capital Projects” prepared by Property Committee and any preliminary developmental budget for projects in the current year, and, with Property Committee, submit these plans to October Monthly Meeting for Business
  - From time to time, the Meeting may wish to request funds from Gwynedd Fiduciary for a special need. Stewardship will review Meeting requests for Gwynedd Fiduciary funds and will advise Monthly Meeting for Business regarding the request.

#### Bequests

- Consider bequests made to the Meeting and held by the Gwynedd Fiduciary Corporation (GFC)
  - If use of the bequest is not mandated by the donor, recommend to GFC uses for the gifts with consideration for those who made the bequests
- 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
- Consider the possible merging and reallocation of bequest funds and make recommendations to Gwynedd Fiduciary Corporation

#### Reviews

- When determined by Stewardship Committee at its October meeting, 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
- Recommend to Monthly Meeting for Business changes in Banks holding Meeting accounts or changes in signature authorities. The Clerk, Treasurer, and Assistant Treasurer shall have signature authority

#### Other Duties

- Clerk attends Clerks Meetings
- Representative serves on the Office manager Support Committee
- Each March, check whether web page is up-to-date, and prepare any required revisions according to Guidelines for Updating Gwynedd Meeting Website
- Annually consider the structure and functions of the Committee, responsibilities, and ability to meet the needs of the Meeting

## **Calendar for the Stewardship Committee**

### **JANUARY**

Stewardship Committee meeting

Present Annual Report to Monthly Meeting for Business. Provide electronic copies to the Clerk of Meeting, the Recording Clerk, and the Assistant Recording Clerk

If requested by the Stewardship Committee in October, report to Monthly Meeting for Business on review of Meeting Treasurer's books

### **MARCH**

Clerks Meeting

Committee Clerk to give Clerk of Nominating Committee feedback on the interest and service of members on its own Committee

Check webpage for any needed revisions

### **APRIL**

Stewardship Committee meeting

### **JUNE**

Clerks Meeting to include consideration of our contributions to Quaker organizations

Announce clerk to Monthly Meeting for Business

### **JULY**

Stewardship Committee meeting

Preliminary budget requests due to Stewardship by the end of July

### **AUGUST**

Submit draft budget to Monthly Meeting for Business

### **SEPTEMBER**

Clerks Meeting

Optionally, if necessary revise and submit the draft budget to Monthly Meeting for Business

Consider presenting a threshing session on whether the draft budget reflects the interests, concerns and spiritual leadings of members of the Meeting

### **OCTOBER**

Stewardship Committee meeting

Submit for approval the recommended budget for the current Fiscal Year (October 1 to September 30) to the Monthly Meeting for Business

Present a 3-year Plan of Capital Projects, with Property Committee, to Monthly Meeting for Business

Consider whether to request a review of the Treasurer's books and Payroll Service

In even-numbered years consider Committee structure and functions for possible changes in the Plan of Organization

### **NOVEMBER**

Clerks Meeting

In even-numbered years, send suggested changes to the Plan of Organization to the Review Sub committee

# **SUSTAINABILITY COMMITTEE**

## **Mission**

We work to integrate the beliefs and practices of Gwynedd Monthly Meeting of the Religious Society of Friends and our surrounding community with the truth that the entire world is interconnected and is a manifestation of God.

God's creation is to be respected, protected, and held in reverence in its own right, and our human aspirations for peace and justice depend on restoring and maintaining the Earth's ecological integrity.

## **Membership**

Members of the Sustainability Committee are appointed by Nominating Committee

## **Meeting frequency**

Monthly

## **Duties**

- Inform and educate our entire Meeting community as well as the wider community about the current threats to our environmental health, and specific actions we can take as individuals, committees, and as a faith community to address our environmental concerns and to live in a more sustainable manner.
- Lead Gwynedd Meeting in learning and implementing ways to reduce our ecological footprints, reduce global warming, green our environment, and eat sustainably, while growing in community with each other.
- Help ensure that our grounds and buildings and their use reflect our eco-spiritual values.
- Share our personal and collective journeys as we work towards restoring and maintaining the ecological integrity of God's creation.

## **Calendar for Sustainability Committee**

### **MONTHLY: JANUARY - DECEMBER**

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

### **MARCH**

Clerk attends Clerks Meeting

Replace Water Filter Cartridge in the kitchen, if needed.

Check webpage for any needed revisions according to the Guidelines for Updating Gwynedd Website.

### **MAY**

Present Annual Report to Monthly Meeting for Business. Provide electronic copies to the Clerk, Assistant Clerk, Recording Clerk and Assistant Recording Clerk.

### **JUNE**

Clerk attends Clerks Meeting

### **JULY**

Submit preliminary budget request to Clerk of Stewardship by the end of July

Clerk attends Clerks Meeting

### **OCTOBER**

In even-numbered years consider Committee structure and functions for possible changes in the Plan of Organization

## **NOVEMBER**

In even-numbered years send suggested changes to the Review Subcommittee.

Clerk attends Clerks Meeting

## **WORSHIP AND MINISTRY COMMITTEE**

### **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, 1<sup>st</sup> Thursdays

Joint meetings with other committees as needed

### **Duties**

- Oversee the regular Meetings for Worship.
- Provide for special Meetings for Worship as need arises.
- Facilitate the formation of a Committee of Care for the Clerk of the Meeting.
- Eldering: Members of W&M, after prayerful consideration by the Committee as a whole, will offer encouragement and guidance to those with promising spiritual gifts, or those who are timid or young in the ministry. We will also offer loving guidance to help the Meeting overcome occasional inappropriate conduct or ministry and deal firmly with repeated behavior disruptive of corporate worship or business. We are led to help to raise any individual's awareness of any such behavior and guide him or 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.
- Be sure to make packets available to greeters as needed.
- Oversee the Subcommittee to Greet or Usher at the entrance to Meeting each First Day morning, who will:
  1. Welcome Meeting members and attenders.
  2. Assist in seating, as needed.
- Present FDS programs when led.
- Initiate occasional study courses, quiet days or retreats.
- Receive regular updates from Gathering Garden on program initiatives.
- 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), Christmas Eve (detailed procedures for service is in the Clerk's file) and Christmas.
- Oversee the Subcommittee for Assistance in the Event of Death and appoint this special Subcommittee each May (jointly represented by W&M and C&C).
- Oversee other spiritual or devotional programs that arise in the Meeting.
- Tend to the process of Meeting for Worship with a Concern for Business by providing a prayerful presence and by holding the business of the Meeting in the light.
- Actively support Religious Education Committee's mission by having a representative from Worship and Ministry Committee meet periodically with the Youth Program Coordinator.
- Appoint a representative to Wissahickon Faith Community Association for a three-year term. Report as needed.
- Notify Office Manager of first Thursday 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 one breakfast 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.
- Each March, check whether page is up-to-date, and prepare any required revisions according to the Guidelines for Updating Gwynedd Website.
- Prepare Annual Report.

#### **Clerk's Duties**

- Prepares and presents Annual Report to Monthly Meeting for Business and send to Philadelphia Yearly Meeting Committee of Worship and Ministry. Provides electronic copies to the Clerk of Meeting and the Newsletter Editor.
- Serves on the Coordinating Committee and its Plan of Organization Review Subcommittee.
- Attends Clerks Meetings.
- Annually evaluates structure and functions of the Committee with regard to responsibilities and serving the needs of the Meeting.
- Is responsible for the budget and for submitting the annual request to Stewardship.
- Follow the Policies & Procedures 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.
- Provide representation to the Pastoral Care Subcommittee of Care and Counsel

#### **Calendar for Worship and Ministry**

##### **JANUARY**

Clerk to participate in the Plan of Organization Review Subcommittee

## **FEBRUARY**

Submit Annual Report to Monthly Meeting for Business. Provide electronic copies to the Clerk of Meeting and the Newsletter Editor

## **MARCH**

Clerks Meeting

Committee Clerk to give Clerk of Nominating Committee feedback on the interest and service of members of their Committee

Check webpage for any needed revisions

## **MAY**

Appoint special Subcommittee for Assistance in the Event of Death for oversight of funeral or memorial service

## **JUNE**

Clerks Meeting

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

## **JULY**

Submit preliminary budget request to Clerk of Stewardship by the end of July

## **SUMMER**

Prepare one breakfast for members and attenders during the summer

## **SEPTEMBER**

Clerks Meeting – to include consideration of our contributions to Quaker organizations

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

## **OCTOBER**

In even-numbered years, consider Committee structure and functions for possible changes in the Plan of Organization.

## **NOVEMBER**

In even-numbered years send suggested changes to the Review Subcommittee.

Clerks Meeting

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's Plan of Organization Review Subcommittee by January MMB

## **GATHERING GARDEN SUBCOMMITTEE**

### **Center for Spiritual Life**

#### **Mission**

We are individuals committed to making many different avenues of spiritual exploration and growth available in an interfaith setting. There is a deep spiritual hunger existing in people. We hope to address and feed some of that hunger and to help people find their way in a non judgmental and loving atmosphere. We offer a variety of opportunities for exploration and learning for Meeting members, attenders and the general adult public. Programs generally offered are: nine-month Small Group Spiritual Direction (October – May), Winter Silent Retreat, Spiritual Literature Book Discussion Group, Yoga Classes, Ecology Classes, Lectures, Spiritual Workshops, Meditation Group, Lectio Divina Group, and Individual Spiritual Direction.

## **Membership**

Members and attenders of Gwynedd Friends Meeting and others, including members and attenders of other meetings and practices, who wish to participate in the work of the Subcommittee.

Gathering Garden Subcommittee Meetings are open to anyone with an interest.

## **Meeting Frequency**

Four to five times a year, or as needed.

## **Duties**

- Perform all organizational, administrative, and promotional tasks needed to provide adult spiritual formation and education at Gwynedd Meeting.
- Find new members to serve on the subcommittee.
- Work in conjunction with the Religious Education Committee for First Day School programs developed by the Gathering Garden.
- Maintain email address database for announcing programs to the general public.
- Have a clerk who will:
  1. Call meetings and see that minutes are prepared and filed
  2. Coordinate timely completion of tasks
  3. Act as liaison between Worship and Ministry Committee and the Subcommittee
  4. Oversee program calendar preparation
  5. Prepare the Annual Report in January for inclusion in the Worship and Ministry Annual Report at the Meeting for Business in February
  6. Handle all records for the Subcommittee
  7. Keep an account of finances

## **Calendar for the Gathering Garden Subcommittee**

### **JANUARY**

Prepare Spring calendar of events for the Newsletter, the website, and email registration

Prepare Annual Report for Worship and Ministry to include with their report

### **FEBRUARY**

Email a copy of the Annual Report to the Newsletter Editor

### **JUNE**

Report choice of Clerk to Monthly Meeting for Business

### **AUGUST**

Make contribution to the Meeting for use of facilities, supplies and bookkeeper services

Prepare Fall calendar for the Newsletter, website and email registration

### **DECEMBER**

Give the recommended changes in the structure and functions of the Gathering Garden Subcommittee to the 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 Subcommittee and the 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 Subcommittee will or can be in charge of the funeral or memorial service.

### **Membership**

The Worship & Ministry Committee has chosen a person to contact in the event of death. This person also relies on this special Subcommittee, drawn primarily from members of Worship and Ministry and Care and Counsel, to call upon for assistance or to act in place of the currently designated person. It is customary that members of this special Subcommittee be appointed by W&M and to be members of the Religious Society of Friends.

### **Meeting frequency**

As needed

### **Duties**

- Call upon the bereaved when death has occurred to extend sympathy and to assist, if needed, with the formulation of plans for the funeral or memorial service to be held at Gwynedd;
- Discuss clearing with the Office Manager the date and hour of any service to be held in the Meetinghouse before plans are made with the undertaker or information is sent to newspapers
- Have the bereaved fill out and sign Gwynedd's Request and Agreement Form as well as the Hold Harmless Agreement, when appropriate, obtained from the Office Manager. Also, refer the bereaved to the guidelines in the Use of Gwynedd Meeting Facilities
- Arrange for the necessary assistance, inside and outside the Meetinghouse, to welcome the bereaved family and friends. Act as ushers inside and outside with directions where to park, the appropriate door to enter, where to sit, to sign the visitor's book (provided by the Funeral Director), etc.
- In helping to plan for the service at Gwynedd:
- Consider the preferences of the family for Bible readings, music, etc.
- Discuss and help the bereaved to choose suitable Friends to sit at the head of Meeting for Worship and on the facing benches
- Decide whether they want a designated person to describe the nature of the occasion and to assure those present that they are free to speak if led by the Spirit to do so;
- Discuss the customary practice of reserving the first two or three benches next to the inner wall for the family and mark the benches reserved card in the table drawer
- Discuss with the bereaved whether they want to have refreshments at the Meetinghouse after the Memorial service. It is customary for them to take responsibility for catering arrangements and cleanup, including bagging and tying all trash to be put in the dumpster by the playground. Also, refer them to building use guidelines posted in the kitchen. Provide names of two caterers are available for them to contact directly
- Remind the bereaved that Notices of the service should mention whether, in lieu of flowers, donations are to be made to a specific organization. If flowers are to be delivered to the Meetinghouse, ask that they be placed inside the foyer next to the community room
- Notify the Meeting Community of the date and hour of the service
- On the day of the Service, ask the Caretaker to open the Meetinghouse early, to arrange to have chairs in the FDS facing the Worship room, to raise the partition, and to turn on heat or AC as needed
- If there is a burial plot at Gwynedd to be located, refer the bereaved to the Property Committee contact

- If financial help is needed with cremation, let the family know that funds are available through the Jeanes Fund of PYM

## **ASSOCIATED CORPORATIONS**

### **GWYNEDD FIDUCIARY CORPORATION**

#### **Mission Statement:**

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

Gwynedd Fiduciary Corporation (GFC) strives to provide a stream of income to GMM equal to 3% of principal while maintaining the purchasing power of endowed funds over time. All disbursements will be made according to the twin objectives of supporting the activities of GMM and its members while preserving the corporal integrity of GMM as a place of Quaker worship in perpetuity.

#### **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, and Secretary/Treasurer

**Meeting frequency:** As needed

#### **Duties**

- Take, hold, and invest non-operating, endowed financial assets of the Meeting
- Keep accurate records and remit income and principal to Gwynedd Monthly Meeting in accordance with the 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 the Burial Ground Fund
- Engage an independent review of the financial statements each fiscal year
- Provide an annual report for the previous fiscal year at February's Monthly Meeting for Business
- Consider and respond to special and grant requests for fund disbursement
- Receive bequests and request a minute of acceptance from the Monthly Meeting for Business
- Consult with the Stewardship Committee about special requests for funds disbursement as well as the use of the bequests
- Report disposition of bequests to Monthly Meeting for Business
- Disburse funds for the Monthly Meeting Operating Budget in accordance with fund covenants and available endowment income
- Annually consider the structure and functions of GFC and recommend changes to the Plan of Organization to Coordinating Committee

**Procedure for making a special request for disbursement from the principal of endowed funds:**

The Clerk of GMM or Standing and Ad Hoc Committee Clerks of GMM may introduce a minute to a Gwynedd Monthly Meeting for Business (GMMB) to access the principal of our endowed funds. Such a minute needs to be approved by two GMMBs. If approved by GMMB, the minute will be delivered to the officers of GFC for further seasoning and final approval. Once granted, disbursement will be made in a timely manner.

**Procedure for requesting a grant by a member or attender:**

While preserving the corporal integrity of Gwynedd Monthly Meeting (GMM) as a place of Quaker Worship, a second objective of Gwynedd Fiduciary Corporation (GFC) is to support the good works (i.e. projects and activities) of members of our community. To that end, GFC will consider providing funding for...

- Events for the GMM community (e.g. an event or retreat involving a paid speaker, organizer and/or related expenses).
- Projects of the members of the GMM community (e.g. fundraising for Syrian Refugees, support for Inter-faith Housing Alliance work, AFSC flea market support). Priority is given to Quaker related projects involving our entire community.
- Members who want to do volunteer work outside the GMM community and need financial help to do so. Priority is given for activity related to Quaker organizations (e.g. providing translation services during Friends World Conference).

**Notes:**

- Requests must receive prior approval from GFC;
- All requests are subject to availability of funds; and,
- Matching grants to non-Quaker non-profits also need the prior approval of GMM, as well as GFC.
- Complete and submit the GFC request for funding form, available on the website, to the President of GFC.

**Calendar for Gwynedd Fiduciary Corporation (fiscal year Oct. 1 to Sept 30)**

**OCTOBER**

Disperse one-half the funds for the Monthly Meeting operating budget. Inform Care & Counsel of available funding for the fiscal year from relevant restricted funds.

In even-numbered years, consider the structure and functions of GFC for possible changes in the Plan of Organization.

**NOVEMBER**

In even-numbered years, send any changes to the PoO to the Review Committee.

**DECEMBER**

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

**FEBRUARY**

Present Annual Report to Monthly Meeting for Business.

**MARCH**

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

**APRIL**

Disburse one-half the funds for the Monthly Meeting operating budget

## **INCORPORATED TRUSTEES**

### **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 September Monthly Meeting for Business for three years of service beginning October 1. Service for any member of Incorporated Trustees is limited to three successive terms (or nine years)

### **Officers**

President, Vice President, and Secretary

### **Meeting frequency**

As needed

### **Duties**

- Take and hold all real and personal properties of the Gwynedd Monthly Meeting
- Maintain a file of pertinent records in the Office
- Consider recommendations by Monthly Meeting for Business
- Attend the Stewardship Committee meetings when possible
- Present Annual Report to February Monthly Meeting for Business
- Acquisition, usage and disposition of Incorporated Trustee's assets
- Nominate two directors to the Gwynedd Fiduciary Corporation. These nominees are to be brought in November, they do not occur in the same year.

### **Calendar for incorporated trustees**

#### **FEBRUARY**

Provide electronic copy of Annual Report to Clerk of Meeting, Recording Clerk and Asst. RC

#### **MARCH**

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

#### **OCTOBER**

In even numbered years, consider the structure and functions of Incorporated Trustees as described in the Plan of Organization for possible changes

#### **NOVEMBER**

Nominate two directors to the Gwynedd Fiduciary Corporation. These nominees are to be brought in November, they do not occur in the same year.

In even numbered years, send suggested revision to the Plan of Organization Review subcommittee

## **GWYNEDD FRIENDS SCHOOL**

### **Mission:**

Rooted in Quaker values, Gwynedd Friends School unites play with academics in an environment that inspires respect, reflection, and confidence in young children.

**Board of Trustees:**

According to the By-laws of the School, the Board appoints new Trustees for terms of 3 years, which can be renewed two times. Trustees who are parents of current students are given the option of serving three one-year terms. Terms are staggered and service begins in September. A majority of Trustees must be members of the Religious Society of Friends.

**Officers:** President, Vice-President, Secretary, Treasurer

**Meeting frequency:**

As necessary, generally nine times per year

**Duties:**

- Promotion of the school
- Fiduciary oversight over the school
- Coordination of activities and spiritual life with Gwynedd Friends Meeting
- Strategic planning for the school
- Appointment of the Head of School

**Calendar for Gwynedd Friends School**

**OCTOBER**

In even-numbered years consider Committee structure and functions for possible changes in the Plan of Organization

**NOVEMBER**

Clerks Meeting

In even-numbered years send suggested Plan of Organization changes to the Review Subcommittee

Annual report shall be presented to Monthly Meeting for Business in November.

**OFFICE PERSONNEL**

**OFFICE MANAGER**

**Duties**

**Communicating**

- Distribute the newsletter and announcements by email
- Check and respond to email messages
- Answer telephone calls to the Meeting, respond to phone messages, and keep the answering machine message current
- Serve as liaison to the Property Committee for the cleaning-service staff, making sure that event dates, times, and areas needed are known by the cleaning staff
- Provide assistance to those contacting the Meeting for material help, as guided by the Monthly Meeting

**Scheduling**

- Maintain a Meeting activities calendar on the office PC, for planning purposes
- Keep website calendar up to date to reflect the office PC calendar.
- Monitor zoom calendar so that important events can be included in calendar that is distributed with Eblasts and Newsletters.

- Maintain a corkboard Calendar on the office wall, with the current and next month's events and building use marked
- Create a PC-printed schedule for the upcoming week and place it in the Adult First Day School room
- Serve as the contact for those wishing to use the Meeting buildings or its grounds, following the guidelines in the documents called GFM Policies and Procedures and Contact Person Guidelines for Assisting with the Use of Gwynedd Meeting Facilities
- Keep a file of the original signed Request and Agreement and Hold Harmless forms to be available to Contact Persons and others
- Check that cost-sharing contributions and security deposits were received as requested.
- Record the amount of the Security Deposit returned with the date
- Coordinate with the Property Committee, event contact person, and/or the Caretaker regarding coverage and opening of the building for some events

### **Maintaining Office and Equipment**

- Maintain the office PC and printer. Install new or upgraded software, keep anti-virus software up-to-date, and solve hardware and software problems, getting assistance when necessary
- Distribute U.S. mail to Gwynedd committees and officers, and to the Preschool
- Check the wooden contribution box in the Meeting for Worship room.
- Check the Visitor Log in the Meeting for Worship room and record names and email addresses of those who signed up to receive the newsletter
- Stock the shelves with janitorial supplies
- Also, see the tasks listed under 'Each working day' and 'Weekly'

### **Maintaining Stock of Documents & Supplies**

- Purchase and maintain the stock of the following items:
- Letterhead paper and envelopes
- Acid-free paper for records that will be archived
- PC-related supplies, mailing labels, and other office supplies
- Preschool and janitorial supplies (paper towels, toilet paper, trash liners, liquid soap, dishwasher soap)

### **Storing and Archiving Information**

- Maintain a digital file of the approved minutes of the MMB
- Store a copy of the minutes from each Meeting for Business in the office filing cabinet on acid-free paper and arrange for their archival storage at Swarthmore every three years
- Maintain the following files on the office computer:
  1. Excel file containing contact information for Gwynedd members attenders, and visitors, called "MAV Information"
  2. Names of others requesting Gwynedd newsletters
  3. Names of Gwynedd Meeting's committee members and officers created by the Nominating Committee
  4. Gwynedd Meeting's Property Committee inventory
  5. Keep on file current and past copies of: Gwynedd Newsletter; Meeting Directory; Plan of Organization and, Minutes of Monthly Meeting for Business with all attachments

### **Producing the Monthly Newsletter**

- Tasks related to production of the monthly newsletter:
  1. Create the monthly calendar
  2. Report all changes in contact information for members and attenders
  3. Format and edit the newsletter as received in draft form from Newsletter editor
  4. Print the newsletter
  5. Email newsletter to all persons with email addresses and include the link to Google Drive that contains the approved minutes and reports
  6. Email approved minutes and reports to those with low vision and have special computer software. Such software is unable to interact with Google Drive.
  7. Update and print labels for newsletter recipients without email
  8. Mail printed copies of the newsletter, also hand-deliver to Foulkeways

### **Producing the Quarterly Directory**

- In January, April, July, and October, using the file “MAV Information” as the data source and Microsoft Word’s “Directory” template, create, edit, and format a new Members and Attenders Directory. Then, convert the Word file to a PDF file, which serves as the final version of the new Directory.
- Distribute the Directory via email in PDF format to Gwynedd members and attenders, and produce a small number of paper copies to have on hand.

### **Calendar for the Office Manager**

#### **EACH WORKING DAY**

- Distribute U.S. mail to Meeting and Preschool recipients
- Check and respond to phone and email messages
- As needed: Update MAV Information (file of information for members, attenders, and visitors)

#### **WEEKLY**

- Update bulletin boards
- Check wooden contribution box in the Meeting for Worship room (West Room)
- Check Visitor Log in the Meeting for Worship room and record names and email addresses of those who signed up to receive the newsletter
- Update the Meeting usage calendar
- Pick-up clutter
  - Create a paper calendar for the upcoming week and place it in the Adult First Day School room
- Collect announcements from the Gwynedd community and send out one to two formatted email messages to the Meeting’s email list, listing those announcements. (Note: there are some weeks, particularly in summer, when no messages will need to be sent.)
- Do a ‘walk around’ of the Meetinghouse, checking for cleaning or janitorial issues, unlocked doors or open windows, lights left on, and other anomalies

#### **MONTHLY**

- Update the office corkboard (a two-month calendar)

- Create the following documents for use in distributing the next month's newsletter: Labels for postal mailing, Labels for Foulkeways delivery, Newsletter emails list; and, for Meeting-wide email messages, All emails list
- Prepare calendar to appear in the next monthly newsletter
- Produce the final version of the monthly newsletter (email and print versions) and have photocopies made of print version
- Distribute newsletter by email, postal mail, and delivery to Foulkeways
- Send MAV Information by email to Philadelphia Yearly Meeting's Database Coordinator – for backup and to update PYM with current information about Gwynedd members and attenders

#### **QUARTERLY**

- Produce an updated Meeting Directory and distribute it by email. Make a small number of printed copies.
- Send a list of those visitors added since the last publication in MAV information to the Clerk(s) of Care & Counsel.
- Meet with the Office Manager Support committee

#### **YEARLY**

- Every three years, send archival materials to Swarthmore
- Every January contact all vendors and request updated W-9
- Keep track of Certificate of Insurance expiration dates for all vendors and request renewals

## **CONTACT INFORMATION DATA BASE**

### **(Members, Attenders and Visitors, Called MAV Information)**

#### **Contents & Function**

- MAV Information is an Excel file maintained by the Office Manager, assisted by the Care & Counsel Committee (C&C). C&C will notify the Office Manager when a visitor's status is changed to attender, thus indicating they should also be added to the directory.
- MAV contains the contact information for Gwynedd Meeting members, sojourners (who are members of other meetings but attend Gwynedd), attenders, and visitors.
- MAV Information is the master document for contact information at Gwynedd Meeting. All new contact information is entered here first. Other data generated from MAV Information will thus be current and consistent. It is used, for example, as the data source for the Gwynedd Meeting Directory when a new Directory is generated in January, April, July, and October. It is also used by Stewardship and other committees to access the most up-to-date contact information.

#### **MAV Information files**

- Contains the following data fields: Full Name, Street1, Street2, City State, Zip, Phone1, Phone2, Email1, Email2, EB (Eblast) X if yes, NL (Newsletter) X if yes by email/P if they get a paper copy, Dir (Directory) Y or N, FW (Foulkeways) X if yes, Status (member/attender, etc), Comments, Children, Date of last update.



- Lists children and young adults with their parent(s) until each establishes a separate household. (Young people often have many residences during their post-high-school years. Each is listed with the parent until we are notified of a separate household. This would be, for example, after marriage or establishment in a different geographic area)
- Uses the following status choices:
  1. Member
  2. Inactive Member, a designation decided by C&C
  3. Attender, a designation made by C&C upon regular attendance
  4. Sojourner, for Quakers who are members of other meetings
  5. Visitor, to be used for new entries but not included in the Directory

### **Procedures for Maintaining MAV Information**

#### **Duties of the Office Manager**

- Update MAV with any changes in contact information obtained from the individuals directly, forwarded by C&C, etc.
- Keep a running list of changes made between the publications of Directories, which is made available to committees upon request
- Update membership information as reported in Monthly Meeting for Business (MMB) such as changes in membership, births, adoptions, deaths, marriages, or other changes in contact information
- Add births and adoptions when reported by the Recorder to MMB, including denoting whether the new person is a member or attender
- Remove the deceased member or attender from the database when the Recorder reports a death at MMB
- When MMB approves new members, change their status in the database • Ensure that when marriages are reported by Care & Counsel at MMB, they are reflected in MAV Information by, for example, addition of the spouse and/or children with the member or attender designation, update of the name, address, phone, email, etc.
- The Office Manager adds information on visitors, new individuals, and families to MAV Information in the following manner:
  1. Receives information of new people who are visitors from the visitor's book or from some other communication
  2. Identifies these individuals in MAV Information as Visitors who are not included in the Directory. Additional contact information is sometimes available from visitor sign-in sheets kept in the office files
  3. Sends the list of visitors to C&C for consideration of possible attender status, in advance of the quarterly publication of the Directory
  4. Once informed by C&C of a change in status from Visitor to Attender, changes the status and includes the new information in the Directory
  5. Sends a copy of the updated MAV Information to PYM's Database Coordinator on a monthly basis for archival storage

#### **Office Manager's Tasks in Generating the Directory**

- Announces the coming Directory update in the December, March, June, and September Newsletters, and provides announcements to be read after Meeting for Worship about one month prior to generating the Directory. The announcements request that members and attenders inform the Office Manager of any recent changes in contact information.

This includes asking parents of adult children to provide contact information for family members who have established a separate household

- Lists couples residing together with different surnames twice, once under each surname
- Publishes the updated directory quarterly, in January, April, July, and October and sends it by email wherever possible
- Prints a limited number of copies to save cost and paper, and makes them available in the office for those who wish to have one
- Publishes updates to MAV Information in the monthly Newsletter in-between the quarterly Directory.

## **BOOKKEEPER**

### **Mission**

Responsible for the day-to-day financial operations of Gwynedd Meeting, including general operations, special funds activity, and Hilltop at Avalon property

Gwynedd no longer directly hires its bookkeeper. The Treasurer contracts with a company providing business personnel services who proposes someone knowledgeable about financial operations and skilled in the use of QuickBooks for the Treasurer's acceptance. This person works under the supervision of the Treasurer.

### **Duties**

#### **Cash**

- Maintain record of all financial transactions in Quickbooks (All checks will be reviewed and signed by the Treasurer or other meeting member authorized to do so)
- Pay bills and requests for reimbursement and confirm appropriate approval for payment
- Manage and distribute payroll checks prepared by our payroll service
- Communicate hours worked by the Office Manager to the payroll service
- Reconcile funds to cash monthly
- Transfer and receive money to and from Gwynedd Fiduciary as necessary Bank Account
- Prepare and make deposits to our accounts
- Reconcile all bank accounts monthly
- Communicate with financial institutions as needed

#### **Report**

- Prepare a report of financial activity of the funds of the Meeting and Hilltop including a P&L and Balance Sheet for Treasurer monthly
- Provide a report of Committee actual and budget status monthly to any committee clerk that requests it
- Provide Treasurer and clerk of Stewardship with a list of all non-ACH contributors quarterly

#### **Other Duties**

- Ensure compliance with regulatory requirements regarding financial information
- Prepare information for workers compensation audit review for insurance company
- Request W-9's from vendors who perform services to see if they are 1099 eligible
- Prepare year-end 1099 forms, mail to recipients and IRS annually

- Prepare and distribute year-end contribution letters on Gwynedd letterhead for all gifts given to Gwynedd Monthly Meeting
- Investigate unpaid bill issues and other issues regarding vendors
- Prepare information as needed or requested by Stewardship and other standing committees
- Prepare information for end-of-year review
- Meet with the Treasurer as needed or requested to review financial transactions and procedures, and for general support

**Calendar for Bookkeeper**

**WEEKLY** or as determined by Treasurer

Record checks and cash receipts in QuickBooks and make deposits

Obtain committee clerks' approval for bills received directly from vendors Record and pay bills in QuickBooks

Back-up QuickBooks

**MONTHLY**

Enter journal entries, electronic contributions and bill payments in QuickBooks Reconcile bank statements

Reconcile balance sheet accounts, perform P&L analysis and perform financial reports

**BIMONTHLY**

Submit payroll changes to payroll company

Post payroll in Quickbooks

**QUARTERLY**

Reconcile payroll posted in Quickbooks to the Federal Form 941

Provide list of contributors making non-ACH contributions in quarter Remit funds to GFC for memorial contributions and loan repayments in quarter

**YEARLY**

Distribute W-2s

Prepare workers compensation audit report for insurance company Prepare, distribute, and submit calendar-year-end 1099 forms

Prepare and distribute calendar-year-end contribution letters

Prepare information for end-of-fiscal-year review

Process manual payroll for Peace Camp employees if requested

## COMMONLY USED ACRONYMS AND ABBREVIATIONS

AFDS	Adult First Day School
AFSC	American Friends Service Committee
AQM	Abington Quarterly Meeting
C&C	Care and Counsel
FCNL	Friends Committee on National Legislation
F&O	Fellowship & Outreach
FDS	First Day School
GFM	Gwynedd Friends Meeting
GMM	Gwynedd Monthly Meeting
MAV	Members, Attenders, and Visitors (Data Base)
MMB	Monthly Meeting for Business
P&SA	Peace & Social Action
PYM	Philadelphia Yearly Meeting
W&M	Worship & Ministry