

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

Gwynedd, PA

**PLAN OF ORGANIZATION
MARCH 2023-MARCH 2027**

C O N T E N T S

Calendar for Monthly Meeting.....	3-6
Officers and Their Duties	
Clerk.....	6-8
Assistant Clerk.....	8
Recording Clerk.....	9
Assistant Recording Clerk.....	9
Treasurer (Special funds in Appendix A*).....	10,11
Assistant Treasurer.....	11
Recorder.....	11,12
Historian.....	12
Clerks Committee.....	12-14
Guidelines for Committee Clerks (Appendix B*).....	14
Care and Counsel Committee (Subcommittees in Appendix C&D*)....	14-28
Communications Committee (Guidelines for Updating Gwynedd Meeting website in Appendix E*).....	28,29
Fellowship and Outreach Committee	
(Subcommittees in Appendix F*).....	29-31
Library Committee.....	31,32
Nominating Committee	32-36

Peace and Social Action Committee (Subcommittees in Appendix G*).	36-38
Peace Camp Committee .	38-40
Property Committee (Subcommittees in Appendix H*).	40-42
Religious Education Committee (Subcommittee in Appendix I*).	42-46
Stewardship Committee .	46-49
Sustainability Committee .	50-51
Worship and Ministry (Subcommittee in Appendix J*).	51-53
Associated Corporations:	
Gwynedd Fiduciary Corporation .	53-54
Incorporated Trustees .	55-56
Gwynedd Friend School	56
Personnel .	57
Office Manager	
Accountant	
Caretaker	
Youth Program Coordinator	
Child Care Givers	

Frequently Used Acronyms and Abbreviations .	57
-----------------------------------------------------	----

[*The appendices are accessible by using the hyperlink on p. 47.]

Calendar for Monthly Meeting with Attention to Business

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 on its review of Treasurer's accounts.

FEBRUARY

Reports on proceedings of AQM in February.
Stewardship makes recommendations on the requests received for special use of GFC and Trustee endowed funds.
Trustees Annual Report.
Gwynedd Fiduciary Corporation Annual Report.
Worship and Ministry Annual Report (includes the Memorial Services Coordinator(s)).

MARCH

Care and Counsel Annual Report (includes Scholarship Aid).
Fellowship and Outreach Annual Report (includes Coffeehouse and Newsletter).
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, and Avalon House and Hilltop Property subcommittees).

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 AQM in May.
Nominating reports Standing Committee appointments to begin June 1.
Recorder's Annual Report.
Peace and Social Action Annual Report (includes AFSC Sale, Inter-Faith Housing, and Refugees Support).

JUNE

Religious Education Annual Report (includes Youth Program, Adult Program, Youth Program Coordinator, Child Care Giver and Wales Exchange subcommittee).
Clerk obtains & 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.

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.
Clerk of the Office Manager Support Committee-presents Annual Report.

AUGUST

Reports on July Yearly Meeting Session.
Clerks Committee recommends contributions to Friends organizations.
Stewardship presents draft budget to Meeting for first consideration.
Ad hoc Committee Reports for those existing more than one year.
Historian's Annual Report.

SEPTEMBER

Clerk asks for volunteers to attend and report back on AQM in October.
Stewardship presents draft budget to Meeting for final consideration.
Nominating Committee recommends all officers, and the following to MMB:
One Trustee for Gwynedd Fiduciary Corporation in 2019 & 2021 (after conferring with Trustees).
One Trustee for Gwynedd Fiduciary Corporation in 2020.
One Friend for Incorporated Trustees for a three-year term.
Two Friends for AQM Representative Meeting for one year.
Two members on AQM Trustee Board for overlapping four-year terms: maintain by adding or retiring one Trustee every two years.
Two or more Friends every three years for AQM Home and Care Committee
Two members to AQM joint JSFC and MSFC Oversight Committee.
Peace Camp Committee Annual Report

OCTOBER

Reports on proceedings of October Quarterly Meeting.
Treasurer's Annual Report
Stewardship seeks Meeting approval of budgets for Gwynedd Meeting for current Fiscal Year (October 1 to September 30).
Stewardship Annual Report.
Gwynedd Friends School Board Annual Report.
Property to announce mid-November date of Fall Work Day.
Property to present Three Year Plan of Capital Objectives.

NOVEMBER

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

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 are the Clerk, Assistant Clerk, Recording Clerk, Assistant Recording Clerk, Treasurer, and Assistant Treasurer, Recorder and Historian.

CLERK

Mission

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

Membership

Open to members of Gwynedd Monthly Meeting

Duties

- Call for agenda items from clerks and officers and choose those needing the Meeting's attention.
- Circulate final agenda to clerks, officers, and to members and attenders 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.
- Handle correspondence in a timely manner, including membership transfer documents.
Refer letters received 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.
- Develop the agenda and clerk the Clerks Committee Meetings.
- Serve as 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.

Calendar for Clerk of the Meeting

JANUARY

Read the Annual State of the Meeting Report to the Monthly Meeting, and submit to 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 of Monthly Meeting.

FEBRUARY

Ask for reports on February AQM.

MARCH

Attend Clerks Committee Meeting.

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 back.

Call for report on May AQM.

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

Call for clerks chosen by Standing Committees appointed in May.

JUNE

Attend Clerks Committee Meeting.

Clerks Committee considers list of Quaker organizations to recommend for contributions for the coming fiscal year, based on 3% of income from contributions from the previous fiscal year.

Report clerks chosen by Standing Committees appointed in May.

August

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

Call for report on Yearly Meeting Session.

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

SEPTEMBER

Attend Clerks Committee Meeting.

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

Attend Clerks Committee Meeting.

Secure 2 or 3 Friends to serve as Naming Committee to recommend members to serve on Nominating Committee for approval at January Meeting for Business.

December

Clerk MMB, if held, on Second Sunday of month.

ASSISTANT CLERK**Mission**

The Assistant Clerk is responsible to assist the Clerk of the Meeting and take on special assignments as needed.

Membership

Open 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.
- Serve as Acting Clerk when the Clerk is absent.
- Send the name of Gwynedd Meeting representative to PYM Continuing Sessions to the PYM General secretary.
- Whenever the need arises, convene the Child Safety Policy meeting, and participate in resolving the issues.

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 Committee Meetings.

RECORDING CLERK**Mission**

To assist the Clerk of Meeting by recording the activity of the Monthly Meeting for Business, and Clerks Committee Meetings.

Membership

Open to members of Gwynedd Meeting.

Duties

- Record the minutes of the Monthly Meeting for Business.

- Prepare a draft of the Monthly Meeting Minutes, and forward it to the Clerks Committee to review and edit.
- Send a Proposed Final Draft to the office manager for distribution via an email broadcast or the newsletter before the next MMB.
- Prepare and read any minutes developed within the Monthly Meeting for Business for consideration by the Meeting.
- Take minutes at the quarterly Clerks Committee 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 to the Clerks Committee to review and edit.

Send Proposed Final Draft for the office manager to distribute via email broadcast or the newsletter before the next MMB. After the Proposed Final Minutes are approved by the MMB, they become the Final Minutes.

ASSISTANT RECORDING CLERK

Mission

Substitute for the Recording Clerk when needed.

Membership

Open to members of Gwynedd Meeting.

Duties:

The duties for the Assistant Recording Clerk are the same as for the Recording Clerk.

TREASURER

Mission

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

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

Membership

Open 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 hired Bookkeeper, providing supervision and support as needed.
- Sign Checks prepared by the Bookkeeper every two weeks, or arrange for another signatory to fill in.
- 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 (*ex officio*) and the Clerks Committee.
- Support the Assistant Treasurer in learning the duties and responsibilities of the 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.

May/June

Prepare a draft budget for the Stewardship Committee.

JULY

Report quarterly financial status to Monthly Meeting for Business.

Present the budget for first approval to Monthly Meeting for Business.

SEPTEMBER

Present the budget for final approval to Monthly Meeting for Business

OCTOBER

Report year-end financial status to Monthly Meeting for Business.

SPECIAL FUNDS HELD BY THE TREASURER

[This information is available in Appendix A by the hyperlink at the end of the Plan of Organization.]

ASSISTANT TREASURER

Mission

Assist the Treasurer and possibly serve as Treasurer.

Membership

Open 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.
- Serve on the Stewardship Committee (*ex officio*).
- Learn the responsibilities of the Treasurer to possibly succeed the Treasurer.

RECORDER

Open to members of Gwynedd Meeting.

Duties

- Keep records of membership, births, deaths, marriages, and divorces.
- Report such changes monthly or as needed at the Meeting for Business.
- Promptly 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.
- Submit member and attender information to the Office Manager
- Help with membership aspects of preparing the directory

Calendar for Recorder

Quarterly

Update Philadelphia Yearly Meeting on membership changes of the Meeting.

May

Complete and submit the PYM statistical form covering membership of the Meeting and email a copy to the Clerk of the Meeting.

Present the Annual Report to Monthly Meeting for Business.

HISTORIAN

Mission

Serve as the contact person for the Meeting's historical activities.

Membership

Open to members and attenders of Gwynedd Meeting.

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

AUGUST

Present annual report to Meeting for Business

CLERKS COMMITTEE

Mission

To facilitate the working of the Meeting as one body.

Membership

The Clerk, Assistant Clerk, Treasurer, Recording Clerk and the clerks or representatives from the meeting's standing committees.

Duties

- Meet quarterly, or as needed at the call of the Clerk, 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.
- By August, recommend donations to Quaker organizations to Monthly Meeting for Business.
- Examine the structure and functions of the Clerks Committee as needed, and have any updates ready by January of every fourth year to submit to the Plan of Organization Review Subcommittee

Commented [1]:

- Each October, check whether web pages are up-to-date, and prepare any required changes.

Calendar for Clerks Committee

- Meets regularly on the first Tuesday evening of March, June, September, and November.
- At the June Clerks meeting, reviews and approves charitable contributions.
- By the August Monthly Meeting for Business, recommends charitable contributions for approval.

SUBCOMMITTEES OF THE CLERKS COMMITTEE

SUPPORT OF THE OFFICE MANAGER

- Members include the clerks or appointed representative of the following committees: Stewardship, Care and Counsel, Property, and the Treasurer.
- Duties include considering 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 in July.

PLAN OF ORGANIZATION REVIEW

- Members include the Assistant Clerk of the Meeting joined by two or more willing Friends.
- This review will occur every fourth year or as needed. In November of the third year the Assistant Clerk reminds the clerks and officers of the Meeting to update their sections of the Plan.
- In January of the fourth year, clerks and officers submit their updates by the January Meeting for Business. The Review Subcommittee assembles the updated sections and solicits outstanding sections.
- By February of the fourth year, the revised Plan of Organization is distributed to the clerks and officers via email for review. Then, the Review Committee requests the office manager to deliver the file electronically to the whole Meeting for comment.
- At the March Meeting for Business in the fourth year, the Subcommittee presents the final version for discussion and decision.

CHILD SAFETY POLICY IMPLEMENTATION AND RESPONSE

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: 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 for training in the Child Safety Policy, when requested.
- To implement the structure described in the Child Safety Policy for responding to any alleged incident of abuse.
- To consider, and process for Meeting for Business approval, revisions to the Child Safety Policy proposed, seasoned, and submitted by the Youth Program Coordinator.

ADVICES FOR AND RESPONSIBILITIES OF COMMITTEE CLERKS

[This information is available in Appendix B by the hyperlink at the end of the {lan of Organization.}]

MEETING COMMITTEES

CARE AND COUNSEL COMMITTEE

Mission

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

Membership

Open to members of Gwynedd Meeting.

Meeting Frequency

Usually first Monday of the month for the committee of the whole, the sub-committees meet as necessary.

Annual 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 Financial Recorder of the Committee.

Membership Support:

1. Support members who are homebound.
2. Report to Clerks Committee any local members and attenders who recently became inactive and seek contact from someone who has a relationship with the person.

3. After Worship, welcome newcomers and those returning after an absence, answering questions and providing requested information.

4. Make form "Request to be Added to GFM Directory" available to new attendees.

Be aware of frequent/regular attenders who may be ready for membership and make appropriate inquiries.

5. Be available to the office manager with the quarterly update of the GFM Directory.

- 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.
- Request contact information from new attenders: Names, including those of spouse and children, address, phone, emails, notation about Quaker membership.
- Report those newcomers who agree to be listed in the Directory to the Office Manager with their information.
- Consider listing adult children separately when they are on their own as judged by the parent.
- Determine when a member is designated as an Inactive member in the Directory.
- Review changes to contact information with the Office Manager quarterly before publication of the next Directory.

6. Coordinate Clearness for Membership Committee & Welcoming Committee. (see below)

- Form Committees of Support and Personal Discernment. (See below)
- Oversee committees for clearness for marriage. (See below)

Procedure for Clearness for Membership Committee and Welcoming Committee

Procedure for Clearness for Membership

1. A member of the Care and Counsel Committee responds to the prospective member's request for membership and discusses the procedure including familiarity with Quaker beliefs, practices, and ideals. *Faith and Practice* is a good reference.
2. The Clearness Committee usually is comprised of at least three members of Gwynedd Monthly Meeting. At least one person is a

member of Care and Counsel; others may volunteer at MMB where they are approved.

3. The members of the Clearness Committee should be familiar with the *Faith and Practice* section on membership.
4. A convener is chosen from the members of the committee to be responsible for the times and dates of the meetings. Please see PoO convener procedure.
5. The Clearness Committee usually meets in the home of the prospective member or another comfortable setting.
6. The clearness process usually involves one meeting, but may require subsequent meetings. The committee usually meets for *approximately one to two hours*.

Prior to the meeting with the prospective member

- Make sure they are familiar with Quaker beliefs, practices, and ideals
- Send possible topics of discussion to the prospective member
- Appoint a recorder to take notes to assist with preparation of the minute to be presented at the next Monthly Meeting for Business

Upon meeting, discuss the following with the prospective member:

- Their spiritual journey, beginning the discussion with a sharing of their letter of application.
- Commitment to Friends' beliefs, practices, and ideals
- Finding spiritual strength and development in Meeting for Worship
- Commitment to attending Monthly Meeting for Business
- Interest in specific committee work
- Financial responsibility to the Meeting
- Concerns or questions from the prospective member
- Organization of AQM and PYM and Friends General Conference
- Ascertain whether the prospective member has other religious affiliations and whether they are willing and able to be released from other affiliations

After meeting with the prospective member and in prayerful consideration:

- The committee discerns if membership is the appropriate step.
- The recorder will prepare a written report with the committee's recommendation for membership.
- This report will be read and submitted at the next Monthly Meeting for Business for approval of the committee's recommendation.
- If membership is approved, the committee convener will send the Member Information Form to the new member.

- A Welcoming Committee is formed during the Monthly Meeting for Business.

Procedure & Responsibilities of the Welcoming Committee

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.

The convener's responsibilities:

- Prior to meeting with the new member, asks a member of the Welcoming Committee to be the recorder, to take notes and prepare a report.
- Asks Care & Counsel for a copy of the *Welcome to Gwynedd Meeting* booklet
- Contacts the new member and members of the welcoming committee to determine the date, time, and place for the meeting. The Welcoming Committee often meets in the home of the new member(s) or another comfortable setting
- Following the meeting, Inform Clerk of Nominating Committee of new member's interests in committee work

Committee's Responsibilities

- Listen as the new member shares experiences and interests. Invite discussion about ways for the new member to feel most at home in Gwynedd Meeting
- Visit with new member(s) and provide information about the Meeting: *Welcome to Gwynedd Meeting* booklet; the small groups available; and opportunities for service. Answer any questions about the Meeting
- 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

Procedure for Clearness for Personal Discernment and Committee for Support

Procedure for 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 ~~alone~~ 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.
- Once willingness to serve is determined, the committee is recommended to the focus person who expresses willingness to work with those persons, or adaptations can be made.

- 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

Procedure for 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 willing to serve and consults with the focus person for acceptability.
- 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

Procedure for Clearness and Oversight of Marriage committee

The Committee for Clearness for Marriage

The role of the Committee for Clearness for Marriage at Gwynedd Meeting is to familiarize the couple with the philosophy of Friends' marriage in general and the process of marriage at Gwynedd Friends Meeting in particular, and to work with the couple to determine that they are ready for marriage at this time and that Gwynedd Meeting is clear to take their marriage under its care.

Gwynedd Friends Meeting has a standing Committee for Clearness for Marriage appointed by Care and Counsel Committee and approved by the monthly meeting.

Responsibilities

The Committee for Clearness for Marriage at Gwynedd Friends Meeting should be familiar with the information in this document and also with:

- The sections of *Faith and Practice* of Philadelphia Yearly Meeting of the Religious Society of Friends having to do with Quaker marriage procedure and Quaker weddings
- Other pertinent documents pertaining to the use of Gwynedd Meeting facilities, including: The Policy and Procedure for the Use of Gwynedd Friends Meeting Facilities, the Request and Agreement Form.

The Committee for Clearness for Marriage is also responsible for:

- Assuring that the couple also becomes familiar with the above documents.
- Choosing a convener from the members of the committee who will be responsible for setting the times, dates and places for the meeting.
- Meeting with the couple at mutually convenient times and locations where they can talk openly and without distractions. At the initial meeting (or meetings), half of the committee may meet with each member of the couple separately. If indicated after these initial

meetings, the committee meets together to share comments and discuss areas they want to explore with the couple. Subsequent meetings are usually with the committee as a whole and both members of the couple present.

- Continuing to meet with the couple in the clearness process until clarity is gained. When no further meetings are deemed necessary, the committee meets together to discern clearness.
- Once clarity is gained preparing a written report with the committee's recommendations, and presenting it for consideration to the Care and Counsel Committee for seasoning and approval. If the Care and Counsel Committee approves the report, the clerk of Care and Counsel notifies the couple and presents its recommendation, along with the couple's original letter requesting marriage under the care of Gwynedd Meeting, at the next scheduled Meeting with a Concern for Business.
- Assisting the couple in the selection of their Oversight Committee for Marriage, if advice is sought. Once the meeting has approved the marriage proceeding under its care, the names of the Oversight Committee for Marriage are read at the next scheduled Meeting with a Concern for Business and approved by the meeting.

Committee for Oversight of Marriage

The role of the Marriage Oversight Committee is to assure that the marriage is carried out in accordance with the wishes of the couple, Friends' procedures, and, if the wedding is held in the meeting house, the policies and procedures for the use of Gwynedd Friends Meeting facilities. This committee works closely with the couple to oversee all the arrangements and practicalities, including the obtaining of the applicable legal license and the Quaker Marriage Certificate. The Marriage Oversight Committee should make the couple aware of the potential time needed for these two documents, particularly if the couple is seeking to have a calligrapher prepare the Quaker Marriage Certificate.

Members of this committee usually take on the various roles during the wedding itself, welcoming those present and explaining the service, bringing the Quaker marriage certificate to the couple to be signed, reading the certificate and overseeing that everyone present signs the marriage certificate at the close of the meeting. Members of the Marriage Oversight Committee should be experienced Friends familiar with Friends' practices and Quaker weddings in general as well as the specifics of conducting weddings at

Gwynedd Friends Meeting. They should be familiar with the resources listed at the end of this pamphlet.

Responsibilities

The Marriage Oversight Committee is responsible for:

- Choosing a convener from the members of the committee who will be responsible for setting the times, dates and places for the meeting.
- Meeting with the couple as needed and staying in communication with the couple regarding the specifics of the wedding on an ongoing basis.
- Explaining to the couple the guidelines, policies and procedures that apply to weddings at Gwynedd and giving the couple the necessary forms, including the Policy and Procedure for the Use of Gwynedd Friends Meeting Facilities, and the Request and Agreement Form.
- Assuring that signed copies of the appropriate forms listed above are returned to the Gwynedd Meeting Office Manager on a timely basis.
- Providing information about and advising the couple on how to obtain both the appropriate marriage license from the county as well as the Quaker Marriage Certificate that will be signed and read at the wedding ceremony.
- Discussing and reviewing the vows with the couple before the wedding.
- Advising on practical matters, including parking, ushers, child care, use of the facilities for the wedding reception, etc.
- Overseeing the rehearsal.
- Helping the couple decide who they would like to have sit on the facing benches during the wedding.
- Discussing with the couple who on the committee (or others) the couple want to take on the various roles during the wedding itself: welcoming and opening the meeting, bringing the marriage certificate to the couple for signature, reading the marriage certificate once the couple has signed it, and, after the wedding, arranging for everyone present to sign the marriage certificate.
- Making sure that the marriage license is promptly signed by the couple and at least two members of the Oversight Committee immediately following the ceremony.

- Forwarding the signed license to the county courthouse where the license was obtained within the legal time limit.
- Having the marriage certificate signed by the Meeting Recorder prior to copying the certificate
- Having the Quaker Marriage Certificate copied to 8 1/2 x 11" archival paper and a copy given to the recorder of Gwynedd Friends Meeting.
- Assuring that financial obligations to the meeting related to the wedding and/or use of the facilities are met.
- Preparing a written report signed by all members of the Oversight Committee for Marriage and presenting the report at the next Meeting for Worship with a Concern for Business stating that the marriage has been suitably accomplished with reverence and in good order, and whether the legal requirements have been satisfied and the certificate properly recorded.
- Helping the couple make appropriate arrangements for setting up the room or rooms for the wedding, arranging for clean up before and after the wedding, and making sure the facilities are put back in order when the ceremony is over.
- Advising the couple about possible outside resources and services (catering, janitorial, child care, or other) the couple may wish to hire.
- Continuing to be available to the couple for support. The committee is encouraged to follow up on a regular basis with the couple as long as they are a part of the meeting community.

(Further information about Quaker marriage process can be found in Appendix D, accessible by hyperlink at the end of the Plan of Organization.)

Administrative Duties of Care & Counsel

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.
4. Oversee participation in joint committee meetings as appropriate.
5. Determine annually and report to Nominating Committee the membership needs of C&C.
6. The clerk, or an appointee of the clerk, serves on the Implementation and Response Committee for the Child Safety Policy.
7. Appoint a C&C member to serve on Office Manager's Oversight Committee.

8. Coordinate and oversee committees for personal discernment and support.
9. Process for Friends Counseling Service Regarding GFM Member or Attender Receiving Services
 - a) Friends Counseling Service will notify the Clerk of Care & Counsel when a counselor does an intake for services for a member or attender of Gwynedd Friends Meeting.
 - b) Upon hearing that someone from Gwynedd is receiving services, the clerk of Care & Counsel will submit a digital copy of the current meeting directory to FCS.
 - c) This directory will be forwarded by FCS to the counselor providing the service.
 - d) The counselor will confirm that the name of the person receiving services is in the directory.
 - e) That confirmation will be sent by FCS to Gwynedd Meeting's Clerk of Care & Counsel.

Financial Recorder Duties

- At the beginning of the fiscal year (October 1) create a spreadsheet (or document) that details, for the fiscal year just beginning: Operating Budget and funds available for Sharpless Fund; Osmun C&C Special Fund; and Tuition Assistance Fund. The amounts of those three funds will be given by the GFC administrator.
- Keep records of all expenditures from these categories and report quarterly, or when requested by the clerk, at the C&C meeting.
- Clerk will send a physical or electronic copy of approved expenditures on the appropriate form to the bookkeeper and a copy to the Financial Recorder. Bookkeeper will notify the Financial Recorder when the payment is made.

Communications

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

fourth Sunday.

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/MS/Peace Camp/ Peace Camp for Little Ones, and other financial help available.

FEBRUARY

Announcements placed in the Newsletter: Tuition assistance for JFC/MS/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/MS/Peace Camp/ Peace Camp for Little Ones & College Loans Available.

APRIL

Announcement (Newsletter): Pastoral Care Available.

MAY

Announcement (Newsletter): Tuition assistance for JFC/MS/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

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.

PASTORAL CARE SUBCOMMITTEE

[This information is available in Appendix C by hyperlink in Appendix D]

Calendar for Care and Counsel Committee

JANUARY

Announcements placed in the Newsletter: JFC/MSC and other financial help available.

FEBRUARY

Review of inactive members as necessary.

Announcement (Newsletter): Pastoral care available and becoming a member of GMM.

MARCH

Clerks Committee Meeting.

Annual Report due to 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.

Announcements (Newsletter): JFC/MSC Support & College Loans Available.

April

Announcement (Newsletter): Pastoral Care Available.

May

Announcement (Newsletter): JFC/MSC & college loans available.

JUNE

Clerks Committee Meeting.

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

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

Announcement (Newsletter): Pastoral Care available.

JULY

Appointee serves on the Oversight Committee for the Office Manager.

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

August

Announcement (Newsletter): Pastoral Care Available.

SEPTEMBER

Clerks Committee Meeting.

October

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

NOVEMBER

Clerks Committee Meeting.

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.

Announcement: (Newsletter) Pastoral Care available.

COMMUNICATIONS COMMITTEE

Mission:

1. Assist in improving communication within Gwynedd and with the wider Quaker and non-Quaker communities using our various means of communication including: website; weekly eblast; Newsletters; Zoom platform; Meeting computer systems, and social media sites.
2. Assist in coordinating, maintaining and improving the technical aspects of our various means of communication.
3. Engage our community in increasing their knowledge and use of our various means of communication such as the website, etc.

Membership: Open to members and attenders of the Meeting.

Meeting Frequency: Second Wednesday of each month.

Duties:

- Assist in improving communication within Gwynedd and with the wider Quaker and non-Quaker community using our various means of communication.
- Coordinate, maintain and improve our means of communication; e.g. regularly check our website for any needed revisions.
- Clerk attends quarterly Clerks Meeting.
- Member attends AQM Communications Committee if necessary.
- Each March, check whether the Communication Committee's web page is up-to-date, and prepare any required revisions according to *Guidelines for Updating Gwynedd Meeting Website*. [These are available in Appendix D by hyperlink at the end of the Plan of Organization.]
- Each October, consider Com-coms structure, functions, duties, and ability to meet the needs of the Meeting, and write an annual report.
- Assist, or train, clerks of committees and officers, or their designees, in publishing content on the website.

Calendar for the Communications Committee

MARCH

- Attend Clerks Committee Meeting.
- Clerk to give Clerk of Nominating Committee feedback on current functioning and needs.

SEPTEMBER

- Attend Clerks Committee Meeting.

OCTOBER:

- Prepare and present annual report to Monthly Meeting for Business.

NOVEMBER

- Attend Clerks Committee Meeting.

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 members and attenders of Gwynedd Meeting.

Frequency of Meetings

Bi-monthly

Duties

- Provide opportunities for deeper and more creative fellowship among Gwynedd Friends.
- Write cards or email messages to visitors who sign guest book after worship.
- Coordinate “Food and Fellowship” at rise of Adult Quaker Education or Meeting for Worship, as applicable.
- Provide hospitality for fellowship gatherings as needed.
- At times, assist other committees with hospitality. Other members of the Meeting may be called upon for help on these occasions .
- Keep the kitchen stocked with items as decided upon after consultation with the Clerk of the House Subcommittee.
- Create name tags for new attenders, replace lost name tags, and update members’ names.
- Maintain, update, and contribute to Gwynedd Quaker Fellowship (private for those with a connection to GFM) and Gwynedd Friends Meeting (public) Facebook groups. Screen for inappropriate content.
- Coordinate and promote women’s and men’s breakfasts held at Foulkeways Retirement Community cafe on certain Saturday mornings.
- Coordinate and present Poetry and Prose event in January or February.

- As needed, a member of the committee should be available to speak with visiting groups.
- Make our Meeting and events known to community:
 1. By placing worship time listings in those media as well as in Friends Journal and the PYM website.
 2. Through contact with Editorial staff of local newspapers, free local bulletins, radio stations, and AQM and PYM websites.
 3. Whenever possible, by hosting any visiting edina representatives.
- Help committees and programs publicize their outreach activities, such as Coffeehouse, Peace Camp, and others.
- Consider holding Visitor's Day and Christmas events, and be responsible for planning, publicizing, and conducting such events whenever scheduled.
- Appoint one member to serve on House Subcommittee annually.
- Secure any budgets needed for outreach activities.
- Prepare and present Annual Report at Meeting for Business and provide electronic copies to Clerk of Meeting and Newsletter Editor.
- Attend quarterly Clerks Committee Meetings to foster good communications and for nurture (either the clerk or a representative).

Calendar for Fellowship and Outreach Committee

MARCH

Attend Clerks Committee Meeting.

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

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

Check webpage for any needed revisions.

MAY

Prepare the Annual Report.

JUNE

Attend Clerks Committee Meeting.

Report choice of **ADVICES FOR AND RESPONSIBILITIES OF COMMITTEE CLERKS** to Meeting for Business. [This information is available in Appendix B by hyperlink at the end of the Plan of Organization.]

Report member chosen to serve on the House Subcommittee.

AUGUST

Forward the Committee budget request to the Clerk of Stewardship.

SEPTEMBER

Attend Clerks Committee Meeting.

OCTOBER

Consider holding Visitor's Day at Gwynedd and be responsible for planning, publicizing, and conducting this event when one is scheduled.

NOVEMBER

Attend Clerks Committee Meeting.

DECEMBER

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

FELLOWSHIP AND OUTREACH SUBCOMMITTEES

[This information is available in Appendix E by hyperlink at the end of the Plan of Organization.]

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 Meeting for Business.
- Prepare the annual budget request and give to the Clerk of Stewardship.
- Attend Clerks Committee meetings if possible.

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.
- Provide liaison with webmaster.
- Take inventory periodically.

- Help the Librarian prepare the Annual Report and the Budget.

Calendar for the Library Committee

MARCH

ATTEND CLERKS COMMITTEE MEETING.

COMMITTEE CLERK TO GIVE CLERK OF NOMINATING COMMITTEE FEEDBACK ON INTEREST AND SERVICE OF MEMBERS IN THE COMMITTEE.

June

Attend Clerks Committee Meeting.

Present Annual Report to Meeting for Business, and provide electronic copies to the Clerk of Meeting and the Newsletter Editor.

JULY

SUBMIT PRELIMINARY BUDGET REQUEST TO CLERK OF STEWARDSHIP.

SEPTEMBER

ATTEND CLERKS COMMITTEE MEETING.

NOVEMBER

Attend Clerks Committee 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 of Gwynedd Meeting 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. Communications Committee
 3. Fellowship and Outreach
 4. Library
 5. Peace and Social Action
 6. Property

7. Religious Education
 8. Stewardship
 9. Sustainability
 10. Worship and Ministry (Members of Gwynedd Meeting only)
- Nominate Friends in **September** to begin service in October for a one-year *renewable* term to the following offices:
 1. Recording Clerk
 2. Assistant Recording Clerk
 3. Treasurer
 4. Assistant Treasurer
 5. Recorder
 6. Historian
 - Nominate Friends in **September** to begin service in October for a three year term:
 - Peace Camp Committee
 - Nominate Friends in **September** to begin service in October of the odd years:
 1. Assistant Clerk for one year, prepared to serve as clerk for 2 years.
 2. Current Clerk prepared to continue service for a second year.
 - Nominate/Affirm a Friend in **September** to begin service in October of the even years.
 1. Assistant Clerk to Clerk, to serve for 2 years.
 2. Current Clerk to Past Clerk, to serve for 1 year.
 - Nominate Friends in **November** to begin service in January to the following appointments:
 1. One Gwynedd Meeting Incorporated Trustees for staggered three-year term.
 2. Nominate Gwynedd Fiduciary Trustee once every three years.
 3. Abington Quarterly Meeting Representative Meeting: Two representatives for a one-year term
 4. Abington Quarterly Meeting Trustees: Two trustees with staggered appointments every four years for a four-year term (two-term limit)
 5. Abington Quarterly Meeting Home and Care Committee: Two or three representatives every three years for a three-year term
 6. Joint Abington Quarterly Meeting Junior and Middle School Friends Conference
 7. Abington Quarterly Meeting 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.
3. Members of Care and Counsel should be members of Gwynedd Monthly Meeting.
4. Members of Worship and Ministry should be members of the Society of Friends.
5. The Nominating Committee shall maintain a list of current committees, members and number of terms for each committee member.
6. This Committee shall learn from the present clerks of the committees:
 - If the present members have given service
 - Whether any whose terms are not expiring should be replaced
6. Friends should not be nominated for more than two committees except in unusual circumstances.
7. Each standing committee shall be constituted so that approximately one third of its membership shall be replaced each year.
8. 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.
 - Members serving on AQM and PYM committees.
- 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. List of Nominating Committee members and the dates of their appointment.
 5. Names of all members serving as officers and on committees of AQM and PYM.
 6. 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 throughout the year according to the “Guidelines for Updating Gwynedd Website.
- The Clerk of Nominating Committee attends the Clerks Committee Meetings

Calendar for Nominating Committee

JANUARY

A new Committee clerk is named.

FEBRUARY

New Clerk is reported at Monthly Meeting for Business.

MARCH

Clerk attends Clerks Committee 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, Communications, Fellowship and Outreach, Library, Peace and Social Action, Property, Religious Education, Stewardship, Sustainability, and Worship and Ministry.

JUNE

Clerk attends Clerks Committee Meeting.

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

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

Provide 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 Committee Meeting.

Nominate Friends to serve as Clerk of Meeting, Assistant Clerk of Meeting, Recording Clerk, Treasurer, Assistant Treasurer, Recorder, Historian and Webmaster – all for one year beginning October 1.

Nominate Friends to serve on Peace Camp.

NOVEMBER

Clerk attends Clerks Committee Meeting.

Nominate Gwynedd Fiduciary Trustee once every three years.

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

Nominate two members to a joint AQM Junior and Middle School Friends

Conference Oversight Committee for a one-year term beginning in January.

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

PEACE AND SOCIAL ACTION COMMITTEE

Mission

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

Membership

Open to members and attenders of Gwynedd Meeting.

Meeting frequency

Once a month.

Duties

- Report local and global P&SA issues to Monthly Meeting for Business, including urging action by the Meeting.
- Provide speakers for First Day School and service events of matters of peace, race relations, equality, and social justice.
- Work with individuals and agencies in local communities on subjects aimed at furthering social and economic justice.
- Be informed of the work of American Friends Service Committee and Friends Committee on National Legislation and bring the information to the attention of the Meeting.
- Matters of military service:
 1. Be responsive to any community questions concerning military service.
 2. Support meeting members who advise young people where to find counsel on conscientious objection and post the information on bulletin board and Gwynedd website.
- Support as appropriate the Sustainability Committee in raising environmental issues.
- Sponsor Gwynedd Meeting's hosting of Inter-Faith Hospitality Network's families during the month of July 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 Gwynedd Meeting's subsidized apartment at Hope Gardens. Supply a contact person who will relay pertinent information about the family to the Meeting and also be a liaison with the Inter-Faith Housing Alliance.
- Participate in joint committee meetings as appropriate to explore concerns and ideas that would benefit from wider discussion.

- Prepare Annual Report for Monthly Meeting for Business.
- Review Budget and prepare request for Clerk of Stewardship
- Oversee the following funds held by the Treasurer (This information is available in Appendix A by hyperlink at the end of the Plan of Organization.)
 1. Inter-Faith Housing Alliance.
 2. Alternatives to Violence Project (AVP).
 3. AFSC Sale funds.

Calendar for Peace and Social Action Committee

MARCH

Clerks Committee Meeting.

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

APRIL

Prepare the Annual Report for presentation in May.

MAY

Annual Report presented to Meeting for Business. Provide electronic copies to the Clerk of Meeting, the Recording Clerk, and the Newsletter Editor.

JUNE

Clerks Committee Meeting, to include recommendations of contributions to Quaker Organizations.

Report choice of clerk to Meeting for Business.

JULY

Submit preliminary budget request to Clerk of Stewardship.

SEPTEMBER

Clerks Committee Meeting.

NOVEMBER

Clerks Committee Meeting

DECEMBER

- Provide liaison with webmasters to:
 1. Report Committee's need for special event banners on website index pages to Office Manager (who coordinates both email and web notices)*.
 2. Oversee posting of any urgently needed updates to the committee page(s)*.
 3. Check whether page is up-to-date, and prepare any required revisions by following Guidelines for Website Liaisons.
- Prepare Annual Report for Monthly Meeting for Business.
- Review Budget and prepare request for Clerk of Stewardship.
- Oversee suggestions for holiday gifts for members of the Meeting.
- Oversee the following funds held by the Treasurer (This information is available in Appendix A by hyperlink at the end of the Plan of Organization.)

1. Inter-Faith Housing Alliance.A
2. Alternatives to Violence Project (AVP)

Peace and Social Action Subcommittees

[This information is available in appendix F by hyperlink at the end of the Plan of Organization.]

PEACE CAMP COMMITTEE

Mission

To create a two or three-week, Peace-oriented summer day camp at Gwynedd Friends Meeting for as many as 30 children per week and a Peace Camp for Little Ones for as many as 18 children per week. The Peace Camp children will be entering first grade through entering seventh grade and the PCLO children will be three to five years old. The Peace Camp seeks to build a vision of peace and an understanding of our power to create a peaceful world by providing children with the tools they need to understand and deal with conflict. At the Peace Camp at Gwynedd Friends, children can learn to communicate openly and honestly, to express themselves and their emotions. The children will be encouraged to understand different perspectives, to celebrate differences, and to form creative 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.
- At an appropriate time each year, the Clerk of the Peace Camp Committee and the Peace Camp Directors make plans for 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. Call meetings and see that minutes are prepared and filed.
 2. Coordinate timely completion of tasks.
 3. Act as liaison between the Committee and camp Directors (as representatives of the Peace Camp staff).
 4. Oversee information distribution, registration and payment processing, camper data collection, and communication with parents.
 5. Prepare the annual report for presentation at the Meeting for Business in September and email a copy to the Newsletter Editor.
 6. Handle all records and correspondence for the Committee.
 7. Attend Clerks Committee Meetings
- 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 following the **Guidelines for Web Changes**.

Calendar for Peace Camp Committee

MARCH

Clerks Committee 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 Committee Meeting.

Report choice of clerk to Monthly Meeting for Business.

AUGUST

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

Prepare the Annual Report for presentation in September.

SEPTEMBER

Clerks Committee Meeting.

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

OCTOBER

Welcome new Peace Camp Committee members and returning members.

NOVEMBER

Clerks Committee Meeting.

PROPERTY COMMITTEE

Mission

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

Membership

Members and attenders of Gwynedd Meeting.

Frequency of meetings

Monthly

Duties

- Have care of all buildings and grounds, including the sports field and the Cottage.
- Engage, determine the responsibilities of, and supervise 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.
- Oversee the House Subcommittee.
- Oversee the Property Hospitality Subcommittee, which handles requests for use of the buildings and grounds when the activity is not under the care of a committee.
- Appoint members of Property Committee to serve as:
 1. Clerks of House Subcommittee and Burial Ground Subcommittee.
 2. Members of the Property Hospitality Subcommittee and the Office Manager Oversight Subcommittee (of Coordinating Committee).
- For future reference, maintain a separate tabulated record of:
 1. Maintenance.
 2. Repairs.
 3. Improvements to the property.
 4. The record should include:
 - a. 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 page is up-to-date, and prepare any required revisions according to Guidelines for Website Liaisons.
- Prepare the Annual Report including House Subcommittee, Hospitality Subcommittee, Burial Ground Committee, and the Avalon House Hilltop Property Subcommittee.
- Annually, prepare jointly with Stewardship Committee a “Three Year Plan of Capital Projects” and any preliminary developmental budget for projects in the first year.
- Oversee the Avalon House Hilltop Property Subcommittee.
- Appoint a member of the Property Committee to serve on the Avalon House Hilltop Property Subcommittee.

Subcommittees of Property Committee

[This information is available in Appendix G by hyperlink at the end of the Plan of Organization.]

Calendar for Property Committee

MONTHLY

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

MARCH

Clerks Committee 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 mid-April.

Check webpage for any needed revisions.

APRIL

Conduct Spring Work Day in early or mid April.

JUNE

Clerks Committee Meeting, to include recommendations of contributions to Quaker organizations.

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

JULY

Submit preliminary budget request to Clerk of Stewardship.

SEPTEMBER

Clerks Committee Meeting.

OCTOBER

Present "Three Year Plan Of Capital Projects" to Meeting for Business.

Organize and announce Fall Work Day held mid-November.

NOVEMBER

Clerks Committee Meeting.

Conduct Fall Work Day in mid-November.

RELIGIOUS EDUCATION COMMITTEE**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

Frequency of Committee Meetings

The Committee meets third 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)
- Adult Quaker Education liason/coordinator
- House Subcommittee representative
- Website liason
- Youth Program Coordinator (YPC)

Duties:**Committee**

- Choose a clerk or co-clerks
- Choose recording clerk(s)
- Hire Religious Education Committee employees: Youth Program Coordinator and Child Care Providers.
- Support Adult and Youth Quaker Education programs and intergenerational programs that may be held jointly with other committees or groups.
- Provide ongoing support and oversight of the Youth Program Coordinator, including developing the Youth Quaker Education programs, which should include Quaker themes, principles and worship. Provide periodic review and evaluation of

these employees. (Job descriptions for these employees are retained by the Religious Education Committee.)

Clerk/Co-clerks

- Develop agenda and convene Religious Education Committee meetings
- Participate in Clerks Meetings
- Report as needed to Meeting for Business
- By July 31 provide annual budget report to Clerk of Stewardship
- Monitor, approve and submit committee expenses.
- With the Committee, prepare annual report.
- Review and uphold child safety policies with regards to Child Care Providers.

Recording Clerk

- Prepare and distribute Minutes to Committee members.

Adult Quaker Education liaison/coordinator

- Create AQE calendar for future months with programs proposed by committees, officers, or RE folks. Work with RE committee (and sometimes Worship & Ministry) to ensure a variety of Friends concerns, beliefs, values, and activities are represented.
- Establish whether each program is zoom only, hybrid, or in-person only.
- Send AQE program notice monthly (via email) to the meeting office, newsletter, and RE website liaison.
- Prompt presenters, or committee clerks with an invited guest, to write an article for newsletter and to send eblast notice a week before the program.
- Communicate with presenter(s) in advance regarding needs such as space, room arrangement, announcement (at rise of meeting).
- Set up portable mic if program is in community room.
- Welcome guest presenter(s) if appropriate. Usually the host committee clerk or meeting member will do this task.
- Write the current Sunday program on the white board in the meeting room.

If we return to pre-pandemic practices, additional responsibilities include, as needed:

- *Secure a piano player if needed; distribute and collect hymnals.*
- *Set up and put away mic & birthday cans (from office file drawer).*
 - *Money from birthday cans should be counted and placed in a sealed, marked envelope in the locked box outside the office.*

House Subcommittee Representative

- Act as liaison between Religious Education and the House Subcommittee

Website Liaison

- Make monthly updates to AQE and YQE programs calendar on website
- Report Committee's need for special event banners on website to Webmaster
- Oversee posting of any urgently needed updates to the committee pages.
- Each August, work with committee to check whether page is up-to-date, and prepare any required revisions.

Youth Program Coordinator (YPC)*

- Coordinates and oversees all aspects of the Youth Quaker Education program including child care on Sundays.

**A more comprehensive list of YPC duties can be found in the Youth Program Coordinator job description which is retained by the Religious Education Committee.*

Calendar for Religious Education Committee

March

- Clerks Meeting
- Committee Clerk/Co-Clerk gives Nominating Committee feedback about committee members and needs

April

- Choose Committee clerk/Co-clerks if necessary

May

- With the YPC, plan the closing Quaker Education program including books to present to YQE youth.

June

- Clerks Meeting
- In consultation with Young Friends, decide on uses of any monies raised by Youth Quaker Education and report in the RE annual report..
- Clerk or Committee representative presents Annual Report to Meeting for Business including RE clerk(s) for the following year. [Provide electronic copy to the Clerk of Meeting and Recording Clerk of Meeting]
- Youth Program Coordinator presents report to Meeting for Business. Report may include list of FDS teachers. [Provide electronic copy to the Clerk of Meeting and Recording Clerk of Meeting]

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

- Welcome Back Program, usually to be held on the second Sunday of September

October

- Consider relationship to other committees and meeting goals, if appropriate

November

- Clerks Meeting

December

- YQE Christmas Program

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.
- In the past this included facilitating 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
 - This travel has not continued post-Covid 19 and does not appear to be something that will resume.
 - New ways will be explored to build connections with North Wales and Chester Meetings in the UK

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

Stewardship Committee members shall include the Treasurer of the Meeting, Assistant Treasurer and the Presidents of Gwynedd Fiduciary and Trustees.

Members of the boards of Gwynedd Fiduciary and Trustees shall be ex-officio members of Stewardship.

Ex Officio members of Stewardship are the Treasurer and Asst. Treasurers of Gwynedd Meeting. Friends serving on GFC (Gwynedd Fiduciary Corporation) and the Incorporated Trustees should consider themselves as Ex Officio Members of Stewardship Committee as well. Ex Officio members serve as valuable resources to this committee. However, Ex Officio members shall not actively take part in the decisions for which the Stewardship Committee is responsible. Ex Officio members shall not be personally liable for acts or omissions of the Stewardship committee, by virtue of their attendance at such meetings.

Frequency of meetings

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. (Typically this material is collected before September 1.)
- 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. Prepare a proposed budget and submit it to Monthly Meeting for Business in September.
 3. After the September Monthly Meeting and before Monthly Meeting in October, schedule a threshing session of Meeting members to consider whether the draft budget reflects the interests, concerns and spiritual leadings of members of the Meeting.
 4. Prepare and submit a final proposed budget to October Monthly Meeting for Business.
- Send approved budget and explanatory letter(s) to members and attenders in November requesting pledges and contributions for fiscal year.
- Develop and carry out follow-up procedures and schedule to keep members informed of the financial state of the Meeting and to request further contributions as needed.

- 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 make a request of Gwynedd Fiduciary funds for a special need. Stewardship will review Meeting requests for Gwynedd Fiduciary funds and will advise Monthly Meeting for Business regarding the request. Any such request must be read at two consecutive Monthly Meetings for Business before it is finally approved.

Bequests

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

Treasurer, Books, Records, and Reports

Financial Statistics and Reports

- Develops with the Treasurer the format of financial statements for the Monthly Meeting for Business and other reports, as needed.
- The Annual Report of the Treasurer is made to Monthly Meeting for Business in October.
- Reports of the Treasurer are made at least quarterly to Monthly Meeting for Business.

Reviews

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

Bank Accounts

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

Accountant

- Hire and fire Accountant.
- Secure and evaluate candidates for Accountant position as needed.
- Maintain and update Accountant job description.
- Provide oversight for Accountant, including reviews annually or as needed.

Other Duties

- Clerk attends Clerks Committee Meetings.
- Representative serves on Oversight Committee for the Office Manager.
- Each March, check whether page is up-to-date, and prepare any required revisions according to Guidelines for Updating Gwynedd Website. [These are available in Appendix D by hyperlink at the end of the Plan of Organization.]
- 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

Report to Monthly Meeting for Business on its review of Meeting Treasurers' books.

FEBRUARY

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

MARCH

Clerks Committee 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.

JUNE

Clerks Meeting, to include recommendations of donations to Quaker Organizations.

Announce clerk to Meeting for Business

JULY

Preliminary budget requests due to Stewardship by the end of July.

AUGUST

Submit draft budget to Monthly Meeting for Business.

SEPTEMBER

Clerks Committee Meeting.

Submit proposed budget to Meeting for Business.

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

OCTOBER

Submit to Meeting for Business a "Three Year Plan of Capital Projects" prepared by Property Committee and any preliminary developmental budget for projects in the current year plans In conjunction with Property Committee.

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

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

NOVEMBER

Clerks Committee Meeting.

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 and attenders of Gwynedd Meeting.

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

As needed Prepare and present updates on the status of Sustainability concerns to Meeting for Business.

MARCH

Clerk attends Clerks Committee Meeting.

Replace water filter cartridge in the kitchen, if needed.

Check webpage for any needed revisions.

MAY

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

JUNE

Clerk attends Clerks Committee Meeting.

Commented [2]:

JULY

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

SEPTEMBER

Clerk attends Clerks Committee Meeting

NOVEMBER

Clerk attends Clerks Committee Meeting.

WORSHIP AND MINISTRY COMMITTEE**Mission**

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

Membership

Open to members of Gwynedd Meeting.

Meeting frequency

Monthly, year round, First Thursdays.

Duties

- Oversee the regular Meetings for Worship. (The Head of Meeting will seek to provide spiritual grounding and centering of a hybrid Meeting for Worship.)
- Arrive at Meetings for Worship ready to center ourselves as we invite and hold space for the Divine Presence in communal worship.
- Provide for special Meetings for Worship as need arises.
- Offer encouragement and guidance to those with promising spiritual gifts, or those who are timid or young in the ministry; and offer loving guidance to those who engage in inappropriate conduct or ministry.
- 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.
- Make packets available to greeters as needed.
- Present Adult Quaker Education programs when led.
- Initiate occasional study courses, quiet days or retreats.
- Join with nearby churches in World Day of Prayer services and similar occasions.
- Coordinate holiday Meetings for Worship: Good Friday (assure that doors will be opened), and Christmas Eve (detailed procedures for service is in the Clerk's file).

Commented [3]:

- Assist the Memorial Services Coordinator(s) to make arrangements for a Memorial Meeting for a deceased member or attender, if the family so desires.
- Oversee other spiritual or devotional programs that arise in the Meeting
- Appoint an elder to be present at Meetings for Worship with Attention to Business. The elder will read an appropriate selection at the beginning of Meeting for Business, and will notify the Clerk and Recording Clerk of that choice in advance.
- Notify Office Manager of first Thursday Committee Meeting for Calendar.
- Respond to queries on the “State of the Meeting” from PYM’s Committee of Worship and Ministry.
- Prepare one brunch for members and attenders during the summer.
- Encourage attendance at Abington Quarterly Meeting.
- Encourage visitation among Friends’ Meetings.
- Each March, check whether the W&M website page is up-to-date, and prepare any required revisions.
- Duties of the Clerk:
 1. Prepare and present W&M Annual report.
 2. Attend Clerks Committee Meetings.
 3. Annually evaluate structure and functions of the Committee with regard to responsibilities and serving the needs of the Meeting.
 4. Prepare the W&M budget and submit the annual request to Stewardship.
- Follow the Policies & Procedures Guidelines and Contact Person Guidelines for use of the building for special events.
- Designate a representative to serve on the Pastoral Care Subcommittee of Care and Counsel.

Calendar for Worship and Ministry

FEBRUARY

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

MARCH

Attend Clerk’s Committee meeting.

Check webpage for any needed revisions.

MAY

Designate a member (or members) to serve as the Memorial Services Coordinator(s).

June

Attend Clerks Committee Meeting (includes consideration of the meeting’s contributions to Quaker organizations).

JULY

Submit preliminary budget request to Clerk of Stewardship Committee.

SUMMER

Prepare one brunch for members and attenders during the summer.

SEPTEMBER

ATTEND Clerks Committee Meeting

NOVEMBER

Attend Clerks Committee Meeting.

Memorial Meetings Coordinator(s):

[Information available in Appendix I by hyperlink at the end of the Plan of Organization.]

ASSOCIATED CORPORATIONS

(Gwynedd Monthly Meeting Corporations are related entities, though separate from Gwynedd Monthly Meeting)

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. 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 (GFC) 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 Policies and Procedures of the Corporation.
- Make recommendations regarding the status, use and disposition of endowment funds.

- Accept money from the sale of burial lots and invest it in Burial Ground Fund.
- Engage an independent review of the financial statements 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 funds 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.

Procedure for making a special request for disbursement from the principle of our 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 our endowed funds. The funding 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...

1. Events for the GMM Community (e.g., an event or retreat involving a paid speaker, organizer and/or related expenses).
2. Projects of the members of the GMM community (e.g., fundraising for Syrian Refugees, support for Family Promise involvement {formally known as Inter-faith Housing Alliance}, AFSC flea market support). Priority is given to Quaker related projects involving our entire community.
3. 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..

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 November 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 regarding the status Attend the Stewardship Committee meetings when possible.
- Present Annual Report to February Monthly Meeting for Business.
- Determine use and disposition of Incorporated Trustee's assets.
- Appoint two directors to the Gwynedd Fiduciary Corporation.

- **Calendar for Incorporated Trustees**
- **February**
- Provide electronic copy of Annual Report to Clerk of Meeting.
- **March**
- President to give Clerk of Nominating Committee feedback on the interest and service of members serving on Incorporated Trustees.

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, 4 members are selected by Gwynedd Monthly Meeting, and 3 are selected by the Trustees of Gwynedd Monthly Meeting. Terms are for 3 years and can be renewed two times. 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 9 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

An annual report shall be presented to Monthly Meeting for Business in October.

PERSONNEL

1. Office Manager
 2. Director of Children's Religious Education
 3. Caretaker
 4. Accountant
- {This information is under the care of the appropriate oversight committees.]

COMMONLY USED ACRONYMS AND ABBREVIATIONS

AFDS	Adult First Day School
AFSC	American Friends Service Committee
AQM	Abington Quarterly Meeting
FCNL	Friends Committee on National Legislation
GFM	Gwynedd Friends Meeting
GMM	Gwynedd Monthly Meeting
MMB	Monthly Meeting for Business
PYM	Philadelphia Yearly Meeting

HYPERLINK TO APPENDICES A-I: