

West Richmond Monthly Meeting of Friends

Handbook of Organization and Structure

Approved by Monthly Meeting 16th of Sixth Month, 2024

Published 30th of Eighth Month, 2024

This rendition does not include: Job Descriptions & Letters of Agreement;
Facilities Use Agreement; Policies re: Human Needs Fund, Holidays & Unpaid
Leave, Recordings of Worship; and Recommending Committees.

These sections will be added later.

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STATEMENT OF IDENTITY & PURPOSE

As a Christian Quaker community, West Richmond Monthly Meeting of Friends is a gathering of persons committed to corporately and individually seeking the leading of the Spirit. We believe that God's Truth is available for our discernment in an ongoing process and that Love is at the heart of that Truth. We seek to be an inclusive community that provides mutual support as each of us pursues opportunities for growth and strives to meet challenges within God's love.

We are guided by shared values and beliefs that derive from our conviction that there is that of God in every person. This leads us to respect each individual and to strive for equality in our relationships. We aim to value differences and to resolve conflicts in a peaceful and just manner. In our commitment to live in accordance with God's will, we seek a congruence between our beliefs and our actions that embodies integrity.

Within the spirit of stewardship for the world God has created, we seek to infuse our lives with simplicity and to use natural and human resources responsibly. As a gathered Quaker community, we work to utilize our corporate energies and resources to further God's purpose in the world.

In order to include Friends at a distance and those with health concerns or physical limitations, Meeting activities will incorporate an online option such as Zoom whenever possible.

MISSION STATEMENT AND STATEMENT OF BELIEF

West Richmond Monthly Meeting of Friends has established its mission as follows:

As a Christian Quaker fellowship, we seek to discover God's truth, proclaim God's Love, and live our faith.

To that end we believe:

- there is that of God in every person
- that there is continuing revelation of God's truth through individual and corporate discernment
- that all persons are equal in God's Love and should be treated accordingly with respect by our human brothers and sisters
- that all persons should think, speak and act with integrity
- that peace and non-violence should characterize human relationships
- that we are all committed to seeking justice in human relationships
- that our responsibility for stewardship of the world's resources commits us to a life of simplicity
- that discernment of God's truth and celebration of God's love occur through corporate worship

MEETING STATEMENTS

Welcoming and Affirming (revised 2014)

We welcome all who come as religious seekers or as fellow Christians to share in worship with West Richmond Friends Meeting, to participate in the activities of our common life together, and to apply for membership. The same standards and expectations for membership will be applied to all persons.

We affirm and welcome all persons whatever their race, religious affiliation, age, socio-economic status, nationality, ethnic background, gender, sexual orientation or mental/physical ability. We offer all individuals and families, with or without children, our spiritual and practical support.

In an effort to be clear as to the meaning of "affirming" and "welcoming," we offer the following examples. Members and attenders of West Richmond Friends Meeting are welcomed and encouraged to:

- attend and participate fully in meetings for worship
- take an active part in the life and activities of our meeting
- contribute their time, talents, spiritual gifts and resources to God through our meeting
- apply for and serve in positions of paid, public ministry or other positions of leadership in our meeting
- test and shape their personal beliefs and daily practices and help others to do the same
- invest themselves in our common efforts to improve and heal the world
- help our meeting to discern God's will in our meetings for business
- we regard same sex couples who are in committed relationships as families

We are willing to engage in open discussion on these issues with others, and we respect the Christian beliefs and spiritual integrity of those who may not fully agree with us.

West Richmond Friends Meeting will consider requests for marriage under the care of the Meeting by couples of any sexual orientation or gender identity, who are free to marry.

Minute On Systemic Racism (2021)

West Richmond Friends Meeting seeks peace and justice for all people. In 2008 our meeting adopted the following statement of welcome: "We affirm and welcome all persons whatever their race, religious affiliation, age, socio-economic status, nationality, ethnic background, gender, sexual orientation or mental/physical ability. We offer all individuals and families, with or without children, our spiritual and practical support."

Now, at the beginning of 2021, our predominantly white congregation feels called to make a more specific stand against the sin of racism, to state publicly our intention to become and to be anti-racist in thought, word, and deed.

White people hold hidden and not so hidden biases against people of color. Whether or not consciously intended, white Christians, Quakers, and our own meeting have been and continue to be the beneficiaries of white supremacist culture. Our meeting owns property on land that was violently purged of its Indigenous inhabitants to make room for white people. We intend to learn more about who these people were and what happened to them. We take pride in our abolitionist predecessors, but we are ashamed that some Indiana

Quakers joined the Ku Klux Klan during the 1920's. We intend to learn more about our complicated history. A fuller understanding of our past will inform our work for a more just future.

In the past year we have seen the epitome of white supremacist culture in the different response of law enforcement to peaceful Black Lives Matter protestors demonstrating for equal rights and violent white insurrectionists attempting the overthrow of constitutional government in the United States.

We intend, as a meeting, to move forward in the struggle against systemic racism in our society, while also striving to recognize and counteract implicit racist bias in ourselves. We acknowledge the centuries of violence and harm that people of color have endured and continue to endure in the United States, often at the hands of those who profess to be followers of Christ. We are committed to being and becoming an anti-racist organization, in both word and action. We believe that white supremacy is a sin and that God calls us to work for justice here and now.

WEST RICHMOND FRIENDS MEETING OVERVIEW

West Richmond Monthly Meeting of Friends is the organizational designation of our Meeting.

Each member and attender of West Richmond Monthly Meeting of Friends has the right and is encouraged to participate in the deliberations and work of the Meeting. Any member and attender of the Meeting may attend and speak at any session of the Meeting after being recognized by the Presiding Clerk. Guests, visitors, neighbors, and friends may attend Monthly Meetings and may speak at the meeting. After hearing from any who wish to speak, the sense of the Meeting will be discerned by the Clerk; at the Clerk's discretion, that sense of the Meeting may be limited to members.

West Richmond Monthly Meeting of Friends is charged with the administration of the affairs of the Meeting and has authority to act upon all questions affecting the membership. It is expected that all meetings for business will be conducted in a spirit of worship.

Monthly Meeting shall:

- receive reports from all Monthly Meeting committees, with responsibility to receive and act upon recommendations from those committees
- adopt and carry out measures for the improvement of the spiritual life and work of the body
- upon recommendation of the Ministry and Membership committee, consider for recording a member who demonstrates a gift for ministry and report their recording to the New Association of Friends

Monthly Meeting will generally meet at 11:00 a.m. on First Day of the Third Week each month except when called at an alternate time for a specific purpose. Special Business Meetings of the Monthly Meeting shall be called by either the Presiding Clerk or the Assistant Presiding Clerk. Where possible, notice shall be given at a regular meeting of the congregation at least seven days prior to the date of holding the Special Business Meeting. The notice shall name the business to be considered and the persons calling for the special business meeting.

GENERAL STATEMENT ON COMMITTEES

To organize our work and life together, the meeting has a number of very active committees. Each committee has broad, ongoing responsibilities, as well as specific goals. Most committee appointments are for a term of service of three years or one year. Appointments begin on July 1 each year.

Committees are expected to:

- Appoint a clerk and recording clerk
- Make decisions by consensus
- Keep written minutes of every meeting – include date, participants, major discussion topics, decisions and actions
- Make sure that all tasks are specifically assigned, not just left for "someone" to do; keep track of uncompleted tasks
- Put minutes in Google Docs and give access to all members of the committee, as well as to the Pastoral Minister, the Presiding Clerk of the Monthly Meeting, and the Office Administrator.

- Publicize their work as much as possible; communicate with the office to get events and programs on the calendar, in *The Friendly Visitor*, Sunday bulletin, etc.

Committees will be more effective if they plan ahead and develop an annual calendar, set strategic priorities, and communicate with other committees.

MEETING ORGANIZATION AND OPERATION

West Richmond Friends Meeting governs itself through a Monthly Meeting for Business, which, in the manner of Friends, is a Meeting for Worship in which business is conducted. All members and attenders of the Meeting are welcome to participate in Monthly Meeting. Monthly Meetings are led by the Clerk of the Meeting, with the Recording Clerk taking the minutes. Decisions are made by the sense of the Meeting as discerned by the Presiding Clerk after appropriate discussion. Reports are also received by Monthly Meeting.

The work of the Meeting is largely conducted by committees. Those committees are described in this handbook, including their composition and responsibilities. In certain cases, a committee may establish a sub-committee, comprised of both members and non-members of that committee, for the purpose of focusing intensively on a particular aspect of the committee's charge. For example, the Ministry and Membership Committee created a Worship Planning Committee to arrange for weekly Sunday worship services and a Staff Supervisory Committee to oversee and review the work of all Meeting employees. For the most part, committees act by making reports and recommendations to Monthly Meeting which must approve those recommendations. Monthly Meeting, however, has delegated certain decision-making to the committees.

Monthly Meeting Officers and Responsibilities

According to the tradition of Friends, the officers of the Monthly Meeting are the Presiding Clerk, Assistant Presiding Clerk, Recording Clerk, Assistant Recording Clerk, and Treasurer. The Monthly Meeting shall appoint these and such other officers as may be needed to expedite the business of the Meeting and to manage its affairs. All officers shall be appointed annually. All officers must be members of the Meeting. The Presiding Clerk is the chief executive officer of Monthly Meeting when such is required for legal purposes.

Presiding Clerk shall:

- Prepare the agenda for Monthly Meeting for business
- See that business is properly presented to Monthly Meeting for its consideration
- Discern and present the sense of the Meeting to Monthly Meeting for approval as appropriate
- Sign documents on behalf of Monthly Meeting
- See that officers and committees are functioning
- Make certain all actions of Monthly Meeting are properly recorded and carried out
- Serve as consultant to all committees; may attend standing committee meetings and serve as *ex officio* member
- Be available for advice and counsel when needed
- Be responsible for seeing that this handbook is reviewed annually and that any changes or additions be presented to the Monthly Meeting
- Represent the Meeting in any other capacity which might be assigned by the Meeting

Assistant Presiding Clerk shall:

- Preside at Monthly Meeting for business in the absence of the Presiding Clerk
- Convene Coordinating Committee meetings as needed
- Be available for advice and counsel to the Presiding Clerk
- Act in place of the Presiding Clerk in case of extended absence or incapacity

Recording Clerk shall:

- Keep an accurate set of minutes, showing all matters brought to the attention of the Meeting and the action taken
- Make the minutes available for review in advance of the following Monthly Meeting for business and read out the minutes as requested
- Keep minutes in a permanent form after they have been approved by the Meeting
- Attend meetings of the Coordinating Committee and prepare the minutes for all such meetings
- Be available to assist the Presiding Clerk as needed

Assistant Recording Clerk shall:

- Perform all duties of the Recording Clerk in their absence

Treasurer shall:

- Receive and record funds
- Deposit all receipts in the bank when received
- Keep records of individual contributions
- Ensure that funds are disbursed as directed by Monthly Meeting or by delegated officers
- Ensure that appropriate tax reports are filed to comply with all local, state, and federal statutes
- Prepare monthly and annual financial reports for Stewardship and Finance Committee, and quarterly reports for Monthly Meeting
- Work with Stewardship and Finance to prepare an annual operating budget for the Meeting

COMMITTEE DESCRIPTIONS

Coordinating Committee

The Coordinating Committee is made up of the clerks of the committees, along with various Meeting officers and the pastoral minister. The Coordinating Committee is convened by the Assistant Clerk of the Meeting, or, in their absence, the Presiding Clerk.

The purpose of this group is to share information about each committee's work, to identify matters that do not fall clearly within the purview of an existing committee so as to direct these matters to an appropriate committee or to Monthly Meeting, to coordinate schedules, particularly for the preparation of the annual budget, and to make nominations for the Gifts and Leadings Committee.

The Coordinating Committee has the primary responsibility of serving as the means of communication among the committees and staff. It shall provide an avenue for discussion of the concerns of various committees.

The Coordinating Committee shall:

- meet quarterly, or at the call of Presiding Clerk or Assistant Presiding Clerk as need arises
- encourage committee clerks to share their concerns for the Meeting
- provide an avenue whereby committees may coordinate their programs
- provide encouragement and stimulation to the committees as they work faithfully to carry out their missions for the Meeting
- recommend to Monthly Meeting names of persons to serve on the Gifts and Leading Committee
- recommend to Monthly Meeting as needed, actions or policies that do not fit into the charge of any other Meeting committee

The Coordinating Committee shall consist of:

- Presiding Clerk of Monthly Meeting
- Assistant Clerk of Monthly Meeting
- Recording Clerk of Monthly Meeting
- Pastoral Minister
- Clerks of Committees and Subcommittees:
 - Ministry and Membership
 - Worship
 - Technology and Logistics (TLC)
 - Gifts and Leadings
 - Friendly Caring
 - Outreach
 - Witness and Service
 - Education
 - Stewardship and Finance

- o Facilities

Ministry and Membership Committee

The Ministry and Membership Committee has the primary responsibility for the spiritual welfare and work of the Meeting. This committee also has the responsibility for the Meetings for Worship, the quality of the vocal ministry, music ministry, the pastoral leadership, and the development of the ministry of Meeting members and attenders through their participation as divinely directed.

The committee consists of five (5) to nine (9) members, each serving a three (3) year term with the option of one renewal. Members of this committee must be members of the Meeting. The Presiding Clerk of Monthly Meeting and the Pastoral Minister meet with the Ministry and Membership Committee as *ex officio* members. At the first regular meeting each year, the committee shall select a Clerk and Recording Clerk. The Ministry and Membership Committee shall meet monthly or as called by the Committee Clerk.

Broad responsibilities:

Meeting for Worship

- Responsibility for meetings for worship, the quality of vocal ministry, and the development of ministry of all members and attenders.
 - o Appoint a Worship Planning Committee with responsibility to develop a worship program in collaboration with the Pastoral Minister
- Set a rate for honoraria for outside worship speakers, including a sufficient amount in the annual budget request made to Stewardship & Finance

Spiritual Life of the Meeting

- Encourage spiritual growth among members and attenders:
 - o Be sensitive to and cultivate an awareness of spiritual, mental and emotional, as well as physical needs within the congregation
 - o As elders of the Meeting, be prepared to give counsel and support
 - o Encourage spiritual growth among members and attenders
 - o Respond to requests for marriage under the care of the Meeting, including suggesting names for the marriage clearness committee
 - o Arrange for clearness committees for people seeking advice on major decisions
 - o Assist with conflict management in the Meeting
- Emphasize Quaker beliefs, practices and testimonies such as waiting worship, ministry of every person, the Inner Light—that of God in every person, simplicity, peace, equality, community, integrity and stewardship
- Celebrate our Meeting’s distinctive identity which bridges different expressions of Quaker tradition
- Deal with all matters of membership—applications, clearness committees, transfers, relationships to inactive members—and bring recommendations to Monthly Meeting for action
- Develop and guide a process for an annual reflection on the state of the meeting for presentation and discussion at Monthly Meeting for Business

- Recommend to the Monthly Meeting members for recording and be responsible for the process (see “Recording for Public Ministry”, below)
- Encourage relationships with wider Friends organizations
- Compose memorial minutes for Meeting members who have died during the year to be brought to Monthly Meeting
- Oversee the pastoral care of members and attenders

Staff Supervision, Support and Review

- Oversee the Meeting’s four-year review cycle, with the following topics in the following order:
 - Mini-review of the pastoral minister (conducted by supervisory committee as a subcommittee of M&M)
 - Review of the meeting as a whole
 - Full review of the pastoral minister (done under the care of M&M, or delegated to the supervisory committee)
 - A fallow year, during which revisioning or other large processes may or may not occur
- Recommend to Monthly Meeting a Staff Supervisory Committee to supervise, support, and review the work of the paid employees of the Meeting
- Develop and have available written job descriptions detailing the duties and responsibilities of all staff
- Provide encouragement, support and counsel for the staff
- Through the Staff Supervisory Committee and in collaboration with other appropriate committees, review the work of the office administrator, music and education staff
- Through the Staff Supervisory Committee, review the work of the Pastoral Minister, and recommend the continuation or termination of the Pastoral Minister's service to the Meeting
- In collaboration with the appropriate committees, recommend salary for all staff, and housing allowance and benefits for the Pastoral Minister each year
- Recommend to Monthly Meeting names of persons to serve on a Pastoral Ministry Search Committee when necessary and assist in guiding the process

Recording for Public Ministry

Following the recording process guidelines from the Committee for Nurture of Ministry of the New Association of Friends, Ministry and Membership shall discern the gifts for public ministry of Meeting members who demonstrate such gifts, and recommend them to Monthly Meeting for recording. The recommendation should include a report from the clearness committee and Ministry and Membership which describes the person, the gifts, and their use of them. The Monthly Meeting will then discern whether it approves the recommendation for said recording, and if approved, writes a minute which includes the report from Ministry and Membership or a summary of it. If approved, the recording is celebrated as part of Meeting for Worship on a later Sunday, with the celebration to include giving the person a certificate of the recording. Monthly Meeting will report to the Committee for Nurture of Ministry of the New Association of Friends the person who has had their gifts for public ministry recorded, sending the minute as part of the report, to be acknowledged at the next annual gathering of the New Association of Friends.

Worship Committee (Sub-committee of Ministry and Membership)

The Worship Committee should have at least one M&M member serving on it. The Pastoral Minister works closely with the committee, and the Accompanist and Choir Director are *ex officio* and may attend committee meetings or not as they choose. The committee usually meets twice a month to reflect on recent Meetings for Worship and plan for upcoming Meetings for Worship and for worship opportunities at times other than Sunday morning, such as Christmas Eve or Holy Week, and discuss and make plans for following up on issues which have come to the committee's attention.

There can be a thematic approach to the planning process or it can be more fully based on the person speaking or process happening (such as Taizé prayer, worship through music, panel of speakers, etc.)

The committee works together to find speakers for the Sundays (typically two per month) when the pastoral minister is not scheduled to bring the message.

For each Sunday a committee member is designated as "Organizer." The organizer's responsibilities include:

- Consulting ahead of time with the speaker about Scripture, hymns, bulletin, and any requests for people to serve on the facing bench
- Identifying people to serve on the facing bench and arranging with them who will lead each part of worship. If a children's message is planned, the organizer also identifies someone to provide it.
- Informing the Accompanist and Choir Director of the hymn selections by Wednesday evening.
- Providing information for the bulletin to the Meeting office administrator by Thursday morning.
- Meeting on Sunday morning at 9:10 with those leading worship to review the order of worship and have a time of centering.
- Thanking the speaker following worship and asking for a digital copy of the message, if it is available, so that it can be posted on the Meeting website.
- Arranging with the Meeting office administrator for an honorarium (at the rate set by Ministry and Membership), if the speaker is not regularly involved with the Meeting.

Staff Supervisory Committee (Sub-committee of Ministry and Membership)

The Staff Supervisory Committee is a sub-committee of the Ministry and Membership Committee. It has four members (the Clerk of Monthly Meeting, one member of the Ministry and Membership Committee, one member of the Education Committee, and one at-large member) serving three-year terms with the possibility of renewal for three more years. This committee is responsible for supervision and support of the paid employees of the Meeting, in collaboration with other committees as spelled out below. Other Meeting employees who may be added may also be supervised by the Staff Supervisory Committee, if directed by the Monthly Meeting.

Responsibilities of the Staff Supervisory Committee:

- Obtain criminal background checks for all candidates for employment and meet all requirements of the Meeting's Child Protection Policy
- Provide supervision and support for the Pastoral Minister
- Supervise the work of the Office Administrator in collaboration with the joint West Richmond/First Friends Office Administrator Supervisory Committee
- Supervise and support the Accompanist and Choir Director
- Supervise the Education Director in collaboration with the Education Committee
- Conduct an annual review for each paid employee of the Meeting:
 - Give each employee the opportunity to prepare a self-review as part of the process
 - Prepare a written annual review for each employee, in collaboration with other committees as spelled out above
 - Meet with each employee to discuss the written annual review and any recommendations

Details of Annual Reviews and Reports:

Pastoral Minister Review:

- The Pastoral Minister's review is part of the Meeting's four-year review cycle (see pg. 11, under Ministry and Membership Committee). As part of this cycle, the pastoral minister's work is reviewed twice, with a mini-review, and, two years later, a full review
- The Ministry and Membership Committee will summarize the Staff Supervisory Committee's review
- After the Ministry and Membership Committee has approved the review, the Clerk of the Staff Supervisory Committee will schedule a meeting with the Pastoral Minister to discuss the review
- The review should be an open and candid evaluation which both affirms the Pastoral Minister's strengths and accomplishments and identifies any concerns that might need to be addressed
- The review is also intended to be an opportunity for the Pastoral Minister to express their thoughts about the strengths of and concerns about the Meeting
- The review will recommend the continuation or termination of the Pastoral Minister's service to the Monthly Meeting

Education Director Review:

- In August/September of each year, the Staff Supervisory Committee will consult with the Education Committee regarding the review of the Education Director and recommend continuation or termination of employment

- The Education Committee member who is on the Staff Supervisory Committee, along with the pastoral minister, will meet with the Education Director to discuss the annual review.
- The Education Committee will act upon the recommendation of this review at its October meeting each year. Salary recommendations will be made to the Stewardship and Finance Committee. Recommendations for the continuation or termination of the Education Director's service will be made to Monthly Meeting.

Office Administrator, Choir Director and Accompanist Reviews:

- In August/September of each year, the Staff Supervisory Committee will consult with the joint WRF/First Friends committee to review the performance of the Office Administrator and recommend continuation or termination of employment, to the Ministry and Membership Committee.
- The Staff Supervisory Committee will meet individually with the Choir Director and the Accompanist to discuss their performance
- The Ministry and Membership Committee will act upon the recommendations of these reviews at its October meeting each year. Salary recommendations will be made to the Stewardship and Finance Committee. Recommendations for the continuation or termination of each of the above employees will be made to Monthly Meeting.

Worship Technology and Logistics Committee (TLC)

TLC oversees the tech support required for "blended" (meaning both in person and on Zoom) worship services, including weddings and memorial services, as well as Sunday school classes, and Meetings for Business.

The TLC consists of 4-6 members including or in consultation with the pastoral minister. They recruit their own members and report to Monthly Meeting.

Responsibilities:

- In consultation with Worship Committee, establish policies and practices, revising them as necessary
- Recruit, train, and schedule Zoom Hosts and Co-Hosts
- Recruit and schedule Zoom Greeter and Zoom Fellowship Facilitator for each Sunday
- Hire, supervise, and evaluate Worship Tech Support Worker
- Recommend, make arrangements to install, and evaluate equipment (cameras, microphones, projector, laptops, etc.)

Emergency Planning Committee

In the event of an emergency that may affect the health and safety of those utilizing West Richmond facilities, an ad hoc group including the Pastoral Minister, the Presiding Clerk of the Meeting, the Head of School for the Richmond Friends School, and other Meeting leaders as appropriate will devise short-term plans. If longer-term changes are needed, those will be considered by Monthly Meeting (conducted via Zoom if necessary).

Friendly Caring Committee

NOTE: this committee does not currently exist and does not perform the functions listed. Please see the description of Ministry & Membership for functions that have been assumed by M&M.

The Friendly Caring Committee is responsible for the coordination of pastoral care activities for the members and attenders of the Meeting. The membership of this committee will consist in nine people each serving three-year terms renewable for one additional term. At least one-third of these appointments shall be renewed each year. Friendly Caring is empowered by Monthly Meeting to create certain sub-committees for the purpose of working more intensively on a particular aspect of its responsibility.

Broad responsibilities:

- Provide outreach, care and support to those in need. Arrange for the visitation of sick and shut-in members and attenders
- Provide meals to Meeting families in time of grief, illness or crisis, and meeting hospitality for special occasions such as weddings and memorial services
- Assist with conflict management in the Meeting

Gifts and Leadings Committee

The Gifts and Leadings Committee fosters sharing of time and talents with the Meeting by identifying and nurturing gifts and ministries of people in the Meeting. Functioning as the Meeting Nominating Committee, its primary responsibility is to identify people to serve as Meeting officers or representatives or to serve on standing committees.

The Gifts and Leadings Committee shall select nominees from the membership, as well as any regular attenders, who contribute time, talent and treasure to the Meeting. Only members of the Meeting may serve on the Ministry and Membership Committee or on the Stewardship and Finance Committee. A majority of each committee shall be members of the Monthly Meeting. Most committees will consist of both local members and those at a distance who can participate via Zoom.

In the spring of each year, Gifts & Leadings shall prepare a slate of nominees for committees, officers, and other appointments for the next committee year (July 1 to June 30). Ideally Gifts & Leadings will provide the slate for a first reading at the May Meeting for Business, allowing a month for reflection before being presented for approval at the June Meeting for Business. If a month's interim is not feasible, Gifts & Leadings will provide the slate by electronic mail at least one week in advance of the June Meeting for Business. Such interim periods will allow time for Meeting members or attenders to express any concerns about nominees.

Should it be necessary to make nominations at other points in the year, e.g., to fill a vacancy on a committee, Gifts & Leadings will present such names by electronic mail at least a week in advance of the next Meeting for Business, to provide an interim for any concerns to be expressed.

Clerks of committees should contact new members to welcome them and orient them to the committee.

The membership of Gifts and Leadings will ideally consist of 4 members nominated by the Coordinating Committee and appointed by the Monthly Meeting for a 3 year term with an additional three years if wanted.

The Committee shall nominate members/attenders of the Meeting to serve as:

- Officers of the Monthly Meeting (Presiding Clerk, Assistant Presiding Clerk, Recording Clerk, Assistant Recording Clerk, Treasurer)
- Members of standing committees of the Monthly Meeting (Ministry and Membership, Stewardship and Finance, Education, Facilities, Scholarship, Witness and Service, Friendly Caring, Outreach)
- Other Meeting Roles (Statistician, Librarian)
- Representatives to local groups and broader Quaker groups with which the Monthly Meeting collaborates (see p. 21)

Broad Responsibilities

- Present a full slate of nominees once annually to the Monthly Meeting, as well as presenting nominees as needed to fill vacancies created during the year, as described above
- Consult committee clerks for suggestions for prospective nominees
- Consult with each prospective nominee before presenting their name to Monthly Meeting. Make the prospective nominee aware of the responsibilities and requirements of the position
- After consulting with committee clerks, give careful and considered attention to the current committee members who are not active participants in the work of the committee

Outreach Committee

NOTE: this committee does not currently exist and does not perform the functions listed. Some functions are performed by the Meeting office.

The Outreach Committee engages with people beyond the members and attenders of the Meeting, including contacts with visitors and prospective new members. It is also responsible for coordinating fellowship activities within the Meeting. In addition to helping grow the number of active Meeting attenders, the Committee will ideally strengthen relations with the Richmond community and encourage ecumenical commitment and cooperation across denominational and ethnic lines

The membership of this committee will ideally consist in nine people each serving three-year terms renewable for one additional term. At least one-third of these appointments shall be renewed each year (*note: committee terms are currently under review and the three-year arrangement may be changed to a one-year term.*)

Broad responsibilities and objectives:

- Organize and train greeters at worship
- Welcome new students, faculty and staff at Earlham College and Earlham School of Religion

- Follow up and make connections with visitors and new attenders
- Make connections with new attenders early on; integrate them into the community
- Coordinate and oversee fellowship hour, pitch-in meals and other social events
- Encourage members and attenders to learn each other's names.

Education Committee

The Education Committee has primary responsibility for planning and operating the religious education programs for children and adults as well as for child care. The Committee's work facilitates the lifelong spiritual development of individuals and the community. Children's activities support and attract families to the Meeting.

The committee shall ideally consist of six (6) members, each serving a three (3) year term with the option of one renewal. At least one-third of these appointments shall be renewed each year. The Education Director works closely with the committee as an *ex officio* member; the Presiding Clerk of Monthly Meeting and Pastoral Minister may also meet with the committee. At the first regular meeting each year, the committee shall select a Clerk and Recording Clerk. The committee shall meet monthly or as called by the committee clerk and shall report to Monthly Meeting for Business.

All volunteers and employees who work with children and youth must be vetted according to and abide by the Meeting's Child Protection Policy.

Responsibilities for Children and Youth:

- Support, supervise, and collaborate with the Education Director
- Participate in recruiting and training volunteers and employees for education programs and childcare.
- See that child care is available for the youngest children on Sunday mornings beginning at 9:30 and for other Meeting gatherings such as weddings and memorial services
- Plan and implement Children's Worship activities
- Plan Children's Sunday School or other activity for the 11:00 o'clock hour
- Select age-appropriate curricula
- Plan special annual activities, such as the Children's Christmas worship program
- Periodically evaluate and update nursery facilities and supplies
- Coordinate with the Meeting's representative to the Richmond Young Friends program

Responsibilities for Adult Education:

- Plan adult classes and study groups for 11:00 on Sunday morning and/or other times
- Recruit and encourage teachers for adult classes
- Encourage Bible study and the use of devotional literature
- Encourage use of the Meeting Library

Witness and Service Committee

Witness and Service Committee shall have the primary responsibility for promoting social concerns and missions according to Friends Testimonies.

The committee shall ideally consist of six (6) members, at least two of whom shall be appointed each year to serve a three (3) year term which may be renewed for one additional three-year period. The Presiding

Clerk of Monthly Meeting and Pastoral Minister may meet as needed with the Witness and Service Committee. At the first regular meeting each year, the committee shall select a Clerk and a Recording Clerk. The Witness and Service Committee shall meet monthly or as called by the Committee Clerk and shall report to the Monthly Meeting for Business.

Broad responsibilities:

- Maintain communications with Quaker mission and service organizations
- Encourage involvement of the Meeting and of individuals in local and world issues concerning peace, justice, and equality
- Arrange for fundraising for special mission and service projects
- Arrange visits and lectures from Friends missionaries and service workers
- Bring recommendations to Monthly Meeting for action regarding public statements, demonstrations and other forms of witness
- Counsel young Friends about draft registration and military service
- Publicize state, national and international legislation regarding peace and social concerns to the Meeting
- Promote volunteer staffing for the Community Food Pantry
- Refer requests for help from community members to Open Arms Ministries, if appropriate

Stewardship and Finance Committee

The Stewardship and Finance Committee shall have the primary responsibility for promoting an understanding of Christian stewardship and for promoting the stewardship of time, talents, and finances within the Meeting.

The committee shall consist of three (3) to five (5) members, one-third of whom shall be appointed each year to serve a three (3) year term. Members of this committee must be members of the Meeting. The Presiding Clerk of Monthly Meeting and the Treasurer may meet with the Stewardship and Finance Committee as *ex officio* members. The committee shall function as Trustees, overseeing the property and financial resources of the Meeting. At the first regular meeting each year, the committee shall select a Clerk and a Recording Clerk. The Stewardship and Finance Committee shall meet monthly or as called by the Committee Clerk.

Broad responsibilities:

- Shall for all legal purposes serve as the Trustees of the meeting: hold title to meeting property, oversee property and liability insurance
- Arrange for renewal of exemption of property and sales taxes
- Encourage the practice of giving time, talents, and finances to support the Meeting's ministries, including carrying out an annual pledging process
- Arrange for payroll and withholding for all employees
- Contract the services of a Bookkeeper as necessary
- Oversee health insurance provided for the Pastoral Minister
- Oversee meeting investments and bank accounts

- Oversee the income and expenditures of the meeting and report at least quarterly to Monthly Meeting
- Make arrangements for any outside audit of Meeting finances as needed
- Collaborate with Staff Supervisory Committee and Ministry and Membership on setting salary and benefits for the coming year
- Prepare an annual budget to be presented to Monthly Meeting for approval in accordance with the Meeting's fiscal year of January 1 through December 31
- Work with the Meeting to seek financial resources to meet the budget approved by Monthly Meeting
- Coordinate special fundraising activities within the Meeting, so that special appeals do not conflict with each other or with the regular budget
- Serve as Monthly Meeting representatives if someone wishes to discuss the possibility of contributing to the endowment funds
- Monitor utility bills for both buildings
- Seek balance between good stewardship and financial responsibility to nurture ongoing health of the Meeting
- Coordinate with Facilities Committee on significant expenditures on maintenance and facilities

Facilities Committee

The Facilities Committee shall consist of three (3) members, each serving for a term of three years with the option of renewal for an additional three-year term. At least one of the appointments shall be made each year.

In order to provide a physical facility that supports our Meeting's vision by being welcoming, attractive and accessible, the Facilities Committee shall be responsible for maintenance of buildings, grounds and equipment of the Meeting. It should plan, arrange and oversee building projects as well as maintenance agreements. It should arrange proper insurance for all Meeting property and equipment. The Facilities Committee shall oversee and coordinate all use of Meeting facilities, working with the Pastoral Minister and the Office Administrator.

Broad responsibilities:

- Obtain estimates, engage and supervise contractors for major repairs and improvements
- Organize Work Days
- Work with the WRF representative to the RFS board to negotiate agreement with Richmond Friends School for use of the Community Building and other Meeting facilities
- Approve the use of Meeting facilities for any groups which wish to use them on an ongoing basis
- Determine suitable charges for use of Meeting facilities by outside groups
- Arrange for yard work and snow removal
- Arrange (including delegation of responsibility) for opening and closing of Meeting facilities in accordance with scheduled use
- Maintain keys and locks to provide security for the entire Meetinghouse grounds

Scholarship Committee

The Scholarship Committee administers funds for individual members and attenders to attend workshops, conferences and special events; administers general funds which support higher education and the Richmond Friends School; and reports to the Monthly Meeting.

The committee shall consist of at least three members, each appointed for a one-year term.

Broad responsibilities:

- Receive applications for both Parker and Bly Scholarship funds
- Decide on awards and notify applicants of decisions promptly
- Publicize scholarship availability within the Meeting
- Work with the Treasurer to transfer Parker Scholarship funds to Richmond Friends School once annually

Additional Meeting Opportunities/Roles

There are additional roles which fall outside our regular committee structure. These are:

Meeting Statistician - keeps permanent records of membership, transfers, births, weddings and deaths; reports directly to the Monthly Meeting for Business.

Meeting Librarian - organizes and maintains the library

Representatives to Outside Groups

The Meeting additionally is connected to several groups in the community to which we send representatives. These are:

Richmond Young Friends Committee Representative – attends the monthly meetings of the Richmond Young Friends Committee, which oversees the work of the Richmond Young Friends youth groups and their paid leaders.

Richmond Friends School Representative - represents our Meeting on the board of the Richmond Friends School, which is next door to our meetinghouse at 607 West Main Street; reports to the Monthly Meeting for Business, and as needed to the Education, Facilities and other committees.

New Association of Friends Representatives – represents the Meeting at the annual sessions and business meetings of our affiliate body, the New Association of Friends, reporting directly to the Monthly Meeting for Business.

Interfaith Housing Representative - serves as our representative to the board of the Interfaith Housing Corporation, an ecumenical group of 19 local churches which operates two large apartment buildings at 510 West Main Street and 34 Northwest 5th Street for low-income seniors and others with handicaps or disabilities.

Community Food Pantry Representative – serves as our representative to the board of the Community Food Pantry (AKA Interfaith Mission Center, Inc.), a volunteer-run ministry supported by an ecumenical group of Richmond congregations that supplies groceries to area families in need.

Open Arms Ministries Representative – represents the Meeting on the board of Open Arms Ministries, a diverse faith-based coalition which provides crisis assistance and tools for life management to lessen the suffering of Richmond residents living in poverty.

Friends Committee on National Legislation Contact – Connects the Meeting with FCNL by: receiving and forwarding communications from FCNL; sharing ways for Friends to take action with FCNL; informing FCNL on what is moving in the Meeting; and facilitating the Meeting's participation in FCNL's priorities process every two years.