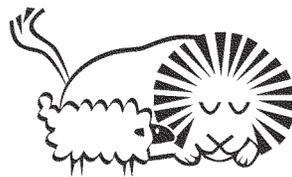


# **Southeastern Yearly Meeting Operational Handbook Procedures & Job Descriptions**

**Second Edition**

2007



As approved by the SEYM Executive Committee Meeting, 01/12/2007, Minute 07EC04

# History of Revisions

1994—First Edition publication of Southeastern Yearly Meeting Handbook. Editors were Vicki Carlie and Gay Howard. Many people serving in various capacities within the YM contributed material.

2005—Executive Committee Minute 05EC07 states, “EC approves the formation of an ad hoc committee to revise the SEYM Handbook. The committee members will be Nancy Fennell, Lyn Cope, Gay Howard, and Caroline Lanker.”

2005—Ad hoc committee queries Officers, Clerks, and Representatives to Organizations and edits all responses for inclusion in Handbook.

5/18/2005—Beginning of First Draft of revised document. This document updates and supplants the SEYM handbook written in 1994.

7/06/2005—Major update begun by ad hoc committee. Renamed Southeastern Yearly Meeting Operational Handbook. Many people serving in various capacities within the YM contributed material.

2006—Ad Hoc committee continues work. Ad hoc committee members: Lyn Cope, Nancy Fennell, and Caroline Lanker. Re-titled: *Southeastern Yearly Meeting Operational Handbook, Procedures & Job Descriptions*.

12/12/2006—submits to EC for approval at WIBM-EC Meeting to be held 01/12/2007.

01/12/2007—Executive Committee Minute 07EC04 approves publication of the SEYM Operational Handbook as submitted with minor format and editing corrections.

Minute 07EC04: The EC approves publication of the SEYM Operational Handbook. The Yearly Meeting will provide one copy to each YM officer, committee clerk and committee member, YM representative to an organization and each affiliated monthly meeting, preparative meeting and worship group as listed in the 2007-2008 YM directory. Additional copies will be available for sale at cost.

3/10/2007—Second Edition, *Operational Handbook, Procedures & Job Descriptions* printed in Melbourne, FL. Available from SEYM office in recycled polybinder with tabs, or as PDF from <[www.seym.org](http://www.seym.org)>. *SEYM gives permission to copy, print, and distribute.*

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# Glossary of Acronyms

The following acronyms are used in this document:

AFSC .....	American Friends Service Committee
AVP .....	Alternatives to Violence Project
DIA .....	Documents in Advance
EC .....	Executive Committee
FCNL .....	Friends Committee on National Legislation
FFC .....	Friends Fiduciary Corporation
FGC .....	Friends General Conference
FUM .....	Friends United Meeting
FIBM.....	Fall Interim Business Meeting
FLGBTGC .....	Friends for Lesbian, Gay, Bisexual, Transgender and Gay Concerns
FWCC.....	Friends World Committee for Consultation
HYM .....	Half Yearly Meeting
IBM.....	Interim Business Meeting, formerly known as Representative Meeting (RM)
ISP .....	Internet Service Provider (also known as web host)
IT .....	Information Technology
MLK.....	Martin Luther King (see calendar, WIBM, and Michener Lecture)
MM.....	Monthly Meeting
PDF .....	Portable Document Format
PM .....	Preparative Meeting
QBP .....	QuickBooks Pro
QEW.....	Quaker Earthcare Witness
QUNO.....	Quaker United Nations Office
RM.....	Representative Meeting now known as Interim Business Meeting (IBM)
SEYM .....	Southeastern Yearly Meeting
SEYMer .....	SEYM member or attender
WIBM.....	Winter Interim Business Meeting
WG .....	Worship Group
YBM .....	Yearly Business Meeting
YM .....	Yearly Meeting

# Introduction

**S**outheastern Yearly Meeting of the Religious Society of Friends (SEYM) provides a spiritual home and nurture for Friends in the southeastern United States. SEYM's primary purpose, in the time-honored tradition of Friends' Yearly Meetings, is to provide an opportunity for Friends to gather in worship to accomplish necessary business. Traditionally, monthly meetings in close proximity have gathered into Quarterly or Regional Meetings where necessary business was carried forward to ultimately be considered by the larger body, the Yearly Meeting. By necessity of size (small numbers of people, large geographical area), Monthly Meetings in the southeast evolved a system that best meets our needs: three annual meetings each year to conduct called meetings for worship with attention to business — the Yearly Business Meeting (YBM) and two Interim Business Meetings (IBMs). As is common among Friends, to accomplish the work of the Yearly Meeting, a structure of Clerks, Committees, and Representatives evolved. This manual describes this structure.

The purpose of the *SEYM Operational Handbook, Procedures & Job Descriptions* is to help all of us (old timers and newcomers) understand how SEYM works. This is not SEYM's statement of faith and practice. Books of *Faith and Practice* (Discipline) provide guides to understanding and insight about beliefs (faith) and ways of being, behaving, living (practice). Such Discipline statements are written specifically by each Yearly Meeting and approved by the entire body of the constituent Meetings at their annual business meetings (YBMs). This *Operational Handbook, Procedures & Job Descriptions* is a tool to help us understand our roles within SEYM and to describe the procedures and practices that provide continuity in the operations of the Yearly Meeting.

This is a reference work. It provides job descriptions, aids the flow of communication, encourages appropriate channels (whom to ask, who answers) and informs SEYM members/attenders (SEYMers) of the policies and inter-workings that have evolved since our Yearly Meeting was founded in 1964. *SEYM Operational Handbook, Procedures & Job Descriptions* may also be used to help Friends in SEYM know how to use SEYM's organization—how and where to share ideas and concerns. For ease and familiarity, the descriptive listings as presented in this document parallel the order in the SEYM Directory and the Table of Contents draft for the *Faith and Practice*.

Because this document contains a mixture of policies that have been approved by the Yearly Meeting (YM) and practices that have been established by custom, it is important to distinguish between them. Wherever possible, the *Faith and Practice* section or the YBM, IBM, or Executive Committee (EC) Minute is referred to. Since this document is not a vehicle to create or change policies or practices, it does not require YBM approval. The Executive Committee encourages and solicits input for the *Operational Handbook, Procedures & Job Descriptions* and asks for suggestions for material to be added. The Executive Committee approves and issues the *Handbook*.

The *Operational Handbook, Procedures & Job Descriptions* is a guide to getting our work done and is not meant to limit the creativity or energy of individuals or committees.

## Relationship to Other Documents

The SEYM ***Faith and Practice*** is the primary authority describing SEYM, its faith basis, its organization and its function. It is approved by the Yearly Meeting after an extended process of review and discernment.

This document is intended to supplement, not replace, the SEYM *Faith and Practice*. The task of this Handbook is to fill in the details that could not, or should not, be in the *Faith and Practice*. The *Faith and Practice* and approved minutes of the Yearly Meeting take precedence over this document in case of any discrepancy between them.

Because the Yearly Meeting is incorporated as a church, it also has **Articles of Incorporation**, which are filed with the state, and by-laws. The Articles of Incorporation and by-laws describe the structure and some of the function of the Yearly Meeting in legal language. They are compatible with the *Faith and Practice*, but the *Faith and Practice* is considered the paramount authority.

The ***SEYM Bookkeeping Operations Manual*** describes the bookkeeping practices of the YM in detail. It is complementary to the Financial Policies and Operations section of this manual. The Bookkeeping Operations Manual is intended for use by the bookkeeper and any others who need to go over the SEYM books in detail. The financial information in this Handbook should be useful to anyone who wants to understand the YM finances. The *SEYM Bookkeeping Operations Manual* is available from the YM secretary or the Clerk of the Finance Committee.

The ***SEYM Personnel Policies*** document, when written, may include policies relating to salary and benefits of employees. That document is expected to be approved by the YM. When approved, it will take precedence over this document and may be referenced in this document.

The ***SEYM Policy for Child Abuse Prevention***, approved in minute 05YM15, states that “SEYM will take all reasonable precautions to insure the safety of the children and youth at our Gatherings and conferences.” It is available from the SEYM website.

The ***SEYM Child Abuse Prevention Manual*** and ***SEYM Youth Program Worker Training Manual*** are the handbooks for implementation of the SEYM Policy for Child Abuse Prevention. As approved, they will take precedence over this document and may be referenced in this document. They are available from the SEYM website.

The ***SEYM Representative Travel Guidelines***, approved in minute 05YM14 presently under revision [2006], address the YM financial support for YM—approved representatives to organizations traveling to meetings. Minute 07EC01 approved taking the new guidelines forward to YBM 2007 for approval. This document appears in the Appendix.

## How Do I Find Out About...?

- **Questions** may be directed to a committee clerk, Clerk of Interim Business Meeting (IBM), Yearly Meeting (YM) Clerk, or the YM secretary.
- Go to the SEYM **website**, <[www.seym.org](http://www.seym.org)>, to find information (calendar, peace and social concerns, current events with program information and on-line registration, DIA, SEYM Monthly and Preparative Meeting and Worship Groups' location, the SEYM budget and apportionments and more). Archived documents include the DIA, YBM and IBM minutes, and working drafts of and the newly approved sections of *Faith and Practice*. The website contains links to SEYM Meetings' websites and to Quaker organizations.
- Contact the **secretary** for questions the website does not address, <[admin@seym.org](mailto:admin@seym.org)>. See Directory or website for postal contact information.
- SEYM publishes a **newsletter** three times a year. It is sent to each person listed in the directory database, with extra copies sent to the meetings and worship groups. Items and articles for the SEYM Newsletter should be sent to the secretary. Submissions are encouraged so that the newsletters reflect the broad scope of SEYMers' activities and opinions.
- **Donations** to SEYM may be made by check payable to Southeastern Yearly Meeting or to SEYM and are sent to the secretary, or may be made with a credit card on the SEYM website. Gifts of securities or charitable annuities are also accepted; contact the YM secretary for details, <[admin@seym.org](mailto:admin@seym.org)>. See Directory or website for postal address.
- The **SEYM Directory** contains names and addresses of all meetings and worship groups in SEYM and all members and attenders in the YM. It also contains a list of the YM officers and committee members and a list of Friends organizations. Copies of the directory are provided to each meeting and worship group in the YM, to all YM officers, committee members and representatives to other organizations, and to the monthly meeting representatives to the Yearly Meeting. Copies of the Directory are available free of charge, on request, to Friends listed in the YM directory database.
- The **YM directory database** contains the information about meetings, members and attenders that is published in the Directory once a year. The information is updated as it becomes available. The YM membership recorder can provide mailing labels and various kinds of information from the database to meetings and worship groups, yearly meeting officers and committee clerks and members.
- The YM publishes **booklets/pamphlets** of Walton and Michener lectures and other documents as approved by EC. These may be purchased from the YM secretary or at YBM or IBMs. Quaker Booksellers also distribute SEYM booklets/pamphlets.
- The **YM Faith and Practice** can be purchased from the Secretary or at YBMs or IBMs, or from Quaker Booksellers.

## Flow of Business

- Concerns may be directed to a committee clerk or an officer of the YM.
- Items for business at a YBM or IBM are typically brought by a YM committee. They are brought to the YM clerk or clerk of IBM, who makes the agenda for the business meeting. Before the business meeting, the YM Executive Committee considers items that concern YM policy, to determine whether the proposals are ready to be brought before the whole YM or whether some proposals need to be discussed further by the people involved and the Executive Committee. Another option is to hold a threshing session to allow free discussion of an issue, prior to consideration in a business meeting.
- The YM sends items of special concern to the MMs, PMs and WGs for review and discernment and requests feedback prior to considering them for a decision in YBM sessions. For example, all proposed revised sections of the SEYM *Faith and Practice* are sent to the meetings for review.
- Information about agenda items appears in the Documents in Advance (DIA) for the YBM and IBMs, distributed before the meetings. The DIA for the YBM are distributed to all members and attenders in the YM directory database. The DIA for the IBMs are distributed to all meetings and worship groups and to the YM officers, trustees, committee members and representatives to organizations. DIA are also posted on the SEYM website to facilitate easy access to all.
- Following business meetings, the minutes are posted on the SEYM website to facilitate easy access to all.
- When items are approved which require a specific action by the YM, such as sending a letter, that action is done by the clerk of the business meeting that approved the action, or delegated by that clerk to another Friend.

## Flow of Information

- All members of each Monthly Meeting in SEYM are encouraged to attend the YBM and IBMs; all attenders of MMs, PMs, and WGs are invited to attend the YBM and IBMs. In addition, meetings and worship groups are asked to name representatives to attend all YBM and IBMs sessions to assure representation and discernment from their meetings in discussions and for decisions, and then to report back to their meetings.
- Changes in and additions to the individual members, attenders and officers, and meeting information in the YM directory are sent to the YM Membership Recorder/database manager throughout the year to enable updating mailing labels. The deadline for having all entries for the new directory is in February. At Yearly Meeting sessions, everyone is asked to make corrections to the new directory before it is published.
- Changes in Monthly Meeting Clerk or Worship Group Contact should be sent to the YM secretary immediately to enable updating website information.
- MM treasurers are asked to send in the monthly meeting contributions to Yearly Meeting regularly throughout the fiscal year (monthly or quarterly). The yearly meeting fiscal year runs from June 1 through May 31.
- Each MM writes a State of the Meeting report each year and sends it to the YM secretary by January 15. The State of the Meeting reports are published in the YBM-DIA.

# Meetings' Responsibilities Calendar

	RESPONSIBILITY	WHEN PERFORMED			
		FIBM	WIBM	YBM	Other
1.	Clerk or Representative represent Meeting for Business decisions	X	X	X	
2.	Clerk distributes HYM, Michener, and other information				As requested
3.	State of the Meeting Reports due		X		
4.	Membership/Attender Information due for Directory, 1st draft		X		
5.	Membership/Attender Information due for Directory, 2nd draft			X	
6.	Meeting officer Information due for Directory			X	
7.	Apportionments/donations				Quarterly, or as arranged by Meeting treasurer with SEYM Treasurer.

# Yearly Meeting Organization

## Membership

A Yearly Meeting is made up of monthly meetings, preparative meetings, and worship groups. The membership of the YM is the membership of the constituent monthly meetings, as described in the SEYM *Faith and Practice*, Section VII.

## YM Structure

Section XII of the *Faith and Practice* provides a general description of the positions of YM officers, Executive Committee, Trustees, standing committees and staff. The YM Articles of Incorporation and By-laws provide a legal description of YM, its membership, officers, Trustees and primary committees. The *Operational Handbook, Procedures & Job Descriptions* elaborates on the details of the positions and committees with job descriptions.

## Business Meetings and Clerks

Decisions on policies and actions are made in plenary sessions of the Yearly Business Meeting (YBM) and the Interim Business Meetings (IBMs) held twice a year to conduct business that arises between YBMs.

YBM is clerked by the YM Clerk and IBM is clerked by the Clerk of IBM. Minutes for all business meetings are prepared by the Recording Clerk. IBM minutes, except minutes of appreciation or minutes that required immediate action, are taken to the YBM for final approval.



# Yearly Meeting Events and Programs

## The Yearly Business Meeting (YBM) Gathering and Walton Lecture

YM holds its Yearly Business Meeting (YBM) plenary sessions during Easter Week and includes a program of workshops and activities, commonly known as the YBM Gathering. The YBM is the meetings for worship in which business is conducted and final approval is given in matters brought to the Yearly Meeting from the IBMs, EC, and Monthly Meetings. During the time surrounding the YBM plenary sessions, the Gathering retreat provides opportunities for worship, worship-sharing, workshops, fellowship, intergenerational activities, and a youth program for children from toddlers through teens. Representatives from Friends' organizations are invited to attend and present reports and special interest sessions.

The Walton Workshops and Lecture are highlights of the Gathering. The Walton Workshops commence Wednesday evening with a welcoming address/workshop by the Walton speaker and is followed by a second session the following morning. The Walton Lecture is an endowed lecture given by a noteworthy Friend(s). It is later published in a booklet/pamphlet and may be available on CD (depending upon recording quality). See page 67 for details of lecture planning and execution. See page 93, "Secretary, Publications (Print and Electronic)" regarding publication process of Walton Lecture booklets.

## Interim Business Meetings (IBMs) and Michener Lecture

Fall IBM meets the first Saturday in October. The meeting place rotates among centrally located MMs with facilities to host large meetings. Winter IBM meets Saturday of Martin Luther King (MLK) weekend in January. Traditionally, Orlando Meetinghouse has hosted WIBM and the Michener Lecture the next day (Sunday). The SEYM Worship and Ministry Committee invites a renowned Friend to present the Michener lecture on a topic related to the faith of Friends.

SEYM committees hold committee meetings the morning of each IBM session. The host meeting traditionally provides lunch or requests potluck. The Meeting for Worship with attention to Business commences immediately after lunch.

### **Purpose of Interim Business Meetings:**

IBM provides a forum for Monthly meetings and Worship Groups to address common concerns and organizational issues. Interim Business Meetings carry on the work of Yearly Meeting between annual sessions. IBM considers minutes, proposals, reports, concerns, and organizational changes. IBM adopts minutes that are forwarded and recommended to YBM for final approval. Minutes involving business that requires an immediate response may be approved by IBM.

## Half Yearly Meeting (HYM)

HYM is held every Thanksgiving Day dinner through Meeting for Worship on First Day. HYM is purely recreational. No business meetings are held. This is an intergenerational opportunity for SEYMers to live our testimonies: to live simply (share lodges), create camaraderie/community (play together, cook together, worship together, hike/ canoe together) and by including our children in our activities and within earshot of adult discussions, teach peace and integrity. For description of HYM Committee details on planning and execution, see page 55.

## **The ProNica Program**

The ProNica Program provides assistance for community and economic development, sustainable agriculture, health, education, training in non-violent resolution of conflicts, and women's empowerment in Nicaragua. Founded under the auspices of SEYM, ProNica is now an independent non-profit corporation. Minute 02YM08, "The YM affirms and supports ProNica in its decision to establish its own tax exempt status, while remaining under the care of the YM..." approved the establishment of ProNica as a separate non-profit corporation. Three SEYM members are named to the SEYM ProNica Board to provide guidance, support and spiritual nurture. Please see page 87, "ProNica Board Members".

# Pendle Hill Scholarship Program

Friends from SEYM have contributed funds to endow a sojourner scholarship at Pendle Hill, a Quaker center for spiritual growth, study, and service near Wallingford, PA. A subcommittee of Worship and Ministry Committee selects and provides an opportunity for one person each year to experience Pendle Hill.

- **Purpose:** The sojourn is an opportunity to participate in the rhythm of community life with shared daily worship and communal meals. It may be a time for reflection and renewal, personal retreat, study and research using resources at Pendle Hill or neighboring institutions, participation in classes or any other activity which can lead to personal or spiritual growth.
- **Conditions:** The award is given to one individual each year. The time spent at Pendle Hill should be a continuous seven-day study period or a weekend workshop.
- **The award is given** in accordance with Pendle Hill's fiscal year (September through August).
- **Eligibility:** An applicant is a member in good standing in his or her monthly meeting and an active participant in SEYM.
- **Application process:** A request to apply for the scholarship may be initiated by the applicant or by the applicant's Monthly Meeting, Preparative Meeting, or Worship Group. A letter of request for consideration is sent to the Clerk of Worship and Ministry Committee with a statement of the applicant's personal and spiritual background, a letter of support and recommendation from the clerk of the applicant's meeting or worship group, and a statement by the applicant regarding the reason he/she would like to attend Pendle Hill. The candidate may wish to carry out a particular project, sit in on a particular class or program, have a period of rest and reflection, experience community life, or add to his or her resources in order to enhance service to others. The Committee selects a recipient and awards the scholarship. The Committee advises both the applicant and Pendle Hill when a selection is made.
- **Time of Sojourn:** The class to be attended is selected from Pendle Hill's current catalogue and schedule of courses. Pendle Hill staff strongly recommends that the sojourn take place during the regular academic year (October through June).
- **The sojourner communicates** with Pendle Hill staff to schedule the stay; Pendle Hill must have space available.
- **Expenses:** Pendle Hill, itself, holds the scholarship. The cost of the stay—tuition, room and board—is covered up to the amount of the annual earnings of the endowment fund. Travel expenses are arranged and paid for by the recipient. The sojourner's meeting or worship group may wish to provide assistance.
- **Sojourner responsibilities:** The sojourner reports to SEYM on her/his experience at Pendle Hill in one of the following ways: an article in the SEYM Newsletter, a report printed in a DIA, presenting a concise report at an IBM or YBM session, or leading a workshop or interest group at a YBM Gathering.

For information on the Scholarship Committee, see page 64.

# SEYM Annual Events Calendar

MONTH	DATE(s)	EVENT
January	MLK weekend, Friday	Executive Committee (EC) Meeting
	MLK weekend, Saturday	Committee Meetings and Winter Interim Business Meeting (WIBM)
	MLK weekend, Sunday	Michener Lecture
March or April	Easter week- Wednesday through Easter Sunday	SEYM Yearly Business Meeting (YBM) and Gathering
	Wednesday before Easter	Executive Committee (EC) Meeting
	Wednesday evening and Thursday morning	Walton Lecture Workshop
	YBM Plenary sessions	Thursday-Sunday
	Saturday evening, before Easter	Walton Lecture
June	June 1	Beginning of YM fiscal year
June, July, or August	A Saturday	Summer EC Meeting
Sept. or October	Friday before first Saturday in October	Executive Committee (EC) Meeting
October	First Saturday	Committee Meetings and Fall Interim Business Meeting (FIBM)
November	Thanksgiving week - Thursday through Sunday meeting for worship	Half Yearly Meeting (HYM)

# Yearly Meeting Officers

Officers of the Yearly Meeting are: Yearly Meeting Clerk, Clerk of Interim Business Meeting, Assistant Clerk, Recording Clerk, Treasurer, Membership Recorder, Trustees, and Junior Yearly Meeting Clerks. Yearly Meeting officers are recommended by Nominating Committee and approved by the Yearly Meeting. Young Friends appoint their own officers, who are approved at annual Junior Yearly Meeting.

## Experience and Skills:

### Experience:

- Yearly Meeting Officer positions require Quaker membership of sufficient duration and character for officers to have an understanding of the Quaker way of worship and business. Active participation in SEYM activities (YBM, IBMs, committees, etc) for a sufficient duration provides an understanding and knowledge of the structure and history of the Yearly Meeting. This enables officers to better meet the needs and the tasks involved in managing a corporation the size of SEYM. Being a full time resident in the SEYM area enables immediate awareness of needs as they arise and enables input and direction throughout the year. Having a knowledge of the wider Quaker community and organizations is helpful.

### Skills:

- The ability to speak and write English clearly is necessary to maintain adequate communication. Sensitivity to the needs and spirits of others, and the group, facilitates cooperative functioning. The ability to use technological resources such as computers, email and the Internet are useful and aid communication. The Archived Minutes available on the SEYM website provide background and perspective for YM Officers.

## Terms of Service:

Tradition is that for the major positions of the Yearly Meeting, the nominee makes a commitment for three years, provided that Yearly Meeting wishes the incumbent to continue.

## Other:

SEYM Monthly Meetings (MMs), Preparative Meetings (PMs) and Worship Groups (WGs) express great appreciation for visits from SEYM officers who visit without an agenda simply to listen and provide spiritual support. However travel funds for this are not provided, and time may not be available.

The State of Florida Division of Corporations requires not-for-profit corporations to file a Uniform Business Report (UBR) annually each spring. A filing fee and list of six officers must be registered. Traditional terms of President(s), Vice President, Treasurer, Board members, etc. are required on the form. SEYM bylaws state these six shall be the clerks of YM and IBM, the assistant clerk, treasurer, recording clerk, and membership/data recorder. The YM secretary acts as the filing agent on behalf of SEYM. SEYM's filing number is 706247. See Secretary, item #14 on page 90.



# Clerk of Southeastern Yearly Meeting

## Purpose and Responsibilities:

1. The YM Clerk serves as Clerk of the annual YBM sessions at the Gathering. The Clerk writes the agenda for YBM sessions.
2. The Clerk verifies that the yearly meeting minutes are correct and signs them.
3. The Clerk acts on behalf of the Yearly Meeting in its relationships with its constituent Meetings and Worship Groups, and in the inter-relationships among these Meetings and Worship Groups.
4. The Clerk serves as a member of Executive Committee (EC), representing the Yearly Meeting, in general.
5. The Clerk represents Yearly Meeting at Interim Business Meetings (IBMs).
6. The Clerk acts as advisor, upon request or upon perceived necessity, to other officers and committee clerks of the Yearly Meeting.
7. The Clerk ministers to needs of both individuals and Meetings as needed.
8. The Clerk represents and acts as the spokesperson for the Yearly Meeting both inside and outside SEYM to organizations and individuals, both Friends and non-Friends.
9. In all of these duties, the Clerk makes decisions where given authority by YM, IBM, or EC, or in cases of emergency. In the latter case, whenever possible and appropriate, the Clerk attempts to contact all members of EC before acting.

## Experience and Skills:

The YM Clerk is a full time resident of the SEYM area, so that questions that come up during the year can be handled quickly, and so the Clerk is aware of SEYM concerns.

### Experience:

- Active Quaker membership of sufficient duration and character to give understanding of the Quaker way of worship and business is essential for the Clerk. Active participation in Yearly Meeting activities (YBM, IBMs committees, etc.) for sufficient duration and character to give understanding of the various part and natures of Yearly Meeting is assumed. A good clerking background at some level, such as Monthly Meeting or committees, and particularly experience in gathering the sense of the meeting, is most helpful, as is several year's experience with the Yearly Meeting structure and history. As the Clerk represents SEYM in the wider Quaker world, experience with, study of, or understanding of other Quaker organizations is useful.

### Skills:

- The ability to communicate clearly in spoken and written English, sensitivity to the needs and spirits of others and the group, and ability to use technological resources, such as computers, email and the Internet, are basic skills needed in the YM clerkship.

### Resources:

In addition to drawing on the Inner Light and writings of the spiritual journeys of others, the following resources have proven helpful to the Clerk of Yearly Meeting:

- Books of *Faith and Practice* (Disciplines) of SEYM and other Yearly Meetings, such as Philadelphia, Baltimore, New England, London, and others, often confirm the spiritual

aspects of serving the YM. Other YM's web pages are also useful resources for information.

- Books, booklets/pamphlets, and articles on Quaker business practice and the clerking process assist the Clerk in focusing on his/her major tasks, such as perceiving the sense of the meeting.
- Published materials on Quaker history, Quaker philosophies, and Quaker organizations, help the Clerk to gain understanding of the many facets of Quakerism in the United States and in the world.
- The Archived Minutes available on the SEYM website provide background and perspective for YM Clerk.
- Other officers, committee clerks, and other Friends in SEYM are an easily available resource.
- Clerks of other Yearly Meetings, especially at such meetings as the Yearly Meeting Clerks' Consultation sponsored by Friends General Conference (FGC), are usually eager to share their experiences, as many issues and concerns of SEYM are shared by other YMs.
- Workshops on clerking, e.g. as provided by Pendle Hill or FGC, are always useful.

SEYM YM Clerk is automatically invited to FGC Central Committee meetings. FGC Central Committee business meetings provide an excellent example of clerking.

### **Term of Service:**

Three-year terms of commitment are expected of the Yearly Meeting Clerk. The term of office starts at the rise of the annual gathering, except that the outgoing clerk performs immediate follow-up duties required to complete his or her tasks.

### **Meetings, reports, dates, and deadlines:**

**Preparation for the YBM.** The clerk uses the entire year's communications, meetings, discernments, DIA, and State of the Meeting reports to prepare for the YBM. The Clerk is expected to do the following to prepare for YBM:

- Prepare an agenda.
- Write YM Clerk's Welcome(s) to Yearly Meeting.
- Send the agenda and Welcome letters to YM Secretary for inclusion in DIA and Gathering Program on or before January 15.
- Research and study the background of issues to be presented.
- Read DIA (Committee and Representative Reports, State of the Meeting Reports)
- Before YBM, the Secretary provides the YM Clerk copies of incoming epistles from other yearly meetings. The Clerk reads and selects quotes to be read at the opening of each plenary session.

**Other Reports** include: "Ongoing Concerns from Yearly meeting", an article for the Spring SEYM Newsletter.

### **Yearly Meeting Gathering, Wednesday through Easter Sunday:**

#### **During YBM plenary sessions, the Clerk:**

1. Presides at the Walton Speaker's Welcome Workshop on Wednesday evening and Workshop the following morning and the Walton Lecture Saturday evening. The Clerk introduces the

- guest lecturer(s), providing brief biographical information of interest to Friends, and inviting Friends to receive the gifts brought to the YM in the presentation.
2. Presides at plenary business sessions. Plenary business sessions are Meetings for Worship with a Concern for Business, as described in the SEYM *Faith and Practice*. The Clerk will:
    - Open the session with a period of silent worship.
    - Follow the silent worship with the reading of one or two selected epistles from other yearly meetings.
    - At first business session, calls the role by meeting.
    - Follow the agenda in order that all the yearly meeting business is taken care of in the plenary sessions.
    - Just before the close of the final plenary session, the clerk may give the Clerk's Closing Remarks.
    - Close each session with a period of silent worship.
  3. Selects an Epistle Committee to write the YM Epistle. The Epistle Committee usually consists of 3-4 people who write the Epistle from this Yearly Meeting Gathering. After obtaining the committee members' agreement to serve, the Clerk announces the membership of the Epistle Committee in the first plenary business session. See "Epistle Committee" on page 83.
  4. Appoints a Gathering Reporter to write a report of Yearly Meeting to be published in Friends Journal and Quaker Life. See "Gathering Reporter" on page 86.
  5. Presides at the opening and closing of Meeting for Worship on Sunday morning.
  6. Following the YM, the Recording Clerk sends the clerk the approved minutes, which the YM Clerk signs.
  7. The Clerk carries out actions approved at YBM and handles appropriate correspondence.
  8. The Clerk "steps down" and turns the clerking of the business session over to the Assistant Clerk in cases where the Clerk is involved in the subject under discussion or wants to advocate for a particular point of view or outcome.

**Half-Yearly Meeting (HYM)**, Thanksgiving 4-day weekend. The Clerk is encouraged to attend this event to listen and advise, as occasion presents. While no special preparation is needed, participation by the Clerk provides an important connection between HYM and YM.

**Michener Lecture:** Sunday following WIBM. YM Clerk introduces the lecturer, including brief biographical data of interest to Friends. The Clerk may obtain background information on the lecturer from the clerk of Ministry and Worship.

**Yearly Meeting Clerk's Consultation & Retreat** sponsored by Friends General Conference (FGC)—dates as announced by FGC.

**Give input to Finance Committee** for EC Committee line item in budget by Nov. 1 for the following fiscal year.

**Consult SEYM Calendar** on the website, in the Newsletter, this Handbook (see list of calendars on page 6), and YM Secretary for deadlines.

### **Whom you work most closely with:**

Yearly Meeting Secretary, Clerk of IBM, Executive Committee members, Committee clerks and members, and Meeting Clerks.

### **Needed Supplies and Equipment:**

Standard clerical supplies for letter and report writing are needed. SEYM letterhead is available from YM secretary. Computer with appropriate software with access to email and the web is helpful in receiving and sending time sensitive information.

The YM Clerk needs to have on hand the current SEYM Directory and *Faith and Practice* (available from Secretary).

### **Expenses, Reimbursements, and Budget:**

Expenses include costs of traveling to YM events, YBM Gathering, IBM, and EC meetings, phone calls, and postage.

SEYM's policy is that travel expenses (mileage, room, board) to SEYM functions will NOT be reimbursed. Reimbursement is made for postage, supplies, and telephone calls from the Executive Committee line item of the YM General Fund budget.

Clerk may make a request to the Executive Committee for full or partial travel funding to the Clerk's Conference; the EC considers the request in light of the YMs ability to pay within the General Fund Budget.

Submit budget requests to the Finance Committee by Nov. 1.

### **Other:**

Simplify, simplify, simplify. Delegate; seek competence in other YM officers and trust them. Know weaknesses in other YM officers and quietly compensate for them. Trust thyself. Seek the Light, and trust it.

It is helpful if the Secretary has an electronic version of your signature for use on letters, documents, and the Epistle. This will only be used at your request or with your permission.

# Clerk of Interim Business Meeting

## Purpose and Responsibilities:

1. The Clerk of IBM writes the agenda for and presides over the interim business meetings. IBM sessions are Meetings for Worship with a Concern for Business, as described in the SEYM *Faith and Practice*. In the morning of the IBM meeting day, the Clerk calls all who are present into open worship, usually of half an hour's duration. Following worship, YM committees meet to further their work. After lunch, the business meeting opens. The Clerk:
  - Opens the session with a period of silent worship.
  - Calls the roll by meeting.
  - Follows the agenda in order that all the IBM business is taken care of in session.
  - Closes IBM with a period of silent worship.
2. The Clerk of IBM writes the agenda for and presides during the Executive Committee meetings (see "Executive Committee (EC) on page 41), following a similar pattern to preceding description. The Clerk presents the minutes of the EC to the Interim Business Meeting for approval.
3. Clerk of IBM in consultation with EC Members discerns which IBM minutes are significant and appropriate to present to a YBM plenary session for approval.
4. Minutes of EC and IBM meetings taken by the SEYM Recording Clerk are reviewed and signed by the Clerk of IBM.
5. The Clerk "steps down" and turns the clerking of the business session over to the Assistant Clerk in cases where the Clerk is involved in the subject under discussion or wants to advocate for a particular point of view or outcome.

## Experience and Skills:

It is important that the Clerk of IBM be a full time resident of the SEYM area, so that questions that come up during the year can be handled quickly and so the Clerk can be aware of SEYM concerns.

### Experience:

- Essential: The Clerk of IBM should have an active Quaker membership of sufficient duration and character to yield an understanding of the Quaker way of worship and business. Active participation in Yearly Meeting activities (YBM, IBMs committees, etc.) gives an understanding of the various parts and nature of Yearly Meeting. A good clerking background at some level, such as in Monthly Meeting, or committees, is most helpful, as is several year's experience with the Yearly Meeting structure and history.
- Useful: It is useful to have experience with, or study of, other Quaker organizations for an understanding of the wider world of Friends.

### Skills:

- The ability to communicate clearly in spoken and written English is a must. The Clerk needs to have the capacity for sensitivity to the needs and spirits of others. The ability to use technological resources, such as computers, e-mail and the Internet, is useful.

### Resources:

- Books of *Faith and Practice* (Disciplines) of SEYM and other Yearly Meetings, such as Philadelphia, Baltimore, New England, London, and others, are useful teaching tools. Other

YM's web pages are also good resources for information.

- Books, pamphlets, and articles on Quaker business practice and the clerking process assist the Clerk in focusing on his/her major tasks, such as perceiving the sense of the meeting. Beyond Majority Rule (Michael Sheeran), Beyond Consensus (Barry Morely), and workshops or writings by Arthur Larrabee are examples of helpful materials.
- Previous SEYM, IBM, and EC minutes are invaluable in providing a history of the work of the YM, as well as a record of current issues within the YM.
- Other members of Executive Committee, particularly Clerk of YM and Assistant Clerk, are very important sources of information and guidance. Clerks of YM committees also provide a valuable resource. As one of the goals of the Clerk of IBM is to build unity within the YM, clear understanding and frank exchanges of ideas among all concerned is very important.
- The YM secretary is a central focus for communications. She creates the newsletter and is in frequent contact with all clerks and EC members.

### **Term of Service:**

Three-year terms of commitment are expected of the Clerk of IBM. However, the appointment is reviewed annually, as the Clerk serves at the wishes of the YM. The Clerk's term of office starts at the rise of the annual gathering.

### **Meetings, preparation, dates and deadlines, reports:**

#### **Executive Committee Meetings:**

EC meets 4 times per year: at YBM Gathering prior to plenary sessions, in the summer, and on the Friday evenings before Fall and Winter IBMs. EC meetings are held the night before IBM in order to review the agenda for next day's IBM, to finalize preparations for agenda items, to clarify procedures of SEYM, and to consider any needs and problems of SEYM. Care should be taken not to use EC as an "insiders' group" by resolving questions that should properly come before the IBM or SEYM membership as a whole. However, EC should take responsibility for the leadership of SEYM. The Clerk of IBM ferrets out issues for EC to discuss, develops a working agenda for EC meeting, and invites other Friends to the EC meeting who are needed for specific reasons/issues under consideration. The Clerk of IBM emails the EC agenda to all the members of EC and asks for additional items. EC meetings are open to all members of SEYM.

#### **Interim Business Meetings:**

The Fall Interim Business Meeting (FIBM) is on the first Saturday of October. Winter Interim Business Meeting (WIBM) is on the Sunday of the Martin Luther King Jr. Holiday weekend in January.

1. Contact clerks of committees and EC members to ascertain issues that need to be on the IBM agenda and information that needs to go in DIA. Individuals may also have concerns to present, and they may contact the Clerk. It will be necessary to guide these issues so when they come to IBM they will be reasonably brief and to the point. Purely informational reports and background information on the issues should be published in the DIA.
2. Prepare IBM Schedule and Agenda and send to the Secretary for publication in Documents In Advance. Optional: The Clerk may write a brief "Welcome to IBM" article for DIA which may include reviewing how IBM works or convey special concerns of the Clerk of IBM.
3. Read the reports in the DIA.
4. Prior to IBM: Preparation for IBM requires consulting with EC members and Committee Clerks,

and others who, after the DIA have already been sent, now want to put something on the agenda. The Clerk may wish to read an epistle or similar material to focus efforts at some point during IBM, and that should be researched in advance.

5. Representatives to IBM: Clerk of IBM, with help of Secretary, is responsible for asking Meetings and Worship Groups to appoint persons to represent them at IBM. Care should be taken to make it clear to all that IBM is the place to hear from Meetings and Worship Groups. Clerk of IBM should have the list of names of appointed representatives; and they should be identified in the Roll Call of Meetings at the beginning of IBM session.
6. Absent Meetings: Meetings and Worship Groups who will not be able to have a representative at IBM are invited to send to the Clerk of IBM written minutes on issues facing IBM or on other concerns they wish to bring forward. The Clerk of IBM presents these written minutes to IBM or refers them to the appropriate committee.
7. Reports: The Recording Clerk takes the Minutes at EC and IBM. The IBM clerk checks and signs both sets of minutes with the recording clerk. The EC minutes are read at the IBM the next day. The Clerk carries out actions approved at IBM and handles appropriate correspondence. Part of the Clerk of IBM's job is to encourage others to prepare reports for the Newsletter, IBM, and DIA.

#### **Yearly Business Meeting:**

1. Prior to Yearly Meeting: IBM numbered Minutes are sent for inclusion in the YBM-DIA. A "Clerk of IBM's Report" to accompany these minutes may be published in YBM-DIA if needed.
2. Attend Yearly Meeting, representing IBM and EC at YBM plenary sessions. The Clerk of IBM brings EC and IBM numbered minutes to YBM to ask for approval.

#### **Whom you work most closely with:**

Yearly Meeting Secretary, Executive Committee members, Committee clerks and members, Meeting Clerks, and YM clerk.

#### **Needed Supplies and Equipment:**

Standard clerical supplies for letter and report writing are needed. SEYM letterhead is available from YM secretary. Computer with appropriate software (Microsoft Word, Excel) and with access to email and the web.

#### **Expenses, Reimbursements, and Budget:**

Expenses include costs of traveling to YM events, YBM Gathering, IBM, and EC meetings, phone calls, and postage.

SEYM's policy is that travel expenses (mileage, room, board) will NOT be reimbursed. Reimbursement is made for postage, supplies, and telephone calls from the Executive Committee line item of the YM General Fund budget. Submit budget requests to the Finance Committee by Nov. 1.



# Assistant Clerk

## Purpose and Duties:

1. "The Assistant Clerk has such duties as may be delegated by the [YM/IBM] Clerk(s), and takes over the duties of the Clerk in the absence of the Clerk." —SEYM Faith & Practice, 1987
2. The Assistant Clerk position may be considered as training for consideration for YM or Clerk of IBM.
3. The Assistant Clerk assists the YM and Clerk of IBMs.
4. Assistant Clerk is a member of the Executive Committee (EC). Collectively, the EC is responsible for giving leadership to the Yearly Meeting.
5. "It is the responsibility of the Assistant Clerk of Southeastern Yearly Meeting to work with our appointed representatives to Quaker organizations, and in consultation with these representatives, to allocate the money for travel, and to report these budgeted allocations..." (Minute 94RM14). As of 2005, receipts are sent to the YM secretary for reimbursement. The Assistant Clerk is responsible for two specific line items in the SEYM General Fund budget: the annual representative travel and the triennial representative travel. The guidelines for disbursement of travel money are provided in Appendix 2. Representative Travel Guidelines on page 141.

## Experience and Skills:

### Experience:

- **Essential:** The Assistant Clerk should have an active Quaker membership of sufficient duration and character to yield an understanding of the Quaker way of worship and business. Active participation in Yearly Meeting activities (YBM, IBMs committees, etc.) gives an understanding of the structure and nature of SEYM. A good clerking background at some level, such as in Monthly Meeting, or committees, is most helpful, as is several year's experience with the Yearly Meeting.
- **Useful:** It is useful to have experience with, or study of, other Quaker organizations for an understanding of the wider world of Friends.

### Skills:

- The ability to communicate clearly in spoken and written English is a must. It is desirable that the Assistant Clerk has the capacity for sensitivity to the needs and spirits of others. The ability to use technological resources, such as computers, email and the Internet, is useful.

### Resources:

All the members of Executive Committee, other knowledgeable Friends, SEYM's Faith & Practice and archived Minutes available from the SEYM website are all helpful resources for the Assistant Clerk.

### Term of Service:

Expected term of service is 3 years, renewable on a yearly basis.

## Meeting and preparation, dates and deadlines, reports

### Executive Committee meetings:

EC meets four times per year. Refer to Event Calendar for dates/times. The Assistant Clerk will clerk the meeting when Clerk of IBM is not present.

### **Interim Business Meetings:**

The Assistant Clerk sits at Clerk's table along with Clerk of IBM and Recording Clerk. Her/his role is to help Clerk of IBM keep track of whose turn it is to be called on (the order in which Friends stood to be recognized, etc.). Be ready to do jobs to help the presiding Clerk and the Meeting for Business, and if necessary, substitute for the presiding Clerk.

### **Yearly Business Meeting:**

Be present at all plenary sessions, sitting at Clerk's table and assisting YM Clerk as for Clerk of IBM (above).

### **Preparation for the above meetings:**

Think about what issues should be considered at a given meeting and suggest these to the YM or Clerk of IBM for the agenda. Talk over issues with IBM or YM Clerk; read Documents In Advance.

### **Other important dates and deadlines:**

Keep in mind the deadline for the next Documents In Advance (DIA) for YBM and IBMs, so that suggestions may be made for agenda items.

### **Reports:**

None, unless you are specifically asked to make a report. Periodic reports regarding representatives' travel are made to EC and IBMs. The Assistant Clerk is an ex officio member of the Finance Committee due to the responsibilities involved with representative travel money.

### **Whom you work most closely with:**

YM Clerk, Clerk of IBM, YM Secretary, EC members; Representatives to Organizations.

### **Needed Supplies and Equipment:**

Standard clerical supplies for letter and report writing are needed. SEYM letterhead is available from YM secretary. Computer with appropriate software (Microsoft Word, Excel) and with access to email and the web is helpful in receiving and sending time sensitive information.

The Clerk of IBM needs to have on hand the current SEYM Directory and *Faith and Practice* (available from Secretary)

### **Expenses, Reimbursements, and Budget:**

Expenses include costs of traveling to YM events, YBM Gathering, IBM, and EC meetings, phone calls, and postage.

SEYM's policy is that travel expenses (mileage, room, board) will NOT be reimbursed. Reimbursement is made for postage, supplies, and telephone calls from the Executive Committee line item of the YM General Fund budget.

Submit budget requests to the Finance Committee by Nov. 1.

# Recording Clerk

## Duties and Responsibilities:

Record the minutes of YBM plenary sessions, IBMs and EC meetings. Friends have traditionally kept careful records of all business, in keeping with the Friends testimonies of Truth and Integrity. The recording clerk is charged with carrying on this practice.

### Selection of Recording Clerk:

The recording clerk is recommended by the nominating committee and approved by the Yearly Meeting in a YBM plenary session.

The recording clerk is required to be a member of a constituent Monthly Meeting of SEYM. He or she should be a seasoned Friend familiar with Friends' business process, but does not necessarily need to be a long time member of SEYM. The recording clerk needs good writing, grammar, and composition skills to compose clear minutes. He or she needs to be able to attend all EC, IBM and YBM plenary sessions.

## Experiences and Skills:

### Experience:

- Essential: The Recording Clerk should have an active Quaker membership of sufficient duration and character to yield an understanding of the Quaker way of worship and business, and of the Quaker Minute style and process.
- Useful: Active participation in Yearly Meeting activities (YBM, IBMs committees, etc.) provides an understanding of the structure and nature of SEYM. It is useful to have experience with, or study of, other Quaker organizations for an understanding of the wider world of Friends.

### Skills:

- The ability to communicate clearly in spoken and written English is a must. It is desirable that the Recording Clerk has the capacity for sensitivity to the needs and spirits of others. Having fairly sophisticated computer skills are helpful with a knowledge of Microsoft Word, Excel spreadsheets, access to email and ability to create PDF files vital.

### In Business Meetings:

1. The recording clerk sits at the clerks' table at business meetings and records the minutes of the meetings. Recording minutes includes the creative work of helping the Clerk compose minutes out of the sense of the meeting. The minutes are to consist of numbered minutes, which record decisions taken by the assembled body, and narrative minutes, which record discussion and reports given in the meeting.
2. Whenever the assembled meeting approves a decision, a numbered minute is created. Normally, the exact wording of the numbered minute is read back to the assembled group and approved before it is recorded. The numbered minute clearly states what was approved. However, if the minute is approving a larger report or document, such as the nominating report or a section of *Faith and Practice*, the whole report is not included in the minute. The body of the report or document may be attached to the minutes when they are completed.
3. The recording clerk assists the clerk in making sure that all decisions of the assembled meeting are properly recorded and the wording is approved by the meeting. If necessary, the recording clerk may ask the clerk for a pause in the proceedings to make sure a minute is recorded accurately.

4. The recording clerk takes notes for narrative minutes during the business sessions. Exact wording is not necessary in the notes.
5. The recording clerk may request that people making reports during business sessions provide written copies where possible. He or she also requests copies of any material handed out during the meeting. This is helpful in making sure that the minutes are complete and accurate.
6. Immediately following pre-Gathering and pre-IBM EC meetings, a legible copy of the numbered EC minutes is needed for the Clerk of IBM to present to the YBM or IBM business sessions the next day.

### **Following Business Meetings:**

1. The recording clerk prepares the narrative minutes of the meeting from the notes and numbered minutes. This should be done in a timely manner following the business meeting. Very soon after the Gathering, the recording clerk also transmits the YM epistles (including the Youth epistles) to the YM clerk for review and to be distributed to other Yearly Meetings and Friends' groups.
2. The final recorded minutes include the narrative minutes, with the numbered minutes imbedded in them where they occurred. Attachments may be used for the list of attendees at IBM and YBM plenary sessions, copies of reports that were given at the meeting, and other documents which were approved. It has also become customary to create a separate document containing just the numbered minutes of the IBMs and the YBM.
3. If there is anything in the recording clerk's notes which is unclear, the recording clerk should contact Friends who were involved in the discussion, gave the report, etc. to confirm the information to go in the minutes. Care should be taken to get the correct spelling of names.
4. The recording clerk transmits the YBM and IBM minutes to the YM secretary for distribution and posting on the website. The recording clerk distributes the EC minutes directly. The EC minutes are sent to all EC members, whether or not they attended the EC meeting, and to any other people who attended the meeting.

### **Numbered Minutes:**

The numbering of minutes follows the scheme nnBBmm, where nn indicates the calendar year, e.g. 05 for 2005, BB indicates the meeting, YM, IM or EC, and mm indicates the sequence number of the minute. For example, minute 05EC01 indicates the first EC minute of the year 2005.

The wording of numbered minutes reflects whether the minute is a final decision or a recommended minute to be taken forward to a larger business meeting. Numbered minutes of the YM business sessions at the Gathering are decisions by the Yearly Meeting. Numbered minutes of the Interim Business Meetings are usually recommendations to the whole YM and are taken up again at the plenary business sessions at Gathering. However, there are cases where decisions are made at IBMs that must take effect right away.

Executive Committee sometimes makes decisions, such as appointing ad hoc committees to report to EC, which do not have to be approved by an IBM or YBM session. However, many EC minutes are recommendations to be taken forward to the next IBM or YBM plenary session.

### **Narrative Minutes:**

The narrative minutes include the date and place of the meeting and the names of those present. Care should be taken to get the names of those in attendance, as this is sometimes difficult. In the case of YBM, the names of all who attend the Gathering are included in the minutes and no effort is

made to report the attenders at each session.

The style of the narrative minutes is intentionally dry. The recording clerk does not interject his or her own opinions or editorial comments, except for accuracy of information. It is not necessary to record what everyone says during heated debates or to name the speakers in every case. Care should be taken to avoid writing things that, taken out of context, would contribute to misunderstandings or enflame controversy.

### **Other Tips:**

In recent years, the recording clerk has used a laptop computer to take notes during business sessions. This is recommended, but not necessary.

The recording clerk often has to sit in one position for a long time, particularly when taking notes on a computer. He or she is advised to ensure a comfortable seat before the meeting begins. If necessary, the recording clerk may request the clerk to have a pause or break in order to alleviate discomfort.

### **Resources:**

All the members of Executive Committee, other knowledgeable Friends, SEYM's *Faith & Practice* and archived Minutes available from the SEYM website are all helpful resources for the Recording Clerk.

### **Term of Service:**

The Recording Clerk serves three-year terms, which may be renewed. The outgoing Recording Clerk continues in this capacity until the minutes of the meeting at which a new recording clerk is approved have been completed and distributed. The Recording Clerk is a member of the Executive Committee. A new recording clerk is included in Executive Committee correspondence as soon as approved and becomes responsible for the minutes of the next EC, IBM or YBM.

### **Whom you work most closely with:**

YM Clerk, Clerk of IBM & EC, YM secretary, Assistant Clerk, EC committee members, and to secure reports: Committee Clerks, Representatives, Meeting Representatives and/or clerks, Epistle Committee, and Youth Committee for epistles.

### **Needed Supplies and Equipment:**

Standard clerical supplies for letters may be needed. SEYM letterhead is available from YM secretary. A computer with appropriate software (Microsoft Word, Excel) and with access to email and the web is helpful in receiving and sending time sensitive information.

### **Expenses, Reimbursements, and Budget:**

Expenses include costs of traveling to YM events, YBM Gathering, IBM, and EC meetings, phone calls, and postage.

The recording clerk may claim expenses for traveling to required meetings from the Executive Committee line item of the YM General Fund budget. No other expenses are reimbursed.



# Treasurer

## Purpose and Responsibilities

It is the responsibility of the treasurer to see that all SEYM's income and expenses, except the assets under the care of the Trustees, are accurately accounted for and have been used in accordance with the wishes of the YM. The secretary does the bookkeeping and keeps the financial records. It is the responsibility of the treasurer to determine with the Finance Clerk, which party is most able to communicate with the meetings and other donors and to provide appropriate records and/or to answer requests. This includes writing timely "thank you's" to the meetings for payment of their apportionments.

It is the responsibility of the treasurer, with the assistance of the clerk of Finance, to assist the secretary when requested in examining the QuickBooks Pro data entry. Ideally this should be done on a monthly basis.

It is the responsibility of the treasurer to compile data for and to publish *The Annual Financial Report* (see #3 below) at the close of the fiscal year. S/he presents the published *Annual Financial Report* and an oral report at the following FIBM.

The treasurer is an ex officio member of the finance committee and is a member of the EC. The treasurer together with the finance committee advises YM clerks and committee clerks on financial matters.

## Reporting Requirements and Practices

1. The Treasurer and Finance Committee publish reports in the DIA for IBMs and YBMs. They each present reports at EC, IBMs, and YBM plenary sessions. The treasurer and the Finance Committee work together to provide the financial presentations needed depending on circumstances. In general, the treasurer reports financial results in terms of income vs. expenses for the operational funds and actual income and expenses vs. the budget for the General Fund. The finance committee presents the budget, overall financial health of the YM and projections for the future.
2. The Trustees present the status of the Trustees' funds.
3. The treasurer is responsible for creating an annual financial statement for each fiscal year, for all of the YM finances, including the operational funds and the Trustees' funds. The annual financial statement contains the YM balance sheet at the end of the fiscal year, the income/expense statement for all funds for the entire fiscal year, and the budget vs. actual report for the General Fund for the entire fiscal year. The reports involved are generated in QuickBooks Pro from data entered by the YM secretary. The Treasurer creates and gives The **Annual Financial Report** for the previous fiscal year of General Fund income and expenses at FIBM. This report is attached to the FIBM Minutes and posted on the website. See Section, Reporting Requirements and Practices beginning on page 132.
4. The treasurer writes a report on the first six months of the current fiscal year for the DIA for WIBM in order to answer questions that may arise. S/he writes a report on a fiscal year-to-date for the DIA for YBM for discussion in a YBM session.
5. The YM files legally required tax documents including 941 and W2 forms. The YM secretary is responsible for providing the data to the accountant, who fills out the forms.
6. YM **minute 02YM09** approved hiring an accountant who would only handle the YM payroll taxes. It places the responsibility on YM members to create annual financial reports and

specifies that those responsible are the treasurer, the YM secretary, the clerk of Trustees and the clerk of the Finance committee.

## **Experiences and Skills:**

### **Essential:**

- The Treasurer must be computer proficient, knowledgeable in double entry bookkeeping and in QuickBooks Pro (QBP) software. S/he must have broadband access to enable receipt of large QBP files. The Treasurer needs to be proficient in Microsoft Word, Excel, and an email program.

### **Resources:**

The YM secretary, Clerk of Finance Committee, Clerk of Trustees, Friends Fiduciary Corporation, and any knowledgeable Friends are resources for the Treasurer.

### **Term of Service:**

The Treasurer serves a three-year term; appointment is renewed one year at a time. Responsibilities begin at the beginning of the new fiscal year, June 1st, after the YM when appointed. The outgoing treasurer continues until the end of the fiscal year, May 31st and prepares the SEYM Annual Financial Report published in DIA for FIBM and presented at FIBM.

### **Meetings, Preparation, Dates, and Deadlines:**

The treasurer participates in EC, IBMs, YBM, and the finance committee meetings. S/he needs to have data on income and expenses of the General Fund up to date and available for discussion. S/he acts as an information repository and assists in decision-making.

### **Whom you work most closely with:**

The YM secretary (bookkeeping), Finance Clerk and committee members, EC, Trustees and Meeting Treasurers.

### **Needed Supplies and Equipment:**

Computer with appropriate software: QuickBooks Pro, Microsoft Word, Excel, with broadband access. Standard clerical supplies are needed. SEYM letterhead is available from YM secretary.

### **Expenses, Reimbursement, and Budget:**

Expenses include costs of traveling to YM events, YBM Gathering, IBM, and EC meetings, phone calls, and postage.

A stipend toward broadband connection fees and duplication expenses are reimbursed. SEYM's policy is that travel expenses (mileage, room, board) will NOT be reimbursed. Reimbursement is made for postage, supplies, and telephone calls from the Executive Committee line item of the YM General Fund budget.

# Membership Recorder/Database Manager

## Purpose and Responsibilities:

1. The Membership Recorder/Database Manager is responsible for collecting and maintaining the following for use by any SEYM clerk or individual meeting:
  - The list of members and attenders of each meeting (including street addresses, phone numbers, email addresses).
  - The list of SEYM clerks, committees, and representatives (database updated annually following approval of Nominating Report at YBM).
  - The list of individual meeting clerks, meeting representatives to YBM and IBMs, and committee clerks.
  - Preparing mailing lists, formatting & sorting for USPS bulk mail & 1st class, generating Adobe PDFs of mailing labels for printing by the administrative secretary in mailing newsletters, Michener lecture brochures & HYM flyers, IBM- and YBM-DIA, SEYM Directory mailings, and others as needed.
2. Annually after YBM, generate a SEYM Directory of officers, clerks, representatives, monthly meeting clerks and meeting representatives' contact information, and a complete indexed listing by monthly meeting of all members and attenders and associated family members.
3. Generating an annual statistical analysis of each meeting's members, attenders, children, dual members, sojourning members and visiting Friend attenders for the clerk of the Finance Committee for the purpose of preparing annual apportionments.
4. Maintaining the database of the above listed information through careful entry of all individual and meeting information in a timely manner before each mailing.
5. Performing regular back ups of database information to an external hard drive or removable media (CD, DVD, zip disk or mag tape) and at least annually after completing the SEYM directory providing the administrative secretary with a complete copy of the database for off site storage purposes.
6. Staying current with the latest versions of the database and postal systems software, especially updating the postal software whenever an update is available.
7. Attending YBM and IBM sessions and EC meetings in order to help clarify future needs and to develop new databases for SEYM functions as the need is identified.

## Experience and Skills:

### Experience, essential:

- Working knowledge of the following software is required of the Membership Recorder:
  - File Maker Pro – database software
  - Postal Saver – bulk mailing software
  - Adobe Acrobat
  - Microsoft Word
  - Microsoft Excel

### Skills:

- The Membership Recorder must be computer proficient, comfortable with various email programs and able to use the Internet for updating USPS zip codes & looking up missing or incomplete addresses through various search engines.

## **Resources:**

IT professionals, Technical Training manuals, the YM secretary, and Meeting Recorders.

## **Term of Service:**

The Membership Recorder is expected to serve a term of three years, renewable for three years annually thereafter.

## **Meetings, Reports, Dates, and Deadlines:**

1. Attend all YBM, IBM, and EC meetings.
2. Provide written reports for the DIA.
3. Communicate with individual meetings as needed to collect data.
4. Finalize the Directory after YBM sessions.
5. Prepare bulk-mailing labels for the newsletter 3 times annually.
6. Prepare bulk-mailing labels for the HYM brochure.
7. Prepare bulk-mailing labels for the Michener lecture brochure.
8. Prepare bulk-mailing labels for YBM & Gathering Registration and Programs
9. Prepare bulk-mailing labels for IBM- and YBM-DIA.
10. Prepare bulk-mailing labels for the SEYM Directory mailing.
11. Prepare email lists for SEYM clerks and YM secretary, as needed.

## **Whom you work most closely with:**

SEYM Administrative Secretary, SEYM clerks, Meeting Clerks & Membership Recorders.

## **Needed Supplies and Equipment:**

Office, ink cartridges, paper, mail labels, computer with previously described software with regular access to broadband or DSL Internet access through an ISP (internet service provider).

## **Expenses, Reimbursement, and Budget:**

Expenses include costs of traveling to YM events, YBM Gathering, IBM, and EC meetings, phone calls, and postage.

The Membership Clerk is reimbursed \$12.50/month [2006] toward broadband access to enable emailing large bulk mailing and directory files to the administrative secretary.

SEYM's policy is that travel expenses (mileage, room, board) will NOT be reimbursed. Reimbursement is made for postage, supplies, and telephone calls from the Executive Committee line item of the YM General Fund budget.

Submit budget requests to the Finance Committee by Nov. 1.

# Trustees

Trustees are called upon for advice and recommendations by the Clerk and Executive Committee. In turn, the Trustees look to Meeting members for insight and information.

## **Purpose and Responsibilities:**

1. Trustees are the legal entity of Southeastern Yearly Meeting that holds title to property and investments for the Yearly Meeting.
2. Trustees are endowed with the responsibility of raising and managing endowment and investment funds on behalf of the Southeastern Yearly Meeting.
3. Trustees are endowed with the responsibility of investing donors' money as directed or as stipulated in his or her will, provided that the donor named an existing Fund or previously had communicated with and received approval from the Trustees regarding his or her intent. Trustees retain the authority to refuse to accept a donation or gift when it is felt that the purposes are not in keeping with Friends Testimonies and Concerns or the restrictions would be too onerous a burden for the Yearly Meeting.
4. Trustees keep records of: invested funds, mortgages (extended to Monthly Meetings, or on behalf of Meetings that have laid themselves down and have sold their meetinghouses and donated proceeds to SEYM), restricted funds, and unrestricted funds. The restricted funds include, but are not limited to: the Michener Lecture Endowment Fund and the Walton Lecture Endowment Fund that provide dividends toward those expenses; the Secretary's Salary Endowment Fund (formerly the Anna Owers' Fund to support YM Secretary's expenses) and the Bertsche Outreach Travel Endowment Fund, whose dividends are deposited in SEYM's annually budgeted General Fund to go toward those expenses; and the Gathering Youth Endowment Fund (dividends to fund the YBM Gathering youth peace program and/or scholarships for families). The unrestricted funds are reserved to support YM expenses on as needed basis.
5. Trustees are to be aware of Yearly Meeting undertakings and proposed actions that may affect the Yearly Meeting as a whole; at other times they might be called to make recommendations as to action by the Yearly Meeting. In general, Trustees feel responsible for protecting and upholding the human, spiritual and material resources of Yearly Meeting.
6. Trustees advise SEYM on the investments and expenditure of funds and/or invest new funds as directed by Southeastern Yearly Meeting.
7. Clerk of Trustees communicates frequently with SEYM administrative secretary, who is presently doing the data entry and bookkeeping for the Trustees.

## **Experience and Skills:**

### **A Trustee needs:**

- Concern for SEYM and willingness to listen and to express responses to ideas and questions. It is helpful to try to keep up with Yearly Meeting activities and informational material.
- Experience in investments, holding mortgages and property transactions.
- Willingness to assist in contacting donors, arranging annuities, and encouraging Fund growth.
- The Clerk of Trustees needs to be computer literate (email, Excel, knowledge of, but not proficient in QuickBooks Pro).

(Note: these skills are helpful but not exclusive of additional skill-sets that could be helpful at in the future.)

## **Resources:**

As needed, Trustees may seek counsel from other members, representatives of other Friends organizations, especially Friends Fiduciary Corporation, and particular resources depending upon the nature of the situation. These resources might include past Trustees; copies of Articles of Incorporation, the Bylaws, the SEYM Faith & Practice, and financial periodicals. The YM Secretary has a copy of the Articles of Incorporation and Bylaws.

## **Term of Service:**

Trustees serve a term of three years. The Nominating Committee is advised to seek regional representation in selecting Trustees.

## **Meetings, Preparation, Dates and Deadlines, Reports:**

### **Trustees meetings:**

Trustees meetings are held as called by Clerk of Trustees. Trustees meet during committee time the morning of IBMs and during committee meeting time set-aside at YBM Gathering.

### **YBM:**

Trustees are expected to produce an annual report on investments and funds that is published in the YBM-DIA (deadline January 15). Trustees are expected to attend YBM. Trustees also give a verbal report at YBM plenary and answer questions. Trustees may be called on for advice and information regarding various issues at YM.

### **IBMs:**

Trustees are expected to attend or be represented at IBMs, to respond to questions and offer advice and Trustees' viewpoints on various issues. Clerk of IBM may call for a report. Trustees may provide a written report for IBM DIA when they have information to report.

### **Other:**

The clerk of Trustees is a member of EC and a member, ex officio, of Finance Committee. As such, the clerk is requested to attend these committee meetings or send another representative of the Trustees as requested to attend other Committee meetings, such as Executive Committee or Finance Committee.

## **Trustees work most closely with:**

SEYM Administrative Secretary, Treasurer, Finance Committee, IBM and YM Clerks and Friends Fiduciary Corporation staff.

## **Needed Supplies and Equipment:**

General office supplies. The Clerk of Trustees needs a computer with appropriate software to enable him or her to communicate with the SEYM office and to receive and send financial documents.

## **Expenses:**

Expenses include costs of traveling to YBM, IBM, and EC meetings, phone calls, and postage. Trustees are responsible for their own expenses.

# Executive Committee (EC)

The Executive Committee, consisting of clerks and committee clerks, considers the business and concerns of the YM. It makes recommendations, in the form of minutes, to the IBMs and YBM.

## Members of the Executive Committee:

Currently [2006] the members of the EC are: the Clerk of IBM (who clerks EC), YBM clerk, assistant clerk, recording clerk, the clerk of Trustees, treasurer, membership and data base recorder, and clerks from the following committees: Nominating, Worship and Ministry, Finance, and Faith and Practice, Young Friends (Junior Yearly Meeting) clerks. The YM secretary is an ex officio member of EC. Members are requested to attend all Meetings. Minute 06EC05 and minute 06IBM05 "recommends the clerk of the Peace and Social Concerns Committee, clerk of the Youth Committee, clerk of Half Yearly Meeting, and the Membership Recorder be permanent members of the Executive Committee."

*Meetings are open to all who are interested.*

## Purpose and Responsibilities:

1. The Executive Committee guides the work and development of the YM. The EC does the creative work needed to initiate, develop or draft new ideas and programs. EC is the place for the first discussion of problems with which the yearly meeting needs to deal. Issues of concern may be brought to EC by monthly meetings or worship groups, committee clerks, or concerned individuals.
2. The committee monitors the conduct of YM business for adherence to Quaker principles and process.
3. While consideration of a program or issue may start in the Executive Committee, further discussion and work may be assigned to an ad hoc committee, a standing committee, or individuals. Follow-up is a key responsibility of the committee. When the EC decides that sufficient information has been gathered to facilitate an informed discussion, information is presented to an IBM or YBM in the form of a discussion, or minute, or it may be sent to the entire membership in a DIA or letter.
4. The committee's work is documented through minutes and correspondence.
5. EC is to provide guidance and loving care to staff and is responsible for oversight of the daily operations of SEYM, such as office operations, personnel, and finances. The EC serves as the YM Personnel Committee.
6. The EC considers concerns, issues and opportunities that arise between IBM and YBM sessions. If the situation is not urgent, EC addresses the matter and determines when and how it should be raised to an IBM or YBM. If the matter is urgent, the EC endeavors to solicit input from the YM, perhaps by consulting MM clerks or other YM committees, or by email to the YM membership. The EC the makes such decisions as are necessary to address the immediate situation and reports to the YM at the next IBM or YBM.

## Meetings, reports, dates, and deadlines:

The Executive Committee (EC) convenes four times a year, although emergency sessions may be called as needed. Meetings are generally held the afternoon or evening before YBM or IBM sessions and once during the summer. The time and place of the summer meeting is to be arranged by the clerk of IBM. Between meetings, communication is facilitated by email and telephone.

EC is clerked by the Clerk of IBM. The YM Recording Clerk takes minutes. The EC minutes are distributed to all the attendees of the EC meeting and to EC members who are not present at the EC

meeting. The Clerk of IBM and Recording Clerk present EC minutes for consideration or information in the next IBM or YBM.

### **Expenses, Reimbursement, and Budget:**

The expenses for the EC are similar to other committees. See Expenses, Reimbursements, and Budget on page 44 for a general discussion of committee finances. The EC has a line item in the General Fund budget, which is for use by the clerks, treasurer and membership recorder, since the committee clerks have their own budget lines. The clerks, treasurer and membership recorder make a request for the EC budget line to the Finance Committee by November 1 for the following fiscal year.

# Committees

Much of the work of the Yearly Meeting is done by standing and ad hoc committees. Committee Clerks and Committees meet Saturday mornings at Fall and Winter IBMs, during the time set aside at YBM Gathering, or at special sessions as called by the clerks. Exceptions are Archives that does much of its work at other times and locations, and Half Yearly Meeting (HYM) that holds its annual planning session at its event and later by email or phone.

The structure and function of the YM Standing and Ad Hoc Committees follow.

## Standing Committees

SEYM standing committees are permanent committees established by the YBM. They are listed in the *Faith and Practice* and in the SEYM Directory.

## Committee Clerks' Calendar

	RESPONSIBILITY	AUG 15	NOV 15	JAN 15	OTHER
1.	Submit reports to SEYM for inclusion in DIA, as appropriate.	X	X	X	
2.	Submit Articles of interest to wider Quaker community to Newsletter editor.				As appropriate
3.	Submit committee budget requests to Finance Committee for the following fiscal year.				NOV 1
		FIBM	WIBM	YBM	
4.	Plan and attend Committee Meetings	X	X	X	
5.	Participate in Meetings for Business to enable you to present your committee's views.	X	X	X	

## Clerks

The clerks of standing committees are nominated by the Nominating Committee and approved by the YBM. The newly approved committee clerks of most committees assume their duties as soon as they are approved. (Finance committee is an exception.) If the clerk of a standing committee wishes to step down at a time other than his or her completed term, the Nominating Committee seeks a nominee to fill a clerk position and brings its recommendation to the next IBM. The IBM may approve a nominee on a provisional basis until the next YBM. In a case of necessity, the Executive Committee may take steps to ensure a committee continues to function in the absence of a clerk until the next IBM or YBM.

### Experience and Skills:

#### Experience:

- Yearly Meeting committee Clerk positions require Quaker membership of sufficient duration

and character for the clerk to have an understanding of the Quaker way of worship and business. Active participation in SEYM activities (YBM, IBMs, committees) of sufficient duration provides an understanding of SEYM's needs and encourages a sense of community/camaraderie with present and prospective committee members. This enables clerks to better meet the needs and the tasks involved in clerking their committees. Being present year round encourages communication with committee members and enables the clerk to respond as questions arise within the committee or from EC or the SEYM office.

- Having knowledge of the wider Quaker community and organizations may be helpful.

### **Skills:**

- Committee clerks need to be able to communicate clearly in spoken and written English. They need to have sensitivity to the needs and spirits of others and the group.
- Ability to use technological resources such as computers, email and the Internet is useful and aids communication.

## **Committee Members**

The Nominating Committee recommends a full slate of committee members for all standing committees. The committee members are presented for approval at YBM. In looking for people to staff a committee, the Nominating Committee is advised to seek regional representation, and to offer to each region the option of nominating persons to serve on each committee. Suggestions for committee members may be made to any member of the Nominating Committee. Likewise, Friends who wish to serve on a committee are encouraged to contact the Nominating Committee. The Nominating Committee may bring proposed changes in committee membership before IBMs for provisional approval until presented for approval at YBM.

### **Terms of Service:**

Committee clerks are normally approved for three-year terms and the committee members are likewise asked to serve three-year terms. Terms are overlapped with expiring dates rotated to provide continuity on the committees. Clerks or members may serve consecutive terms. It is advisable, but not mandatory, to change committee clerks after two terms.

The list of all members of the standing committees is published in the SEYM Directory.

### **Expenses, Reimbursements, and Budget:**

Most committee expenses consist of office supplies, communication expenses such as postage, telephone, and internet access. Expenses for office supplies and communication are reimbursable by the YM. If financial needs exceed the committee's budget, requests for further funding should be made to the Finance Clerk.

Expense of traveling to YM events: attending committee meetings held at IBMs and YBM Gathering or at clerk's request, committee clerks to EC meetings (all members are welcome to attend), to HYM and YBM Gathering are not covered.

Most standing committees have line items in the SEYM General Fund budget. Exceptions are the Gathering Committee and the HYM Committee, which have their own budgets. The financial considerations for the YBM Gathering and HYM are discussed in the sections for those committees. The financial considerations for the Michener Lecture are discussed under the Worship and Ministry Committee.

If a committee has a budget line in the General Fund budget, the committee may spend that money at its discretion. Receipts for expenses are submitted to the YM secretary, who pays the reimbursements.

If a committee wants to spend money over and above its approved line item budget, it should contact the Finance Committee. The Finance Committee may approve minor expenditures out of the contingency budget line or take the request to the EC or the next IBM or YBM.

Committee members who wish to request financial assistance to attend the YBM Gathering should address their needs to their home monthly meetings which may assist them, and/or request a matching scholarship from the Gathering Committee. (See #5 Financial/Scholarship Application on page 68.)

### **Budgeting Schedule:**

The General Fund budget is approved each year by the YBM for the following fiscal year, which begins June 1. Around the time of the FIBM, committees need to project their financial needs for the following fiscal year. Clerks submit requests for their budget lines in the General Fund budget to the Finance Committee by November 1. This schedule allows the Finance Committee to prepare the proposed budget for the WIBM-DIA.

## **Archive Committee**

### **Purpose and Responsibilities:**

The purpose of the Archive Committee is to facilitate the orderly and suitable preservation of the



records of SEYM and its member Meetings and to see that records are appropriately archived.

### **Experience and Skills:**

Knowledge of library preservation techniques is helpful, but quickly learnable.

### **Resources:**

Quaker Collection Librarians with document archival background may provide direction, insight, and suggestions.

### **Term of Service:**

3 years, renewable annually.

Meetings, Reports, Dates and Deadlines:

Archive Committee Clerk and committee members are encouraged to attend YBM Gathering and IBMs. HYM is optional.

### **Whom you work most closely with:**

The Archive Committee works most closely with Meeting Clerks and Recording Clerks and with the University of Florida Library archives that presently hold the SEYM records.

### **Needed Supplies and Equipment:**

Acid free paper and archival ink cartridges for printers are a must. Having access to a computer to download documents from the SEYM website and print archival hard copies would be helpful.

### **Expenses, Reimbursement, and Budget:**

The expenses for the Archive Committee are similar to other committees. See Expenses, Reimbursements, and Budget on page 44 for a general discussion of committee finances. Additional committee expenses include acid free paper, duplication costs, and postage which are reimbursable. Periodically, the Archive Committee will have expenses for travel or shipment of materials to the archive location.

## **Faith and Practice Committee**

### **Purpose and Responsibilities:**

The Faith and Practice (F&P) Committee is responsible for keeping the Southeastern Yearly Meeting's



*Faith and Practice* up to date as a document useful to the monthly meetings and YM. When practices not recorded in the *Faith and Practice* function well over a period of time, the *Faith and Practice* is revised or supplemented to include these practices. Likewise when practices in the *Faith and Practice* are no longer in use; they are deleted. From time to time a new section of the *Faith and Practice* is needed and is created by the Faith and Practice Committee. The committee is also responsible for any other duties directed to it by the YBM or an IBM.

The Faith and Practice Committee prepares drafts of proposed new sections or revisions to the *Faith and Practice*. These drafts are sent to monthly meetings, preparative meetings, and worship groups for study, discussion, and comments and returned to the committee. The input from the meetings and worship groups is included in a new draft by the Faith and Practice Committee. Draft sections are published in the YBM-DIA and may be threshed in Faith and Practice Committee meetings and other times at IBMs and YBM Gathering. Based on the threshing, the committee prepares a new draft that is put in the DIA of the next YBM. Approval for this section is asked for at that YBM. If approved, the new or revised section is incorporated into the *Faith and Practice*. If it is not approved, the committee goes through a similar process of revision and review until the section is approved or laid aside.

### **Experience and Skills:**

Long-term experience with Quaker practice and the faith that creates it, good writing and communication skills, and a real concern and lively interest in this work are necessary for this task. The ability to listen, and to lay aside one's own personal agenda to enable incorporation of others' viewpoints is most helpful. A computer with email and proficiency in a word processing program are essential.

### **Resources:**

Friends experienced in Quaker practice and in our practice in SEYM are valuable resources for this committee, as are books of *Faith and Practice* from other Yearly Meetings. As an example, see those of Philadelphia YM, New England YM, and New York YM.

### **Term of Service:**

3 years, renewable annually.

### **Meetings, reports, dates, and deadlines:**

The Clerk may schedule committee meetings to be held at YBM, IBMs or at any time during the year. The committee can meet by phone, email, and correspondence.

The Clerk and committee members are present at plenary sessions and threshing sessions when proposed drafts are being considered.

### **Whom you work most closely with:**

The Faith and Practice Committee works most closely with the YM secretary, Meeting clerks (to ensure distribution of drafts) and the general population of SEYM to secure input and feedback.

### **Needed Supplies and Equipment:**

General office supplies, reams of paper, ink cartridges, laptop computer with appropriate software and access to the web to enable uploading and downloading are required.

## **Expenses, Reimbursement, and Budget:**

The expenses for the Faith and Practice Committee are similar to other committees except that it spends more on duplication and on postage to mail the *Faith and Practice* draft sections. See Expenses, Reimbursements, and Budget on page 44 for a general discussion of committee finances.

## **Finance Committee**

## **Purpose and Responsibilities:**

The Finance Committee is responsible for the general financial well being of the Yearly Meeting and, along with the treasurer, for reporting the financial state of the YM to its members. In this regard, it has the following responsibilities:

1. Prepare a proposed annual budget for the YM General Fund and present it for approval at a YBM plenary session.
2. Prepare and distribute the annual apportionment of the meeting donation budget to the monthly meetings, preparative meetings and worship groups of the YM.
3. Assess the financial health of the YM, including its financial needs and ability to meet them, and report to the YM.
4. Assist the assistant clerk, as needed, in the task of disbursing travel assistance to the representatives of the YM to other organizations.
5. Assist committees that have significant financial responsibilities, as needed. These committees include:
  - The Gathering Committee, with responsibility for the YBM Gathering
  - The Worship and Ministry Committee, with responsibility for the Michener Lecture
  - The Half Yearly Meeting Committee, with responsibility for Half Yearly Meeting.
6. To interface with the Trustees to review the contribution of the Trustees Funds to the SEYM operating funds and vice versa, and make requests and recommendations as needed.
7. The Finance Committee clerk, along with the YM treasurer, is expected to review the SEYM books periodically, to insure accuracy and transparency in the YM financial reporting.

## **Members of the Finance Committee:**

The committee clerk may be the only nominated committee member. Depending on SEYM needs, one or two other members may be nominated. Other committee members include: the SEYM Treasurer, ex officio; Clerk of SEYM Trustees, ex officio; the administrative secretary/bookkeeper, ex officio; and the SEYM assistant clerk, ex officio. (EC minute 00EC04 recommended that the Yearly Meeting Treasurer, Secretary, and Clerk of Trustees serve ex-officio on the Finance Committee.) The Assistant Clerk is on the finance committee due to his or her function of disbursing representative travel money.

## **Experiences and Skills:**

### **Experience:**

- In addition to the attributes as listed previously for all committee clerks, the clerk of Finance Committee needs to have experience with and knowledge of budgets and bookkeeping—preferably a knowledge of double entry bookkeeping.

### **Skills:**

- It is ideal that the clerk of Finance be sufficiently familiar with QuickBooks Pro to assist the YM secretary when requested.

## **Resources:**

Bookkeeping manuals, Friends Fiduciary Corporation staff.

## **Term of service:**

The Finance Committee clerk and any other nominated members serve 3-year terms, that may be renewed, with duties beginning June 1 (beginning of fiscal year). The other committee members serve ex-officio for the terms of their offices.

## **Meetings, Reports, Dates and Deadlines:**

### **Meetings:**

Finance Committee meets during committee times at IBMs and YBM Gathering. It may meet in person or otherwise and other times, as called by the clerk. The Finance Committee clerk is a member of Executive Committee and expected to attend EC meetings, IBMs and YBM.

### **The Annual Financial Cycle:**

The SEYM fiscal year starts June 1. However, the Finance Committee cycle for a fiscal year starts with preparing the proposed budget during the year before. The following are key periods and events for committee activity, starting with the beginning of the budget cycle.

### **Before the Fall IBM:**

1. Contact the committee clerks who have line items in the General Fund budget to request their budget requests for the following fiscal year. Contact the YM clerks for EC budget needs.
2. Get input from representatives to organizations regarding the contributions to their organizations.
3. Prepare the initial draft of the proposed budget for the next fiscal year. Consider each line item, the continuing need for it, and whether the amount should be changed. Consider any new financial needs of the Yearly Meeting.
4. Optionally, prepare a Finance Committee report for inclusion in the DIA for Fall IBM.
5. Assess whether the income goals of the YM for the year are being met. If necessary, send reminders to meetings about current apportionments or distribute a request for individual contributions by mail or in the newsletter.
6. Contact the HYM committee, Gathering Committee, and the Worship and Ministry Committee to determine whether they need any assistance with their financial plans for HYM, the YBM Gathering, and the Michener Lecture.

### **At the Fall IBM:**

1. The Finance Committee considers and discusses the initial draft of the proposed budget for the next fiscal year.
2. The Finance Committee may present a report complementary to the treasurer's report on the financial results of the previous fiscal year, the current financial state of the Yearly Meeting, and the outlook for the next fiscal year.

### **Between the fall and winter IBMs:**

1. Prepare a proposed budget for the next fiscal year and a Finance Committee report explaining any proposed budget changes. Send these to the YM secretary for inclusion in the WIBM-DIA. Note: see Committee Clerks' calendar on page 43 for deadline for inclusion in DIA.
2. Assess whether the income goals of the YM for the year are being met. If necessary, send reminders to meetings about current apportionments or distribute a request for individual contributions by mail or in the newsletter.

3. Following HYM, review its financial result.
4. Contact the Gathering Committee to determine whether they need any assistance with their financial plans for the next YBM Gathering.

#### **At the winter IBM:**

1. The Finance Committee meets to discuss any changes to the proposed budget and prepare its report to the WIBM.
2. The Finance Committee presents the proposed budget for the next fiscal year to the IBM. The proposal is discussed but not acted on.

#### **After Winter IBM and before the YBM Gathering:**

1. Send the proposed budget and an explanation of changes to the secretary for inclusion in the YBM-DIA.
2. Optionally, write a report, complementary to the treasurer's report, on the financial state of the Yearly Meeting and projections for the future. Send it to the secretary for inclusion in the DIA for the Gathering.
3. Assess whether the income goals of the YM for the year are being met. If necessary, send reminders to meetings about current apportionments or distribute a request for individual contributions by mail or in the newsletter.
4. Review the financial results of the Michener Lecture and HYM.
5. A few days before the Gathering, get the current meeting statistics from the Membership recorder. Prepare preliminary apportionments for the next fiscal year based on the statistics and the proposed budget.

#### **At the YBM & Gathering:**

1. The Finance Committee meets for final discussion of the budget and apportionments before presentation to the YBM.
2. The Finance Committee presents the proposed budget and the preliminary apportionments to the YBM. The budget may be changed by requests at the Gathering. The budget is approved, possibly with modifications, in a YBM session.

#### **After the YBM sessions, before the end of the fiscal year:**

1. The approved budget is sent to the SEYM recording clerk for inclusion in the YBM minutes.
2. The final meeting statistics are obtained from the membership recorder. The final apportionments for the next fiscal year are prepared and sent to each monthly meeting, preparative meeting and worship group. If possible, they are sent to at least two people in each meeting or group.
3. Assess whether the income goals of the YM for the year are being met. If necessary, send reminders to meetings about current apportionments or distribute a request for individual contributions by mail or in the newsletter.
4. Send thank you notes to meetings and groups that have made contributions during the year.
5. Send the approved budget and the final apportionments to the YM secretary for posting on the SEYM website.

**At the end of one fiscal year and the beginning of the next:**

1. Assist the treasurer and the secretary/bookkeeper, as needed, to complete the books for the current financial year and transition to the next fiscal year.
2. Review the total financial results for the YM for the year just ending.
3. Review the books for accuracy and readiness to produce the annual financial report.

**Whom you work most closely with:**

The Finance Clerk works most closely with the YM secretary on bookkeeping and data entry matters, with the SEYM Treasurer and other Finance Committee members, with the SEYM Recorder/Database Manager, meeting treasurers, and SEYM committee clerks for budgeting purposes.

**Needed Supplies and Equipment:**

General office supplies are needed. A computer with Microsoft Word, Excel and QuickBooks Pro are required. Broadband access is required due to size of on-line transmission of the QuickBooks Pro database.

**Expenses, Reimbursement, and Budget:**

The expenses for the Finance Committee are similar to other committees except that it spends more on duplication and on postage. See Expenses, Reimbursements, and Budget on page 44 for a general discussion of committee finances.

# Half Yearly Meeting Committee

Half Yearly Meeting (HYM) is SEYM's sole social, intergenerational recreational event without business sessions. Held from Thanksgiving Day through the Meeting for Worship the following Sunday, it is a time for play and getting to know one another. Since its inception, early in SEYM's history, HYM has been held at a Florida State Park.

## **Purpose and Responsibilities:**

The purpose is to provide an environment of camaraderie for the wider SEYM family in an affordable and enjoyable setting. HYM provides a wonderful opportunity to model and to discover the Quaker testimonies of simplicity, community, and concerns for our environment.

The **HYM Committee Clerk** is responsible for all arrangements with the State Park, and working with the HYM Committee to plan the required environmental program and other recreational events. The Clerk is charged with the responsibility of balancing the budget and together with his or her committee determining fees to charge to cover all costs (including on-line registration forms, snail-mail Registration Form duplication and bulk mailing).

The **HYM Registrar** receives both on-line and snail mail registration forms, and makes room assignments. S/he provides the Food Coordinator with an estimate of the number of attendees.

The **Food Coordinator** plans menus, purchases food, arranges for volunteers to bring necessary items not available at the park (kitchen sponges, towels, extra electric coffee pots and tea kettles, and other items as experience has dictated).

The **SEYM Youth Clerk and Committee** help plan youth and intergenerational activities at HYM.

All attendees are expected to volunteer in the kitchen, to clean up during and after the event, to bring their talents and interests to share.

## **Experience and Skills:**

### **Experience:**

- Camping, group cooking, recreational activities experience, campfire building, an interest in sharing or learning crafts is sufficient!

### **Skills:**

- Organizational skills for program planning and for the Registrar are helpful.

### **Resources:**

All SEYMers potentially may provide ideas/resources for recreational ideas and help. The YM secretary assists the HYM Clerk and/or Registrar with flier design and publicity, newsletter coverage, and on-line registration forms. Florida environmental magazines provide good ideas for theme.

### **Term of Service:**

3 years renewable annually. This committee usually self-selects its committee members and clerk at its annual meeting held during the event. However, the Nominating Committee may be asked to assist if and when a vacancy occurs.

## **Meetings, reports, dates, and deadlines:**

**HYM is an annual Thanksgiving weekend event.**

**Committee Meeting:**

A committee meeting is held annually sometime during the HYM weekend to select committee members (provide names to Nominating Committee) and plan for the following year. Email and phone communication are adequate to coordinate HYM the rest of the year.

**YBM and IBMs:**

The HYM Clerk and committee members are encouraged to participate in other YM events to provide contact and continuity for the youth.

**Reports:**

A report is requested for either the WIBM-DIA or the YBM-DIA. Articles for the newsletter provide great opportunity for publicity.

**Deadline:**

September 1 is the deadline for theme, registration information and flier design.

**Whom work most closely with:**

The YM secretary, the Youth Committee, all SEYMers, Meeting Clerks.

**Needed Supplies and Equipment:**

General office supplies, art materials, a computer with Microsoft Word, Excel and email program are essential for flier design and receiving on-line registration forms.

**Expenses, Reimbursement, and Budget:**

HYM is self-supporting. Expenses are to be covered by registration fees, lodging and food charges. See Expenses, Reimbursements, and Budget on page 44 for a general discussion of committee finances.

At this time (2007) HYM's income and expenses are zeroed out at the end of each fiscal year with profit or shortfalls transferred to or from the General Fund.

# Nominating Committee

## **Purpose and Responsibilities:**

The Nominating Committee is charged with discerning the gifts of SEYM Friends and recommending Friends appropriate to consider for service on committees, as clerks, as treasurer, as membership recorder, and as representatives to organizations. Having members of the Nominating Committee from meetings all over SEYM's geographic area is desirable.

Potential nominees are to be informed of all responsibilities of the position under consideration before they accept the nomination. While Friends may indicate to the Committee their willingness to serve Yearly Meeting, the nomination process is not primarily one of accepting volunteers; it is about discerning gifts and calling Friends to serve.

The Nominating Committee Clerk is a member of the Executive Committee.

## **Experience and Skills:**

Knowledge of individuals active in Yearly Meeting, knowledge of responsibilities of all positions in Yearly Meeting, tact and integrity, and discernment abilities are the keys to serving this committee and the YM community well.

## **Resources:**

Long-time SEYM Friends who know individuals within SEYM well, Clerks of monthly meetings and contacts of worship groups are valuable resources for this committee. *SEYM Faith and Practice*, *SEYM Operational Handbook, Procedures & Job Descriptions*, which describe the work of the various positions in the YM, will familiarize committee members with the skills and gifts needed in people they wish to bring forward in nomination. When Friends are considered for representatives to organizations, the mailings and websites of the organizations familiarize the committee with the work and requirements of the organizations. Outgoing clerks, the IBM and YM clerks, and the Administrative Secretary may often have knowledge of individuals' interests and abilities. Consultation with people leaving positions and committees helps to clarify the requirements of the jobs to be filled.

## **Terms of Service:**

3 years, renewable.

## **Meetings, reports, dates, and deadlines:**

### **Interim Business Meetings**

- Hold Nominating Committee Meetings during the committee time on the morning of IBMs.
- Committee Clerk and members attend FIBM and WIBM plenary sessions.
- Prior to WIBM, review the SEYM appointed ProNica Board members' terms in consultation with ProNica. Bring names forward for approval at WIBM. (See page 87.)
- Present nominations for positions to be filled prior to next YBM; report vacancies.
- Converse with Friends gathered at IBMs to learn of their interests and abilities.
- By WIBM, have a good understanding of who is to be asked to serve in what positions.

**Nominating Committee Report:**

Send Nominating Committee Report to YM secretary no later than January 15 or immediately after WIBM for inclusion in YBM-DIA. This report should be as complete as possible. It consists of a list of positions and terms of service, the current position holders and nominees, and their home meetings and/or worship groups.

**The YBM:**

Attend YBM sessions. Continue searching for nominees for vacancies. Hold a Nominating Committee meeting during committee meeting time at the YBM Gathering. Present the Nominating Committee Report to YBM for approval.

**After the YBM:**

Continue discerning gifts of prospective people for YM positions. Late nominations may be brought to IBM for approval.

**Executive Committee meetings:**

The Nominating Committee clerk is a member of EC, attends all EC meetings, and identifies any crucial vacancies that may require EC action.

**Whom you work most closely with:**

While this committee has final say in whom they wish to recommend for nomination, the committee is wise to work closely with EC and other committee clerks, who often have information about current needs and past performance. The YM secretary may be able to provide input and/or suggestions for consideration.

**Needed Supplies and Equipment:**

General office supplies and a computer with email program and Internet access are required.

**Expenses, Reimbursement and Budget:**

The expenses for the Nominating Committee are similar to other committees. See Expenses, Reimbursements, and Budget on page 44 for a general discussion of committee finances.

# Peace and Social Concerns Committee

## Purpose and Duties:

The Peace and Social Concerns (P&SC) committee works to:

- Strengthen the relationship of Friends to the society and world around them, especially in the fields of peace, integrity, equality, and justice.
- Facilitate the carrying out of concerns of wider scope than the individual Monthly Meetings can accomplish.
- Strengthen the social consciousness of our monthly meetings, preparative meetings, worship groups, and individual Friends.
- Provide adequate attention to these concerns at the YBM Gathering and in the plenary sessions.
- Recommend or suggest subjects related to peace and social concerns for workshops at the next Yearly Meeting.
- Serve as a network among meetings and worship groups on peace and social issues.

In addition, the P&SC committee provides information to and funds the SEYM Peace and Social Concern website <[seympeace.org](http://seympeace.org)> integrally linked to <[www.seym.org](http://www.seym.org)>.

## Committee Members:

The committee consists of representatives from Monthly Meetings and Worship Groups, as well as representatives from related Quaker groups.

## Coalition for Fair Adoption:

One member of the P&SC committee is named as a Representative to the Coalition of Fair Adoption (CFA). (For description of duties see page 108.)

## P&SC Webclerk:

A stand-alone volunteer (not a committee member) manages the P&SC website under the auspice of the YM secretary.

## Experience and Skills:

### Experience:

- A prerequisite for this work is a strong commitment to furthering SEYM involvement in issues of peace and justice.

### Skills:

- For the clerk, the ability to clerk meetings and organize materials is helpful. In addition, an ability to present the issues/concerns of the Committee to IBMs and YBM is important.
- In general, keeping abreast of key issues, making up agendas, and distributing minutes of meetings to committee meetings and general follow-up is vital.
- It is important to read the SEYM P&SC website and be aware of issues related to various MMs, PMs, or WGs.

## **Resources:**

The following are useful resources: AFSC, FCNL, FWCC, Florida Impact, Friends Peace Teams and FUM mailings are extremely useful resources. Mailings from other organizations, including Florida Coalition for Peace and Justice, Tampa Bay Peace Paper, CCCO, etc., the news media, and persons knowledgeable on specific issues provide vital and helpful information.

## **Term of Service:**

3 years, renewable.

## **Meetings, reports, dates, and deadlines:**

### **P&SC Committee Meetings are held Saturday mornings of IBMs and during YBM Gathering.**

- All committee members are expected to attend.
- The Clerk prepares a written agenda prior to meetings and distributes them for additions and revisions.
- Written minutes are taken during meetings and distributed at or before the next committee sessions for revisions and approval.
- Due the action-oriented nature of this committee, if for some reason the clerk is unable to attend, he/she must arrange for someone else, who will be there, to temporarily clerk that committee meeting.
- Committee meetings may include a discussion of national or international peace and justice issues, special concerns and activities of Meetings and draft letters for IBM or YM to send.

### **IBMs:**

- The P&SC Clerk gives a verbal report from the morning committee meeting to the afternoon IBM plenary session. Reports may be written up for attachment to minutes.

### **YBM Gathering:**

- P&SC Clerk will schedule a committee meeting on Committee Day of the YBM Gathering or for any free time in the YBM Gathering schedule.
- Clerk provides materials for and sets up the assigned display table at YBM Gathering for networking on P&SC. Work with concerned persons on specific issues that require a letter from the YM to be approved in a YBM plenary session.
- The clerk gives a committee report at a YBM plenary session (see YBM agenda).

## **Reports:**

P&SC Clerk and other committee members are encouraged to write articles for SEYM Newsletter, IBM- or YBM-DIA.

## **Deadlines:**

January 15 or immediately after WIBM for inclusion in the YBM-DIA.

## **Whom you work most closely with:**

Clerk of IBM and YM Clerk, MMs', PMs', and WGs' clerks of their P&SC committees, and Representatives to Quaker Peace related groups.

**Needed Supplies and Equipment:**

Standard clerical supplies for letter and report writing are needed. SEYM letterhead is available from YM secretary. Computer with appropriate software (Microsoft Word, Excel) and with access to email and the web is necessary.

**Expenses, Reimbursements, and Budget:**

The expenses for the Peace and Social Concerns Committee are similar to other committees with the exception that expenses include internet service provider (ISP) fees for the P&SC website <seympeace.org> and for approved P&SC projects.

See Expenses, Reimbursements, and Budget on page 44 for a general discussion of committee finances.



# **Worship and Ministry Committee**

## **Purpose and Responsibilities:**

### **Purpose:**

The purpose of the Worship and Ministry Committee is to enrich the spiritual life of the Monthly Meetings, Preparative Meetings, and Worship Groups that make up Southeastern Yearly Meeting as their members and attenders seek to follow Divine guidance. In so doing, the committee encourages loving sharing and acceptance of the wide variety of direct spiritual experiences Friends have, and the many ways in which they describe the source of their faith.

### **Responsibilities:**

The committee also holds all people participating in and the activities of the Yearly Meeting in prayer as it meets for the YBM Gathering, IBMs, the Michener Lecture, and the Walton Lecture. It is also responsible for helping to settle into worship all IBM and YBM plenary sessions, and to assist in maintaining worship throughout business sessions.

The committee meetings are Meetings for Worship with a Concern for Business in which spiritual needs of SEYM and its Monthly Meetings, Preparative Meetings, and Worship Groups are discerned and responded to as way opens.

The clerks or co-clerks of the committee and its members are responsible for attending committee meetings when it meets the mornings of the two IBMs and committee times set aside during the YBM Gathering. They are responsible for clerking the meetings and following-through on decisions reached. It is suggested that someone on the committee volunteer to be recording clerk for the committee.

The committee is expected to report at the IBMs and YBM and in whatever other ways the Committee decides to reach out to the Yearly Meeting (e.g. visits to Monthly Meetings, articles in the SEYM Newsletter, workshops at the Annual Gathering, letters to Meetings, Preparative Meetings, Worship Groups or individual Friends).

The committee works closely with the YM Clerk, the Clerk of IBM, and the Administrative Secretary. It is also helpful for the clerk or co-clerks to have a working relationship with the Clerks of the Faith and Practice and the Gathering committees. Because budget needs for the committee vary from year to year, it is necessary for the clerk or co-clerks to have a working relationship with the clerk of Finance Committee as well.

The committee is responsible for the following activities and events.

## **Worship Sharing and First Day School at YBM Gathering**

For the YBM Gathering, the committee is responsible for organizing the worship sharing sessions held on three mornings: Thursday, Friday, and Saturday. Members see that the queries for the sessions are written, along with accompanying Bible verses and Quaker quotes and printed in sufficient quantities for each leader. The committee is also responsible for finding people to staff First Day School on Sunday morning following the last YBM plenary session. These Friends must either be Registered SEYM Youth Program workers or work with one. It is important that the clerk or a co-clerk check with the clerk of the Gathering Committee and/or the Registrar to discern numbers of staff needed.

## The Michener Lecture

The **Michener Lecture** is arranged by the committee. Members see that all details, including publicity and simple lunches are arranged with the host Meeting. They must also arrange for the lecture to be recorded. Lecturers should be scheduled at least a year in advance. The lecturer's photo and biographical sketch should be sent to the designated brochure designer (a committee person or Administrative Secretary) by July or August prior to the January lecture. All information for the brochure should be gathered in time for the brochure to be sent by bulk mail to SEYM Monthly Meetings, Preparative Meetings, Worship Groups and their members by the first part of November or even ideally to be handed out at FIBM. The committee may find someone in a monthly meeting who would like to create the brochure and work closely with the administrative secretary on what is needed for printing, or the committee may work with and provide all necessary information to the Administrative Secretary who is also responsible for printing and mailing the brochures.

The budget for the Michener Lecture is separate from that of the committee. A donation/fee must be requested for lunch, lecture and seminars in order to subsidize the dividends received from the Dwight and Ardis Michener Endowment Fund for the lecture. The committee sets those fees. It is important that the committee arrange for childcare for the lecture and seminars. The committee may ask for additional donations to cover the cost of childcare. It also works closely with the Monthly Meeting where the simple lunch and lecture are to be held, assuring that they have sufficient volunteers and resources—Orlando Monthly Meeting has graciously hosted the WIBM and Michener Lecture for years.

## Pendle Hill Scholarship sub-committee; selection of Sojourner

The Committee and or a sub-committee of Worship and Ministry publicizes and administers the selection and awarding of the annual **SEYM Pendle Hill Sojourner's Scholarship**. Funds for the program are held at Pendle Hill near Wallingford, PA, and should be checked annually to affirm the amount being offered. A scholarship sub-committee is composed of a minimum of three Friends from different monthly meetings, preparative meetings, or worship groups representing a regional balance. A convener is designated, who reports back to Worship and Ministry Committee as a whole.

- **Duties:** The sub-committee assumes responsibility for promoting awareness of the scholarship, information and application process, and sets the time-frame for receipt of nominations. The sub-committee informs all monthly meetings, preparative meetings, and worship groups by letter or email and submits articles to the SEYM Newsletter, writes at least one report per year for a DIA, and places promotional materials on the Pendle Hill table at YBM Gathering. The Scholarship Committee receives and reviews nominations and selects the recipient. In the event that the Friend selected is ultimately unable to attend, the Committee chooses an alternate recipient.
- **Selection Criteria:** As in all Friends' endeavors, the Committee seeks divine guidance in reaching its decision. Possible considerations include the nominee's past or present service to his or her faith community, the opportunity for personal or spiritual growth for the nominee; the possible benefits to the nominee's meeting, worship group, or yearly meeting.
- **Time Frames:** It is suggested that an announcement be sent to all monthly meetings, preparative meetings, and worship groups as soon as possible in a new fiscal year and/or posted on the website. The subcommittee will decide whether or not the applications are for the present or following fiscal year and determine appropriate deadlines congruent with the Pendle Hill catalog. All candidates are to receive written notification of the Committee's decision in a timely manner. It would be nice to announce the recipient at a YBM.

For a description for the applicant/recipient, please see page 17.

## **Experience and Skills:**

It is suggested that members of the Worship and Ministry Committee have served for a few years on a similar committee in their Monthly Meeting or served in that capacity for their Meeting as a whole. A person should feel called to serve and have gifts of centering in the Spirit and communicating and acting from that place much of the time. As with all members nominated for Yearly Meeting Committees, it is ideal for a clearness committee at a person's Monthly Meeting be held to discern whether the time has come for her/him to join the Committee.

## **Resources and Supplies:**

Committee members are encouraged to refer frequently to the SEYM *Faith and Practice* and those of other Yearly Meetings and to take regular time for worship in their lives. The Bible, *Friends Journal*, *Quaker Life*, Michener Lecture and Walton Lecture booklets, and Pendle Hill pamphlets are also recommended sources for spiritual support. Epistles from other Yearly Meetings are useful. Spiritual literature from Quaker or other religions or organizations offer inspiration as well. Members are encouraged to attend appropriate Friends' conferences (both FUM and/or FGC) or FGC consultations. Members are also encouraged to look at web sites and newsletters of other Yearly Meetings and to contribute to the SEYM Newsletter.

## **Term of Service:**

The Clerk and committee members are appointed for 3-year terms. It is especially important for their terms to overlap and rotate to provide continuity and knowledge regarding planning for the Michener Lecture, YBM Gathering Worship Sharing, etc. They may be appointed for consecutive terms.

## **Meetings, reports, dates, and deadlines:**

### **Meetings:**

The clerks or co-clerks of the committee and members attend committee meetings the morning of the IBMs and during the committee time at YBM Gathering.

### **Reports:**

The committee writes reports for IBM- and YBM-DIA. They also report during IBMs and YBM and in whatever other ways the Committee decides to reach out to the Yearly Meeting (e.g. visits to Monthly Meetings, articles in the SEYM Newsletter, workshops at the YBM Gathering, letters to meetings, or individual Friends).

### **Whom you work most closely with:**

The Worship and Ministry Committee works with all SEYMers at one level or the other (Worship Sharing at YM and Michener Lecture), with the YM secretary (brochures, publicity), with Meeting Clerks and contacts, with Quaker organizations to secure suggestions for Michener Lecturer to name only a few.

## **Needed Supplies and Equipment:**

General office supplies (e.g. paper, notebooks, stamps and phone) for committee needs may be purchased using the committee's budget, which varies. All receipts for purchases should be saved and sent to the Administrative Secretary for reimbursement. A computer with email program and Internet access are required to communicate with the office, Michener speakers, and generally encourages communication within the committee and yearly meeting.

## **Expenses, Reimbursements, and Budget:**

The expenses for the Worship and Ministry Committee are similar to other committees. See Expenses, Reimbursements, and Budget on page 44 for a general discussion of committee finances.

## **YBM Gathering Committee**

## **Purpose and Responsibilities:**

The Yearly Business Meeting Gathering Committee, a.k.a. Gathering Committee, is responsible for planning, organizing, and facilitating the YBM Gathering for SEYM members, attenders, and guests of all ages. The Gathering Committee consists of the Committee Clerk, the Registrar, the Youth Program Coordinator, and those volunteers who have agreed to serve on the Committee for a period of three years, have gone through the Nominating Committee process, and have been approved by YBM. In addition, there are several volunteers who serve as coordinators for specific tasks (see below) who may, or may not, serve on the Committee.

The Gathering Committee is responsible for planning the YBM Gathering theme and recommending potential Walton lecturers. The Committee helps the Clerk and Coordinators plan the program and deal with problem solving. Additionally, assisting in finding people to serve as coordinators is a major function of the Committee.

## **Experience and Skills:**

The Gathering Clerk and Committee need experience as listed under general heading: Committees on page 43 . In addition, the ability to listen, to communicate clearly, to be well organized, and proficient in following-up are vital.

## **Clerk's Duties:**

1. The Clerk of the Gathering Committee organizes and prepares the agenda and related materials for the committee meeting planning sessions held at IBM and YBM.
2. Clerk assists the Gathering Committee in planning:
  - the gathering theme
  - the speaker for the Walton Lecture
  - the gathering program and descriptions, and selecting appropriate program/workshop presenters
3. The program and schedule for the registration packet is prepared by the Clerk, in conjunction with the Interests/Activities Coordinator, the Volunteer Coordinator, and the YM Youth Program Coordinator.
4. The Clerk works closely with the YM secretary regarding all aspects of site reservation and reviews contracts.
5. The Clerk works closely with the YM secretary regarding all aspects of the registration packet
6. Financial planning and budgeting for the Gathering is the responsibility of the Clerk (see Sample YBM Gathering Budget on page 78 ) and is done in consultation and conjunction with the Finance Committee Clerk.
7. The Clerk is responsible for promoting and facilitating applications for financial assistance for attending the Gathering (Scholarships).
8. Bulletins and announcements for SEYM Newsletters are the responsibility of the Clerk, unless she/he delegates this task to another person.
9. The Clerk with the YM secretary maintains contact and good working relationships with people at the YBM Gathering site.
10. At the conclusion of the Gathering, the Clerk distributes, collects, and summarizes the data from evaluation forms. The Clerk prepares Committee reports for IBM and YBM sessions, including financial (income/expense) statements. The Clerk has general responsibility for Gathering and gives assistance and support to all involved.

## Resources:

A Yearly Meeting *Gathering Notebook* has been handed down from one Clerk to another for some years. The book contains previous programs, meeting agendas, reports, publicity notices, financial statements, etc. (The Clerk needs to keep this book current.) The YM secretary, previous clerks, and Committee members are invaluable sources of information.

## Term of Service:

Expected term of service is 3 years, renewable on a yearly basis.

## Meetings, Preparation, Dates/deadlines, Reports:

1. **At the Fall Interim Business Meeting** (FIBM) Gathering Committee meeting, the Clerk oversees finalizing the program for the next gathering. The YM Youth Program Coordinator is encouraged to have most of the basics of the youth program in place to present to the Committee, as well. Focusing on filling coordinator and other leadership positions is the main task.
2. **Between October and January**: The Clerk needs to work on the YBM Gathering budget. Consultation with the YM Youth Program Coordinator is imperative. Basically, the YBM Gathering should pay for itself. Costs for meals and lodging are set by the site host and passed directly through to the registrants. The earnings of the Walton Fund subsidize travel expenses, food, lodging, and an honorarium for the Walton Lecturer. If a representative from Cuba Yearly Meeting is in attendance, room and board is also subsidized from earnings of the Walton Fund. The registration fees, a contribution from YM, remaining money from the Walton Fund earnings, and some individual contributions (which are not predictable), must cover all other expenses. Generally, all such monies are spent on the Youth Program. At our current site (2006), typical youth program expenses are: room and board for all full time youth workers, all materials needed for the youth program classes, fees for the use of the gold, blue, and green rooms; fees for use gold room kitchen, pool and lifeguards. If presenters from Quaker organizations are hired to work with our youth, that expense must also be covered from the YBM Gathering Registration fees/funds.
3. **All program information for the registration packet is submitted to the secretary by December 15**: Check the contract to be certain of the lodging and meal prices. Double check the contract with the site host and/or the YM secretary if any questions arise.
4. **At the Winter Interim Business Meeting** (WIBM), the Clerk and Committee focus on problems that remain or need attending to. It is at this meeting that the theme or the Walton lecturer for the following year is discussed and decided. Sometimes the Committee determines a theme, and a speaker must be found that can address that theme. At other times, the speaker is decided first and the theme is built around the speaker. Begin contacting potential speakers after WIBM meeting.
5. The Gathering Committee Clerk writes and sends a letter to Monthly and Preparative Meeting and Worship Group Clerks explaining the **Financial/Scholarship application process**. (See red Gathering Clerk's *YBM Gathering Notebook* for sample letter.) Generally, the Monthly Meeting is asked to contribute 1/3, the applicant 1/3 and YBM Gathering Committee budget pays 1/3. However there is a lot of leeway here.
6. Once registration begins, **keep in close contact with the Registrar** to be certain that appropriate records are being kept and forwarded to the proper persons.
7. During the YBM Gathering, be present to **support all who coordinate or assist** in the various components of the YBM Gathering, to answer questions that arise, and to help resolve

problems that may occur.

8. **Be a resource person** for both workers and attenders at the Gathering.
9. **Prepare a statistical and narrative report** from data gathered from the registration forms for the Gathering Committee YBM plenary report, including an announcement of next year's theme and Walton lecturer.
10. The clerk writes and arranges for **evaluation forms** to be distributed during the last plenary session and **collects and evaluates** them looking for ideas for the next year's Gathering.
11. Accompany the YM Secretary and assist during negotiations of the contract for the following year.
12. **Following the Gathering, work with the YM secretary** to complete the expense accounting. Review the Gathering site bill very carefully, consulting registration forms and spreadsheets compiled by the Registrar and as submitted to the host-site 5-weeks prior to the YBM Gathering to **verify the accuracy of charges**.
13. **Over the summer**, the Clerk **fleshes out the adult program** for the following year, **contacting volunteers** willing to provide workshops, discussion groups, and other "special sessions." The evaluation forms from the past YM provide a good resource for potential workshop leaders. A summary of all evaluation forms (adult, teen, children, and parent) is prepared by the Clerk and copies passed on to the YM Youth Program Coordinator and the YBM Gathering Committee.
14. Keep apprised of all **newsletter deadlines** so that interesting and appropriate notices and publicity for YBM Gathering appear in each issue. See Publications Calendar for deadlines on page 95.

## YBM Gathering Registrar

### Registrar's Duties:

The Registrar is appointed by the Nominating Committee. The Registrar can make no decision independently regarding policy and procedure of SEYM. The Registrar brings all proposed changes in registration procedures to the attention of the Gathering Committee, the Gathering Committee Clerk, and the YM Secretary.

There are four basic tasks performed by the Registrar:

1. **Review and update registration form data before printing:**
  - The Registrar reviews all registration forms and proposes changes that lead to greater clarification and convenience. This includes both paper and electronic registration. The suggested changes are, then, brought before the Committee, usually at the FIBM, for review, discussion, and approval. The YM Secretary needs to be consulted about any proposed changes regarding electronic registration forms. The Registrar also reviews and seeks to improve all written instructions and procedures used during on-site registration/check-in.
2. **Upon receipt check each registration form and correct errors.**
  - The Registrar is responsible for checking each registration form received, correcting any errors in mathematical calculation, and recording on the form any monies received (check number), and balance due. The Registrar emails each registrant with confirmation his or her registration has been received. If a registrant has made a significant error in calculation, that person should be notified right away, regardless of over- or under-payment. The registration

forms will be used during on-site check-in and must be accurate. Volunteers who perform the task of check-in will not have time to re-calculate every form.

### 3. **Combine mail and on-line registration forms to enable compiling necessary data-lists**

- The Registrar combines mail and on-line registrations into a single Excel spreadsheet with all needed information for distribution. One or more spreadsheets will be extracted (to protect privacy) since information from the registration forms must be forwarded to others. The following lists will be needed from registration information:
  - i. An **alphabetical master list** must be kept showing each registrant's name, individually (not one entry per family), home meeting or organization affiliation, and any monies accompanying the form. This list will be reformatted (leaving out financial information) to provide the following:
  - ii. **Name Tag** information: **name, home meeting or organization**; send to YM secretary ASAP after giving final registration lodging and meal count to site-host. The Name Tag file will need to be divided further by lodging choice for color-coded name tags. Extra meals tickets will be printed. The YM secretary will print and alphabetize name tags for you.
  - iii. **Roll call list for YM Recording Clerk**: reorganize to list meetings alphabetically. This allows the YM Recording Clerk to record roll call and attendance with ease and to provide the Recording Clerk with a copy for correct spelling of attendees' names.
  - iv. **Overall numbers** in attendance for YBM Gathering Clerk's final report.
  - v. A **list of children in the youth program**, recorded by class (wee, young, middle, or teen), age, school grade, days of expected attendance (Fri., Sat., etc.) and the name of the adult responsible for the child (who will be volunteering for a minimum of one hour), goes to the YM Youth Program Coordinator for distribution to class teachers.
  - vi. A **list of checks received**, recording name, amount, and check number, and deposit slip (23/deposit slip) is mailed or faxed to the YM Secretary for QuickBooks Pro entry. The registrar may deposit checks into the SEYM bank account or, periodically mail them to the secretary throughout advance-registration as prearranged with the secretary and Finance Committee.
  - vii. A **housing/meal list** is needed for the Gathering site host [2007—LEC], indicating the number of nights needed per each package:
    - 4-nights double-occupancy with 12 meals
    - 4-nights single-occupancy with 12 meals
    - 3-nights double-occupancy with 9 meals
    - 3-nights single-occupancy with 9 meals
    - 2-nights double-occupancy with 6 meals
    - 2-night single-occupancy with 6 meals
    - 1-night double-occupancy with 3 meals
    - 1-night single-occupancy with 3 meals
    - special dietary requests (diabetic, vegetarian, vegan, gluten-free or other)
  - viii. A **list of campsites** is needed for Gathering site host [2007—LEC] indicating the number of nights each campsite will be used:

- full hook-up RV site
  - partial hook-up RV site
  - tent sites [2007]—Tents may not be commingled in the RV sites or will be charged for RV rates. Tents are in the more primitive area east of the road nearer to the pavilion.
- ix. A **list of lodge residents** is needed for the lodge site host [2007—Warren W. Willis Camp].
- xi. A **list of facility day-use SEYMers** (those staying in motels).
- xi. Two **meal lists** are needed:
- The first compiled immediately after registration closes 1-2 months prior to YBM Gathering (as requested in host-site contract) shows the additional meals requested by those not included in the housing/meal list (children staying with parents, campers, those staying in lodges or motels). The list needs to be specific (child or adult), number of extra meals reserved (breakfast, lunch, dinner). This list will be forwarded to the host site as initial registration numbers.
  - The second list will provide final numbers to the host-site as per their deadline 2-3 weeks prior to the YBM Gathering. This list is more detailed and provides a total of all reserved meals: what day(s), child or adult, and any special dietary requests (diabetic, vegan, vegetarian, gluten-free or other). This list is used for FINAL BILLING and provides necessary information to the kitchen staff.
- xii. Two **lodging lists** are needed, one for the Warren W. Willis Camp Lodge and a second for the Methodist Life Enrichment Center (or other host-site):
- 1-2 months before YBM Gathering, the Registrar will need to provide the host-site the number of registrants for Lodge (WWWillis Camp, 2007). Confirm at this time use of Lodge kitchen, swimming pool, and Ropes Course, if using.  
2-3 weeks before YBM Gathering confirm FINAL BILLING as per requirements.
  - 1-2 months before YBM Gathering, the Registrar will need to provide the host-site (Life Enrichment Center, 2007) with the number of reserved full-hookup RV sites, partial-hookup RV sites, tent sites, and number of specific housing packages as listed on page 70. Effectively, registration for on-site lodging and food will close at this time. A \$10,000 deposit, or amount as specified, is also due at this time.  
The Gathering Committee is allowed a 10% decrease (cancellations) from this date until 2-3 weeks before YBM Gathering (see contract) when FINAL FIGURES are given.  
THIS FINAL NUMBER GIVEN IS THE FIGURE YBM Gathering WILL BE BILLED.
- xiii. Day-use and registration remain open throughout the YBM Gathering for those lodging and dining off-site. These registrants will need to be added to spreadsheet to provide final numbers for statistical purposes.

#### 4. **Manage check-in**

- The Registrar is responsible for the smooth operation of check-in (registration desk). The check-in desk is run by volunteers who serve a few hours at a time. The Registrar should identify one person who will serve as the on-site Registrar's assistant. The assistant makes certain that each set of volunteers understands the procedures involved. The Registrar collects the money taken in at the close of each registration period and records the name, check number, and amount on a list to be given, along with the checks, to YM Secretary or to

a designated person (selected by the Registrar and YM secretary) to deposit immediately. In addition, the Registrar or Assistant sees that the hours of check-in are posted on the desk, as is the procedure to get room keys in between check-in sessions.

Organizing details prior to on-site registration (putting meal tickets in same pouch as name tags, pre-assigning rooms, etc.) assists in the registration process.

## **YBM Gathering Committee Coordinators**

### **Audio/visual Coordinator**

- The A/V Coordinator oversees sound system operations during the Gathering, including recording the Walton Lecture and providing microphones and projection, where needed. The A/V Coordinator is responsible for bringing audio and videotapes.

### **Bookstore Coordinator**

#### **Purpose and Duties:**

To provide Quaker books and literature for sale at the YBM Gathering. The bookstore provides Friends an opportunity to browse through and purchase Quaker books otherwise available only through the catalogs.

#### **Resources:**

FGC QuakerBooks from FGC <[www.quakerbooks.org](http://www.quakerbooks.org)>.

#### **Term of service:**

1 year, renewable.

#### **Meetings and preparation, dates, deadlines, reports:**

The manager must be able to attend Yearly Meeting for all five days.

#### **Ordering the books:**

1. Ask for requests for books from SEYM members, usually in the fall issue of Newsletter or request that Secretary send email to Meeting clerks requesting input.
2. Prepare and send Gathering Committee Clerk announcement for Bookstore/Book swap to include in registration packet.
3. Check with Gathering Clerk to see if the Walton Lecturer/ retreat leader and/or workshop leaders have authored books or pamphlets, or have requested availability of particular titles, etc.
4. At least two months in advance of YM, contact the FGC Bookstore to confirm that we can sell their books on consignment. Let them know about any special book orders. In recent years, they have handled the selection of books. It is usually good to be specific with them about how many books we hope to sell, based on last year's sales.
5. While at the Methodist Camp in Leesburg, it has been helpful to speak with the Camp informing them that we will have the Bookstore again. We will also be asked to call their Bookstore to confirm that we will not be selling in competition with them, as we will be selling over Easter weekend when they are closed.

### **Procedures while at Gathering:**

1. FGC will ship the books by UPS to the camp. (Note in past years, it was necessary to have books shipped to the Bookstore Coordinator's home—confirm with camp that it is OK to have books delivered there.)
2. YM Secretary will coordinate with the camp to provide a minimum of 6 display tables and place them in the proper areas
3. The Bookstore Coordinator is responsible for checking in all of the inventory. FGC provides an inventory sheet to be used as a guide. Volunteers can be very helpful in the check-in process, but it is important that the manager remain in charge of the process so the inventory is correct.
4. The Volunteer Coordinator will have names of the Friends who have volunteered to work in the Bookstore. The Bookstore Coordinator will need to set up a schedule and make sure each volunteer is well oriented in Bookstore procedures.

### **Procedures for selling the books:**

1. Books can be sold only when the Bookstore Coordinator or a volunteer is there to take money
2. Books may be paid for with cash or with a check made out to Southeastern Yearly Meeting (SEYM).
3. Sales may be tracked by marking on the inventory list from FGC, or any other procedure that feels comfortable to the Bookstore Coordinator and tracks all sales.
4. Individuals and monthly meetings may stack books behind the sale table to pay for them later. Remind Friends that the bookstore is packed up Saturday evening after the Walton lecture.

### **Procedures at the end of YBM:**

1. The books should be re-inventoried and carefully packed according to the instructions from FGC. Volunteers are indispensable at this time.
2. All money goes to the Yearly Meeting Secretary, after being counted by the Bookstore Coordinator.
3. The books are shipped back to FGC, usually by UPS. (Note that multiple boxes to same address may qualify for reduced shipping rate.) QuakerBooks of FGC will then re-inventory and bill SEYM for books sold.
4. Report on the success of the Bookstore at last plenary session of YBM.

### **Equipment:**

YM secretary will bring the metal cash box. A calculator is helpful.

### **Needed Supplies:**

It is useful to bring paper, pens, Post-Its. The manager may want to bring banks—usually about \$40.00 in five's and singles for each day the store is open—usually three days.

### **Whom you work most closely with:**

YM Secretary, volunteers, and all Friends who love books.

### **Expenses, reimbursement, budget:**

The Bookstore should be self-supporting. There is no line item for the Bookstore in the SEYM

budget. There is no reimbursement for travel to or expenses at the Gathering. Receipts for phone, postage (other than returning unsold books) and other incidental expenses are submitted to the YM secretary for reimbursement and are recorded as expenses of the Gathering. Likewise, any net proceeds of the bookstore are recorded as income to the Gathering.

## **Interests/Activities Coordinator**

The Interest/Activities Coordinator organizes activities and interest groups, including intergenerational events. Usually these activities occur during afternoon family time. However, interest groups, in particular, may also occur at other times. The coordinator contacts people who have volunteered to conduct an interest or activity and determines and assists with their needs (space, time, materials). The Interest/Activities Coordinator collects and prepares descriptions of events for the registration packet. Schedules events in coordination with the Clerk, as well as with the Volunteer and Youth Coordinators. Arranges interest and activities that develop spontaneously during the Gathering.

## **Coordinator of Volunteers**

The Volunteer Coordinator reviews and modifies volunteer form to reflect current needs. Proposed changes are brought to the FIBM Saturday morning Gathering Committee Meeting and included in registration packet and on-line registration form. Provide changes to Secretary so that on-line registration form may be undated in a timely manner. The Registrar sends the snail-mail and on-line volunteer forms to Volunteer Coordinator for assignment. The Volunteer Coordinator communicates with other Gathering Coordinators to determine needs for volunteers (how many? what day? what time?). The Volunteer Coordinator schedules YBM Gathering volunteer-helpers where needed to assist other coordinators and to make the Gathering run smoothly. S/he passes out written assignment cards during registration/check-in to each volunteer or attaches cards to registration forms and reminds people of their assignments, if needed. S/he prepares signage and postings needed prior to and during Gathering, including announcement boards in the cafeteria, and in the main auditorium. The Volunteer Coordinator is the general resource for all Gathering workers.

## **The Coordinator of Volunteers supervises the following:**

### **Guest Relations volunteer**

Coordinates transportation to and from the airport for those guests who need it, such as the Walton lecturer and organization representatives. Arranges linens for guests staying in camp or lodge facilities.

### **Assistants to Guests volunteers**

**Greet and help orient out-of-state guests** who are not familiar with the YBM Gathering site find their rooms, dining hall, and other locations if needed.

### **Meal Clean-up Volunteer**

Oversees volunteers who carry trays and clean up after meals in the dining room.

### **Snack Volunteer**

Monthly Meetings volunteer to provide snacks for adults (evenings) and children (day and evening). The Snack Volunteer reminds Meetings of their commitment just prior to the Gathering.

### **Table Talk Volunteer**

Assists Volunteer Coordinator with signage needed for representatives from Quaker organizations holding “get acquainted meetings” during meals in the cafeteria. Makes certain signs are displayed on tables reserved for this purpose and creates new signs, as needed.

## **YM Youth Program Coordinator**

(Ideally for youth-program continuity the SEYM Youth Committee Clerk):

1. The YM Youth Program Coordinator supervises the Gathering program for all youth in attendance. She/he selects ALL prospective youth workers no later than mid-October and requests the YM secretary to send each the FDLE fingerprinting packet. [See Child Abuse Prevention Policy]
2. The YM Youth Program Coordinator works closely with the 6-8 class coordinators, encouraging them to plan their programs to reflect the Gathering theme, or the Junior Yearly Meeting theme. S/he assists class coordinators to assure that program plans are completed by WIBM for inclusion in the YBM Gathering Program and Registration packet mailed to all.
3. YM Youth Program Coordinator provides names of class coordinators to the YM secretary so that secretary can send each the required SEYM Child Abuse Prevention Policy packet to secure figure printing and security clearance from the Florida Department of Law Enforcement (FDLE).
4. The YM Youth Program Coordinator works closely with full and part time volunteers before and during the Gathering, dealing with problems that arise and making sure the program runs smoothly.
5. A list of all children attending and the names of the person(s) responsible for each child is to be provided by the Registrar. This information is also provided to the class coordinators.
6. The YM Youth Program Coordinator should be familiar with all forms related to the children, i.e., permission slips for medical treatment, notification from parents who are sending their child in the care of another attending adult as requested in the YBM Gathering Program and Registration packet mailed to all.
7. Safety issues are a major consideration in all classes and activities. Regular visits to the various classes are recommended. Support for the class coordinators is a major function of the YM Youth Program Coordinator. Follow through with the Volunteer Coordinator to find those volunteers who will be with Wee and Young Friends during the Walton Lecture. All class coordinators should be able to attend the lecture. Also advise the Volunteer Coordinator as to how many volunteers will be needed in each class session and when (prior to the Gathering). All discipline problems that arise during the Gathering are to be brought to the YM Youth Program Coordinator’s attention. If the child with disruptive behavior problems does not respond to the counsel of the class coordinator or the YM Youth Program Coordinator, advise the parent of the problem and seek the parent’s suggestion. As a last resort, the parent may be asked to sit in sessions with the child or the child may be returned to the care of the parent.

**The following class coordinators report to the YM Youth Program Coordinator.**

## Wee Friends Class Coordinators

Two Registered SEYM Youth Worker Class Coordinators are needed for the Wee Friends (age 2 years to first grade). One or more volunteers must be in each class session, as well. Two class coordinators must be present during the time the children are in class with a minimum of one other, so that should one person be required to take a child to find a parent or for any other purpose, two persons will still be present (Abuse Prevention Policy). The Wee Friends Coordinators plan the program, activities, and materials needed before arriving for the Gathering. Be creative. Organize a small presentation for the end of the Gathering, First Day morning plenary, to demonstrate what the children have been learning and doing. Keep a sign-up sheet available for each class session where parents or other responsible adults can sign in and record where they can be reached during the class time. Children are taken as a group for mid-morning snacks and juice. Make sure to count to determine all the children arrived. Leave no child behind in the classroom, alone. Safety must be uppermost in the coordinator's mind. Report persistent behavior problems to the YM Youth Program Coordinator. The YM Youth Program Coordinator is your touchstone regarding any problems that arise. Keep track of your materials expenses for reimbursement. Immediately following the Gathering provide a summary report to the Clerk of the Gathering Committee, YM Youth Program Coordinator, and the SEYM Youth Committee Clerk stating observations, difficulties and solutions, problems and successes that may be useful for future class coordinators. If appropriate, the Wee Friends' epistle will be included with the other epistles to be sent to Yearly Meetings everywhere.

## Young Friends Class Coordinator

Two Registered SEYM Youth Worker Class Coordinators are needed for the Young Friends (first through fifth grade), as well as one or more volunteers during each class session. The class coordinators are responsible for the safety and wellbeing of the children, even if a visitor is in charge of the actual program. Therefore, two class coordinators must be present during the time the children are in class with a minimum of one other volunteer; should one person be required to leave to find a parent or for any other purpose, the other Registered SEYM Youth Worker will still be present (Abuse Prevention Policy). Reminders of the rules and prohibitions (skate boards, skates, scooters, and in-session electronic games and videos) are appropriate during the first meeting, and later, as needed for newcomers. At times, given the wide age range of the Young Friends, it has been helpful to divide the room in half, providing different activities for the younger and older Young Friends. One coordinator would work with each group. Plan the program, activities, and materials needed before arriving for the Gathering. Be creative in planning a program that reflects the theme of the Gathering or the Junior Yearly Meeting theme. The program should be fun and involve all children. Keep a sign-up sheet available for each class session where parents or other responsible adults can sign in and record where they can be reached during the class time. Children are taken as a group for mid-morning snacks and juice. Coordinate the time with Wee Friends Class so that both groups are not in the snack room at the same time. Help the children prepare for the First Day epistle and presentation. The children also attend First Day School, planned and organized by Ministry and Worship Committee. Keep in close touch with the YM Youth Program Coordinator and report all persistent behavior problems to her/him. Keep track of your materials expense for reimbursement. Immediately following the Gathering provide a summary report to the Clerk of the Gathering Committee, YM Youth Program Coordinator, and SEYM Youth Committee Clerk stating observations, difficulties and solutions, problems, and successes that may be useful for future class coordinators. If appropriate, the Young Friends' epistle is included with the other epistles and sent to Yearly Meetings everywhere.

## **Teen Friends Advisor**

The Teens (sixth grade through twelve) may be divided (sixth through ninth, tenth through twelve) for all or part of the teen program, if necessary. For the past several years the teens have been together most of the time and this has worked well. An Advisor/Registered Youth Worker and assistant need to be present during all teen sessions. Reminders of the rules and prohibitions (skate boards, skates, scooters, and in-session electronic games and videos) are appropriate during the first meeting, and later, as needed for newcomers. A second Registered Youth Worker and an adult volunteer must be present during teen class sessions and Junior Yearly Meeting sessions so that should one Registered Youth Worker be required to leave to find a parent or for any other purpose, two persons will still be present (Abuse Prevention Policy). The teens plan and carry out their program and activities themselves, under the guidance and supervision of the Advisor. Planning for the teen epistle and presentation for First Day is also part of the program. Immediately following the Gathering provide a summary report to the Clerk of the Gathering Committee and the YM Youth Program Coordinator, stating observations, difficulties and solutions, problems, and successes that may be useful for future class advisors.

## **Junior Yearly Meeting**

Junior Yearly Meeting is the formal Yearly Meeting program for youths of all ages common to ALL North American yearly meetings. Junior Yearly Meeting introduces youth to Quaker process and business practices. The SEYM youth name a clerk or co-clerks and a recording secretary for the following year. These young Friends plan their program for the following year and submit it to the YM Secretary for inclusion in the YBM Gathering program packet and YBM-DIA if appropriate. These are mailed to all members and attenders listed in the Directory. Alternatively, they may ask for assistance from the Youth Committee for help in planning and in securing appropriate adult input. Junior Yearly Meeting writes an epistle read at the First Day morning YBM session and submitted to the Recording Clerk to be sent to other Junior Yearly Meetings around the world. Junior Yearly Meeting clerks and recording clerk serve on EC and are the voice of youth to the wider Yearly Meeting.

### **Terms of Service:**

Gathering Committee members serve 3 year terms though the volunteer coordinator positions are selected on an annual basis. For the continuity of the YBM Gathering, it is good if Committee members feel called to continue for a second or more terms.

Junior Yearly Meeting Clerks: Junior Yearly Meeting Clerks are selected by Junior Yearly Meeting, held at the YBM Gathering. During the year, the Clerk(s) represent JYM Friends to the Executive Committee and the Youth Committee.

### **Meetings, Reports, Dates and Deadlines:**

Meetings, Reports, Dates and Deadline information are incorporated within each of the preceding descriptions.

### **Whom you work most closely with:**

All members within your committee, YM secretary, SEYM Representatives to Organizations (as prospective workshop leaders), the Quaker Organizations (as prospective workshop leaders and/or for recommendations for future Walton Lecturers), Clerks of Meetings (to provide and receive scholarship information), YM Clerk, Recording Clerk (provide list), and SEYMers to encourage attendance and answer questions.

## Needed Supplies and Equipment:

Standard clerical supplies for registration are needed, poster materials, marking pens, pens at registration table, adding machine with tape, cash box (secretary brings). Optional: computer with appropriate software (Microsoft Word, Excel) ideally with access to email and the web, printer for last minute signs.

## Expenses and Reimbursements:

The YBM Gathering must be self-supporting. Expenses are to be covered by registration fees, lodging and food charges. See Expenses, Reimbursements, and Budget on page 44 for a general discussion of committee finances. At this time (2007) the YBM Gathering's income and expenses are zeroed out at the end of each fiscal year with profits being invested in the Gathering Youth Endowment Fund (for description see page 133) or shortfalls expensed to the General Fund.

## Sample YBM Gathering Budget:

The YBM Gathering is to be self-supporting.

ALL lodging and food charges are passed through to registrants.

SEYM charges and collects Registration fees that cover all other expenses.

### Income, Program:

Transfer from SEYM General Fund Budget (for youth) .....	\$1000.00
Dividends from Walton Endowment Fund .....	\$1900.00±
Dividends from the Gathering Youth Fund .....	?
Donations from Meetings .....	(variable)
Individual Donations .....	(variable)
Registration Fees .....	(variable)

### Expenses, Program:

Walton Lecturer's housing/meal package .....	\$ 300.00
Walton Lecturer's transportation .....	\$ 450.00±
Walton Lecturer's honorarium .....	\$ 500.00
Printing Registration packet .....	\$ 950.00
Bulk mailing Registration packet .....	\$ 175.00
Updating CGI script for on-line registration.....	\$ 200.00
Office supplies (name tags).....	\$ 30.00
Auditorium break-out room fees .....	\$ 400.00
Pavilion fee .....	\$ 300.00
Liability event insurance .....	\$ 700.00
YM Intergenerational.....	?
Scholarship assistance .....	?
Child Abuse Prevention finger printing .....	\$ 200.00
Youth Workers' housing/meal package (if not camping or at W.W.Willis Camp.....	\$1800.00±
Facilities Room rental for Youth Program (Green, Blue, Gold, and porch fees) .....	\$1200.00
Youth Program supplies and snacks .....	\$ 100.00
Total estimated expenses: .....	\$7305.00±

# Youth Committee

## Purpose and Responsibilities:

The purpose of the Youth Committee is to plan, supervise, and facilitate youth activities in Southeastern Yearly Meeting: 1) set do-able goals for a balanced program of work camps, learning, and play for young Friends of all ages, 2) facilitate among young Friends a sense of community and friendship, and 3) an understanding of Quaker faith, practice, and the core testimonies: Truth & Integrity, Equality & Community, Peace, Simplicity, Earth & Our Environment.

The committee shall consist of the Clerk plus 3 or 4 other adults. It is preferred that each region of SEYM be represented in the makeup of the committee. The committee may also include a Teen Friends Advisor, and the Young Friends Clerk(s).

## Responsibilities:

1. The Youth Committee provides the YM Secretary materials for the centerfold in **Newsletters** (3 times per year): articles, artwork, and poetry.  
The committee may send a centerfold formatted for publication.
2. The Youth Committee is to **identify and encourage prospective Youth Program Workers** well in advance of events (YBM Gathering Youth Program, summer events, child care workers at IBMs, etc.) to allow time to secure FDLE finger print and background checks (4 months).
3. Contact SEYM office and **request the FDLE finger-print packet of materials** be sent to prospective Youth Program Workers. Follow up with prospective workers to answer questions. Follow up with SEYM office to affirm that the ad hoc committee has approved the selected/designated Youth Program Workers and that they are Registered SEYM Youth Program Workers—generally **take the responsibility to oversee the child abuse prevention program**.
4. About once a year, **compile Parent/Child survey** to ascertain feedback on and desires for Youth Program. The Youth Committee will develop and submit questions encouraging input on what is needed and expected for a youth program. Then, initiate and review suggestions for young Friends' activities to meet these needs. Review planned activities for appropriateness, feasibility, safety, budget and costs.
5. **Lead, attend, or chaperone young Friends activities**, or find other committed, registered SEYM Youth Program Workers to do so. Members of the Youth Committee are expected to get to know our youth and gain first-hand experience.
6. **Provide loving guidance and support** for the youth as they grow, striving for a harmonious atmosphere. Demonstrate Friends' values and character.
7. **Provide decision-making and oversight** for youth programs and youth events. Most young Friends activities occur at YBM Gatherings, HYM, and one or two other arranged activities throughout the year.
8. **Yearly Business Meeting Gathering:** the Youth Committee Clerk functions as the YBM Gathering Youth Coordinator or assists the YBM Gathering Committee in finding a YBM Gathering Youth Program Coordinator and Designated Registered Youth Worker Class Coordinators (two for each age group—see Policy on Child Abuse Prevention on page 139).
9. **Assist Class Coordinators in creating programs and submit the youth programs** (Wee Friends, Middle Friends, and Jr. Yearly Meeting/Teen Friends) to the YBM Gathering Committee, and to the YM Secretary for inclusion in the YBM Gathering Registration mailing.

10. **Half Yearly Meeting (HYM):** Organize a work-camp for High School Friends (which may include adults), or other activities if Friends are interested. This is a great time to get to know young Friends.
11. **High School Friends Gatherings:** A goal would be to hold at least two weekend gatherings per year. These can be small, regional gatherings but with a reminder to be inclusive for those young Friends who wish to travel. Focus groups of 8 to 20 are acceptable. Make contacts for speakers or workshop leaders, location, food and transportation. Confirm speakers through letters, agreements as needed. Assist in making housing arrangements if needed, i.e. contact camps and work out details.
12. **Family Gatherings:** A goal would be to organize at least two weekend gatherings per year in addition to HYM and YBM Gathering for parents and children of all ages. Smaller regional groups may be more doable (driving distance and accommodations are key considerations). Make contacts for speakers or workshop leaders, accommodations, and food or encourage core families to make arrangements and host events. In the past, Friends have enjoyed tubing down the Ichnetucknee River, camping together at a host family's home or at a State Park.
13. **SEYM Youth Pilgrimage:** Determine needs and interest for, and encourage, summer Youth Pilgrimage. It will be led, and chaperoned by Registered SEYM Youth Workers, with prior approval from either YBM or IBMs. The Youth Committee will be responsible for reviewing and approving the pilgrimage itinerary, arrangements, funding, and safety. The Committee will be in touch with parents, for their input, as part of this review. The Youth Pilgrimage is an optional event.
14. **Special events for High School Friends** may include, especially during summers when there will be no Pilgrimage:
  - Attending gatherings such as Peace Camp, FGC, or other Quaker functions as appropriate and feasible.
  - Young Friends from one Meeting visiting those at another Meeting.
  - Visit FCNL or AFSC offices.
  - Work camps such as: Habitat for Humanity, ProNica, Amigos Construction (when active) and Community Development, etc.
15. **Assist the youth in creating a Junior Yearly Meeting webpage and/or encourage text messaging or email contact with each other.** Compile and maintain list of service and educational opportunities for Quaker Youth on the web. (Contact YM secretary for information/assistance/support for youth webpage.)
16. Youth Committee may ask the Membership Recorder to maintain a mailing list on a database as submitted for SEYM Directory of youth addresses, phone, email addresses, age and birthday. Note: the database does not include sex; legal guardian; special abilities, interests, and other considerations that the Youth Committee Clerk may wish to compile on his or her own.

## **Experience and skills:**

In addition to experience as already described, it is vital that the Clerk and committee members have an enthusiasm for youth and youth projects. Being able to listen and follow-up are vital skills. Having imagination and craft skills are helpful. Being an exemplary role model for and willingness to discuss Quaker values and age-appropriate issues are important.

## **Terms of Service:**

The Youth Committee Clerk and members serve 3-year terms, renewable annually. For the continuity of the Youth Program, serving concurrently as the YBM Gathering Youth Coordinator is helpful.

## **Meetings, reports, dates, and deadlines:**

Coordinate the IBM morning Committee Meetings at FIBM and WIBM and/or participate in YBM Gathering Committee planning. Attend IBMs, YBM Gathering and HYM.

Write reports at least once annually for inclusion in the IBM DIA or the YBM-DIA.

Provide other reports on youth activities in SEYM Newsletter to keep Friends informed and build interest in the Youth Program.

Produce and mail birthday notes to youth (optional).

December 15: Deadline for YBM Gathering youth programs and workers' names.

## **Whom you work most closely with:**

The clerk of the Youth Committee will work most closely with SEYM parents and children and with meeting clerks to discern the needs of the SEYM community. The Youth Committee clerk will also work closely with the YBM Gathering Committee, HYM Committee, Membership Recorder/Database, and the YM secretary (newsletter centerfold, publicity for youth events) to encourage participation in the Youth programs.

## **Needed Supplies and Equipment:**

Standard clerical supplies are needed, youth art supplies.

Optional: computer with appropriate software with access to email and the web to enable and encourage communication.

## **Expenses, Reimbursement, and Budget:**

The expenses for the Youth Committee are similar to other committees except the Youth Committee budget includes fees for workshop leaders or speakers, and possible materials costs. It may also include expenses for mini-pilgrimages or other special events.

Anticipated costs associated with the YBM Gathering Youth Program are discussed with and approved by the YBM Gathering Committee, as this Committee has a separate budget and committee members are expected to attend the YBM Gathering.

See Expenses, Reimbursements, and Budget on page 44 for a general discussion of committee finances.



# Ad Hoc Committees

Ad hoc committees are appointed by a YBM, the EC, the YM Clerk, or Clerk of IBM. They serve for a certain purpose and may serve for a defined time or until their mission is completed. They report to the EC, the IBMs, or to the YBM, depending on how they were appointed.

## Child Abuse Prevention Committee

Child Abuse Prevention Committee reviews the FDLE reports and makes determination regarding applicant's approval as a Registered SEYM Youth Program Worker. This ad hoc committee is appointed by, and serves under the auspices, of EC for security purposes.

## Epistle Committee

The Epistle Committee of 2-3 persons is appointed by the YM Clerk at each Annual Gathering to write the SEYM Epistle. The committee labors during the Gathering to compose a draft Epistle. The YM Epistle describes some of the events of the YBM Gathering and includes such salient details as the Walton Lecture. Most importantly, it attempts to convey a sense of the Spirit moving within the Gathering and the concerns and hopes of those gathered there.

The draft of the Epistle is read by a member of the Epistle Committee in the final plenary business session at the YBM Gathering, corrected if need be, and approved by the YM during the session.

The Epistle Committee then signs and conveys the approved Epistle to the Recording Clerk for inclusion in Minutes. All YM epistles are sent electronically to YM secretary to send electronically to English speaking Yearly Meetings and Quaker organizations worldwide.

## Naming Committee

EC recommends naming a regionally diverse Naming Committee to nominate the Nominating Committee. This was brought forward to WIBM 2007 and sent back to the EC for further discernment. EC Minute 07EC05 read: "EC recommends that the EC name a Naming Committee who will nominate members for the Nominating Committee. The Naming Committee reports to the Yearly Meeting."

## Other Committees

As of this edition (2007), Meeting for Sufferings and Religious Education committees are inactive. Publications committee is inactive and publications are being done by YM staff.

# Appointees



# Information Technology Consultants

## Purpose and Responsibilities:

### Purpose:

1. IT Consultants provide support for the implementation of emerging technologies primarily to Secretary and to clerks as needed.
2. The primary goal of IT personnel is to aid in the adoption of procedures that will provide improved communication with reduced effort and cost.
3. The website component is responsible for insuring that website pages and links function as intended and to advise the secretary regarding proposed content to serve the needs of the user community without compromising privacy concerns.
4. IT Consultants are expected to provide proactive support to avert email misuse and abuse that could result from lack of education.

### Responsibilities:

1. Consultants must be willing to respond to requests for assistance from Secretary and clerks as needed.
2. Attendance at IBMs and YBM is desirable but not required.
3. Consultants will make their areas of expertise (and lack thereof) known to each other, to be able to provide effective support.

## Experience and Skills:

IT consultants are expected to be technologically savvy regarding one or more aspects of IT. IT Consultants are expected to be highly self-directed.

## Resources:

Consultants each bring their own IT talents and capabilities.

## Term of service:

3-years, renewable annually

## Meeting, Reports, Dates and Deadlines:

- The website contingent benefits from an optional annual meeting when called by the secretary that takes place at the YBM Gathering during a time convenient for those attending. The IT contingent has no regularly scheduled meetings. It is anticipated that most activities will take place using email and/or phone contact. Meetings may be arranged if/as needed.
- Preparation consists of staying abreast of technological developments that may be of use to the YM.
- The YM secretary reports on the activities of consultants in the secretary's reports to EC and when appropriate for the YBM-DIA; newsletter articles are welcomed from IT personnel.
- IT consultants should be prepared to provide explanations of technologies, identifying benefits and other ramifications of various options when asked.

## Whom you work most closely with:

IT consultants work most closely with Meeting webclerks, the YM secretary (primarily for new

program consultation), Committee Clerks (seeking computer assistance) and other appointees.

### **Needed Supplies and Equipment:**

As a minimum, IT appointees are expected to be accessible via email on a regular basis and to have on-line downloading capability enabling them to review code when necessary.

### **Expenses, Reimbursements, and Budget:**

Committee member expenses are anticipated to be negligible and are not reimbursed.

A General Fund budget line-item covers the annual cost of the websites (2): <www.seym.org>, and <www.seymmmeetings.org> and the Peace and Social Concerns budget covers the annual cost of <www.seympeace.org>.

## **Gathering Reporter**

### **Purpose and Responsibilities:**

The Gathering Reporter is appointed by the YM Clerk to write a report of the YBM Gathering and submit it for publication in *Friends Journal* and *Quaker Life*. The report should provide an account of the Gathering for a general Friends audience. It should incorporate the Walton lecture and retreat, business of general interest and activities of both adults and youth.

### **Experience and Skills:**

The Gathering Reporter should be someone who attends the Gathering for most if not all of the time and is able to participate in a variety of meetings and activities. He or she needs to have good writing skills.

### **Resources:**

Sources of information: information from the YBM Gathering Program, the YBM-DIA, the YM Epistle and the YBM minutes. Consult with the YM Clerk, the Recording Clerk, Gathering committee, and YM secretary to make sure all information that is reported is accurate, including spelling of names.

### **Term of Service:**

From appointment until articles have gone through final editing for publication.

Meetings, reports, dates and deadlines: Articles should be submitted to *Friends Journal* and *Quaker Life* within four weeks after the end of the Gathering.

### **Whom you work most closely with:**

The YM Clerk and Gathering Committee clerk.

### **Needed Supplies and Equipment:**

Use of a computer word processing program and email will make writing and submission of the article more efficient.

## **ProNica Board Members**

SEYM appoints a majority of the members of the ProNica Board. At present [2006], the YM appoints three members to a five-member board. The SEYM-appointed board members are to provide

guidance, support and spiritual nurture. They also report to the YM at IBMs and the YBM on the general and spiritual condition of ProNica.

## **Background:**

ProNica was a standing committee in SEYM from 1986-2002. As the work of ProNica grew it became clear that the committee should seek corporate identity separate from SEYM and apply to IRS to receive 501(c)3 status.

On May 31, 2002, ProNica, Inc. became a Florida Non-profit Corporation. The determination letter from IRS identifying ProNica as a 501(c)3 organization was received in September, 2002. While all felt it was time for ProNica to seek organizational status separate from Southeastern Yearly Meeting, all parties also wished to have ProNica continue under the spiritual care of the SEYM.

## **ProNica's Articles of Incorporation include the following:**

"A majority of the directors of ProNica, Inc., shall be members of the Religious Society of Friends. Southeastern Yearly Meeting of the Religious Society of Friends shall name (appoint) a majority of the members of the board of directors of ProNica, Inc. The remaining members of the board of directors shall be named (appointed) as provided in the bylaws."

## **The By-laws state:**

"Southeastern Yearly shall name (appoint) a majority of the members of the board of directors of ProNica, Inc. The remaining directors shall be named (appointed) by members of the corporation at the annual meeting."

## **Governance by SEYM Regarding ProNica**

The ProNica board currently has five members. The SEYM names three of those five. **The three board members named by SEYM are named at WIBM.** This is because ProNica's annual meeting is held the Saturday before YBM. Thus the full board can be approved at ProNica's annual meeting and the information regarding the membership of the board sent to the State of Florida as required annually.

It is usual for the clerk of SEYM's nominating committee to consult with the clerks of the ProNica Committee prior to WIBM to consider together possible candidates for the ProNica board. The board members named by SEYM are reported in the SEYM minutes with the dates of their term of service.

The ProNica Board is part of a larger ProNica Committee that oversees the work done in the States and in Nicaragua. That committee is a standing committee of St. Petersburg Monthly Meeting.

# **Staff**

This section describes the duties and responsibilities of paid or volunteer staff of the YM. All of the staff jobs may be performed by one staff person, or they may be divided up among two or more



individuals. The following sections describe each area of staff responsibility separately, for ease in assignment of responsibilities to individuals, if and when SEYM deems that necessary or desirable. It should be noted that at this time [2007], the administrative travel budget covers travel and lodging expenses to required SEYM functions and to at least one enrichment workshop or conference (QUIP, FGC Central Committee, etc.).

It is imperative that paid staff be full-time resident(s) of the SEYM area so that questions arising during the year may be handled quickly. It is imperative that staff be in tune with the needs of the YM. The secretary position(s) require the individual(s) to have an active Quaker membership of sufficient duration and character to have an understanding of the Quaker way of worship and business. Active participation in SEYM activities (YBM, IBMs, committees, etc) for a sufficient period of time provides an understanding and knowledge of the structure and history of the Yearly Meeting. This enables staff to better meet the needs of SEYMers and the tasks involved in managing a corporation the size of SEYM. Having knowledge of the wider Quaker community and organizations is helpful.

Staff positions require the ability to listen and remember, to speak and write clearly, to communicate clearly in spoken and written English, and to interface with SEYMers of all ages, outside resource persons, and service providers. Staff positions require expertise in a variety of required computer software programs (communication, bookkeeping, publication).

## Secretary, General Office

This position is one quarter time (10 hours/week)

### Purpose and Responsibilities:

1. Handle all correspondence: mail, email, and phone calls.
2. Serve as a resource person to SEYMers. Provide insight /information to SEYM committee clerks as needed. The YBM Gathering and HYM committees have a particular need to work closely with YM secretary.
3. Send FDLE packets as requested by Youth Committee Clerk and/or Child Abuse Prevention ad hoc committee to prospective applicants for registered SEYM youth program workers. Complete returned application forms and mail to FDLE. Notify ad hoc committee when FDLE reports arrive.
4. Read/skim Quaker literature; save literature for literature tables at YBM Gathering.
5. Maintain SEYM calendars.
6. Write and submit electronically quarterly reports to EC (Summer EC, FIBM, WIBM, and YBM) prior to the EC Meetings.
7. Receive and oversee printing of submitted documents: HYM brochure, FIBM-DIA, Michener Lecture brochure, WIBM-DIA, YBM-DIA, YBM Gathering registration packet and program (including Walton Lecture, Youth Program, etc.), Minutes, Directory, Newsletter, Epistles.
8. Post bulk mailings.
9. Save all DIA, Minutes, and other appropriate documents in Portable Document Format (PDF) and forward as appropriate.
10. Receive publication orders as prepared in QBP from finance/bookkeeper/data entry secretary. Fill order, pack and ship. Maintain inventory of all publications as received from Publications Secretary.
11. Oversee publications sales tables at IBMs and YBM Gathering; HYM is optional.

12. Provide oversight and interface for YBM Gathering Committee Clerk with YBM Gathering site host(s) (facility arrangements, lodging, food and swimming).
13. Interface as required with the YBM Gathering site host and HYM site host.
14. Following Yearly Business Meeting, file the State of Florida Uniform Business Report (UBR) as required by state law and pay filing fees. See Yearly Meeting Officers on page 19.  
Note: the YM secretary is the Registered Agent (i.e. mailing address) for this form. If form is filed electronically, the secretary's signature is sufficient. If snail-mailed, the form must be signed by an officer of the corporation (i.e. one of the clerks.) The SEYM document number is: 706247. Currently the deadline for filing is May 1.
15. File for FL State Tax exemption with Florida Department of Revenue every five years.

### **Resources:**

All the members of Executive Committee, other knowledgeable Friends, Faith & Practice of SEYM, etc. are valuable resources. Avail oneself of Quaker publications and information that comes in the mail.

### **Term of Service:**

- As hired.

### **Meetings, Reports, Dates and Deadlines:**

- Attend EC Meetings (4 x/year).
- Attend IBM Meetings (2 x/year, first weekend in October and Martin Luther King Holiday weekend).
- Attend YBM and Gathering (1 x/year—Easter week).
- Participation in HYM is optional (1x/year—Thanksgiving weekend).
- Prepare and be knowledgeable regarding all issues SEYM is currently involved in.
- Write appropriate Reports to EC.
- Writing a report for YM and IBM DIA is optional, unless requested by YM clerks or EC.

### **Experience and Skills:**

- Be proficient in Microsoft Word, Excel, an email program, and in creating PDFs.
- The YM Secretary needs to be knowledgeable about the use of printers, faxes, scanners, and copy machines.

### **Whom you work most closely with:**

YM Clerk, Clerk of IBM, Recording Clerk, EC members, Committee Clerks, Meeting Clerks. (If not doing all component parts of Secretary's job, interface with other secretary components to receive and provide appropriate materials).

### **Needed Supplies and Equipment:**

General office supplies, computer, printer, scanner, and fax machine are needed.

### **Reimbursable expenses:**

Reimbursable expenses include long distance phone calls, office supplies and materials.

*[Proposed: Lodging and travel to necessary meetings and cost of YBM Gathering are reimbursed at 25%*

*of the total cost (for 1/4 time position).]*

## **Secretary, Financial/Bookkeeping**

This position is one quarter time (10 hours/week).

### **Purpose:**

The Bookkeeping/data entry component of the Secretary's job greatly increased with the decision to use a professional double-entry bookkeeping system, QuickBooks Pro (QBP) by Intuit. QBP allows SEYM to produce its own financial statements.

### **Responsibilities:**

1. Do all QuickBooks Pro data entry for ALL the SEYM accounting funds (General Fund, Trustees, Publications, Michener Lecture, YBM Gathering, HYM, Triennial Travel, etc).
2. Mail: Receive and process apportionments and donations; receive and process publications orders and payments; receive and process payments on loans extended by Trustees.
3. Pay SEYM bills in a timely manner.
4. Maintain knowledge of publications inventory and/or warehouse actual inventory for shipping.
5. May do physical shipping of publications or may forward PDF order form to general secretary for physical shipping.
6. Do all banking in a timely manner. Oct. 2003 RM minute 03RM09 provided official approval for the YM secretary to handle all banking matters. Therefore, the SEYM accounts are kept in a bank convenient to the YM secretary.
7. Forward QBP data base monthly to Finance Committee Clerk and to Treasurer.
8. Communications: maintain appropriate communication through phone, email, and fax.
9. Provide reports on Trustees investments to the Clerk of Trustees.
10. Interface with hired accountant and provide him/her with financial information as required.
11. Be a resource person to SEYMers regarding financial records.
12. Provide insight/information to SEYM committee clerks, especially YBM Gathering Committee and HYM Committee clerks, as requested or needed.
13. Write and submit quarterly EC Reports (Summer EC, FIBM, WIBM, and YM).
14. Receive and deposit checks for YBM Gathering and HYM Registrars. Receive and deposit donations for Michener Lecture. Work with Gathering Committee registrar, Worship and Ministry Committee and HYM committee to make sure event monies are recorded in the proper accounts.
15. Oversee publications sales tables cash box at IBMs and YBM Gathering.
16. HYM attendance is optional.

### **Resources:**

Treasurer, Clerk of Finance, Clerk of Trustees, all the members of Executive Committee, other knowledgeable Friends, SEYM Faith & Practice, Friends Fiduciary, and the SEYM Accountant are all useful resources.

### **Term of Service:**

- As hired.

## **Meeting and preparation, dates and deadlines, reports:**

- Attend EC Meetings (4 x/year).
- Attend IBM Meetings (2 x/year, first weekend in October and Martin Luther King Holiday weekend).
- Attend YBM sessions (1 x/year—Easter week).
- Participation in HYM is optional (1 x/year—Thanksgiving weekend).
- Prepare and be knowledgeable regarding all financial issues SEYM is currently involved in.
- Write appropriate reports to EC (4 x/year).
- A secretary's report for YM DIA is optional, unless requested.

## **Skills and Equipment:**

### **The Financial secretary needs to be proficient in:**

- QuickBooks Pro
- Microsoft Word, Excel
- An email program
- Creating PDFs
- Use of high end computer, printers, faxes, scanner, etc

## **Whom you work most closely with:**

The financial duties of the secretary requires contact with the Treasurer, Clerk of Finance Committee and Finance Committee, Clerk of Trustees and Trustees, EC members, all virtual fund Clerks of committee's (YBM Gathering, Worship and Ministry, HYM, etc.) and the SEYM Accountant. (If not doing all component parts of Secretary's job, interface with other secretary components to receive and provide appropriate materials).

## **Needed Supplies and Equipment:**

General office supplies, computer, printer, fax machine, and broadband Internet access are needed for this work.

## **Reimbursable expenses:**

Supplies and long distance phone calls are reimbursable. A stipend toward broadband is given to allow transmission of large files. *[Proposed: Lodging and travel to necessary meetings and cost of YBM Gathering are reimbursed at 25% of the total cost (for 1/4 time position).]*

# **Secretary, Publications (Print and Electronic)**

This position is one quarter time (10 hours/week).

## **Purpose:**

The secretary of publications is to provide quality SEYM publications that are appealing to book resellers and others, such as FGC Bookstore, Pendle Hill Bookstore and individuals, including SEYMers. SEYM provides booklets with ISSN numbers so that they may be quoted in professional academic papers. The publications secretary produces the Walton and Michener Lecture booklets

and the SEYM Newsletters.

## **Responsibilities:**

1. Correspondence: mail, email, and phone calls regarding publications are received and responded to in a timely manner.
2. Seek articles, images, photographs, and content for SEYM Newsletter (published 3x year).
3. Assist when requested with HYM brochure and Michener Lecture brochure.
4. Interface with Worship and Ministry Committee (regarding Michener Lecturer) and YBM Gathering Committee Clerk (Walton Lecturer).
5. Secure copyright from lecturers. (Inform speakers that SEYM owns copyrights; by paying an honorarium, SEYM owns permission to publish.)
6. Layout and design Michener and Walton Lecture booklets/pamphlets, and other documents as requested by EC.
7. Create and submit PDF copies of lectures to speakers for review before going to press.
8. Reprint existing pamphlets/booklets. The layout and design may need to be redone for contemporary print providers. Contact author-speakers for corrections and a preface to this printing, if desired.
9. Prepare (impose) publications for professional offset or digital printing on archival recycled papers with archival ink.
10. Write and submit reports for DIA when appropriate (FIBM, WIBM, and YBM).
11. Interface with and oversee print production from professional print providers and binderies.
12. If not doing the entire Secretarial package, forward boxes of newly printed publications to General Secretary or Finance Secretary.
13. Develop new products as appropriate (example: logo T-shirts, aprons, book/knitting bags; Commemorative Meetinghouse cards).
14. Assist in publishing *Faith and Practice*, the *Operational Handbook, Procedures & Job Descriptions*, the *SEYM Directory*, and other documents as approved.

## **Term of Service:**

- As hired.

## **Resources:**

All the members of Executive Committee, other knowledgeable Friends, Faith & Practice, FGC, commercial workshops (free), and professional layout magazines (library) are helpful resources.

## **Meeting and preparation, dates and deadlines, reports:**

- Write appropriate reports for DIA.
- Attend IBM Meetings, if requested by EC (2 x/year, first weekend in October and Martin Luther King Holiday weekend). Attending provides an opportunity for community involvement to better meet SEYMers' publication and newsletter needs.
- Attend YBM sessions, if requested by EC (1 x/year–Easter week). Attending provides an opportunity for community involvement to better meet SEYMers' publication and newsletter needs.
- Participation in HYM is optional (1x/year–Thanksgiving weekend), but is an opportunity to

build community and take pictures.

### **Skills and Equipment:**

The abilities to listen and remember, and to speak and write clearly are required. It is imperative that the Publications Secretary has an art and layout design background and expertise in offset or digital press archival printing, or an interest in learning and willingness to follow through. The secretary also needs to be proficient in:

- Photography/illustration (own quality digital camera)
- Adobe Photoshop
- Adobe Illustrator or other Illustration software
- Adobe InDesign or Quark
- Microsoft Word
- Excel
- Email program
- Creating PDFs
- Use of printers, faxes, scanners, copy machines, and binding machines

### **Whom you work most closely with:**

Work with SEYMers to seek contributions to Newsletters, professional print providers, Michener and Walton lecturers, Worship and Ministry Clerk and YBM Gathering Clerk. (If not doing all component parts of Secretary's job, interface with other secretary components to receive and provide appropriate materials).

### **Supplies:**

Office supplies, paper and ink cartridges, and photographic supplies if using film camera are needed.

### **Reimbursable expenses:**

Long distance phone calls and a stipend toward broadband to allow sending and receiving large files are reimbursable. *[Proposed: Lodging and travel to necessary meetings and cost of YBM Gathering are reimbursed at 25% of the total cost (for 1/4 time position).]*

## **Secretary Publications (Website)**

This position is one-quarter time (10 hours/week). All SEYM websites are under the auspices of the YM secretary.

### **Purpose and Responsibilities:**

1. Keep SEYM websites up to date (seym.org, seympeace.org, and seymmeetings.org).

# Publications Calendar

	PUBLICATION	Deadline	to Printers	bulk-mailed	Lodging/meals due	Event Date
1.	Fall <b>Newsletter</b> with <b>FIBM-DIA</b>	8/15	8/20	9/1		WIBM
2.	HYM flier	9/15	9/20	10/1		Thanksgiving
3.	Michener Lecture brochure	10/15	10/20	11/1		MLKing weekend
4.	<b>WIBM-DIA</b>	10/15	11/1	11/15		MLKing weekend
5.	YBM Registration & Program packet	11/15	11/20	12/15	2/1	Easter week
6.	Winter <b>Newsletter</b>	12/1	12/15	1/5		
7.	<b>YBM-DIA</b> with <b>Spiritual State of the Meeting Reports</b>	1/15	2/1	2/15		Easter week
8.	Spring/Summer <b>Newsletter</b>		5/1	5/15		
9.	Michner Lecture booklet		summer			
10.	Walton Lecture booklet		summer			
11.	Misc. documents as requested		summer			

2. Seek volunteer webclerks if appropriate and provide assistance and oversight on content, design issues. (See page 59.)
3. Correspondence: Maintain mail, email, and phone call correspondence relevant to SEYM and websites.
4. Serve as a resource person to SEYM meeting webclerks.
5. Be familiar with Quaker literature that comes in the mail and is available on-line.
6. Maintain SEYM web calendar; post driving directions and other appropriate Meeting information.
7. Write and submit reports to DIA (FIBM, WIBM, and YBM).
8. Provide interesting intro/promotions/registration forms on home page for appropriate SEYM committees, especially YBM Gathering, HYM, and *Faith and Practice* Committees.
9. Post/archive PDF copies of SEYM Minutes, IBM- and YBM-DIA, HYM brochure, Michener Lecture brochure, YBM Gathering registration packet and program, Walton Lecture information, Epistles, and other documents as necessary for the work of the YM.
10. Provide oversight and interface with YBM Gathering and HYM Committees regarding on-line

registrations.

11. Provide oversight and interface with Finance Committee regarding on-line donations.
12. Provide oversight and interface with Trustees regarding on-line donations.
13. Oversee content and refer questions of content to EC. When in doubt about specific content, temporarily break the link while content is being reviewed (for no longer than 1 week).

### **Resources:**

Important resources are IT consultants, SEYM Web Host [2007—Systame.com], Executive Committee, other knowledgeable Friends, *Faith & Practice*, professional journals and materials.

### **Term of Service:**

- As hired.

### **Meetings, Reports, Dates and Deadlines:**

- Attend IBM Meetings if requested by EC to attend (2 x/year, first weekend in October and Martin Luther King Holiday weekend). Attending provides an opportunity for community involvement and to learn SEYMers' web needs.
- Attend YBM Gathering if requested by EC to attend (1 x/year—Easter week). Attending provides an opportunity for community involvement and to learn SEYMers' web needs.
- Participation in HYM is optional (1x/year—Thanksgiving weekend) but provides an opportunity for community involvement and to learn SEYMers' web needs.
- Prepare and be knowledgeable regarding all issues SEYM is currently involved in.
- Prepare website reports for DIA when appropriate, such as a new announcement.

### **Experience and Skills:**

The abilities to listen and remember and to speak and write clearly are necessary skills. In addition, the publication secretary needs to be proficient in designing and implementing web sites, including the following skills:

- Adobe Macromedia (GoLive) or similar program for creating web sites and pages
- Adobe Photoshop or similar program to edit and create easy-to-download sized images
- Adobe Illustrator or similar program to create logos
- Email software
- Creating PDFs
- Use of high-end computer
- Use of broadband web access to enable uploading and downloading
- Use of scanner for images

### **Whom you work most closely with:**

The website requires close contact with SEYMers to assess needs, the Peace and Social Concerns Webclerk, the YBM Gathering and HYM Committees, the Faith and Practice Clerk, the Finance Committee, the Publications Committee or employee, Recording Clerk, EC members, and meeting clerks. If not doing all component parts of Secretary's job, interface with other secretary components to receive and provide appropriate materials.

## **Needed Supplies and Equipment:**

General office supplies and high-end graphic equipment and computer with broadband access to enable uploading to SEYM ISP host.

## **Reimbursed expenses:**

This position is reimbursed for long distance phone calls. A stipend is paid toward broadband access. *[Proposed: Lodging and travel to necessary meetings and cost of YBM Gathering are reimbursed at 25% of the total cost (for 1/4 time position) if requested to attend by EC.]*

# **Secretary, Fund Raising**

## **Purpose and Responsibilities: (concurrent with other positions)**

Because the secretary has contact with Friends as s/he seeks to fulfill requests, s/he is a reflection of SEYM to those with whom she or he comes in contact. At times this role provides an opportunity to explain the financial needs of the Yearly Meeting and to encourage consideration of short term or long term gifting to an Endowment Fund.

While it is the responsibility of the Trustees and the Treasurer to raise funds, it is the responsibility of the secretary to work with them to record fund-raising. The secretary works with the Clerk of Trustees to arrange Securities transfers with donors and to notify the Friends Fiduciary Corporation of pending donations so that they may provide directions, bank routing numbers, etc.

## **Experience and Skills:**

The abilities to listen and remember and to speak and write clearly are needed. In addition, fund-raising requires proficiency in:

- An awareness of long-standing Quaker attitudes regarding requesting and giving donations.
- Human Relations.
- Follow-up and follow-through.
- On-line computer communication.
- Knowledge of Investment Funds, Stock transfers, and setting up annuities.

## **Resources:**

All the members of Finance Committee and Trustees serve as resources for this task.

## **Term of Service:**

- As hired.

## **Whom you work most closely with:**

The Clerk of Finance Committee and Finance Committee, the Treasurer, the Clerk of Trustees and Trustees, EC members and Friends Fiduciary Corporation are most frequently consulted.

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Please note that at no time has the present secretary (2007) been asked to do Fund raising, yet with the need great, when opportunity has presented itself, she has availed herself of the opportunity to assist the Trustees.

# SEYM Administrative Fiscal Year Calendar

Date	Event	Generic Date
06/ 01	Beginning of SEYM Fiscal Year	6/1
01	QBP due to Treasurer and Finance Clerk YBM Gathering site-contracts signed, site-deposits PAID, calendars updated, etc. Summer EC Meeting PAY 941 (June) taxes to Bank for IRS	
07/	Design Michener & Walton Lecture booklets, etc.; reprint publications as necessary	
01	QBP due to Treasurer and Finance Clerk	
10	IRS 941 Tax 2nd-Quarter data (April, May, June) DUE to Accountant	
25	IRS 941 Tax 2nd-Quarter Forms from accountant mailed to IRS Post EC Minutes in web archives.	
08/ 01	QBP due to Treasurer and Finance Clerk	
15	Fall issue Newsletter submissions DEADLINE	6 weeks before FIBM
15	FIBM-DIA reports DEADLINE	6 weeks before FIBM
20	FIBM-DIA in newsletter centerfold; post on website	6 weeks before FIBM
31	End of SEYM FY 1st-Quarter (June, July, August)	
09/ 01	QBP due to Treasurer and Finance Clerk	
15	HYM flyer DUE	
15	Update/request HYM CGI-script for on-line registration	
25	PAY 941 (July, Aug. Sept.) taxes to Bank for IRS	
10/ 01	QBP due to Treasurer and Finance Clerk EC Meeting FIBM Committee Meetings FIBM (hand out Michener brochures, HYM fliers, extra newsletters) HYM on-line registration activated	eve before FIBM   first 7th Day
15	Michener Lecture brochure information DUE	
15	DEADLINE FOR WIBM-DIA	7 weeks before WIBM
15	IRS 941 Tax 3rd-Quarter data (July, August, September) DUE to Accountant	
25	IRS 941 Tax 3rd-Quarter Forms from accountant mailed to IRS	
11/ 01	ALL Budget requests due to Finance Committee Clerk	
01	QBP due to Treasurer and Finance Clerk	
15	CALL for State of the Meeting Reports	
15	YBM Gathering Program/Registration DUE HYM, Wekiwa State Park	2 months before site-reservations deadline Thanksgiving day and weekend
30	End of SEYM 2nd Quarter (September, October, November)	
12/ 01	QBP due to Treasurer and Finance Clerk	
01	Winter issue Newsletter submissions DEADLINE	
15	MAIL WIBM-DIA Send all designated youth workers finger-print forms	4 weeks before WIBM
15	MAIL YBM Registration & YBM-DIA	3 MM Business Mtgs before YBM
25	PAY 941 (Oct, Nov, Dec.) taxes to Bank for IRS	
New calendar year:		
01/ 03	YBM Gathering on-line registration (activate)	
03	QBP due to Treasurer and Finance Clerk	
03	YBM Gathering on-line registration activated	

- |        |   |   |
|--------|---|---|
| 15     | YBM-DIA Reports and State of the Meeting Reports DUE<br>EC Meeting, Orlando Meetinghouse<br>WIBM committee Meetings<br>WIBM, Orlando Meetinghouse<br>Hand out YBM Gathering registration materials<br>Michener Lecture & Seminar, Orlando Meetinghouse  | 12 weeks before YBM<br>eve before IBM<br>Martin Luther King weekend<br>Martin Luther King weekend<br>First Day following WIBM                         |
| 15     | IRS 941 Tax 4th-Quarter data (October, November, December) DUE to Accountant  |   |
| 15     | YBM-DIA reports/State of Meeting Reports DEADLINE<br>IRS W-2 sent by accountant to employee   | 10 wks/YBM  |
| 28     | IRS 941 Tax 4th-Quarter Forms from accountant mailed to IRS<br>Post EC, WIBM Minutes in web archives.   |   |
| 02/ 01 | MEETING member/attender lists (additions/deletions/address corrections) DUE Mmbrshp Rec.<br>Statistical reports DUE to FWCC and FGC   |   |
| 01     | QBP due to Treasurer and Finance Clerk  |   |
| 10     | DONATIONS to Quaker organizations and other organizations PAID  |   |
| 28     | End of SEYM FY 3rd-Quarter (December, January, February)  |   |
| 03/ 01 | QBP due to Treasurer and Finance Clerk  |   |
| 25     | PAY 941 (Jan, Feb, March) taxes to Bank for IRS   |   |
| 03/04  | EC Meeting<br>YBM & Gathering<br>Walton Lecturer's Welcoming remarks and Workshop<br>Walton Lecturer's Workshop continues<br>Walton Lecture at Gathering<br>Deadline: final Directory corrections due Membership Recorder<br>Deadline: Directory Meeting officer information due Membership Recorder<br>Deadline: Nominating Committee Report due Membership Recorder<br>Epistle sent to all YMs, Q-organizations | Wed before YBM<br>Easter week<br>Wed evening<br>Thurs AM<br>Sat before Easter<br>ASAP after YBM<br>ASAP after YBM<br>ASAP after YBM<br>ASAP after YBM |
| 04 01  | QBP due to Treasurer and Finance Clerk  |   |
| 15     | IRS 941 Tax 1st-Quarter data (January, February, March) DUE to Accountant   |   |
| 25     | IRS 941 Tax 1st-Quarter Forms from accountant mailed to IRS<br>Post EC & YBM Minutes in web archives.   |   |
| 05/ 01 | State of FL Annual Uniform Business Incorporation Report (UBR) with officer corrections DUE<br>YBM Minutes posted on website  |   |
| 01     | QBP due to Treasurer and Finance Clerk  |   |
| 01     | Spring/Summer Newsletter submissions DEADLINE   |   |
| 25     | PAY 941 (April, May) taxes to Bank/IRS  |   |
| 30     | YBM Gathering Report DUE to Friends Journal   | 5 weeks after YBM   |
| 31     | End of SEYM Fiscal Year; close books; all Reports due to Treasurer/Finance Clerk  | ASAP  |

## SEYM Relationships with Organizations

SEYM is enriched by relationships with a number of service organizations. These are primarily Friends' organizations but also include service organizations, which are usually coalitions of groups that are working on issues of interest to SEYM. Being a SEYM Representative to an organization requires membership in an SEYM area Meeting.

The relationship between SEYM and service organizations is carried out in the following ways:



- SEYM appoints representatives to these organizations. Many of the representatives serve on the organizations' governing boards.
- SEYM invites representatives from the organizations to the YBM Gathering to educate and enrich SEYM.
- SEYM provides news and information about the organizations to SEYM members and attenders.
- SEYM provides financial support to selected organizations.

## **Selection of Organizations**

SEYM is affiliated with two larger conferences of Friends: Friends General Conference (FGC) and Friends United Meeting (FUM). It is a constituent member of these organizations, just as the monthly meetings are constituent members of the Yearly Meeting. SEYM is also a member of Friends World Committee for Consultation (FWCC), an umbrella organization that provides programs and informational services to all Friends.

SEYM has long-standing relationships with major Friends organizations such as American Friends Service Committee (AFSC) and Friends Committee on National Legislation (FCNL). In addition, the YM considers association with other Friends organizations and a few non-Friends organizations as requested by SEYM Friends. Association with organizations is approved by the YM and recorded in the YBM minutes. Such association continues until laid down by the Yearly Meeting.

The YM may also approve representatives to specific events, such as youth conferences, on an ad hoc basis.

## **Contributions to Organizations**

As approved by the YM, SEYM makes annual contributions to organizations that it has a relationship with. In the case of the major organizations that SEYM is affiliated with, FGC, FUM and FWCC, the SEYM contribution is substantial for the size of SEYM. SEYM also makes substantial contributions in support of its own projects, such as ProNica, and other special concerns.

Contributions to other organizations are generally smaller. SEYM does not expect to be a major source of funds for these organizations, but its contribution indicates support and is intended to encourage individual Friends and SEYM monthly meetings to contribute, also.

SEYM contributions to organizations are included in the General Fund Budget, reviewed and approved annually by the Yearly Meeting. The contributions are normally made a month or two prior to the YBM Gathering.

SEYM may contribute to organizations to which it has no official representative. However, it is recommended that SEYM have a representative to each organization it supports. Conversely, the Yearly Meeting normally provides a contribution for each organization it has a representative to.

From time to time, the finance committee reviews the relationship between the Yearly Meeting and the other organizations it supports to determine whether the support should be continued. If there is an active representative to the organization, then the representative is invited to recommend the level of support.

## **SEYM Representatives to Organizations**

## **SEYM representatives to organizations serve two purposes:**

1. Representation allows SEYM to have input to the larger organization. In some cases, SEYM has a seat on the board or committee that provides governance for the organization.
2. Representation also facilitates bringing information and explanations back to SEYM.

## **Representatives connect us to the larger Quaker bodies, nationally and internationally.**

SEYM sends more than one representative to some organizations, depending on the organization's make-up and importance to SEYM. Usually the other organization specifies the number of representatives that SEYM may appoint and states the role the representative will provide within the organization.

## **Selection of Representatives:**

Representatives to organizations are proposed to the YM by the Nominating Committee. Friends may express to the Nominating Committee an interest in serving as representative to a particular organization. Nominating Committee may approach SEYM members about their willingness to serve, keeping in mind the need for SEYM to be represented by a broad spectrum of Friends. The Nominating Committee endeavors to find representatives to fill all approved positions and informs SEYM Friends of vacant positions. Nominating Committee informs prospective representatives about the duties and responsibilities of representatives.

The representatives should be selected on the basis of their willingness and ability to carry out the responsibility of representation in a manner consistent with Friends' testimonies. They are approved by the YM with the approval of the Nominating Committee report as presented, or as amended, in the YBM.

The terms of service of representatives are three years or as specified by the organization. Representatives may serve consecutive terms unless limited by the policies of the organization.

The SEYM Nominating Committee clerk informs the organizations of the appointments and provides salient information as required the organization (contact information, length of appointment term, etc.)

## **Responsibilities of SEYM to Representatives**

### **Orientation and Support:**

The Nominating Committee discusses the responsibilities of and funding for representatives with the nominees. Retiring representatives should also explain the workings of the particular organization and the requirements of the representatives to new or prospective representatives.

After representatives are approved, the assistant clerk provides support and nurture for the representatives. The YM provides financial assistance to representatives who travel to meetings and events of the organizations they are representatives to. This support is provided in accordance with the Representative Travel Guidelines, which were approved by the minute 05YM14. See the guidelines in "Appendix 2. Representative Travel Guidelines" on page 141. Also see Assistant Clerk, Purpose and Duties, #5 on page 29. They are also available from the SEYM website: <[www.seym.org](http://www.seym.org)>. The assistant clerk approves disbursement of financial assistance for representative travel within the bounds of the SEYM annual travel and triennial travel budgets. The YM provides opportunities for the representatives to inform the YM about the organization to which they are

representatives. These opportunities include but are not limited to the following:

- Time for reports during YBM and IBM plenary sessions.
- Time for special interest sessions at the Gathering.
- Space for displays about the organization at the YBM Gathering and possibly at IBMs.
- Publication of reports in IBM- and YBM-DIA.
- Publication of articles in the SEYM newsletter.

## **Responsibilities of Representatives to SEYM**

Representatives to organizations have a dual responsibility: to SEYM and to the organization to which they act as representative. The representative shall be an active participating member of the organization (not an observer) and have a commitment to the larger organization. He or she shall also keep the Yearly Meeting informed with regard to what happened at the meetings attended, any salient news about the organization, and any problems the organization is experiencing.

### **Each representative does the following:**

1. Presents the YM's concerns and point of view to the other organization. The representative speaks on behalf of SEYM at the organization's meetings.
2. Informs the Yearly Meeting about the other organization. The representative should provide timely information and, in particular, give a report soon after attending any meeting of the organization. The following means of reporting are used:
  - Provide a report to be included in the next IBM-or YBM-DIA.
  - Give a brief report in a YBM session.
  - Give a brief report in an IBM session.
  - Submit an article for the SEYM newsletter.
  - Send time-critical news to the YM secretary for immediate dissemination, when appropriate, to the SEYM meetings, worship groups, and SEYM committee clerks for further dissemination to members.
3. Attends the YBM Gathering. At the YBM Gathering, the representative should do all of the following as appropriate to the organization and its relationship with SEYM:
  - Host any representative from the organization who attends the YBM Gathering.
  - Set up a display about the organization and/or provide materials describing the organization in the allotted space assigned by the YM secretary. The representative is also responsible for taking down the display, removing remaining materials and returning any borrowed materials after the close of the Gathering.
  - Conduct a special interest session about the organization. If interested in leading a workshop or interest group, contact the YBM Gathering Committee clerk in September before the FIBM Gathering Committee meeting Saturday morning.
  - Participate in a designated discussion table at meals in the dining room.
  - Be available to discuss the organization informally with Friends
4. Retiring representatives shall orient and advise new, in-coming representatives.
5. Makes recommendations to the Finance Committee regarding the amount of contribution that the Yearly Meeting should consider for the organization. The representative should provide this recommendation to the Finance Committee by November 1.

## Representatives to Organizations Calendar

RESPONSIBILITY		AUG 15	NOV 15	JAN 15	OTHER
1.	Submit reports to SEYM for inclusion in DIA, as appropriate.	X	X	X	
2.	Submit Articles of interest to wider Quaker community to Newsletter editor.				As appropriate
		FIBM	WIBM	YBM	
3.	Plan and attend Committee Meetings	X	X	X	
4.	Participate in Meetings for Business to enable you to present your organization's views.	X	X	X	

## Organizations

This section contains the descriptions of relationships between SEYM and specific organizations.

### American Friends Service Committee (AFSC) Corporation

AFSC is a service organization with a long history of helping people worldwide. In 1947 it received the Nobel Peace Prize for all of its work, especially feeding the children in Germany after WWI. It

has a history of continuing to provide development assistance in an area long after an immediate crisis is over. For example, AFSC has been working in Palestine for decades. Currently (2006) it is helping provide tsunami relief in Aceh Province, Indonesia, and displaced Hurricane Katrina victims in Louisiana and Mississippi.

## **Purpose and Responsibilities:**

### **Purpose:**

- AFSC SEYM representatives are members of the corporation, the legal governing body of AFSC.
- AFSC expects YM representatives to interpret AFSC mission, policy, and programs to their constituent YMs.
- SEYM expects its representatives to AFSC to ensure that SEYM perspectives and interests are known to AFSC.

### **Responsibilities:**

- Attend Annual Meeting of AFSC Corporation, which is held in Philadelphia on a weekend in early to mid-November.
- Service on an AFSC committee is encouraged and welcomed, but not required.
- Attendance at YBM Gathering sessions is highly desirable, as is attendance at IBM sessions.
- Representatives are expected to provide assistance and support to AFSC staff, particularly for those who attend YBM Gathering.

## **Experience and Skills:**

Representatives to AFSC Corporation must be members of the Religious Society of Friends (RSOF).

While not an absolute requirement, access to email is highly desirable as an effective means of communication, and helps reduce AFSC administrative efforts and costs.

Representatives are expected to share and support the objectives of AFSC, while sharing concerns and ideas for improvement whenever that is appropriate.

## **Resources:**

AFSC provides substantial documentation to representatives via both postal and electronic mailings. The AFSC webpage <[www.afsc.org](http://www.afsc.org)> is an outstanding source of information. Current and prior representatives are valuable sources of information, and there is a wealth of information about AFSC published and available in printed and electronic media.

## **Term of service:**

Two representatives are nominated for 3-year terms.

There is a formula that specifies the number of representatives authorized from each YM; as of 2005, SEYM may designate up to 3 representatives. In addition, members of SEYM may be considered for membership on the Board of Directors, the governing body between Corporation meetings, which entails greater involvement in AFSC governance, and involves additional travel and time commitments.

## **Meetings, Reports, Dates and Deadlines:**

- Annual AFSC Corporation meeting is held in Philadelphia early to mid-November, commencing on a Friday evening and concluding on Sunday afternoon. The schedule includes special presentations and speakers, plus an open house open to the wider community.
- Preparation consists of reading the provided documents and being cognizant of the interests of the SEYM community.
- SEYM expects a written report in time for the YBM-DIA and welcomes and encourages contributions to the SEYM Newsletter.
- Representatives should be prepared to provide written and/or oral reports at any/all YM Gatherings and Meetings, in order to engender a better understanding and appreciation for AFSC programs and initiatives. Representatives should be prepared to be advocates for AFSC in both Quaker and non-Quaker communities and gatherings.

## **Whom you work most closely with:**

AFSC representatives work with other Corporation members, AFSC staff, AFSC supporters and contributors, and all members/attenders of SEYM.

## **Expenses, Reimbursements, and Budget:**

Expenses consist primarily of travel and lodging to Philadelphia for the Annual Corporate meeting.

Some funding is usually available from AFSC. AFSC provides assistance with travel arrangements, including lodging, however payment is presumed to be the responsibility of the traveler. Some meals during the Annual meeting are provided; details are included with the advance packets.

The YM also provides travel assistance. See "Orientation and Support" on page 102, "Appendix 2, Representative Travel Guidelines" on page 141, and confer with SEYM Assistant Clerk regarding financial assistance availability.

## **American Friends Service Committee, Southeast Region (AFSC-SERO)**

AFSC-SERO project people, YM, and other representatives gather 4 times per year to decide needs and concerns, projects, policy, and budget for the Southeast region. Priority concerns include racial justice, peace education, political asylum, undocumented workers, material aid, regional disarmament, and homelessness.

### **Purpose and Responsibilities:**

Representatives sit on the Board and are asked to attend all meetings (4 per year). Representatives are strongly encouraged to serve on a committee.

### **Experience and Skills:**

Membership in Religious Society of Friends. AFSC emphasizes that Representatives should be those who will truly represent SEYM, and serve as active conduits for AFSC work and outreach to SEYM.

### **Term of service:**

Two representatives are nominated for 3-year terms.

AFSC-SERO refers to terms as follows: 1st term = 1 year; 2nd term = 1 year; 3rd term = 1 year, maximum of 3 consecutive years possibly renewed for 3 more years.

### **Meetings, reports, dates, and deadlines:**

Four meetings per year are held alternately in Atlanta and other sites in the Southeast, in March, June, September, and December. The September meeting has traditionally been a retreat, but lack of funds may cause the retreat to be cancelled.

### **Expenses, Reimbursement, and Budget:**

Representatives stay with Quakers or family, and AFSC provides food.

The YM also provides travel assistance. See "Orientation and Support" on page 102, "Appendix 2, Representative Travel Guidelines" on page 141, and confer with SEYM Assistant Clerk regarding financial assistance availability.

## **Coalition for Fair Adoption (CFA)**

The representative to CFA is a member of the Peace and Social Concerns Committee (P&SC). (See "Peace and Social Concerns, Coalition for Fair Adoption" on page 59.)

### **Purpose and Responsibilities:**

The representative stays informed and may write one annual report for the YBM-DIA or submit an article to newsletter, if so inclined.

### **Term of Service:**

The Representative-member of P&SC committee is nominated for a 3-year term. This representative does NOT sit on the CFA Board.

## **Florida Council of Churches**

Prior to 2005, The Florida Council of Churches' emphasis was on Jesus' teachings of love and equality. With the change of Directors, the emphasis has changed to a more evangelical nature. See <[www.floridachurches.org](http://www.floridachurches.org)>.

The Florida Council of Churches holds 4 board meetings per year.

Representatives are asked to stay informed and may write one annual report for the YBM-DIA and submit articles to newsletter, if so inclined.

### **Term of Service:**

Two Representatives are nominated to attend Board Meetings.

## **Florida Impact**

Florida Impact is a coalition of 18 church denominations lobbying the Florida Legislature and promoting peace and justice issues (such as minimum wage increase, aid for families with dependent children, farm worker issues, etc.). Membership in Florida Impact confers membership in the National Impact. Florida Impact is a very effective lobbying organization that spends little on administration and has been operating since 1979.

Currently the Religious Society of Friends is on the letterhead. The Policy Board is made up of nine people who are very active in the work. Friends are currently contributing to Florida Impact as individuals, as monthly meetings, and as a yearly meeting. Florida impact does a very good job of getting peace and justice legislation passed in the Florida Legislature. They also work to increase access to food programs by conducting aggressive outreach strategies and public policy advocacy.

### **Purpose and Responsibilities:**

The Representative is asked to stay informed and may write one annual report for the YBM-DIA and submit articles to newsletter, if so inclined. The Representative acquires and distributes information, such as booklets and information sheets, and sets is responsible for the assigned display table at YBM Gathering.

### **Term of Service:**

One Representative is nominated for a 3-year term. This representative does NOT sit on the Florida Impact Board.

## **Friends Committee on National Legislation (FCNL)**

The Friends Committee on National Legislation (FCNL) is a public interest lobby founded in 1943 by members of the Religious Society of Friends. FCNL seeks to bring the concerns, experiences and testimonies of Friends to bear on policy decisions in the nation's capitol. People of many religious backgrounds participate in this work. FCNL's staff and volunteers work with a nationwide network of people to advocate social and economic justice, peace, and good government.

FCNL is a 501(c)4 public interest lobby, not a political action committee (PAC) or a special interest lobby. FCNL's multi-issue advocacy connects historic Quaker testimonies on peace, equality,

simplicity and truth with peace and social justice issues that the United States government is, or should be, addressing. FCNL seeks to follow the leadings of the Spirit as it speaks for itself and for like-minded people.

### **FCNL Governance:**

FCNL is governed by a General Committee of 240 Friends, the majority of whom have been appointed by 26 Yearly Meetings and seven national Friends' organizations. The General Committee meets each November to conduct business. This includes establishing legislative policy and priorities. An Executive Committee and several other subcommittees oversee the program and administration of FCNL between Annual Meetings.

### **Purpose and Responsibilities:**

Representatives actively participate in the work of FCNL through the annual meeting of the FCNL General Committee held in November, beginning on a Thursday evening and going through noon on First Day. The work of the General Committee at FCNL annual meeting may include consideration and approval of the FCNL budget, setting priorities for work to be attended to in the coming Congress and consideration of revisions to the FCNL policy statement. Skill building and informational workshops are also a part of this annual meeting.

In addition, during the year representatives are asked to be active in supporting the work of FCNL through lobbying their members of Congress and to be active in presenting the work of FCNL to their Monthly Meeting, to the Yearly Meeting and to those in the wider world who would support Friends' witness in Washington DC.

### **Experience and Skills:**

General Committee members must be members of the Religious Society of Friends.

### **Term of Service:**

Currently [2006] five Representatives are nominated for 3-year terms.

Two or more SEYM-FCNL General Committee members also serve as SEYM representatives to the William Penn House National Consultative Committee that meets the same weekend. See William Penn House on page 125.

Southeastern Yearly Meeting may appoint up to six representatives to be members of the General Committee that governs FCNL.

### **Meetings, reports, dates, and deadlines:**

- Annual meeting of the FCNL General Committee is held in November, Thursday evening through noon on First Day.
- The two SEYM-FCNL/William Penn Representatives meet once a year on the Thursday morning that coincides with the FCNL annual meeting.
- Representatives are asked to be active in supporting the work of FCNL through lobbying their members of Congress and being active in presenting the work of FCNL to their yearly meeting. This may be done through articles for the newsletter or by sending emails to the YM secretary who forwards them to all Meeting Clerks (to forward to their members/attenders), Organization Representatives, Committee Clerks (to forward to their committees), youth workers and Executive Committee members.
- The Representatives write one annual report for the YBM-DIA and do to the active nature of

FCNL, are encouraged to submit reports in the IBM DIA.

- The Representatives are responsible for the display table at YBM Gathering.

### **Expenses, Reimbursement, and Budget:**

Representatives to FCNL meetings may lodge at William Penn House (cost in 2006 for shared rooms and breakfast was \$40/night) or may stay in a local hotel (three nights: \$500±). The registration fee of \$250 [2006] covers all meals except one dinner. The dual FCNL/William Penn House representatives may stay free Wednesday night at William Penn House with a free breakfast Thursday morning.

The YM also provides travel assistance. See "Orientation and Support" on page 102, "Appendix 2, Representative Travel Guidelines" on page 141, and confer with SEYM Assistant Clerk regarding financial assistance availability.

## **Friends General Conference (FGC) Central Committee**

### **Minute of Purpose:**

Friends General Conference is a Quaker organization in the unprogrammed tradition of the Religious Society of Friends that primarily serves affiliated yearly and monthly meetings. It is our experience that:

- faith is based on direct experience of God

- our lives witness this experience individually and corporately
- by answering that of God in everyone, we build and sustain inclusive community.

*FGC provides resources and opportunities that educate and invite members and attenders to experience, individually and corporately, God's living presence, and to discern and follow God's leadings. FGC reaches out to seekers and to other religious bodies inside and outside the wider Religious Society of Friends.*

—FGC Minute of Purpose, Central Committee, October 1998

The FGC Central Committee (about 180 appointees) is the governing body of FGC. Representatives to the FGC Central Committee enter into a working relationship across yearly meeting lines. They are in a position to address the current and emerging issues and concerns of Friends within the monthly meetings of SEYM.

All appointees have a double challenge: 1) to work in a particular program area, and 2) to discern the rightly ordered governance and direction of the whole organization. Friends are often attracted to the specific program work first; and as experience on Central Committee builds, grow into the broader responsibilities of the entire organization. Central Committee is responsible for: a) making final policy decisions affecting the FGC organization and program, b) approving the annual budget, and c) making changes in the corporate by-laws.

### **Purpose and Responsibilities:**

1. Attend the annual Central Committee meeting which is usually held on the 3rd or 4th weekend in October in Windsor, MD, just outside Baltimore, MD.
2. Serve on at least one FGC committee, which requires travel to two meetings per year, with one of these held at the Central Committee meeting.
3. One representative from SEYM also serves on the FGC Executive Committee, which meets the last weekend in January and April in mid-Atlantic or east coast states.
4. Representatives are encouraged to attend FGC Gathering.
5. Keep FGC informed of needs and concerns of SEYM.
6. YM Clerks are invited to attend Central Committee Meetings.

### **Experience and Skills:**

Criteria for appointees: Affiliated meetings are urged to make the ages of their appointees reflect the age range of their YM, and to include the appointment of at least one young Friend, if possible.

### **Term of Service:**

Three Representatives serve 3-year terms, with a maximum of 2 consecutive terms (6 years total). FGC suggests that staggered terms would give more continuity of experience.

FGC asks for at least two representatives. The maximum is two per 500 members. SEYM is currently (2006) allowed 3 representatives.

### **Meetings, reports, dates, and deadlines:**

- October: attend annual Central Committee Meeting. If unable to attend the Central Committee meeting, an alternate should attend, or the representative should ask to be replaced.
- Attend FGC committee meetings twice a year.

- Write report(s) for inclusion in IBM- or YBM-DIA. Write an article on an item of discussion at a Committee meeting for the newsletter.
- Representatives are responsible for obtaining and returning literature for the YBM Gathering display table.

### **Expenses, Reimbursement, and Budget:**

Expenses include travel to Annual Central Committee Meeting and FGC committee meetings. The YM provides travel assistance. See "Orientation and Support" on page 102, "Appendix 2, Representative Travel Guidelines" on page 141, and confer with SEYM Assistant Clerk regarding financial assistance availability.

## **Friends of Lesbian, Gay, Bisexual, Transgender and Queer Concerns (FLGBTQC)**

FLGBTQC is a North American Quaker faith community that affirms that of God in all people, drawing sustenance from each other and from the Spirit for work and life in the world. "We are learning that radical inclusion and radical love bring further light to Quaker testimony and life."

**Purpose and Responsibilities:****Experience and Skills:****Resources:****Term of Service:**

One Representative is named to FLGBTQC for a 3-year term renewable annually. Representative may be named for consecutive terms.

**Meetings, reports, dates, and deadlines:**

FLGBTQC gathers twice yearly for worship and play (during FGC Gathering and President's Day weekend in February)

**Expenses, Reimbursement, and Budget:**

The YM provides travel assistance. See "Orientation and Support" on page 102, "Appendix 2, Representative Travel Guidelines" on page 141, and confer with SEYM Assistant Clerk regarding financial assistance availability.

## **Friends Peace Teams (FPT)**

**Purpose and Responsibilities:**

The Friends Peace Teams Representative acts as a liaison between Friends Peace Teams and the SEYM.

As liaison, FPT asks that the representative:

1. Report to the Yearly Meeting (YM) as it requires. Prepare a yearly report to your YM with



outreach materials and displays.

2. Help individuals and Monthly Meetings to connect with and support FPT. Help individuals who would like to volunteer with FPT.
3. Submit annual written reports to FPT about your YM. These “Yearly Meeting reports” can include descriptions of YM outreach you have done, and any information you think FPT should have about your YM. They are usually a page long.
4. Participate in the Coordinating Committee (aka the CC).
5. Serve on one of the CC subcommittees, which meets anywhere from every three months to monthly, usually by conference call.

### **Experience and Skills (required):**

An interest in FPT is vital.

### **Resources:**

FPT website <[www.friendspeaceteams.org](http://www.friendspeaceteams.org)> can help orient and inform prospective representatives or volunteers. The site contains FPT’s basic brochure and other publications; back issues of our newsletter, Peace Teams News; and a Members Only section with the password, you can access the Members Only information, including minutes of previous CC meetings.

### **Term of Service:**

The nominating committee of FPT suggests that appointments to FPT be for three years. FPT recommends that Friends under appointment by their yearly meeting request a committee of care from their monthly meeting and a committee of oversight from their yearly meeting.

### **Meetings, Reports, Dates and Deadlines:**

The CC meets monthly by conference call, as well as for a weekend twice a year in the city of a host Monthly Meeting. Between meetings the CC works through our listserv (a device through which any member can send an email message to all other members). On this listserv, issues are raised for discussion; printable versions of proposals, agendas, minutes, and reports are distributed; and committees and staff enlist help and share information. Listserv messages will let you know how to join conference calls, and help you learn about and register for face-to-face meetings. If you are not already receiving listserv messages (indicated by the name “fptp-l” in the subject), please join by emailing its volunteer coordinator, Dale Hayes, at <[dhayes@in-touch.net](mailto:dhayes@in-touch.net)>.

### **Whom you work most closely with:**

Peace and Social Concerns Committees in MMs or YM, FWCC, Christian Peacemakers Teams, and Peace Brigade International.

### **Needed Supplies and Equipment:**

No special supplies, but will need a computer with Internet access

### **Expenses, Reimbursement, and Budget:**

FPT expects Yearly Meetings to reimburse representatives for conference call long distance costs, and face-to-face meeting expenses, which include travel and a registration fee that covers meals (usually about \$70). Some meetings require money for lodging but at other meetings, representatives stay in Friends’ homes.

The YM provides travel assistance. See “Orientation and Support” on page 102, “Appendix 2.

Representative Travel Guidelines” on page 141, and confer with SEYM Assistant Clerk regarding financial assistance availability.

## **Friends United Meeting (FUM)**

FUM is an international association of Friends Meetings and Churches, organized for evangelism, global partnership, leadership development and communications. FUM supports efforts in peacemaking and nonviolence. Founded in 1902, FUM includes twenty-seven Yearly Meetings (2006), several smaller groups, local meetings and affiliated organizations.

FUM works in cross-cultural missions and cooperative ventures with member yearly meetings through offices in Richmond, Indiana (USA) and Kisumu, Kenya.

See the Richmond Declaration <<http://www.fum.org/about/declarationfaith.htm#peace>>

## **Mission Statement:**

*"Friends United Meeting commits itself to energize and equip Friends through the power of the Holy Spirit to gather people into fellowships where Jesus Christ is known, loved and obeyed as Teacher and Lord."*

## **Friends United Meeting Triennial**

The FUM TRIENNIAL is the governing body of FUM. It meets every three years for 7 days in July. SEYM is allotted a quota of 5 representatives.

## **FUM General Board and Commissions**

The General Board is FUM's governing body between Triennials. SEYM is allowed two representatives. The General Board meets 3 times per year in Richmond, Indiana, typically October, March, and during the summer.

## **Two Commissions serve the General Board:**

Meeting Ministries Commission and World Ministries Commission. SEYM is allowed one representative for each Commission. The Commissions have sub-committees. The Commissions meet once a year, in October in Richmond, Indiana.

## **Purpose and Responsibilities:**

Representatives act as a liaison between SEYM and FUM.

## **Experience and Skills:**

Extensive Quaker experience is helpful in providing perspective.

## **Term of service:**

Representatives are appointed for 3-year terms, beginning with the General Board/Commissions at the October meeting following the Triennial, and ending with the Triennial.

FUM likes for named Representatives to attend all meetings. Representatives need to be in accordance with FUM's Mission Statement to enable them to act on FUM's behalf.

## **Meetings, reports, dates, and deadlines:**

- Triennial Meeting: once every three years.
- General Board Meetings are held three times per year, generally in October, March, and during the summer.
- Sub-committees (Commissions) meet once a year in October.
- Representatives write reports for IBM- and YBM-DIA.

## **Expenses, Reimbursement, and Budget:**

The YM provides travel assistance. See "Orientation and Support" on page 102, "Appendix 2. Representative Travel Guidelines" on page 141, and confer with SEYM Assistant Clerk regarding financial assistance availability. Assistance for travel to the FUM triennial is provided from the SEYM triennial travel budget. Assistance for travel to other FUM meetings is provided from the SEYM annual travel budget.

## **Friends World Committee for Consultation (FWCC)**

FWCC is the only Friends organization that incorporates international Friends of all persuasions, unprogrammed, programmed, and evangelical. FWCC holds a triennial conference for Friends from all over the world. Its Wider Quaker Fellowship (WQF) reaches out to Friends and people who feel a commonality with Friends' beliefs although they do not belong to or live near a Meeting. The Wider Quaker Fellowship provides a literature ministry sending Quaker writings in English and Spanish to people of all faiths around the world and has selected several of SEYM's Michener and Walton Lectures booklets/pamphlets for its annual distribution. SEYM belongs to FWCC's Section of the Americas.

## **Mission Statement:**

*To facilitate loving understanding of diversities among Friends while we discover together, with God's help, our common spiritual ground; and to facilitate full expression of our Friends' testimonies in the world.*

## **Purpose and Responsibilities:**

FWCC's purpose is to serve yearly meetings both nationally and internationally—and, more importantly, across cultures and theological traditions of Quakerism. Those named should be particularly interested in exploring the bases of unity with Friends from other yearly meetings and Quaker traditions and unite with other representatives to understand that it is in coming together face-to-face and heart-to-heart that our world-wide family may be strengthened. Representatives should be committed to working with others in the Section to interpret FWCC, its goal and objectives, mission, programs and needs to yearly meeting members, as well as interpreting SEYM to FWCC.

## **Experience and Skills:**

Friends should be involved in, or have a good knowledge of, SEYM, so that they can bring concerns from the YM to the Section of the Americas and bring back the depth and breadth of God's work among Friends to SEYM. Because the Section operates bilingually (Spanish/English) a knowledge of Spanish could complement a representative's ability to serve but by no means is a reason in and of itself for selection.

## **Term of Service:**

All terms of service begin on January 1 and end on December 31st; terms are for three years, with a second term possible and encouraged for continuity's sake. Committee appointments begin and end at the annual meeting; hence representatives who serve on committees are encouraged to attend an additional annual meeting (the one following the end of their term.)

## **Meeting, Reports, Dates, and Deadlines:**

It is important that representatives be available to attend the Annual Meeting of the Section, usually during the third weekend in March. Also, it is hoped that representatives will serve on standing or program committees of FWCC; these usually meet twice a year, once at annual meeting, and a second time in the fall, either in person or by conference call. Representatives to the Section of the America should be the first to be considered as representatives to the FWCC world triennials (International Representatives Meeting).

## **Whom you work most closely with:**

Assistant Clerk, Representatives from other yearly meetings; FWCC staff

## **Needed Supplies and Equipment:**

None

## **Expenses, Reimbursement, and Budget:**

The YM provides travel assistance. See "Orientation and Support" on page 102, "Appendix 2. Representative Travel Guidelines" on page 141 and confer with SEYM Assistant Clerk regarding financial assistance availability. Assistance for travel to the FWCC triennial is provided from the SEYM triennial travel budget. Assistance for travel to other FWCC meetings is provided from the SEYM annual travel budget.

## **Pendle Hill**

The Pendle Hill General Board is primarily an advisory group, not a governing body, but does have responsibility to appoint Executive Board members. The Executive Board is the governing, legal body. The General Board is a sounding board to review programs and general direction of Pendle Hill; it is Pendle Hill's "eyes and ears to the world". It is a group of 66 people, who are invited to serve; Pendle Hill does not invite appointees from Yearly Meetings, therefore SEYM does not send a representative, but rather SEYM's Representative is responsible for bringing information on Pendle Hill to SEYM.

See also "Pendle Hill Scholarship Program" on page 17.

### **Purpose and Responsibilities:**

The Pendle Hill representative is to stay informed regarding Pendle Hill programs and to provide information to SEYMers when asked. The Representative is responsible for obtaining, setting up, taking down, and returning Pendle Hill display materials at the YBM Gathering.

### **Experience and Skills:**

Interest in Pendle Hill and willingness to be spokesperson on behalf of Pendle Hill to SEYM is the only requirement.

### **Term of Service:**

One Representative is named for a 3-year term, renewable.  
This representative does NOT sit on the Pendle Hill General Board.

### **Meetings, reports, dates, and deadlines:**

Representative attends YBM Gathering to set up display table.  
Representative is encouraged to write one annual report for YBM-DIA.  
Representative may submit articles to newsletter.

### **Expenses, Reimbursement, and Budget:**

No expenses are reimbursed.

## **Quaker Earthcare Witness (QEW)**

QEW is a spiritually-centered movement of Quakers and like-minded people seeking ways to integrate concern for the environment with Friends' long-standing testimonies for simplicity, integrity, peace, equality, and community. QEW explores the spiritual roots of humanity's relationship to the earth, and seeks to transform attitudes toward the earth and all living things. QEW seeks to prevent further irreversible damage to the natural world, God's creation, through informed, spirit-led action on all ecological issues: pollution, toxic wastes, conservation, recycling, energy use, global warming, loss of species and habitats, loss of arable lands, population pressures, and eco-justice.

### **Purpose and Responsibilities:**

QEW representatives stay informed regarding QEW concerns and actions and act as a liaison between QEW and SEYM. Representatives are responsible for obtaining; setting up, taking down, and returning QEW display materials at the YBM Gathering.

### **Experience and Skills:**

An interest in all QEW concerns and willingness to be spokes-person on behalf of QEW to the wider SEYM community is vital.

### **Resources:**

A multitude of materials exist of interest to Friends seeking to be involved in QEW issues.

### **Term of Service:**

Two Representatives are named to QEW for 3-year terms renewable annually. SEYM Representatives sit on the Steering Committee. [A smaller board, the Continuing Counsel, self-selects members and meets frequently.] Representatives may be named for consecutive terms.

### **Meetings, reports, dates, and deadlines:**

Representatives attend YBM Gathering and when able the IBMs. This enables them to interface with SEYMers on pending environmental issues.

Representatives write one annual report for the YBM-DIA and may write reports for the IBM-DIA, as well. Representatives are encouraged to submit articles to the newsletter.

### **Expenses, Reimbursement, and Budget:**

The YM provides travel assistance. See "Orientation and Support" on page 102, "Appendix 2, Representative Travel Guidelines" on page 141, and confer with SEYM Assistant Clerk regarding financial assistance availability.

## **Quaker United Nations Office (QUNO)**

The QUNO offices in New York and in Geneva serve as a Quaker presence at the United Nations, working for the abolishment of war and to promote human rights, economic justice and good governance. The offices facilitate discussions of weighty world matters through providing information, and by providing space in nearby Quaker House where UN diplomats, staff and others can gather in an informal friendly setting for workshops, seminars and Quaker hospitality.

The QUNO staff approaches disagreements as a neutral party, meaning that they listen to everyone and encourage all to have their say. They hold firmly to the testimonies of Friends.

Since the founding of the United Nations in 1945 QUNO has helped to move many UN issues of concern to Friends forward. The offices make their modest funding go a long way.

More information can be found at <[www.quno.org](http://www.quno.org)> on this quietly powerful organization.

### **Background:**

The Quaker United Nations Office, located in Geneva and New York, represents Quakers through Friends World Committee for Consultation (FWCC). Since the founding of the United Nations in 1945, Quakers have shared that organization's aims and supported its efforts to abolish war and promote peaceful resolution of conflicts, human rights, economic justice and good governance.

FWCC, which links Quakers around the world, has had consultative status with the United Nations' Economic and Social Council as an international non-governmental organization since 1948. In July 2002, FWCC was moved from Special Status to General Status. By this move, the UN has recognized that Friends do work of importance in a very broad range of international concerns.

This status allows the QUNO staff to attend many UN meetings, to receive documents and to make written and oral statements and to suggest agenda items to the Economic and Social Council. QUNO staff also work with other multilateral organizations, such as the World Trade Organization, International Labour Organization, World Bank, International Monetary Fund and others relevant to our areas of concern

### **Purpose and Responsibilities:**

The QUNO representative stays informed regarding UN actions and QUNO concerns and acts as a liaison between QUNO and SEYM. The representative is responsible for setting up and tending display materials at the YBM Gathering.

### **Experience and Skills:**

An interest in wider world peace and human issues with a willingness to be spokesperson on behalf of QUNO to the wider SEYM community is important.

### **Resources:**

Multiple materials of interest are available to Friends.

### **Term of Service:**

One Representative is nominated for a 3-year term, renewable indefinitely. This representative does NOT sit on the QUNO Board.

### **Meetings, reports, dates, and deadlines:**

Representative attends YBM Gathering, and is encouraged to attend IBMs.

Representatives write one annual report for DIA for YBM and may write reports for the IBMs' DIA, if current news deems it appropriate. Representatives are encouraged to submit articles to the newsletter.

### **Expenses, Reimbursement, and Budget:**

No expenses are reimbursed.

## **William Penn House**

William Penn House is a Quaker (Religious Society of Friends) Hospitality and Seminar Center. The house is an historic row home in a residential setting located 5 blocks from the Capitol in Washington DC. Penn House offers comfortable shared accommodations (bunks) and bathrooms but is not handicap-accessible.

William Penn House has offered Friends a center for our witness for almost 40 years. Penn House is a place to hold worship, workshops, seminars and potluck dinners and is a good place to sleep over when lobbying on Capitol Hill. It is also the location of the Washington Quaker Workcamp program.

In addition, William Penn House offers Friends the opportunity to build community, work out new ideas, and reach out to other communities and other faith groups. It serves as a clearinghouse for Quaker needs and creates the setting and the programs to meet those needs.

### **Purpose and Responsibilities:**

The William Penn House representatives are liaisons between William Penn House and SEYM.

### **Term of Service:**

Two or more representatives named to the FCNL General Committee are then named to the Penn House National Consultative Committee.

### **Meetings, reports, dates, and deadlines:**

The National Consultative Committee meets on the Thursday morning in November preceding the beginning of the FCNL annual meeting on Thursday evening. The National Consultative Committee meets with the Penn House Director, various staff members and various Penn House Quaker board members. This meeting serves to inform committee members of the current work and witness of Penn House and offers opportunity for input from committee members regarding possible programming or direction. National Consultative Committee members are expected to support the work of Penn House and to be representatives for Penn House in their Monthly Meeting, Yearly Meeting, and in the wider world.

### **Expenses, Reimbursement, and Budget:**

Representatives usually choose to travel to Washington DC on Wednesday before the meetings and spend the night at Penn House (free Wednesday night lodging, free breakfast Thursday morning).

See "Friends Committee on National Legislation (FCNL), Expenses, Reimbursement, and Budget" on page 110.

## **SEYM Financial Operations**

### **Financial Organization**

The organization of the YM with regard to financial matters consists of the following positions:

#### **Bookkeeper/data entry/billing, etc.**

A staff person does the bookkeeping and banking for SEYM. Currently, this staff person is the



YM Secretary; however, it could be a different person. In practice, this job includes transferring money to and from the Trustees' funds and doing the bookkeeping for the Trustees, although the Trustees could make other arrangements for their bookkeeping and banking if they so desired. (See "Secretary on.)

## **Treasurer**

The treasurer has responsibility for overseeing and monitoring the bookkeeping process, making reports of Financial Status to the Yearly Meeting, and preparing the annual financial statement for the Yearly Meeting. (See "Treasurer" on page 35.)

## **Finance Committee**

The Finance Committee consists of the committee clerk, the Treasurer, the clerk of Trustees, the YM Secretary and the YM Assistant Clerk. The Finance Committee is responsible for preparing and presenting the annual General Fund budget. It calculates the apportionment of the meeting donations budget to the monthly meetings and worship groups. It also monitors and reports on the financial health of the YM to the membership and to the Executive Committee.

## **Assistant Clerk's role in disbursing Travel Funds**

The Assistant Clerk is responsible for approving disbursement of representative travel monies to the YM representatives to travel to their organizations. The Assistant Clerk may be assisted in this duty by the rest of the Finance Committee, if needed. (on page 51 "Finance Committee" on on page 51 and "Assistant Clerk" on page 29. Also see Appendix 2, Travel Guidelines on page 141.)

## **Trustees**

The Trustees are responsible for setting up trust funds for the benefit of the Yearly Meeting, using monies donated or bequeathed for this purpose. They determine how the money is invested and how the money in the funds and the earnings from it are to be used, in accordance with the expressed desires of the contributors. (See "Trustees" on page 39 and "Trustees' Policies" on page 132)

## **YM Committees**

Most other YM committees have a minimal responsibility for the YM finances. Most standing committees have an annual General Fund budget line item, which it may spend for its operations. There are three committees that have more extensive financial responsibilities. The YBM Gathering Committee is responsible for the financial management of the YBM Gathering. The Worship and Ministry Committee is responsible for the finances of the Michener Lecture. The Half Yearly Meeting Committee is responsible for the finances of Half Yearly Meeting (HYM). The Gathering Committee and Half Yearly Meeting committees do not have budget line items in the General Fund budget. Their committee expenses are expected to be included in the expenses for their events.

## **Executive Committee**

The EC deals with financial requests and concerns which are outside of the annual budget and which arise between meetings of the Yearly Meeting (IBMs and the YBM).

## Hired Accountant

The Yearly Meeting may hire an accountant to prepare 941 and W2 tax forms. This could be done in QuickBooks Pro; however, having an outside source review tax liabilities is helpful.

## Financial Structure

The finances of the Yearly Meeting are divided into several "Funds" for accounting purposes. (These accounting "funds" should not be confused with the Trustees' Funds as listed on page 133, which are endowment funds, although all of the Trustees' investments constitute one of the accounting "funds.") The accounting funds are as follows:

### Operating Funds

The operating funds consist of the operating revenue and expenses of the YM. These funds are managed over a period of a year to a few years. Income and expenses are expected to balance, with a relatively small amount (less than one year's expenses) carried over from year to year as an operating reserve or buffer.

**The General Fund** consists of the general operating funds of the Yearly Meeting.

An annual budget is prepared for the General Fund and approved by the Yearly Meeting. Budget items do not carry over from year to year. The General Fund carries over retained earnings from year to year.

**The Annual Gathering and Walton Lecture fund** is used to record the income and expenses of the annual YBM Gathering and the Walton Lecture.

*It is not the same as the Walton Lecture Endowment Fund managed by the Trustees.*

The income and expenses of the YBM Gathering and Walton Lecture are intended to balance out in any given year. Any shortfall in a year must be made up from the General Fund. If the Gathering produces a surplus in a year, the surplus is transferred to one of the other funds at the end of the fiscal year, as approved by the Yearly Meeting. Currently, any surplus from YBM Gathering is transferred to the Gathering Youth Endowment Fund (2007).

The Gathering Committee is responsible for making a budget and setting fees for the Gathering, in conjunction with the Finance Committee.

**The Annual Michener Lecture fund** is used to record the income and expenses of the annual Michener Lecture.

*It is not the same as the Michener Endowment Fund managed by the Trustees.*

The income and expenses of the annual Michener Lecture are intended to balance out in any given year. If the Lecture has a shortfall in a year, it must be made up from the General Fund. If the Lecture produces a surplus in a year, the surplus is transferred to one of the other funds at the end of the fiscal year, as approved by the Yearly Meeting. Currently, any surplus from the Michener Lecture is transferred to the Michener Endowment Fund.

The YM Worship and Ministry Committee is responsible for making a budget for the Michener Lecture, in conjunction with the Finance Committee, and setting a recommended donation for lecture attendees.

**Half Yearly Meeting fund** is used to record the income and expenses of Half Yearly Meeting.

The income and expenses of the Half Yearly Meeting are intended to balance out in any given year. If the HYM has a shortfall in a year, it must be made up from the General Fund. If the HYM produces a surplus in a year, the surplus is transferred to one of the other funds at the end of the fiscal year, as approved by the Yearly Meeting. Currently, any surplus from HYM is transferred to the General Fund.

The Half Yearly Meeting Committee is responsible for estimating income and expenses and setting fees for Half Yearly Meeting.

**The Publications fund** records the income and expenses of the YM publications that are produced for sale, including the Michener and Walton lecture pamphlets, the *Faith and Practice* and various other items, such as printed T-shirts and commemorative Meetinghouse cards.

The sale of publications is expected to pay the costs of production of the publications over time. Money in the publications fund is carried over from year to year. There is normally no transfer of money in or out of publications and any such transfer requires the approval of the Executive Committee at the least and the Yearly Meeting whenever possible. Due to several productive years, in 2005 and 2006, Publications invested \$6000.00 with Friends Fiduciary Corporation to open a new fund entitled, SEYM Publications Fund, which is being saved specifically to publish *Faith and Practice*.

The person responsible for publications, in consultation with EC, sets the price of publications to recover the cost of production.

**The Triennial Travel fund** is used to manage the money used to reimburse SEYM representatives who travel to triennial events, notably the FUM triennial and the FWCC triennial.

Each year, the amount budgeted for triennial travel in the General Fund budget is transferred from the General Fund to the Triennial Travel fund. The money is retained in the Triennial Travel Fund from year to year until used.

**The Meeting for Sufferings fund** has been unused for several years. Any balance in this fund is carried over from year to year. Minute 99YM22 approves visitation of Rita Lucey to MMs and WGs by invitation [expenses met] by Meeting for Sufferings funds.

## Trustees Funds

All of the assets that the Trustees manage are contained in one accounting fund, the "Trustees Funds". These assets include the Trustees' investments, loans that they hold and any cash, which is usually held only temporarily until invested or disbursed. (See "Trustees' Policies" on page 132.)

## Income

The income of the Yearly Meeting comes from the following sources:

- Donations from the constituent Monthly Meetings, Preparative Meetings, and Worship Groups.
- Donations from individuals and unaffiliated meetings.
- Earnings from investments, including the earnings from Trustees investments and interest on savings accounts, if any.

- Fees paid by attenders at Yearly Meeting functions. The regular functions for which fees are charged are the YBM Gathering and Half Yearly Meeting. Voluntary contributions are also collected for the Michener Lecture.

The Yearly Meeting can accept donations for any of the following YM funds: General Fund, Trustees Funds, the YBM Gathering, the Annual Michener Lecture, Half Yearly Meeting (HYM), and Meeting for Sufferings. Theoretically, it could also accept donations for Publications and Triennial Travel, but such donations are not solicited. The YM accepts earmarked contributions to specific Trustees' funds and for youth at the YBM Gathering. Contributions in kind for individual line items within the General Fund budget are accepted. Monetary contributions intended for individual line items in the General Fund budget are accepted with the understanding that they contribute to the General Fund. The YM does not accept restricted donations or bequests except to Trustees' funds. Requests to make other restricted gifts are forwarded to YBM or IBM for discernment.

## **Authority for Use of Assets**

This section covers the authority to decide how to spend money for the YM operational funds. Authority of trustees described in other sections. (See Trustees on page 39 and Trustees Funds on page 129. The YM Secretary can spend General Fund money within bounds of the current approved budget. The YM Secretary manages expenses and income for publications. The YBM Gathering Committee is responsible for the Gathering/Walton Lecture. Worship and Ministry Committee is responsible for Michener Lecture. HYM Committee is responsible for HYM. In lieu of a Meeting for Sufferings Committee, the YM Executive Committee is responsible for Meeting for Sufferings funds.

The Executive Committee deals with any requests for expenditures outside of the budget and between YBM and IBM sessions.

## **Financial Practices**

### **Budgeting**

The Finance Committee is responsible for proposing an annual budget for the General Fund, which is approved at YBM. Budgets for the Gathering/Walton Lecture, Michener Lecture and Half Yearly Meeting are developed by and for the use of the respective committees responsible for the events.

It is highly desirable for the Finance Committee to provide an estimate of the YM's financial needs for the next fiscal year before the prior Fall IBM. If this is possible, it gives the meetings advance information that is useful for their own budgeting for the next year.

### **Apportioning Cost of Services**

The Meeting Donation budget line in the approved General Fund budget is apportioned among the constituent monthly meetings, preparative meetings and worship groups of the YM before the start of each SEYM fiscal year. Each meeting or WG's apportionment is based on its population statistics, as shown in the latest SEYM directory. For apportionment purposes, each member adult or child in a meeting is counted as one unit and each attender adult or child is counted as one half unit. The total number of units in a meeting is divided by the total number of units in the Yearly Meeting to determine each meeting's percentage of the whole, which is then multiplied by the Meeting Donation budget to determine the apportionment of the meeting.

The Finance Committee informs each MM of its apportionment for the next fiscal year. The apportionments for preparative meeting and WG are sent both to the preparative meeting/WG and to the monthly meetings whose care they are under.

**The following YM minutes address the apportionment process.**

**Minute 02YM10:** Monthly Meetings carry membership for the Worship Groups under their care. Therefore the YM costs of services for a Monthly Meeting include their members attending Worship Groups under their care, as well as the attenders of the Worship Groups under their care.

When Worship Groups send money directly to the Yearly Meeting, credit will be given to the overseeing Monthly Meeting. Documentation will show the Worship Group's contribution.

**Minute 02YM11** describes the time line for determining meeting statistics and calculating apportionments, intended to produce the final apportionments for the next fiscal year before the YBM Gathering. However, since the meeting donation budget is not approved until the Gathering and corrections to the directory are often received at Gathering, it has been found to be more practical to delay the calculation of the apportionments until after the Gathering.

Prior to the Gathering, the Finance Committee calculates preliminary apportionments based on the proposed YM General Fund budget. After the Gathering, the final apportionments are calculated and sent to the meetings.

## **Committee Expenditures**

Committees with budget line items may spend their committee budgets as they see fit. The clerk of the committee requests the secretary/bookkeeper to disburse funds on behalf of the committee or to reimburse committee members for their expenditures. Committee members who are requesting reimbursement should send receipts or other accounting of their expenditures to the bookkeeper.

If the committee decided to reimburse its members for travel, reimbursement for mileage driven should be made at the rate currently approved by the US Internal Revenue Service for claiming mileage as a charitable deduction. (In 2005 that is 14 cents per mile.) Alternatively, the committee member may present actual receipts for gas and oil.

## **Banking**

The people authorized to sign checks are the YM secretary, the Treasurer, the YM clerk, and the Clerk of Finance Committee. The YM secretary has the responsibility of making deposits and writing checks under normal circumstances. Therefore, the SEYM accounts are kept in a bank convenient to the YM secretary.

Oct. 2003 RM Minute 03RM09 provided official approval for the YM secretary to handle all banking matters.

## **Reporting Requirements and Practices**

The Treasurer and Finance Committee publish reports in the IBM- and YBM-DIA and present reports at EC, IBMs, and YBM. The treasurer and Finance Committee work together to provide the financial presentations needed, depending on circumstances. In general, the treasurer reports financial results in terms of income vs. expenses for the operational funds and actual income and expenses vs. budget for the General Fund. The Finance Committee presents the budget, overall financial health

of the YM and projections for the future.

The Trustees present status of the Trustees' funds.

The Treasurer is responsible for creating an annual financial statement for each fiscal year, for all of the YM finances, including the operational funds and the Trustees funds. The annual financial statement contains the YM balance sheet at the end of the fiscal year, the income/expense statement for all funds for the entire fiscal year, and the budget vs. actual report for the General Fund for the entire fiscal year. The reports involved are generated in the bookkeeping system. **The Annual Financial Report** is presented at FIBM for approval. (See Treasurer, Reporting Requirements and Practices, #3 on page 35.

The Yearly Meeting files legally required tax documents including 941 and W2 forms. The YM secretary is responsible for providing the data to the accountant, who fills out and files the forms.

**YM minute 02YM09** approved hiring an accountant who would only handle the YM payroll taxes. It places the responsibility on YM members to create annual financial reports and specifies that those responsible are the treasurer, the YM secretary, the clerk of Trustees and the clerk of Finance Committee.

## Trustees' Policies

The Trustees policies govern the Trustees actions and operations in order to carry out the purpose and responsibilities of the Trustees, as described in "Trustees" on page 39. The Trustees establish and manage investments and other property for the benefit of the YM.

### Establishing and Managing Funds

A number of restricted and unrestricted funds have been established and are on-going. The Trustees may establish new funds for the benefit of the Yearly Meeting, at their discretion.

Minute 99YM21 authorizes Treasurer and/or Clerk of Trustees to open, maintain, and close bank and securities accounts.] If someone wants to donate money to start a new fund, the Trustees determine whether to accept the donation, based on whether the purpose is of enduring value to the Yearly Meeting.

The Trustees invest the funds in various financial instruments with consideration to the security and income which is provided. Trustees' investment decisions also take into account the social value of the instruments and institutions they invest in. The Trustees may move funds from one instrument/institution to another as conditions change.

The Trustees make loans to member meetings out of the funds that they manage, at such terms as are agreed between the Trustees and the borrower.

The Trustees disperse or reinvest the earnings from the invested funds, in accordance with the purpose and any restrictions on the funds.

### Restricted funds:

Restricted funds contain funds that have been donated for specific purposes. The funds must be used in accordance with the stated purpose.

The restricted funds are, in accounting terms, temporarily restricted. This means that all the donated funds (both principal and dividends/interest) can be used for the intended purposes. It is the policy of the Trustees to maintain the principal of the funds in investments. The earnings of the funds are either reinvested or disbursed for the intended purposes of the funds.

## **Unrestricted funds:**

Unrestricted funds can be used for any purpose of benefit to the YM. The Trustees may make grants for purposes requested by the YM out of the unrestricted funds. Loans to monthly meetings have been made out of unrestricted funds.

# **The Trustees Funds**

This section describes the funds that the Trustees manage.

## **Restricted Funds:**

### **Bertsche Outreach Travel Endowment Fund**

The purpose of the Outreach Travel Endowment Fund is to provide financial support for travel undertaken by SEYM members for the benefit of the YM. It is the policy of the Trustees to provide assistance within programs established by and administered by the Yearly Meeting. Currently (2007), the dividends of this fund are provided semi-annually to the YM General Fund, for the support of representative travel. (See "SEYM Relationships with Organizations, Responsibilities of SEYM to Representatives" on page 102) If the YM were to establish other travel programs, for example an intervisitation program within SEYM, this fund could also be used to support those programs, at the direction of the Trustees.

### **Friends Meeting House Fund**

The purpose of the Friends Meeting House Fund is to assist meetings in building and acquiring meetinghouses. The Trustees have currently (2007) invested in the Friends Meeting House Fund that administers loans to meetings, including several SEYM meetings. Interest from the fund is reinvested in the Friends Meeting House Fund when sufficient interest accumulates to meet reinvestment policy.

### **Gathering Youth Endowment Fund**

The Purpose of the Gathering Youth Endowment Fund is to support the participation of youth at the YBM Gathering. The fund is currently (2007) invested with the Friends Fiduciary Corporation (FFC). The dividends are currently being reinvested in the fund. As such time as it grows to produce substantial earnings, the intention is to disburse the earnings to the YM for use in the YBM Gathering youth program and/or to provide scholarship assistance for youth to attend the Gathering.

### **Michener Endowment Fund**

The purpose of the Michener Endowment Fund is to provide financial support for SEYM's annual Michener Lecture. The fund is currently (2007) invested with FFC. The dividends are provided semi-annually to the YM Michener Lecture operational fund, for the expenses of the Michener Lecture.

### **Secretary's Salary Endowment Fund**

The purpose of the Secretary's Salary Endowment Fund is to provide financial support for the salary of the YM secretary or secretarial staff. Currently (2007) this fund is invested with the FFC. Its dividends are provided semi-annually to the YM General Fund, from which the secretary's salary is paid.

## **Walton Endowment Fund**

The purpose of the Walton Endowment Fund is to provide financial support for the annual Walton Lecture at the YBM Gathering and, secondarily, to the YBM Gathering. Currently (2007), this fund is invested with the FFC. The dividends are provided semi-annually to the YBM Gathering/Walton Lecture operational fund to cover the expenses of the Walton Lecture (honorarium, travel, food and lodging). Any remaining money each year may be used for general expenses of the YBM Gathering.

## **Unrestricted Funds:**

Unrestricted Trustees funds are funds donated to the trustees for investment for the benefit of the YM without further restriction on their use. Currently (2006), the unrestricted funds are invested in the FFC, Domini Funds and as a loan to a SEYM monthly meeting. In the past few years, loans to other SEYM meetings have been extended and repaid. Dividends from the investments and interest from the loans are returned to the unrestricted Trustees funds.

## **Other Investments**

The Trustees may hold other investments and property for the Yearly Meeting. In the recent past, the Trustees held and managed a mortgage on property that had been sold by a meeting laying itself down and by the Yearly Meeting. The Trustees may hold and manage real property acquired by or donated to the Yearly Meeting, on mutual agreement between the Trustees and the YM.

## **Bookkeeping Practices**

This section provides a general overview of SEYM bookkeeping practices. A detailed description of SEYM bookkeeping is found in *SEYM Bookkeeping Operations Manual* designed to aid the Financial Secretary/Bookkeeper in daily operations.

These bookkeeping practices have been established by the people involved in YM finances—primarily, the finance committee, treasurer, and secretary.

## **Double-Entry Bookkeeping and Computerized System/Database**

SEYM uses double-entry bookkeeping with a computerized financial database. QuickBooks Pro (QBP) is the computer software package currently (2007) used to maintain the database. This database contains the YM financial records starting from the beginning of the fiscal year 2003-04 (June 1, 2003)

The financial records maintained in the database include the record of operational funds and budgets, meeting apportionments and trustees funds. Some information about Trustees funds, such as the history of funds, names of donors and numbers of shares held, are kept separately.

From the SEYM database, QBP produces reports such as balance sheets, income and expense reports and budget vs. actual reports which are used in SEYM financial reporting. Keeping all of the SEYM finances, including the Trustees funds, in one database facilitates producing the annual financial report which includes all YM assets, income and expenses.

## **Fund Accounting**

The bookkeeping system is set up to track assets, income, expenses and budget by accounting fund. The accounting funds are described in Financial Structure on page 128. The QBP structure

used to track income and expenses by fund is called a “class”. Sub-accounts of bank accounts and other asset accounts are used to track the fund assets. (Note: the QBP facilities for fund accounting are incomplete. QBP supports use of classes for tracking income and expenses by fund. However, it does not track classes for asset, liability and equity accounts; therefore, sub-accounts are used for those account types.)

Fund accounting places certain requirements on the bookkeeping practices.

1. Whenever money is transferred from one accounting fund to another, the transaction must be shown as expense in the fund it is leaving and income in the fund it is entering. These transfers show up in income and expense reports, in sections devoted to transfers between classes.
2. When money is withdrawn or dividends paid out of Trustees investments, the money is deposited as cash in the Trustees sub-account of the YM bank account. Then the money may be transferred from the Trustees bank account into one of the operational accounts (e.g. the Michener Lecture account). This transaction also records an expense to Trustees and income to the Michener Lecture.

## **Exceptions to Fund Divisions**

### **Secretary’s Salary**

The secretary’s salary and payroll taxes are paid out of the General Fund, even though the secretary does work which benefits all of the funds. This would also be true of benefits if and when approved.

#### **Origin of practice:**

This was started when a paid secretary was hired. It is difficult, time consuming and unproductive for the secretary to keep track of her time by fund.

### **Other Administrative Expenses**

The expenses of running the SEYM office, such as office rent, telephone bills, computer expenses and office supplies are generally charged to the General Fund. An administrative expense may be charged to one of the other funds, if the expense can be attributed solely to the purpose of that fund.

## **Other Bookkeeping Practices**

### **Cash Basis**

SEYM bookkeeping is done on a cash basis. This means that income is counted when the money is received and expenses are counted when they are paid.

### **Bank Accounts**

SEYM has one checking account and one savings account. The money in them can belong to various SEYM funds. The bookkeeping system is used to keep track of how the money in each bank account is divided among the funds.

## Other Asset Accounts

In addition to bank accounts, the SEYM bookkeeping database contains asset accounts for the Trustees' investment funds (Friends Fiduciary, Domini Fund, FGC Meetinghouse Fund and any others which may be opened in the future) and the mortgages and loans held by the Yearly Meeting.

## Specific Financial Decisions for a limited time

This section contains specific decisions, including specific funding decisions. Some of these decisions are to apply to a limited period of time. Any practices that have a limited time of applicability should go in this section.

### Administrative

**Minute 01YM03** approved an increase to the secretary's position to 3/4 time with a salary increase to a total of \$23,250 plus appropriate payroll taxes, to take effect in the next fiscal year (2001-02).

**Minute 01YM08** approved the proposed budget for 2001- 2002 including the changes to support an increase in the secretary's position.

**Minute 06YM18** approved an increase to the secretary's position to full time with an appropriate salary increase plus appropriate payroll taxes to take effect in the next fiscal year (2006-2007)

The General Fund Budget for 2003-04, approved by **minute 03YM06**, made an addition to the telephone and internet access expense line to provide \$25 per month to the membership recorder (Phoebe Andersen) and the treasurer (Neil Andersen) to allow them to get high speed internet access. This budget change was requested by the EC in EC **minute 03EC05**.

### Committee Expenses

**Minute 01YM11** approved the reactivation of the Youth Committee.

**Minute 98YM34** Religious Education Committee inactive; **minute 01YM01** reestablished and funded the Religious Education Committee.

**Minute 05RM07** The Religious Education Committee is going on inactive status. Worship & Ministry will take on religious education projects. We propose funds budgeted to Religious Education Committee go to the Worship & Ministry Committee.

**Minute 99YM15** SEYM will receive documents of Deposit for SEYM Archives Committee [at the University of Florida] as approved **minute 98YM29**.

### Donations

#### Cuban Quaker Project (CQP), Cuba YM Havana Peace Coordinator

**Minute 97YM03** supports Cuban Quaker Project under the care of Miami Meeting and the Iglesia de los Amigos in Miami; **minute 99YM26** expresses love for Cuban people and continued support to Cuba YM and the Cuban Quaker Project.

**Minute 01YM04:** SEYM approved the establishment of a Havana Quaker Peace Mission and a grant of \$1200 per year for a period of three years to the Cuban Quaker Project for said purpose.

Continued Havana Peace Coordinator (CQP) funding approved by **YM minute 02YM01**.

The funding for the Cuba YM Havana Peace coordinator was raised to \$2000 per year, with no specific end, by **minute 03YM05**. This was a continuation of support approved in minute 01YM04.

There was no specific statement of how the support was to be shown in the budget. Initially, it was shown in a line for the Cuban Quaker Project, under the Committee expenses of the General Fund. In the 2004-05 budget, it was moved to its own line item under the Donations section and the Cuban Quaker Project committee was given its own line item budget in the committee section of the budget.

**Minute 06YM03:** Cuban Quaker Project laid down at request of the clerk due to difficulty of assuring money transportation and use as specified in Cuba.

## **Friends Peace Teams**

YBM 2003 **minute 03YM06** approved the budget with a line item for a donation to Friends Peace Teams.

## **William Penn House**

October 2000 RM **minute 00RM19** recommended inclusion of William Penn House in the budget with a donation of \$100 annually. This item was then included in the approved budget.

## **Gathering, including Walton Lecture**

October 2003 RM **minute 03RM12** approved putting any surplus income from the YBM Gathering into the Trustees' Gathering Youth Endowment Fund for the next three years.

Oct. 2003 RM **minute 03RM14** approved making a one-time donation from the General Fund to the Trustees' Gathering Youth Endowment Fund in the amount of the surplus income from the 2003 Gathering.

## **Michener Lecture**

Oct. 2003 RM **minute 03RM11** approved putting any surplus income from the Michener Lecture into the Trustees' Michener Lecture Endowment Fund for the next three years.

Oct. 2003 RM **minute 03RM13** approved making a one-time donation from the General Fund to the Trustees' Michener Lecture Endowment Fund in the amount of the surplus income from the 2003 Michener Lecture.

## **ProNica**

From 1986 through YBM 2002 bookkeeping for ProNica was under the auspices of SEYM and used the SEYM 501(c)(3).

In August 2001 EC **minute 01EC10**, EC concurred with ProNica's plan to hire its own accountant, who would report to the YM. EC **minute 01EC11** approved encouragement and support for ProNica's exploration of its own 501(c)(3) status.

March 2002 YM **minute 02YM08** approved ProNica becoming a non-profit corporation and establishing its own tax-exempt status, while remaining under the spiritual care of the YM. The YM agreed to share the legal costs incurred.

Oct. 2002 RM **minute 02RM08** approved moving money belonging to ProNica from the SEYM ProNica bank account to a new account for ProNica, Inc. This minute was included in the blanket approval of the minutes from this RM at the April 2003 Gathering, by **minute 03YM02**.

ProNica was separated, financially from SEYM. It became a separate non-profit corporation on May

31, 2002 and gained its own 501(c)3 tax-exempt status in September 2002.

## **Trustees' Investments**

### **Daytona Beach Meetinghouse Mortgage**

In January 2003, **minute 03RM01** approved reinvesting future funds from the principal of the mortgage note held on the Daytona Beach Meetinghouse into the Secretary's Salary Fund. This minute was included in the blanket approval of the minutes from this RM at the April 2003 Gathering by **minute 03YM02**.

### **Tampa Meeting Loan**

August 2002 EC **minute 02EC09** asked Trustees to work with Tampa MM on their request to borrow \$13,000 from the SEYM investments at such rate of interest and term as the trustees deemed appropriate. The Trustees subsequently made the loan, which required payment of 4% annually and repayment of the principal after 3 years. This loan was announced at the Oct. 02 RM. This loan has been paid off.

### **Miami Meeting Loan**

On 10/11/2004 the Trustees extended a loan to Miami Meeting to be used in the renovation of Bartram House into the Miami Peace Center. This loan was paid in full 05/05/2006

### **Gainesville Meeting Loan**

On 02/21/2006 the Trustees extended a loan to Gainesville Meeting to assist in the building of their new meetinghouse. This loan was paid in full 12/22/2006.

# Appendices

## Appendix 1, Policy on Child Abuse Prevention

05YM15 SEYM approves the policy on Child Abuse Prevention

Southeastern Yearly Meeting (SEYM) will take all reasonable precautions to insure the safety of the children and youth at our Gatherings and conferences. To that end, we will provide appropriate screening of all staff and volunteers working with children and young people. It has been, and continues to be, the policy of SEYM to have two adult Youth Care Workers present at all times.

It is the policy of SEYM to follow the procedures outlined below. This policy and these procedures apply to everyone who works with children and young people under the age of 18, whether paid, compensated by work grants or fee waivers, or volunteer, who are working with SEYM youth at Yearly Meeting, as Friendly Adult Presences or presenters at SEYM events, or providing child care at Interim Business Meetings. In the procedures below, we refer to these people as "Youth and child care workers." "SEYM staff" refers to the paid employee(s) of SEYM.

1. All potential youth and child care workers shall provide three references, including at least one who has direct experience of the person's work with children and at least one who is a professional or institutional reference, rather than a personal one. Family members should not be used as references. References will be checked, and written records of reference calls kept on file. Reference checks will be repeated every 4 to 6 years for continuing workers.
2. All youth and child care workers (other than paid [local] babysitters) who will serve full time (that is, for the length of the event and not for just one day or as a lend a hand volunteer), must be active in a monthly meeting for at least six months prior to being hired. This shall be verified with the meeting clerk. Verification will be repeated every 2 to 4 years for continuing workers.
3. All workers who will have supervisory roles, or who will have overnight responsibility for children or young people, or who may be alone with young people, will consent, in writing, to a criminal and/or child abuse background check. The checks may be performed by SEYM staff in national and state databases. These checks will be repeated every five years for continuing workers.
4. All information from references, monthly meetings, and background checks will be held in the strictest of confidence. Files will be maintained on appointed staff for up to 20 years (until the youngest child is majority plus 2 years) in a secure file. Access to these files will be limited to the greatest extent practical. These files are the property of SEYM. Upon written request to the SEYM clerk, workers shall have access to their files except for letters of reference, which are confidential and not available to the worker. The file is not available to others outside of SEYM.
5. Workers who have not undergone the more thorough screening, including "walk in" volunteers, will be supervised at all times. Under no circumstances will these workers be left alone with a child other than their own.
6. Should SEYM staff have a question or concern about information revealed during the hiring procedures, they must consult in confidence with the Personnel Committee whose decisions shall be final.
7. SEYM will provide abuse prevention training for those in leadership roles. This training may

be mandatory for workers in certain positions.

8. Detailed procedures, restrictions and guidelines will be developed and explained to all youth and childcare workers.
9. Any allegations of abuse will be taken seriously. All such allegations are to be reported immediately to the SEYM clerk or designee. Additional procedures will be developed to protect and care for the victim(s) of abuse, the alleged perpetrator(s), and others close to both. Our existing guidelines and procedures for Sexual Harassment should form a good basis for these procedures. In addition, SEYM shall comply with all government regulations for reporting abuse.

## Appendix 2, Representative Travel Guidelines

These are the guidelines for representative travel money disbursement, which are intended for use by the YM Representatives to organizations and by the YM Assistant Clerk.

### Summary of Guidelines for Representatives

- The assistant clerk oversees the disbursement of travel funds.
- Any official representative may request travel money from SEYM. However, not all travel can be fully covered by the Yearly Meeting. When more travel money is requested than is available, the assistant clerk will prioritize and pro-rate the disbursements, considering guidelines set by the Yearly Meeting.
- The responsibilities of the representatives with respect to obtaining travel money are:
  - Make requests for travel money to the assistant clerk
  - Submit receipts to the YM secretary
  - Report to the Yearly Meeting

### Complete Guidelines for Assistant Clerk and Representatives

**Minute 07EC01:** The EC approves the draft of the Representative Travel Guidelines prepared by the ad hoc Representative Travel Committee and distributed to EC members. The proposed revised guidelines will be brought for approval to the Yearly Business Meeting sessions, Fourth Month 2007, after being published in the DIA (available from the [seym.org](http://seym.org) website).

### Guidelines for Representative Travel

The Southeastern Yearly Meeting of the Religious Society of Friends (SEYM) holds that it is in the best interest of the Yearly Meeting (YM) to insure that all who are led and appointed to serve as official representatives to affiliated organizations should be able to do so. Names of potential representatives are brought forward by the Nominating Committee for approval in Yearly Business Meeting (YBM) or Interim Business Meeting (IBM) plenary sessions.

In addition, if the YBM or IBM approves sending someone to a one-time gathering for which there is no standing representation or prior approval, such as a youth conference or special consultation, then that person is considered an official representative for that occasion and may request travel money. If a situation arises where approval is time sensitive and action is required before the next YBM or IBM, it should be brought to the attention of the Executive Committee, with a recommendation from the Assistant Clerk.

## Sources of Support for Representatives

### Yearly Meeting Support:

#### Information:

It is advisable for Friends considering a representative assignment to discuss the assignment with other Friends, particularly, but not exclusively, those who have previously served the organization of interest. The Nominating Committee and the *SEYM Operational Handbook, Procedures & Job Descriptions* are excellent resources for details about the degree of commitment required by each organization. The handbook can be obtained from the SEYM secretary or downloaded from the SEYM website, [www.seym.org](http://www.seym.org). A potential candidate needs to be clear on what is expected of her/him from the outset.

### **Financial Assistance:**

The YM budget includes financial assistance for official representative travel. The Assistant YM Clerk is the contact person for assistance with the travel. No one who is led to be a representative to an organization should be deterred from doing so for financial reasons. However, though the YM plans to increase its funds over time, it is, unfortunately, not now possible to fully cover all representative travel. When travel money requests exceed the limit of our representative travel budget or other sources of YM funding in a given year, the Assistant YM Clerk may need to prioritize and pro-rate the disbursements according to guidelines approved by the YM. Such decisions are made by the Assistant YM Clerk in consultation with the Finance Committee in order to assure that all possible resources have been considered.

Some representatives may wish to pay their own travel expenses. All such gifts benefit YM and are greatly appreciated. It is recommended that receipts for such funding be sent to the YM secretary in order that the costs of representative travel can be documented for more accurate budget preparation. If requested, the secretary will provide a receipt for the travel expenses as a donation to the YM.

### **Worship and Ministry:**

The primary source of nurture and guidance for representatives within the YM is the YM Assistant Clerk. However, should issues arise that are also appropriate for Worship and Ministry, the YM clerks, or others in the YM, those avenues are readily available, as well.

### **Reporting to the YM:**

Each official representative of SEYM (whether or not he/she requests travel money) and anyone else who receives travel assistance from the Yearly Meeting should report to the YM regarding his or her trips or other forms of representation. There are several ways of reporting. The following are preferred, because they reach the most people:

- an article in the SEYM newsletter
- a special interest session at the YBM Gathering
- a written report in the IBM- or YBM-DIA
- a (succinct) verbal report in a YBM plenary session

### **Monthly Meeting or Worship Group Support:**

It is recommended that a prospective representative go through a clearness process within his/her monthly meeting before he/she approaches Nominating Committee for consideration. In some cases, Nominating Committee approaches a Friend to ask her/him to serve as a representative. In this situation, too, a clearness committee meeting is appropriate prior to acceptance of the recommendation. The amount of time and energy needed to do the job varies a great deal, depending on the organization. In some cases of significant and active involvement, it may be advisable for the monthly meeting clearness committee to recommend that an on-going care committee be provided for the representative.

Having a representative to a Friends organization within a monthly meeting can enrich the life of the monthly meeting. It is recommended that the monthly meeting provide opportunities for the representative to bring information, ideas and concerns from the organization before the monthly meeting as well as the YM. Monthly meetings may also choose to provide some of the financial support for their member Representatives.

## **Procedure for Travel Money Requests and Disbursement:**

A representative who wants to request travel funding should contact the YM Assistant Clerk with the approximate cost before the trip. He/she should contact the Assistant Clerk with the final amount after the trip. The Assistant Clerk approves disbursement by notifying the representative and the YM secretary. The representative sends the receipts for expenses to the YM secretary. The secretary sends the representative a check and notifies the Assistant Clerk that the representative has been paid.

The representative may also request some or all of the travel money disbursement before the trip is made, if needed. All travel money disbursement requests need to be made during the fiscal year in which the trip was made. (The SEYM fiscal year runs from June 1 through May 31.)

## **Assistant Clerk Procedures:**

The Assistant Clerk approves travel money for any official representative, within the constraints of the available travel money. If more requests are received than available money in the budget, the Assistant Clerk contacts the Finance Committee Clerk to see if other monies can be tapped for representative travel.

The Assistant Clerk contacts all official representatives at the beginning of each fiscal year to determine the following:

1. Does the representative have any concerns about the organization he/she is representative to or about his/her ability to represent the YM?
2. Does the representative have other needs and does he/she have the spiritual support he/she feels is needed?
3. Which representatives expect to travel in this coming year?
4. Which representatives expect to request travel money?
5. Do all representatives have a clear understanding of the travel money disbursement procedures and policies?

Given this information, the Assistant Clerk can estimate whether representative travel will be within budget, or whether additional funds need to be explored. If it is determined that even with additional funds, insufficient monies will be available, the Clerk uses the following guidelines, along with his/her best judgment of individual circumstances, to prioritize and/or pro-rate disbursement:

1. Travel to meetings of organization governing boards on which the representatives sit have the highest priority.
2. Travel by each representative to one official meeting per year of an organization is prioritized above additional trips by any representative in the same fiscal year.
3. Travel to regular business meetings of the organizations has priority over travel to other meetings, such as consultations, symposiums, etc.
4. If one trip combines both a representative meeting and personal enrichment or leisure, then the expenses should be pro-rated accordingly, with the YM contributing for the business portion of the trip.



## **Appendix 3, Personnel Policy**

2007—under discernment.



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### Glossary of Acronyms

EC..... Executive Committee

IBM ... Interim Business Meeting, formerly known as Representative Meeting (RM)

RM .... Representative Meeting now known as Interim Business Meeting (IBM)

YBM.. Yearly Business Meeting

YM .... Yearly Meeting

For protocol in numbering minutes, please see Numbered Minutes on page 32.



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