



Guidelines for Meeting Telephones

by Trudy Rogers

"If you're going to do a sign for the meeting, put your phone number on it," was the advice given to Friends in one new meeting. As a society we seem more comfortable if we can call and talk to someone before we show up at a new or unfamiliar place. It's probably important if you can possibly afford it to have a phone number for the meeting which can be listed in yellow and white pages of local phone books, as well as be used in ads and flyers.

To be listed in the phone book most places, one has to have a separate business line. The phone itself can be in the meetinghouse or in a member's home. You need to have an answering machine or voice mail with a message giving times of worship, simple directions, a member's home phone for further information and a way to leave a message (which will be checked regularly).

Listings which seem most effective start with the word "Quaker."

Yellow Pages: "Churches, Quaker" with, if possible, a note under "Churches, Friends" to see "Churches, Quaker."

White Pages: "Quaker Meeting—Bethesda" (or whatever proper name) with, if possible, a cross reference under "Friends."

Using "Quaker Meeting," rather than the proper name helps those who may not know which town or body of water the local meeting is named for. Listing under "Quaker" is often more effective than listing under "Friends" because not as many people look under "Friends."

Note: If there is more than one meeting in the area covered by your phone book, coordinate your listings and cross-reference.

Listings in the meeting directory of *Friends Journal* and *Quaker Life* are useful, although they may be used more by traveling Friends than by seekers.

The Internet: Be sure your web page has adequate information—location of your meeting, times of meetings for worship and provisions for children. The web page should also offer a way for inquirers to ask questions, either by e-mail or a telephone number of a meeting member.