

What is the Meeting's Responsibility?

This document outlines the responsibilities of the meeting in hosting a visitor traveling in the ministry for Friends General Conference.

FGC recommends that meetings:

- Discern what specific support they need, whether spiritual or practical in nature
- Appoint a meeting liaison
- Reimburse the travel costs of the visitor and a companion in ministry
- Provide home hospitality while Friends are visiting a meeting
- Cover the costs of both the visitor and companion for lodging and board if a retreat center is used
- Endorse the visitors' travel letters (as appropriate). Endorsement may be a return greeting or comment written at the bottom of the document. Read more about this in the "Travel Documents and Endorsements" form.

Meeting Liaison Duties

The meeting liaison is responsible for:

- Sharing with prospective visiting Friends the needs of the meeting
- Carrying information back and forth during the process of finding a visitor
- Giving the visiting Friends possible dates for a visit
- Communicating with the chosen visitor to make specific plans

Honorarium

Your meeting may want to offer an honorarium to the visiting Friends. The honorarium should be given directly to the visitors.