

Committees

LOFM has no paid staff or minister. It is said that Quakers abolished the laity, that we are all ministers, and there are many ways to minister. Committee work is one of those ways. We use the everyday word “committee” to refer to a Quaker form of ministry. Committee members volunteer their time and gifts to address dimensions of community life. Committee meetings are opportunities for practical and spiritual discernment. They begin and end with a period of silent worship.

It is through the various committees that the work of the meeting gets done. It is also a way to build community as committee members get to know each other more deeply and participate more intentionally in the life of the meeting. There are many committees that invite us all to be active with their charges, like Hospitality, Communication and Outreach, Adult and Children’s Religious Education.

Committee members share in the responsibilities and tasks of the committee, including attending meetings, participating in the decision-making, and supporting the decisions and actions of the committee. Committee decisions, like those at Meeting for Worship with Attention to Business, are sought through spiritual exercise, worshipful activity, and are a ministry to the meeting. It is as important in a committee meeting as in Meeting for Worship with Attention to Business to remain open to the possibilities provided by the Light shared by the other members instead of being attached to a particular outcome.

Members/attenders should serve on no more than three committees to avoid overwork and burnout. It is important to allow all members and attenders the opportunity to serve on committees according to their gifts and interests, therefore it is also important that committee members rotate off the committees regularly. A normal term for a committee might be 2-3 years, although any given person’s term might be shorter or longer. If someone has been a committee longer than 2-3 years it would be good to consider rotating off and allowing someone else to rotate on.

Committees shall refer to the LOFM Handbook for guidance, and review/update their description including concerns and responsibilities of the committee; how members are placed on the committee; terms of service for clerk and members; interfaces with other LOFM entities, as needed.

Role of Committees

1. Committees should have a "roster" of members, maintained by the Committee Clerk and validated by the Nominating Committee. (This list can be maintained with the LOFM directory.)
2. It is suggested that evening committee meetings be kept to 90 minutes to respect members’ daily work schedules.
3. Lengthy documents should be disseminated to committee members for study before the committee meets.
4. Some committees may need co-clerks to reduce the workload on the clerk.

5. Committee clerks are encouraged to disseminate committee tasks to individual members and hold them accountable for the performance of these.

Sub-Committees

Often a committee will establish sub-committees to help manage its responsibilities. The committee itself may establish the sub-committee, or Nominating Committee may request its establishment, or Nominating may recommend changing an existing committee to a sub-committee of a different committee for the following reasons:

1. Allows for fewer committees and more efficiency in handling LOFM business.
2. Subcommittees can be formed to accomplish a particular task and bring a recommendation back to the group.
3. Decisions can be seasoned and handled within the larger committee without coming to Meeting for Worship with Attention to Business. (if so delegated by Meeting for Worship with Attention to Business).
4. The sub-committee can be part of a “community” with related issues and concerns.

Often “sub-committees” are very small groups or individuals that need to be part of a larger group for important decision making and seasoning. The larger committee provides this necessary aspect of Quaker business process.

Committee/sub-committees relationship:

1. The sub-committee is part of the larger committee and at least the clerk (or other designated representative) should attend the committee meetings, bringing status reports and other issues and concerns for seasoning as necessary.
2. Normally, the sub-committee reports to Meeting for Business as part of the larger committee’s report. The larger committee should include reports/status from all its sub-committees in its report to Meeting for Business.
3. In the event the sub-committee needs additional resources, the larger committee should be its first stop in seeking those resources (e.g., budget or people)
4. As with all Quaker decision making, it needs to be decided what types of decisions can be delegated to the sub-committee, which decisions need to be made in the larger committee, and which decisions should be brought to Meeting for Business.

Committee charges and functions at LOFM

Adult Religious Education

Updated 2-16-13

PURPOSE

Organize and oversee the curriculum and agenda of Adult First Day School focusing on study of Quaker ways of living and worshipping, spiritual growth, and exploration of our Quaker heritage.

SPECIFIC TASKS

1. Meets during summer to plan the fall programming and meets at the end of fall semester to plan the spring programming.
2. Gathers ideas from the Meeting at large.
3. Determines programs that would meet the spiritual needs and interests of the Meeting.
4. Schedules First Day topics including leaders/presenters.
5. Announces Adult Education schedule at Meeting for Business and Meeting for Worship.
6. Posts Adult Education schedule information on the LOFM website.
7. Oversees presentation of topics by various leaders/presenters by discussing the presentation with the speaker regarding content, time limitations, handouts, group characteristics, and allocating time for discussion and questions.
8. Offers services for duplication of handouts to the leaders, if necessary.
9. Calls leader/presenter two weeks before scheduled meeting to confirm.
10. Makes necessary arrangements for DVD player, easel, LCD projector, etc.
11. Introduces the speaker, if necessary

INTERACTIONS WITH OTHER COMMITTEES

1. Worship and Ministry: to ensure that Adult Education program addresses the Meeting's spiritual needs.
2. Children's Education: Coordinates schedule and programming with Children's Education.

Care and Concern

Updated 09-05-2016

PURPOSE

Care and Concern is responsible for Meeting by attending to the general well-being and functioning of the Meeting as a whole; in addition it meets the needs of members and attenders; helps those who have specific special needs such as the perplexed, the grieving, the sick, the aged and the geographically isolated; helps facilitate the resolution of issues within the meeting; and it receives requests for membership and marriage under the care of the meeting.

COMPOSITION

Members of the Care and Concern Committee must be members of Live Oak Friends Meeting, and should have a longstanding commitment to the community and have the trust of the meeting. Membership on the committee is expanded by invitation of the committee. In addition to at-large members, the Records Clerk and the Clerk of the Meeting are Ad Hoc members of the committee. Care and Concern Committee meetings are only open to members of the committee and invitees.

SPECIFIC TASKS

Oversight responsibilities

1. Provides Pastoral care and counseling of members and attenders. This includes: attending to personal concerns of meeting attenders, the smooth functioning and

coordination of the various meeting committees, and the organization of clearness committees.

2. Supports and assists committees whose responsibilities are interrelated (e.g., Communication and Outreach, Worship & Ministry, Religious Education)
3. Sets up Care Committee for the Clerk of the Meeting.
4. When difficulties arise in the meeting community, is responsible for making sure 'gospel order' (see "Glossary" section of Handbook) is followed in their resolution before the "conflict resolution" process is invoked.
5. Assists in facilitating resolution of issues within the meeting. When difficulties go beyond solution by 'gospel order', such that the life of the meeting in general is seriously impaired, initiates a process known as 'conflict resolution process' (see "Conflict Resolution" in Appendix of Handbook)

Community responsibilities

1. Assures the continuing support and inclusion of members with special needs.
2. Develops and strengthens commitment to meeting by working with Worship and Ministry and Communication and Outreach committees on activities such as: Friendly 8's, Homecomings, worship sharing groups.

Communication responsibilities

1. Reviews the directory and contacts Friends who have not been seen at meeting recently.
2. Activates the telephone tree.
3. Keeps track of those Friends who might need assistance in case of a general emergency, like a hurricane.
4. Keeps contact with those in meeting who do not use e-mail.
5. Attends to contact with distant members

Administrative responsibilities

1. Receives and acts on requests for membership, and works with the Records Clerk to ensure recording of births, deaths and marriages in the Meeting community, and to encourage any other documentation of Meeting business that is required by the Records Clerk.
2. Organizes clearness committees in general and clearness for membership and marriage in particular;
3. Oversees marriage ceremonies.
4. Organizes and coordinates memorial services and, other significant events in the life of the Meeting, working with Worship and Ministry and Hospitality Committees.
Records births, memberships, memorials, and marriages
5. Nominates members of Nominating Committee (normally, one per year to serve a three-year term). The recommendation for members of the Nominating Committee should be reported in the Care and Concern report and not included in the roster of officers and clerks put forward by the Nominating Committee. This procedure ensures that the Nominating Committee is not populating its own committee. It is expected that this report would be given the same month as

the Nominating Committee report,

RESPONSIBILITIES OF COMMITTEE MEMBERS

No designated responsibilities, although every committee member takes on specific duties/tasks as required, as well as the following specific tasks:

Clerk of the Committee

1. Regular clerk duties
2. Receives the Records Clerk report, makes sure the Worship and Ministry Committee also receives it.
3. Sends the memorial minutes and the birth announcements to the SCYM Worship Oversight Committee, the SCYM Recording Clerk, and the LOFM Representative to SCYM in a timely manner before Yearly Meeting.

Care Committee Liaison

1. Pays attention to members and attenders who may need help.
2. Receives requests for Care committees for health or other concerns.
3. Brings possible Care committee needs to Care and Concern.
4. Contacts potential members of Care committee once approved by Care and Concern.
5. Follows up with clerk of Care committee to find out status and results.
6. Reports to Care and Concern Committee for final action/report.

Clearness Committee Liaison

1. Receives requests for clearness committees (membership, personal concerns).
2. Contacts potential members once approved by Care and Concern.
3. Reports to Care and Concern Committee for final action/report.

Interaction Liaison [representatives to other committees]

1. Communicates on a regular basis with clerks of committees with which Care and Concern has close interactions (especially Communication and Outreach, Hospitality, Property and Religious Education) to assess their needs and concerns.
2. Facilitates as way opens, open and active communication among members and attenders.
3. Keeps abreast of the activities of the Communication and Outreach Committee in integrating new people into meeting.
4. Works with Communication and Outreach and Hospitality to coordinate Baby and new member welcomings, Friendly 8's, and honoring first-day school teachers each year.

INTERACTIONS WITH OTHER COMMITTEES

1. Worship & Ministry: Meets at least once annually with Worship & Ministry to plan and write the 'State of the Meeting' report.
2. Nominating Committee: Reviews and provides consultation with Nominating committee regarding the annual slate of recommendations for clerks and committee members prior to the slate being submitted to Meeting for Business. This would also apply to mid term replacements. A joint meeting with Nominating is highly recommended to promote clear communications.

3. **Communication and Outreach:** Provides guidance and support, coordinates updating the directory, especially removing inactive members/moving people to archives through Directory and Lists subcommittee of Communication and Outreach.
4. **Hospitality:** Seeks assistance from Hospitality concerning marriages, memorials, and other events.
5. **Children's Religious Education:** Supports Children's Religious Education in helping resolve issues that arise in any aspect of first day school that impinges on the spiritual growth of our children; encourages participation of the children and their role in worship. Encourages the Meeting community to involve the children in the spiritual life of the Meeting by ensuring intergenerational activities and assumption of Meeting responsibilities by the children that are appropriate for their age and development

Telephone Tree Convener

1. Keeps list(s) updated of who wants to be called.
2. Initiates the telephone tree when requested to do so by Meeting Clerk or Clerk of Care and Concern.
3. Telephone Tree Convener must be approved by Care and Concern Committee

Children's Religious Education

updated 08/2017

1. PURPOSE

The GOAL of the committee is to insure that LOFM children develop a deep and abiding awareness of the light within themselves and others, and that they learn both intellectually and experientially the ways of Quakers in the Meeting and in the larger community.

SPECIFIC AIMS of the committee are:

1. to oversee both spiritual education and physical care for the children
2. to oversee the adequacy of resources for and safety of the children
3. To foster the children's integration into the meeting and the larger community.

2. TASKS

1. Develops and implements a children's First Day School calendar.
2. Maintains a current roster of the children in the meeting
3. Finds teachers for and oversees Children's First Day Classes.
4. Trains First Day School teachers or helps find them support when needed.
5. Maintains an archive of curriculum materials.
6. Oversees the content and conduct of the First Day School so that it reflects Quaker values and principles, and the values of Live Oak Friends Meeting.
7. Plans special activities for the community specifically targeting children. Past examples have included the Lake Somerville camp out, Christmas craft projects, the Spring play, and berry picking.
8. Hires and supervises paid Child Care worker
9. Coordinates childcare for families attending the 10:30 Meeting for Worship and/or the Adult first day class.

10. Advocates for the children and their program requirements in issues of importance like scheduling, safety, and planning the future of LOFM.
11. Promotes children's involvement in community activities and ensures children's needs are considered in their planning.
12. Facilitates children's service projects.
13. Facilitates and encourages participation by our Young Friends in the wider Quaker Community events.
14. Serves as a resource for parents in the meeting for information and support on issues concerning the Meeting, like behavior in meeting.
15. Organizes and re-supplies activity materials.
16. Maintains (procures, cleans, organizes, stores, repairs, etc.) children's toys and play equipment.

INTERACTIONS WITH OTHER COMMITTEES .

1. Peace & Social Action Committee: Coordinates children's involvement with service projects and the Peace Festival.
2. Hospitality Committee: makes cooperative decisions about use of the Little House and helps attend to issues around crumbs and spills.
3. Library Committee: works together to obtain and maintain materials & books for curriculum use. Cooperates on sharing space & the storage and filing of archives.
4. Care & Concern Committee: provides and updates a roster of children for their reference for acknowledging the children's birthdays and sending Christmas cards as well as general care for & recognition of individual children.
5. Communication and Outreach: coordinate welcome and orientation of new or visiting families to meeting.
6. Planning Committee: consults on long range planning and projects needs for the accommodation of children's needs
7. Property: consults about play areas and equipment, safety and maintenance in the Little House and yard. Work together to make optimal use of our limited space.
8. Worship and Ministry: Addresses concerns about children in worship.

Communications and Outreach

Updated 04/17/17

Vision: Let our lives speak the testimonies of simplicity, integrity, equality, and peace, in a way that reaches throughout LOFM and out to a diverse group of people

Mission: Nurture attenders and newcomers and provide information to them and the general public about Quakers and Quakerism in general and Live Oak Friends Meeting in particular.

Specific Tasks

- 1) Facilitate internal communications within the meeting via website, web calendar, and e-news
 - a) Define responsibilities and authority for making decisions about website content and establish procedures for submitting and publishing content

- b) Maintain up to date information on website that is inviting to seekers and useful to members/attenders
 - c) Facilitate creating and distributing weekly e-news
 - d) Maintain good communications with clerk, committee clerks, and records clerk to ensure secure and timely archiving of minutes and other documents
- 2) Welcoming newcomers
- a) Train and schedule greeters for 10:30 AM Meeting
 - b) Maintain the guest book
 - c) Mail a welcoming message to local newcomers within a month of their first visit
 - d) See that someone responds to their questions about Quakers and activities at LOFM
- 3) Maintain and provide informational materials to newcomers in English and Spanish
- a) Maintain an attractive display of basic Quaker information and newcomer materials in the Mott Room
 - b) Maintain one electronic file on website in Outreach section and on thumb drive in desk drawer in closet in Mott Room for each of the newcomer informational materials developed by LOFM, one hard copy of each in desk drawer.
 - c) Handles the logistics of printing and distribution of above as needed
 - d) Ensure that a current electronic file of the material is available to the general public on the LOFM website in the public section
 - e) Order, provide, and collect funds for informational materials (brochures, pamphlets, books, etc.) for the greeters table and the Pendle Hill Publication display
 - f) Maintain bulletin board displays in Mott Room
- 4) Offer information about Quakers and LOFM to the greater Houston community
- a) Maintain list of appropriate media contacts that can be used to publicize LOFM events
 - b) Promote information about LOFM and support LOFM events, communications, and activities in local print and broadcast media and on the Internet (Facebook, Twitter)
 - c) Develop a list of Friends who can speak on general topics regarding LOFM and Quaker beliefs and practices
 - d) Respond to requests from the community for presentations
 - e) Provide and staff informational displays several times a year at community events
- 5) Name tags and LOFM members/attenders directory
- a) Produce/update name tags on request
 - b) Coordinate the addition of names to the directory with the Listkeeper

Interactions with other officers

- 1) Web administrator is a member of Communication and Outreach, and maintains website <http://www.friendshouston.org>
- a) Specific tasks include web design that facilitates updating of details by LOFM officers, committee clerks and other approved members/attenders
 - b) Maintaining online list of email addresses for committee clerks and officers
 - c) Periodically reviewing website to ensure that links and pages are functioning as intended
- 2) Committee clerks and officers regarding desired web content for each committee's page and events for e-news

Interactions with Other Committees

- 1) Care and Concern – liaison with records clerk and maintaining up to date directory
- 2) Worship and Ministry – review spiritual content of documents
- 3) Hospitality – help coordinate refreshments for local events, docents if needed
- 4) Property – coordinate any structural or grounds concerns
- 5) Children's Religious Education – creativity and participation in events
- 6) Adult Religious Education – share planned activities, help plan activities
- 7) Peace and Social Action – updates and coordination on planned outreach efforts
- 8) Others as need arises/way opens

Directory and Lists

Updated 4-29-18

PURPOSE

Directory and Lists is an integral part of Meeting and helps oversee that necessary information flows from Meeting to individuals and to various other meetings as needed.

SPECIFIC TASKS

- 1) Ensures that the directory and mailing lists are kept up to date.
- 2) Notifies SCYM list of changes and additions on an ongoing basis.
- 3) Publishes LOFM directory periodically throughout the year. (In print and on website).
- 4) Verifies SCYM list is accurate prior to Yearly Meeting (work with SCYM lists clerk on updating the SCYM directory).
- 5) Coordinates with Records Clerk to be sure coding is correct for membership and that the directory is accurate.

INTERACTIONS WITH OTHER COMMITTEES

Communication and Outreach: This position is overseen by Communication and Outreach.
 Care and Concern: Receives input regarding removing names/moving them to archive.

Finance

updated 2/22/201

PURPOSE

The Finance committee oversees that the financial obligations of the Meeting are met and that excess funds are invested wisely.

SPECIFIC TASKS

- 1) Reviews Meeting financial status monthly (quarterly?).
- 2) Completes yearly internal audit.
- 3) Develops and maintains financial "policies and procedures manual" for the Meeting.
- 4) Ensures financial reporting and information is meeting the Meeting's needs (e.g., chart of accounts, budget categories, procedures).
- 5) Provides recommendations/guidance to Meeting on feasibility of financial endeavors, what we can afford, how to handle money, etc.).
- 6) Advises Meeting on investment strategy(s)

TERMS AND MEMBERS

- 1) Members serve a three year rotating term, the clerk rotates yearly from committee membership
- 2) Members of the committee should be members of the Meeting.
- 3) Treasurer is ex-officio member (but does not participate in rotation to Finance Clerk)

- 4) Recommended characteristics of appropriate Finance Committee members:
 - Able to understand and manipulate numbers and currency
 - Able to read, understand and provide feedback on financial reports
 - Good sense of financial processes and procedures (from managing own money or another organization's)

SCHEDULE

The Finance Committee has certain responsibilities throughout the year:

- 1) Monthly:
 - a) Review bank statements, financials and account balances for Finance Committee
 - b) Report to MFB any unusual activity or anticipated activity.
- 2) January:
 - a) Send out 1099 to vendors (lawn care, cleaning, etc), 1096 and W2 to employee and 941
 - b) Send out donation acknowledgement letters to LOFM donors
 - c) Renew insurance
- 3) February or March:
 - a) Audit books. Review all transactions and statements for the prior year.
- 4) June
 - a) Look at and get alternate quotes for major expenses for following year budget (insurance, lawn service, utility, etc.)
- 5) October:
 - a) Send out requests to committees for following year budgets. Provide them with budgeted amount for current year with actual spending.
- 6) November:
 - a) Get budget numbers back from committees and create budget for following year.
 - b) Send out pledge letter to members and attendees at end of November or early December
- 7) December:
 - a) Present proposed budget for following year to MFB

Hospitality

Updated 8/26/2018

The mission of the hospitality committee is to coordinate and facilitate a warmth among members, attenders and guests that allows all to participate in providing hospitality to each other and to newcomers, in peace and love.

This is how Friends offer hospitality, a ministry familiar to us all. In the course of it we learn to know and care for each other. Everyone who attends Meeting is welcome to join us in this joyful service.

1. The Scheduler and the Docent Committee Coordinator are members of this committee.
2. In order to fulfill the committee mission, the committee
 - a. Facilitates the preparation of beverages and snacks suitable for children and adults on the first, third, fourth, and fifth (If there is one) Sundays of the month. They are served in the Wolman or post function room.

- b. On the second Sunday there is a potluck that happens without management, served in the Little House, and eaten there and outdoors in good weather. The committee provides beverages and may contribute food.
 - c. On the third Sunday, when attenders stay late for business meeting, more and heartier food is available, usually sandwiches
- 3. Meeting members and attenders contribute food.
- 4. The committee buys the rest as well as beverages, using funds from the Hospitality budget
- 5. The committee facilitates
 - a. Storage or disposal of leftovers.
 - b. Washing the used cups and dishes and putting them away.
 - c. Composting wet garbage and putting them in the bin.
 - d. Scattering stale bread and cake without icing for the birds.
 - e. Putting recyclables in the bin, and when it is full, bagging them and putting them in the Houston recycle toter.
 - f. Sweeping the floor.
 - g. Consolidating the trash and put it out in the Houston toter.
 - h. Taking the linens and dishtowels home to wash them when needed.
- 6. The committee helps with memorial services and other events, when requested.
 - a. The committee coordinates
 - i. Calling prospective attenders to ask them to bring food
 - ii. Helping attenders set it out and clean up the post-function room after the event as described above.
- 7. The committee
 - a. Helps find overnight accommodations for traveling Friends among the meeting's members and attenders
 - b. Monitors non-disposable items, like tableware, so that they are distributed according to need between the Meeting House and The Little House.
 - c. Monitors paper towels, toilet paper, and trash bags, buying large quantities so that not only are the needs of the meeting met, but also those of events held in the Meeting House or the Little House. These purchases are covered by the budget of the Property Committee

Interactions with Other Committees

- 1. Children's Religious Education- The committee responds to children's events and their hospitality needs
- 2. Adult religious education-The committee provides hospitality as requested
- 3. Care and Concern- The committee responds to new member celebrations, memorial services, and other requests.
- 4. Outreach-It provides hospitality for Outreach activities if requested
- 5. Property-The committee buys supplies for the Meeting House and the Little House and charges them to the Property budget. The committee lets them know if there are problems concerning the buildings and grounds.

6. Hospitality responds to requests from the Clerk and other committees when appropriate.

Library

The Library Committee maintains and updates the collection of media materials. This includes evaluating donated materials for suitability for the collection; purchasing new materials; cataloging acquisitions; selecting materials for the book cart and other displays; publicizing the library collection; encouraging reading as a way to spiritual growth for the meeting; and developing ways to increase access to the collection

Nominating

Updated 6/2017

Vision: Discern and nurture member/attender gifts and interests so that they can best thrive on their personal spiritual journey while they also help the meeting grow into the beloved community.

Mission: Provide continuity and growth to the Meeting by inviting and encouraging individuals with various gifts and interests to share them with the meeting community for the mutual benefit of both.

Specific Tasks

1. Meet regularly to discern the gifts and interests of our members and attenders, discern the needs of the Meeting and its committees, and match individuals' gifts and interests with these needs.
2. Consult with all current committee clerks and individuals with other appointed positions early in the nominating process as to their desire to continue to serve. If not willing to serve, solicit suggestions for potential new nominations. Begin proceedings early enough to have sufficient time to handle any issues or conflicts that may arise. Inform committee clerks (incoming and outgoing) of nominations affecting them before the presentation is made to Meeting for Business. This all requires maintaining a list of current committee clerks.
3. When seeking to fill a position, discuss the responsibilities and expectations of the position with possible candidates to ensure the best choice is selected (gifts, skills, experience, willingness) and that the nominee understands and accepts the job responsibilities of the position.
4. Present to January Meeting for Business a roster of recommended committee clerks and other appointed positions for a first reading. After a second reading in February and approval of the Meeting, committee clerks and other appointed positions begin serving the meeting in March.

5. Recommend appointment of committee clerks for one year and clerk of meeting and associate clerk of meeting for two years. It is generally expected that a clerk will serve only two years before rotating out of the position for at least one year. However, this is not a hard and fast rule. Nominating can ask a clerk to continue to serve more than two years.

6. Conduct informational announcements and other activities at least quarterly to raise awareness of committee service opportunities, particularly for newer attenders and those not yet having served on a committee.

7. Oversee the maintenance and updating of the LOFM Handbook. Encourage Committees and Officers to keep their committee description and other parts of the handbook under their committee's oversight up to date. Meeting approval is needed for a change in structure and elimination or addition of substantive function. Those changes not needing meeting approval should be reported to meeting through a report at Meeting for Worship With Attention to Business or the e-news. After changes are approved, they will be sent to Communication and Outreach for updating website handbook and hard copies.

Supporting individuals in their ministry to the meeting

1. Gather information from individual members and attenders through a survey or other process at least annually to discern gifts and interests including indicating which committees or positions they may feel led to serve.

2. Seek to help new or underutilized people become connected to and grow with the Meeting.

3. Express appreciation to outgoing and continuing clerks and other officers each year for their services.

Providing oversight and assistance to committees

1. Help clerks fill committees if needed, both at the beginning of the cycle and throughout the year, pass potential committee members' names along to committee clerks.

2. Provide resources and support for clerks throughout year (e.g. informative articles, workshops, resource people, and listening/help with problem solving).

3. Appoint a nominating committee member as liaison to each LOFM committee.

4. Get feedback from the committee clerks and members on their needs and concerns and help address them. Associate Clerk, Care and Concern, and Meeting Clerk also have a role in this process.

5. Find replacements for clerks who resign or otherwise need to be replaced during the year.

6. Identify ways that committees can be restructured or reorganized to best serve the Meeting. Discern whether a committee needs to be laid down or a position should go unfilled (in the case of nobody with the right gifts/interests available) and bring those recommendations to Meeting for Business.

7. Appoint ad-hoc committee(s) when Meeting for Business sees the need.

Interactions with Other Committees

Care and Concern: Members of Nominating are recommended by Care and Concern and approved by Meeting for Business. If a member of Nominating resigns, Care and Concern will select a replacement to recommend for approval by Meeting for Business.

Finance: Nominating nominates all the members of Finance Committee, not just the clerk.

Communications and Outreach coordinates updating of the Handbook online when any changes are made.

Terms and Members

Three of the members serve three-year terms and at least one additional member serves a one-year term. Each of the three-year committee members rotates into the position of committee clerk during his or her final year on the committee. The immediate past Clerk of the Meeting may become an ex-officio member of Nominating for up to two years but does not participate in the rotation to Clerk of Nominating.

Peace and Social Action

Updated 2-16-13

PURPOSE

The central action of Peace and Social Action committee is to help channel the Meeting in applying the Quaker testimonies of peace and equality out into the world.

SPECIFIC TASKS

- 1) Acts as liaison between the Meeting's individual members and what is being done in the greater city-, country-, and world-community. In the past has included letter-writing at potluck and other campaigns, legislation alert, and world news specific tasks
- 2) Manages the "external contributions" budget: makes recommendations to meeting on how this budget should be used. Normally distributed to like-minded organizations such as AFSC, FWCC, FCNL, FGC, etc.
- 3) Provides workshops for Adult and Children's' Education (e.g., workshops on cultural sensitivity, guest speaker on death penalty)
- 4) Provides information and consciousness-raising about social problems and spiritual solutions
- 5) Ministers to and helps promote the groundwork of spirit necessary for service work, and strengthens the service culture in LOFM
- 6) Assists in coordinating the Meeting's community service projects as Spirit leads.

INTERACTIONS WITH OTHER COMMITTEES

- 1) Children's Education: Conveys Quaker values and information about social problems and spirit-led service
- 2) Treasurer: Assists in determining Meeting's financial contributions to pertinent outside groups

Planning

reviewed 9/16/2018

PURPOSE

Develops and maintains a 3-year plan regarding meeting facilities, including a budget, by working with all committees before presenting the plan to Meeting for Business.

SPECIFIC TASKS

- 1) Represents LOFM's needs and best interests in protecting, preserving, and guiding aesthetics, use, and development of the property, grounds and buildings.
- 2) Makes sure facilities meet the needs of the Meeting, Quaker testimonies, and the Meeting's aesthetics guidelines by worshipfully evaluating needs, considering the appropriateness of furnishings and fixtures, developing plans, and making recommendations to Meeting for Business.
- 3) Is the "guardian" of the Turrell sky space in terms of maintenance, usage and how it is described by the Meeting.
- 4) Note that all committee clerks are automatically considered members of Planning.

Property

Updated 6-21-20

PURPOSE

Oversees that the property and grounds of the Meeting House and Little House are maintained and aesthetically pleasing.

SPECIFIC TASKS

- 1) Ensures that we meet municipal codes and regulations as necessary.
- 2) Oversees telephone arrangements, including voice mail and messaging.
(Outreach records and is responsible for the greeting and picking up the messages.)
- 3) Oversees maintenance of landscape and grounds. Purchases and budgets any necessary materials.
- 4) Takes the trash out regularly, or as needed.
- 5) Repairs and maintains buildings, property; purchases and budgets any necessary supplies and foreseen/scheduled and unforeseen repairs and maintenance.
- 6) Maintains keys and copies of keys
- 7) Monitors individuals who open or close Meeting House and Little House.
- 8) Oversees cleaning the Meeting House and Little House by a housekeeping service.
- 9) Purchases and budgets any necessary supplies.
- 10) The Scheduler operates independently but is a part of the committee. The committee provides backup and problem-solving for the scheduler's work.

11) The Coordinator of the Docent Committee is also a part of the committee. The committee provides backup and problem-solving for the Docent Committee's work.

INTERACTIONS WITH OTHER COMMITTEES

- 1) Hospitality: Interacts with Hospitality for planning events.
- 2) Property: openers and closers are monitored by the Property Committee
- 3) Finance: coordination regarding budgeted and unbudgeted expenses
- 4) All Committees: Works with all committees to make sure the physical space meets their needs.

Scheduler (Calendar Keeper)

Updated 2-16-13

1. Interacts with groups both within and without the meeting who wish to use the Meeting facilities.
2. Keeps a schedule of activities and events for the use of the Meeting facilities.
3. Prevents scheduling conflicts.
4. Provides periodic updates to Meeting for Business regarding use of the Meeting House by groups within and outside the meeting.

TERMS AND MEMBERS

There should be an understudy or assistant to the Scheduler to help with these responsibilities and aid in successful transitions from one scheduler to another.

Worship and Ministry

updated 4-2019

PURPOSE

1. Nurture the spiritual life of the Meeting in the manner of Friends.
2. Foster the quality of connection to Spirit in the various regularly scheduled Meetings for Worship, called meetings and threshing sessions to help Meeting develop clarity and come to unity.

RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Both members and attenders can serve on this committee.
2. Attend committee meetings and participate in decision making process.
3. Foster spirit led eldership through modeling and counseling. In other words, mentor others in sharing the fruits of the Spirit.
4. Participate in the various committee tasks described below.

COMMITTEE TASKS

1. Promote an environment conducive to worship, considering the physical, emotional and spiritual needs of worshippers.
2. Shepherd vocal ministry, encouraging speaking loudly enough for all to hear, leaving time between messages so they can be taken in by the listeners, and gently guiding those who outrun their Guide by speaking too long or inappropriately.
3. Plan and conduct retreats and other events to enrich the spiritual life of the Meeting.

4. Hold in the Light the Meeting for Worship with Attention to Business by sitting worshipfully near the clerks.
5. Open the Meetinghouse and join Early Meeting for Worship on the first First Day each month.
6. Coordinate with Care and Concern Committee to draft the Spiritual State of the Meeting report for approval by Meeting for Worship with Attention to Business and then send to South Central Yearly Meeting by the time requested.
7. Create or review brochures and other informational documents for members, attenders, and visitors.
8. Periodically review this handbook entry for accuracy and completeness.

INTERACTIONS WITH OTHER COMMITTEES

1. Care and Concern—help with pastoral care concerns, clerk Memorial Meetings and Meetings for Marriage as needed
2. Communication and Outreach—Create or review informational brochures and website content about Quakerism for the general public, post committee minutes to the Worship and Ministry section of the website, update that section as needed.
3. Nominating—provide input on committee needs for new members or clerk, provide any handbook revisions for approval and inclusion into handbook.
4. Property—Help create signage for Meetinghouse and grounds to convey Quaker testimonies.
5. Religious Education—Support the leaders of Adult and Children’s religious education in providing Quaker processes and content.

The Spiritual Dimension of the Committee Clerk’s Role

We take seriously the claim that, in our meetings for church affairs including committee meetings, we are trying to align ourselves with God’s purposes. Therefore we want to cultivate a general approach of working with and in the Spirit. It’s worth asking ourselves:

1. What spiritual disciplines sustain us as individuals?
2. How can/do we apply these in the role of clerk?
3. How can/do we apply these when we are not the clerk?

The clerk’s attitude and approach can be crucial to the way the committee functions. They set the tone. Centredness and cheerfulness are infectious. The clerk can’t do it alone but these can be a helpful set of attitudes to work for:

1. Sharing the agenda prior to the meeting. Inviting Spirit’s input can help. Be mindful of our Quaker process and discipline, including silent worship at beginning and end of committee meetings and as indicated during the meeting.
2. Listening well both to what is said and what is not said.
3. Openness - not having preconceptions; being flexible about what comes.
4. Ensuring respect for and appreciation of others, (e.g. being clear about the time and the information allocated for their item on the agenda)
5. Grace and humour.

Look on all these as part of your spiritual discipline. All contribute to the process of discernment - using intellect, emotions, prayer - to judge what is right and how the Spirit (and/or energy) is moving in the meeting.

A clerk's capacity to read the sense of the meeting is key. Consensus means a **group makes a decision**. Sense of the meeting **allows a matter to be decided**. In sense of the meeting, **the spirit gets a voice**. We allow ourselves to be led. Sense of the meeting hears the opinions and concerns and then moves beyond those verbal expressions to hear the spirit of the concern and seek to find what is right for the group. The process of reaching the sense of the meeting often involves discarding "baggage", allowing time and space for doubts and questions about a subject and the Light to enter and reach beyond the surface of things.

One of the purposes for asking the meeting to hear a draft minute, is to enable Friends to listen to where discernment has got to and contribute to its development. Remember that the divine spirit "presides", with the clerk and members together working to ensure good discipline or right ordering for that to be clear.

Quakers understand clerks to be "the servants of the meeting", but there can be a tension between serving and leading. Servanthood can be pro-active just as much as subservient. A leader can be enabling as much as dominating. Committees vary in the kind of servanthood or leadership that they want and need at any particular time. A clerk brings gifts and skills learnt in other parts of their life - working with groups, teaching in all sorts of contexts.

It's good to be organised, to anticipate timing, while keeping open to the flow of the meeting. Quaker testimony is that these apparently secular things are also sacred. Be willing to ask for help. Remember that the clerk is not alone in exercising spiritual disciplines. ~Adapted from Woodbrooke Study Center's *Being A Quaker Clerk Handbook, 2018*,

Other Responsibilities of Committee Clerks

- 1) **Note that all committee clerks are automatically considered members of Planning Committee**
- 2) Reviews and familiarizes self with committee responsibilities as outlined in LOFM handbook.
- 3) Works with committee members to generate committee goals for the year.
- 4) Schedules and Conducts Committee Meetings regularly and sends out notices to committee members to be sure everyone remembers.
- 5) Generates agenda for committee meetings in the Light and in consultation with the committee members and other people who have business.
- 6) Conducts committee business after the manner of Friends, beginning and ending meetings with silent worship, and making judicious use of silence as needed during the meeting to reflect on weighty issues or refocus the meeting.

- 7) Ensures that everyone is heard: thinks about explicitly asking one person to echo back what another person has said – to ensure that the person has been heard and understood.
- 8) Ensures that the decision-making processes the committee will use (sense of the meeting) are understood and agreed to by all members. Negotiates with the committee and the meeting what decisions may be made by the clerk alone, a sub-group, or the whole committee - and what decisions need to be taken to Meeting for Business.
- 9) Deals with conflict and allows conflicts and disagreements to be aired constructively without destroying trust between members.
- 10) Ensures that a decision has been explicitly reached: tests for agreement, and records the decision as a minute, checking to make sure the committee agrees with the wording of the minute.
- 11) Records all decisions in committee meeting minutes and validates them with committee. See Appendix for desired format for minutes. Preserves minutes for reference; distributes to members of the committee, reviews at next meeting; posts approved meeting minutes to LOFM website; includes all necessary information in committee records (“the notebook”) to pass on to next Clerk; gives a copy to Records Clerk for permanent archives.

REPORTING ON COMMITTEE WORK

- 1) Contacts Meeting Clerk about placing committee business on the agenda for monthly Meeting for Worship with Attention to Business.
- 2) Reports regularly on results of committee meetings and decisions to the monthly LOFM Meeting for Business. The report should include: actions taken in the previous reporting period, plans for the next reporting period, ongoing or current concerns, and longer-term plans. It is preferable to send this report to the Meeting Clerk and Recording Clerk in advance of the Meeting for Business.
- 3) Provides a draft minute for action if the committee is making a recommendation to be minuted by the Meeting for Business. Ensures that any recommendations are clearly stated as such, and provides background as to the "homework" that was done leading up to the decision in order to make it as simple as possible for the Meeting for Business to act on the recommendation(s).
- 4) Works with committee members to write annual committee report for State of Meeting report in December.

RELATIONS WITH COMMITTEE MEMBERS

- 1) Maintains the committee membership, including the right mix of skills needed for the committee’s work and decision making, with assistance from the Nominating Committee.
- 2) Outline the responsibilities and expectations of committee membership, the importance of attendance at meetings and provide a schedule of committee meetings.
- 3) Coaches/mentors committee members to take on new and different responsibilities, to grow in integrity and responsibility.
- 4) Ensures that all members of the committee are acting constructively and for the good of the meeting and the committee - otherwise, provides coaching to the member, or seeks help from Nominating and/or Care and Concern.

- 5) Understands the difference between committee "members" (who participate in the decision-making processes of the committee) and "resource people" (who may be called upon from time to time to provide information, skills or work to the committee), and "visitors" (members/attenders of meeting who are interested in understanding more about the work of the committee, and providing input or feedback to the committee).

SUCCESSION PLANNING

- 1) Grooms replacement (succession planning - work with Nominating
- 2) Ensures that the succeeding Clerk understands and accepts the clerking responsibilities, passes along any records, has a discussion about current issues/problems, pending or upcoming action items.

OTHER RESPONSIBILITIES

- 1) Proposes committee budget. Guides committee to stick within budget. Proposes budget amendments throughout the year as necessary.
- 2) Attends semiannual clerks' meetings or selects a representative to attend.

INTERACTIONS WITH OTHER COMMITTEES

- 1) Treasurer: Proposes and manages the committee budget in conjunction with the Treasurer.
- 2) Nominating Committee: Notes any "orphaned" responsibilities and raises awareness of them to the appropriate entity: the Nominating Committee, or another committee.
- 3) Records Clerk: Provides a summary of activities, minutes, decisions at the end of each fiscal year to the Records clerk.

TERMS AND MEMBERS

For some committees (e.g., Finance, Nominating) the clerk (and members) normally serves for a "term" - this is part of the role expectations when the clerk assumes the role. In the event the clerk chooses not to complete his/her term, s/he should work with Nominating to find a suitable replacement.