

Chestnut Hill Friends Meeting Handbook

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PREFACE

The Nominating Committee hopes that this Meeting Handbook is helpful to new and longtime members of the Chestnut Hill Monthly Meeting community.

The purpose of this booklet is to provide information about how the business of our Monthly Meeting is accomplished. Descriptions of the organization of Meeting committees, the responsibilities of the Meeting's officers, and some general information about aspects of our community are included. As members of the Monthly Meeting we are also members of Philadelphia Quarterly Meeting and Philadelphia Yearly Meeting, and there are short sections about our relationship with them. In preparing this handbook, each committee provided information about itself, which was then adapted to a single format. The specifics of what a committee is currently doing as well as particular ways it is operating are held within the committee records. Such information is kept in the minutes and other reports which should be passed on from clerk to clerk.

When dealing with procedures such as we set forth here, we are still guided by the Light, not by rules and forms. See "Faith and Practice" of Philadelphia Yearly Meeting, 2002.

MONTHLY MEETING COMMITTEES

Committees are the means by which we divide up the responsibilities of the Meeting. It has been our experience at Chestnut Hill Meeting that committee service brings us into closer contact with one another, thus enhancing our community. Appreciation and understanding of differences, devotion to the Meeting, and close friendships are often the rewards of this service.

We are governed not by a set of rigid regulations but by an open and flexible set of guidelines that allow the spirit behind them to maintain or change our practices. Those of us who have been in the Meeting a considerable time must guard against letting tradition become hallowed while those of us new to the Meeting must be patient with the sparseness of written rules.

Clerks of Committees

A Quaker meeting depends on its members' willingness to serve on committees and on developing leadership (clerking abilities) of its members. This entails a willingness of individuals to serve as clerk and mindfulness on the part of committee members not to overburden those who accept clerkship.

Clerks are responsible for offering an agenda, keeping the group on track and setting a reasonable time limit for each meeting. Minutes and records should be kept in good order and information shared with all members of the committee. Clerks keep an eye on and submit reimbursement requests for expenses charged to committee's budget. Different clerks have different styles of operating, but the "same light," leading us to get things done in a Quakerly way, guides all. The work of the committee is not only the committee clerk's responsibility but is

shared by the whole committee.

Each committee chooses its clerk each year. The following suggestions are guidelines offered to support leadership development:

- Consider having two persons share the responsibility, either as co-clerks or as clerk and assistant clerk.
- Consider limiting a clerk's term to three years.
- Ask experienced clerks to help those clerking for the first time.
- Ask each committee member to accept responsibility to attend meetings and to take a portion of the necessary work involved.
- Provide a new clerk with guidance and committee materials by the outgoing clerk.
- Provide a new clerk with resources about clerking – written materials from Yearly Meeting and Friends General Conference, and workshops or retreats.

General responsibilities of committee clerks

- With the committee, set goals for the year, based on the committee's charge.
- See that the committee works toward these goals and regularly evaluates its work
- Ask all members to actively participate, delegate responsibilities, and keep track of attendance.
- Maintain committee records (e.g. minutes, communications, actions by Monthly Meeting regarding the work of a particular committee). Send minutes to the Meeting secretary.
- Keep other clerks and appropriate officers of the Meeting (clerk, treasurer, secretary) informed of activities and plans.
- Participate in the meetings of committee clerks.
- Report as needed to Monthly Meeting for Business and prepare the committee's annual report as directed by the Clerk of the Meeting.
- Be aware of and take advantage of information and resources beyond the Monthly Meeting such as Quarterly and Yearly Meetings, Friends General Conference (FGC), Friends Committee on National Legislation (FCNL), American Friends Service Committee (AFSC), Pendle Hill (study and retreat center), etc.
- Follow Meeting guidelines and procedures, especially for financial and business matters.
- See that committee records are kept in useful form for future clerks.

Communication

Committees need to communicate with each other and with Meeting membership.

Suggestions:

Between committees:

- Share relevant portions of Meeting minutes.
- Report to clerks' meetings.
- Consult informally when useful.

- Schedule joint meetings when there is need.

Within Meeting membership:

- Post notices in the monthly newsletter – email to the newsletter editor by the last week of the month.
- Make announcements after meeting for worship. These should be concise, with details printed and posted on bulletin board, and limited to three weeks’ advance notice.
- Posters, sign-up sheets, flyers and announcements can be posted on the bulletin board.

Yearly Reports

Each committee is assigned a month to give an annual report to meeting for business. These are emailed to the Clerk of the Meeting and sent out with the agenda and other reports.

The Clerk of the Meeting is responsible for communicating this schedule to committee clerks.

Reporting Schedule

JANUARY: Worship & Ministry, Library, Treasurer Quarterly report

FEBRUARY: Recorder, Personnel

MARCH: Religious Education, Hospitality, Nominating (committee nominations)

APRIL: Care & Counsel, Treasurer Quarterly report

MAY: Tuition Assistance, Finance (proposed budget)

JUNE: First Day School, Finance (approval of budget)

JULY, AUGUST: No meeting

SEPTEMBER: Outreach, Treasurer Annual Report

OCTOBER: Property, Treasurer Quarterly Report

NOVEMBER: Peace & Concerns, NPIHN, Nominating (officer nominations)

DECEMBER: No meeting, usually

Notes:

Nominating Committee does not make an annual report. It brings its slate of nominees to Monthly Meeting in March/April and November/December. Nominating makes individual replacements throughout the year as needed.

The Monthly Meeting budget is presented in May and June to take effect July 1.

GENERAL INFORMATION ABOUT THE COMMITTEE STRUCTURE

- The length and number of consecutive terms of service for each committee have been established so that the Nominating Committee brings forward a proportion of new or repeating members (a panel) each year (the few exceptions to this yearly procedure are noted under the committee descriptions).
- A decision to lay down a committee or create a new one requires a process of clearness by the committee and the Meeting and approval of the Meeting.
- A committee may change the way it organizes itself, start new initiatives or lay down old procedures without going to the Monthly Meeting for approval. It should make sure, however, that these are made known to the whole Meeting and be sensitive to what might be perceived as needing Meeting approval.
- Membership in the Meeting is required only for the following: officers of the Meeting, Nominating, and Care and Counsel committees. Membership in the Society of Friends is required for Worship and Ministry committee. All other committees are open to active attenders.
- There is no set ratio of members/attenders, but it is important to have on each committee enough experienced and committed Meeting members to insure continuity of leadership, knowledge of Meeting procedures and of our Quaker mission. Therefore, the Meeting members on any committee will normally be the majority. There is no rule about how long a person must be a member of the Meeting before being nominated to a committee. Such decisions depend on the individual case. A committee may always co-opt a person for a specific task, informing the Meeting when it does so.

Appointments Procedure

- All appointments for Meeting committees are made by the meeting for business.
- Before asking people to accept nomination, members of the Nominating Committee question individuals about skills and committee preferences. The Nominating Committee also asks committee clerks for recommendations. However, none of these inquiries should be taken as an assurance of nomination to a committee.
- The Meeting trusts the Nominating Committee to make the choices based on an array of factors.

Nominating Procedure

- Individuals are contacted by the Nominating Committee and asked to consider service on a particular committee.
- If the person agrees, the nomination is brought to the Monthly Meeting for approval of the appointment.
- After appointments have been approved, the clerks of the committees contact new and returning members to further inform them of committee responsibilities and activities and

to invite them to the next committee meeting.

- An appointed member of a committee is considered a member until his/her term ends or s/he notifies the clerk of that committee who informs Nominating and any other appropriate group. The individual may also notify Nominating Committee directly. Appointments to fill vacancies are made as soon as possible by the Nominating Committee.
- Nomination of one new member of the Nominating Committee is made by Care & Counsel each Spring.
- Nominating Committee brings its slate of nominees to Monthly Meeting in March/April for committees, and November/December for Meeting clerks, Treasurer, and Recorder. Individual replacements are nominated throughout the year as needed.
- Employees of the Meeting are supervised by the relevant Meeting committee with guidance and oversight of the Office & Administration Committee.

APPOINTMENTS TO PHILADELPHIA QUARTERLY AND YEARLY MEETINGS

Members of Chestnut Hill Friends Meeting (CHFM) are also members of Philadelphia Quarterly Meeting (PQM) and Philadelphia Yearly Meeting. (PYM). The terms monthly, quarterly and yearly come from how often these groups meet for business.

Philadelphia Yearly Meeting – There are some 11,000 members in 103 monthly meetings in 13 quarterly meetings in eastern Pennsylvania, southern New Jersey, Delaware and northern Maryland. The Yearly Meeting has working committees, and Friends are encouraged to accept nomination to them, both to help with the work and to enjoy a wider Quaker fellowship.

The business of PYM is carried on between the yearly sessions by Interim Meeting made up of representatives from all the monthly meetings. CHFM is represented at Interim Meeting by one person and one alternate. The term is for one year, renewable. Interim Meeting meets monthly to conduct PYM business; the CHFM representative member attends and makes brief reports to monthly meeting for business.

PYM Annual Sessions are held over several days' time in the summer. All members of monthly meetings are encouraged to attend PYM Annual Sessions.

Philadelphia Quarterly Meeting is made up of seven monthly meetings in Philadelphia County, and its meetings for business are presently held three times a year at one of these monthly meetings. Meeting members are nominated to serve as official representatives to the PQM business meetings, to attend the program meetings, and to report back to the monthly meeting for business. PQM both attends to business and builds community connections and support among the monthly meetings.

All members and attendees are encouraged to attend sessions of Quarterly and Yearly Meeting.

STANDING COMMITTEES OF CHESTNUT HILL MONTHLY MEETING

1. Nominations are brought to the March Meeting for Business where appointments are made, to be approved the following month.
2. Most committees are open to active attenders as well as members.
3. Terms are for two years with a six-year limit. The Nominating Committee, in consultation with the clerks of committees, carefully considers reappointments to second and third terms. To avoid repetition, only deviations from these three conditions will be noted in

the committee descriptions that follow.

Adult Religious Education Committee

Size: 4 or more

Term: Two years

Meetings held: As needed to plan fall and spring classes or other activities

Membership: Friends who are interested in the nurturing of learning, among adult members of our Meeting community, about our Society, its history, testimonies, practice and challenges. Friends who bring a diversity of interests and talents to this work.

Description: The committee plans the adult religious education program, with attention to offering a variety of experiences.

Goals and Mission:

1. To provide each year a program which is spiritually and intellectually enriching.
2. To utilize as fully as possible the talents within Chestnut Hill Monthly Meeting.
3. To maintain a balance in each year's program in the following ways:
 - a. Use a mix of presenters and facilitators from within and without the Meeting community, in order to develop our gifts and deepen our spiritual growth.
 - b. Choose subject matter that includes worship and support for individual spiritual development, including exploration of the Bible, Quaker literature, our testimonies, our social concerns and Quaker action in the world.
 - c. Offer a mixture of instructional formats and those involving sharing and reflection.
4. To remember that these educational offerings often constitute the main articulation of Quaker beliefs and practices for attenders and new members, and may be a large factor in maintaining the interest of new attenders and for supporting the discernment process of those who are considering membership.
5. To consider carefully any request for a given program in light of the above.

Work Involved:

1. Offering ideas about programs and receiving assignments.
2. Contacting speakers and making arrangements for their presence.
3. Organizing the logistical aspect of programs, including scheduling, publicizing, hosting and introducing.
4. Arranging for sound amplification and recording of programs, when needed.

Reward: Fellowship with other committee members. Interaction with inspirational and stimulating speakers from outside our Meeting. Having the opportunity to recognize and encourage Meeting members who are willing to share their gifts. Deepening insight into

the Meeting by considering and providing for its spiritual and intellectual growth.

Care & Counsel Committee

Size: 10 persons (membership in Chestnut Hill Meeting is required)

Term: Two years

Meetings held: Second Monday evenings, September through June, and in summer as needed

General criteria for membership: A member needs to exhibit one or more of the following qualities: a nurturing concern for the overall health of the Meeting community; an ability to listen sympathetically to others and to be trustworthy with what is heard; a willingness to enlarge his/her fellowship circle by reaching out to members and attenders. Persons on the Care & Counsel Committee need to be active in the Meeting to stay aware of the welfare and concerns within our Meeting community that may need to be addressed. They need to attend meeting for business, the Care & Counsel committee meetings, and other meeting functions regularly.

Description: The role of the Care & Counsel Committee at CHFM is to be the pastoral care arm of our Meeting. We seek to attend to those from the Meeting community with personal concerns, interpersonal concerns, or financial concerns.

Specific tasks include overseeing the process of clearness for the Monthly Meeting by setting up clearness committees for those applying for membership or transfer of membership, for couples requesting marriage under the care of the Meeting, and for persons requesting assistance with clearness on personal concerns. We report our recommendations on membership and marriage matters to monthly meeting for business.

Service to those who are sick or homebound and in need of attention is a concern of all Meeting members, but Care & Counsel is responsible for keeping these persons before the Meeting and helping to coordinate long-term efforts to maintain contact. Our committee must try to be sensitive to any dispute or misunderstanding between or among members or between other committees, standing ready to provide mediation. Our committee is responsible for assisting with the planning for weddings and memorial services.

Goals and Mission:

1. To be familiar, collectively, with the current status of members and offer pastoral care where needed.
2. To be aware of new members and attenders.
3. To be a small group of members whom those in need can trust and confide in safely.
4. To bring to all deliberations and actions a rootedness in Quaker testimonies as set down in *Faith and Practice*.

Work Involved: Seeking to stay in touch with all who are in the Meeting, those active, and those inactive, those who live at a distance, and young adults, now inactive, who in earlier years participated in Meeting. Everyone on the committee has a responsibility to contact his/her list of persons in the Meeting each year to ascertain if we may be of help. We may call by phone, make personal visits, or write a letter or email.

Administering two funds for the Meeting: the Needy Friends Fund and the Education Fund (for assistance in attending educational events and conferences). The Education Fund is not to be confused with the children's Tuition Assistance Fund, which is administered by its own committee.

Facilitating the process of clearness for Monthly Meeting members as needed, by setting up the clearness committees mentioned under Description (above). Helping to coordinate the planning of wedding and memorial services.

Taking responsibility for maintaining a list of Meeting members and attenders and their contact information. With this information, we maintain the Meeting directory online.

Naming new members for the Nominating Committee to be approved by the Meeting.

Rewards: The enjoyment and growth to be gained from close personal contact with a variety of people.

Finance Committee

Size: Six to ten appointed members and *ex-officio* the Meeting clerk, the treasurer, and assistant treasurer. The clerk of the finance committee should be one of the appointed members.

Term: Two years

Meetings held: Monthly, September through June (excluding December)

General Criteria of Membership: The appointed members should have a willingness to learn about financial statements and the Meeting budget.

Description: The committee prepares the annual budget of the Meeting; oversees the work of the treasurer; determines financial policy; monitors income and expenses to ensure the Meeting stays within its budget; monitors the Meeting's investments; brings to the Meeting any interim budgetary problems and suggestions. In general, it is mindful of the Meeting's overall finances.

Goals and Mission: The committee is the primary point of fiscal responsibility and stewardship for the Meeting. Its goal is to keep income and expenses balanced, so that the Meeting always lives within its means.

Work Involved:

- Preparing the budget for approval in June, including the handling of budget requests from committees.
- Performing a "friendly" audit of the Meeting's finances in the fall.
- Reviewing financial statements from the treasurer monthly.
- Determining financial policy and reporting to the Meeting.

Rewards: A deepening understanding of what the Meeting requires in financing to do its several works; a better understanding of where the income comes from, especially an understanding of

the temper and ability of the Meeting members and attenders to contribute financially, one measure of how they regard the Meeting as a whole.

Hospitality Committee

Size: 8 (or more) persons

Term: Two years

Meetings held: Infrequently, but work is done together three times per month.

General criteria of membership: Anyone willing to work with others providing hospitality for the Meeting and visitors to the Meeting and who enjoys this kind of service to others.

Description: The Committee provides coffee and hot water each Sunday. It organizes community lunch on the first and fifth Sundays of the month. It finds Meeting volunteers to provide lunch on the third Sunday before business meeting. It works with and supports other committees on hospitality projects such as the Christmas breakfast.

Goals and Mission: To provide a warm and welcoming atmosphere at Meeting functions, to offer hospitality that brings our community closer together, to provide simple and delicious fare when needed; to pay loving attention to the presentation of food as well as the food itself; to perform the above service graciously and lovingly.

Work involved: Giving the time and energy needed for setting up, serving and cleaning up for coffee hours and community lunch. Maintaining dishwashing supplies. This committee especially needs members who can be counted on to show up regularly.

Rewards: Getting to know others on the committee; the fun and camaraderie that comes from hands-on work together; the opportunity to get acquainted with people in the Meeting.

Nominating Committee

Size: 4 persons (four panels of one person each)

Term: Four years. The clerk of this committee is usually the person who has served the longest, and who will rotate off the committee after the final year of serving as clerk.

Meetings held: As needed, September to May

General criteria for membership:

Membership in the Monthly Meeting is required. Care and Counsel brings nominations for new members of Nominating Committee to meeting for business.

In addition, one of the following:

- A member who has been for many years and is now actively involved in the worship, work and fellowship of the Meeting
- A member who has been participating in the life of the Meeting for some years and has exhibited sensitivity and judgment
- A newer member who expresses interest in others and a desire to know more about the Meeting

Description: The Nominating Committee makes all nominations required by the Monthly Meeting, except for its own members, and thus significantly affects the life and spirit of the committees. It is the responsibility of this committee to understand the purpose and needs of all Meeting committees and to make good choices of people to fill vacancies in them. To do this, the Nominating Committee should know or know about all members and attenders of the Meeting who live near enough to attend. It is the responsibility of Care & Counsel each year to appoint Nominating Committee members with this knowledge. The committee learns about the skills, interests, enthusiasm and present assignments of members and attenders, as well as what they may feel led to do by their Inner Guide. With this knowledge, the committee places people where they can both do the work of the committees and also develop their own gifts.

Goals and Mission:

1. To utilize to the fullest the talents of members for the work of the Meeting
2. Neither to overload or under-use people
3. To build committees balanced in gender, age and length of time in membership
4. To be sensitive to special needs at special times
5. To be aware of the state of each committee and to remedy weaknesses or maintain strengths by wise and responsible nominations

Work involved: Interviewing, in person or by telephone, members and attenders to gather information and/or ask for acceptance of nominations. Meeting as a full committee to share insights and findings, to discuss and weigh factors governing each choice of an individual to fill a vacancy.

Rewards: An enhanced understanding of the workings of the Meeting and of the people of the Meeting; fellowship with other committee members.

Office & Administration Committee

Size: 8 persons; the Recording Clerk, Recorder, Treasurer, and Web Clerk or their representatives, plus 4 people identified by Nominating Committee

Term: 2 years

Meetings held: Third Monday evenings, September through June, and in summer as needed

General criteria for membership: Wide experience with the workings of the Meeting outside of meeting for worship; experience with office technology, communications, publications, or recordkeeping in the Meeting context or more broadly; the ability to listen to people involved in,

gather information relevant to, and design and document procedures for administrative activities in the Meeting.

Description: The Office & Administration Committee has general oversight of the Meeting's office and records and of administrative matters generally, particularly those matters that affect more than one office or committee of the meeting.

Specific tasks include supervision of the meeting secretary, development of personnel policies and support of committees responsible for supervising employees, selection and maintenance of office computer hardware and software, selection and maintenance of communications systems, oversight of publications, maintenance of non-financial records, and oversight of legal and regulatory compliance issues and development and implementation of policies affecting those issues.

Goals and Mission:

1. To facilitate and support the orderly working of the Meeting office.
2. To support the Meeting's communications inwardly to members and attenders and outwardly to the wider community.
3. To develop documentation of good practice and preserve the Meeting's records.
4. To assist the Meeting with operational issues and policies affecting multiple officers or committees, such as personnel and safety policies.

Work Involved: Paying attention to areas of Meeting activity where responsibility is unclear or better communication is needed, and proposing responses; working on issues referred to the committee by the Meeting; developing procedures for new administrative activities; setting criteria, fees, and guidelines, in consultation with Property and Finance Committees and with Meeting approval, for the use of Meeting facilities by persons or groups not in the Meeting community; supporting the committee clerk in supervision of the meeting secretary; tracking the orderly filing of meeting for business minutes and transferring them to Haverford College's Quaker Collection on a regular basis.

Rewards: A thorough understanding of the interrelated workings of various components of the Meeting; the satisfaction of implementing good procedures and assisting in the smooth operation of the Meeting's administrative activities; an opportunity to work with experienced Friends.

Outreach Committee

Size: 6 or more

Term: Two years

Meetings held: Every other month, September through July

General criteria for membership: An interest in attracting and welcoming new people to the community and creating fellowship in a loving spirit.

Description: The committee is concerned with building community and friendship by drawing new attenders to the Meeting and helping them develop significant relational connections to our work and worship. We help members, attenders and visitors participate more fully in the life of the Meeting.

Goals and Mission:

1. To provide opportunities for all in the Meeting community to interact in enriching and engaging ways.
2. To raise awareness of the life and work of the Meeting, and share the good news of Quaker faith and practice with the broader community.

Work involved: Committee members coordinate weekly greeters at meeting for worship and encourage all members of the Meeting community to be a welcoming presence to everyone who walks in the door. They actively seek opportunities to share fellowship with new attenders. They monitor the Visitors Book and write follow-up notes to welcome visitors. They organize bimonthly Seekers' Meetings for newer attenders who are exploring Quakerism. Other work includes creating literature for newcomers and finding ways to discern their needs for spiritual community and address those needs.

Rewards: Sharing Quaker life and a wider circle of fellowship.

Peace & Social Concerns Committee

Size: 6 minimum, no maximum

Term: Two years

Meetings held: Monthly, September through June

General criteria for membership: Member or attender with a commitment to initiate involvement or join others actively involved in social concerns issues, or with a special concern for the Peace Testimony.

Description: From our beginning, Friends have found that our faith and the testimonies that arise from it lead us toward living lives that express our beliefs in action. Often there are more issues before us that we can focus on at any given time, including but not limited to violence, war, social and economic injustice, and care of the environment. The committee encourages individuals in their particular leadings, and also tries to discern priorities and focus energies on where the Meeting as a whole can put faith into action. We present opportunities for service, education and action at an individual and corporate level.

No issue brought before this committee is dismissed without discussion.

Goals and Mission:

1. To provide the Meeting and individuals opportunities to look at the present day implications of the Peace Testimony and alert the Meeting to opportunities to bear

witness.

2. To bring information and opportunities for witness regarding all our testimonies;
3. To promote Meeting and individual involvement in various social justice programs.
4. To represent the Meeting in coalitions working for Peace, Social and Environmental Justice.

Work involved: The committee's work varies on an annual basis, and draws both from concerns raised by its members and also those that present to the Meeting as a whole. We seek to discern, at all levels, what the Spirit is calling us to commit to. Committee members not only work actively on these issues themselves, but also reach to involve others in the Meeting, as Way opens. For the Meeting's annual grants to community social justice organizations, the committee solicits proposals from Meeting members and attenders actively involved with groups addressing peace and social concerns and then recommends the grants for the Meeting's consideration in the spring.

Rewards: Working with others committed to social concerns. The opportunity to have individual concerns heard and acted upon through the support of the committee. Being part of a corporate discernment process.

“The Peace Testimony also leads us as individuals to consider seriously our employment, our investments, our purchases, our payment of taxes and our manner of living as they relate to violence. We must become sensitive to the covert as well as the overt violence inherent in some of our long-established social practices and institutions. We need to avoid for example benefiting not only from the manufacture of arms, but also from company practices that do violence to employees, consumers, or the natural world.” *Faith and Practice*, PYM p77.

Property & House Committee

Size: 9 persons

Term: Two years

Meetings held: Quarterly, plus participation in 6 workdays a year.

General criteria of membership: Able-bodied persons interested in the grounds and buildings. Individuals may (but are not required to) have different expertise or perspectives on the aesthetic, environmental, structural, historical, or financial aspects of the property.

Description: The Property Committee attends to the general care of the Meeting's building, surrounding grounds and the burial ground. It is responsible for:

1. Making decisions or recommendations on all housekeeping matters, including supervision of paid cleaning services.
2. Purchasing and maintaining stock of building supplies including paper products, ice melt, etc.
3. Making short- and long-term plans for the maintenance and improvement of the property, including the development of a budget for this purpose, which is presented to

the Finance Committee for modification and inclusion in the total Meeting budget each year.

4. Organizing hands-on work such as lawn mowing, landscaping, snow removal, and general repairs that are within the capabilities of the Meeting community.
5. Organizing volunteer workdays so that all Meeting community members may help with the work.
6. Soliciting, evaluating, and awarding bids from contractors for work that is beyond the capabilities of the committee. Liaising with contractors, inspecting work, and approving payments.
7. Administering the Greet the Light Preservation Fund, which is dedicated to the costs related to Skyspace openings, maintenance of Skyspace mechanical systems, and maintenance and repair of the meeting or gathering room when needed due to wear and tear resulting from Skyspace visitors.
8. Insuring that property, buildings, and systems are in a safe condition to use by the community. Providing representation on or information to the Office & Administration Committee.
9. Maintaining and improving the grounds, graveyard, and buildings in a manner conducive for worship and fellowship

Work involved:

1. Attendance and participation in committee meetings and scheduled workdays or equivalent participation in self-managed projects.
2. A concerted effort to familiarize oneself with the present status of buildings and grounds and observe any need for changes and repairs.
3. Availability for emergency repair calls.

Rewards: Personal impact on the upkeep of these beautiful building and grounds, increased commitment to our religious community.

Religious Education Committee

Size: 6 (or more) persons

Term: Two years

Meetings held: Monthly, September to June

General criteria for membership: A member or attender (including Young Friends) interested in the religious education of the children. They can be interested in working directly with children or find that their calling is for administration or working as a support person on educational materials and teacher support. First Day teachers may or may not be members of the committee.

Our child safety policy (<https://www.quakercloud.org/cloud/chestnut-hill-friends-meeting/resources/child-safety-policy>) advises that people working directly with the children **need to have been part of the meeting community for at least six months**, but that does not apply to RE committee members who are not actively working with the children.

Description: The Religious Education Committee oversees the First Day School program for children and other activities related to the religious education of children. Included in the responsibilities are:

1. Organizing the First Day School programs including a) establishing classes, b) recruiting, training, and supervising teachers, and c) providing support to the teachers for materials and other needs, including craft supplies.
2. Encouraging children's participation in meeting for worship.
3. Developing special programs for holidays and significant days.
4. Assisting parents to find resources to strengthen Quaker-parenting skills.
5. Being a liaison for Quarterly and Yearly Meeting youth activities.
6. Providing a point of contact for the child care provider and writing the annual review of that person.
7. Supervising paid Religious Education staff, if any.
8. Becoming familiar with the child safety policy.

Goals and Mission:

1. To promote an environment within the Meeting where children and their parents feel welcomed and nurtured;
2. To provide experiences for children in the work of the Meeting, on their level of development and interest.
3. To encourage children's participation in meeting for worship to help them learn the spiritual value of silence and vocal ministry;
4. To teach Quaker faith and practice in a lively and active way every week using a story, hands-on activity, and song. Our proven curriculum includes the history of Quakerism and Quaker testimonies, with stories of those who made it a viable religion and those who are continuing the work; stories from the Old and New Testaments of the Bible, not as literal divine truth but as a record of the human search for a good and faithful life, for transcendence, for connection to the Spirit; and occasionally other activities, such as field trips.
5. To encourage the children to undertake projects serving others in need, near or far away.

Work involved: Actively participating in some planning and teaching, according to one's capacities. This allows for people with varied expertise and interest to play an active role on the committee. Attending the regularly scheduled meetings.

Rewards: Satisfaction that comes from nurturing the children's Quaker education, from introducing a child to Quaker beliefs, from knowing that you have helped inspire an interest in and grounding in Quakerism for the future generation, from lots of smiles and an occasional hug and kiss. Making a lasting contribution to the life of our Meeting.

Stewardship Committee

Size: 4 persons

Term: 2 years

Meetings held: 6 times a year

General criteria for membership: Committee members should be enthusiastic supporters of the Meeting, willing to engage with the Meeting community and with potential donors or funding sources outside the Meeting in order to raise money for the Meeting. One member of the Stewardship Committee should be a member of the Finance Committee as well.

Description: The Stewardship Committee helps the Meeting raise money to meet our annual budget, is completing the business associated with the fundraising for the new meetinghouse, and plans and implements long-range fundraising to meet the needs of the Meeting.

Work involved: Writing appeal letters to members and attenders in the spring and fall explaining the need for money and asking for annual contributions.

Worship & Ministry Committee

Size: 8 to 10 persons

Term: Two years

Meetings held: Monthly, September through June

General criteria for membership: Membership in the Religious Society of Friends is a requirement. In addition, those on this committee will be one or more of the following:

1. A faithful attender at Chestnut Hill meeting for worship.
2. A person who has shown a gift of vocal ministry.
3. One who is called upon by others for spiritual guidance.
4. A person who shows by his or her life a sense of being grounded in the Spirit and committed to spiritual growth.

Description: The committee is responsible for care of meeting for worship and for nurturing the spiritual development of members and attenders, and for the Meeting as a whole. It seeks to encourage spiritually alive ministry, both within worship and among our community. It also may at times work with Care & Counsel, Religious Education, and other committees on overlapping concerns regarding the strengthening of the spiritual life of the Meeting. Monthly meetings for worship with attention to business are also within the committee's area of concern.

Goals and mission: Worship & Ministry holds the spiritual life of the meeting in the Light, with particular attention to our meetings for worship, and to how best to nurture our

spiritual deepening, both as individuals and as a community.

Work involved:

1. Care for meeting for worship, including closing meeting on all Sundays except the third Sunday of the month, when the Clerk of the Meeting has that responsibility; seeking to ground our worship in God's presence, and being present and available to address any questions or problems which may arise in relation to our worship.
2. Attending to other ways of nurturing spiritual growth and learning within our Meeting community, including supporting and/or initiating spiritual enrichment activities such as retreats, classes, extended worship opportunities and other possibilities which may arise.
3. Receiving, reviewing and recommending requests for minutes of religious service.
4. Assuring that members holding minutes of religious service are well supported and in good communication with our Meeting community as a whole.
5. In general holding the spiritual heart of our Meeting in the Light, and responding to what that leads to.

Rewards: Service on Worship & Ministry allows its members to experience and share a deep connection with each other and with the Holy Spirit. It both requires and nurtures steady spiritual growth within its members, as well as offering an opportunity to attend to and serve the most central purpose of our Meeting community.

OTHER COMMITTEES AND RESPONSIBILITIES

The following committees perform vital services for the Meeting, but their functions are more specific and limited in scope than the other standing committees, so their descriptions are abbreviated.

Burial Ground Committee

Description:

Cares for details of burial and upkeep of the burial ground.

Keeps the Burial Ground book accurate with record of graves.

Maintains a list of resources to open a grave in cases of full body burial.

Assists family or refers them to resources for digging for burial of ashes.

Library Committee

Description: Responsible for selecting, procuring, filing, processing, displaying, and keeping shelved and in good condition suitable books and periodicals for the Meeting library.

Tuition Assistance Committee

Size: 2 or more

Term: Two years

Meetings held: As needed, mostly in relation to the calendar set by school registration schedules.

Description: Follow established Meeting policy to determine and distribute tuition assistance for children from our Meeting who attend Friends' Schools. Members may apply for tuition assistance to the committee. The deadline for applications is February 15 for the academic year beginning the following September. The Meeting's first priority for tuition assistance is those students currently enrolled in Friends schools who are receiving assistance from the Meeting.

APPOINTMENTS AND SPECIAL RESPONSIBILITIES

Interfaith Hospitality Network Liaison

Description: Organize our Meeting's involvement in the Network's ministry of care for families in transition and living in temporary housing. Includes providing cooks, dinner hosts and overnight hosts.

Draft Counselor

Description: The draft counselor is available to speak with young men and women and their parents about the current legal obligation of young men to register for the draft, about establishing their position as conscientious objectors should they be interested in doing so, as well as generally about military service and Quaker beliefs with respect to military service and conscientious objection.

Web Clerk

Description: The web clerk maintains and updates the Meeting's Drupal website hosted on the FGC Quaker Cloud. The web clerk also serves on the Office & Administration Committee. The web clerk may also update the Wordpress site for the Skyspace and the reservation system hosted by Brown Paper Tickets, but the Skyspace work could also be done by another person.

Representatives to Quarterly and Interim Meetings of Philadelphia Yearly Meeting

Friends Committee on National Legislation Representative

STAFF POSITIONS

Meeting Secretary

Child Care Coordinator

Cleaning Person

OTHER CHESTNUT HILL FRIENDS MEETING APPOINTMENTS

Clerk of the Meeting

Term: One year, with a customary limit of three consecutive years' service

Criteria for position: Clerk shall be a member of the Meeting

Description: The primary function of the Clerk of the Meeting is served during the monthly meeting for worship for business. Philadelphia Yearly Meeting *Faith and Practice* clarifies the demands and responsibilities of this position (see pp. 24-25, 2002 revision):

“The clerk is both servant and leader who thoughtfully prepares for the meeting; maintains a worshipful spirit in the meeting; sets a helpful pace; discerns the sense of the meeting when it is present; and expresses it clearly or identifies those who can do so. Such a clerk sensitively searches for the right course of action and helps maintain the meeting's spiritual unity. All these tasks are accomplished in an active, informed, helping spirit, facilitating but never dominating, carefully free from partisanship.

“When nominated and appointed by members of the Meeting, the clerk accepts the obligation to focus time, energies and gifts in the fulfillment of that trust.

“The clerk helps the Meeting move through the agenda with efficient but unhurried dispatch, keeping the members' attention on the matters to be considered. The clerk listens, learns, sifts, searching for the sense of the meeting, possibly suggesting tentative minutes or periods of silent worship to help clarify or focus Friends' leadings. The clerk encourages those who are reluctant to speak, and in like manner restrains those who tend to speak at undue length or to speak too often.

“When the sense of the meeting seems to be clear, the clerk lays it before the Meeting. If there are objections or reservations, the clerk opens the way for further seeking and refinement. When there are no further objections or refinements, the clerk directs that the sense of the meeting be so recorded

“When the sense of the meeting seems elusive, the clerk should be sensitive to the potential benefit of deferring the matter to a later time, to a different body, or to a different forum, or work to bring about a process that will lead to a sense of the meeting.

“The clerk should be careful to refrain from opinionated participation in the discussion. Further, the clerk should be alert to those occasions when his or her ability to read the sense of the meeting may be blurred by deep personal convictions. In that event, the clerk stands aside and asks the Meeting to recognize someone else as clerk for the moment.

“After the meeting is concluded, it is the clerk's duty to ensure that those charged by the Meeting with new tasks or specific actions are informed of their responsibilities. The clerk also takes care that matters held over appear in a later agenda. Finally, letters or documents whose drafting has been entrusted to the clerk are promptly dispatched.”

The clerk should be supportive of the work of the committees of the Meeting and work to ensure that they are functioning as they should.

The Clerk works with the recording clerk and sees that the minutes are carefully kept as a permanent record.

The Clerk convenes meetings of all the committee clerks to maintain good communications among the committees.

Assistant Clerk

Term: One year, renewable as appropriate.

Criteria: Member of the Meeting.

Description: The Assistant Clerk shall be, as the name implies, an assistant to the Clerk of the Meeting as the latter asks. The Assistant Clerk may:

- Assist the Clerk during meetings for business; for example, replacing the Clerk when the Clerk wishes to respond personally to an issue or helping to draft specific minutes of decisions taken by the Meeting for approval by the Meeting at the time of decision.
- Take the place of the Clerk at meetings for business when the Clerk is not available.
- Become familiar with the several duties of the Clerk of the Meeting by helping the Clerk between meetings for business.

Being an Assistant Clerk does not automatically mean being nominated as the next Clerk of the Meeting. She/he will be considered by the Nominating Committee but only from among other qualified members.

Recording Clerk

Term: One year, renewable

Criteria: Member of the Meeting

Description: The Recording Clerk's primary duty is to prepare the minutes of business meetings for the Meeting's correction and approval. She/he may perform other duties as asked by the

Clerk.

Treasurer

Term: One year, renewable

General Criteria for the Position: The Treasurer should be a member of the Meeting and have significant experience in financial matters and business management. Basic knowledge of accounting and banking equivalent to high quality management of personal accounts and an ability to work with numbers is necessary. Skill in explaining financial matters to others is very important. Familiarity with computers, Excel, Money and QuickBooks software, and the Internet are also essential. The work is sometimes arduous and time-consuming, depending on the time of the year, and requires accuracy, faithfulness and reliability in keeping track of finances and maintaining good records.

Description: The Treasurer is an officer of the Meeting and an *ex-officio* member of the Finance Committee. In conjunction with the Finance Committee, the Treasurer is responsible for supervising and being thoroughly informed of the financial health and viability of the Meeting.

Work Involved: Receive money from various sources including, but not limited to, contributions from members and attenders, as well as income from trusts, bequests, and capital campaigns. Process properly all the following: Payments for use of property. Contribution deposits made by the Assistant Treasurer. Miscellaneous purchases made through the Meeting by clerks or other responsible persons. Payment of employee salaries, office expenses, Meeting property maintenance costs, and upkeep and special projects expenses. Normal operating expenses of the Meeting committees within their budgets. Money raised by the Meeting for the purpose of donating to other organizations. The treasurer transfers earmarked money to Quarterly and Yearly Meeting, pays monthly and quarterly federal, state and local taxes, and, annually, processes payroll tax forms.

In addition, the Treasurer maintains employment forms for all employees as well as, in some instances, managing the accounting and distribution of money from bequests. Several times throughout the year the Treasurer updates and puts in readable form the Meeting's financial position to guide the Finance Committee in decision-making and interpretation. The Meeting's annual budget is prepared in cooperation with the Finance Committee for approval in June, and the previous year's actual financial results are reported in a timely manner.

The Treasurer is required to participate in called Finance Committee meetings several times per year, to prepare materials and to respond as needed, to assist with audits. When asked by a member of the Meeting, the Treasurer may provide access to accounts, with the following exception: specific contributions of members and attenders, which are normally known only by the Assistant Treasurer who receives them and, on rare occasions, a few members of the Finance Committee, are kept confidential.

Rewards: The work reaches into every aspect of the Meeting's life and provides

opportunities for knowledge and interaction with many facets of the Meeting community. For someone who likes working with numbers and making them come out right, there is additional satisfaction.

Assistant Treasurer

Term: one year, renewable

Criteria: Similar to that of the Treasurer

Description: Assists the Treasurer in ways determined by Finance Committee

Recorder

Term: One year, renewable

Criteria: A love of accuracy and order.

Description: Gathers and records membership statistics (births, deaths, marriages, divorces, transfers, resignations, releases) and reports them to meeting for business and Philadelphia Yearly Meeting once a year. Historic data (inactive memberships over ten years old) are transferred to Haverford Historical Library.

APPENDICES

Policies for Building Use

All dates should be given to the Secretary to be put in the Online Calendar.

If a meeting is cancelled, please tell the Secretary as soon in advance as possible.

After using the building, please turn off all lights and lock all doors. If the kitchen has been used, please check for cleanliness, particularly the sinks. We appreciate the good care of the building that very many groups give to it.

Burial Ground

Information concerning graveyard plots may be obtained from the Burial Ground committee.

Policies For Meeting Grants To Individuals

Tuition Assistance

Background:

Funds for Tuition Assistance for Chestnut Hill Friends children who are students at Friends Schools and the Assistance Funds for those in financial need are available, upon application, to those who are members in good standing. To meet the definition of "member in good standing", the family or individual would be: a member of Chestnut Hill Friends Meeting for some years; an active participant in various committees of the Meeting; an attender at First Day School, meeting for worship and meeting for business; and generally part of the ongoing life of the meeting, whether expressed as spiritual or practical support to others in the Meeting. While financial contributions to the Meeting are desirable, there will be cases when that is not or has not been possible; past contributions should have been commensurate with personal financial resources and other obligations. Due to the application process there is likely to be some time before scholarship or assistance could be granted.

Practice:

The Meeting budgets a modest amount for tuition assistance to students. Members may apply for tuition assistance to the Tuition Assistance Committee. The deadline for applications is February 15 for the academic year beginning the following September. The Meeting's first priority for tuition assistance is those students currently enrolled in Friends schools who are receiving assistance from the Meeting.

Support for Quaker Learning

Education Fund – The Meeting also budgets a modest amount as supplementary assistance for members' attendance at events that further their development as members of a Friends meeting. Preference is given to those who have not applied before. Care & Counsel Committee administers these funds.

Personal Assistance

Needy Friends Fund – for the use of members in cases of emergency:

When families and individuals are in transitional need of assistance, Care & Counsel may help them apply to an appropriate Needy Friends Fund either within or beyond our Meeting. **Where possible, loans are preferred in order that the funds may also be available in the future. Grants can be made.**

Policies For Meeting Grants To Organizations

Grants to Quaker Organizations

The Meeting allocates funds each year for charitable giving. Long established Quaker institutions are supported each year. These include: American Friends Service Committee, Fair

Hill Burial Ground, Awbury Arboretum, and the non-Quaker but strongly supported Northwest Philadelphia Interfaith Hospitality Network (NPIHN).

Grants to Community Organizations

The Meeting also gives annual grants to organizations in our local community, through the Peace and Social Concerns Committee. This committee solicits applications from both Friends and non-Friends groups that have the active support and participation of Chestnut Hill Members and attenders.

Frequently Mentioned Quaker Organizations

American Friends Service Committee (AFSC) Growing originally out of ministry Friends felt called to offer during World War I, the AFSC has grown to an internationally known and respected organization that includes people of various faiths who are committed to social justice, peace, and humanitarian service. Its work is based on the principles of the Religious Society of Friends: the belief in the worth of every person, and faith in the power of love to overcome violence and injustice.

Friends General Conference (FGC) is an association of those American and Canadian Friends who follow the tradition of the un-programmed meeting for worship. It serves as a major publishing resource for Friends through its bookstore in Philadelphia (catalog available). It also holds a weeklong "Yearly Gathering" at different locations at the end of June/beginning of July. There are always participating members from Chestnut Hill Meeting at these Gatherings. www.fgcquaker.org.

Friends Journal, published in Philadelphia, is a monthly magazine focusing on Quaker events and concerns. It welcomes new subscribers. Copies are available in the Meeting library.

Pendle Hill is a Quaker center for study and contemplation in Wallingford, PA. It offers a variety of opportunities, from three-term residential programs, shorter courses of a week or two as well as sojourning stays, many weekend events and Monday-night lecture series. Our Worship and Ministry Committee encourages our members to participate in Pendle Hill activities, and offers modest financial support when possible and requested. Pamphlets and books published by Pendle Hill are available in the Meeting library. Contact www.pendlehill.org.

Listings and more information about these and other Friends' organizations, as well as information about our Yearly Meeting, including a Directory of the organization, are available through Philadelphia Yearly Meeting – www.pym.org.

Policies for Finance/budgeting/bookkeeping

Available in the Meeting office

Job descriptions for Meeting staff and independent contractors

Available in the Meeting office