

*Handbook*  
*The Hartford Monthly Meeting of the*  
*Religious*  
*Society of Friends*



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### Handbook Revisions

Revision	By	Date	Change
1	PW	1/15/06	Add Appendix Cross-References Updated Table of Contents
2	PW	1/25/06	Rotate Building Diagram Renumber by section.

## INTRODUCTION

We hope that this information about how Hartford Monthly Meeting (HMM) organizes itself will make it easier for us to function as a caring community.

In the process of putting this handbook together, we have discovered gaps, which we have tried to fill, inefficiencies which we have tried to correct, and information which has not been easy to access, now made available.

We have accepted that this is a work in progress. We hope that with a clear understanding of procedures, our energies will be directed toward using our gifts and talents to strengthen our community.

We welcome feedback if you find the handbook confusing, lacking in information you need, or if you have suggestions that could improve its usefulness.

### **The Meeting as a Caring Community**

*"The nature of their purpose and quest as Friends binds members of a Meeting and of the whole Society into an intimate fellowship whose unity is not threatened by the diversity of leadings and experiences which may come to individual Friends. To share in the experience of the Presence in corporate worship, to strive to let Divine Will guide one's life, to uphold others in prayer, to live in a sense of unflinching Love, is to participate in a spiritual adventure in which Friends come to know one another and to respect one another at a level where differences of age or sex, of wealth or position, of education or vocation, of race or nation are all irrelevant. Within this sort of fellowship, as in a family, griefs and joys, fear and hopes, failures and accomplishments are naturally shared, even as individuality and independence are scrupulously respected."*

-- *Faith and Practice*, 1985

The Handbook Committee

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## **ACCESS TO THE BUILDING**

See BUILDING USE

## **ACCESSIBILITY**

The Meetinghouse partially meets the needs of our members with disabilities; however the building does not meet Americans with Disabilities Act (ADA) standards. Making the Meetinghouse truly accessible to everyone who will use it is currently a work in progress.

Access to the building is provided by two ramps. One leads to the front door and the other leads from the driveway into the lower level of the building. Moving, in a wheelchair, from the main floor to the lower level requires going outside from the front, down the driveway to the side rear entrance.

If you have accessibility needs that are not met, please contact the clerk of Buildings and Grounds. (See APPENDIX 3: COMMITTEE AND COMMITTEE CLERK LIST 2005-2006)

## **ALCOHOL**

The Meeting has agreed that alcohol is never to be used on Meeting property, even champagne for weddings (5/91). An exception has been made for an outside group using the Meetinghouse for a religious ceremony in which wine plays an essential part.

## **ALTERNATIVES TO VIOLENCE (AVP)**

The Alternative to Violence Project (AVP) began in 1975, when a group of inmates in New York asked a local Quaker group to provide them with non-violence training. It is an experiential process; one of seeking and sharing with others, and one that encourages participants to recognize that we each possess our own answers. The program is designed to help participants find those answers, wherever they may lie. The discussions and exercises are centered on a number of AVP concepts that are experienced in the workshop:

- Conflict resolution: Finding a common ground to work towards a non-violent solution.
- Co-operation: Practicing teamwork that compromises personal wants for the benefit of the group and that seeks “win-win” solutions.
- Affirmation of ourselves and others: Recognizing our qualities and our goodness and finding these traits in others.
- Community skills: Building trust, respect for others, and inclusiveness.
- Communication: Listening with caring attention, speaking with clarity, ownership instead of blame, and awareness of body language.

AVP offers workshops in correctional institutions and communities in over 40 states in the US and in more than 35 countries around the world. Because it is based on the experience of the participants, it has been successful cross-culturally and among people with widely divergent class, ethnic, educational, and social backgrounds. Though founded by Quakers,

AVP is a non-denominational program and has been successful across a wide range of religious backgrounds.

There are three levels of AVP training: Basic, Advanced and Training for Facilitators. All workshops are done over the equivalent of three consecutive days and emphasize the building of community amongst the participants. The Basic level of training provides an initial – and surprisingly comprehensive – introduction to the concepts outlined above. In the Advanced training, participants select, through consensus, a topic which they can examine more closely using these concepts; examples of such themes include fear, anger, forgiveness, discrimination or AIDS. In the Training for Facilitators, participants learn the skills needed to lead workshops on their own.

Basic & Advanced level AVP workshops generally have about twenty participants and two to six facilitators. Through the process of participating in exercises, and then discussing and sharing the personal experience and learning what was generated from the exercise, a level of trust, commonness, empathy, understanding, and respect develops within the group. The idea that we have **choice** in how we act or react in a situation is continually emphasized by example and with role play.

As of 2005, Hartford Monthly Meeting supports an active AVP program at MacDougall prison in Suffield. Additionally, a renewed and growing AVP program exists at York Prison for Women in Niantic. Both programs are possible through volunteer involvement of HMM members and others. The AVP coordinator for the MacDougall program is Marla Ludwig. Dana Dixon coordinates the program at York. Other HMM facilitators presently are Carolann Boucher, Ray Boucher, Emily Chasse, Valentine Doyle, Eleanor Godway, and Jamie Taylor. These individuals can be contacted for further information about AVP.

## **ANNOUNCEMENTS**

A member of Worship and Ministry, or a designated Friend, closes meeting for worship. Visitors are asked to introduce themselves. Brief announcements follow about activities of, or news about, Meeting members, or other relevant Quaker concerns. Attention is directed to the appropriate table or bulletin board for further details.

## **ARCHIVES**

The Archives committee is responsible for preserving, sorting, organizing and making accessible the archival materials of the Meeting. Priority is given to those materials reflecting the history and life of Hartford Meeting and related activities of its members.

Copies of the minutes of monthly business meetings are maintained by New England Yearly Meeting (NEYM).

Donations of historical materials relating to the Meeting are gratefully received.

## **ATTENDERS**

Attenders are those who come to Meeting frequently but are not members. They are encouraged to take an active role in Meeting activities, including serving on committees,

contributing financially, and attending meeting for business. As a rule, they do not serve on Worship and Ministry or as Clerk or Assistant Clerk of the Meeting unless they are members of other Meetings. Active attenders are encouraged to apply for membership in the Meeting (see also Membership - Becoming a Member).

## **AUDIO AND HEARING AMPLIFICATION SYSTEM**

There is an audio system for music playback (CDs and cassettes) for use at memorial services, weddings, or other appropriate occasions. It is located in the cabinet, just inside the library from the vestibule. It consists of a tape player, CD player and two amplifiers. It can also record, either from the mikes hanging from the ceiling in the meeting room and annex, or from the CD player.

If there were a separate mike, either at a podium or hand held, it would need to be plugged into the system in order to record.

Friends should plan well ahead for the use of the audio system.

For technical support, contact David Thompson

### **Hearing Amplification System**

In parallel with the audio sound system, the four mikes in the ceiling of the meeting room and annex feed an audio patch panel that in turn feeds the spoken message to two places.

1. The two amplifiers, which in turn drive the audio speakers
2. The patch panels which also feed the radio signal broadcast system, which broadcasts the signal to the hearing devices.

The hearing devices are available in the drawer under the cabinet, which contains the audio system. These devices are run by batteries so it is important to check that the batteries are in them.

Friends are encouraged to project their voices when speaking so the mikes will pick up their message.

The greeters are responsible for informing members and visitors of the devices' availability and for providing assistance. They should also be sure that extra batteries are available.

Training should be scheduled for greeters in June and December.

David Thompson is the contact person for guidance in the use of this system.

## **BUILDINGS AND GROUNDS COMMITTEE**

*"We know that what makes a Meeting is not the building, but what people do within. It is there that we, inspired by God and working with each other, make plans that put faith into action."*

*-- from Fifty Years of Seeking and Service, 2000, page 7.*

Ownership of our buildings and grounds is a sacred trust, the care of which is a stewardship of all our members.

The Meetinghouse was built with the idea that it would not be used on First Day only, but would serve as a community asset for use by non-profit organizations. Since the building's dedication in 1950, Friends have shared the space with over 50 community groups.

The Building and Grounds committee is responsible for three main areas of oversight:

- Maintenance of the Meetinghouse
- Maintenance of the grounds
- Maintenance of the rental properties at 143 and 151 Maplewood Avenue

The following are its responsibilities:

- Contracting and supervising professional cleaning services
- Contracting of exterminators, repairs, renovation, lawn care, and snow removal
- Monthly and annual inspections of fire extinguishers, and battery powered emergency lights.
- Annual inspections of furnaces and boilers, and fire alarm system
- Maintenance of towels for winter protection of Meetinghouse floor
- Coordinating member involvement through annual fall and spring work days for indoor and outside cleanup (kitchen cleanup, leaves, flower beds, etc.)
- Providing a laminated floor plan of the Meetinghouse with switches, alarms and fire extinguishers marked
- Assuring that wires for the audio system in the attic are connected
- Long range planning of anticipated needs, including budget estimates

Traditionally, the clerk of Buildings and Grounds serves as a member of the Finance committee. In addition, the committee regularly communicates with:

- Maplewood Tenant Relations committee
- Building Use committee
- Design committee (when active)
- Quaker Lane Cooperative Nursery School

Concerns about the cleaning quality or about the building and grounds and repairs should be referred directly to the clerk of Buildings and Grounds.

Books are provided on the sides of the refrigerators, both in the upstairs and downstairs kitchens, for comments about needed supplies, e.g. paper towels, toilet paper, light bulbs, etc. Supplies are kept in various storage areas (see Building Use – Supply Closets).

Expenses over \$1,000 must be approved at meeting for business.

## **BUILDING USE COMMITTEE**

The committee:

- Keeps a calendar of reservations for use of the Meetinghouse by the Meeting and by outside groups
- Coordinates set-up needs of each group with the cleaning service
- Communicates building use guidelines and cost-sharing guidelines with groups requesting building use
- Shows the building to prospective users and provides access to new groups (either key or code)
- Keeps a log of all phone and e-mail communications related to the use of the building
- Maintains contact information for all groups using the building
- Works with other committees as needed
- Assures that a list of emergency phone numbers is posted next to the telephone in the Butterworth room and in the vestibule drawer

See APPENDIX 1: GUIDELINES FOR BUILDING USE

## **BUILDING USE**

### **Access to the Building**

One of the side doors (the one closer to Quaker Lane) has been programmed with a secret code for easy, keyless entry. To learn the code, contact the Building Use committee. The other side door can be unlocked (and locked) using a key available from the Building Use committee. Please use the key on this door, located in a jar in the upstairs kitchen cabinet over the stove.

**DO NOT TINKER WITH THE PANIC BAR TO KEEP THE DOOR UNLOCKED.**

### **Attic**

Access to the attic is by way of a pull-down stairs in the ceiling of the main entry vestibule. The light switch is a rotary switch/timer on the wall (this switch also activates outside lights). The main building attic is easily accessible; the annex attic requires crawling through a small opening from the main attic. Fire restrictions only allow very limited storage in the attic. At least two adults should be present when using the stairs.

### **Cleaning**

The Meeting employs a professional cleaning service. They will normally be in the building in the afternoon every day except Saturday. The books on the refrigerators are for the use of the Buildings and Grounds and Building Use Clerks and the Quaker Lane Cooperative Nursery. Cleaning needs should be marked in the notebooks on the upstairs and downstairs refrigerators. Concerns about the quality of cleaning should be referred to the clerk of Buildings and Grounds or the clerk of Building Use. (See *APPENDIX 3: COMMITTEE AND COMMITTEE CLERK LIST 2005-2006*)

### **Closing the Building**

It is the responsibility of each group using the Meetinghouse to make sure all doors are locked, lights and heat turned off, windows closed and furniture returned to its original location. (See diagram on inside of vestibule closet door and APPENDIX 2: BUILDING DIAGRAM). A member of the Greeters committee takes on this responsibility after First Day worship. Groups using the building on Friday evening or Saturday are asked not to leave food in the wastebaskets, as our cleaning service does not usually come in until Sunday afternoon. Trash should be placed in large plastic bags which are stored in the downstairs kitchen, then put in the outside shed.

### **Electricity**

The Meetinghouse has 200-amp service, allowing adequate wattage for most uses. There is one main panel of circuit breakers on the wall near the downstairs bathrooms, and four sub panels: two in the furnace room off the nursery school area, and two in the annex boiler room (last door on left off downstairs hallway). The main meeting room has four outlets, one on each side of the fireplace and one on each side at the rear of the room, beneath the side benches. (See APPENDIX 2: BUILDING DIAGRAM)

### **Fire Safety**

The fire code specifies a maximum of 128 people in the main meeting room.

There are eight fire extinguishers in the Meetinghouse: one in the vestibule, one in the library, one near the fireplace, two in the nursery school area, one in the Rainy Day Room, and one in each kitchen. These are serviced annually and are fully functional.

The Meetinghouse is alarmed and directly connected to the fire department in the event of a fire. Benches in the worship room should never be arranged in a way that blocks access to the exits: a three-foot-wide access for all doorways is required for fire safety.

There is a red manual pull station next to each door that leads to the outside. In the event of fire, the handle should be pulled prior to exiting the building.

The door leading down the stairs from the front vestibule and the door at the bottom of the side – center stairway must be kept closed at all times.

### **Garbage**

Garbage day is Tuesday (early morning). Our cleaning service takes care of putting out the garbage. During the week, trash is accumulated in the small outside shed connected to the southern end of the main building, reached from the back yard door of the nursery school area.

### **Heat**

Our thermostats are automatically set to return to their standard programming after use of the building. To increase heat for an event, press the ‘up’ arrow button until the display shows the desired degree of heat (68 maximum in winter, please). **DO NOT ALTER THE MAIN SETTINGS!** To return to the programmed settings, lift open the bottom section of the thermostat and press the RUN PROGRAM button.

There are three thermostats upstairs, and three downstairs:

<b>Thermostat location</b>	<b>Rooms Controlled</b>
Main meeting room, at rear	Main meeting room, Library
Library Annex/social room, on side wall	Library Annex, Williams Room
Upstairs kitchen, beside door	Butterworth Room, upstairs kitchen and bathrooms
Nursery School area, inside wall	Nursery school area, downstairs kitchen
Rainy Day Room (piano room), inside wall	Rainy Day Room, our nursery room
Preschool classroom, beside door	Both downstairs classrooms

Please note that using the Library Annex thermostat to heat the Williams Room is less costly than using the electric wall heater in the Williams Room.

### **Keys**

Keys to the locked mailbox are in the possession of the Clerk, Assistant Clerk, Clerk of Building and Grounds, and director of the Quaker Lane Nursery School.

The key to the doorway with cement stairs from the driveway is in a jar in the upstairs kitchen cabinet over the stove.

The key to the Clerk's Office is kept by the Clerk.

Keys to closets in the nursery school/dining area are marked and kept in the furnace room.

The key to the vault is kept by the Clerk and clerk of the Memorial Committee.  
(See *APPENDIX 3: COMMITTEE AND COMMITTEE CLERK LIST 2005-2006*)

### **Lights**

Our outside lights are fully automatic with motion sensors (the on/off switch is in the attic: this should not be altered). Additionally, two front and rear lights are activated by a rotary (timed) switch on the wall in the main entry vestibule. These features allow users to leave with the way well lit. Set the timer for at least two hours.

The Meetinghouse lights are all energy-saving fluorescent. The worship room itself has sun-mimicking lights. In the event of loss of power, that room's emergency lights will come on.

### **Outside Groups**

Current groups include the Quaker Lane Cooperative Nursery School, Dignity Hartford, the Connecticut Coalition for Peace and Justice, Northeast Church of God, the Hartford Shambhala Meditation Group, Kehilah Chaverim, West Hartford Citizens for Peace and Justice, the Connecticut Outreach Society, and the Straight Spouse Network. Quaker groups using the Meetinghouse include the American Friends Service Committee, New England Yearly Meeting, Connecticut Valley Quarterly Meeting, and Friends General Conference.

Keeping in mind the shared use of the Meeting house, Friends are asked to schedule all building use, including committee meetings, with the Building Use committee. Cost-sharing

guidelines have been developed by the Finance committee and Building Use committee, and approved by the Meeting (5/91). Most groups using the Meetinghouse contribute between \$50 and \$100 per use, depending on the group size and the extent of the building use. See also – APPENDIX 1: GUIDELINES FOR BUILDING USE.

### **Overnight Use of the Meetinghouse**

Overnight use of the Meetinghouse must be cleared with the Building Use committee. Our practice has been to have Meeting members host visiting Friends and share fellowship with them in their warm and comfortable homes rather than having visitors stay overnight in the Meetinghouse. New England Yearly Meeting holds weekend youth retreats once or twice each year in the Meetinghouse.

### **Parking**

Street parking is available on Maplewood Avenue and South Quaker Lane. Driveway parking is for the handicapped only. Those parking in the driveway should leave plenty of room at the lower end of the driveway as space for turning around.

### **Recycling**

West Hartford recycles rinsed out cans, glass, newspapers, and #1 and #2 plastic containers. Place all recyclables in the blue bin kept in the outer foyer of the downstairs kitchen.

### **Scheduling**

All use of the Meetinghouse by Friends and outside groups must be scheduled by calling or e-mailing the clerk of the Building Use committee. ( See APPENDIX 3: COMMITTEE AND COMMITTEE CLERK LIST 2005-2006)

### **Supply Closets**

- The middle closet in the main room in the downstairs: storage of tables, liquid cleaning supplies, trash can liners, toilet paper, paper towels, liquid hand soap, dust pan and brush, vacuum, brooms, and the rolling large trash can used by custodian. The key to this closet is kept in the key rack in the furnace room.
- The closet in the upstairs vestibule: storage of vacuum cleaner, toilet paper, paper towels, mops and brooms for upstairs use, trash can liners.
- Nursery classroom cabinet: Top shelf has paint cans.
- Annex boiler room: Floor buffer, ladder, cabinet with dry goods (buffer pads, etc), wet mop and bucket.
- The closet off downstairs boy's bathroom: Rolling cabinet with drawers, contains light bulbs and instruction manuals, fluorescent light bulbs, hot and cold cups. There is a pull string light switch and because of the low ceiling, watch your head!
- Keys to the closets in the nursery school area are kept on a key board in the furnace room

### **Water**

To provide hot water for the **downstairs kitchen**, adjust the switch on the wall to the right of the kitchen door (labeled "Little Gray Box #1" with on/off positions clearly marked). During

the school year the downstairs hot water is mechanically programmed to be on until 2 p.m. (You can open the little gray box to see how this works).

If there is no hot water for the **upstairs kitchen** and bathrooms, adjust the switch on the left wall of the downstairs hallway, near the annex boiler room – labeled “Little Gray Box #2” with clear on/off positions.

The Meetinghouse’s water is city-provided, and includes the chemicals required for purification.

## **BULLETIN BOARDS**

Bulletin Boards are provided in the library annex and north hallway for various committees and for general Meeting information. They are labeled with notes on each bulletin board on how to post items. Care should be taken to ensure that information is current.

## **CHILD CARE**

Child care is available for children in the nursery during meeting for worship. Children three and over attend First Day School.

Parents are asked to accompany children to the nursery if their child cannot remain during meeting for worship or the announcements that follow. If there is a large number of children in the nursery, parents may be asked to stay to help the caregiver.

Parents are responsible for their own children after the rise of meeting.

During the summer all children assemble downstairs at 9:50. The children are often taken to a nearby playground until it is time to return to meeting for worship.

The caregiver has sometimes been a volunteer from the Meeting and sometimes a paid staff person. Volunteers from the Meeting are needed to assist the caregiver every First Day.

## **CHILD CARE COORDINATOR**

The coordinator participates as a member of the Religious Education committee. He/she recruits and oversees the nursery caregiver; keeps track of nursery supplies; ensures safety and cleanliness of toys; recruits and coordinates volunteers to help in the nursery for meeting for worship; develops policies for the nursery and communicates them to the larger Meeting; recruits and coordinates volunteers to care for children as needed during the summer, and substitutes for the caregiver as necessary. Care should be taken to assure that the space is left in good condition.

## **CEMETERY**

The Meeting’s cemetery dates back to the first Meetinghouse on the grounds, and was used as a town cemetery after that Meeting was laid down. During this period, many tombstones were erected, both modest and prominent. In the 1960s, after the Meeting received permission from descendants of the deceased, some tombstones were removed or lowered, so as to have a cemetery more in keeping with Quaker values (no markers, or very minimal ones). A number of old tombstones have also been placed inside the Meetinghouse after falling over or being damaged; they are stored in the area off the lower boys’ bathroom,

beneath the stairs. Two very modest bequests are maintained on the Meeting's books, for perpetual care of the cemetery.

The cemetery should not be used as a playground.

Bodies are no longer buried in our cemetery (see MEMORIAL WALL AND GARDEN), but ashes may be scattered anywhere on the grounds. A memorial garden is maintained for meditation and prayer.

## **CLEAVER FUND**

See FINANCE COMMITTEE and PASTORAL CARE

## **CLERKS**

### **Clerk of the Meeting**

*"Ideally, 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.*

*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, and 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.*

*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."*

*-- Philadelphia Yearly Meeting Faith and Practice, 1997*

In addition to the responsibilities outlined above, the Clerk's duties include:

- Planning the agenda for meeting for business
- Attending meetings of Worship and Ministry and Pastoral Care and of other committees as needed
- Being a full working member of the Nominating committee
- Sending reports requested by Yearly Meeting
- Receiving and distributing mail
- Overseeing membership applications
- Arranging for subscriptions for new members to Friends Journal
- Handling Meeting correspondence, including acknowledgement of memorial gifts
- Checking the answering machine in the Butterworth Room

The Clerk should be a Friend with sound knowledge of Quaker practice and an overview of Meeting activities and needs. The usual term is two years.

### **Assistant Clerk of the Meeting**

The Assistant Clerk presides over business meeting in the absence of the clerk. He or she is also responsible for planning the program for the February Quarterly Meeting gathering at Hartford. The Assistant Clerk assumes other duties and responsibilities as needed by the Clerk. The Assistant Clerk usually serves for two years. The Assistant Clerk shares attendance at Worship and Ministry and Pastoral Care committee meetings with the Clerk.

### **Committee Clerks**

The clerk of a Meeting committee functions in a manner similar to the Clerk of the Meeting. The committee clerk draws up a written agenda and arranges for one of the committee members to take minutes as a record of decisions made by the group. The minutes should be approved at the end of the meeting. The clerk should allow time for all viewpoints to be expressed but also keep the meeting on track.

The committees of the Meeting can help to build community within the larger group. To this end, committees should meet regularly, members should receive adequate notice of meetings, and newcomers should be welcomed and be given the chance to share in the work of the committee.

It is important for committee clerks to attend business meeting and to prepare a written report about the committee's activities or recommendations to be read at the meeting, and to prepare the committee's annual report for presentation at business meeting in May.

### **Recording Clerk**

The Recording Clerk writes the minutes of the meeting for business. The minutes record a sense of the meeting, and note actions or commitments on substantive issues, as well as who is responsible for action, and reports of committees and new business. Minutes are read back and approved by the meeting, and are published in the newsletter. The Recording Clerk produces two copies of the minutes annually on acid free paper, which are signed by the Clerk and the Recording Clerk. One copy is sent to the NEYM archives in Rhode Island. Another copy is maintained by HMM. The term of the Recording Clerk is generally two years.

## COMMITTEES

The Meeting operates as a volunteer community. It is through committees that most of the work of the Meeting is accomplished, and where the spiritual gifts of members and attenders are joined with others in stewardship and in community. Committee membership provides one of the best ways for members and attenders to make connections and to create a caring community. Committee assignments begin June 1<sup>st</sup>.

Each committee determines the frequency and location of its meetings, and keeps minutes. Most committees have budgets, and expenditures should be approved by the committee clerk and receipts should be provided to the Meeting Treasurer.

See APPENDIX 3: COMMITTEE AND COMMITTEE CLERK LIST 2005-2006 and APPENDIX 4: CURRENT COMMITTEE MEMBERS

## COMMUNICATIONS COMMITTEE

This committee was formed in 2002 to coordinate the various means of communicating within the Meeting and with people outside the Meeting. The committee focuses on the following areas:

- Maintaining a database of recipients of the Meeting's email, newsletter, and directory. Also other lists such as Good Samaritans (volunteers who help in time of need by driving, shopping, etc.)
- Designing and updating the Meeting website ([www.HartfordQuakers.org](http://www.HartfordQuakers.org))
- Managing and updating the Meeting Treasurer's list of contributors
- Supporting the work of the committee preparing the handbook
- Inviting new attenders to be placed on various lists
- Maintaining a liaison with Pastoral Care on mutual concerns

Meetings occur monthly on an as-needed basis. Interim business is conducted by email. Corresponding membership is available via email to those interested but unable to attend meetings.

## CONNECTICUT VALLEY QUARTERLY MEETING

See QUARTERLY MEETING

## CONSCIENTIOUS OBJECTION

### **Draft counseling**

There is not presently a draft counseling committee in the Meeting. Usually there are one or more members of the Meeting who have a reasonable knowledge of these issues. For further information check with the Peace and Social Concerns committee and the Connecticut American Friends Service Committee (AFSC) office (860-523-1534). The best sources for information may be the web at sites such as [www.co.quaker.org](http://www.co.quaker.org) and [www.objector.org](http://www.objector.org) or [www.nisbco.org](http://www.nisbco.org). At present there is no official mechanism to register as a conscientious objector. However, youth (both male and female) in the Meeting should keep a file documenting appropriate activities which could be used to demonstrate a history of

opposition to war, such as membership in Quaker Meeting, membership in groups which participate in anti-war activities, any papers written for schools that represent opposition to war, etc. There are specific steps that are recommended to be taken at the time of registration to further document conscientious objection. Also note that non registrants are restricted from federal student loans and federal jobs and may face other penalties in some states (denial of admittance to public colleges and universities, denied drivers license renewal after age 18, etc.).

## **CONFERENCE ENCOURAGERS COMMITTEE**

This committee urges members and attenders, especially newcomers of any age, to widen their experience of Friends by attending the many gatherings, interest groups, seminars, or retreats sponsored by various Quaker organizations throughout the year. The Meeting budget includes a generous appropriation to help people participate, despite financial limitations. We know from experience that these opportunities provide enrichment and inspiration to the entire Meeting, as well as to the individuals.

Announcements of opportunities are posted on the bulletin boards and on tables in the library, in the newsletter, and through email. The hope is that members will report back to the Meeting on their experiences, either to the meeting for business or in the Meeting newsletter.

For financial assistance, apply in writing or by email to the committee. Applicants should describe the program of interest, the reason for choosing it, and the projected cost including transportation. The applicants should provide an estimate of how much, if any, they can afford to pay. Financial aid is also available from most of the sponsoring organizations, but normally the first request is made to one's home Meeting.

## **CORRESPONDENCE**

Corresponds with those unable to come to Meeting and provides outreach to individuals on special occasions. (APPENDIX 3: COMMITTEE AND COMMITTEE CLERK LIST 2005-2006)

## **DATABASE**

A database is maintained electronically of all members and attenders who wish to be included. See APPENDIX 5: DIRECTORY/MAILING LIST INFORMATION for form. It serves as the basis for the generation of:

- the Meeting directory
- labels for special mailings
- the newsletter mailing list
- name tags
- financial appeals

A white notebook is kept on the counter in the library annex. Pages are available for the following:

- providing information to get into the database

- making changes to current information, such as email, address, membership status, children, birthdays, etc.
- indicating the wish to have a permanent or replacement name tag
- indicating the wish to receive the newsletter and whether to receive it by regular mail or by email (or call the editor of the newsletter)

## **ELEVENTH HOUR COMMITTEE**

This committee schedules and publicizes First Day adult education programs for the hour following the rise of meeting and social hour. The Eleventh Hour is an opportunity to explore issues of both spiritual and social concern. Further it is meant to be an opportunity for Friends to get to know one another better through the sharing of expertise, experience, study and concern. Topics are often proposed by a Meeting committee or the meeting for business, which then takes responsibility for planning the program. The members of the Eleventh Hour committee may also plan programs.

Publicity for Eleventh Hour programs is the shared responsibility of the Eleventh Hour committee and the committee planning the program. Usually the Eleventh Hour committee provides a schedule and information concerning programs to the Newsletter editor and uses the Hartford Monthly Meeting email list.

The Eleventh Hour committee generally meets as needed in order to plan, and may follow up with one another by email or telephone.

## **EMAIL COMMUNICATION**

The Meeting maintains two “lists” of email addresses which provide a convenient means to circulate topical email messages among members and attenders. There are two lists: a “News” list for news about the Meeting and a “Peace” list for news about peace and social justice postings.

As of June 2005, there were 69 and 49 subscribers to the lists and an average of 35 and 19 messages circulated each month via the News and Peace lists, respectively.

To subscribe to one or both lists, simply send an email to [HMM-News-subscribe@yahoogroups.com](mailto:HMM-News-subscribe@yahoogroups.com) to join News, or to [HMM-Peace-subscribe@yahoogroups.com](mailto:HMM-Peace-subscribe@yahoogroups.com) to join Peace. To change your email address, send an email to the above addresses for a new account. If you are a Yahoo! Member, you can go to [groups.yahoo.com/group/HMM-News/join](http://groups.yahoo.com/group/HMM-News/join) to join the News list, or [groups.yahoo.com/group/HMM-Peace/join](http://groups.yahoo.com/group/HMM-Peace/join) to join the Peace list, and follow the instructions to modify or cancel your membership.

## **EMERGENCIES**

See the list next to the phone in the Butterworth Room or in the vestibule drawer. **In case of fire or serious concern, dial 911.**

## **FINANCE COMMITTEE**

The Meeting’s fiscal year is January 1 through December 31. The primary responsibilities of the committee are: to prepare a year-end financial review, develop the annual budget,

respond to Meeting requests for review of specific expenditures and financial issues, monitor the financial status of the Meeting, and to advise and support the Treasurer and other committees in carrying out their financial duties. The activities of the committee generally follow the schedule below.

- **October** - Send notices to Meeting committees indicating amounts spent year to date and requesting them to identify needs for the next year's budget. Those with a budget request should notify the clerk of the Finance committee with their request. Prepares annual Meeting budget and presents the budget to the business meeting for approval at the November Meeting.
- **November** - Send final appeal letters to Meeting contributors indicating amounts contributed year to date.
- **December** – Publish the budget in the newsletter. Review final distributions of budgeted amounts for wider concerns. If funds are short, the committee may recommend adjustments at the year end business meeting.
- **January** - Send thank you letters to contributors indicating the total contributed in the prior year. Historically letters have been sent by the Treasurer. Access to information on specific donations has generally been limited to the Treasurer and the clerk of the Finance committee.
- **February** - Notify the Quaker Lane Cooperative Nursery School of any change in its shared costs.
- **February** - Mail the current budget to members/attenders, with an appeal for contributions.
- **June/July/September** - Mail out mid-year appeal letter.

Mailing labels for appeal letters are provided from the Meeting database. The same database can be used for year-end notices to donors; this can produce contributor and non-contributor letters in one batch run. Donation information must be provided to the person maintaining the database.

The year-end financial review has in recent years has been done by Dick Stratton, who has provided a compilation type of financial statement. This restates the expenditures according to the budget and allocates receipts and disbursements to various funds maintained by the Meeting.

Among the funds maintained by the Meeting are the following:

- **General Fund** - Contains surpluses (deficits) from Meeting operations. In some cases this has been used for special loans such as a construction loan to the Northampton Friends Meeting.
- **Reserve for Repairs** - Fund available for major repairs and replacements to the Meetinghouse.
- **Maplewood Avenue Properties** - Contains surpluses (deficits) from the rents, donations, and expenses associated with the 143 and 151 Maplewood Avenue properties. These income and expense items are not part of Meeting operations or the Meeting's budget.
- **Beautification** - Used for Meetinghouse beautification.
- **Cleaver Scholarship Fund** – A revolving fund used for interest free education loans. The fund is administered by Pastoral Care.

- **Clifford Fund** – Originally used for Greater Hartford Group Homes, and currently invested in West Hartford Interfaith Housing.
- **Edgerton Fund, Gilbert Fund** - These are two small perpetual endowments which Hartford Friends oversee, each providing a small sum whose interest is to provide for care of the cemetery grounds. As this interest is not sufficient for the donor's intent, the interest is not kept in a separate account, but is co-mingled with other Meeting funds and used to maintain the cemetery.
- **Memorial Fund** – Where contributions specifically designated for the Memorial Fund get placed. Contributions in memory of someone but not specifically designated go into the general fund.
- **Morning Star Fund** – Established by Ellen Paullin for flowers when people are sad or glad, and added to through donations. See PASTORAL CARE.
- **Sharing Fund** - Administered by the Clerk and Pastoral Care, with sensitivity to confidentiality.

Among the policies established by the committee are that checks over \$1000 require two signatures. Smaller checks may be executed with a single signature. Members may also give stock as a way of making contributions – these are normally immediately converted to cash and invested according to current Meeting policy. An account is maintained for this purpose. Contact the clerk of the Finance committee for more information.

Finance committee minutes and budgets are maintained by the Clerk in electronic form, but hard copies are available. Other documents are maintained in hard copy files.

## FINANCIAL AND TAX ISSUES

- The New England Yearly Meeting of Friends is exempt from federal income tax as a church, under an individual ruling issued in March 1943; Monthly and Quarterly Meetings are exempt under 501(c)3 since they are local units of the Yearly Meeting.
- The Meeting is exempt from the State sales tax when buying tangible personal property and services. The process for taking advantage of this is cumbersome, but vendors in practice may not be so meticulous. The complete procedure is to present the vendor with a state form, signed by a representative of the Meeting, accompanied by a copy of the Meeting's Tax Exemption Permit. Each vendor is supposed to ask for a new form every year. The Treasurer has copies of the Tax Exemption Permit.
- State Property Tax: We pay state/local property taxes on the two Maplewood Properties, but not on the Meetinghouse, which is exempt as a church.
- If this Meeting ever became so weak that it had to be laid down, Connecticut Valley Quarterly Meeting would work with us to make sure that all property and trust funds were put to appropriate use by another Quaker or nonprofit group, that all debts were paid, and that all members who wished to remain Friends would be transferred to another Meeting, before the Meeting would be formally laid down (see NEYM Faith and Practice, page 220).

## FIRST DAY SCHOOL

First Day School is usually divided into five age groupings: Pre-K (ages 3-5), Grades 1-3, Grades 4-5, Middle School (grades 6-8), and Young Friends (grades 9-12). Elementary classes may be regrouped to balance numbers.

Parents should bring their children downstairs at 9:50 in order to settle their children and arrive at meeting for worship on time. Classes are held from 10:00 to 10:45. The teachers bring the children to meeting for worship for the last 15 minutes to help them develop an understanding of worship. The First Day School year begins the First Day following Labor Day weekend and ends the second First Day in June. Students may join a class at any point in the school year.

All elementary level classes follow a semester structure, which may include Quakerism, the Bible, Peace and Social Concerns, and Earth Care witness. Children are often invited to participate in larger community projects such as Meeting work days, making donations to local food banks, or fundraising for the rebuilding of war-torn areas.

Middle school students, who bring with them an increasing level of knowledge, inquisitiveness and sophistication, often share in setting the agenda for their studies. A highlight of their curriculum occurs every three years when the entire year is spent studying other religions and visiting their places of worship.

Family meetings are held on any fifth Sunday of a month. Friends of all ages worship together from 10 until 11 a.m. in order to foster a shared worship experience. These meetings are partially programmed.

Bibles are presented to each student at the end of the school year in which she or he turns 10, a copy of Faith and Practice to each student at the end of the school year in which she or he turns 15, and high school graduates receive a book for spiritual reflection.

Comments and/or inquiries about curriculum should be directed to the First Day School committee.

See also: Religious Education committee, Young Friends, Child Care.

## **FOOD COLLECTION**

Hartford Monthly Meeting participates with Food Share, a “client choice” food pantry operated by Center City Churches in Hartford, in which clients select the food products they desire from the shelves of the pantry. There is a large box on the landing by the second driveway door marked for this purpose. Anyone may leave non-perishable food in the box. The food is collected regularly and taken into Hartford for use by the Pantry. Most of their patrons are single and elderly, so regular (as opposed to “family sized”) boxes of food are the most desirable.

Please leave groceries in plastic bags for easy carrying to the Food Pantry. The bags are used again for distribution, so extra bags are always welcome; just leave them in the box with the food.

Remember, food is needed year round.

**Suggested items include:**

Bagged or boxed rice ( 2 lb. or more)  
Canned potatoes, yams, sweet potatoes  
Boxed instant hot cereals  
Cheerios, Trix, Fruit Loops & Raisin Bran  
Peanut Butter and Jelly  
Canned tuna  
Beef stew, hash, Spam  
Canned ham/canned Chicken (small)  
Canned vegetables: green beans, carrots,  
corn (not creamed)  
Pinto beans, pink beans & garbanzo beans  
Coffee, all kinds: jars, boxes, bags  
Cocoa, tea, powdered creamers

**Personal Items:**

Shampoo  
Bath soap  
Facial tissues  
Toothbrushes  
Toothpaste  
Disposable diapers  
Dishwashing detergent  
Boxes of laundry detergent  
Deodorant  
Pocket combs  
Toilet paper

## **FRIENDS IN UNITY WITH NATURE**

The Friends in Unity with Nature committee focuses on the environment, including ecological balance, pollution, energy conservation, and population. The committee sponsors nature walks, recycling, support for environmental organizations, and suggests issues and readings for members and attenders. The committee encourages alternative energy sources and monitors the impact on the environment of the use of the buildings and grounds of the Meeting.

## **GAY AND LESBIAN CONCERNS**

This committee meets on an as-needed basis. The committee includes straight as well as gay and lesbian individuals. Topics for the committee include legislative matters, educating Meeting members and attenders on issues of gender identity, and providing support to anyone in the Meeting who has a concern in these areas.

In March of 1986, HMM approved the following minute:

*“The Meeting Affirms the goodness of committed, loving relationships and offers recognition and support to those who*

*share this ideal and desire to enter into a permanent relationship based upon it. By tradition, the Meeting recognizes committed union in a celebration of marriage under the care of the Meeting. The same loving care and consideration should be given to both same sex and heterosexual applicants as outlined in Faith and Practice.”*

See also MARRIAGE UNDER CARE OF THE MEETING

## **GREATER HARTFORD INTERFAITH COALITION FOR EQUITY AND JUSTICE**

Hartford Meeting joined the Greater Hartford Coalition for Equity and Justice (ICEJ) in November of 2003. This faith-based organization is a coalition of 44 local Christian, Jewish, and Muslim congregations committed to addressing systemic issues of racial and economic disparities throughout the Greater Hartford region. ICEJ currently has four task forces working on the issues of education, tax equity, health care, and immigration.

As part of the Meeting’s involvement, dozens of one-on-one conversations have been held within the Meeting, as well as a series of larger house meetings. Friends have also participated in ICEJ’s public meetings, conferences, and protests. There are two representatives appointed by Business Meeting who attend the ICEJ monthly board meetings and keep the Meeting informed of issues and events. Updated information is available at [www.ghicej.org](http://www.ghicej.org).

## **GREETERS**

Greeters are a committee of friendly participants who welcome people as they arrive for Meeting. Greeting people and making visitors feel welcome is an important part of the Meeting’s outreach. The printed name tags for frequent members and attenders are in a rack on a table in the library area so they are accessible to people entering the building from both Quaker Lane and Maplewood Avenues. The guest book is an important part of the welcoming process and for our records. Name tags for guests are available on the vestibule table. Those wishing permanent name tags should fill out the form in the white book on the counter in the library annex.

Greeters will assist those in need of hearing amplification.

For specific responsibilities of this committee see APPENDIX 6: RESPONSIBILITIES OF GREETERS.

## **HEARING AMPLIFICATION SYSTEM**

See [AUDIO SYSTEM](#)

## **HELP INCREASE THE PEACE PROGRAM (HIPP)**

This is a program offered in some of the local middle schools. Help Increase the Peace encourages and trains students in the use of nonviolent conflict-resolution techniques, helping them find alternatives to violence. Coordination of this program is under the care of Peace & Social Concerns committee.

## HOSPITALITY COMMITTEE

The Clerk of the Hospitality committee coordinates the potluck lunches. A potluck meal is held on the second First Day of each month between September and June after meeting for worship, for the purpose of getting to know each other better. Everyone is encouraged to bring food to share, and all attendees at Meeting are invited to stay for lunch.

In February, potluck is moved to the First Sunday to correspond with Quarterly Meeting, which is hosted by Hartford Meeting. Additional food is prepared for everyone, usually doubling recipes to accommodate guests. In June, the potluck is a picnic, held in conjunction with the Religious Education committee.

For procedures for this committee see APPENDIX 7: PROCEDURES FOR THE HOSPITALITY COMMITTEE.

## HYMN SINGING

Singing is enjoyed by the Meeting when piano accompaniment and leadership are available. Hymn books are kept in a rolling cart in the library.

## INSURANCE

The Meeting carries four types of insurance, under the purview of the Finance committee. This insurance is purchased through R.C. Knox and Company, (860) 524-7600.

Property & Liability/Umbrella Liability insurance: covers the Meetinghouse and the Maplewood properties, and the Meeting's liability as owners (tenants liability and property are not covered).

Loss of Income insurance: provides for loss of rents if our properties become uninhabitable.

Energy Equipment Insurance: covers damage to heating systems, and electrical arcing.

For a generic summary of the Meeting's insurances, see APPENDIX 8: GENERIC SUMMARY OF INSURANCE COVERAGE.

## LIBRARY

The Meeting library is open when the building is open for circulation of Quaker materials and limited research. Materials are loaned for one month and are available on an honor system. Procedures for borrowing are posted on the library counter

The chief functions of the library are education, ministry, outreach, and support of Meeting activities. Needs of both children and adults are considered. Major topics covered in books, periodicals, pamphlets, tapes, CDs, videos, and other materials are:

- History, activities, beliefs, and practice of Friends.
- Journals and biographies of Friends.
- Bibles and Bible study.

- Publications of Friends' organizations – Yearly Meeting, AFSC, FWCC, etc.
- Concerns of Friends, especially those in which Meeting members are currently involved.
- Other religious and devotional materials of special quality or relevance.
- Children's books and materials compatible with Friends' values.
- Broader issues appropriate to the interest of members, such as concerns of aging.

## **LIBRARY COMMITTEE**

The committee orders needed materials as it sees things that are needed. Members are welcome to suggest titles or topics for consideration. Donations are welcomed but any that aren't needed or don't fit the collection will be offered to members or given to local libraries.

A collection of First Day School materials is shelved separately in one of the classrooms for use by the Religious Education committee. Books are arranged by the Dewey Decimal System.

## **MANTEL COMMITTEE**

This committee is responsible for dressing the fireplace mantel each Sunday. Although flower arrangements are most common, some of the most thought-provoking arrangements have been non-floral. A committee of hopefully 10 to 12 members takes turns being responsible for four or five Sundays each throughout the year.

Members enjoy having something on the mantel and often ask whose arrangement that was. There is a small name holder on the vestibule table where the person setting up the mantel can shuffle the cards to put his/her name on top.

For specific procedures for committee members, see APPENDIX 9: PROCEDURES FOR SETTING UP MANTEL COMMITTEE ASSIGNMENTS.

## **MAPLEWOOD PROPERTIES**

When the Hartford Worship Group reclaimed the property at 144 S. Quaker Lane in West Hartford in about 1940, planning to build a Meetinghouse, that property included the full depth of the block with the exception of a narrow strip along Maplewood Avenue. Two houses had been built on this strip. Because they would be so close to the new Meetinghouse, Paul Butterworth (who had taken on the responsibility of building the Meetinghouse) was concerned. He ended up buying both houses himself, and then offered the properties to the Meeting, for free.

The Meeting declined: it was more responsibility than they wanted. The properties were placed in a Trust, with Tom Bodine as one of the trustees. After a few years the houses were again offered to the Meeting, and this time the Meeting accepted. The trust was disbanded and the homes at 143 & 151 Maplewood Avenue became Quaker properties. They are taxable by the Town of West Hartford.

The houses have been used for various purposes over the years, including for Sunday school classes during the 'Baby Boom,' but mostly they have served as rental homes. The first black family to live in West Hartford occupied one. The Guatamalan 'sanctuary refugees' occupied one. A number of Meeting families have occupied them.

The Meeting has periodically re-evaluated the two properties. The houses were considered sub-standard when built in 1922, but they have been maintained by the Meeting and more recently have been upgraded. The Meeting has been informed by the Town that if anything caused more than 50% damage to either house, the structures could not be rebuilt. Because the lots are non-conforming, they could only be re-used as a parking lot. This option has been considered. The Meeting has historically been an uneven landlord, which has at times caused resentment by the surrounding neighborhood.

It has been repeatedly decided to maintain and rent the houses. Affordable rental homes are rare in West Hartford, and very much needed. Three committees bear the workload: Buildings & Grounds does the physical maintenance, the Tenant Relations committee handles all interaction with the tenants, and the Finance committee sets the rents.

A preface should be included in the rental agreement for the two homes, summarizing the Meeting's goals for the properties: "*The Maplewood houses are owned by the Meeting in order to provide a shelter, a refuge, a home for families who need help to tide them over, and who are related to the Meeting as members, attenders, or persons concerned with issues of interest to the Meeting. The Meeting does not wish to see any profit...*" Tenant preference is therefore granted to Quakers, and also to those with children. The two homes are expected to pay for themselves, though over the course of time the cost of repairs has frequently been 'borrowed' from the Meeting for essential work, and repaid by the ongoing rental payments.

## **MAPLEWOOD TENNANT RELATIONS COMMITTEE**

This committee is appointed by the Nominating committee. It distributes an application form to potential tenants and arranges for background and credit checks on the applicants. It reviews tenant applicants in accordance with the objectives of the Meeting. Once a tenant is chosen, a Rental Agreement is signed. This committee then serves as the liaison between the tenants and the Meeting.

Maintenance problems that arise are referred to the Buildings and Grounds committee. Tenant problems are handled by the committee, which may be augmented, as needed, to address specific issues. The rent is set by the Finance committee.

## **MARRIAGE UNDER THE CARE OF THE MEETING**

It is important for a couple wishing to be married under the care of the Meeting to read carefully the chapter on "Marriage Procedures" in Faith and Practice and to start the procedure in time for all steps to be completed in good order. Six to eight months is not too much to allow.

The couple declares its intention to the Meeting in a letter addressed to the Clerk. A committee on clearness for marriage is appointed. This committee - usually two men and two women - meets with the couple, separately and together, to:

*“make inquiry as to the qualifications for marriage, such as clearness from other engagements, to make sure as far as possible that there is nothing to interfere with the permanence and happiness of the marriage, and to offer guidance and counsel.”*

*-- Faith & Practice*

The committee reports to the next meeting for business; the couple should be present if possible. If the report is favorable, the Meeting sets a date for a meeting for worship during which the marriage will take place, and appoints a committee on oversight to help plan and oversee the marriage. The couple may suggest the time and place of the Meeting, and the names of those they would like to have on the committee on oversight. The couple is then free to proceed with their plans. Invitations must not be sent out until meeting for business has set the date.

Although members of clearness and oversight committees do not have to be members of the Meeting, it is important to have members who are seasoned in Friends' practices.

The couple is responsible for getting a marriage license, which in Connecticut is obtained from the Town Clerk in West Hartford, and which must be returned to the Town Clerk after the wedding. The Town Clerk has information outlining the legal requirements (such as blood tests). Licenses are signed by the Clerk of the Meeting following the wedding. The committee on oversight is responsible for seeing that all legal requirements are met.

*“The Meeting affirms the goodness of committed, loving relationships and offers recognition and support to those who share this ideal and desire to enter into a permanent relationship based on it. By tradition, The Meeting recognizes a committed union in a celebration of marriage under the care of the Meeting. The same loving care and consideration should be given to both same-sex and heterosexual applicants as outlined in Faith and Practice.”*

*-- Minute on Same-gender Marriage or Committed Relationships passed by Hartford Monthly Meeting in March, 1986.*

## **MEETING FOR BUSINESS**

Meeting for worship for business is held following meeting for worship on the third Sunday of each Month. Summer and December Meetings are held when necessary. Members and attenders are encouraged to attend Meetings for Business.

Friends meet in a worshipful atmosphere to deal with the business of the Meeting, following a prepared agenda distributed before the meeting. The Clerk guides the meeting and eventually discerns a "sense of the meeting," a course of action with which all present can be comfortable.

Minutes are written by the Recording Clerk, reflecting the sense of the meeting, and noting actions or commitments decided upon, and who shall be carrying them out. Minutes are read

back by the Recording Clerk as part of the process of the meeting, for the approval of those present. Persons wishing to speak should wait to be recognized by the Clerk, and, if able, should rise to be heard.

Meeting for business is a policy-making body, dealing with spiritual and outreach matters, and trusting the details of business to appointed committees who shall bring clear recommendations to the Meeting. It is essential that informed members of a committee making a report or recommendation be present.

The Clerk should be informed in advance of all intended agenda items, with background information and details of responsibility, costs, and coordination with other committees. Copies of written reports should be given to the Clerk and to the Recording Clerk in advance of the discussion, with additional copies for distribution if that will inform the discussion.

Called meetings for business may be convened by the Clerk as necessary. Notice of a called meeting shall be given at least seven days before the date of the called meeting, stating the business to be considered and the reason for calling the meeting. In case of emergency, the Clerk will call the telephone tree into action.

Meeting for Business Appoints:

- Three members to the Nominating committee, one appointed each year to serve a three year term. The clerk of the Meeting is also a working member of the committee.
- Representatives to Quarterly and Yearly Meeting.
- Committees on oversight of marriage.
- Welcoming committees for new members, transfers and new babies.
- Ad hoc committees.
- Representatives to wider Quaker concerns.

For details on making a presentation to a Meeting for Business, see APPENDIX 10: MAKING PRESENTATIONS AT THE MEETING FOR BUSINESS.

## **MEMBERSHIP**

### **Becoming a member**

It is not necessary to wait to be invited to join a Friends Meeting; people decide for themselves when they are ready to commit themselves to membership. A person who has been coming to meeting regularly, who has been learning more and more about Friends through reading Faith and Practice and other Quaker literature, who is becoming active in the life of the Meeting, and who has come to feel at home among its members, may feel ready to apply for membership. This is the time to write a letter to the Clerk outlining the feeling of being drawn into fellowship with Friends and of being in unity with Friends' principles and testimonies.

The Clerk forwards the letter to Worship and Ministry, which at its next meeting appoints a membership clearness committee to meet with the applicant. This committee reports back to Worship and Ministry, which then makes a recommendation at the next meeting for business. The applying member should not be present at that business meeting. When the request for membership is approved, a welcoming committee is appointed.

### **Transfer from Hartford Meeting**

A member of the Meeting who wishes to transfer to another Meeting asks the Clerk to send a certificate of transfer to the new Meeting. Meeting for business directs the Clerk to send the certificate to the new Meeting or congregation.

### **Transfer to Hartford Meeting**

A certificate of transfer from another Meeting or congregation requesting a member's transfer to Hartford Meeting comes to the Clerk and is given to Worship and Ministry. After discussion they may recommend the new member. The certificate should be accepted promptly by the Monthly Meeting, unless sufficient reason should appear to the contrary. The Clerk of the old Meeting or the appropriate leaders of their former faith community is then notified by Hartford's Clerk that the person has been accepted into membership.

## **MEMORIAL COMMITTEE**

This committee focuses on:

- Helping families or individuals plan a memorial service (see Memorial Services)
- Coordinating the roles of Meeting members and attenders who assist at a memorial service and the reception that follows
- Providing emotional and practical support to individuals and families after a death
- Educating Meeting members and attenders about end of life documents, such as a living will and durable power of attorney
- Maintaining files of useful information in the above activities
- When memorial contributions are made, the Memorial Committee clerk will inform the Assistant Treasurer whom to notify about the donation.

Occasional information sessions may be held.

## **MEMORIAL MINUTES**

At the business meeting following the death of a member of Meeting, one or more people are designated to write a memorial minute. This customarily summarizes the life of the person, usually with an emphasis on Quaker activities (it is not an obituary). It should include all basic genealogical details known. This minute is published in the newsletter following its approval in business meeting, and a copy is included with the permanent minutes of the Meeting. Memorial minutes have also been written for non-members, when the person has long been active in the Meeting.

If the deceased was active in the wider Quaker community, the memorial minute will be forwarded to Connecticut Valley Quarterly Meeting (CVQM) for approval. If appropriate, CVQM may forward the minute to Yearly Meeting. Forwarded minutes are frequently but not always amended to include more information on Quaker activities in the wider Quaker community.

## **MEMORIAL SERVICES**

In lieu of a funeral (with the body present for viewing), Hartford Meeting offers a memorial service for the family of those who have died. This is a Quaker worship service and may include both programmed and unprogrammed formats. The Memorial committee meets with family members to determine their wishes, and organizes the many details necessary to ensure a meaningful and loving service. Refreshments are frequently offered, either in the library annex or downstairs. Meeting members may be asked to provide finger food. Flowers or additional refreshments are the responsibility of the family.

For a description of a Friends memorial service, see APPENDIX 11: DESCRIPTION OF A FRIENDS MEMORIAL SERVICE.

For information on the responsibilities for ushers for memorial services, see APPENDIX 12: RESPONSIBILITIES FOR USHERS AT MEMORIAL SERVICES.

## **MEMORIAL WALL AND GARDEN**

If the deceased or family desires, they may purchase a brick sized bronze plaque to be placed on the memorial wall of the Meetinghouse, bearing the name and years of birth and death. A small shrub or perennial may also be planted nearby in the memorial garden. Some families scatter or bury ashes in the same area. The Memorial committee has additional information, usually discussed when planning the service.

## **MORNING STAR FUND**

A special fund for gifts of flowers. See PASTORAL CARE

## **NEW ENGLAND YEARLY MEETING (NEYM)**

NEYM is composed of eight Quarterly Meetings, comprised of the approximately 80 Monthly Meetings in New England. It meets in August for its annual 'Sessions,' and is the oldest Yearly Meeting in the world. Held on various college campuses, annual Sessions last five days, and are often a family vacation destination.

In addition to the business meetings, which go on every day, Sessions provide workshops, worship sharing groups, committee meetings, special events and speakers, and an opportunity for both adults and children to connect with Quakers from throughout New England. Display space provides information on Quaker organizations throughout the country (including Quaker schools), and a bookstore offers books and crafts for browsers.

Located upstairs at the Worcester Meetinghouse, the Yearly Meeting's office staff provides information and resources including the New England Friend (a quarterly newsletter), youth retreats (divided into three age groups), and organizational support for YM committees. YM staff includes the Field Secretary, the Administrative Secretary, the Youth Programs Secretary, and other positions.

Also affiliated with NEYM are: Friends' Camp in China, Maine, a residential summer camp for children ages 7-17; Moses Brown School in Providence, Rhode Island; and Friends Home in Hingham, Massachusetts.

Hartford Friends serve on numerous NEYM committees and many children attend youth retreats.

For more information visit [www.neym.org](http://www.neym.org)

## **NEWSLETTER**

The Meeting Newsletter is published approximately 10 times a year. It includes a calendar of upcoming activities, notices about conferences/events, news of individuals in the Meeting, occasionally a book review, and minutes of business meetings. The final Nominating committee report is included in the June edition, and the annual budget is published in the December or January edition.

Items for inclusion in the Newsletter should be given to the Newsletter editors prior to the 3rd Sunday of the month. The Newsletter is compiled and distributed the fourth week of every month (no August newsletter and Jan/Feb is often combined), either by e-mail or by first class mail. Those wishing to have their name added to the Newsletter mailing list may enter their information in the white notebook in the library annex on a form for that purpose, or may contact the newsletter editor. (APPENDIX 3: COMMITTEE AND COMMITTEE CLERK LIST 2005-2006)

## **NOMINATING COMMITTEE**

This committee consists of four people. Each year one member is appointed by the May meeting for business to serve a three-year term. In addition, the Meeting Clerk serves as a member of Nominating committee. Normally the clerk of Nominating is the third year appointed member. Knowledge of Meeting members and attenders is important for service on the Nominating committee, as well as willingness to attend frequent, lengthy meetings of the committee during its active period, and devote additional time to making phone calls.

The Nominating committee meets January through April to prepare a full report of nominations. A draft report is submitted at the April meeting for business, with final approval during the May meeting for business. In addition, the committee may meet as directed by the meeting for business to make nominations to fill vacancies as they occur during the year. New appointments are effective June first.

This committee provides the Meeting with up-to-date lists and descriptions of the standing committees, and rosters of committee members.

## **NOMINATING AND APPOINTING PROCEDURES**

The Nominating committee makes the following nominations:

- Clerk and Assistant Clerk, one year terms, customarily renewable once.
- Recording Clerk, Recorder, Treasurer, Assistant Treasurer, Auditor, and Recorder, one year terms, renewable.
- Worship and Ministry and Pastoral Care, three nominations each year for staggered three year terms
- Clerks and members of standing committees, one year terms, renewable.

- Representative to Yearly Meeting Ministry and Counsel
- Representative to Yearly Meeting Nominating committee

The meeting for business approves the report of Nominating committee according to the sense of the meeting. In addition, meeting for business nominates and appoints the following:

- Members of Nominating committee: 3 members, one appointed each year to serve a three year term, plus the Clerk of the Meeting.
- Representatives to Quarterly Meeting and to Yearly Meeting's annual Sessions.
- Committees on oversight of marriage.
- Welcoming committees for new members and new babies.
- Ad Hoc committees.
- Representatives to wider Quaker concerns.

Worship and Ministry appoints the following:

- Committees for clearness on membership
- Committees on clearness for marriage

Pastoral Care nominates and appoints the following:

- Clearness committees for personal discernment
- Support committees

## **PASTORAL CARE COMMITTEE**

As a religious community, the Meeting is responsible for the well being of its members and attenders. "Pastoral care" is an outward manifestation of the spiritual lives of the Meeting's members who continue to listen to the Spirit, to each other, and to the Meeting community, as they seek to grow in their capacity to love and care for each other.

The Pastoral Care committee's responsibility is the particular stewardship of outreach, concern and care for those in special need. This might include illness, bereavement, loss, change, separation and divorce, and other life challenges. It strives to fulfill its responsibilities and care from a loving center.

The Pastoral Care committee has care of the overall needs of the Meeting community that are not related directly to meeting for worship. It strives to take action from a sense of abundance rather than scarcity.

Those who have a personal or family concern may contact any member of the Pastoral Care committee who are listed on the back of the newsletter.

### **Outreach**

- Notes of welcome are written to those who sign the guest book. Name tags and inclusion in the Newsletter list are offered to those who have been attending somewhat regularly. The committee has periodic newcomer potluck meals to bring together people new to the Meeting community.

- Phone calls are made to those the Meeting has not heard from recently.
- Notes are sent each year to people who have been a part of the Meeting community but have now moved to other areas.
- Individuals who have not been active in recent years are contacted to ascertain their interest in continuing on the mailing list.
- The committee coordinates rides, meals, child care, visitation, notes, flowers for those in need. It maintains an informal list of Meeting attenders who are willing to provide assistance (the Good Samaritan list). Together with Worship and Ministry, a small group may be gathered to worship at the home of individuals who are unable to come to meeting for worship because of illness.
- A telephone tree is maintained by the committee, which also serves as a list for outreach to those who have not been in recent attendance.

To see the telephone tree, see APPENDIX 13: CURRENT TELEPHONE TREE – 10/2004.

### **Clearness Committees (for personal clearness and support)**

When individuals find themselves facing major decisions or challenges, they may ask for a clearness committee. Pastoral Care will speak with that individual, and ask for a description of the issue, and whether there are specific people the individual would like to have as a part of the clearness committee. Pastoral Care will then identify 3-4 individuals who will agree to be a part of the committee, meeting with the person individually, usually for one session, to listen to his/her concerns. Clearness committees do not report on what happens in the committee meeting, they only report that the meeting occurred. The work of a clearness committee is not to give advice, but rather to help the individual to discern his/her way forward.

### **Support Committees**

When individuals find themselves facing longer challenges, Pastoral Care may suggest that a support committee be appointed to assist the individual. Support committees have been offered in situations of illness, incapacity, illness of parents, financial struggle, for individuals engaged in activism, or those called to a challenging task within or outside the Religious Society of Friends.

### **Building Community**

In addition to reaching out to those in need, the committee works to strengthen networks of relationship within the Meeting. One way this is done is through periodic potluck gatherings in private homes. Another way the committee builds community is through a buddies program, that pairs children with adults to strengthen relationships.

Over the last few years the need for improved communication within the Meeting was identified and a Communications committee has now been formed to consider information flow within the Meeting.

### **The Cleaver Fund**

Thanks to a 1971 bequest from Paul and Hannah Yarnall Cleaver, an academic scholarship fund was established to benefit members and children of members of Hartford Meeting. Those interested in applying should contact the clerk of Pastoral Care. Applicants will be chosen as follows:

- A demonstrated interest in leading a life of Quaker concern, particularly in the field of business and business oriented professions, although candidates otherwise qualified but pursuing or preparing to pursue careers other than business will also be considered.
- Demonstrated financial need.
- Demonstrated life of concern for matters dear to Friends.

It was the donors' intention to encourage recipients to return money awarded to them as soon as they become employed and were in a position to return the money. Furthermore, if able, recipients will be encouraged to consider contributing some amount in addition to the principal so that in the future others may benefit fully from this generous gift.

### **THE MORNING STAR FUND**

This fund was established by Ellen Paullin, to purchase flowers for Friends who are ill or who have lost family members or are celebrating a happy event. Contributions to the fund help to perpetuate her intention. Members may request use from the Pastoral Care committee. Morning Star gift cards for enclosure are available in the file drawer of the library to alert recipients of the existence of the fund.

### **PEACE AND SOCIAL CONCERNS COMMITTEE**

This committee is responsible for keeping the Peace Testimony central to our faith and witness. To this end, the committee seeks to support members and attenders in living out this testimony in the way that each individual is called. The committee also implements decisions made by the Meeting with regard to peace and social justice issues. It considers and presents to the Meeting current peace and social concerns and activities, and when appropriate recommends actions for the Meeting's consideration. Individual members of the committee also represent the Meeting in organizations and projects that are involved in peace and social justice activities, such as the Alternatives to Violence Program.

#### Committee Actions:

- Recommending to the Finance committee the Meeting's contributions to the "wider concerns" budget.
- Allocation of funds from the Community Outreach budget, to relevant organizations and projects in which Meeting members participate.
- Promoting contributions from Meeting members to charitable local and international relief programs.
- Providing information on the draft and conscientious objector counseling, and designating a Meeting member for this activity.
- Coordination of the Help Increase the Peace (HIP) Project and Alternatives to Violence Program (AVP).
- Coordination of work in the prisons.

### **PHOTO BOARD**

Labeled photographs of members, attenders and their families are displayed on a bulletin board in the library annex, as a means of identification. To have a picture taken, contact the

Clerk of the photo board. Pictures of deceased members are on an adjacent board, as are those of Friends who have moved away.

## **QUAKERISM 101**

Quakerism 101 is a six week structured study course on Quaker history and practice, with a prepared outline and reading list. This course, which is offered annually, is a form of adult education offered to both newcomers and experienced Friends. For more information, contact Worship and Ministry.

## **QUAKER LANE COOPERATIVE NURSERY SCHOOL (QLCNS)**

QLCNS has use of the downstairs of the Meetinghouse from September through May on weekdays from 8:30 a.m. to 1:30 p.m. When the Meetinghouse was built, there was a debate over whether the Meeting needed a building of this size. Friends wondered if having a large building was aligned with the simplicity testimony. The consensus was that a large building was justified if it enjoyed active use by worthwhile organizations. The Nursery School helped fulfill that goal by bringing joy and laughter and little children's voices to the building five days a week.

Founded in 1949 by a group of Quaker parents who believed children develop best at their own pace in a happy and stimulating environment, Quaker Lane Cooperative Nursery School offers a preschool experience for three and four year old children. Though independent of the Meeting, it has operated at the Meetinghouse since its establishment more than 50 years ago. Quaker Lane's focus is self-awareness, social development and helping each child reach his or her full potential. As a cooperative nursery school, both parents and teachers are actively involved in the running of the school. Over the years of the school's existence, many children from our Meeting have been students.

Oversight and management of the school is by a Board of Directors comprised of parents of children enrolled in the school. The Quaker Lane Nursery School handles its work through a committee process. While the school does have a paid teaching team, much of the work and decision-making is performed by the parents. This includes financial management and fund raising; admissions and orientation; and maintenance of school areas. Parents of each child are also required to be helping parents during school hours a few times during the year, and to participate in a property work day.

A liaison from HMM (ideally a parent of a child in the QLCNS) facilitates communication between the Nursery School Board and meeting for business.

The professional staff consists of:

- School Director and teacher Marie Cantwell. The 2005-06 school year marks Marie's 18<sup>th</sup> year with the school.
- Teacher Mary Brown
- Assistant Teacher Jeanne Lindgren

The nursery program is licensed by the Connecticut Department of Public Health (DPH), and must meet specific health and safety requirements. It is important that the Meeting supports

these regulations/citations and move quickly to meet the deadlines established by DPH and the West Hartford Fire Department.

The QLCNS is currently nationally accredited by the National Association for the Education of Young Children.

## **QUARTERLY MEETING (CONNECTICUT VALLEY QUARTERLY MEETING)**

Hartford Monthly Meeting is a member of the Connecticut Valley Quarter of New England Yearly Meeting. Friends meet for a day or weekend three times a year for a planned program, worship, fellowship, and meeting for business. The other Monthly Meetings in the Quarter are New Haven, Litchfield Hills, Middletown, New London, Storrs, Northampton, Mount Toby, and South Berkshire. Hartford Monthly Meeting hosts Quarterly Meeting each year on the first Sunday of February.

The Assistant Clerk of Hartford Meeting is responsible for planning the program, programs for children, and making arrangements for the potluck lunch. The other Meetings in the Quarter take turns hosting meetings on the first Sunday of October (Storrs, Middletown, New London or New Haven) and first Sunday of May (Mount Toby, Northampton, South Berkshire).

On a rotating schedule, each Monthly Meeting takes responsibility for recruiting the Quarterly Meeting Clerk and Recording Clerk. The appointed clerks serve a two year term. The appointment does not have to be approved by the Quarterly Meeting.

## **RACISM**

*“It is not the individual who creates racism. It is the individuals who follow the path of least resistance in a system that is racist that preserves the system.”*

*-- Allan Johnson*

Facing the issue of racism has been a growing concern within the Religious Society of Friends. Friends General Conference and New England Yearly Meeting have working groups on racism. (See APPENDIX 15: OTHER QUAKER ORGANIZATIONS)

On April 16-17<sup>th</sup>, 2004, the Hartford Meeting held a workshop on racism at which the following queries were developed:

- How am I facing the fact of white privilege in my daily life? How do we as a Meeting deal with the issues of white privilege and male privilege?
- Am I aware that my interactions or non-interactions with people of different races or ethnic groups may be conditioned by false assumptions and privilege? How do my fears create barriers to my understanding of others?
- How am I seeking to be a friend to people of other races and backgrounds? How are our lives enriched by these friendships?
- How can we confront and dismantle racism in ourselves, our Meeting, and the broader society?

## **RECORDER**

The responsibilities of the recorder are:

- Keep records of membership for new members, deceased members, membership transfers, births, marriages, and conscientious objectors.
- Submit an annual census report to NEYM, providing information on:
  - change in total members (new, transfers, death)
  - total by gender
  - total by resident and non-resident members
  - total by various age categories
  - average attendance for meeting for worship, Business Meeting, 11<sup>th</sup> Hour programs, First Day School, and the average number of active attenders
- Obtain membership questionnaire from new members.
- Maintain historical records relevant to membership.

## **RECORDING CLERK**

The Recording Clerk writes the minutes for meeting for business. The minutes record a sense of the meeting and note actions or commitments on substantive issues, as well as who is responsible for action. The minutes also include the reports of committees and new business. Minutes are read back and approved by the meeting as part of the process of the meeting and are published in the Newsletter. The recording clerk makes copies of the minutes on acid free paper, which are signed by the clerk and recording clerk and sent to NEYM archives in Rhode Island. The term of the recording clerk is one year, renewable.

The address for the archives is: Archives of the New England Yearly Meeting of the Religious Society of Friends (Quakers), c/o Rhode Island Historical Society Library, 121 Hope St, Providence, RI 02906

## **RELIGIOUS EDUCATION COMMITTEE**

This committee is charged with overseeing the development and implementation of the Meeting's First Day School and child care programs. It strives to nurture our children's spiritual, social and intellectual growth from infancy through high school. Members of the committee may serve as First Day School teachers or child care providers. However, members and attenders who do not feel called to provide these services are also encouraged to serve on the committee, as they may bring important insights and energy to planning efforts, as well as invaluable support to those who teach.

## **RETREAT**

Hartford Monthly Meeting holds a weekend retreat for everyone in the Meeting every two years, to deepen its spiritual and community growth. It is traditionally held in the early fall. The 2005 retreat was held at the Wisdom House in Litchfield, Connecticut. Other sites have included Woolman Hill, Powell House, and Hemlocks Conference Center. All members and attenders, adults and children, are encouraged to attend the retreat.

A Retreat committee is appointed by meeting for business at the beginning of each retreat year to oversee the coordination of the programming and registration process.

## **SEEKER SESSIONS**

See WORSHIP AND MINISTRY

## **SOCIAL HOUR COMMITTEE**

This committee recruits volunteers to provide and serve refreshments in the library annex immediately following the rise of meeting whenever there is no potluck lunch scheduled. Additionally, volunteers provide soup prior to meeting for business. The Social Hour committee also sees that there are adequate paper supplies available to the volunteers.

Volunteers are asked to bring and serve 3-4 half gallons of juice and the equivalent of three small boxes of crackers. Cheese, cookies, etc. are optional. All Meeting supplies are in the large plastic container on the floor in the upstairs kitchen marked with the Meeting's name. The small refrigerator to the right and below the kitchen sink is available for Meeting use. All the other groups that use the Meetinghouse use the large refrigerator. Set the table with tablecloth, napkins, and cups before worship, but wait to put out the juice and crackers until worship ends. Refreshments are not served until the completion of announcements.

Food is not to be taken out of the library annex.

Maintaining the cleanliness of the kitchenette is the responsibility of the Social Hour committee, in cooperation with the janitorial service. Labeling of supplies must be clear, since a number of different groups use the kitchen. The committee will also ensure that there are clean towels in the kitchen and in the women's room.

## **STATE OF SOCIETY REPORT**

This document is prepared biennially by members of Worship and Ministry and brought to meeting for business for approval. Usually this follows searching and fruitful discussion by the whole Meeting. Always it involves careful examination of the spiritual strengths and weaknesses and the general health of the Meeting. The report is attached to the minutes of the Meeting and is forwarded to Quarterly and Yearly Meeting.

## **STEWARDSHIP OF THE MEETING**

*“As Christians, all we possess are the gifts of God. Now in distributing it to others we act as his steward, and it becomes our station to act agreeable to that divine wisdom which he graciously gives to his servants.”*

*- - John Woolman*

Stewardship nurtures the Meeting's faith community, maintains the Meetinghouse for the Monthly Meeting's use and as a community resource, and assures that future generations will

share the legacy of the Meeting's heritage. Members and attenders support the Meeting in ways that suit their individual circumstances, with all contributions gratefully recognized as gifts of God.

Contributions of time and financial resources are essential for the vibrancy of the Meeting. The meeting is dependent on voluntary contributions to fund maintenance of the meeting house, provide support to other Quaker organizations such as New England Yearly Meeting and the American Friends Service Committee, support organizations and activities that express the meetings concerns, and assist members in need. A donation box is located in the vestibule for weekly donations. Other opportunities include regular monthly contributions, occasional, periodic or annual contributions, and bequests or gifts in memory of members. The Meeting can accept securities as well as cash payments. Members and regular attenders should be cognizant of the financial needs of the meeting as expressed in its annual budget and participate if able in meeting those needs. Information about specific contribution individual contribution amounts has historically been limited to the Treasurer and Clerk of the Finance Committee. Donations should be mailed to the assistant treasurer (see back of newsletter).

## **TAXES**

See [FINANCIAL & TAX ISSUES](#)

## **TAX RESISTANCE**

### **Peace Tax Fund**

The National Campaign for a Peace Tax fund, a national nonprofit organization located in Washington, DC, advocates for federal legislation enabling conscientious objectors to have their federal income taxes directed to a special fund which can be used for non-military purposes only. This fund would be called the Peace Tax Fund, and the bill they seek to pass is the Religious Freedom Peace Tax Fund Act. Visit their website at [www.PeaceTaxFund.org](http://www.PeaceTaxFund.org) for further information.

### **War Tax Resistance**

In addition to conscientious objection to serving in the military, some Friends have refused to pay part or all of federal taxes that support militarism and war. The website of the War Resisters League ([www.WarResistors.org](http://www.WarResistors.org)) provides information about the various forms this resistance takes. These may include:

- Filing and refusing to pay part or all of your taxes.
- Filing a blank IRS 1040 Income tax return with a note of information, or not filing any federal income tax return.
- Choosing to earn less than the minimum taxable income.
- Refusing to pay the federal tax on their telephone bill.

Literature on mechanisms for war tax resistance should be consulted prior to undertaking this, as some methods can result in severe penalties in addition to paying back taxes and interest. NEYM has more information on tax resistance.

## **TELEPHONE TREE**

A telephone tree is maintained by Pastoral Care with lists of names and telephone numbers of Friends who wish to be notified in the event of an emergency, death, or news of other events that needs to get out quickly.

For telephone tree see APPENDIX 13: CURRENT TELEPHONE TREE – 10/2004.

## **TRAVEL MINUTES AND LETTERS OF INTRODUCTION**

When a member of Meeting plans to travel to another Meeting to share a concern, she or he may request a travel minute from our Meeting, vouching for the traveler and describing the concern. This travel minute is usually approved in a business meeting before the traveler departs. The travel minute is then presented to the distant Meeting, signed by their Clerk (along with any comments she/he wishes to make), and handed back to the visiting Friend. Upon returning to the home Meeting, the traveler presents the minute (with its signatures and comments) to the Clerk for any appropriate action.

Distinct from a travel minute, which is endorsed by the Meeting, some Friends have requested a letter of introduction to serve as an introduction to a Meeting they will be visiting. This is particularly used by those who will be staying with Friends during their travels. This letter may or may not be signed by the Clerks of the Meetings visited.

## **TREASURER AND ASSISTANT TREASURER**

The Meeting Treasurer keeps accounts, pays bills, and serves as a member of the Finance committee, ex officio. He/she reports to each meeting for business, providing financial data on individual contributions and any expenses or gifts worth noting. The Treasurer does not have to be a member of the Meeting. In January, the Treasurer sends a letter to contributors thanking them and acknowledging the amount contributed in the prior year.

There can be an Assistant Treasurer, as there is as of 2005. Currently, the Assistant Treasurer receives and makes all deposits. For memorial contributions, he/she will notify the family of contributions as they are received and will inform the Clerk of the Meeting, who will then write a note of thanks to the donor.

### **Tax Exemption Number (E-3003)**

The Meeting is exempt from the state sales tax on tangible personal property and services. The process for taking advantage of this is cumbersome, but vendors in practice may not be too meticulous. The complete procedure is to present the vendor with a state form, signed by a representative of the Meeting, accompanied by a copy of the Meeting's Tax Exemption Permit. Each vendor is supposed to ask for a new form every year, but many don't bother. The Treasurer has copies of the Tax Exemption Permit.

## **VAULT**

The door to the vault is located in the ground level classroom at the bottom of the stairs. The silver tea service and miscellaneous archival materials are kept there. The Clerk and the clerk of the Memorial committee each has a key.

## **WILLIAMS ROOM**

This room, named in memory of Ralph Williams (b. May 16, 1930 - d. February 26, 1975), is decorated to enhance hospitality and is used by our Meeting and by outside groups. No food is to be taken into this room.

See also BUILDING USE

## **WOOLMAN HILL**

Woolman Hill is an independent Quaker retreat and conference center on Keets Road, just north of Old Deerfield, Massachusetts. Quaker retreats, committee meetings and workshops are offered, often in co-sponsorship with other groups, including youth retreats for all ages. The center is available for weddings and other large gatherings. The board of directors includes a majority of Friends, and business is conducted in like manner. The present resident co-director is Mark Fraser, a member of Hartford Monthly Meeting. Web site: [www.woolmanhill.org](http://www.woolmanhill.org). Phone: 413-774-3431

## **WORKDAYS (SPRING AND FALL)**

Each spring and fall a Saturday workday is called which offers an opportunity for members and attenders to contribute their labor on behalf of our buildings. In the spring the grounds are cleared of winter debris (leaves, branches, trash). Bushes are pruned and annuals are planted. In the fall the major task is raking leaves to the curb for pickup by the town, and/or bagging the leaves for pickup. Gutter cleaning and window washing are done by outside contractors.

Since regular cleaning is done by hired professionals (or custodian), cleaning jobs inside the building are usually (but not always) limited to the upstairs and downstairs kitchens.

Participants are asked to bring their own equipment (rakes, pruning shears, etc.). These dates are usually coordinated with the Quaker Lane Cooperative Nursery School, so their parents can participate as well. Workdays are organized by the Buildings and Grounds committee.

## **WORSHIP AND MINISTRY COMMITTEE**

This committee aims to foster the spiritual life and growth of the Meeting, and to enhance the religious life and fellowship of members and attenders. It has under its care meeting for worship, meeting for business, and memorial meetings in conjunction with the Memorial committee. Worship and Ministry members rotate in closing meeting for worship. The committee considers applications for membership (appointing committees on clearness to meet with applicants), and appoints committees on clearness for marriage, transfer and terminations of membership before presenting them to meeting for business with its recommendations. This committee organizes opportunities for Adult Religious Education, such as Books and Bagels, Eleventh Hours, and Quakerism 101 - 102. Holding Seeker Sessions to give newcomers the chance to ask questions and maintaining Seekers Packets are the responsibilities of Worship and Ministry, as is writing the State of Society report bi-annually.

Worship and Ministry meets each month at the Meetinghouse and brief, joint meetings are held with Pastoral Care. Members of this committee are members of the Religious Society of Friends. Regular attendance at Meetings for Worship and Business is important. Six members are appointed by the Nominating committee for staggered three-year terms.

## **YOUNG FRIENDS**

“Young Friends” are those students in grades 9-12. Along with adults assigned to work with them, they establish their own agenda for the year. Young Friends report that their most satisfying experiences have come from their participation in service projects, both for the Meeting and the wider community. The organization of such efforts seems to work most effectively when the Young Friends choose some of their members to serve in leadership roles. Many Young Friends have experienced a loving community within NEYM’s Young Friends programs.

## **APPENDIX 1: GUIDELINES FOR BUILDING USE**

(Approved 5-17-91) \* (Amended 11-20-05)

- Open to any non-profit community group in keeping with Friends' principles and sense of decorum.
- No smoking anywhere, indoors or outside.
- No alcohol or drugs (even champagne for weddings).
- No raffles, bingo, or gambling.
- Friends may borrow tables, chairs, coffeemakers occasionally, but must call first. There will be fees of \$5 per table, \$.25 per chair, \$5 per coffeemaker.
- No social activities to which admission is charged for the purpose of raising money. This includes previous sale of tickets or tables. \*However, a suggested donation may be requested at the event.
- Groups meeting regularly will be reviewed every six months or as necessary. If building use is unsatisfactory, the Meeting may terminate the group's use of the Meetinghouse.
- If benches, piano or podium are moved, they must be returned to their regular spots. A diagram of the bench arrangement is located on the back of the door in the front vestibule closet. In using the Meetinghouse furniture, consider it as if it were your own.

**WHEN TO REQUEST COST SHARING** (to cover utilities, custodial care, and wear and tear):

- Cost sharing contributions are always welcome.
- Cost sharing can be waived for small meetings dealing with community or spiritual concerns, where no custodian is required. This means a member of the Meeting who is on the committee requesting the use of the room must assume responsibility for opening and closing the building, rearranging furniture, cleaning up, and completing Check-Off List.
- Cost sharing is waived for Quaker Meetings and committees (example: Quarterly Meeting, FCG groups, etc.).
- No cost sharing for the occasional planning/organizational meetings of regular groups (such as QLCNS, Dignity).
- The Use committee may, in unusual circumstances, use its judgment in modifying any cost sharing guidelines.

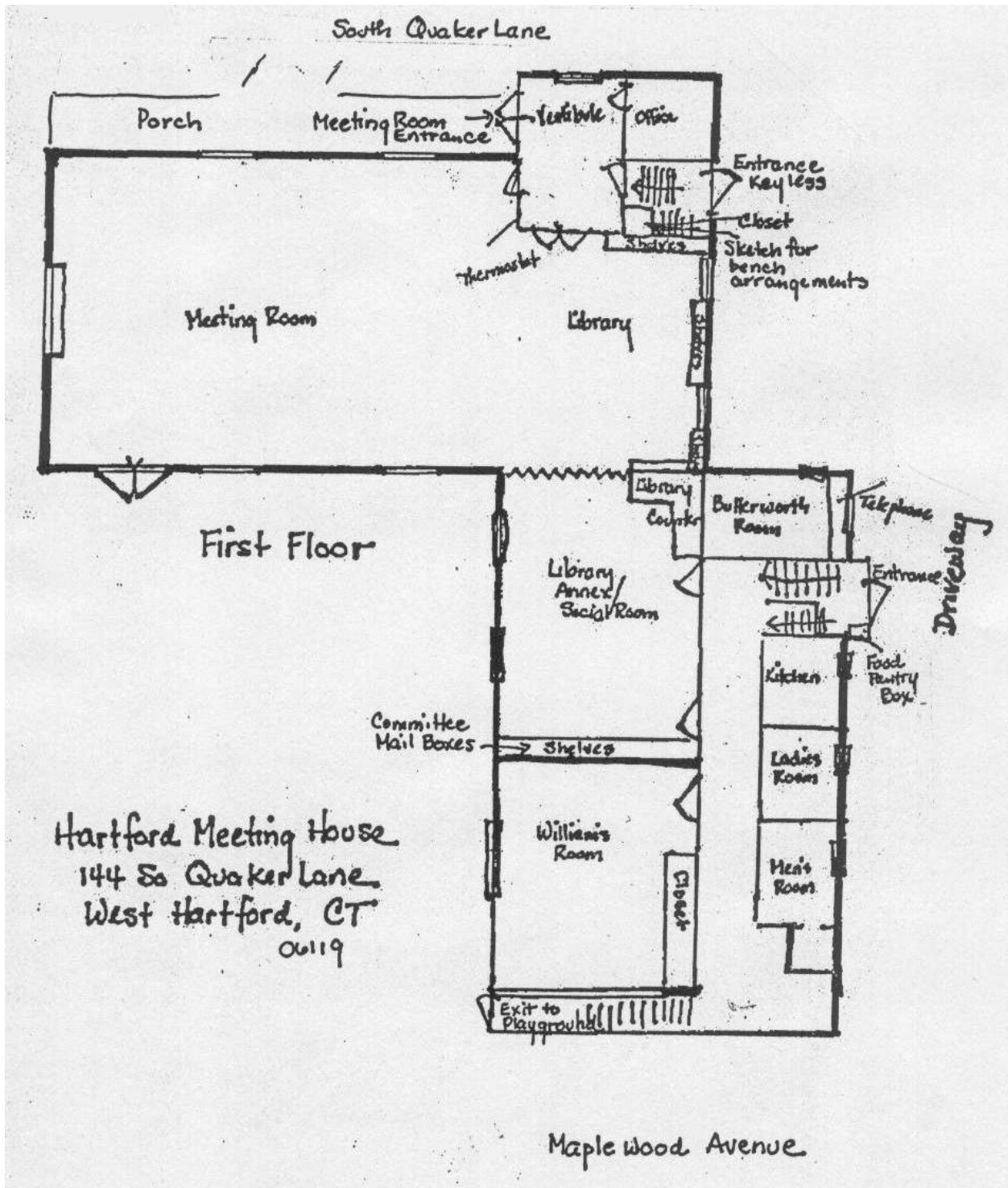
### **PROCEDURES**

Every meeting of any sort (whether for Friends or outside groups) must be cleared by the Use committee, who marks down, time, space, name and phone of contact person, and notifies custodian of all scheduled meetings at the beginning of each month. This is to make certain that the custodian can plan his cleaning schedule and other work.

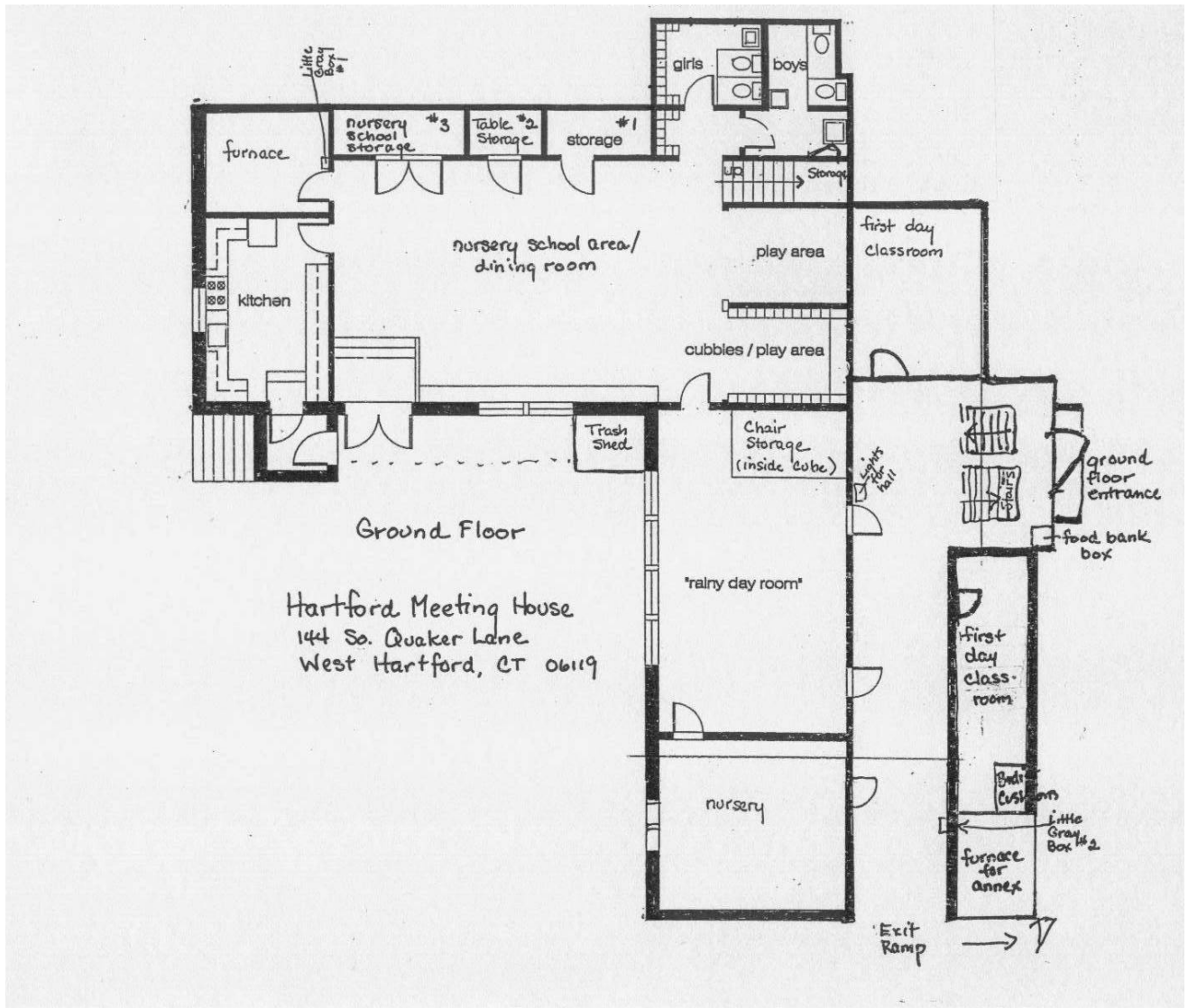
Groups place cost sharing amount in Building Use mailbox in the Meetinghouse. The committee passes it on to the Treasurer of the Meeting.

APPENDIX 2: BUILDING DIAGRAM

First Floor



# Ground Floor



### **APPENDIX 3: COMMITTEE AND COMMITTEE CLERK LIST 2005-2006**

*“Now there are varieties of gifts, but the same Spirit...to each is given the manifestation of the Spirit for the common good.” 1 Corinthians, 12*

**ARCHIVES:** Meets monthly to review and organize materials collected over the years relating to Meeting life and history. Cynthia Reik, 289-4566 or Eric Stamm, 917-405-9287

**BUILDINGS AND GROUNDS:** Organizes spring and fall Meeting-wide work days. Handles building needs as they arise. Reviews and recommends major repairs and Meetinghouse purchases. Ginny Allen, 523-5768

**BUILDING USE:** Schedules the Meetinghouse for meetings and events. LouAnne McDonald, 688-4435

**CANNED FOOD COLLECTION:** Collects and delivers donated food to a pantry in downtown Hartford. Steve Warner, 521-4606

**COMMUNICATIONS:** Focuses on communications both within the Meeting (email, regular mail, phone, and newsletter) and outside the Meeting (all of the above plus print and the internet). Wayne Boulton, 561-1743, or Phil Will, 232-5253

**CONFERENCE ENCOURAGERS:** Acquaints people with Quaker Conferences and activities and funds available for attending these. Roz Spier, 633-0120

**CORRESPONDENCE:** Corresponds with those unable to come to Meeting and provides outreach to individuals on special occasions. Dianne Warner, 521-4606

**ELEVENTH HOUR:** Schedules programs for the hour after worship and provides advance announcements and notices to the newsletter editor. Roz Spier, 633-0120 or John Humphries, 236-5175.

**FINANCE:** Monitors the financial condition of the Meeting. Prepares the annual budget. Responsible for fundraising appeals as necessary. Sets rates for cost-sharing for building use. Sets rent on Meeting properties. Jim Reik, 289-4566.

**FRIENDS IN UNITY WITH NATURE:** Seeks to heighten awareness of environmental issues, encourage spirit-led action when appropriate, plan activities in or honoring nature, and promote the work of the national Friends Committee on Unity with Nature (FCUN).

**GAY AND LESBIAN CONCERNS:**

**GREETERS:** Responsible for coming in early on First Day to prepare the building for worship, greeting people as they enter, helping newcomers and introducing them to others, staying late to lock up. Brad Noel, 247-0759

**HOSPITALITY:** Organizes fellowship luncheons (usually monthly) and Quarterly Meeting potluck, buys kitchen supplies, organizes kitchen. Mary Ann Snieckus, 203-597-0761, or Michael Taylor, 673-4185, or Roger Catlin, 521-4380

**LIBRARY:** Acquires, catalogues, shelves, and circulates library materials. Consults with other committees regarding their needs, accepts suggestions for acquisitions, and occasionally writes reviews for the newsletter. Emily Chasse, 521-9033

**MAILING LIST AND DIRECTORY:** Maintains an up-to-date list of members and attenders. Publishes annual directory. Karen and Phil Will, 232-5253

**MANTEL ARRANGEMENTS:** Members rotate responsibility for mantel decoration for First Days and special observances, Don Noel, 247-0759.

**MAPLEWOOD PROPERTIES TENANT RELATIONS:** Handles selection of tenants for properties. Manages signing of lease, rent issues, inspection of properties, all tenant issues. Phil Will 232-5253 and Wayne Boulton 561-1743.

**MEMORIAL:** Notifies the Meeting community when someone in the Meeting community dies; helps the family, coordinates the Memorial Meeting. Maintains relevant library materials. Keeps files, including living wills, organ and body donation forms, and Friends' final wishes. Administers Memorial Fund. Bobbie and Bill Taylor, 236-3709, and Donn and Diane Weinholtz, 687-1236.

**NEWSLETTER:** Gathers relevant news, writes copy, and arranges for printing and distributing the monthly newsletter. Roger Catlin, 521-4380, or Diane Randall, 521-4380

**PEACE AND SOCIAL CONCERNS:** Gathers and presents information on peace and justice issues, and facilitates action on these concerns. Oversees the Meeting's sponsorship of the Alternatives to Violence Program (AVP). John Stamm, 523-4823

**ALTERNATIVES TO VIOLENCE PROGRAM (AVP):** Conducts weekend workshops in state prisons. Marla Ludwig, 521-0095.

**HELP INCREASE THE PEACE PROGRAM (HIPP):** Conducts workshops on alternatives to violence in public schools. Mary Lee Morrison, 232-2966

**PHOTO BOARD:** Photographs Meeting members and attenders and maintains photo display board. Michael Taylor, 673-4185

**RELIGIOUS EDUCATION:** Schedules classes, recruits teachers, develops curriculum and organizes special programs such as pancake breakfasts, Christmas pageant, etc., for nursery through senior high ages. Diane Randall, 521-4380 and Lynn Johnson 246-1915.

**NURSERY CARE:** Arranges for volunteers to assist with nursery care during Meeting for worship, Eleventh Hours, and Meeting for Business. Carolann Boucher, 684-3078.

**YOUNG FRIENDS:** Works with high school age Friends to organize and provide programs. David Zevin, 657-9378.

**SOCIAL HOUR:** Recruits volunteers to bring and serve refreshments at social hour. Kiki Eglinton, 561-3969.

## APPENDIX 4: CURRENT COMMITTEE MEMBERS

(June 1, 2005 – May 31, 2006)

**Clerk:** Eleanor Godway

**Treasurer:** Tim Allen

**Assistant Clerk:** Donn Weinhotlz

**Assistant Treasurer:** Ruth Alexander

**Recording Clerk:** David Holdt

**Auditor:** Dick Stratton

**Recorder:** Dianne Warner

### **Worship and Ministry**

'06 Roger Catlin (co-clerk)

'08 Jamie Taylor

'06 Martin Wheeler (to June '05)

'08 Rich Sivel

'07 Diane Weinholtz (co-clerk)

'08 Caroline Webster

'07 John Stamm

### **Pastoral Care**

'06 Otis Brown, co-clerk

'07 Peterson Toscano

'06 Linda Smith

'08 Beth Morrill

'06 Lucy Townsend

'08 Tia Thornton

'07 Eric Stamm, co-clerk

### **Ad Hoc Design**

Carol Savery-Frederick, Eleanor Godway, Jamie Taylor

### **Alternatives to Violence Program**

Marla Ludwig, clerk

Jamie Taylor, Valentine Doyle, Eleanor Godway, Emily Chasse, Ray Boucher, Carolann Boucher

### **Archives**

Cynthia Reik, co-clerk

Eric Stamm, co-clerk

Beth Morrill, Sally Morrison, Lucy Townsend

### **Building Use**

LouAnne McDonald

Kathy Zager

### **Buildings and Grounds**

Ginny Allen, clerk

John Humphries Chris Robinson Stephen Haynes, Carolyn Flint, Brigid Kennedy, Donn Weinholtz, Shawn Lang, Chris Watts, Bruce Baldwin, Wayne Boulton, Amy Boulton, David Brown

QLNS Liaison: Carol Shilliday

**Canned Food Collection**

Steve Warner

**Child care**

Carolann Boucher, Lara O'Neil

**Communications**

E-mail list: Wayne Boulton

Handbook: Kiki Eglinton, Bobbie Taylor, Diane Randall, Diane Warner

Mailing list and Directory: Karen and Phil Will

Website: Chris Watts

Newsletter: Diane Randall, Roger Catlin, Cynthia Reik, Shawn Lang

**Conference Encouragers**

Diane Randall, Debbie Humphries, Roz Spier

**Correspondence**

Dianne Warner, clerk

Joan Gallagher, Priscilla Doyle

**Eleventh Hour**

John Humphries, co-clerk

Roz Spier, co-clerk

Cynthia Reik, Frances Duthie, Hugh Ogden

**Finance**

Jim Reik, clerk

Phil Will, John Flint, Mary LaPorte, ,Tim Allen, ,Robert Batson, ,Ruth Alexander, Carol Savery-Frederick, David Thompson,

Buildings and Grounds Liaison: Ginny Allen

**Greeters**

Brad Noel, clerk Shelly Perron

LouAnne McDonald, Bill Nelson Otis Brown, Sally Morrison, Hugh Ogden, Ron Todd, David

Zevin, Marla Ludwig, Eleta Jones, Michael Taylor, Cynthia Reik, Marshall Valier

**HIPP**

Mary Lee Morrison

**Hospitality**

Mary Ann Sniekus, co-clerk

Roger Catlin, co-clerk

Michael Taylor, co-clerk

Jessica Doyle, Janelle Mantie, Mary Jane Todd, Rishona Hines, Shani Hines, Gretchen Stein

**Library**

Emily Chasse, clerk

Ron Todd, Dianne Warner, Lillie Catlin, Travis Taylor, Beverly Stamm

**Maplewood Properties Tenant Relations**

Wayne Boulton, Phil Will, Ginny Allen (convener)

**Mantel Arrangements**

Don Noel, clerk

Kiki Eglinton, Ruth Alexander, Cynthia Reik, Shelly Perron, Bill Nelson, Dianne Warner, Amy Watts, Gretchen Stein

**Memorial**

Bobbie and Bill Taylor, co-clerks

Donn and Diane Weinholtz co-clerks

Laurel Swan, Carol Savery-Frederick, Anna Moberly

**Nominating Committee**

Ginny Allen, clerk

Joan Gallagher, Eleanor Godway (ex officio), Debbie Humphries

**Peace and Social Concerns**

John Stamm, clerk

Gary Chipman, LouAnne McDonald, Mary Lee Morrison, Chris Blossom, Valentine Doyle

**Photo Board**

Michael Taylor

**Religious Ed**

Diane Randall, co-clerk

Lynn Johnson, co-clerk

Chris Baldwin, Janelle Mantie, Kathy Zager, Anna Moberly, Jay Zevin, Paul Bartoo, Beverly Stamm, Sue Chipman

**Social Hour**

Kiki Eglinton, clerk

Joan Gallagher, Shawn Lang

**Young Friends**

David Zevin

**APPENDIX 5: DIRECTORY/MAILING LIST INFORMATION**

New Entry  Modified Entry *Please Print Neatly* Date: \_\_\_\_\_

Name	First:
	Middle:
	Last:
	Nick Name:
	Birth Date:
Email	_____
Membership	<input type="checkbox"/> Hartford Meeting <input type="checkbox"/> Other Meeting Member
Directory	<input type="checkbox"/> Exclude From Directory Listing

Name 2	First:
	Middle:
	Last:
	Nick Name:
	Birth Date:
Email	_____
Membership	<input type="checkbox"/> Member Of Hartford Meeting <input type="checkbox"/> Other Meeting Member

Directory  Exclude From Directory Listing  
Address Street:

City:

State:

Zip:

Country:

Phone 1

Phone 2

Meeting  Mail by US Postal Service  
Newsletter  Email

Do not send

Add to Meeting Business Email List  Add to Meeting Social Concerns Email List

Comment

Children (Full Name)	Birth Date	Member	Email
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

## **APPENDIX 6: RESPONSIBILITIES OF GREETERS**

The Greeters are responsible for arriving early to see that doors are unlocked, windows opened or fireplace fire lit according to season, and the sound system for the hard-of-hearing turned on; and then to greet people as they arrive, with a special eye out for visitors.

The Greeter also does an informal headcount and records that day's attendance on a block calendar that is in the drawer of the vestibule table. At the end of each First Day that greeter is responsible for locking up, or arranging for some other Friend who plans to stay late to lock up.

The aim is to have 10 to 12 members each year, so that each member needs be responsible for only four or five Sundays throughout the year. The committee clerk sends each member a fill-in-the-blanks calendar for the year beginning July 1, asking folks to pick five first-choice days, five seconds and five third-choice, and to cross out days they know they cannot serve.

The clerk then sorts through all the responses, trying to assign folks their first-choice days to the extent possible, but falling back on their second or third choices if necessary. (If committee members come from some distance, it's usually possible to avoid scheduling them for winter days that might be snowy. Some people volunteer to serve both as greeters and mantel-arrangers; the current clerks of those two committees do their best to schedule them so they can fulfill both assignments on the same days.) The clerk then goes through the preference sheets again, and assigns a "back-up" person for each Sunday.

People are expected to note those dates in their personal calendars, and see that the greeting duties are fulfilled on the assigned days -- or call the back-up person for that day to arrange a swap. (If the back-up person can't manage it either, folks can call the committee clerk.)

There is a guest notebook on the vestibule table that is very important for follow up and communication with visitors, guests, and out-of-town visitors. Every effort should be made to have the newcomers and visitors to sign the book. Nametags are on the table, and additional supplies, more guest book pages, and nametags are the responsibility of the clerk. Some black pens should be available. There are some Quaker materials on display on the table. Additional copies of these publications are in a low drawer on the back wall (near the door to the hall) of the library annex.

Greeters are responsible for assisting members with hearing devices.

## **APPENDIX 7: PROCEDURES FOR THE HOSPITALITY COMMITTEE**

Potluck set-up takes approximately 45 minutes. The tables should be set up previously or that morning in the downstairs room and the nursery school supplies put away in their storage area (in the alcoves behind sliders in the main room).

Table setting includes tablecloths, knives, forks, spoons, cloth napkins and glasses. Each table also receives a pitcher of water, and salt and pepper shakers. The Hospitality committee has opted to remain environmentally conscious, so the napkins, dishware and utensils used are not disposable.

Prior to each potluck luncheon, the clerk purchases juice, milk, coffee, tea, and checks salt and pepper and sugar supplies. Meetinghouse supplies are on shelves so marked in the cupboards. On the morning of the luncheon, coffee and tea are made using coffeemakers stored in the kitchen and placed on the counters beneath the windows in the dining room. The ovens are turned on to warm to keep prepared food that has been dropped off before 10 am. A Hospitality committee member is in the kitchen or dining room between 9 and 10 am to help prepare and to receive instructions for food being dropped off.

Potluck luncheon begins at 11:30 am and finishes between 12:30 and 1 pm. Hospitality committee members AND volunteers are needed to help clean up. In addition to loading the dishwasher, drying and putting away dishes and utensils, the tables need to be broken down and returned to the appropriate storage area in the #2 closet. Chairs need to be put away in the racks in the storage area located in the Rainy Day Room.

Each person bringing food to the potluck luncheon takes home his or her own serving dishes to clean. One individual takes home the tablecloths and napkins to wash and return to the lower right hand cabinet next to the stove.

A yearly cleaning and consolidation of kitchen items is also done by the Hospitality committee. Many groups share or use the kitchen, including the nursery school which uses it daily, so this step is very important.

## **APPENDIX 8: GENERIC SUMMARY OF INSURANCE COVERAGE**

**Property Insurance:** Insures building and contents for direct physical loss, subject to policy conditions, including Maplewood Properties.

Energy Equipment aka Systems Breakdown: Covers damage to heating and cooling and wiring systems.

General Liability: Covers legal liability for bodily injury and property damage to a third party.

Non-Owned Automobile Liability: Covers legal liability for bodily injury and property damage to a third party from the operation of a motor vehicle.

Worker's Compensation: Covers employees injured during the course of employment for lost wages and medical services, subject to state statutes.

Umbrella Liability: Provides excess liability limits over the scheduled liability policies (Automobile Liability, General Liability & Employer's Liability).

Crime Insurance: Insures against employee dishonesty and includes coverage for forgery, loss of money and securities on premises and in transit, and computer fraud.

**Property Insurance:** Insures building and contents for direct physical loss, subject to policy conditions, including Maplewood Properties.

## **APPENDIX 9: PROCEDURES FOR SETTING UP MANTEL COMMITTEE ASSIGNMENTS**

The Committee Clerk sends each committee member a fill-in-the blanks calendar for the year, beginning July 1, asking folks to pick five first-choice days and five second and five third-choice, and to cross out the days they cannot serve. Whether folks will be in town is obviously the principal reason for choosing days, but it may also be because a favorite house plant or outdoor garden will bloom then, or because one has a seasonal theme in mind – pumpkins at Halloween, etc.

The Committee Chair then sorts through the responses, trying to assign folks their first choice days to the extent possible, but falling back on the second or third choices if necessary to have someone responsible for all 52 First Days. If committee members come from some distance, and ask, it's usual possible to avoid scheduling them for winter days that might be snowy. Some people volunteer to serve both as greeters and mantel-arrangers: the chairs of those two committees currently do their best to schedule them so they can fulfill both arrangements on the same days. The chair then goes through the preference sheets again, assigning a "back-up" person for each Sunday.

Committee members are expected to note those days in their personal calendars, and see that the mantel is taken care of on the assigned days, or call the back-up person for that day and arrange a swap. If the back-up person can't manage it either, folks call the committee chair.

Because the building is often in use on Saturday, members of the committee have been asked to avoid coming into the Meeting house to decorate when other groups are there. It may be necessary to call the Meeting house scheduler to find out the times the Meeting house is in use and plan to decorate around that schedule. Most participants bring their arrangements when they come to Meeting on First Day, arriving early lest the greeters conclude that the mantel has been forgotten and put up a standby dried arrangement.

Arrangements should be removed at the close of Meeting so the mantel is bare during the week as many groups use the space. If there is an arrangement still on the mantel when you arrive to place your arrangement, please remove the older arrangement, dispose of it in the upstairs kitchen trash and return the vase to the high shelf assuming it was a Meeting house vase. If it was a personal container, the owner can retrieve it there.

## **APPENDIX 10: MAKING PRESENTATIONS AT THE MEETING FOR BUSINESS**

Presenting a committee report at a monthly meeting for business can be an intimidating task for new Friends and old. The following thoughts may serve to make the process more understandable and less stressful.

In meeting for business, Friends are seeking to discover and to implement the will of God. Aware that they meet in the presence of God, Friends try to conduct their business reverently, in the wisdom and peaceable spirit of Jesus. Insofar as a divine-humane meeting takes place, there is order, unity and power. ( p. 114 Faith and Practice of New England Yearly Meeting of Friends)

### **Why do committees make presentations at meetings for business?**

There are some very small Friends meetings that have no separate standing committees. All the major concerns are discussed at the monthly meeting for business. The meeting for business becomes, in effect, all the committee meetings, one after another.

When membership reaches a certain size, the monthly meeting will often assign members and attenders to committee, and have those committees season issues before bringing them to the meeting for business. In this case, the bulk of the discussion takes place at the committee meeting, rather than at the meeting for business.

### **Three kinds of committee presentations**

Presentations to the meeting for business usually follow one of three different formats. The first is a review by the committee of the work they have done. In this case, the committee is not looking for any approvals, but is merely giving the meeting a summary of their activities. They might report, for instance, that a wedding was accomplished according to the good order of Friends, or that a certain amount of money was raised for an endowment fund. Even though approval of the report is not being sought, it is important that the Clerk and Recording Clerk receive a written copy of the report, so they are not distracted from the meeting for business by a need to take notes on the committee's presentation.

Another type of presentation occurs when a committee has a concern that they wish to bring to the attention of the meeting for business. The committee may not know how best to deal with the concern, but hopes that more Light may be brought to it in presenting it to the meeting for business. The Clerk can allow time to consider the issue and then the meeting can assign the concern to an ad-hoc or standing committee for further seasoning.

A third type of presentation is the offering of a proposed minute for approval by the meeting. The committee may come with their proposed minute written out, or may come with an oral proposal, which the Clerks will then compose into the proposed minute. The committee must be in unity with the proposed minute before it is presented to the meeting for business. Such a proposed minute might be a statement of the meeting's leadings, an intention to spend some of the meeting's money, or a commitment by the meeting to undertake some good works in the community.

### **Requesting time in the meeting for business agenda**

When a committee seeks to make a presentation at a meeting for business, a representative should inform the Clerk of this fact well before the date of the meeting for business. The Clerk spends much time creating an orderly flow of items for the meeting for business. Last-minute additions to the schedule can result in a disjointed agenda.

The Clerk will want to know if the presentation is a simple report, a concern or a proposed minute being offered for approval. If the proposed minute will be offered, the Clerk will ascertain that the committee is in unity with the proposed minute, and that the committee has spend sufficient time seasoning the issue. The person chosen by the committee to present a proposed minute should submit a copy of it to the clerk, preferably some days before the meeting for business, but in all cases before the committee's presentation.

### **Making the presentation**

Any member of the committee can make a presentation to the meeting for business. It is often helpful for committees to have a training session for meeting for business presentations so that all members of the committee can feel comfortable with the process.

The Clerk, and some of the more "seasoned" members of the meeting are good sources of information on how to make presentations. When a committee is bringing a proposed minute or a concern to the meeting for business, it is very important that most, if not all, of the committee be present to provide support for the presenter and to provide background information for the matter at hand.

Once the prepared part of the presentation has been made, the presenter should either sit down and settle back into worship, or, at the direction of the Clerk, remain standing to answer questions about the presentation. In the case where discussion follows a committee presentation, and where it seems appropriate to minute the sense of the meeting, it is the responsibility of the Clerk and Recording Clerk, rather than the committee presenter, to formulate that minute.

### **Responding to a presentation**

Those Friends who wish to respond to a presentation should raise their hands, or say, "Clerk please?" to alert the Clerk that they wish to make a contribution. Friends should refrain from speaking without recognition by the Clerk, except to make short statements like, "that Friend speaks my mind." The Clerk will recognize each person in turn, according to his/her sense of the meeting.

Once recognized, Friends should speak directly to the Clerk, rather than to the presenter, the previous speaker, or the entire meeting. Dialogue between individuals is never appropriate, and tends to destroy the worshipful spirit and deliberate pace that are so important to the well-functioning meeting for business. Friends waiting to be recognized by the Clerk should lower their hands while someone is speaking and should listen with an open heart to the ministry of other Friends. There are times when the Clerk may ask if those still wishing to respond could put aside their remarks in the interests of moving forward.

Remarks made from the floor of the meeting for business should be made in a spirit of worship. It is often more helpful to reflect upon the broader issues raised by the matter at hand, rather than the subtle nuances of the committee's presentation. Prolonged discussions on minutiae are rarely helpful. It is often a wise course for the meeting for business to write a minute describing the sense of the meeting, and allow a committee to implement the minute. The committee can

then come back to the meeting for business later with a report on their implementation.

### **Approval of Items**

If an item of business needs the approval of the meeting and the Clerk senses unity on the matter, she/he will read a proposed minute and ask for approval. It is the tradition of Friends to note their approval by saying “Approve” or “I approve” rather than “Approved.”

If a Friend does not feel led to approve a proposed minute, s/he should alert the Clerk immediately, and when recognized, express his/her uneasiness with the minute. The Clerk may then suggest an alternative minute around which the meeting might find unity, return the item to a committee for more seasoning, or postpone further consideration of the matter until a future meeting for business.

### **For presenters:**

#### **Do:**

- Bring a written copy of any presentation you are going to make
- Request time on the agenda as far in advance as possible

#### **Don't:**

- Present an item of business with only one member of the committee present
- Remain standing after you have finished presenting your item (unless directed to do so by the clerk)

### **For others:**

#### **Do:**

- Wait to be recognized by the clerk
- Speak to the Clerk
- Listen with an open heart
- Be willing to put aside remarks in the interest of moving forward
- Be willing to trust a committee to carry an item forward
- Express approval of a minute by saying “Approve” or “I approve”

#### **Don't:**

- Worry too much about minutiae

There are additional sources of information for Friends who wish to learn more about the conduct of the meeting for business. Reading the applicable sections of Faith, and Practice of the New England Yearly Meeting and consulting with members of the Worship and Ministry Committee are two ways to start.

Prepared by Beacon Hill Friends Meeting, Ministry and Counsel Committee, October 1994

## **APPENDIX 11: DESCRIPTION OF A FRIENDS MEMORIAL SERVICE**

The Religious Society of Friends holds, as the basis of its faith, the belief that God endows every human being with a measure of the Divine Spirit which may be directly experienced.

Our manner of worship is an outgrowth of this belief. We gather in quiet assemblies, mindful of the words: “Be still, and know that I am God.”

A Friends memorial meeting is similar in many ways to a meeting for worship. We come together in reverent silence with the desire to draw nearer to God and to understand God’s will. It is not only a time for sharing feelings of loss, but more importantly a time of thankfulness for the life of the person for whom the memorial meeting is held. We reflect on the value of that life as it relates to the lives of all of us.

All present share equally in this. We sit quietly; at times an individual may be moved to speak, to offer a prayer or a message that has come out of the silence. All are welcome to do this. The meeting is closed with handshakes.

The responsibility for the spiritual depth of the meeting rests with each attender. Those who keep silence as well as those who give vocal message do their part when they yield their minds and hearts to the guidance of the Spirit.

Friends hope that in the Meeting for Worship a consciousness of the Divine Presence will come to every attender, to be a source of direction, strength and comfort after leaving the meeting.

Originally printed with permission of Wooster (Ohio) Monthly Meeting Religious Society of Friends.

Revised by Philadelphia Yearly Meeting Religious Society of Friends

## APPENDIX 12: RESPONSIBILITIES FOR USHERS AT MEMORIAL SERVICES

### Seating

The **immediate family** will either come in and be seated in the meeting room as they arrive or wait in the Williams Room until the start of the service.

You will be briefed on their decision when you arrive to usher.

If the **extended family** includes many out-of towners unknown to us, usually a family member will also serve as an usher, to direct them up front.

The **immediate family** usually sits in front on one or two front benches, facing the fireplace. Please check to see that there is a box of tissues on both of the two front benches. (Tissues are in the Clerk's office.)

Others in the **extended family sit behind them**, two and three benches or more if needed. If it's expected to be a big turnout, try to fit six people to a bench on all benches in the room.

### As People Arrive

- Offer printed programs to all arrivals.
- Offer the small printed description of a Quaker memorial service to anyone who looks as though they aren't familiar with the service.
- Guide arrivals to the nearest signing table to sign the guest sheet.
- A **Lectern with guest pages** will be available for those coming in through the front and first side doors. This will probably be just inside the meeting room, at the back.
- **Another table for signing guest sheets** will be someplace in the annex, the big room with the counter and cabinets underneath.

For a big turnout, unfold extra chairs as needed but don't fill up the space too soon with too many empties that get in the way of traffic. Wait until they're needed for last arrivals.

### After the Service

The **immediate and extended families** will leave first and go downstairs to the nursery area/dining room, if there are to be refreshments here at the Meetinghouse. As people rise from folding chairs, fold the chairs and stack them off to one side. Some of the folding chairs may need to be moved down to the nursery area/dining room to place along the wall for those who need a place to sit.

### Note

There is **wheelchair access to the basement**. Guide the wheelchair user out of the meeting room via the front door, down the front-lawn ramp to the drive, down the drive to the **last door of all**. This is ramped down to the basement level. (**Caution: It's a steep ramp with a right-angle turn; have someone go with the person.**)

### APPENDIX 13: CURRENT TELEPHONE TREE – 10/2004

Overseers: Cynthia Reik (289-4566), Eleanor Godway (225-7554), Debbie Humphries (236-5175), Carolann Boucher (667-3323) Bobbie Taylor (236-3709) and Lynn Johnson (561-2343)  
 Top of tree: Call each of the Callers

	<b>LouAnne MacDonald 688-4435</b>		<b>Laurel Swan, Caller 243-2217</b>
Ruth&Larry Alexander 242-7128	Bill & Bobbie Taylor 236-5709	Maryann Sniekus (203) 597-0761	Gary & Sue Chipman 645-1471
Eleta Jones/David Thompson 236-3001	Tim Everett/Lucy Potter 523-8090	Mary Jane & Ron Todd	Mary Jane & Jim Carpenter 693-8466
Kate Wessling 345-3605	Ann MacMichael 561-5329	Linda Smith 408-1383	Matt DeMichele 523-8832
Frances Duthie 953-5740	Dianne & Steve Warner 521-4606	Carol Savery-Frederick 623-0869	Art Wolf (memorials) 521-0332
Don Hope 236-3220	Beth Morrill 826-6139	Tom&Tia Thornton 231-0145	Eileen McCarthy 521-1526
Chris Blossom 724-3700	Eileen Lawlor (mail)	Cindy Jacobs 721-0710	Ed Paquette 687-9706
Karen&Phil Will 232-5253	Tim & Ginny Allen 523-5768	Teri Allen (860/956-1738)	Joan Gallagher 953-5735
Ruth Lilienthal (845) 678-1160	Emily Johnson (card)	Frank Hohmeister	Bob Hoyle 255-9743
<b>Priscilla Doyle, caller 652-0825</b>	<b>Ray Boucher, caller 667-3323</b>	<b>Brad Noel, caller 247-0759</b>	<b>Eric Stamm, caller 917-405-9287</b>
Tom Blank 236-4898	Lin Nicotera 653-6548	Paul Bartoo/Carol Padberg 236-3923	Liesa Stamm, 236-4490
David Brown 236-4898	Eleanor Godway 225-7554	Sally Morrison 232-8390	Joyce Barlow
Martin Wheeler 233-4789	Jim Gould 286-8201	Ed Murphy 537-2031	Palma Vaccaro 523-0624
Alex&Natalia Paciorkowski 586-8889	Arleen & Bob Barlow 828-9801	Marshall Valier (413) 734-9985	John & Carolyn Flint 653-3735
Helen Cross 242-2744	Robert Batson 594-8874	Brooke Pielli 653-9375	Peggy Miller 779-7357
Emily&Bill Chasse 521-9033	Rodney Bouchard (mail)	Ben Wojan 561-2921	Barbara Sarkis 667-1739
	Trudy Meserve 233-0387	Pat Mulready 343-1869	Valentine Doyle 296-7563
<b>Roz Spier, Caller 633-0120</b>	<b>Jamie/Michael Taylor, (860) 673-4185</b>	<b>Amy Watts, Caller 683-0496</b>	<b>Chris Baldwin, Caller 647-7693</b>
Dick Boulton 236-6475	Lynn Johnson 561-2343	Nancy Rogers 224-7045	Bea Coward 953-2649
Otis Brown, 747-4025	Rich Sivel 558-9436	David Oehl 345-2517	Jessie Stratton 693-9274
Rachel Donovan/David Zevin 657-9378	Donn&Dianne Weinholtz 232-0397	David Shaiken/Martha Sielman 487-4198	Francis&Marjorie Helfrick 649-5760
Jeff Russell 649-9010	Dick Stratton (740) 425-3655	Frank Reischerl 649-2310	Hugh Ogden 657-3293
Toos Knuttel 627-5800	Hal Frazier 673-5307	Milly Geetter 244-9523	Nancy Dart 561-1287
Jim & Cynthia Reik 289-4566	Shawn Lang 570-0542	Kiki Eglinton 561-3969	John and Beverly Stamm
Tom&Laurel Mangan (413) 567-3534	Bill Nelson/Shelly Perron 676-1408	Mary Lee Morrison/Bill Upholt 232-2966	Diane Randall/Roger Catlin 521-4380
	Nancy Mason 482-2394	Abigail Adams 523-4979	David Holdt 586-8918

<b>John &amp; Debbie Humphries 236-5175</b>	<b>Archie Meshenuk 688-9611</b>	<b>Shelby Mertes/Carol Shilliday 233-4745</b>
Marla Ludwig (860) 521-0095	Betty Chapin/Vernon Martin (603) 352-5295	Marty Donovan & Angie Swanger 828-2945
Sarah Dalton (860) 232-4513	Daphne Bye/Mark Fraser (413) 774-3431	Bob & Mary LaPorte 236-0742
Brigid Kennedy/Stephen Haynes (860) 257-0362	John Breasted (card)	Raye Hodgson (203) 888-3898
Bill & Paula Sistere (860) 658-5088	Seth & Shannon Craigo/Snell (203) 467-8124	Meila Gruber 232-2445
Hilary Poole & Mark Wood 489-9309	Lucy Townsend 521-0054	Caroline Webster (860) 824- 5285
Peterson Toscano 680-0639	Greg Staley 561-4908	Chris Robinson 675-5670
		Janibeth Johnson 232-3838

## APPENDIX 14: 2005 MEETING BUDGET

	Budget	Actual	Budget	Actual	Budget
	<u>2004</u>	<u>2004</u>	<u>2005</u>	<u>12/17/2005</u>	<u>2006</u>
<b>INCOME TO GENERAL FUND</b>					
Building Use					
CT Outreach	1,000	950	950	1,050	1,000
Dignity	3,600	1,875	1,875	1,800	1,875
NE Church of God	1,125	2,200	2,200	1,800	2,200
Quaker Lane Nursery School	12,500	12,353	12,350	11,677	12,800
Other	800	2,115	2,115	2,588	2,100
<b>Subtotal Building Use</b>	<b>19,025</b>	<b>19,493</b>	<b>19,490</b>	<b>18,915</b>	<b>19,975</b>
Individual General Contributions	80,000	59,805	66,000	47,842	52,000
Other Contributions		3,277		2,655	
Other Income	-	-	-	498	
Investment Income allocated to General Fund (1)	800	259	800	402	750
<b>Total Income(1)</b>	<b>99,825</b>	<b>82,835</b>	<b>86,290</b>	<b>70,311</b>	<b>72,725</b>
(1) Total investment income:		847		2,569	
2003 actuals restated from previous report: \$3,625.92 in additional income.					
<b>EXPENSES FROM GENERAL FUND</b>					
Building & Grounds					
Alarm System	300	210	210	210	210
Consumable Supplies	700	347	350	227	500
Custodian	16,000	16,796	17,000	14,970	12,780
Electricity	1,800	1,953	2,100	2,141	2,310
Furniture, Fixtures & Equipment	1,500	250	1,250	5,945	2,000
Gas	5,000	6,332	7,000	5,252	8,000
Insurance	9,000	8,321	8,500	13,050	8,000
Major Repairs (not paid from reserves)	4,000	12,976	2,500	20,879	5,000
Major Repairs (paid from reserves)		10,000			
Routine Maintenance	7,000	4,913	5,000	2,973	5,000
Snow Removal	1,000	-	600	100	700
Water	250	281	300	303	300
Lawn Care					300
Property Manager					3,120
<b>Subtotal</b>	<b>46,550</b>	<b>62,380</b>	<b>44,810</b>	<b>66,052</b>	<b>48,220</b>

	<b>Education</b>					
	Conference Encouragers	2,000	1,408	1,500	1,490	1,500
	Eleventh Hour	150	-	100	-	-
	First Day School	600	140	300	274	300
	Library Com.	600	552	600	542	600
	Young Friends	200	-	100	54	100
	<b>Subtotal</b>	<b>3,850</b>	<b>2,234</b>	<b>2,700</b>	<b>2,408</b>	<b>2,500</b>
	<b>Memberships</b>					
	Capitol Region Conf. Churches	1,200	-			
	Friends General Conference	1,600	1,600	1,600	-	900
	Friends World Committee	1,300	1,300	1,300	-	50
	G. Hlfd Interfaith Co. For Equity and Just.	500	500	500	500	500
	New England Yearly Meeting	18,000	18,000	18,000	18,000	12,000
	Quarterly Meeting	25	25	25	25	25
	<b>Subtotal</b>	<b>22,625</b>	<b>21,425</b>	<b>21,425</b>	<b>18,525</b>	<b>13,475</b>
	<b>Meeting Concerns</b>					
	AVP	500	535	260	265	300
	Center for Serenity			200	-	250
	Community Outreach	2,500	800	100	-	-
	FGC Nurturing Quakerism Campaign	1,000	1,000	-	-	-
	Friends in Unity With Nature	50	-	50	-	-
	Gifts	100	16	100	-	-
	Local Food Support	-	-	100	-	100
	Motto Calendars (2)		(3)	-	68	-
	Pax Educare	500	500	500	-	50
	Peace & Social Concerns	100	-	100	-	-
	Peace Builders Camp			100	-	50
	Woolman Hill	1,500	1,500	-	-	-
	<b>Subtotal</b>	<b>6,250</b>	<b>4,349</b>	<b>1,510</b>	<b>333</b>	<b>750</b>
(2) \$65 from 2003 contributed to AFSC in 2004, and \$67.50 from 2004 contributed in 2005. \$74.50 from 2005 contributed in 2005.						
	<b>Meeting Operations</b>					
	Archives	500	367	250	-	100
	Child Care	1,500	-	1,000	30	-
	Clerk's Fund	200	-	100	-	100
	Communications & Website	350	319	475	300	300
	Directories	150	(24)	-	20	-
	Information pamphlets, etc.			120	-	50

Meeting Handbook	500	-	500	-	500
Meeting Notices	100	156	-	99	100
Memorial committee		50	100	60	100
Newsletter & Printing	2,000	1,845	1,500	95	150
Office Expense & Misc	700	311	100	131	150
Pastoral Care	500	606	300	74	300
Postage	600	508	300	465	550
Retreat (3)	-	2,362	2,000	197	-
Social Hour					100
Telephone	300	308	300	253	300
Worship & Ministry	250	310	300	17	200
<b>Subtotal</b>	<b>7,650</b>	<b>7,118</b>	<b>7,345</b>	<b>1,743</b>	<b>3,000</b>

(3) Expenses in 2004 were for the 2005 retreat. Total net expense for the 2005 retreat was \$2,225, including contributions.

<b>Wider Concerns</b>					
Afghan Home Rebuilding		2,992			-
AFSC	2,500	2,500	1,000	-	600
Catholic Worker House			100	-	-
Center on Conscience and War	100	100	100	-	-
Central Com. on Conscientious Objectors	100	100	100	-	-
China Camp	500	500	100	-	-
CT NW to Abolish Death Penalty	200	200	100	-	-
Friends Committee on Nat. Legislation	2,000	2,000	1,000	-	100
Friends of Lesbian and Gay Concerns	200	200	200	-	25
Friends Peace Teams	1,000	1,000	500	-	25
Meeting School	200	200	-	-	-
New England Friends Home	200	200	-	-	-
Partnership for Strong Communities			200	-	-
Pendle Hill	100	100	-	-	-
Quaker Earthcare Witness	200	200	-	-	200
Quaker UN Office	1,000	1,000	500	-	25
Woolman Hill	2,000	2,000	2,000	-	1,250
<b>Subtotal</b>	<b>10,300</b>	<b>13,292</b>	<b>5,900</b>	<b>-</b>	<b>2,225</b>
<b>Total Expense</b>	<b>97,225</b>	<b>110,797</b>	<b>83,690</b>	<b>89,060</b>	<b>70,170</b>
<b>Net Operating Cash Flow</b>	<b>2,600</b>	<b>(27,963)</b>	<b>2,600</b>	<b>(18,749)</b>	<b>2,555</b>
<b>Funds Transfers</b>					
Sharing Fund	100	100	100	-	55

	Reserve for Major Repairs	2,500	(10,000)	2,500	-	2,500
	<b>Subtotal</b>	2,600	(9,900)	2,600	-	2,555
	<b>Net Cash Flow</b>	-	(18,063)	-	(18,749)	-

## APPENDIX 15: OTHER QUAKER ORGANIZATIONS

**The American Friends Service Committee (AFSC)** carries out service, development, social justice, and peace programs throughout the world. Founded by Quakers in 1917 to provide conscientious objectors with an opportunity to aid civilian war victims, AFSC's work attracts the support and partnership of people of many races, religions, and cultures.

AFSC's work is based on the Quaker belief in the worth of every person and faith in the power of love to overcome violence and injustice. The organization's mission and achievements won worldwide recognition in 1947 when it accepted the Nobel Peace Prize with the British Friends Service Council on behalf of all Quakers.

The AFSC is directed by a Quaker board and staffed by Quakers and other people of faith who share the Friends' desire for peace and social justice.

The Connecticut chapter of the AFSC has a website at [www.afsc.org/ct](http://www.afsc.org/ct). (860) 523-1534

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

FCNL is a 501(c)4 public interest lobby, not a political action committee (PAC) nor a special interest lobby. FCNL's multi-issue advocacy connects historic Quaker testimonies on peace, equality, simplicity and truth with peace and social justice issues which the United States government is or should be addressing. FCNL seeks to follow the leadings of the Spirit as it speaks for itself and for like-minded people.

FCNL is governed by a General Committee of 240 Friends, the majority of whom have been appointed by 26 Yearly Meetings and seven national Friends' organizations. The General Committee meets each November to conduct business. This includes establishing legislative policy and priorities. FCNL's General Committee recently approved legislative priorities for the 109th Congress. An Executive Committee and several other subcommittees oversee the program and administration of FCNL between Annual Meetings.

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

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

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

*-- FGC Minute of Purpose, Central Committee, October 1998*

Friends General Conference is governed by a Central Committee composed of 170 Friends, 112 of whom are appointed by affiliated yearly and monthly meetings. The work of FGC is carried out by the staff and volunteer members of its program committees. These committees are: Advancement and Outreach; Christian and Interfaith Relations; Friends Meeting House Fund; Long Range Conference Planning; Ministry and Nurture; Publications and Distribution; Religious Education.

In 2000, a committee for ministry and racism was established which should:

- a) Seek to provide vision, leadership, and support (including human and material resources) for enhancing racial and ethnic diversity and eradicating racism among Friends; and
- b) Seek, with God's guidance, to help Quakers transform themselves institutionally and individually into a beloved community – whole and enriched by its diversity.

Friends General Conference is an association of 14 yearly meetings and regional groups and 7 directly affiliated monthly meetings.

**Friends United Meeting (FUM)** is an international association of Friends Meetings and Churches, organized for evangelism, global partnership, leadership development and communications. FUM's purpose is "to energize and equip Friends through the power of the Holy Spirit to gather people into fellowships where Jesus Christ is known, loved and obeyed as Teacher and Lord."

Friends United Meeting, founded in 1902, includes twenty-seven Yearly Meetings (regional associations) of Friends, along with several smaller groups, local meetings (churches) and affiliated organizations. Friends United Meeting includes both programmed and unprogrammed meetings.

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

**The Friends World Committee** (<http://fwccworld.org>) is the international Friends organization which works with all the Yearly Meetings of Quakers worldwide. It exists to facilitate loving understanding of diversities among Friends while discovering, with God's help, common spiritual ground and to facilitate full expression of Friends testimonies in the world. Its work is primarily among the many Yearly Meetings of Friends worldwide.

FWCC's four sections serve the various regions of the world, providing service and ministry opportunities for Friends throughout the world through conferences, publications and other programs that express our common faith and tradition.