

Committees & Other Responsibilities at Lancaster Friends Meeting

Here are brief descriptions of the work and responsibilities of committees and other positions of responsibility of Lancaster Friends Meeting. These descriptions are to provide information and guidance to anyone considering how they are called to help with this work. Individuals serve two-year terms on most committees and are invited to serve consecutive terms. Attenders may serve on all committees except Care & Counsel and Nominating.

► **Camp FoxTales Committee** plans, organizes and carries out a one-week summer day camp program for Meeting children (ages 5-12) and children of other families interested in Quakerism.

► **Care & Counsel Committee** is responsible for assuming leadership in creating and maintaining a caring Meeting community, providing pastoral care and counseling to individuals in our community, and fostering an atmosphere where all feel encouraged to have a role in the nurture and care of others. Its responsibilities include matters of membership, marriage and committed relationships, memorial services, the reconciliation of differences, answering inquiries, and providing support and/or material assistance for those in need. Care & Counsel also fosters and encourages the use of clearness committees. *Only Meeting members may serve on this committee.*

► **Comfort & Assistance Committee** arranges visitations with members and attenders in the hospital, sends flowers to the ill, coordinates help for the homebound and food for those who are unable to cook, and provides other assistance as need arises. This committee also oversees the distribution and care of the Comfort Quilt.

► **Environmental Concerns Committee** meets monthly to consider matters of environmental concern and presents information via forums, the newsletter and field trips to increase environmental awareness and encourage sustainable living. Addresses environmental issues that concern the Meetinghouse.

► **Finance Committee** is responsible for the financial wellbeing of Meeting. It sees that the regular, ongoing expenses of Meeting are met and that Meeting has the means to support programs and projects of concern to members and attenders. The committee works closely with the Treasurer, who keeps the financial records of income and expenditures, and Assistant Treasurer, both being ex officio members of the committee. In case of a shortfall, the committee takes appropriate corrective action. The committee prepares Meeting's annual operating budget and presents it to Business Meeting for approval. It recommends which organizations, within or outside Meeting, should receive money from the Community Support Fund.

The **Investment Subcommittee** is responsible for appropriately investing Meeting's funds and seeing that they are available as needed.

The **Loans & Scholarships Subcommittee** is responsible for the disbursement of income from Meeting's several scholarship funds.

► **First Day School Committee** plans and implements both religious education and social activities for Meeting's children and youth. The committee

- ❖ coordinates First Day school classes, chooses curriculum, recruits teachers and provides training opportunities and assistance for those teachers.
- ❖ plans activities which contribute to the religious growth of the children, such as field trips and service projects.

► **Forum Committee** organizes programs to follow 10:00 Meeting for Worship. Many programs relate to spirituality, Quaker testimonies and activism, music and the arts. The committee has coordinated such events as: "Home for the Holidays," poetry sharing forum, "let's laugh a little" jokes forum, annual art show. Suggestions are welcome from everyone—many programs result from ideas put forth by persons not on the committee. There are no forums during the summer.

► **Garden Committee** plans, plants and maintains the gardens surrounding the meetinghouse—with help from anyone who wishes to take responsibility for a particular part of the gardens.

>**Healing Racism Working Group** has as its' purpose to recognize and work to heal racism. This work involves both inward (spiritual) and outward (social action) components. Efforts are focused on three separate but related dimensions of racism: (1) at the individual level (2) community (the Meeting and Lancaster area) (3) institutions and society at large (Friends larger network of PYM and beyond, private and public institutions at the state and national levels.)

The group meets on the third Saturday evening of each month for shared meal, socializing, and business. Examples of our work include: group discussions of relevant readings and videos; Meeting forums; Camp Swatara presentations; special events and field trips for children (ie. Underground Railroad with AME Church); work with local schools to increase the number of teachers of color as well as overall teacher sensitivity to issues of race (ie., Carlton Ashby workshop); and social action to address concerns about the possibility of institutional racism in the community and beyond.

► **Library Committee** maintains the Meeting Library and encourages its use by the Meeting as a resource. They welcome suggestions of materials to buy and donations of books on Quakerism Spirituality. The committee meets bi-monthly. They also have responsibility for the Children's Library.

► **Milner Fund Committee** oversees the 75% of the Milner Fund available to support leadings, care of the Meeting community, and wise stewardship of our building and land. The committee develops procedures (with Business Meeting), educates the Meeting community about the fund, works with individuals to clarify leadings, tries to identify projects which might benefit from a grant, reviews proposals, makes recommendations to Business Meeting if the amount requested exceeds \$2000, and receives reports on projects funded. See the binder in the library for information on procedures and copies of proposals. *Service on this committee is by appointment of Nominating Committee.*

► **Newsletter Committee** produces Meeting's monthly newsletter. Committee members write copy, get the newsletter printed, and see to its distribution. The latter includes maintaining the mailing list and preparing copies for mailing. No staff meetings are held.

► **Nominating Committee** seeks to discern the gifts and skills of individuals within the community and to suggest roles in which these gifts and skills might be utilized and developed. The committee nominates members of all committees except itself and nominates persons for the positions of clerk, assistant clerk, recording clerk, treasurer, assistant treasurer, recorder and representatives to several external organizations. *Members of this committee, who serve a 3-year term, are appointed by a Naming Committee comprised of the Clerk of Meeting and the convenors of Care & Counsel Committee and Worship & Ministry Committee.*

► **Outreach Committee** helps to welcome newcomers and to make our Meeting known to the greater Lancaster community. The committee recruits individuals to serve as greeters before Meeting, helps to informally welcome newcomers after Meeting, purchases and produces literature helpful to newcomers, and organizes the Meeting website.

Signboard subcommittee chooses quotations or sayings reflective of our Quaker worldview, to display on our signboard and (changing the signboard at least once a month).

► **Peace & Social Concerns Committee** has four purposes: 1) to communicate to Meeting its concerns and activities about peace and social justice issues, 2) to serve as a network for these issues between Meeting and the local community, 3) to serve the social welfare of the local community through its outreach efforts, and 4) to serve as a forum for ideas concerning peace work and social service which originate within Meeting. To fulfill these goals, the committee seeks to:

- ❖ educate Meeting members and attenders about peace and social justice issues, including community needs and social problems
- ❖ coordinate peace and service activities undertaken by Meeting
- ❖ sponsor/support the annual Peace Essay Contest
- ❖ educate the community about peace and social justice issues through its outreach efforts and draft counseling
- ❖ communicate with other religious and service groups and with legislative bodies on peace and social justice issues
- ❖ provide support to the American Friends Service Committee and Friends Committee on National Legislation

The **Peaceful Families Subcommittee** has as its mission to engage all in the Meeting community to live the Peace Testimony in all family relationships.

► **Personnel Committee** is responsible for developing and administering personnel policies and procedures. The committee oversees all aspects of the employment process including job descriptions, hiring, salaries, benefits, training, performance reviews, and resolution of personnel issues as needed. It determines the appropriate classification of individuals performing work for Meeting including employees (fulltime, part-time, intermittent) and independent contractors.

The Childcare Subcommittee recruits and schedules persons who provide childcare during First Day School (nursery), forums, and Meeting social activities and other events.

► **Social Committee** is responsible for coffee and refreshments each week after rise of Meeting and plans and oversees a variety of social events including monthly cooperative meals, Christmas Candlelight Supper, annual picnic and Friendly Dinners.

► **Worship & Ministry Committee** nurtures the Meeting's spiritual life. Specific responsibilities include oversight of Meeting for Worship, guidance in matters of ministry, welcome of newcomers, provision of opportunities for adult and First Day School religious education and spiritual growth through classes and small groups, encouragement and counsel of members and attenders in their spiritual journeys, and the nurture of each member's individual gifts and sense of ministry. In order to fully participate in the work of this committee, members should be willing in their individual lives to commit to a process of deepening their preparation for and participation in the spiritual life of the Meeting.

The following Meeting responsibilities are carried out by individuals:

Mailing List Coordinator maintains Meeting's mailing list and provides mailing labels. **Meetinghouse Scheduler** keeps track of all events held in the meetinghouse and arranges for heating or cooling of rooms as appropriate.

Member-Attender List Coordinator gathers information to keep the list up-to-date and makes copies available to members and attenders.

Meeting has individuals and small groups whose work goes beyond our Monthly Meeting. They include:

AVP (Alternatives to Violence Project): AVP offers unique workshops that guide one to discover and use non-violent ways to resolve conflicts. Although the committee is made up of those who have completed the training cycle, other Meeting members and attenders are invited to join the committee. Workshops are offered at the Meetinghouse and/or in the community.

Camp Swatara Planning Committee: Lancaster Meeting had responsibility for planning the program for Camp Swatara (May weekend retreat and business meeting of Caln Quarter) in 2008 and 2009; for 2010 and beyond we will need 2 or 3 representatives to attend the Quarterly Meeting Planning Committee meetings (usually 1-2 per year).

CORC (Committee for Oversight of Regional Coordinator of Caln Quarter): This group provides support for the regional coordinator, who works to support Friends in the deepening of their spiritual growth within the Quaker community through appropriate activities such as inter-meeting fellowship, intergenerational activities and responding to social concerns. Activities are determined by the needs of individual meetings.

Interim Meeting of PYM: Interim Meeting conducts the affairs of PYM (Philadelphia Yearly Meeting) in the interval between yearly meetings for business. Interim meets 6 to 8 times a year in historic Arch Street Meetinghouse in Philadelphia.

Lancaster County Council of Churches representatives attend the annual meeting of the Council of Churches, representing the Meeting's point of view to the Council, and keeping the Meeting informed of Council activities. (The LCCC is especially active in running a local food bank, working with the homeless, and promoting dialogue among local churches.)

Trustee of East Lampeter Meeting

Revised March, 2010