

**Manual of Procedures  
for the  
Sandy Spring Monthly Meeting  
of the  
Religious Society of Friends**

**Fourth Month 2007**

## **Sandy Spring Monthly Meeting of Friends - Manual of Procedures**

*“Dearly beloved Friends, these things we do not lay upon you as a rule or form to walk by, but that all, with the measure of light which is pure and holy may be guided; and so in the Light walking and abiding, these things may be fulfilled in the Spirit, not from the letter, for the letter killeth, but the Spirit giveth life.”*

The [Quaker] Elders at Balby: 1656

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## I. Introduction

The purpose of this manual is to provide a basis for the good order of the Sandy Spring Monthly Meeting of the Religious Society of Friends by outlining the organizational structure of the Monthly Meeting, its officers and committees, and its relations to other Friends' and community bodies. The *Faith and Practice* (1988) of the Baltimore Yearly Meeting serves as a guide for Discipline for the Monthly Meeting.

## II. Name

The name shall be Sandy Spring Monthly Meeting of the Religious Society of Friends (also referred to in this manual as the Meeting or the Monthly Meeting). The Meeting shall be a member of the Baltimore Yearly Meeting of the Religious Society of Friends.

## III. Meeting for Worship

Meeting for Worship will be held at 9:30 A.M. and 11:00 A.M. each First Day (Sunday); only at 9:30 the first First Day (the first Sunday) of each month; at 7:30 P.M. each Fifth Day (Thursday); or at such other times as is satisfactory to the Monthly Meeting. Exceptions to this schedule may be approved at Meeting for Business. In addition, Preparative and Allowed Meetings may determine their own schedules for Meeting for Worship.

Meetings for Worship held in the Sandy Spring Meeting House are under the care of the Ministry and Counsel Committee, which has an interest in the spiritual quality of all Meetings for Worship held under the auspices of Sandy Spring Monthly Meeting. Meetings for Worship of Allowed or Preparative Meetings may be under the care of another Monthly Meeting Committee, or the *ad hoc* committee for that group.

## IV. Meeting for Business

*“The basis of Quaker church government was early expressed in a way that eliminated the possibility of individual authority. Only the authority of the group acting by the dictates of truth was valid. The supremacy of a majority over a minority was completely dispensed with. There was no voting.”*

From Howard Brinton, *Friends for 300 Years*

Meeting for Worship for the conduct of Business (Meeting for Business) shall be held monthly on the first First Day (the first Sunday) of each month following 9:30 Meeting for Worship. Exceptions to this schedule may be approved at Meeting for Business. A Query shall be read at each Meeting for Business and time given following the reading for consideration of the Query. The Query read for each Meeting for Business shall be published in the Newsletter for that month.

Minutes of the past month not already approved shall be read and approved, with corrections noted, at each Meeting for Business. The minutes should reflect the discussion of all items

brought before the Meeting, as well as being clear about the sense of the Meeting regarding decisions. Careful attention shall be given to completing any business carried over from previous Meetings for Business. If, during a Meeting for Business, the Clerk determines that the sense of the Meeting regarding an item under discussion is uncertain, the minute concerning the item shall be drafted at once and read for approval. Minutes regarding actions to be taken will be read back by the Recording Clerk for approval at that Meeting for Business.

Standing committees should report to the Meeting for Business when concerns require, but must provide an annual report. In order to assist the Presiding Clerk to prepare a Meeting for Business agenda, committees should notify the Presiding Clerk of the need to report at the next Meeting for Business at least one week prior to the Meeting. The Clerk may ask a committee to postpone its report if the agenda is filled. The order in which committees report shall be determined by the Presiding Clerk.

## V. Membership

Most activities of the Meeting are open to attenders. An attender is a person who frequently attends Meeting for Worship, but is not a member of the Religious Society of Friends. As an individual becomes more familiar with the Meeting and involved in the activities of the Meeting, he or she may wish to consider requesting membership in Sandy Spring Meeting and through it in the Religious Society of Friends. The Membership and Spiritual Care Committee has prepared a *Guide to Membership* to assist those considering membership. This pamphlet and other materials are available from the committee. Applicants should also be familiar with the guidance about membership in the Baltimore Yearly Meeting *Faith and Practice*, Section III-B1.

Membership carries with it spiritual obligations. Each member is called to participate in the Meeting's spiritual life and to attend worship regularly. Members need to nurture each other's God-given gifts and talents. They seek guidance from one another and the Meeting in discerning God's will for themselves. They pray for one another.

The basic spiritual commitment creates practical obligations. The vitality of each Monthly Meeting depends on its members' investments of time, energy and financial support. Friends put practical meaning into their spiritual commitment through regular participation in Meetings for Business, service on committees or as officers, regular financial giving, taking part in service projects under the care of the Meeting, assisting in maintenance of Meeting property, and representing the Meeting in community and wider Friends' organizations.

Sandy Spring Monthly Meeting offers two types of membership: *full* membership and *associate* membership. Adults request full membership; children may be associate or full (including *birthright*) members.

Sandy Spring Monthly Meeting also considers and has accepted requests for membership from persons who are unable to fulfill the condition of regular attendance, either because of incarceration or incapacity. A visiting committee from Membership and Spiritual Care meets with such persons in the usual manner.

Members of other Friends Meetings may become members of Sandy Spring Monthly Meeting by requesting a letter of transfer from the other Meeting to Sandy Spring. After approval by the Meeting for Business, the Clerk should advise the other Meeting of the acceptance into membership of the transferee(s).

A member of Sandy Spring Monthly Meeting who desires to transfer membership to another Monthly Meeting, or to be dropped from the membership rolls, should address a letter to the Clerk of the Meeting. Membership and Spiritual Care will consider this request and bring a recommendation for appropriate action at the next Meeting for Business. In the case of a member who asks to be dropped, the Meeting should be sensitive to the spiritual needs of that member and appoint a member or members to meet with him or her if appropriate.

If the Meeting feels the need to consider dropping inactive members from its roles, the Meeting for Business, exercising care and tenderness, may do so upon recommendation the Membership and Spiritual Care Committee. Such actions are to be guided by the procedures for inactive members as outlined in Baltimore Yearly Meeting's *Faith and Practice*, Section III-B1.

#### **A.      Application Process**

When an attender is ready to request membership, he or she writes a letter to the Clerk of the Meeting. Such applicants for membership should be familiar with the Spirit and procedures of both the Meeting for Worship and the Meeting for Business. Parents may include their young children in their request. (See section below on Membership of Children.) The Meeting Clerk gives the letter of application to the Membership and Spiritual Care Committee, which arranges a visit with the applicant. Members of the committee will meet with the individual or family until both the committee and applicants are clear that the applicants are in sympathy with Friends' principles and understand the significance and obligations of membership in the Meeting. After the visit, the Membership and Spiritual Care Committee considers the membership request. If the committee feels that the applicant is not yet ready for membership, members of the committee endeavor to become better acquainted with the prospective member and offer instruction and guidance as seems appropriate. When the committee finds no obstruction, it brings the application to the Monthly Meeting at its Meeting for Business with a recommendation for acceptance.

It is helpful if the applicant can attend the Meeting for Business when the "first reading" of the membership recommendation occurs, to be introduced to the Meeting. The membership recommendation lies over for one month to allow others in the Meeting to become better acquainted with the applicant. The "second reading" takes place the following month, at which time the membership is considered for approval. Upon approval of the membership, a Welcome and Nurture Committee is named to meet with the new member, welcoming the member and embodying the Meeting's ongoing concern for the welfare of the new member.

When the applicant for membership regularly attends a Preparative Meeting, the group interviewing the applicant shall include Friends from that Meeting as well as the Monthly Meeting of the Membership and Spiritual Care Committee. Membership and Spiritual Care Committee shall also look to the Preparative Meeting for a recommendation about membership for this applicant and for some members of the Welcome and Nurture Committee.

**B. Membership of Children**

When children reach the point at which they can have the understanding to make the commitments of membership, they may apply. Children too young to make this commitment may be recorded as *associate* members at the request of member parents or guardians. Sandy Spring Monthly Meeting also records minor children as *full* members upon the request of member parents or guardians. When both parents are members of the Religious Society of Friends, with one or both being a member of Sandy Spring Monthly Meeting, the parents may request for a newborn child a full membership that carries the designation of *birthright* membership. A single parent who is a member of Sandy Spring Monthly Meeting may also request birthright membership for a newborn child.

**C. Associate Membership**

Parents may request *associate* membership for their children. Although associate members have the same rights and privileges as members, this type of membership is for children too young to decide for themselves about membership. Associate membership generally terminates when the individual reaches age 25.

Associate members may request full membership at any time by letter to the clerk of the Committee of Membership and Spiritual Care. They are encouraged to apply for full membership as they mature in understanding of the significance of membership.

When associate members reach the age of 18, they will be contacted by the Membership and Spiritual Care Committee and encouraged to consider applying for full membership in the Meeting. If they choose to continue as associate members or do not respond, they will be contacted again at the age of 21 and asked to consider applying for membership. If, when they are contacted at age 25, they do not respond, their names will be dropped from the Meeting rolls.

**D. Responsibilities of Membership**

The Meeting's business and operation is conducted primarily through its committees. Therefore, it should be the concern of each member and regular attender to serve on a committee as led by the Spirit, and to volunteer for helping to maintain the buildings and grounds as needed.

Each member and regular attender should be concerned with his or her spiritual growth and with the quality of worship and nurture in the Meeting. Spiritual growth and the quality of worship and nurture are enhanced by regular attendance at Meeting for Worship and Meeting for Business. Concern on the part of each member and regular attender should also be given to understanding his or her fiscal responsibility for support of the Meeting's activities. Each member should endeavor to discern ways in which his or her special gifts might lend support to other members and attenders, be that support spiritual or material.

#### E. Welcome and Nurture Committees

Members of one's Welcome and Nurture Committee provide ongoing support for the new member or new family and personal points of connection to the larger Meeting community.

The Welcome and Nurture Committee visits with the new member(s) to become better acquainted with each other. During the visit, the committee members answer questions about the Meeting, and share the materials and opportunities included in the new member packet. Members of the committee are encouraged to maintain contact with those they have welcomed. Once the visit has been completed, the committee reports to the Meeting(s).

A two- to five-person committee is named to welcome each new or transfer member or family. Applicants may suggest to the Membership and Spiritual Care Committee persons they would like to have asked to serve on their Welcome and Nurture Committee.

Membership and Spiritual Care Committee will advise each Welcome and Nurture Committee as to its duties and responsibilities and provide the committee convener with an information packet about Sandy Spring Monthly Meeting and the Religious Society of Friends for the new member or family.

#### VI. Personal Leadings and Clearness

It is expected that individual members and attenders of the Meeting will sometimes have personal leadings for which they seek the Meeting's support and nurture. Examples of such leadings may include: gifts to the Meeting in the form of a new class or workshop; special ministries to the broader community to address a social concern; or requests for help in attending a conference for spiritual growth. Individuals with such leadings may seek financial or spiritual support from the Meeting, or an endorsement to travel under the Meeting's care. Whatever the leading and the circumstance, the individuals are encouraged to discuss these matters with the Clerk of the Meeting, who will refer them to the appropriate individuals or groups within the Meeting for support and consideration.

In addition, any person seeking to clarify a leading or personal problem or needing support to sustain a leading may ask Membership and Spiritual Care Committee to appoint an *ad hoc* Committee for Clearness and Support. Being asked, Membership and Spiritual Care Committee may encourage that person to invite others, including individual members of the Membership and Spiritual Care Committee, to serve on such a committee. The Clearness Committee meets with the persons concerned as needed.

#### VII. Marriage

Procedures for marriage under the care of Monthly Meetings are described in the Baltimore Yearly Meeting *Faith and Practice*, Section III-B6. In accordance with *Faith and Practice*, the Meeting has developed procedures to meet with Preparative Meeting Friends seeking marriage under the care of the Meeting, to determine their clearness for marriage. From time to time, those procedures should be revisited. In general, couples who wish to be married under the care

of the Monthly Meeting should be interviewed first by the appropriate group at the Meeting where they worship.

Couples who wish to be married under the care of the Monthly Meeting should consult the booklet *Procedure for Marriage under the Care of Sandy Spring Monthly Meeting of Friends*. This booklet should also be consulted by the Marriage Oversight Committee and by the Marriage and Family Relations Committee. Couples are advised to allow at least four months for consideration of their request by the Marriage and Family Relations Committee and by the Meeting. The procedure for requesting marriage under the care of the Meeting is outlined below:

- A letter stating the intention to marry must be written by the couple to the Clerk of the Meeting.
- After noting the date of the proposed marriage, the Clerk will forward the letter to the Marriage and Family Relations Committee.
- The couple will be contacted by the committee for an interview.
- When the couple are part of a Preparative Meeting, their request to the Monthly Meeting should be brought to the Preparative Meeting first for its information and participation in the clearness and oversight processes.
- The Marriage and Family Relations Committee ascertains the couple's clearness for marriage and instructs them on the Meeting's procedures for marriage under its care. If the couple and the committee agree on clearness for the marriage, the request is given a first reading at the next Meeting for Business following the interview. The first reading is taken under consideration by the Meeting and laid over for one month.
- An Oversight Committee for the marriage will be nominated by the Marriage and Family Relations Committee in consultation with the couple, and will be presented to the Meeting for Business for approval after the second reading and approval of the marriage under the care of the Meeting.
- It is the responsibility of the Marriage Oversight Committee to see that the wedding is carried out in good order and after the manner of Friends; that legal matters are properly carried out; that a copy of the marriage license and the wedding certificate are given to the Meeting Recorder; and that a report is given to the Meeting for Business following the wedding. It is expected that Marriage Oversight Committees will remain available to the couple throughout the marriage.
- Weddings in the Meeting House should be subject to the same process, whether they are carried out after the traditional manner of Friends, or some variation, or conducted within a different religious context. All marriages are to be carried out in a dignified and spiritual manner. The Meeting does not permit the recording of weddings through photography, including video cameras.
- Circumstances that do not meet all of the above guidelines for marriage under the care of the Meeting should be brought by the Marriage and Family Relations Committee to the Meeting for its consideration.

Scheduling for use of the Meeting House for weddings will be handled by the Meeting Clerk and will be on a first come, first served basis. However, special consideration will be given to Sandy Spring Monthly Meeting members, associate members, and regular attenders. The Presiding Clerk of the Meeting schedules use of the Meeting House; consequently, the Clerk must be

notified well in advance of proposed wedding dates. Once the Clerk approves the date it will be given to the Meeting Secretary to place on the Meeting Calendar of Events.

***Ceremony of commitment:*** Requests for approval of a ceremony of commitment are made by some couples in lieu of a marriage ceremony. The requests are to be processed and accorded the same care and consideration as requests for approval of a marriage ceremony. Due regard will be given to the circumstances surrounding the choice of ceremony and the certificate.

## **VIII. Organization**

### **A. Officers**

There shall be a Presiding Clerk, Recording Clerk, Assistant Clerk, Recorder, and Treasurer(s) who shall be members of the Meeting. The Presiding Clerks of the Preparative Meetings also serve as Assistant Clerks of the Monthly Meeting. Hereafter in this manual, the term “Assistant Clerk” refers to the primary Assistant Clerk of the Monthly Meeting, rather than to the Presiding Clerks of the Preparative Meetings.

The terms of the Clerk and Assistant Clerk shall be two years. The Recording Clerk and Treasurer(s) shall not serve more than six consecutive years. The Recorder's term is indefinite, but reviewed every three years.

### **B. Newsletter**

There shall be a Newsletter Editor and, when needed an Assistant Newsletter Editor. These editors' terms are indefinite but shall be reviewed every three years. The editors are members of the Newsletter Committee, and their responsibilities are described in Section IX-M of this manual.

### **C. Website**

There shall be a Web Clerk who maintains the Meeting’s Website. The Web Clerk shall serve a term of three years, is nominated by the Nominating Committee, and is a member of the Information Technology Committee. The responsibilities of the Web Clerk are described in Section IX-I of this manual.

### **D. Finances**

The fiscal year shall begin First Month (January) 1 and run for the calendar year. All property belonging to the Monthly Meeting shall be under the care of the Committee of Trustees (also referred to in this manual as Trustees), which body shall be incorporated.

**Fund for Sufferings:** The Fund for Sufferings is a part of our corporate witness for peace and justice and is set up in order to enable Sandy Spring Monthly Meeting to respond quickly to unexpected to unexpected events, local and worldwide. These include political, economic and natural disasters.

The Fund will not be used for any ongoing projects.

The Fund will be used under the joint oversight of the Peace Committee and the Social Concerns Committee. Requests for funds of \$3,000 or less may go directly to the Treasurer for payment. Requests for more than \$3,000 will be referred to the next Monthly Meeting for Business for approval. The Treasurer will fund requests from the Fund for Sufferings as they are approved.

Whenever the Committees are unable to reach agreement on a specific proposed use of the Fund, they will appoint an *ad hoc* Fund for Sufferings Subcommittee to resolve the problem. The Subcommittee will be made up of three members from each constituent Committee and one member of the Finance Committee, and will have the authority to act.

#### **E. Standing Committees**

The Monthly Meeting shall have the following standing committees:

- Advancement and Outreach
- Aging
- Building Care
- Community Life
- Directory
- Educational Loan
- Finance
- Graveyard and Grounds
- Hospitality
- Information Technology
- Library
- Marriage and Family Relations
- Membership and Spiritual Care
- Ministry and Counsel
- Newsletter
- Nominating
- Peace
- Personal Assistance
- Personnel
- Prison
- Religious Education
- Social Concerns
- Trustees

#### **F. *Ad Hoc* Committees**

As the need arises, the Monthly Meeting may choose to create *ad hoc* committees for specific purposes, and to lay down such committees once the committees' purposes have been achieved. The Nominating Committee is generally not responsible for nominating individuals to serve on *ad hoc* committees.

### G. Appointments to Organizations

The Monthly Meeting appoints individuals to the boards of the following organizations:

- Sandy Spring Friends School, Inc.
- William Penn House

### H. Organizational Representatives or Contact Appointments

The Monthly Meeting appoints representatives or contact persons to the following organizations:

American Friends Service Committee (AFSC) - Middle Atlantic Region (MAR)  
Baltimore Yearly Meeting Interim Meeting  
Baltimore Yearly Meeting Educational Funding Resources Committee  
Chesapeake Quarterly Meeting  
Friends Committee on National Legislation (FCNL)  
Niles Cabin Retreat and Friends Wilderness Center  
Northeast Montgomery County Clergy Association

### I. Allowed or Preparative Meetings

When Friends in our area are led to start a new worship group or Allowed Meeting they are encouraged to look to Sandy Spring Monthly Meeting for support and nurture. Oversight and support of such groups may be provided by any Meeting committee or an *ad hoc* committee, as seems most appropriate. The existence of such worshiping groups should be reported to the Monthly Meeting. Until such groups begin holding their own Meetings for Business, their business should be handled by the Oversight Committee with advice and consent from the Monthly Meeting as needed. When such a group is ready to conduct its own business, it does so, working with the Monthly Meeting to establish a Preparative Meeting. The Preparative Meeting may continue to look to the Monthly Meeting and its committees for assistance with the approval of memberships and marriages and the handling of financial matters. Further guidelines for starting and supporting new groups may be found in Appendix G of *Faith and Practice*, “Establishing a Preparative Meeting,” and in the separate Guide for Preparative Meetings developed for Seneca Valley and Patapsco. Agreements establishing a Preparative Meeting should be reviewed every three years unless the agreement itself provides differently. (The agreement itself is for an indefinite period of time.)

## IX. Officers

### A. Presiding Clerk

The Presiding Clerk shall:

- prepare the agenda and preside at all business sessions and should be kept informed of all business matters that affect the Monthly Meeting;
- see that decisions of the Monthly Meeting are carried out as directed by the Meeting;
- be alert to and be promptly informed by Meeting members and attenders of all unexpected or emergency matters related to the Meeting;
- ensure that all pertinent information is forwarded to the Yearly Meeting office, e.g., Quarterly Meeting program; lists of Monthly Meeting officers and committee clerks; committee reports; statistical reports; etc.;
- be responsible for scheduling use of the Meeting House to avoid conflicts;
- maintain a file of the wishes of members and regular attenders pertaining to death;
- be informed of the death of members and regular attenders as soon as possible;
- keep copies of corrected minutes and other pertinent materials (the Clerk's file), which are to be passed to successive Presiding Clerks for ten years;
- place in the file room in the Community House any files older than ten years that the Meeting should keep;
- maintain a yearly schedule chart with dates of regular events, as well as planned special events, so that any required business may be handled at an appropriate time; and
- with the Assistant Clerk and Recording Clerk, serve as a special committee to find new members for the Nominating Committee and bring these names before the Meeting for Business for approval.

Recognizing the many responsibilities placed on the Presiding Clerk, an individual Clerk should work with the Assistant Clerk and the clerks of Ministry and Counsel, Membership and Spiritual Care, and Nominating Committees to provide assistance as seems appropriate to the Clerk in the handling of correspondence, the closing of Meeting for Worship, visiting members, and attending weddings, memorial services, and special community events. Clerks are encouraged to refer to Appendix A, "Advices for Clerks," in *Faith and Practice* for further guidance.

### B. Assistant Clerk

The prospective Assistant Clerk should be informed by the Nominating Committee that she or he may expect to succeed the outgoing Clerk at the end of the Presiding Clerk's tenure.

In addition, the Assistant Clerk shall:

- serve as Presiding Clerk of the Meeting for Business when the Presiding Clerk is unable to be present;

- present a Query and a short accompanying Advice or reading for consideration at the beginning of each Meeting for Business;
- respond to telephone inquiries passed on by the Presiding Clerk or Meeting Secretary;
- keep copies of all changes to the *Manual of Procedures* that are approved by the Monthly Meeting, and maintain a current copy of the *Manual of Procedures*;
- supply news notes for the Baltimore Yearly Meeting *Interchange* publication;
- help with the correspondence and any matters when requested to do so by the Presiding Clerk or the Monthly Meeting; and
- with the Quarterly Meeting Representatives, designate a convener for a planning group six to eight months before Quarterly Meeting is to be held at Sandy Spring.

### **C. Recording Clerk**

The Recording Clerk shall:

- provide for the orderly recording of the proceedings of the Meeting for Business, including announcements of births, marriages, and deaths;
- record comments of appreciation expressed at Meetings for Business regarding deaths, births, and other matters related to members and attenders of the Meeting;
- provide the Presiding Clerk with a copy of the corrected minutes; and
- be responsible for the care of the minutes until the end of his or her term, when the minutes are given to the Recorder for preservation.

### **D. Recorder**

The Recorder may be nominated for an indefinite term but the nomination must be reviewed every three years by the Nominating Committee, which shall report its recommendation to the Monthly Meeting for Business. The Recorder is an ex-officio member of the Meeting's Membership and Spiritual Care, Marriage and Family Relations, and Directory Committees, as well as the Baltimore Yearly Meeting's Committee on Records. The Recorder shall be responsible for maintaining:

- the files and lists, in chronological order, of membership, birth dates, dates of admissions to membership (including transfers), and deaths of all members and associate members; and
- a copy or photocopy of certificates of marriage for all members, associate members, and other couples who are married under the care of the Meeting.

All these matters should be kept up-to-date, and Monthly Meeting members should be reminded from time to time to give such information to the Recorder. The Recorder is also responsible for supplying annual Meeting statistics to the Baltimore Yearly Meeting on the Meeting's membership as required. The Recorder supplies Meeting information regarding marriages, births, and deaths for the Baltimore Yearly Meeting *Interchange* publication.

The Recorder, with assistance from others in the Meeting as required, shall:

- see to the safekeeping and preservation of Meeting minutes as recommended in the Baltimore Yearly Meeting Handbook on Records;
- see that the Meeting records are periodically taken to the Maryland State Archives to be microfilmed, at the expense of the Meeting, and the microfilm sent to the Friends Historical Library at Swarthmore College for permanent storage; and
- oversee the preservation and long-term storage of committee minutes and records.

#### **E. Treasurer**

The Treasurer is nominated for a three-year term and may be renominated for one successive three-year term. The Treasurer is an ex-officio member of the Trustees and of the Finance Committee. The Treasurer also serves as Treasurer of the Committee of Trustees, the legal body of the Meeting.

The Treasurer shall:

- receive and expend all monies in accordance with the budget approved by the Monthly Meeting and in accordance with direction from committees with oversight for designated funds; for Fund for Sufferings, see Guidelines under Finances, VIII, D.
- execute investment transactions as directed by Trustees;
- consult with committee clerks as necessary;
- maintain financial records and books as directed by the Finance Committee and Trustees, noting any known deviations from Generally Accepted Accounting Principles (GAAP);
- make monthly reports on the financial condition of the Monthly Meeting at each Meeting for Business;
- in coordination with Trustees, prepare an annual financial report to be included in the Finance Committee's annual letter to Meeting members and attenders regarding the budget and their financial responsibilities to the Meeting; and
- participate in annual reviews or audits of the Meeting's financial records.

It is possible that the Treasurer's position may be shared by two people. Under these circumstances, the description of the Treasurer's position will apply to both persons sharing the position.

Until such a time as Preparative Meetings appoint their own Treasurers, the Treasurer of the Monthly Meeting also serves as Treasurer for any Preparative Meetings, as agreed upon with the Oversight Committee and the Preparative Meeting and following the patterns used by Monthly Meeting committees. Once Preparative Meetings appoint their own Treasurers, the Treasurers of Preparative Meetings are Assistant Treasurers of the Monthly Meeting. Minutes establishing the position of Preparative Meeting Treasurers, if not part of the establishing agreement, are

amendments to the establishing agreement and are approved by both the Preparative Meeting and the Monthly Meeting.

## X. Committees

Following are *general procedures* for operation of the committees:

Membership on committees shall be on a staggered, rotating basis, generally consisting of a term of three years. Exceptions to the three-year term are stated in specific committee descriptions within this manual. Generally, reappointment to a committee may be made after the absence of at least one year, or appointment to another committee may be made at once. However, to provide continuity or under special circumstances, the Nominating Committee may nominate a person to continue on a committee for a second three-year term. *No individual may serve on a committee for more than six consecutive years.* Nothing in this manual should be interpreted as barring any Meeting member, associate member, or regular attender from serving in a specific capacity when special circumstances warrant. Clerks of committees should inform the Nominating Committee of resignations by members of their committees. The Nominating Committee will try to replace such individuals as early as possible, and no later than the next presentation of the full slate of nominations in Third Month (March).

At its meeting in Fifth Month (May) of the year, each committee chooses its clerk, and often a recording clerk, for the coming year. Each clerk should keep a record of the committee membership, a list of recurring items for which the committee is responsible, and notes or minutes for each meeting. All committee material should be turned over to the succeeding clerk. For further information on committee practices, see *Faith and Practice*, Section III-B3, on “Monthly Meeting Committees.”

Any committee, except Ministry and Counsel, Membership and Spiritual Care, Nominating, and Trustees, is free to add, besides its regularly appointed members, any other Meeting member, associate member, or regular attender who shows sufficient interest and is willing to attend meetings and perform committee duties. It is important that such co-opting be the considered decision of the full committee and not a casual invitation from the committee clerk.

The act of co-opting is recorded in the committee's minutes and communicated to the Clerk of the Meeting and the clerk of the Nominating Committee. The Nominating Committee can look at the discharge of responsibilities by co-opted members to find candidates for regular appointment to a committee. For further information on the nominating process, see *Faith and Practice*, Section III-B3, on “Monthly Meeting Committees.”

All committee members, except those on the Nominating Committee, are recommended by the Nominating Committee for committee appointment to the Monthly Meeting for Business in Third Month (March). The list of committee recommendations is held over for one month, and approval is sought at the Fourth Month (April) Meeting for Business.

The appointees may meet with their respective committees--including the outgoing committee members--at the regularly scheduled Fourth Month (April) committee meetings. Committees' responsibilities are assumed by the new members at the Fifth Month (May) committee meetings. Each committee should keep in close touch with the equivalent Yearly Meeting committee. Each committee should report to the equivalent Yearly Meeting committee as required. Each committee should keep in close touch with the equivalent committees of the Preparative Meetings, if they exist.

Each committee is responsible for approving appropriate payments to be made from the operating budget for the committee, and from any special Meeting funds over which the committee has oversight.

The description of *committee duties* follows:

#### **A. Advancement and Outreach Committee**

The Advancement and Outreach Committee consists of nine members, with one-third appointed each year. The committee usually meets once a month. In addition to carrying out the concerns and activities of the Baltimore Yearly Meeting Advancement and Outreach Committee that are applicable to the Monthly Meeting, responsibilities of the Monthly Meeting Advancement and Outreach Committee include:

Welcome and nurture of seekers, new attenders, and visitors to our Meeting, specifically:

- planning for inspirational meetings, securing speakers, encouraging Meeting members and regular attenders to attend retreats, conferences, visitations, and arranging for other activities that will increase the knowledge of members and attenders of Friends' concerns;
- obtaining and maintaining materials for Meeting members and regular attenders to use for increasing their knowledge of Friends' concerns and principles and for nurturing their spiritual growth;
- greeting visitors following the rise of Meetings for Worship and providing and maintaining a guest book for visitors to sign;
- sending postcards to visitors thanking them for coming and offering help or information or suggesting a Meeting near their residence;
- keeping the table and bulletin boards in the Meeting House neat and up-to-date;
- maintaining the literature shelf in the Meeting House where pamphlets, newsletters, note paper, etc. are displayed; and
- assuring that appropriate outreach materials are displayed in the Community House for various events.

Outreach to the wider community (increasing the public awareness of Sandy Spring Monthly Meeting of the Religious Society of Friends and maintaining and enhancing communication channels with the public), specifically:

- posting notices in newspapers and periodicals about meeting times and our location;
- conducting seekers sessions for those who are unfamiliar with Quaker practice;

- providing speakers, when requested, at community and school events;
- providing materials for our Website;
- maintaining an answering machine that gives information about our Meeting; and
- participating in planning for Chesapeake Quarterly Meeting when it meets at Sandy Spring.

### **B. Committee on Aging**

The Committee on Aging consists of twelve members, with one-third appointed each year. The committee meets to plan and carry out activities related to aging, assuming responsibility for seeing that the Monthly Meeting assists older persons in as many ways as possible.

The committee is specifically responsible for providing leadership and assistance for the Allowed Meeting at Friends House (including Friends Nursing Home) at 10 A.M. on First Day, with a social hour following.

As appropriate, the committee may also:

- make available information about Quakerism through Friends House library and individual contacts;
- conduct the project of videotaped interviews with elderly members of the Meeting and maintain them as a resource;
- maintain a resource and referral file to meet the needs of the elderly, in the Meeting library and in the Friends House library. Upon request, committee members may also give advice on finding appropriate referrals;
- study special issues relating to the elderly and providing information to the Meeting;
- recruit and maintain a list of drivers as necessary for transportation from Friends House to the Meeting House for Meeting for Worship; and
- provide refreshments and volunteers for one month's birthday party in Friends Nursing Home.

### **C. Building Care Committee**

The Building Care Committee consists of nine members, with one-third appointed each year. The committee is responsible for:

- approving events for and supervising the use of the Community House and the Old Schoolhouse by individuals or groups; (the calendar is maintained by the Meeting Secretary)
- ensuring maintenance of the equipment and facilities of the buildings on Meeting property by contracting for repairs when necessary;
- bringing to the attention of the Committee of Trustees repairs or purchases that will require major capital expenditures;
- assuring that the buildings on Meeting property are kept clean;
- maintaining the proper janitorial and other supplies;
- seeing that the facilities are secure;

- formulating regulations regarding the use of the buildings;
- the care and upkeep of shrubbery and foundation plantings immediately surrounding the buildings; and
- maintaining liaison with the Finance Committee regarding maintenance and replacement of capital assets of the Meeting.

#### **D. Community Life Committee**

- This committee consists of nine members. Its purpose is to organize special events, that are not part of the Religious Education program, for the youth, families, and other members of the Meeting community.

#### **E. Directory Committee**

The Directory Committee consists of eight members, with one-quarter appointed each year. Members serve a four-year term. This committee is responsible for:

- Maintaining, in conjunction with the Meeting Secretary, an up-to-date list of members and regular attenders, their addresses, and telephone numbers, as well as fax numbers and e-mail addresses as available;
- publishing a Meeting directory every two years, every third one being a picture directory; and
- publishing in the Meeting Newsletter in a timely manner changes in address, membership information, etc., of members and regular attenders.

#### **F. Educational Loan Committee**

The committee consists of three members, with one of these members appointed each year. In addition, one member is appointed to the Educational Loan Committee by the Finance Committee.

The committee's primary responsibility is to administer the educational loan fund with funds from loan repayments and the Meeting's general budget. The committee shall keep complete records of loans and repayments, and shall keep the Treasurer informed of the overall status. The following guidelines shall be used for making loans:

- Modest loans for full-time post-secondary education may be approved for members and children of members of the Monthly Meeting. These loans are without interest for a period of five years following completion of full-time study. After the five-year period, interest will accrue at the prevailing rate.
- Loans are based upon need and availability of funds within the Educational Loan Fund. The amount of funds available for loans depends upon prompt repayment of outstanding loans.
- The loan application must be submitted to the clerk of the committee indicating the university or post-secondary institution to be attended, a statement of educational goals,

justification for need of a loan, expected date of completion of full-time study, repayment schedule, and address where loan check should be sent.

- The committee will work with the applicant to develop a mutually agreeable repayment schedule and any other conditions for the loan. Upon having the applicant sign the loan agreement, the committee clerk will request that the Meeting Treasurer issue a check.
- It is expected that repayment shall begin promptly (within six months) after graduation or completion of full-time study. Interest will be assessed on any balance outstanding after five years following completion of the agreed upon program of study, or termination of status as a full-time student. All repayments are to be sent to the Meeting Treasurer.
- The loan recipient is expected to keep the committee apprised on a timely basis of any changes in educational plans or changes of address.

### **G. Finance Committee**

The Finance Committee consists of six members, with one-third appointed each year. At the end of a member's first term, the Nominating Committee, in consultation with the Finance Committee clerk, may ask the member to consider serving for a second three-year term. The clerk of the Finance Committee shall be a member of the Monthly Meeting, and the Treasurer is an ex-officio member of this committee.

Responsibilities of the Finance Committee are as follows:

- The committee shall report to the Monthly Meeting and meet as necessary.
- In Ninth Month (September) of each year, the Finance Committee shall ask each committee clerk for a statement of the budgetary needs of that committee for the coming year.
- In Tenth Month (October) of each year, the Finance Committee shall meet to develop the next year's budget. The proposed budget is presented to the Monthly Meeting in Eleventh Month (November), and is considered for approval by the Monthly Meeting in Twelfth Month (December). As soon as possible after acceptance by the Monthly Meeting, the budget, the finance letter (see below), and the Treasurer's final report for the year just ended are mailed to members and attenders.
- Each year, the committee shall send members and attenders a letter reminding them of their financial responsibility to the Monthly Meeting.
- The letter should also include the budget for the coming year and the Treasurer's financial report for the year ending.
- The committee is responsible for the oversight and execution of the annual budget through the Treasurer.
- The committee oversees the accounting methods used and the adequacy of the financial reports given by the Treasurer.
- The committee shall arrange for an independent audit or review of the Treasurer's books and records each year, and reports the results of the audit or review to the Monthly Meeting.
- The committee shall make adequate provision for the preservation of all assets not specifically managed by the Committee of Trustees.
- The clerk of the committee and the Treasurer shall maintain close liaison throughout the year so as to be aware of emergency budgetary requirements that may develop and to

determine if such budgetary requirements need to be presented to the Meeting for Business for its consideration and approval.

- The Finance Committee shall appoint one of its members to be a member of the Educational Loan Committee, and one of its members to be a member of the Personal Assistance Committee. One Finance Committee member who is a member of the Meeting shall attend the Trustees' meetings. At least one Finance Committee member shall attend the Baltimore Yearly Meeting Finance Committee meeting that determines the annual apportionment to be paid from Sandy Spring Monthly Meeting to the Yearly Meeting.
- The committee approves appropriate expenditures from the Meeting's contingency fund, when committees have the need to slightly exceed their annual operating budgets.
- When necessary, a member represents Finance on an ad hoc Subcommittee on the Fund for Sufferings. (see Guidelines under Finances, VIII, D).

#### **H. Graveyard and Grounds Committee**

The Graveyard and Grounds Committee consists of six members, with one-third appointed each year. The committee is responsible for:

- assigning grave lots to members upon request;
- assuring that burials are arranged properly;
- properly maintaining records of burials;
- the care and upkeep of the lawns, both inside and outside the graveyard area;
- the care and upkeep of the memorial grove for ashes;
- the care and upkeep of all trees and shrubbery in all areas of the Meeting properties; and
- the repair and maintenance of the walks and parking area.

Requests will be considered in the following order for unassigned grave sites, and to list names on the bronze tablet for the memorial grove:

- members of Sandy Spring Monthly Meeting and their immediate family members;
- regular attenders who have been active in the life of Sandy Spring Monthly Meeting;
- Friends who are members of other Meetings, including sojourners, if a relationship has existed with the Sandy Spring Monthly Meeting community.

Non-Friends are generally ineligible. Exceptional cases will be decided at the discretion of the Graveyard and Grounds Committee. Appeals to the Committee's decisions must be submitted to the Clerk of the Meeting, for consideration at the next Monthly Meeting for Business.

Additional Monthly Meeting policy on burials can be found in the pamphlet: *Procedures Pertaining to Death*. The committee should consult with the Committees of Trustees and Membership and Spiritual Care where their functions overlap.

## I. Hospitality Committee

The Hospitality Committee consists of nine members, with one-third appointed each year.

Providing a social environment that nurtures the spiritual and social development of the members and attenders of the Meeting, and assuring that seekers and guests to the Meeting functions are properly welcomed, is a responsibility and privilege of every member and attender of the Meeting. The Hospitality Committee provides assistance in this regard, overseeing and facilitating the social functions of the Meeting by:

- assuring that the facilities are properly set up for coffee hours after Meeting for Worship, and for potluck lunches after Meeting for Business. The Hospitality Committee normally appoints an *ad hoc* committee to provide these services when the Sandy Spring Meeting hosts the Quarterly Meeting. The Hospitality Committee maintains a store of supplies for these functions;
- providing guidance as needed for *ad hoc* committees formed for special Meeting functions that use the Community House for hospitality; and
- maintaining a book of specific guidelines on the procedures for setup and cleanup of various Meeting functions, *The Advices of the Sandy Spring Friends Hospitality Committee*. Pages from this book are posted in the kitchen.

The committee works with other committees of the Meeting, such as the Advancement and Outreach, Marriage and Family Relations, and Religious Education Committees, when the responsibilities for particular functions overlap.

## J. Information Technology Committee

The Information Technology Committee consists of six members, with one-third appointed each year. Giving due consideration to security and ethical issues, the committee is responsible for:

- assessing the needs of the Meeting's committees and officers for automated systems to store and maintain information about the Meeting and its members, and to process information for other purposes that serve the Meeting's interests;
- proposing to the Meeting various ways to support those needs;
- insofar as is feasible, supporting the Meeting's needs for information technology, and providing technical advice;
- maintaining the Meeting's Website; and
- helping the Meeting's committees and officers to consolidate information so as to promote efficiency.

The Web Clerk is a member of the Information Technology Committee, and is nominated by the Nominating Committee. The Web Clerk maintains the Meeting's Web pages. The Web Clerk shall serve a term of three years, and is responsible for:

- ensuring that the Web server hardware and software are running properly;
- designing the Website;

- creating and updating Web pages;
- replying to user feedback;
- creating and handling Common Gateway Interface (CGI) scripts; and
- monitoring traffic through the site.

#### **K. Library Committee**

The Library Committee consists of nine members, with one-third appointed each year. The committee is responsible for the following:

- care and display of books and periodicals in the Monthly Meeting library;
- overseeing the process for lending books, including keeping an up-to-date file on books that have been checked out, notifying persons who have overdue books, and tracing lost books;
- taking inventory and replacing missing books that are deemed of value to the Meeting;
- discarding books believed to be no longer of interest, which should be donated to the Young Friends' annual book sale (or elsewhere as determined by the committee);
- keeping the Meeting informed of new books and periodicals that may be of interest to members. This includes being sensitive to the needs of religious education and books and periodicals on activities of the Monthly Meeting;
- receiving and evaluating donations, and purchasing books and periodicals; and
- seeking opportunities to bring books and periodicals to the attention of members and attenders of the Monthly Meeting.

#### **L. Marriage and Family Relations Committee**

The Marriage and Family Relations Committee consists of six members of the Meeting, with one-third appointed each year. The Marriage and Family Relations Committee is responsible for:

- the right ordering of marriages under the care of the Meeting;
- the right ordering of marriages held in the Meeting House, but under the care of other Friends Meetings;
- providing for marriage and family life enrichment for members and attenders of the Meeting;
- providing assistance to any families and marriages in the Meeting should the need arise; and
- providing assistance in finding professional counsel if needed.

Members, associate members, or regular attenders of the Sandy Spring Monthly Meeting, or non-members, including Friends or non-Friends, may be married under the care of the Meeting. In each case, however, the couple should be made aware that the Meeting has a loving concern for their marriage, which continues beyond the marriage ceremony itself.

Further information about marriage under the care of the Meeting is contained in Section VI of this manual.

### M. Membership and Spiritual Care Committee

According to the Baltimore Yearly Meeting *Faith and Practice*, Section III-B3:

*“Ministry and Counsel is concerned primarily with what happens when the Meeting gathers for worship or for business. Membership and Spiritual Care Committee is concerned primarily with the spiritual well-being of individual members.”*

The Membership and Spiritual Care Committee consists of twelve individuals who are members of the Meeting, with one-third appointed each year. Meetings are held each month and are devoted to considering a wide variety of matters concerned with the spiritual care of individual members and regular attenders, as well as membership requests. When the applicant for membership regularly attends a Preparative Meeting, the group interviewing the applicant shall include Friends from that Meeting, as well as the Monthly Meeting Membership and Spiritual Care Committee. Membership and Spiritual Care shall also look to the Preparative Meeting for a recommendation about membership for such applicants and for a recommendation for some members of the Welcome and Nurture Committees.

Many duties of the Membership and Spiritual Care Committee are delicate and personal. In such areas, the committee's proceedings are kept confidential and the dignity of the persons concerned is respected.

Membership and Spiritual Care Committee should:

- attempt to become acquainted with all members and attenders, and be alert to the needs for encouragement and support. Others in the Meeting are encouraged to inform Membership and Spiritual Care Committee about members and attenders who are in financial, social, or spiritual need;
- encourage visiting and community life among the Meeting's members and attenders;
- coordinate the Meeting's response to the needs of individuals, including visiting and helping ill, troubled, or needy Friends;
- get in touch with absent members and keep contact with non-resident members;
- along with the Ministry and Counsel Committee, provide assistance and support to families at the time of a death in the family;
- help to reconcile differences that may arise in the Meeting;
- receive, consider, and recommend Meeting action on requests for and withdrawals from membership;
- ensure that Committees of Welcome and Nurture and Committees for Clearness and Support meet and report back to the Meeting for Business as appropriate; and
- help prospective members and new members to understand Friends' principles and practices.

*Consideration of membership requests:* After receiving the letter requesting membership, members of the committee meet with the applicant to be sure he or she understands the significance and responsibilities of membership. The committee then considers the request and, when clear about the Spirit's leading in the matter, brings a recommendation to the Meeting for Business.

The request is then given a “first reading” at the Monthly Meeting for Business and is held over one month for a final reading and decision at the next Monthly Meeting for Business, in order to allow members to become better acquainted with the applicant and to consider the request.

Transfers of membership, or change of status from associate to full membership, are considered by Membership and Spiritual Care Committee before they recommend action to the Meeting on the matter. Consideration should include a conversation or informal visit with the individual requesting the transfer or change of membership. Recommendations by Membership and Spiritual Care Committee on such matters may be acted upon at the Meeting for Business at which they are first presented.

Membership and Spiritual Care Committee suggests or recommends a Committee of Welcome and Nurture for each applicant with input from the applicants if they desire. This recommendation is presented to the Monthly Meeting for Business for its approval following the approval for membership by the Meeting. Committees of Welcome and Nurture visit with the new member(s) and present an information packet about Sandy Spring Monthly Meeting to each member or family. Membership and Spiritual Care Committee maintains a supply of these packets and update them as needed.

Further information about membership in the Meeting is contained in Section V of this manual.

*Support in times of need:* Depending upon the nature of the need, one of the following courses of action may be appropriate:

- a loving visit;
- coordination of support in times of crisis, such as recovery after illness or surgery;
- an *ad hoc* Committee for Clearness and Support; or
- referral to the Personal Assistance Committee of the Sandy Spring Monthly Meeting of Friends for material aid.

Any person seeking to clarify a leading or personal problem or needing support to sustain a leading may ask the Membership and Spiritual Care Committee to appoint an *ad hoc* Committee for Clearness and Support. Being asked, Membership and Spiritual Care Committee may encourage that person to invite others, including individual members of the Membership and Spiritual Care Committee, to serve on such a committee. The Clearness Committee meets with the persons concerned as needed and, as appropriate, reports back to Membership and Spiritual Care Committee.

The Membership and Spiritual Care Committee appoints one of its members to be a member of the Personal Assistance Committee.

## N. Ministry and Counsel Committee

The Ministry and Counsel Committee consists of twelve members, with one-third appointed each year. The clerk shall be a member of the Sandy Spring Monthly Meeting, and the other members shall be Friends. They should meet monthly for worship, discussion, and business.

The special concern of this committee is the vitality of the spiritual life of the Meeting as reflected in the Meetings for Worship and for Business. They should encourage a proper balance between silence and vocal ministry and should be concerned that spoken messages are of a helpful, spiritual nature. They should also be concerned with their own spiritual growth so that they will be prepared to aid that of others. In addition, the Ministry and Counsel Committee is responsible for:

- arranging for the rise of Meeting for Worship and the proper presentation of the announcements;
- formulating for consideration by the Monthly Meeting the annual Spiritual State of the Meeting report to the Yearly Meeting. This should be prepared and presented in ample time for revision by the Monthly Meeting, depending on when the Yearly Meeting office requests it, but not later than Third Month (March);
- supporting the Membership and Spiritual Care Committee in maintaining contact with students away at school, the sick, and invalids. These persons should be of special concern to individual members of Ministry and Counsel as well as the committee as a whole;
- arranging for the Ministry and Counsel program and assisting in planning for Chesapeake Quarterly Meeting when it is held at Sandy Spring;
- supporting the Advancement and Outreach Committee in helping visitors feel at home with us. The people residing at Friends House, students at Sandy Spring Friends School, and the youth in our First Day School also should be lovingly considered. The relationship of the First Day School to the Meeting for Worship should be a special interest of this committee;
- sponsoring retreats for members and attenders and encouraging members and attenders to attend retreats and conferences outside of the Meeting, including designating financial aid from the conference fund account when needed to facilitate attendance of conferences;
- in conjunction with other committees, sponsoring programs designed to further the religious education and spiritual growth of the adult members and attenders of the Meeting;
- providing a clearness opportunity for members wishing to facilitate new spiritually-related educational or other activities;
- providing spiritual oversight and awareness to the Meeting community of activities under the care of the Ministry and Counsel Committee (e.g., Bible study, spiritual formation, and healing worship);
- cooperating with the efforts of the Yearly Meeting Ministry and Counsel Committee;
- preparing and updating the pamphlet, *Procedures Pertaining to Death*, and assuring that members and regular attenders are aware of the Meeting forms concerning their desires in case of death;

- being available when death occurs. The Ministry and Counsel Committee should be available to the family and friends of the deceased to assist with funeral or memorial services, and to express the loving care of the Meeting; and
- facilitating discussion within the Meeting community regarding particular concerns that affect the Meeting's spirituality or worship.

#### **O. Newsletter Committee**

The Newsletter Committee consists of the Editor and, when needed, the Assistant Editor. Other members and attenders of the Meeting should be recruited to assist as needed and in folding, labeling, and mailing as required.

The committee is responsible for preparing and mailing the Meeting Newsletter every month. The Newsletter is to be sent to all members and attenders of the Monthly Meeting, and includes the following information:

- matters considered and acted upon, including committee reports, at the Monthly Meeting for Business; and
- announcements that are of concern to the Monthly Meeting, such as special meetings, community activities, marriages, births and deaths.

#### **P. Nominating Committee**

The Nominating Committee consists of six members, with one-third appointed each year. The Presiding Clerk, Assistant Clerk, and Recording Clerk serve as a special committee to find new members for the Nominating Committee and to bring their names before the Monthly Meeting for Business for approval. At least one-half of the committee, including the clerk, shall be members of the Meeting. The Nominating Committee works with Meeting members and attenders to discern how they are being led to serve the Meeting. Responsibilities of the Nominating Committee include the following:

- presenting at the specified Monthly Meeting for Business, usually in Third Month (March), the names of persons suggested to serve on all other committees and such of the five officers whose terms expire that year. Each person suggested shall have agreed to serve in the position before his/her name is presented to the Monthly Meeting;
- explaining very carefully the duties and time commitments of a position to the person being recruited for that position;
- recruiting new appointees to fill vacancies that may occur throughout the year, as well as any special service requested by the Monthly Meeting;
- recruiting Meeting members and regular attenders interested in serving on Baltimore Yearly Meeting committees and sending their names to the Baltimore Yearly Meeting Nominating Committee;
- recruiting as many individuals as Baltimore Yearly Meeting procedures specify to serve as Monthly Meeting representatives to the Baltimore Yearly Meeting Interim Meeting;
- recruiting as many individuals as the Chesapeake Quarterly Meeting specifies to serve as Monthly Meeting representatives to the Quarterly Meeting;

- keeping records of all nominations and appointments and passing them on to the next committee clerk;
- keeping in mind the availability and interest of Young Friends in serving on Meeting committees, and providing such opportunities as appropriate; and
- posting the current committee list, with committee clerks' names underlined, in the Meeting House and in the Community House.

The clerk of the committee shall ascertain that each person is notified of his or her appointment and that each committee clerk or designated convener has a list of new appointees to his/her committee. The clerk is also responsible for passing committee records, including all nominations and appointments, to the succeeding committee clerk. In nominating individuals to serve on boards, the committee should try to learn what kind of experience is needed on the boards at that time.

#### **Q. Peace Committee**

The committee consists of nine members, with one-third appointed each year. The Peace Committee meets monthly and serves as a channel of information from local and national peace organizations and the Baltimore Yearly Meeting Peace and Social Concerns Committee to the Monthly Meeting and the community.

The committee seeks to understand, interpret, and actively promote the historic and modern peace testimony of the Society of Friends by bringing matters of interest and concern to the Meeting for Business, or to other committees as appropriate, with specific recommendations when appropriate. It also obtains and publicizes information that will be helpful to members for voting purposes. The committee supports adult religious education for Meeting members and attenders, especially as it relates to the peace testimony.

The committee seeks to be sensitive to the needs of the First Day School and work with the Religious Education Committee in such matters as developing peace witness education programs. A function of the peace committee is to assist Meeting members and attenders to develop a personal peace testimony appropriate to the current conditions. The committee also refers or counsels youth in draft-related matters as needed. The committee coordinates activities with the Meeting's correspondents to the American Friends Service Committee and the Friends Committee on National Legislation, as appropriate. The Peace Committee, jointly with the Social Concerns Committee, makes recommendations for the Fund for Sufferings (see Guidelines under Finances, VIII, D).

#### **R. Personal Assistance Committee**

The committee consists of three Monthly Meeting members who are nominated by the Nominating Committee and approved by the Monthly Meeting, with one of these members appointed each year. In addition, one member each is appointed to the Personal Assistance Committee by the Finance, Membership and Spiritual Care, and Social Concerns Committees.

The Personal Assistance Committee's primary responsibility is to provide planning assistance and referral to members and regular attenders who find themselves in times of financial crisis. If

the situation warrants, the committee may request of the Treasurer modest financial assistance for the individuals in need. The financial assistance may be in the form of grants or loans. The committee will work with loan applicants to develop mutually agreeable repayment schedules and any other conditions for the loans. The committee shall keep complete records of any grants, loans, and repayments, and shall keep the Treasurer informed of the overall status.

#### **S. Personnel**

The Personnel Committee consists of one member each from Membership & Spiritual Care, Trustees, and Finance Committees. This Committee is responsible for hiring and setting working conditions for the Meeting Secretary and any other paid worker the Meeting may decide to hire. This includes writing and/or revising a job description, advertising the job, interviewing candidates, hiring, training, and evaluating performance. The Committee will also designate an Assignments Supervisor who will provide day-to-day help with setting work priorities for the Secretary. The Committee should meet with the Secretary 3 to 4 times per year (or as needed) to ensure communications and to discuss new ideas and concerns.

#### **T. Prison Committee**

The Prison Committee is a standing committee of Sandy Spring Monthly Meeting of the Religious Society of Friends which consists of members and attenders of the Meeting who feel especially led to the ministry of prison concerns and visitation.

The mission of the Prison Committee shall be to:

- Conduct regular spiritual meetings at local prisons (such as, the Patuxent Institute in Jessup) during visitation periods;
- Seek ways to understand the concerns of the prisoners. The work with this aspect will be external to the prison; and
- Provide assistance to former inmates and the newly-released prisoners into the community.

Committee members may serve as prison visitors, work with prison issues, provide service to re-integrate inmates into society, or become involved with all aspects of Prison Committee work.

Notwithstanding any other provision in this Manual of Procedures:

- The Prison Committee consists of as many or as few members as feel led to prison ministry, and any member or attender of the Meeting who feels drawn to prison ministry may approach the Prison Committee at any time and may ask to become a co-opted member of the Committee for the remainder of the Committee year (Fifth Month through Fourth Month).
- Due to the unique nature of this committee's work, members may serve indefinitely, subject to the approval of the Monthly Meeting.
- During the First or Second Month, the Clerk of the Prison Committee will inform the Nominating Committee of the names of all Prison Committee members who have been co-opted in the previous year and who wish to be nominated as regular members; the

Clerk also will inform the Nominating Committee of any member who wishes to resign from the Committee.

- Nominating Committee also will seek members for the Prison Committee.
- When the Nominating Committee presents, usually in Third Month, the names of persons suggested to serve on Meeting Committees, it will include the names of all who have indicated that they would like to serve on the Prison Committee.
- Any Committee member's continued service on the Prison Committee is subject to the approval of the Monthly Meeting for Business, usually in the Fourth Month.

#### **T. Religious Education Committee**

The fundamental purpose of religious education for Friends is to nurture the response of the whole person to God's Spirit in all life. Each person learns to understand and support others in their attempt to live in the world according to the Spirit, the teachings of Jesus, and the testimonies of Friends.

The Religious Education Committee consists of 9 members, with one-third appointed each year. The committee meets at least monthly. To accomplish its goals, it divides tasks among members by subcommittee.

Specific functions for which the committee is responsible include:

- operating the First Day School, including teacher recruitment and support, curriculum, and materials;
- providing scholarship assistance for Sandy Spring Monthly Meeting children to participate in the Baltimore Yearly Meeting camping program;
- participating in the planning and support for Chesapeake Quarterly Meeting when it is held at Sandy Spring

#### **U. Social Concerns Committee**

The Social Concerns Committee consists of nine members, with one-third appointed each year. The committee is the informed link between the Monthly Meeting and the Baltimore Yearly Meeting Peace and Social Concerns Committee, and other Yearly Meeting and local and national entities that address social concerns.

The primary responsibility of the committee is to keep the Meeting informed of selected social problems in order to facilitate any action the Monthly Meeting may decide to take on specific social concerns.

With the consent of the Monthly Meeting, the committee may support and carry out projects that further the welfare of people within the immediate Sandy Spring community as well as those in the broader community, both national and foreign. The Social Concerns Committee, jointly with the Peace Committee, makes decisions for the use of the Fund for Sufferings consistent with the Guidelines for the use of the Fund. (see Guidelines under Finances, VIII, D).

The Social Concerns Committee appoints one of its members to be a member of the Personal Assistance Committee. The Social Concerns Committee coordinates activities with the Meeting's correspondents to the American Friends Service Committee and the Friends Committee on National Legislation, as appropriate.

#### **V. Committee of Trustees**

The Committee of Trustees consists of six members, with one member appointed each year to serve a six-year term. Trustees must be members of the Meeting. The Treasurer is an ex-officio member of this committee and also serves as the Treasurer of the Committee of Trustees. The Finance Committee appoints one of its members who is a member of the Meeting to attend Trustees' meetings.

The Committee of Trustees is the legal body of the Monthly Meeting and is therefore legally responsible for all the real and personal property and invested funds of the Monthly Meeting.

In addition, Trustees are responsible for:

- seeing that funding is available for proper maintenance of buildings and land;
- effecting and supervising all contracting done by the Meeting, including that for structural improvements to and maintenance of the buildings and grounds;
- authorizing the expenditure of funds up to \$3,000 without advance Monthly Meeting approval. All expenditures are to be reported to the Monthly Meeting; and
- reporting annually to the Monthly Meeting the condition of invested funds and all other funds including restricted funds, unrestricted funds, and endowment funds.

#### **W. Appointments to Organizations**

##### **a. Sandy Spring Friends School, Inc.**

Sandy Spring Friends School, Inc., is a corporation of 24 directors. This corporation owns the School property and operates Sandy Spring Friends School, which is under the care of the Sandy Spring Monthly Meeting and Baltimore Yearly Meeting. The Monthly Meeting appoints ten members to the Board of Directors, each for not more than two consecutive terms of four years each.

##### **b. William Penn House**

William Penn House is a conference center and hospitality house on Capitol Hill, which has been independently incorporated since 1993. It provides programs and seminars on subjects of national and international interest to Friends, and has a long-standing tradition of working with like-minded peace and social justice organizations. The Monthly Meeting appoints two representatives to the Board of William Penn House, each to serve a three-year term.

**X. Organizational Representatives or Contact Appointments**

**A. American Friends Service Committee (AFSC)**

The American Friends Service Committee does its work within the United States through nine Regional Offices. Sandy Spring is located within the Middle Atlantic Region of AFSC. One person is appointed as correspondent to the Middle Atlantic Regional Office in Baltimore for a three-year term. The correspondent provides the Monthly Meeting with information on current activities of AFSC, as well as news of events, meetings, and training programs. The AFSC correspondent coordinates activities with the Peace and Social Concerns Committees as appropriate.

**B. Baltimore Yearly Meeting (BYM) Educational Funding Resources Committee**

The Educational Funding Resources Committee of Baltimore Yearly Meeting provides modest loans to Friends primarily for post secondary education, with preference for undergraduate level study. The amount of money available for loans depends upon the repayment of outstanding loans.

The person appointed as correspondent is the liaison between the Monthly Meeting and the BYM Committee providing information about this source of educational support, its requirements and deadlines to members of our Meeting. This person assists Meeting applicants in getting their papers in order when they apply for loans from the committee, interviews, and provides a recommendation about the applicant to the committee.

**C. Baltimore Yearly Meeting Interim Meeting**

Interim Meeting of the Baltimore Yearly Meeting is the continuing body of the Yearly Meeting and is responsible for conducting the business of the Yearly Meeting between its annual sessions. The Monthly Meeting appoints three members as representatives to Interim Meeting, each for a three-year term.

These individuals attend business sessions of the Baltimore Yearly Meeting on Yearly Meeting Days and during the annual session and report to the Monthly Meeting on the business, concerns, and other activities of the Yearly Meeting.

**D. Chesapeake Quarterly Meeting**

Sandy Spring Monthly Meeting belongs to the Chesapeake Quarter of Baltimore Yearly Meeting, which meets in Third, Sixth, and Ninth Months (March, June, and September) of each year. The Monthly Meeting appoints two representatives to the Quarterly Meeting, each for a three-year term. These representatives attend

sessions of Chesapeake Quarter and report back to the Monthly Meeting. They also help with arrangements for hosting the Quarterly Meeting when it meets at Sandy Spring.

**E. Friends Committee on National Legislation (FCNL)**

FCNL maintains a presence in Washington, bringing issues related to Friends' concerns to the attention of our elected officials. FCNL supports a network of Quakers and like-minded people who work together to bring Friends' values to bear on public policy in Washington. The Meeting contacts are the primary link to Friends Meetings for this outreach and action on public policy issues, helping keep the Meetings better informed about important public policy decisions at the federal level and actions Friends can take.

The person appointed to this position keeps the Meeting abreast of current legislative activities related to Friends' concerns; provides materials and information for writing congressional delegations on issues of immediate concern; and encourages Friends to become active in FCNL activities and events. Contacts also oversee the Meeting's participation in the process of selection of priorities (every two years) and revision of FCNL policy (every six years). The FCNL contact coordinates activities with the Peace and Social Concerns Committees as appropriate.

The FCNL contact may be nominated for an indefinite term but the nomination must be reviewed every three years by the Nominating Committee, which shall report its recommendation to the Monthly Meeting for Business.

**F. Niles Cabin Retreat and Friends Wilderness Center**

The Niles Cabin Retreat and Friends Wilderness Center, operating under the auspices of the Rolling Ridge Foundation, are part of a 1400-acre tract in West Virginia near Harper's Ferry. The Niles Cabin is available for day or overnight use by individuals or groups. The Wilderness Retreat Center is available for camping. Regularly scheduled events include hikes, work days, overnights, and spiritual retreats. The board seeks input on new programs and uses of the property and seeks financial support through donations and membership in the Center. The Monthly Meeting appoints one person to serve a three-year term as representative to the Center.

**G. Northeast Montgomery County Clergy Association**

The Association is composed of representatives from most of the denominations located in the northeast section of Montgomery County. It conducts ecumenical services and is also involved in many social service activities within the area. The

Monthly Meeting appoints one person to serve a three-year term as its representative to the Association.

## **F. Hosting Meeting of Chesapeake Quarter**

Chesapeake Quarter meets in Third, Sixth, and Ninth Months (March, June, and September) of each year, on the second First Day of the designated months. Currently, Sandy Spring hosts Quarterly Meeting about once every three years.

Preparations for Quarterly Meeting sessions at Sandy Spring should be under the care of a planning group composed of one or both representatives to Quarterly Meeting, and one or two representatives from each of the following Meeting committees: Ministry and Counsel, Advancement and Outreach, Hospitality, and Religious Education. The planning group should meet as required to organize hospitality and activities for the Quarterly Meeting session.

Six to eight months before the scheduled session, the Assistant Clerk of the Meeting and the Quarterly Meeting Representatives should designate a convener for the planning group. The convener should request representatives from each committee involved, convene the first meeting of the planning group, and contact the Clerk of Chesapeake Quarter about schedule and program options.

Planning groups should feel free to draw upon Friends from throughout the Meeting to plan and prepare for the Quarterly Meeting sessions. Further information about planning and preparation for Quarterly Meeting sessions can be found in the Quarterly Meeting Handbook.

## **G. Changes to the *Manual of Procedures***

Changes to the *Manual of Procedures* may be initiated by the Monthly Meeting or by any member or any committee of the Monthly Meeting. The proposal first should be presented in writing to the Monthly Meeting for consideration at a regularly scheduled Meeting for Business. If considered appropriate as presented or revised, the proposal will be printed in the Meeting Newsletter and will be considered at the next Meeting for Business for final approval.

The Assistant Clerk shall see that approved changes are incorporated into the *Manual of Procedures*. The Assistant Clerk may also suggest changes to the manual to reflect changes in the procedures of the Meeting or one of its committees.

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