

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

Fourth Month 2018
Updated Fourth 2019

“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 9:00 A.M. and 11:00 A.M. each First Day (Sunday); only at 9:00 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 and Worship Groups 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. The Worship Group at Friends House Retirement Home is under the care of the Committee on Aging.

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 9:00 Meeting for Worship. Exceptions to this schedule may be approved at Meeting for Business. Queries based on the testimony for the month shall be read at each Meeting for Business and time given following the reading for consideration of the Queries. The Queries 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, and provide clarity about the sense of the Meeting in its decisions. Careful attention is given to completing any business carried over from previous Meetings for Business. If, during a Meeting for Business, the Clerk senses that the Meeting is uncertain regarding an item under discussion, a minute pertaining to the item shall be drafted at once and read for approval to test the sense of the Meeting. Minutes regarding actions to be taken will be read back by the Recording Clerk for approval at that Meeting for Business.

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Standing committees should report to the Meeting for Business when concerns require, and must provide an annual report. In order to assist the Presiding Clerk in preparation of 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.

- i. 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 also should be familiar with the guidance about membership in the Baltimore Yearly Meeting *Faith and Practice*, Section III-B1.
- ii. 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.
- iii. 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.
- iv. 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 s appropriate.
- v. Sandy Spring Monthly Meeting also considers requests for membership from persons who are unable to fulfill the condition of regular attendance. A visiting committee from Membership and Spiritual Care meets with such persons in the usual manner.
- vi. Members of other Friends Meetings may become members of Sandy Spring Monthly Meeting by requesting a letter of transfer from the other Meeting. After approval by the Meeting for Business, the Clerk should advise the other Meeting of the acceptance into membership of the transferee(s).
- vii. 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.

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viii. If the Meeting feels the need to consider dropping inactive members from its rolls, the Meeting for Business, exercising care and tenderness, may do so upon recommendation of the Membership and Spiritual Care Committee. Such actions are to be guided by the procedures for inactive members 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

- i. writes a letter about his or her journey to and with Sandy Spring Monthly Meeting. The letter can be sent to the Clerk of the Meeting or the clerk of the Membership and Spiritual Care Committee.
- ii. should be familiar with the Spirit and procedures of both the Meeting for Worship and the Meeting for Business.
- iii. 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 appoints a clearness committee to visit with the applicant. Members of the clearness 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. Upon receiving the input of the clearness committee, 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 an 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 also shall look to the Preparative Meeting for a recommendation about membership for this applicant and for participants in 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* or *full* members at the request of member parents or guardians.

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When both parents are members of the Religious Society of Friends, and one or both are members 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 also may 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 Membership and Spiritual Care Committee. 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 21 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 25 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 operations are conducted primarily through its committees. Therefore, it should be the concern of each member and regular attender to

- i. serve on a committee as led by the Spirit,
- ii. volunteer to help maintain the buildings and grounds as needed.
- iii. 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.
- iv. understand his or her fiscal responsibility for support of the Meeting's activities.
- v. discern ways in which his or her special gifts might lend support to other members and attenders, be that support spiritual, participatory, or material.

E. Welcome and Nurture Committees

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 those persons they would like to have serve on their Welcome and Nurture Committee.

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).

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Membership and Spiritual Care Committee will advise each welcome and nurture committee of 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.

F. 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:

- i. gifts to the Meeting in the form of a new class or workshop;
- ii. ministry to the broader community to address a social concern;
- iii. preparation/clearness to attend 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/or support. Membership and Spiritual Care Committee might encourage that person to invite others, including individual members of the Membership and Spiritual Care Committee, to serve on such a committee. The Clearness or Support Committee meets with the persons concerned as needed, reporting back to the Membership and Spiritual Committee occasionally during and at the conclusion of the clearness/support process.

VI. Marriage

An overview of the procedures for marriage under the care of Monthly Meetings is described in the Baltimore Yearly Meeting *Faith and Practice*, Section III-B6.

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* in order to learn the procedures and expectations of our Meeting.

The procedures for engaging in the process of marriage, commitment or re-commitment under the care of the Sandy Spring Monthly Meeting are outlined below:

- i. The couple sends a letter stating its intention to marry (in hard copy or email) to the Clerk of the Meeting who forwards the letter to the Marriage and Family Relations Committee. A couple that attends a Preparative Meeting should first inform the Preparative Meeting of its intention and request participation by the Preparative Meeting in the clearness and oversight processes. Following that communication, the couple may submit a request to the Monthly Meeting.
- ii. Couples are advised to allow four to six months for consideration of their request by the Marriage and Family Relations Committee and by the Meeting.
- iii. Requests for approval of a ceremony of commitment or re-commitment are to be processed and accorded the same care and consideration as requests for approval of a marriage ceremony.
- iv. The couple will be contacted by the Committee to begin the clearness process.

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- v. Through a series of meetings, the 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 come to clearness for the marriage, the request is given a first reading at the next Meeting for Business. The first reading is taken under consideration by the Meeting and laid over for one month.
- vi. A Marriage Care Committee for the marriage will be selected by the couple in collaboration with Marriage and Family Relations Committee. The Marriage Care Committee 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. At least one Sandy Spring Monthly Meeting member or frequent attender must be on the Marriage Care Committee.
- vii. It is the responsibility of the Marriage Care 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 Office for the Recorder; and that a report is given to the Meeting for Business following the wedding. It is expected that the Marriage Care Committee will remain available to the couple throughout the marriage.
- viii. Weddings under the care of the Meeting and held at the Meetinghouse are public events and open to all.
- ix. Couples who wish to hold their wedding at the Sandy Spring Meetinghouse without being taken under the care of the Meeting must contact the Clerk of the Meeting for approval, then if approved, the Meeting Office for scheduling.
- x. All weddings 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.
- xi. 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.

The Presiding Clerk of the Meeting approves use of the Meeting House; consequently, the Clerk must be notified well in advance of proposed wedding dates. Once the Clerk approves the use it will be given to the Office to place on the Meeting Calendar of Events.

Scheduling for use of the Meeting House for weddings will be handled by the Meeting Office 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.

VII. 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.

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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

The Web Clerks are overseen by the Advancement and Outreach Committee, are members of the Technology Resources subcommittee of the Office Committee, and are nominated by the Nominating Committee. The Web Clerks maintain the Meeting's Web pages. One should have outreach experience, the other experience with Website technology. The Web Clerks shall serve a term of three years, and are responsible for:

- i. ensuring that the Web server hardware and software are running properly, and that the domain ownership is maintained;
- ii. designing the Website;
- iii. creating, updating, and removing Web pages;
- iv. sharing information, and performing communication and outreach, including the Meeting Facebook page;
- v. maintaining the Meeting email accounts;
- vi. replying to user feedback from Meeting members and attenders, and the public;
- vii. creating and handling Common Gateway Interface (CGI) scripts requesting help from Office Technology Resources with technical issues related to the Website; and
- viii. monitoring traffic through the site.

D. Finances

- i. 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.
- ii. Provision for Sufferings:
 - a. The Provision 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 events, local and worldwide. These include political, economic and natural disasters.
 - b. The funds will not be used for any ongoing projects.
 - c. The funds 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 Provision for Sufferings as they are approved.
 - d. Whenever the Committees are unable to reach agreement on a specific proposed use of the funds, they will appoint an *ad hoc* provision 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.

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E. Committees of the Monthly Meeting

i. Standing Committees

The Monthly Meeting shall have the following standing committees:

- A. Advancement and Outreach
- B. Aging
- C. Building Care
- D. Community Life
- E. Finance)
- F. Friends in Unity with Nature (SSFUN)
- G. Graveyard and Grounds
- H. Hospitality
- I. Library
- J. Marriage and Family Relations
- K. Membership and Spiritual Care
- L. Ministry and Counsel
- M. Newsletter
- N. Nominating
- O. Office
- P. Peace
- Q. Personal Assistance
- R. Religious Education
- S. Social Concerns
- T. Supervisory
- U. Trustees

ii. 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.

When an *ad hoc* committee is established, a time limit is set for its duration. At the end of that time, a decision is made by the Meeting as to whether the *ad hoc* committee is to be continued for another specified period of time, made a standing committee, or laid down. If no decision is made by the Meeting, the *ad hoc* committee automatically is laid down when the time limit expires.

F. Special Groups and Working Groups (language from BYM Manual of Procedures)

i. Special Groups

- a. Concerned individuals desiring to establish a new Special Group bring their idea to the Meeting, either themselves directly, or through a standing committee of the Meeting. If, after due consideration, there is general support and approval, the Meeting approves, the group is established.
- b. Some groups organize themselves while some others consist of ex officio members. The description of each group explains its concerns, organization, and membership. Unless otherwise provided, each group selects its own clerk.

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- c. Each group is expected to report annually to the Meeting. Any report, action, or statement of a special group is expected to be approved in the manner of Friends at a meeting of the group of which all the members of the group were given reasonable notice. Special groups are empowered to raise or accept monies only with the prior approval of the Meeting.
- ii. ***Working Groups***
 - a. Any standing committee with the concurrence of the Meeting may establish a Working Group. The Working Group need not have members of the sponsoring committee among its members, but reports to and through that committee. Unless otherwise provided, each Working Group selects its own clerk. Each Working Group is expected to report in writing annually to the Meeting. Any report, action, or statement of a Working Group is expected to be approved in the manner of Friends at a meeting of the Group of which all members of the Group were given reasonable notice.
 - b. Working Groups are empowered to raise or accept monies only with the prior approval of the Meeting and in coordination with the Finance Committee. The minute establishing the Working Group specifies whether a member of the Working Group or the clerk of the sponsoring committee will authorize disbursements.
 - c. When the Working Group's activities are complete or it is no longer active, the sponsoring committee or the Meeting lays it down.

G. Appointments to Organizations

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

- A. Sandy Spring Friends School
- B. William Penn House

H. Organizational Representatives or Contact Appointments

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

- A. American Friends Service Committee (AFSC) - Middle Atlantic Region (MAR)
- B. Baltimore Yearly Meeting Interim Meeting
- C. Baltimore Yearly Meeting Educational Grants Committee
- D. Chesapeake Quarterly Meeting
- E. Friends Committee on National Legislation (FCNL)
- F. Niles Cabin Retreat/Friends Wilderness Center
- G. Greater Olney Interfaith Ministerium

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 a standing Meeting committee or an *ad hoc* committee, as seems most appropriate. The existence of such worshipping groups should be reported to the Monthly Meeting.

Until such groups begin holding their own Meetings for Business, their business should be handled with advice and consent from the Monthly Meeting as needed.

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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*.

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.)

VIII. Officers

A. *Presiding Clerk*

The Presiding Clerk shall:

- i. prepare the agenda and preside at all business sessions and should be kept informed of all business matters that affect the Monthly Meeting;
- ii. see that decisions of the Monthly Meeting are carried out as directed by the Meeting;
- iii. be alert to and be promptly informed by Meeting members and attenders of all unexpected or emergency matters related to the Meeting;
- iv. be responsible for authorization of the use of the Meeting’s electronic and postal mailing lists (other than already approved uses such as Newsletters, Silent Announcements, and some on-going committee communications). Meeting-wide emails may be sent only by the Office Committee and Meeting Clerk.
- v. be responsible for approving use of the Meeting House for any special or non-Sandy Spring Meeting event, then sending it to the Office for scheduling
- vi. be informed of the death of members and regular attenders as soon as possible;
- vii. 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;
- viii. serve, with the Assistant Clerk and Recording Clerk, as a special committee to find new members for the Nominating Committee and bring these names before the Meeting for Business for approval.
- ix. Seek assistance in performance of the many responsibilities placed on the Presiding Clerk, from the Assistant Clerk and the clerks of Ministry and Counsel, Membership and Spiritual Care, and Nominating Committees 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:

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- i. serve as Presiding Clerk of the Meeting for Business when the Presiding Clerk is unable to be present;
- ii. present a Query and a short accompanying Advice or reading for consideration at the beginning of each Meeting for Business;
- iii. respond to telephone inquiries passed on by the Presiding Clerk or Meeting Office;
- iv. 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*;
- v. supply news notes for the Baltimore Yearly Meeting *Interchange* publication;
- vi. help with the correspondence and any matters when requested to do so by the Presiding Clerk or the Monthly Meeting; and
- vii. 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:

- i. provide for the orderly recording of the proceedings of the Meeting for Business, including announcements of births, marriages, and deaths;
- ii. record comments of appreciation expressed at Meetings for Business regarding deaths, births, and other matters related to members and attenders of the Meeting;
- iii. record all approved action items, policy decisions and minutes in a separate file with the dates to make it easy to access these in the future.
- iv. provide the Presiding Clerk, Assistant Presiding Clerk, Meeting Office, and BYM Secretary with a copy (electronic or paper at the discretion of those receiving) of the approved minutes;
- v. be responsible for the care of the minutes until the end of the year, when a hardcopy of the minutes is given to the Meeting Office to send to Swarthmore College for archiving/preservation; and
- vi. at the end of his or her term, turn over the hardcopy of the approved minutes thus far in order that the incoming Recording Clerk can deliver the full set of the yearly minutes to the Meeting Office for preservation as noted above.

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 a member of the Office Committee, and an *ex-officio* member of the Meeting's Membership and Spiritual Care and Marriage and Family Relations Committees, as well as the Baltimore Yearly Meeting's Committee on Records. Monthly Meeting members should be reminded from time to time to give such information to the Recorder or the Office.

The Recorder shall be responsible for maintaining:

- i. the files and lists of membership, birth dates, dates of admissions to membership (including transfers), and deaths of all members and associate members; and

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- ii. a copy or photocopy of certificates of marriage for all members, associate members, and others who are married under the care of the Meeting.
- iii. a Meeting records retention schedule
- iv. annual Meeting membership statistics to go the Baltimore Yearly Meeting as required

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

- i. see to the safekeeping and preservation of Meeting minutes and other records as recommended in the Baltimore Yearly Meeting Handbook on Records;
- ii. transfer records to the Friends Historical Library at Swarthmore College for permanent storage according to their requirements
- iii. supply Meeting information regarding marriages, births, and deaths to the Assistant Clerk for the Baltimore Yearly Meeting *Interchange* publication.
- iv. oversee the preservation and long-term storage of Meeting records, including Meeting Minutes, committee minutes and other long-term records, according to the Meeting retention schedule
- v. oversee the disposition of short-term records according to the Meeting retention schedule

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:

- i. 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 Provision for Sufferings see Finances, VIII, D).
- ii. execute investment transactions as directed by Trustees;
- iii. consult with committee clerks as necessary;
- iv. maintain financial records and books as directed by the Finance Committee and Trustees, consistent with relevant standards and procedures of the Financial Accounting Standards Board's "Generally Accepted Accounting Principles" (GAAP);
- v. make quarterly reports on the financial condition of the Monthly Meeting at Meetings for Business, to include a Statement of Financial Position and Statement of Financial Activity;
- vi. for each committee with an annual operating budget, provide a quarterly report of all financial transactions against its annual operating budget;
- vii. provide an annual acknowledgement letter to each contributor;
- viii. adhere to the Meeting's Finance Guidelines maintained by the Finance Committee;
- ix. retain financial records, printed and electronic for at least seven years;
- x. 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
- xi. participate in annual financial reviews of the Meeting's financial records and practices.

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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 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.

IX. Standing Committees

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

- i. Membership of individuals on committees shall be on a staggered, rotating basis, generally consisting of a three-year term.
- ii. Exceptions to the three-year term are stated in specific committee descriptions within this manual.
- iii. Reappointment to a committee may be made after the absence of at least one year, and appointment to another committee may be made at any time. 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.
- iv. Generally, *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.
- v. 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 soon as possible, and no later than the next presentation of the full slate of nominations in Third Month (March).
- vi. 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
 - a. the committee membership,
 - b. a list of recurring items for which the committee is responsible, and
 - c. notes or minutes for each meeting.
- vii. 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."
- viii. Any committee, except Ministry and Counsel, Membership and Spiritual Care, Nominating, Trustees, Personal Assistance and Supervisory may 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 action (co-opting) be a considered decision of the full committee and not a casual invitation from the committee clerk.
- ix. 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

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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.”

- x. 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.
- xi. 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.
- xii. All committees are responsible for:
 - a. maintaining records of Meeting personal property for which they have been assigned accountability by Trustees.
 - b. adhering to the provisions of the Finance Guidelines maintained by the Finance Committee.
 - c. reviewing reports from the Meeting Treasurer of all financial transactions for which they have oversight.
 - d. 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 individual standing committee duties follows:

A. Advancement and Outreach Committee

The Advancement and Outreach Committee consists of nine members, with one-third appointed each year, and is charged with welcoming and nurturing seekers, new attenders, and visitors to the Meeting. 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:

- i. planning and implementing 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 (Seeker Sessions, Quaker Sunday, Friendly with Kids, other Friendly gatherings of groups of Friends);
- ii. 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 (this is done in cooperation with other committees like Library and Religious Education);
- iii. contacting visitors thanking them for coming and offering help or information or suggesting a Meeting near their residence;

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- iv. maintaining the literature shelf in the Meeting House where pamphlets, newsletters, note paper, etc. are displayed; and
- v. ensuring the appropriate outreach materials and bulletin boards displayed in the Community House are up to date.
- vi. increasing the public awareness of Sandy Spring Monthly Meeting of the Religious Society of Friends to the wider community (and maintaining and enhancing communication channels with the public), specifically:
 - a. developing or providing opportunities to share central Quaker topics like peace and simplicity for the wider community;
 - b. overseeing the Web Clerks and providing materials for the Sandy Spring Monthly Meeting Website
 - c. being responsible for the Meeting Facebook page and other social media;
 - d. providing volunteer speakers, when requested, for community and school events; for example during the tours of our Meeting House;
 - e. participating in planning for Chesapeake Quarterly Meeting and working with other Sandy Spring Monthly Meeting committees when the Quarterly event meets at Sandy Spring Meeting.

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 and end of life issues along with its original charter to provide coordination and assist with the leadership of the Allowed Meeting at Friends House held on First Day at 10:00 (though some residents come at 10:30) followed by a social time usually held in the Friends House Dining Room.

While originally the Committee did much of the leadership of what is popularly known as the Miller Center Meeting, the Friends House residents often enjoy taking on the leadership roles themselves and the Committee role has changed to scheduling, coordination and leadership when needed.

The Committee on Aging:

- i. schedules facilitators for the Meeting,
- ii. works to make sure that Stabler and Thomas residents who want to attend have escorts to bring them down and take them back after the Meeting.
- iii. keeps track of and institutes procedures for Meeting facilitation, and
- iv. handles problems and occasional issues as they arise in the community of people who attend the Miller Center Meeting.

Many of the Committees activities revolve around

- i. studying aging issues, providing resources where needed.
- ii. trying to keep the Meeting at large apprised of ways to improve the quality of life for the aging. In the light of Quaker values how can we age with grace and dignity?
- iii. elderly facing the end of life as we all do but with more immediacy. How can we develop healthy attitudes to death and make ourselves ready for it?

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- iv. the many little deaths in the aging process, the loss of functions once important to our idea of who we are. How do we face these? How can we help others face these losses and at the same time rejoice in the freedom this gives us to focus on other things, and especially to enjoy watching the growth and development of our children and grandchildren?

A subcommittee of the Committee on Aging, the Oral History Project, has been videotaping interviews with elder members and attenders of both Sandy Spring Friends Meeting and the Miller Center Meeting. The interviews are archived at the Sandy Spring Museum and the Meeting library.

The Committee on Aging also maintains a small budget to supplement the social hour coffee and tea after the Miller Center Meeting and contributes yearly to refreshments for birthday parties in Stabler and Thomas Halls.

C. Building Care Committee

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

The committee is responsible for:

- i. approving events for and supervising the use of the Community House and the School House by individuals or groups (the calendar is maintained by the Office Committee);
- ii. ensuring maintenance of the equipment and facilities of the buildings on Meeting property by contracting (with specific contracting authority approval from Trustees) for repairs when necessary;
- iii. bringing to the attention of the Committee of Trustees the need for repairs or purchases that would require major capital expenditures;
- iv. assuring that the buildings on Meeting property are kept clean;
- v. maintaining proper janitorial and other supplies;
- vi. seeing that the facilities are secure;
- vii. formulating regulations regarding the use of the buildings;
- viii. establishing a rental fee schedule for the use of Meeting facilities and assuring that appropriate payments are made to the Meeting for use of facilities;
- ix. providing for the care and upkeep of shrubbery and foundation plantings immediately surrounding the buildings; and
- x. maintaining liaison with the Trustees and 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 outside of the Religious Education program, for the youth, families, and other members of the Meeting community.

E. 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

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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:

- i. The Committee shall report to the Monthly Meeting and meet as necessary.
- ii. In Ninth Month (September) of each year, the Committee shall ask each committee clerk for a statement of the budgetary needs of that committee for the coming year.
- iii. In Tenth Month (October) of each year, the 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 distributed either electronically or by U.S. postal service to members and attenders.
- iv. 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.
- v. The Committee is responsible for the oversight and execution of the annual budget through the Treasurer.
- vi. The Committee shall maintain the Meeting's Finance Guidelines on a current basis, guided by the Manual of Procedures, and shall seek Trustees' approval of any revisions thereto;
- vii. The Committee oversees the adequacy of the financial practices and reports of the Treasurer and their consistency with relevant standards and procedures in the Financial Accounting Standards Board's "Generally Accepted Accounting Principles" (GAAP).
- viii. The Committee shall arrange for an annual financial review of the Treasurer's books and records each year, and reports the results of the review to the Monthly Meeting.
- ix. 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.
- x. The Committee shall appoint 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 by Sandy Spring Monthly Meeting to the Yearly Meeting.
- xi. The Committee approves appropriate expenditures from the Meeting's contingency fund, when committees have the need to slightly exceed their annual operating budgets.
- xii. When necessary, a member represents the Committee on *ad hoc* subcommittees for the Provision for Sufferings. (See Guidelines under Finances, VIII, D.)

As the Meeting decides to fill employee positions (XIV. i. a, b), Trustees and Finance would determine what resources would be required, and the Meeting could discern if it was able to provide them.

F. Friends in Unity with Nature (SSFUN)

Sandy Spring Friends in Unity with Nature (SSFUN) is the Meeting's environmental committee and consists of 9 members led to work for the "conscientious protection of our planet" (Quaker

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Earthcare Witness). It meets monthly. The work of the committee is rooted in the stewardship testimony and connects to the testimonies of peace, community, simplicity, and equality. It:

- i. seeks to educate and advise the Meeting,
- ii. facilitates concerns of Meeting members, and
- iii. serves both as a resource and an advocate for the maintenance and restoration of the earth's ecological integrity.

Some activities that have been supported by the committee include:

- i. keeping the Meeting informed on environmental concerns;
- ii. facilitating on-site storm water management programs in keeping with Maryland's newest requirements;
- iii. organizing Earth Day events;
- iv. stream monitoring;
- v. arranging for speakers;
- vi. maintaining a native plant and pollinator garden; and
- vii. writing letters to legislators.

The committee also serves as a link between the Meeting and BYM Unity with Nature, Quaker Earthcare Witness, and other related organizations that address ecological concerns.

G. Graveyard and Grounds Committee

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

- i. assigning grave lots to members upon request;
- ii. assuring that burials are arranged in an orderly fashion
- iii. properly maintaining records of burials;
- iv. the care and upkeep of the lawns, both inside and outside the graveyard area;
- v. the care and upkeep of the Memorial Grove for ashes;
- vi. the care and upkeep of all trees and shrubbery in all areas of the Meeting properties;
- vii. the repair and maintenance of the walks and parking area;
- viii. assistance to families in all aspects of the burial of loved ones including:
 - a. bringing appropriate material to the G&G Committee to decide if a request to use our graveyard is appropriate according to Meeting guidelines;
 - b. assigning a burial plot;
 - c. arranging for the employment of a grave digger and marking of the site (for full burial);
 - d. opening or have opened a cremation urn grave;
 - e. referral to a maker of grave markers;
 - f. suggesting an appropriate contribution to the Graveyard Fund;

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- g. arranging for a member of the G&G Committee to attend the interment; and
- h. ensuring that the records of the graveyard are updated both with regard to the life of the deceased and with regard to the marker.

Requests will be considered in the following order for unassigned gravesites, and to list names on the bronze tablet for the Memorial Grove:

- i. members of Sandy Spring Monthly Meeting and their immediate family members;
- ii. regular attenders who have been active in the life of Sandy Spring Monthly Meeting;
- iii. Friends who are members of other Meetings, including sojourners, if a relationship has existed with the Sandy Spring Monthly Meeting community;
- iv. non-Friends are generally ineligible for gravesites. 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; and
- v. the Memorial Grove is open to the larger community for scattering of ashes. Everyone whose ashes have been spread in the Grove have the privilege of having his or her name on a plaque.

Additional Monthly Meeting policies on burials can be found in the pamphlet: *Completing the Circle of Life* The Committee consults with the Committees of Trustees and Membership and Spiritual Care when their functions overlap.

The Committee Clerk utilizes the computer files of the graveyard and burials databases, the contracts for grounds upkeep, SSMM letterhead for requests for memorial plaques, and forms and other information to send to those who need them.

H. Hospitality Committee

The Hospitality Committee consists of nine members, who serve three-year terms. One-third of the membership turns over each year.

It is the privilege and responsibility of the members and attenders of SSMM to create a welcoming and friendly environment for each other and for all those new to the Meeting. The Hospitality Committee supports this endeavor by overseeing and coordinating the setup, serving and cleanup of food and beverages as needed at the following social functions of the Meeting:

- i. weekly social hour with hot and cold beverages at rise of 11:00 AM Meeting; and
- ii. potluck meals following Meeting for Business, and on special occasions, such as the Christmas Pageant potluck and Easter breakfast; and at gatherings of Baltimore Yearly Meeting and Chesapeake Quarterly Meeting (when hosted by SSMM).

The Committee also:

- i. maintains a store of basic supplies for these functions, and has specific guidelines on the procedures for setup and cleanup. These guidelines are posted in the kitchen;
- ii. advises and assists, where possible, those who use the Meeting facilities for receptions and/or meals following weddings, memorial services or other special events; and
- iii. depends heavily on the support and participation of members and attenders of the Meeting since providing all of the above is a task too large to be accomplished by one committee.

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I. Library Committee

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

- i. shepherding a library designed for a religious community of users of different ages, including the community's history, values and testimonies;
- ii. continually considering the general purposes of the library, such as education, uplift, spiritual development, social awareness, and provision of materials not found in a public library, and responding to contemporary situations;
- iii. selecting and purchasing materials in line with guidelines, traditions and priorities established by the committee;
- iv. caring for and displaying books, periodicals, pamphlets, oral histories of members, and other parts of the collection;
- v. maintaining the database of library materials;
- vi. managing the process of 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;
- vii. culling materials considered to be no longer relevant, or in poor physical condition;
- viii. triaging book donations (which includes the evaluation, processing and discarding of books) to be sure that the guidelines for adding to the collection are followed;
- ix. informing the Meeting of newly acquired books and other materials
- x. seeking opportunities to promote utilization and feature different aspects of the collection;
- xi. exploring ways to incorporate emerging technologies without diminishing the importance of the storehouse of printed materials;
- xii. inventorying the collection and replacing missing books that are still deemed of value to the Meeting

J. 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:

- i. the right ordering of marriages under the care of the Meeting;
- ii. the right ordering of marriages held in the Meeting House, but under the care of other Friends Meetings;
- iii. oversight of marriages held in the Meeting House, not under the care of any Meeting
- iv. regularly facilitating and communicating opportunities for couple enrichment for members and attenders of the Meeting; and
- v. providing assistance to any families and marriages in the Meeting should the need arise

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.

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K. 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 - practical, spiritual, emotional - concerned with the care of individual members and regular attenders. The Committee also addresses membership requests.

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:

- i. attempts 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;
- ii. encourages visiting and community life among the Meeting's members and attenders;
- iii. coordinates the Meeting's response to the needs of individuals, including visiting and helping ill, troubled, or needy Friends;
- iv. gets in touch with absent members and keep contact with non-resident members;
- v. along with the Ministry and Counsel Committee, provides assistance and support to families at the time of a death in the family;
- vi. helps to reconcile differences that may arise in the Meeting;
- vii. receives, considers, and recommends Meeting action on requests for and withdrawals from membership including transfers in and out of Meeting;
- viii. ensures that Committees of Welcome and Nurture and Committees for Clearness and Support meet and report back to the Meeting for Business as appropriate; and
- ix. helps prospective members and new members to understand Friends' principles and practices.

Consideration of membership requests: After receiving a 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.

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.

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.

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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 membership transfers 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:

- i. a loving visit;
- ii. coordination of support in times of crisis, such as recovery after illness or surgery;
- iii. an *ad hoc* committee for clearness and support; or
- iv. referral to the Personal Assistance Committee of the Meeting 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 or 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 or Support 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.

L. 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 and of its diverse individual members. This concern is expressed through the Committee's thoughtful attention to five areas of spiritual nurturance.

- i. First, in the Meetings for Worship and for Business the Ministry and Counsel Committee encourages a proper balance between silence and vocal ministry and should be concerned that spoken messages are of a helpful, spiritual nature.
- ii. Second, members of the Ministry and Counsel Committee are to deepen their own spiritual growth in order to better serve the Meeting as a whole.

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- iii. Third, the Ministry and Counsel Committee assists, as needed, the Membership and Spiritual Care Committee in maintaining contact with students away at school, the sick, invalids, and those in need.
- iv. Fourth, the Ministry and Counsel Committee assists, as needed, the Advancement and Outreach Committee in helping visitors feel at home with us, helping the residents of Friends House, students at Sandy Spring Friends School, and, especially the youth in our First Day School, feel a part of the Sandy Spring Friends community.
- v. Fifth, and finally, the Ministry and Counsel Committee expresses its concern for the spiritual life of the Meeting and its members by taking responsibility for the following tasks and activities:
 - a. arranging for the rise of Meeting for Worship and the proper presentation of the announcements;
 - b. 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 not later than Third Month (March) and in ample time for the Sandy Spring Monthly Meeting to review and consider the report prior to timely submission to the Yearly Meeting;
 - c. arranging for the Ministry and Counsel program and assisting in planning for Chesapeake Quarterly Meeting when it is held at Sandy Spring;
 - d. 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;
 - e. 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;
 - f. providing a clearness opportunity for members wishing to facilitate new spiritually-related educational or other activities and listening support for individuals in the meeting in times of need or conflict
 - g. 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);
 - h. cooperating with the efforts of the Yearly Meeting Ministry and Counsel Committee;
 - i. preparing and updating the pamphlet *Completing the Circle of Life* and assuring that members and regular attenders are aware of the Meeting forms concerning their desires in case of death;
 - j. 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
 - k. facilitating discussion within the Meeting community regarding continuing concerns that affect the Meeting's spirituality or worship.

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M. 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 of newsletters as required.

The committee is responsible for

- i. coordination of the calendar with the Office and Web calendars;
- ii. the weekly preparation and distribution of the Silent Announcements to the email list of members and attenders who have requested it, and to the Office for copying and distribution at Meetings for Worship.
- iii. preparation 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:
 - a. matters considered and acted upon, including committee reports, at the Monthly Meeting for Business;
 - b. the queries read at Meeting for Business;
 - c. announcements that are of concern to the Monthly Meeting, such as special meetings, community activities, marriages, births and deaths; and
 - d. a calendar of Meeting and Meeting-related events.

N. 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:

- i. recruiting new appointees to fill committee vacancies that may occur throughout the year, as well as any special service requested by the Monthly Meeting;
- ii. presenting at Monthly Meeting for Business the names of persons suggested to serve on committees. Each person suggested shall have agreed to serve in the position before his/her name is presented to the Monthly Meeting;
- iii. presenting the full slate in Third Month (March), of committee members, and openings, including any of the five officers whose terms expire that year;
- iv. explaining very carefully the duties and time commitments of a position to the person being recruited for a position;
- v. when recruiting Board of Trustees members, learning and taking into account the type of experience that is needed on the Board at that time;
- vi. 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;
- vii. recruiting as many individuals as Baltimore Yearly Meeting procedures specify to serve as Monthly Meeting representatives to the Baltimore Yearly Meeting Interim Meeting;

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- viii. recruiting as many individuals as the Chesapeake Quarterly Meeting specifies to serve as Monthly Meeting representatives to the Quarterly Meeting;
- ix. keeping records of all nominations and appointments and passing them on to the next committee clerk;
- x. keeping in mind the availability and interest of Young Friends in serving on Meeting committees, and providing such opportunities as appropriate; and
- xi. posting the current committee list, with committee clerks' names underlined, in the Meeting House and in the Community House and sending the list to the Meeting Office as it is updated.

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 also is responsible for passing committee records, including all nominations and appointments, to the succeeding committee clerk.

O. Office Committee

The Office Committee:

- i. consists of seven members with three-year terms and staggered term endings, plus the Meeting Recorder who has an indefinite term. In case there is no one to replace one of the skilled positions a member may continue to serve until a replacement is found;
- ii. includes members with the following areas of responsibility:
 - a. Meeting Recorder
 - b. Database
 - c. Communications
 - d. Calendar
 - e. Office
 - f. Technology Resources
- iii. maintains the Meeting Office;
- iv. supports the work of other committees;
- v. does Meeting administrative tasks;
- vi. helps maintain the communications of the Meeting Community.
- vii. assesses the needs of the Meeting's committees and officers for automated systems to store and maintain information about the Meeting and its members
- viii. proposes to the Meeting various ways to support those needs;
- ix. supports the Meeting's needs for technology, and providing technical advice; and
- x. helps the Meeting's committees and officers in efficient management of information.

Office Committee members responsibilities:

- i. Database:
 - a. has a thorough working knowledge of the database-type program the Meeting uses;
 - b. maintains mailing lists, electronic and postal, for all members and attenders, as well as for the Newsletter, Silent Announcements and other specific use lists;

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- c. enters contact and activity data of Meeting members and attenders; creates reports and documents from database information;
 - d. files electronic records in the Meeting Computer, i.e. committee minutes, records, and any filed email or attached documents; and
 - e. maintains a file of the wishes of members and regular attenders pertaining to death.
- ii. Communications:
- a. maintains office email with timely response/forwarding and filing or deleting once complete;
 - b. maintains a list of committee clerks and contact info;
 - c. maintains lists of who does what and contact info; who to contact by subject matter; and
 - d. sends out all Meeting-wide emails except for those sent by the Newsletter Committee and the Meeting Clerk, unless given special permission by the Meeting Clerk.
- iii. Calendar:
- a. has a working knowledge of the Meeting calendars format, including Cloud-based programs;
 - b. maintains the Meeting calendar and the Meeting Website calendar;
 - c. has sharing and entry control of the use of the Meeting calendars;
 - d. shares a read-only electronic meeting calendar with any Meeting member that wishes;
 - e. facilitates communication between committees about projects and schedules; and
 - f. coordinates building uses with the Building Care Committee, who determines whether or not a use is appropriate for the Community House and School House and provides necessary forms and rental rates, and with the Meeting Clerk who approves uses of the Meeting House.
- iv. Office:
- a. answers the phone when present and notifies the Assistant Clerk of calls that need attention;
 - b. collects, sorts and distributes paper mail to committee and officers 'mailboxes';
 - c. orders Meeting and office supplies;
 - d. copies materials for monthly meetings for business when requested;
 - e. copies material for committees when requested; and
 - f. maintains office keys, security, confidentiality.
- v. Technology Resources
- a. maintains the Meeting's computer software;
 - b. maintains the Meeting's hardware, including computers, phones, media;
 - c. maintains the Meeting's technology infrastructure, including phones and networks; and
 - d. supports the Web Clerks in maintaining the Meeting's Website.

The Committee tasks are outside the responsibilities of employees and will be modified at a time an employee is hired whose job includes any of the Committee responsibilities.

In addition to the usual requirements for standing committees, Supervisory Committee (in the absence of Supervisory Committee, Trustees) oversees and supports this Committee, including:

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- i. annual performance assessment based on at least annual meetings with the Office Committee Clerk who reports on the functioning of the Committee and its members, and other reviews from committee clerks or other community members;
- ii. assistance with any disputes that may arise; and
- iii. assistance coordinating the Committee's work with employees or other volunteers.

P. Peace Committee

The Peace Committee consists of seven members. The Peace Committee meets monthly and serves as a channel of information between 1) local and national peace organizations and 2) the Baltimore Yearly Meeting Peace and Social Concerns Committee and the Monthly Meeting.

The Committee

- i. seeks to understand, interpret, and actively promote the peace testimony of the Society of Friends by bringing matters of interest and concern to the Meeting for Business, or to other committees, with specific recommendations when appropriate
- ii. supports adult religious education on peace testimony for Meeting members and attenders. Resolution of conflicts requires addressing the human rights violations. This requires working towards peace with justice, not just an end to violence;
- iii. seeks to be sensitive to the needs of the First Day School and to work with the Religious Education Committee in such matters as developing peace witness/education programs;
- iv. assist Meeting members and attenders to develop a personal peace testimony appropriate to current conditions. The Committee also
 - a. refers or counsels youth in draft-related matters as needed; and
 - b. 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 Provision for Sufferings (See Guidelines under Finances, VIII, D.)

Q. Personal Assistance Committee

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

The Committee's primary responsibility is to provide planning assistance and referral to members and regular attenders who find themselves in times of emotional, physical or financial crisis. If the situation warrants, the committee may grant modest financial assistance for the individuals in need.

R. 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.

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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:

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

S. Social Concerns Committee

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.

- i. The Social Concerns Committee consists of nine members, with one-third appointed each year.
- ii. 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.
- iii. 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.
- iv. The Committee, jointly with the Peace Committee, makes decisions for the use of the Provision for Sufferings consistent with the Guidelines for the use of the Provision. (See Guidelines under Finances, VIII, D.)
- v. The 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.

T. Supervisory Committee

This Committee has been approved for a future date at such time as the Meeting has employees. See below.

Before employees are hired, the following need to be in place: A Supervisory Committee, which is responsible for the recruitment, support, supervision, and evaluation of employees. This committee would need to be in existence with enough lead-time to create/revise: Personnel policies based on robust policies used successfully elsewhere, and detailed and complete job descriptions for any employee positions.

Once the Meeting decides that it wishes to fill these positions (XIV. i. a, b), Trustees and Finance would determine what resources would be required, and the Meeting could discern if it was able to provide them.

The Supervisory Committee once constituted would:

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- i. have four or five members, two of whom would have relevant supervisory experience, one with knowledge of employment law and legal issues, and at least one with a broad overview perspective;
- ii. have members that serve for six-year terms, with one or two rotating on/off each year;
- iii. be a standing committee of the Meeting, with regular member rotation;
- iv. be responsible for the recruitment, support, supervision, and evaluation of all employees;
- v. evaluate staff based on performance reviews by those who work with and/or directly oversee staff;
- vi. Is responsible for all personnel contracts, even if others/committees oversee the staff;
- vii. be responsible for implementing and updating general personnel guidelines. These guidelines shall be in accord with robust policies used successfully by other Meetings, such as the FCNL-based Policies of Stony Run (co-written by Howard Fullerton). This would provide policy guidance for all employees, and would not be job specific;
- viii. be responsible for mediating any staff disputes or conflicts;
- ix. be responsible for staying up-to-date with applicable employment law changes;
- x. be responsible for writing and revising job descriptions for all employees and staff of the Meeting. For office-type work, the tasks would be clearly delineated. For a role such as meeting coordinator, the job description will be more broad. Job descriptions would be based on models of successful equivalent positions in other Meetings, modified for our needs as appropriate;
- xi. be responsible for managing the task load of employees in accordance with the job descriptions. Neither committees nor employees should add tasks without consulting with Supervisory Committee;
- xii. be responsible for coordinating with committees the support required to address their changing needs;
- xiii. assure that Meeting employees and volunteers have the supplies, equipment, software, and training needed to do the work, and, in consultation with the Office Committee Technology Resources, would make major equipment needs known to the Committee of Trustees so that purchases can be authorized.
- xiv. maintain confidential personnel files outside the Meeting office under the care of the clerk of the Committee.
- xv. make annual reports to the Monthly Meeting.
- xvi. include the Presiding Clerk and Clerk of Trustees as *ex officio* members.

Employees

The following is the approved language for hiring any employee(s) by the Meeting:

- i. As the finances and will of the Meeting allow (Trustees and Finance would determine what resources would be required, and the Meeting could discern if it was able to provide them), the Meeting would have the following paid positions:
 - a. a Meeting Coordinator whose role would be to support communication between committees, coordinate and help plan activities and events, and be the focal person for inquiries and needs. It has been described as “not a pastor but a servant-leader who is

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- able to connect the right people, at the right time and in the right way to make sure the life and work of the Meeting moves forward seamlessly”; and
- b. such office staff as may be needed, in addition to volunteers and Meeting Coordinator, to enable committees to accomplish all the tasks with which they are charged.
- ii. Before employees are hired, the following must be in place:
 - a. Supervisory Committee, which would be responsible for the recruitment, support, supervision, and evaluation of employees. The Meeting must be able to fill and support this committee in order to be successful employers. This committee must be in existence with enough lead time to create/revise;
 - b. personnel policies based on robust policies used successfully elsewhere. These will become part of the Manual of Procedures; and
 - c. detailed and complete job descriptions for any employee position.

U. 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 authority of the Monthly Meeting and therefore is responsible for all real and personal property and invested funds of the Monthly Meeting.

In addition, Trustees are responsible for:

- i. seeing that funding is available for proper maintenance of buildings and land;
- ii. effecting and supervising all contracting done by the Meeting, including that for structural improvements to and maintenance of the buildings and grounds;
- iii. authorizing loans to the Meeting for specific purposes approved by the Meeting;
- iv. designating individuals to conduct financial transactions on behalf of the Meeting;
- v. approving the establishment of new endowment funds;
- vi. maintaining overall accountability for Meeting personal property and assigning this accountability to appropriate Meeting committees;
- vii. requesting the Treasurer to immediately sell any securities received as a contribution;
- viii. maintaining unrestricted reserves at an appropriate level;
- ix. implementing and maintaining a Meeting conflict of interest policy;
- x. authorizing the expenditure of funds up to \$5,000 without advance Monthly Meeting approval. All expenditures are to be reported to the Monthly Meeting; and
- xi. reporting annually to the Monthly Meeting the condition of Meeting investments and all Meeting funds including restricted funds, unrestricted funds, and endowment funds.
- xii. Oversight and support of the Office Committee until a Supervisory Committee is created

Once the Meeting decides that it wishes to fill employee positions (XIV. i. a, b), Trustees and Finance would determine what resources would be required, and the Meeting could discern if it was able to provide them.

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XI. Appointments to Organizations

A. *Sandy Spring Friends School, Inc.*

- i. Sandy Spring Friends School, Inc., is an independent, non-profit corporation governed by a Board of Trustees. This corporation owns the Sandy Spring School property and operates the School.
- ii. The number of Trustees of the corporation is between twenty and thirty, and is normally twenty-three. A majority of such Trustees must be Quakers.
- iii. Sandy Spring Monthly Meeting normally appoints eight members of the Meeting to the Board of Trustees, each for not more than two consecutive terms of three years each. Baltimore Yearly Meeting normally appoints four members of the Board of Trustees.
- iv. The School is "under the care" of Sandy Spring Monthly Meeting and Baltimore Yearly Meeting. Based on this relationship, the Meeting encourages its members and attenders to participate in School activities to the extent possible and to assist the School in providing a Spirit-filled education based on Quaker values.
- v. The Meeting invites school personnel, students and families to attend Meeting for Worship and community events.
- vi. The Meeting does not direct the decisions of its appointed School Trustees.
- vii. The Meeting does not have financial, legal or governing control of the School. Nor is the Meeting responsible for formulating School policy or procedures, or for enforcement of either.

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.

XII. 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 Grants Committee*

The Committee's purpose is to help Friends secure post-secondary education by providing grants.

- i. Preference is given to requests for grants for undergraduate level study.
- ii. Grants are awarded on the basis of financial need and the Committee's assessment of an applicant's statement of purpose, including consistency with Friends testimonies.

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- iii. The application process is expected to include comments on the applicant's involvement in the Monthly Meeting and any information that would be helpful in making a decision.
- iv. Baltimore Yearly Meeting does not make loans to students.
- v. 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 grants 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.

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.

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. Preparations for Quarterly Meeting sessions at Sandy Spring should be under the care of a planning group composed of

- i. one or both representatives to Quarterly Meeting, and
- ii. one or two representatives from each of the following Meeting committees:
 - a. Ministry and Counsel,
 - b. Advancement and Outreach,
 - c. Hospitality, and
 - d. Religious Education.

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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.

The planning group should meet as required to organize hospitality and activities for the Quarterly Meeting session.

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.

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

- i. keeps the Meeting abreast of current legislative activities related to Friends' concerns;
- ii. provides materials and information for writing congressional delegations on issues of immediate concern;
- iii. encourages Friends to become active in FCNL activities and events;
- iv. oversee the Meeting's participation in the process of selection of priorities (every two years) and revision of FCNL policy (every six years);
- v. coordinates activities with the Peace and Social Concerns Committees as appropriate; and
- vi. 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/Friends Wilderness Center

The Niles Cabin Retreat at Friends Wilderness Center, operating under the auspices of the Rolling Ridge Foundation, is part of a 1400-acre tract in West Virginia near Harper's Ferry.

- i. The Niles Cabin is available for day or overnight use by individuals or groups. The Wilderness Retreat Center is available for camping.
- ii. Regularly scheduled events include hikes, work days, overnights, and spiritual retreats.
- iii. The Friends Wilderness Center Board of Directors seeks input on new programs and uses of the property and seeks financial support through donations and membership in the Center.
- iv. The Monthly Meeting appoints one representative to serve a three-year term to the Center.

G. Greater Olney Interfaith Ministerium

The Ministerium is composed of representatives from most of the denominations located in the northeast section of Montgomery County. It:

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- i. conducts ecumenical services
- ii. is 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 Ministerium.

XIV. *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 Presiding Clerk 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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