

CINCINNATI FRIENDS MEETING  
**HANDBOOK**

**2013**  
(updated 3/2017)



SEEKING GOD DAILY  
THROUGH INTEGRITY, SIMPLICITY,  
COMMUNITY, EQUALITY AND PEACE...

AN OPEN AND AFFIRMING CONGREGATION



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## INTRODUCTION

Dearlly Belovꝛed Friends,

These things we do not lay upon you as a rule or form to walk by; but that all, with a measure of the 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 in the letter, for the letter killeth, but the Spirit giveth life.*

—Epistle from the Elders at Balby, 1652

Dear Friends,

Confident in the continual revelation of Truth, and aware that the only constant in life is change, we urge you not to use this handbook as an absolute or unchanging “rulebook.”

Instead, please consider the handbook as a guide and reference to how we have done things in the past at Cincinnati Friends Meeting, how we currently do things, and what meets our current needs.

Yours in Friendship,  
The Elders Who Revised, 2013

# CINCINNATI MONTHLY MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS

The “Monthly Meeting” is our spiritual community in the Religious Society of Friends. Members and attenders meet each week to worship together, and once a month, in addition to the regular Meeting for Worship we hold “Meeting for Worship with Attention to Business,” often called simply “Monthly Meeting for Business” or “Meeting for Business,” during which Friends are encouraged to be responsive to the spiritual, social, educational, and material needs of Meetings members and attenders.



As a spiritual community, we at Cincinnati Friends follow the teachings of Jesus, but we are open to the religious experiences and convictions of others, accepting that direct knowledge of God is available to all people everywhere, whatever their religious or cultural background.

Most of us at Cincinnati Friends would affirm the following beliefs:

Within each human being is an inner guide to our highest spiritual potential; we know this guide by many names, among them “the Inner Light,” “the Light,” “the Inward Christ,” “the Inner Teacher,” “the Spirit,” or simply “God.” Living in harmony with the Light calls us to the values of equality, integrity, simplicity, peace, and community. The Light is inherent in all of us, and we may be guided by it when we still ourselves and listen for the “still, small voice.” Through the inspiration of this Inner Light, we best understand holy writings, including Hebrew and Christian Scripture. Both our Meeting for Worship and our Monthly Meeting for Business are acts of discernment, listening for guidance and attending to the movement of the Spirit within us, individually and as a body of worshippers.

All of us have direct access to the Light or God, and anyone may be called to bring a message during worship or to minister in other ways. We value silence in our Meetings for Worship; we are non-sacramental and non-liturgical, though we may at times choose to recognize in some way the wider culture’s holy days as they occur around us. We are an open and affirming congregation.

The entire range of a Meeting’s activities – conduct of worship, care of members, religious education, management of property, decisions on membership, issues of social action – are given regular attention at Monthly Meeting for Business. Day-to-day functions may be delegated to committees, task coordinators, or designated officers, but the Meeting as a whole is the responsible body for all actions undertaken by its decision or on its behalf. All members and regular attenders are encouraged to attend and participate in Monthly Meeting for Business so that actions taken reflect the judgment of the entire community.

Monthly Meeting for Business has authority to receive, transfer, and release or dismiss members; to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the

Meeting; to provide programs in the spiritual interest of the Meeting; and to deal with behavior disruptive of corporate worship or business.

Special meetings of Monthly Meeting for Business may be called by the Clerk of the Meeting or upon the request of three members. Notice shall be given at a regular meeting of the congregation at least seven days prior to the date of holding the special meeting; the notice shall name the business to be considered and the persons calling for the special meeting. No business may be considered at a special meeting other than the business for which it was called.

All officers of the Meeting shall be nominated and appointed annually, except the Statutory Agent. Responsibilities of the committees, task coordinators, and officers are described below. All appointees hold their positions until their successors are appointed.

<p style="text-align: center;"><b>“Quaker Process” at Monthly Meeting for Worship With A Concern for Business</b></p>
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Monthly Meeting for Business is based on Friends understanding that a group seeking divine guidance can reach unity by relying on the Inward Teacher. Members and attenders share information, build community, and make decisions according to *the sense of the Meeting* as discerned by the Clerk of the Meeting. “A sense of the Meeting” refers to *unity* among Friends, though not necessarily agreement. “Sense of the Meeting” goes beyond mere consensus because it acknowledges a corporate Truth rather than any individual “truth.”

Though the Clerk of the Meeting plans the agenda and presides, Monthly Meeting for Business begins and ends with a period of silence in which Friends seek to be open to and aware of divine Presence. Friends are expected to come to Monthly Meeting for Business with minds open to the leading of the Spirit. If a Friend feels led to speak, she or he addresses the Clerk, and when recognized, should speak briefly and to the point. In general, Friends speak only once until everyone has had an opportunity to speak; they may speak a second time if they have new light on a subject. Friends should not repeat what has already been said, though they may offer a word or two of agreement. Although they may disagree, Friends avoid refuting statements made by others, and give each other credit for purity of motive. At any time during the meeting anyone may request a period of silence. In the silence differences may be reconciled and a better course-of-action may emerge than what had appeared before.

As consideration of each matter approaches unity, the Clerk formulates what seems to be the sense of the meeting. Agreement generally expressed, or an absence of disagreement, is recorded in the minutes as the decision of the Meeting. In complicated or delicate matters, a minute is carefully written and read aloud for the Meeting to approve or alter. It must always be remembered that the final decision as to whether the minute represents the sense of the meeting is the responsibility of the Meeting, not of the Clerk. If it becomes apparent that unity cannot be reached, the matter is set aside for the time being or is referred to a committee for further study.

In making decisions, Friends seek unity of will and spirit. Although there may not be unanimity of opinion, the Meeting must find its way in love and understanding, listening to one another with care and respect. If a Friend objects to

the Meeting's decision, she or he 1) may simply remain silent and permit the matter to go forward; 2) may indicate disunity with the decision but will stand aside so the Meeting may move forward; 3) may stand aside, but request that his/her name be recorded in the Meeting minutes as unable to unite with the decision; 4) may express continued disunity and an inability to stand aside. At any time, the Meeting may defer action until clearness and unity are reached; or the sense of the Meeting may be so strong that the Meeting feels clear to move forward.



## OFFICERS OF CINCINNATI FRIENDS MEETING

**Clerk of the Meeting**  
(also called "Presiding Clerk")  
**Recording Clerk**  
**Treasurer**  
**Financial Secretary**  
**Assistant Financial Secretary**  
**Statistical Secretary**  
**CFM Statutory Agent**

**All Officers must be members of Cincinnati Friends Meeting.**

### TERMS OF SERVICE & RESPONSIBILITIES

**CLERK OF THE MEETING (1-year term, July through June, renewable up to 6 years)**

The Clerk of the Meeting sees that business is properly presented to the Meeting for its consideration; announces decisions when made; makes certain that all actions are properly recorded; report decisions regarding membership to applicants, and signs documents on behalf of the Meeting.

The Clerk of the Meeting is an *ex officio* member of all committees and is especially encouraged to attend Ministry & Counsel meetings.

**RECORDING CLERK (1-year term, July through June, renewable up to 6 years)**

The Recording Clerk keeps accurate minutes showing all matters brought to the attention of the Meeting and actions taken. When the minutes have been approved by the Meeting, the Recording Clerk signs and dates them and places them in the Monthly Meeting Minute Book in the office where they are kept as a permanent record of the Meeting.

**TREASURER (1-year term, continues upon recommendation of the Audit Committee & the approval of Monthly Meeting; no term limit)**

The Treasurer's term of service begins and ends with the Cincinnati Friends fiscal year, January 1 through December 31.

The Treasurer receives and disburses funds as directed by the Meeting and keeps a regular account of all transactions. Each month, she or he reports to Monthly Meeting for Business all current income, expenditures and remaining budgeted amounts.

When a memorial contribution is received, the Treasurer sends a "Thank You" letter on behalf of the Meeting to those who made the contribution, and informs the family of the deceased that a memorial contribution has been made by \_\_\_\_ (contributor's name). If a donation is collected by the Financial Secretaries, and the donor specifies a particular use for funds, Financial Secretaries convey that information to the Treasurer, who sends a note of appreciation to the donor.

The Treasurer makes reimbursements for approved expenditures upon receiving appropriate receipts and completed Reimbursement Request forms. (Blank forms are kept in the box *below* the Treasurer's mailbox in the Library.)

In September, the Treasurer meets first with the Clerk of Trustees to determine a projected income for the next year. The Treasurer then meets with Ministry & Counsel, Trustees, the Clerk of the Meeting, and the Minister to discuss specifics of the minister's salary, housing and benefits for the next year. Decisions and outcomes of both meetings are submitted to the Budget Task Force by October 1.

The Treasurer serves on the Budget Task Force to prepare a yearly budget for presentation at the November Monthly Meeting for Business.

**FINANCIAL SECRETARY & ASSISTANT FINANCIAL SECRETARY (1-year term, continues upon recommendation of the Audit Committee & the approval of Monthly Meeting; no term limit)**

The term of service for Financial Secretaries begins and ends with the Cincinnati Friends fiscal year, January 1 through December 31.

Donations or offerings are taken at Meeting for Worship "in the Manner of Friends" via collection plates/baskets placed on two small tables in the back of the meetingroom. The Financial Secretaries share the task of counting the offering on Sundays and noting collections designated for particular purposes. The Financial Secretaries collect the money from the plates/baskets, count it, record the total in the financial database of the Meeting's computer, and deposit the money in the Meeting's designated bank account. Two people should count and record the offering each week.

The Meeting encourages voluntary giving and extends to every member an opportunity to make regular and systematic contributions. Financial Secretaries and Trustees may write letters to Meeting members/attenders requesting donations when needed.

The Financial Secretaries record names and addresses of donors and contribution amounts. Financial Secretaries should report to the Treasurer all donations received as memorials or as designated funds so that the Treasurer knows to send a note of appreciation to the donor. At the end of each year, the Financial Secretaries send a letter of receipt for tax purposes to each contributor showing his/her total contributions that year.

**STATISTICAL SECRETARY (1-year term, July through June, continues with the approval of Monthly Meeting; no term limit)**

The Statistical Secretary keeps an accurate record of all matters pertaining to the membership, such as births, marriages and deaths; members received by application or by transfer from junior membership to adult membership; and transfers of membership to or from other Meetings or denominations. The Statistical Secretary notifies the Clerk of Ministry & Counsel when a Junior Member turns sixteen, so that Ministry & Counsel can initiate a conversation with the Junior Member about transferring to adult membership. The Statistical Secretary is also responsible for making an annual report of membership statistics to Wilmington Yearly Meeting and Cincinnati Friends Monthly Meeting, including reporting

marriages, births, and deaths. The Statistical Secretary is responsible for seeing that the attendance sheets are checked each week.

**STATUTORY AGENT (no term limit)**

The Statutory Agent is responsible for reporting to the State of Ohio, once every five years upon receiving forms from the State, that Cincinnati Monthly Meeting of the Religious Society of Friends is still in existence. Trustees must notify the State if the Statutory Agent changes his/her address, resigns or is no longer able to serve and/or when a new Statutory Agent is appointed.

The Meeting requests that the Statutory Agent be a trustee or have served as a trustee of the Meeting. Trustees are responsible for naming the Statutory Agent, for whom there is no term limit. Since two signatures are necessary on the State's paperwork, Monthly Meeting recommends that the Clerk of the Meeting serve as witness. More information about the responsibilities of the Statutory Agent may be obtained from the Ohio Department of State, at 1-877-767-3453 or the State of Ohio website, *Ohio Revised Code* <http://codes.ohio.gov/orc/926.051> and <http://codes.ohio.gov/orc/1705.06>



# REPRESENTATIVES OF CINCINNATI FRIENDS MEETING

## Representative to Permanent Board of Wilmington Yearly Meeting Metropolitan Area Religious Coalition of Cincinnati (MARCC) Delegate

### TERMS OF SERVICE & RESPONSIBILITIES

#### **REPRESENTATIVE TO WYM PERMANENT BOARD (3-year term beginning in July; may serve 2 terms)**

Wilmington Yearly Meeting (WYM) is the larger Quaker body to which Cincinnati Friends Meeting belongs. Though every member of Cincinnati Friends Meeting is a member of Wilmington Yearly Meeting and able to participate in yearly meeting decisions at the annual session in July and at the Mini-Yearly Meeting in February, the Representative to the WYM Permanent Board is expected to attend and to make a report to the next Monthly Meeting. The WYM Permanent Board meets as necessary through the year and acts for the Yearly Meeting in the interim between annual assemblies.

The Meeting appoints a Representative to the WYM Permanent Board for a term of three years (2012, 2015, etc.), renewable once. After six years, s/he is expected to be released from an appointment for at least a year before being appointed to it again.

#### **MARCC DELEGATE (1-year term, July through June, no term limit)**

The Metropolitan Area Religious Coalition of Cincinnati (MARCC) is a coalition of Jewish, Greek Orthodox, Roman Catholic, Protestant and Muslim judicatories (local denominations) which work together to shape decisions on agreed-upon local concerns in metropolitan Cincinnati.

The Nominating Committee will nominate one or two delegates to MARCC who will report to Monthly Meeting on issues that come before MARCC and where greater involvement is needed on the part of the Monthly Meeting. MARCC Delegates are *ad hoc* members of the Peace & Social Concerns Committee. Delegates will represent the interests of Friends as they attend monthly MARCC Luncheon Meetings, the Annual Meeting in February, and the MARCC Planning Meeting in November. They will encourage other members/attenders of Cincinnati Friends to attend all of these meetings.

#### **Roles of a MARCC Delegate**

- a) Attend MARCC meetings
- b) Report the results of MARCC meetings back to their judicatory [i.e., Quakers].
- c) Educate themselves and others in their judicatory about local issues relevant to the key concerns
- d) Take action on policies and priorities of MARCC within their judicatory
- e) Increase awareness of MARCC's unique role and advocate for its support
- f) Recruit potential delegates and board members

- g) Represent the interests of their judicatory at MARCC meetings
- h) Vote on matters of policy, priorities and actions
- i) Collaborate with other judicatories on common priorities

*(from MARCC website)*

## COMMITTEES OF THE MEETING

Board of Trustees  
Burial  
Ministry & Counsel  
Nominating  
Peace & Social Concerns  
Scholarship

**All members of the Ministry & Counsel Committee and at least two members of the Nominating Committee must be members of the Meeting; in addition, Ohio State laws require those serving on the Board of Trustees to be members.**

Members and regular attenders are encouraged to serve on Meeting committees. Acceptance of appointment is a commitment to be diligent, loving, and responsive in carrying out the committee's functions.

Committees serve the Meeting not only by carrying on routine, delegated functions, but also by doing important background work in preparation for decisions at the Monthly Meeting for Business. They examine designated matters in depth, identify the issues, gather the most useful information, and make seasoned recommendations for decision by the Meeting. When this work is done well, the Monthly Meeting for Business is able to focus quickly on the matter at hand.

Although it has grown increasingly difficult for committee members to find times to meet together, our Quaker process depends on the movement of the Spirit in a gathered community. *Conducting committee or meeting business by email should therefore be avoided.* (Minute 7.11.04: "In keeping with the Quaker tradition of listening discernment, decisions of committees shall be made by those who gather together in person to listen for God's direction.")

Committees are also reminded of the importance of keeping the Meeting updated on their work, using the various communication channels of the Meeting: Sunday bulletin & announcements, articles in *The Traveling Friend*, reports at Monthly Meeting for Business, bulletin board notices, the website, letters, post cards, or e-mail.

In September, committees begin to plan activities and consider budget requests for the coming year. Committee clerks submit budget requests to the Clerk of the Meeting by October 1.

By January 20, each committee should submit to the Clerk of Ministry & Counsel a summary of its activities and accomplishments that year. Ministry & Counsel will use this information to prepare the annual *State of Society Report*, which, after being approved at the February Monthly Meeting, will be sent to Miami-Center Quarterly Meeting and Wilmington Yearly Meeting.

Committee appointments are for three-year terms, with not more than two terms to be served consecutively. After six years, members of committees are expected to be released from the work of that committee for at least a year before being appointed to it again. Terms of committee members & clerks begin in July and continue through June.

An exception is the Nominating Committee whose members serve one two-year term, which is followed by at least a year off before being appointed again. The term of service for the Nominating Committee is also different. In March, Monthly Meeting for Business appoints members to the Nominating Committee, so the committee selects its clerk in March or April and serves through the Meeting for Business the following March.

## RESPONSIBILITIES OF COMMITTEE CLERKS

Each year in July a committee selects its own clerk to be responsible for convening and facilitating meetings of the committee. (An exception is the Nominating Committee which selects its clerk in March or April.) Committees may ask the current clerk to continue or name a new clerk. In some cases the Nominating Committee may be led to ask a particular person to clerk a committee.

Below are some guidelines for committee clerks.

### Clerking a Committee Meeting

- Begin and end the committee meeting with worship.
- Welcome everyone. Find ways to include members and build community.
- Set the agenda and stick to it. Consider top priorities first.
- Clerk the meeting: serve as facilitator, encourage responses, encourage the best thinking, make suggestions, help the committee look for God's leadings, encourage leadership by others.
  - Share information and experience; give your own opinion.
  - Gather the sense of the meeting; put words to it and state it clearly.
  - State the details for carrying out a decision – who is going to do what, how, when, and then report back to the committee.

### Establishing The Committee

- Contact and confirm your committee members.
- Set a date, time, and place for your *first meeting* when all members can attend.
- Establish a *regular meeting* day, time, and place for the committee.
- The Clerk of the Meeting and the Minister are *ex-officio* members on all committees. Inform them of your meeting date, time and place.
  - Before each scheduled meeting, notify committee members of the meeting date, time and place. Ask for any items of business for the agenda.
    - Check to see if childcare is needed.
    - Inform the office as to your committee meeting date, time and place so that it will be added to the Meeting calendar and published in the bulletin.
    - The committee clerk (or a recording clerk named by the committee) should place a copy of meeting minutes in your committee's file in the office filing cabinet.
    - Review responsibilities and tasks of the committee by reading its description in the CFM Handbook and reviewing past meeting minutes.
    - Make sure that new committee members who will be working with children and young adults are aware of the Meeting's policy related to avoiding and/or

reporting child abuse (see guidelines in CFM Handbook and on CFM website under “Some of What We Teach,” “Working with Children”). They must have participated in the Abuse Awareness Self-Study and have read and signed the relevant paperwork for their level of participation. They must fill out and complete the Volunteer Agreement form (*See Appendix, “Sample Forms”*) and turn in all paperwork to the Clerk of Ministry & Counsel. The Abuse Awareness Self-Study packet (info & test) is in the office; ask for a copy.

### Clerking Duties Throughout The Year

- Nominations for committee members are brought to Monthly Meeting for Business for approval in May. Contact Nominating Committee (NC) any time during the year if you find you need more members – it's okay to offer your own suggestions to NC for people who might join the committee.
  - Committee members serve from July through June.
  - Attend Monthly Meeting for Business for an overall view of Meeting activities, issues, and concerns, and to keep the Meeting informed about your committee’s activities. Encourage your committee members to attend Monthly Meeting for Business. If you cannot be present, ask a committee member to give the committee report for you.
  - If your committee has a report, a concern, or a request to present to Monthly Meeting for Business, inform the Clerk a week prior to Monthly Meeting.
  - Discuss Monthly Meeting issues and decisions with your committee.
  - Be aware of and utilize all communication channels of the Meeting: announcements in the Sunday bulletin and the *Traveling Friend*; vocal announcements at Monthly Meeting for Business; bulletin board notices, website, meeting directory, letters, post cards, and e-mail.
  - Review the budget needs of your committee and be aware that you must submit a request for funds for next year to the Clerk of the Meeting before the October Monthly Meeting for Business.
  - A written yearly report of the work of the committee must be turned in to the Clerk of Ministry & Counsel by January 20. Reports are used to write the CFM *State of Society Report* which must be sent to Miami-Center Quarterly Meeting and Wilmington Yearly Meeting.

<b>TERMS OF SERVICE &amp; RESPONSIBILITIES of CFM COMMITTEES</b>
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### BOARD OF TRUSTEES (Three-year term beginning in July; may serve 2 terms)

Trustees and the Financial Secretary are charged with the raising of funds for the Meeting. The Meeting should encourage voluntary giving and extend to every member an opportunity to make regular and systematic contributions. Those who serve on the Board of Trustees must be members of Cincinnati Monthly Meeting of the Religious Society of Friends, residents of the State of Ohio, and at least 21 years of age.

Responsibilities of the Board of Trustees include the following:

- Recommending capital improvement projects to Monthly Meeting following consideration of bids and contracts.
- Reviewing Cincinnati Friends Meeting's investment portfolio and special funds to ensure we are receiving the best growth and income possible, consistent with Friends testimonies, to support Meeting needs. In May, the Clerk of Trustees will inform the Scholarship Committee of the available amount of income earned from the Scholarship Fund that can be distributed that year.
- Approving the purchase of equipment and supplies to keep the building and grounds clean, safe, and in good repair.
- Approving use of the meetinghouse and grounds for purposes other than Meeting for Worship, committee meetings, or other regular and normal gatherings of members and attenders, etc.
- Obtaining volunteers or hiring professionals to perform maintenance and installation procedures.
- Hiring and supervising the custodian for the weekly cleaning of the Meetinghouse.

Two members of the Board of Trustees will serve on the *ad hoc* Budget Task Force. In preparation for making the budget proposal the following process should be completed by October 1. In August or September:

- 1) The Clerk of the Board of Trustees calls a meeting with the Treasurer to project the Meeting income for the following year and report projected income to the Budget Task Force.
- 2) Trustees meet with Ministry & Counsel, the Clerk of the Meeting, the Treasurer and the Minister to discuss specifics of the minister's salary, housing and benefits for the next year to be submitted to the Budget Task Force.
- 3) Trustees conduct an annual review of the custodian's job performance.
- 4) Trustees begin to consider budget needs for the coming year, including salary for custodian. The Clerk of Trustees submits budget requests to the Clerk of the Meeting by October 1.

The Clerk of Trustees will complete proxy statements received from companies in our investment holdings.

At the December Monthly Meeting, the Board of Trustees will recommend two names to serve on the annual Audit Committee.

Trustees and the Financial Secretary will write letters to meeting members/attenders requesting donations when needed.

The Clerk of Trustees will present a complete report of the Cincinnati Friends Meeting investment holdings to Monthly Meeting for Business in the first quarter of each year. This would include the total value of each investment and fund as of December 31 of the previous year.

Every three years (i.e., 2010, 2013, 2016, etc.) in April or May, the Board of Trustees will select a representative to participate in the 3-Year Financial Review Committee.

**BURIAL COMMITTEE (3-year term beginning in July; no term limit)**

Any member of Cincinnati Friends Meeting is eligible for burial in Spring Grove Cemetery in sections reserved for Cincinnati Friends Meeting. Members of Cincinnati Friends Meeting who wish to be buried at Spring Grove should contact the Clerk of the Burial Committee, who can facilitate contact between members and Spring Grove officials. (A map of Spring Grove Cemetery is available in the office.)

Committee members should be familiar with members of the Meeting, with the Cincinnati Friends' sections at Spring Grove, and with Spring Grove paperwork and procedures. Committee members should periodically visit the site to evaluate its condition. The clerk should make sure the plot map is kept current.

When committee members change, the committee should send a list of its members with a contact person's name to Spring Grove Cemetery.

An annual report of committee activities must be turned in to the Clerk of Ministry & Counsel by January 20. This will be used in writing the *State of Society Report*.

**FISCAL COMMITTEES**

**(Audit, Budget Task Force & 3-Year Financial Review)**

**AUDIT COMMITTEE (ad hoc each year, beginning in December)**

Each year in December the Monthly Meeting for Business appoints a committee to conduct an audit of the Meeting's financial records. Members of the Audit Committee are appointed by Monthly Meeting, based on two recommended names from Ministry & Counsel and two recommended names from Trustees. One Audit Committee member will be designated to call the first meeting.

This committee shall audit the financial records of the meeting in January or February, and report its findings to Monthly Meeting in February or March. Based on its findings in the audit, the Audit Committee will recommend to Monthly Meeting that the Treasurer and Financial Secretary each continue or not continue.

The Nominating Committee will be responsible for nominating the Treasurer and Financial Secretary and Assistant Financial Secretary with its other nominations presented in May, or as necessary. The Treasurer, Financial Secretary, and Assistant Financial Secretary begin their service in January.

**BUDGET TASK FORCE (ad hoc each year beginning in October)**

The *ad hoc* Budget Task Force, composed of the Clerk of the Meeting, two Trustees, the Treasurer, the Clerk or a representative of Ministry and Counsel, and the Clerk or a representative of Peace and Social Concerns, prepares the budget proposal for the coming year. The Clerk of the Meeting will call the first meeting of the Budget Task Force.

After October 1, having received

- compensation recommendations from Trustees (for the custodian) and from Ministry & Counsel (for all other Meeting employees);

- the report of projected income from the Board of Trustees; and
- budget requests from committee clerks and task coordinators,

the Budget Task Force will prepare a first draft of a budget to be submitted to the November Monthly Meeting.

A final draft of the budget will be submitted for approval at the December Monthly Meeting. In creating an annual budget, the Budget Task Force must consider

- minister's salary & benefits,
- other employees' compensation,
- committee and coordinator budget requests,
- property maintenance and improvements,
- administrative costs, and
- Meeting outreach.

Note: *Total Meeting outreach* includes not only budgeted items from committees like Peace & Social Concerns and Ministry & Counsel, but also non-budgeted items, which come either from separately established funds (scholarships and AFFIRM grants) or from special Meeting collections and projects (Tender Mercies, Bethany House, etc.).

Every year, some outreach funds are allocated by tradition or pledge, such as contributions to Friends organizations like Earlham School of Religion and Wilmington College, pledges to WYM and FUM, and contributions to local ministry organizations like MARCC.

### **THREE-YEAR FINANCIAL REVIEW COMMITTEE (ad hoc every 3 years)**

Every three years (2010, 2013, 2016, etc.), in April or May, a financial review committee will review the formula which apportions the Meeting's allocations into specific categories which are assigned a proportion of the Meeting's income.

**The 3-Year Financial Review Committee will include the Treasurer, a member of the Trustees, a member of Ministry & Counsel, the Clerk of the Meeting and the Minister.** The Clerk of the Meeting has responsibility for asking Ministry & Counsel and Trustees each to select a representative to the 3-Year Financial Review Committee and for convening the first meeting. The 3-Year Financial Review Committee will consider whether the present budget categories still represent the Meeting's needs and whether the proportion of income that each category receives should be adjusted for changes in income or changes in Meeting concerns or priorities.

The 3-Year Financial Review Committee will present its review and recommendations to Monthly Meeting for approval no later than the September Monthly Meeting in order to be used in planning the next year's budget.

The Three-Year Review process was begun in 2001 when the Annual Budget was projected to be \$150,000.

***Initial Recommendation (2001):***

*The recommendation of the Ad Hoc Committee on Stewardship and Resources is that we begin to use a proportional formula in writing a budget and allocating our resources. We also recommend that the proportional formula be subject to regular review.*

*We suggest this proportional formula for allocating the resources of Cincinnati Friends Meeting when the goal of a \$150,000 budget is met\*:*

*76% to needs of CFM and CFM obligations*

*9% to Quaker Outreach*

*5% to non-Quaker outreach*

*10% to a contingency fund*

*We believe that increased income will allow us to do more outreach while still meeting our own needs.*

\*In 2012, the CFM budget was \$129,234.

**MINISTRY & COUNSEL COMMITTEE (3-year term beginning in July; may serve two terms)**

Those who serve on Ministry & Counsel must be members of Cincinnati Monthly Meeting of the Religious Society of Friends. Both the pastoral minister and the Clerk of the Meeting are *ex officio* members of Ministry & Counsel.

Ministry & Counsel provides ongoing guidance and support for the pastoral minister. Ministry & Counsel supports the Clerk in working to assure the Spirit-led functioning of Meeting for Worship with Attention to Business, which is held on the second Sunday of each month (except May, 3rd Sunday).

Ministry & Counsel nurtures the spiritual life of the Meeting and is responsible for preserving the spiritual nature of worship, the quality of vocal ministry and pastoral leadership, and the development of ministerial gifts in all members/attenders. Ministry & Counsel encourages members/attenders to develop and use their spiritual gifts, providing guidance and support in discernment of ministry, including grants from the Anderson Fund for Individual Recognized Ministry (AFFIRM) for individuals who go through the Encouraging and Affirming Ministry in the Meeting process. (See pp. 64-71 of this handbook for a full description of this process.)

Members of Ministry & Counsel also share the responsibility of welcoming newcomers and caring for the Meeting community. Ministry & Counsel supports spiritual nurture and study groups led by the minister and others from the Meeting, and plans Meeting retreats in conjunction with other Meeting committees and coordinators.

Ministry & Counsel has oversight of the process of membership, making recommendations to Monthly Meeting regarding applications for membership, transfers of membership, and withdrawal of membership. Ministry & Counsel is responsible for contacting Junior Members who reach the age of 16 to discuss transferring to Adult Member status. (See section "Becoming a Member.")

Ministry & Counsel responds to requests for marriage "under the care of the Meeting," appointing a clearness committee to meet with the requesting couple and reporting its recommendation on the request to Monthly Meeting. The pastoral minister will meet with couples who wish to be married in our meetinghouse, but *not* "under the care of the Meeting," to discern their readiness for marriage, and will report his/her discernment to Ministry & Counsel. (See section "Marriage at the Meeting.")

Ministry & Counsel oversees the hiring of all Meeting employees including the pastoral minister (with the exception of the custodian who is hired, supervised and evaluated by the Trustees). A job description and Letter of Employment will be prepared for each position. Ministry & Counsel also has oversight of the accountability of Meeting employees. Ministry & Counsel will regularly review employee job performance and report results of the reviews and compensation recommendations to Monthly Meeting.

If the Young Friends Committee and an employed or volunteer Young Friends Leader are currently active, in May or June, Ministry & Counsel receives a report from the Young Friends Committee regarding the results of its annual review of the performance of the Young Friends Leader, including its recommendation for having the Young Friends Leader continue. If the Young Friends Leader is employed by the Meeting, the Young Friends Committee can make a recommendation for compensation to Ministry & Counsel, which will take it to the Budget Task Force.

In June each year, Ministry & Counsel will assess the pastoral minister's job performance and make a specific recommendation to the July Monthly Meeting about continuing employment.

If continued employment of the pastoral minister is approved, Ministry & Counsel will discuss the pastor's salary at a normally scheduled Ministry & Counsel meeting prior to the Budget Task Force meeting in October. The Trustees will likewise discuss the minister's salary at their own meeting. The minister will also meet with the Treasurer to discuss other specifics of his benefits (such as the housing allowance, mileage and visitation expenses, etc.), and the Treasurer will bring that information to the Budget Task Force meeting.

In September, Ministry & Counsel begins to plan activities and consider its budget needs for the coming year. By October 1, the Clerk of Ministry & Counsel will submit to the Clerk of the Meeting for use by the Budget Task Force a budget request for Ministry & Counsel needs, as well as compensation for the pastoral minister, office assistant, webmaster, and childcare provider.

A representative of Ministry & Counsel (usually the Clerk) serves on the Budget Task Force to prepare the budget proposal for the coming year.

By January 20, each Meeting committee will submit an annual report to Ministry & Counsel, which will draw on these reports to write an annual *State of Society Report* to be submitted to Monthly Meeting in February. After discussion and approval by Monthly Meeting, the Clerk of Ministry & Counsel will send a copy of

the *State of Society Report* to the appropriate Quarterly and Yearly Meeting clerks as directed by the Yearly Meeting office.

Every three years (2010, 2013, etc.), Ministry & Counsel will select a representative to participate in the 3-Year Financial Review Committee. This committee will begin to meet in April and must report no later than the September Monthly Meeting for Business.

### **Ministry & Counsel and the Use of Meetinghouse Space**

Traditionally, there have been three major uses of meetinghouse space: 1) Worship, 2) Education, and 3) Fellowship. Each of these is important to the life of our community. Ministry and Counsel wants to be good stewards of our space, and make sure that our space reflects our Quaker values. To this end, in consultation with the Trustees and the Peace and Social Concerns Committee, Ministry and Counsel will periodically evaluate the use of our space, with the following queries as guidelines:

1. Is this the most effective way to share our message?
2. How do we evaluate the effectiveness of this item?
3. Does it add to the attractiveness and simplicity of our Meetinghouse?
4. For what length of time do we intend to keep this item before we evaluate its effectiveness?
5. Does this item infringe upon the space of the other aspects of community life that we are seeking to emphasize?

We are a committed people who carry a passion for what we believe and the ministry in which we are involved. It is important to continue to encourage this passion of concern. We need to also recognize that in community there are many different interests, passions, and tastes. We need to respect one another as we seek to share our own passions and concerns. This requires a love and respect for one another, and a respect and love for the limited space that our meetinghouse provides.

Therefore, anything that is brought to the meetinghouse for display, use, or decoration should be brought to Ministry and Counsel for evaluation, via a written request to the Ministry and Counsel clerk. Ministry and Counsel can also, at its initiative, evaluate existing items within the meetinghouse. Ministry and Counsel is responsible for taking whatever action is appropriate to accomplish these *goals*.

## MINISTRY & COUNSEL & THE PASTORAL MINISTER

When the Meeting is seeking a new minister, Friends are encouraged to recognize that new truths are continually revealed, circumstances change, and strong leadings may arise. During this time, Friends are encouraged to be open to guidance by the Spirit.

In transitions between ministers, Ministry & Counsel has a responsibility to see that the spiritual life of the Meeting community is nurtured and to arrange for regular vocal ministry during Meeting for Worship.

The Meeting may wish to consider any combination of the following options:

1) Engage an interim minister, preferably Quaker, with the understanding that this person will not apply for the full-time ministerial position.

2) Utilize the Traveling Ministries program at Earlham School of Religion which provides ESR Faculty as guest speakers free of charge. (See ESR website for contact information.)

3) Ask member/attenders of the Meeting and other guest speakers to provide vocal ministry.

In conducting a ministerial search, Ministry & Counsel will – through surveys, small group discussions, and called meetings – evaluate the needs of the Meeting community and determine the qualities the Meeting desires in a pastoral minister (e.g., spiritual maturity, education, Quaker background, knowledge of Quaker history, understanding of Quaker principles, and/or membership in the Religious Society of Friends).

Below is a job description for a pastoral minister that fits the *current needs* (in 2013) of Cincinnati Friends Meeting.

*CINCINNATI FRIENDS MEETING*  
**MINISTER & PUBLIC FRIEND**  
**JOB DESCRIPTION (2016)**

*... Excellent ministers have mastered how to lead with grace in a manner that fits the context in which they serve. In Friends' relational, non-authoritative context, achieved influence is vital to effective pastoral ministry.*

*An excellent minister tends to be:*

- *A wise leader who possesses a firm grasp of the informative streams that shape the tradition and the context in which he or she ministers.*
- *A holy presence...guided by the Spirit, rooted in the beliefs of Friends; not easily swept along by the currents of the moment, but conversant with the issues of the day.*
- *A caring presence, offering deep listening and wise counsel as appropriate, and equipping the faith community to care for itself.*
- *A leader of discernment, recognizing that in each moment strong faith and acts of ministry spring from our listening to the guidance and prompting of the Holy Spirit. Among Friends, because the pastoral leader is a minister among ministers, this individual not only practices discernment, he or she helps others learn how to do so.*
- *An articulate communicator, capable of prophetic words when addressing issues that require challenge and accountability; a compassionate voice, when comfort and healing are needed, as well as a reconciling voice, remembering that the ultimate goal in every situation is to reconcile the human with the Divine and humans with one another.*
- *Invitational and encouraging, inviting the entire group to participate, while actively seeking and developing the gifts of others.*
- *A vision caster, who is able not only to lead the group process, but also to continually project the larger corporate vision so that it remains fresh in people's minds. In the process, he or she works to build consensus on these matters so that the group embraces the vision.*
- *A coordinator or administrator who insures that the various parts of the meeting's or church's ministry are properly tended by those who have been entrusted with it.*

*—Earlham School of Religion  
“A Vision of the Quaker Pastor”*

### The Meeting & Its Responsibilities for Ministry

Cincinnati Monthly Meeting of the Religious Society of Friends (Quakers) is an open and affirming semi-programmed suburban Meeting. The Meeting is part of Wilmington Yearly Meeting, which is affiliated with Friends United Meeting.

Cincinnati Friends Meeting offers its members and attenders opportunities for ministry and worship; religious and spiritual education through its First Day School and adult education programs; solemnization of marriage; consoling of Friends bereaved; nurture of young people; pastoral care; spiritual nurture, fellowship, inspiration, and recreation; and outreach and social concern.

These responsibilities are shared by all participants in our faith community. However, to facilitate this work, the Meeting has a small staff, including a full-time minister, a part-time office assistant, a part-time webmaster, a part-time custodian, and a part-time childcare worker. The Meeting's hiring practices do not discriminate on the basis of gender, disability, sexual orientation, or race. Those employed by Cincinnati Friends are expected not only to possess appropriate skills and experience, but also to have motivation, personal integrity, and general sympathy with the policies and testimonies of the Religious Society of Friends.

We understand that each minister has been called by God to follow leadings in their own unique way. We hope to learn from one another and develop a shared vision for our future.

### Responsibilities of the Pastoral Minister

The pastoral minister is responsible for the care of the Meeting in three related areas: spiritual guide, public Friend, and Meeting coordinator.

As a spiritual guide, the minister:

- Prepares and delivers a short message (approx. 15 minutes) during Meeting for Worship, keeping in mind the value that Cincinnati Friends Meeting places on having a significant portion of time for silent, open worship. The message is not an authoritative sermon but serves rather as a "collecting point" from which all who have gathered to worship may enter the silence together. These messages should encourage thoughtful waiting on the Spirit and allow for a broad moving of the Spirit.

It is customary at Cincinnati Friends Meeting to have unprogrammed worship on the fifth Sunday of a month, so on fifth Sundays, the minister is not expected to bring a message.

Because the Meeting encourages the minister to be led by the Spirit in preparing and delivering messages, it is understood that on rare occasions, the minister may not be given a message to bring.

- Collaborates with Ministry and Counsel on appropriate content and format for Meeting for Worship and helps arrange for someone to give prepared vocal ministry during absences.

- Instructs and encourages members and attenders to develop their understanding of Quaker faith and practice. This includes conducting an introduction to Quakerism/membership class at least once a year, as well as providing support and guidance for the religious education needs of the Meeting.

- Supports and fosters the spiritual growth of members and attenders, encouraging individuals to become more involved in the life of the Meeting when

appropriate, and encouraging educational activities, spiritual nurture groups, retreats, workshops, etc.

- Makes hospital and home visits, and demonstrates empathetic listening and interpersonal skill when offering counsel, guidance, comfort, and/or resources for more in-depth or long-term needs.
- Provides pre-marital counseling for those wishing to be married at the meeting house and officiates at weddings if requested.
- Coordinates funeral or memorial arrangements, helping families plan services, and officiates if requested.
- Demonstrates broad knowledge of the Meeting and looks for ways to be of help to all – from young Friends to families to older Friends.
- Demonstrates a willingness to work with persons of diverse backgrounds and interaction styles, answering that of God in everyone.
- Self-identifies as a Quaker and demonstrates spiritual depth and knowledge the diversity of the Religious Society of Friends as well as Quaker history, testimonies, organizations, faith, and practice.

As public Friend, the minister:

- Serves as a moderator for Meeting communications – including emails, website content, and social media (Facebook and Twitter) – and deals with related issues as appropriate.
- Represents Cincinnati Friends Meeting in the wider community, attending local and regional inter-denominational and civic events as well as local, regional, and national Quaker events when possible.
- Nurtures the Meeting's relationships with Friends' organizations in the wider Quaker world.
- Supports the Meeting's social outreach projects and coordinates new initiatives as supported by the Meeting.

As Meeting coordinator, the minister:

- Supervises the office assistant and webmaster, oversees the day-to-day operations of the Meeting, and implements personnel policies for other employees.
- Supports the clerk and recording clerk of the Meeting, serving as a resource and helping to prepare information for Monthly Meeting for Worship with a Concern for Business, as well as upholding our business meetings following Quaker process.

- Assists and supports committees as needed and encourages inter-committee communication, with particular attention to clearness committees, Ministry and Counsel (spiritual nurture of the Meeting), Peace & Social Concerns (social ministry of the Meeting), and Trustees (care and maintenance of the building and grounds).

- Offers encouragement and support for the financial well-being of the Meeting, and supports the Trustees in the oversight and management of the Meeting's endowment funds.

- Demonstrates skill with oral and written communication, administration, coordination, facilitation, and computers.

This position description provides a general picture of assignments. However, the minister needs to be flexible and can expect to be called to help in ways that cannot always be anticipated.

### Accountability

The minister is accountable to Ministry and Counsel and will attend all meetings of Ministry and Counsel to report activities done in the name of, and for, the Meeting. The minister will confer with Ministry and Counsel about policies, questions, or difficulties. Ministry and Counsel will support and encourage the minister. At least once a year, Ministry and Counsel and the minister together will conduct an assessment of the minister's work.

### Work Environment

The normal work week for the minister is 40 hours with two days off per week. The minister is expected to keep regular office hours 20 hours a week. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

### Salary and Benefits

Salary is commensurate with skills and experience. Benefits for the minister include paid vacation and sick leave, selected paid holidays, health insurance, a retirement plan, and worker's compensation.

For tax purposes, the minister is considered self-employed, and is responsible for paying the full cost of Social Security taxes each year, as well as federal, state and local taxes.

## HIRING PROCESS FOR A PASTORAL MINISTER

When the Meeting is in unity about its priorities for a minister, Ministry & Counsel appoints a Search Committee to include members of Ministry & Counsel, the Clerk of the Meeting, and three members of the Meeting.

### Search Committee Procedure:

1. Advertise the position (including a request for applicants to submit a resume and cover letter) in appropriate Friends publications, Friends Meetings, Yearly Meetings, Earlham School of Religion, Wilmington College, etc.
2. Prepare for interviews:
  - a. Review the current or revised job description for the position.
  - b. Confer with Trustees and the Treasurer to determine compensation and benefits.
  - c. Prepare a standard list of questions to ask each applicant.
  - d. Gather necessary forms for each applicant to fill out.
  - e. Appoint a clerk for the interviews and a recording clerk to record answers and other pertinent information.
3. Contact applicants as they apply to arrange a time and place for an interview.
4. Contact applicants who are not chosen for interview.
5. Hold the interview:
  - a. Ask prepared questions and record answers.
  - b. Record interviewers' statements.
  - c. Ask the applicant to fill out the Application for Employment form and the Background Inquiry Release Form found in the handbook Appendix.
  - d. Give the applicant a copy of the Policy for Background Inquiries.
6. Discern if an applicant seems to be called to ministry at Cincinnati Friends Meeting.
7. Inform that applicant of the Search Committee's discernment, and ask her/him to have a background check completed and returned to the Search Committee. Ask for the receipt so that the applicant can be reimbursed for the cost.
8. Take its recommendation to Monthly Meeting for Business for approval. Calling a minister can take place only with the approval of the Meeting and a satisfactory background report.
9. Contact other applicants who were interviewed but not called and inform them that the position has been filled.
10. Prepare a letter to the called minister stating the position offered and its compensation and benefits.
11. Meet with the called minister to complete paperwork. Ask him/her to sign two (2) copies of the above letter, one to keep and one for the Meeting's file. Make sure the minister knows that s/he is responsible for paying all federal, state & local taxes and Social Security taxes.

Give him/her the following paperwork:

- Health insurance and retirement forms.
- Insurance and retirement plan booklets.
- A copy of the job description; discuss as necessary.
- A copy of the compensation and benefits guidelines.
- A copy of the Wilmington Yearly Meeting Harassment Policy (found in Appendix of this handbook.)
- A copy of the “Avoiding Child Abuse & Neglect” Self-Study with the post-test to be completed and returned.

12. File paperwork.

- a) Prepare a file folder for the newly called minister to be placed in the confidential file in the office safe.
- b) Place in the folder:
  - A signed copy of the “called minister” letter
  - The resume and cover letter
  - The application form
  - A signed “Avoiding Child Abuse & Neglect” post-test
  - Background Inquiry Release Form
  - Background Inquiry results
  - Job description
- c) Complete a request to the Treasurer for reimbursement to the new minister for the background check. The request must include the receipt.
- d) Place the confidential file in the meeting office safe.

### **JOB PERFORMANCE REVIEW & SALARY FOR PASTORAL MINISTER**

Ministry & Counsel must conduct a regular assessment of the pastoral minister at least once a year, or more often if the committee feels necessary. In the first year, a three-month assessment is recommended, followed by another assessment after six months.

Ministry and Counsel will hold a yearly assessment in June and report to Monthly Meeting in July the results of the assessment with a recommendation to continue employment or not.

Following this report and approval by Monthly Meeting to retain the pastoral minister, the Clerk of Ministry & Counsel calls a meeting in August or September of Ministry & Counsel, Trustees, the Minister and the Treasurer to discuss specifics of the minister's salary, housing and benefits for the next year to be submitted to the Budget Task Force by October 1.

A copy of the assessment by Ministry and Counsel will be filed in the pastoral minister's confidential file in the office safe and a copy given to the pastoral minister.

## HIRING PROCESS FOR OTHER EMPLOYEES

Ministry and Counsel will use the following procedure for hiring employees:

- 1) Advertise for the position (e.g., CFM Meeting Bulletin, the *Traveling Friend*, other Friends Meetings, Wilmington Yearly Meeting and/or other Quaker organizations).
- 2) Prepare for the interview:
  - a. Prepare a job description for the position including number of hours worked.
  - b. Determine wages.
  - c. Prepare a standard list of questions to ask each applicant
  - d. Gather necessary forms for the applicant to fill out.
  - e. Appoint a clerk for the interviews and a recording clerk to record answers and other pertinent information.
- 3) Contact applicants to arrange a time and place for an interview.
- 4) Contact applicants not chosen for an interview.
- 5) Hold the interviews:
  - a. Ask prepared questions and record answers.
  - b. Record interviewers' statements.
  - c. Ask applicants to fill out the Application for Employment form and the Background Inquiry Release Form found in the handbook Appendix.
  - d. Give each applicant a copy of the Policy for Background Inquiries.
- 6) Discern the person to be hired and inform the Clerk of the Meeting. Inform the applicant of the decision and if s/he accepts, ask her/him to have a background check completed and sent to Ministry & Counsel. Ask for the receipt so that new employee can be reimbursed for the cost.
- 7) Take the committee recommendation to Monthly Meeting for Business. Hiring can take place after the approval of Monthly Meeting and a satisfactory background report.
- 8) Prepare a Letter of Employment including job description, number of hours, and compensation.
- 9) Meet with the new employee.
  - a. Ask the new employee to sign two (2) copies of the Letter of Employment, one for him/herself and one for the file.
  - b. Give new employee a copy of the job description and explain as necessary.
  - c. Ask new employee to fill out tax form(s) and explain the procedure for turning in hours worked to receive pay. The Treasurer will provide forms and information.
  - d. Give the new employee a copy of the Wilmington Yearly Meeting Harassment Policy (found in the handbook Appendix) and explain as necessary.

- e. If the person will be working with children, s/he must complete the Self-Study packet "Avoiding Child Abuse & Neglect" and sign a form to that effect.
- 10) File paperwork.
- a. Prepare a file folder (including new employee's name & position) for the confidential file in the office safe.
  - b. Place in the folder:
    - A copy of the Letter of Employment
    - Application form
    - Background Inquiry Release Form
    - Background Inquiry
    - A signed copy of the "Avoiding Child Abuse & Neglect" form (if required)
    - Job Description
  - c. Give tax form(s) to the Treasurer.
  - d. Complete a request to the Treasurer for reimbursement to the new employee for the background check. The request must include the receipt.

### **JOB PERFORMANCE REVIEW & SALARY FOR OTHER EMPLOYEES**

Ministry & Counsel must conduct a regular assessment of all hired personnel at least once a year or more often if the committee feels necessary. In the first year, an assessment should be held after three months and again after six months.

Assessments should take place in August so that committees can include additional funds for compensation in their yearly budget request by October 1.

Each employee will receive a copy of the assessment and a copy will be filed in the employee's confidential file in the office safe.

## **NOMINATING COMMITTEE (2-year term beginning in March; one term limit)**

The Nominating Committee meets in worship seeking divine guidance in discerning how the gifts of members and attenders may best serve the Meeting. Members of the Nominating Committee talk with active members and attenders to establish the slate of candidates. Nominations are made with a balanced regard for proven experience, potential leadership, continuity, and full use of the resources of the meeting, as well as preferences of individuals. The committee is encouraged to be bold, giving opportunities to younger Friends and to those more recently arrived, and encouragement to those who underestimate their own potential for service.

In March, Monthly Meeting appoints four Friends – at least two of whom must be members – to Nominating Committee, and the Clerk of the Meeting will ask one of them to convene the first meeting. Friends asked to serve should have experience with our Meeting and have served successfully on at least one other committee or as a task coordinator. The Nominating Committee will select its clerk, who must be a member of Cincinnati Friends Meeting. Friends serving on the Nominating Committee are expected to be comfortable talking to people and to be familiar with as many members and attenders as possible.

The term of service for Nominating Committee is from April 1 through March 31. Committee members agree to serve for two years and have overlapping terms to ensure continuity in the nominating process. The clerk serves for one year, but may be reappointed.

In May, the Nominating Committee presents to Monthly Meeting the names of candidates for all committees and other positions necessary to carry out the functions of the Meeting. The Nominating Committee continues to serve throughout the year, from April 1 to March 31, to fill vacancies as they occur or to appoint new members of the Meeting to appropriate committees.

The Nominating Committee is responsible for knowing the content of the Meeting handbook, communicating it to potential nominees, and referring them to the Handbook for descriptions of the positions for which they are being nominated.

The Nominating Committee must be aware that terms of service for officers, representatives, Task Coordinators and committee members, begin in July. Terms of service for Treasurer, Financial Secretary, and Assistant Financial Secretary are from January 1 to December 31. Task Coordinators are appointed for one-year terms, renewable up to six years. Committee members are appointed for a term of three years, renewable for a second three-year term. After serving six years on a committee, a Friend must be released from the work of that committee for at least a year before being asked to serve on it again. Officers and representatives are appointed to one-year terms, renewable up to six years, after which they are to be released for at least a year before being re-appointed to that position. (Exception: Wilmington Yearly Meeting determines the term limit for the WYM Permanent Board member.)

**PEACE & SOCIAL CONCERNS COMMITTEE (3-year term beginning in July; may serve 2 terms)**

The Peace & Social Concerns Committee is responsible for providing leadership and direction in the Meeting to support Quaker testimonies and promote the Quaker tradition of social action. Committee members make themselves knowledgeable about Quaker organizations and help to educate the Meeting concerning Friends peace, social action, and mission projects around the world. The committee keeps the Meeting informed about the activities of Friends organizations, such as Friends Committee on National Legislation (FCNL); American Friends Service Committee (AFSC); Friends World Committee for Consultation (FWCC); Quaker Earthcare Witness, Friends Disaster Service, Friendly Water, Friends Peacekeeping Teams, and Friends United Meeting missions (e.g., Kaimosi and Lugulu Hospitals, Ramallah Friends School, Water for Life, etc.)

The committee provides CFM members/attenders with opportunities for service through projects like Buckets for Bethany House, collections for hospice and food banks; it also provides members/attenders with opportunities for working cooperatively with Friends in other meetings and other community organizations. Cincinnati Friends Meeting MARCC Delegates are *ad hoc* members of this committee.

Members of the Peace & Social Concerns Committee may serve as representatives or spokespersons for Cincinnati Friends Meeting with the guidance and approval of the Monthly Meeting.

In September, committees begin to plan activities and consider budget requests for the coming year. The Clerk of Peace & Social Concerns will submit the committee budget request to the Clerk of the Meeting for use by the Budget Task Force by October 1. The committee clerk, or other representative of Peace & Social Concerns, will serve on the Budget Task Force to help prepare a proposal for the Meeting's budget for the coming year. The representative will share with the Budget Task Force information gathered by committee members regarding various peace and social concerns outreach projects / recipients, and will offer the committee's recommendations for the Meeting's peace and social concerns outreach budget in the upcoming year.

An annual report of the committee's activities must be turned in to the Clerk of Ministry & Counsel by January 20 to be used in writing the *State of Society Report*.

**SCHOLARSHIP COMMITTEE (3-year term beginning in July; may serve 2 terms)**

The Scholarship Committee is responsible for evaluating and selecting scholarship recipients and for advertising the scholarship program within the Cincinnati Friends Meeting community. The committee is also responsible for promoting the growth of the scholarship fund through means other than the growth of the principal, e.g., contributions or fundraising.

The original amount of the Anderson bequest set aside for scholarships (\$80,000) and any subsequent funds from donors directed to the scholarship endowment comprise the Scholarship Fund principal. Scholarships are distributed using income earned from the principal. In May, the Clerk of Trustees will provide

the available amount of income earned that can be distributed that year. The Scholarship Committee will report to Monthly Meeting at least once per year as to the use of the funds under its care.

In granting scholarships, the Scholarship Committee will be directed by the following guidelines:

*Purpose of Scholarships:* To promote the growth of an individual and/or enhance the life of Cincinnati Friends Meeting through providing financial support for advanced education at an accredited school or a Quaker institution, including undergraduate and graduate schools, and trade or professional re-training programs.

*Timing and Logistics:* Applications for fall enrollment should be received by June 1, or as need arises for applicants with other requirements. Scholarships will be awarded in the summer of each year and at other times if need arises and sufficient funds are available. Applications should be sent to: Clerk of the Scholarship Committee % Cincinnati Friends Meeting.

Funds will be paid to the educational institution on behalf of the scholarship recipient. In order to do so, the recipient must provide the Meeting Treasurer with a student ID number or other pertinent information as well as the institution address to which funds are to be sent.

An applicant may apply for scholarship aid for a maximum of four school years, not necessarily consecutive.

***Applicants should meet the following qualifications:***

- 1) Be an active member of Cincinnati Friends Meeting for Worship.
- 2) Have been accepted at an appropriate educational institution.

***Application Process for a CFM Scholarship:***

- 1) Fill out the appropriate scholarship application form, including the written statement (see Appendix for form).
- 2) Provide the committee with a copy of applicant's most recent transcript;
- 3) Provide three letters of recommendation from teachers, advisors, employers, youth group leaders, ministers, or others well acquainted with applicant's work or personal character.

Applicants should fully inform each evaluator about the Cincinnati Friends Meeting Scholarship program and their reasons for seeking a scholarship.

Applicants must provide each evaluator a copy of the Letter of Recommendation Instructions & Form, along with a stamped envelope addressed to:

Cincinnati Friends Meeting Scholarship Committee  
8075 Keller Road  
Cincinnati, OH 45243

In subsequent years an applicant uses the "Continuing Application" form (see Appendix, "Sample Forms") which requires a written statement and a copy of the most recent transcript as evidence that the applicant is in good standing with the

school and that s/he is enrolled for the term for which funds will be dispersed to the educational institution.

The Scholarship Committee has the authority to change the application process if need arises.

### **History of Scholarship Fund**

In 2001, Florence Anderson, a former member of Cincinnati Friends Meeting, bequeathed a portion of her estate to our Meeting. Florence and her sister Gladys came to Meeting as children with their mother, and later in life were members of Westwood United Methodist Church here in Cincinnati.

The bequest came to the Meeting in 2002. With a total amount exceeding \$160,000, concerned Friends within the Meeting believed that some of these funds could be the beginning of an endowment for the establishment of a scholarship fund. Monthly Meeting agreed and decided that a scholarship fund could promote the growth of individuals associated with our Meeting, and indirectly enhance the life of Cincinnati Friends Meeting by providing financial support for advanced education at an accredited school or a Quaker institution.

Monthly Meeting approved setting aside \$80,000 of the Anderson bequest as the original endowment for the scholarship fund. The original intention was to grant scholarships for a minimum of \$500 to each approved applicant.

*Note: The Meeting used the remaining Anderson funds in March 2009; approximately \$40,000 was used for the installation of new "green" windows in the Meetinghouse, and approximately \$40,000 set aside for encouraging and affirming ministry in the Meeting, and the Anderson Fund For Individual Recognized Ministry (AFFIRM) grant established. See under "Ministry & Counsel Committee" or Appendix for more information.*

### **YOUNG FRIENDS COMMITTEE (3-year term beginning in July; may serve 2 terms)**

When the Meeting has a sufficient number of middle-school to high-school aged youth, a Young Friends Committee will be nominated. If this committee is not active, see "Young Friends Coordinator," page 46.

The Young Friends Committee is responsible for working with the volunteer or employed Young Friends Leader and other volunteers to ensure a rich program for Cincinnati Young Friends of middle-school to high-school age. The Young Friends Committee is responsible for discerning whether there is sufficient strength and giftedness within the Meeting that the Young Friends Leader(s) can be a volunteer and will ask the Nominating Committee to seek a Young Friends Leader when that is the case.

When the Young Friends Committee discerns that volunteers are not able to provide the enriching program the Meeting would like, the Young Friends Committee will recommend to Monthly Meeting that a leader for the Young Friends program be employed. If the Meeting approves, the committee will conduct the hiring process as outlined in the description below ("Hiring Process for Employed Young Friends Leader").

The Young Friends Committee will evaluate the performance of the employed Young Friends Leader after six months and yearly thereafter in May or June. The results of the evaluation and a recommendation for continuing employment and compensation must be reported to Ministry & Counsel in August or September; Ministry & Counsel will take it to the October Monthly Meeting for approval, so the Budget Task Force can include appropriate amounts in the budget proposal.

The Young Friends Committee is also responsible for developing a budget, including financial support for Young Friends who attend Quaker camps and wider Quaker Youth activities.

If the Meeting has hired a paid Young Friends Leader, the Young Friends Committee will meet quarterly with the leader for consultation and support.

The Young Friends Committee will write a yearly report explaining the activities of the committee, the Young Friends group and leaders. This will be turned into Ministry & Counsel by January 20 so that it can be used in writing the *State of Society Report*.

The Young Friends Committee will submit a budget request (including funds for financial support for Young Friends attending Quaker camps) to the Clerk of the Meeting by October 1.

The Nominating Committee will be responsible for nominating members to the Young Friends Committee for standard three-year terms. *The pastoral minister will be a member of the committee.*

The Young Friends Committee is responsible for making sure that new committee members who will be working with young adults are aware of the Meeting's Abuse and Neglect Policy, have participated in the abuse awareness self-study, and have read and signed the relevant paperwork for their level of participation. Forms and self-study materials are available in the office. Completed forms are turned in to the Clerk of Ministry & Counsel and then placed in the locked confidential file in the office.

## **DUTIES OF VOLUNTEER / EMPLOYED YOUNG FRIENDS LEADER(S)**

The Volunteer/Employed Young Friends Leader will create an inclusive, welcoming, and safe atmosphere that fosters a sense of community among the Young Friends. Opportunities will be provided for Young Friends to explore Quaker spirituality, their own spirituality, and where the two intersect. Young Friends will be encouraged to strengthen connections with others within the Meeting. The Volunteer/Employed Young Friends Leader will:

1. Work with middle school, junior high, and high school students.
2. Work cooperatively with the minister and the Young Friends Committee to develop program content to promote spiritual awareness and Quaker identity appropriate to Cincinnati Friends Meeting.
3. Plan activities that nurture group and self-awareness.
4. Exercise responsible confidentiality in sensitive conversations with Young Friends.
5. Organize social activities and service projects.

6. Plan at least one meeting each month.
7. Oversee communication about the group's activities and coordinate scheduling of those with other Meeting activities.
8. In the spring, distribute information from Wilmington Yearly Meeting about Quaker Knoll summer camp and registration deadlines.
9. Work with the Meeting's adult members or attenders who have indicated a desire to be part of the Meeting's ministry with youth.
10. Arrange to have at least one Friendly Adult Presence (FAP), other than the Young Friends Leader, at every gathering of Young Friends.
11. Meet regularly with the Young Friends Committee.
12. Make quarterly reports to Monthly Meeting for Business.

### **HIRING PROCEDURE FOR EMPLOYED YOUNG FRIENDS LEADER**

The Young Friends Committee will:

- 1) Prepare a job description.
- 2) Advertise the position in appropriate Friends publications and institutions, such as *Quaker Life*, *Friends Journal*, other Friends Meetings, Yearly Meeting offices, Earlham School of Religion, Wilmington College, etc. Request that applicants submit a resume and a cover letter explaining their interest in and availability for the position.
- 3) Choose applicants for an interview, contact applicants to arrange an interview time and place. (Monthly Meeting must approve paying any interview expenses.)
- 4) Contact applicants not chosen for an interview.
- 5) Ask applicants to fill out the Application for Employment and the Background Inquiry Release Form found in the Handbook Appendix. Give applicants a copy of the Policy for Background Inquiries.
- 6) Prepare a standard list of questions to ask each applicant.
- 7) Appoint a clerk for the interviews and a recording clerk to record answers to questions and other pertinent information.
- 8) Discern the person to be hired and take the recommendation to Ministry & Counsel. With the approval of Ministry & Counsel, the committee will take the recommendation for hire to Monthly Meeting for Business for approval. Hiring can take place only with the approval of Monthly Meeting and receipt of a satisfactory criminal background check.
- 9) Determine a salary or hourly wage with guidance from Ministry & Counsel and the Treasurer. Monthly Meeting must also approve salary or wages.

- 10) Prepare a Letter of Employment stating position specifics, hours, and compensation and have the new employee sign one copy for his/her records and one for the office records.
- 11) Give the new employee a copy of the Wilmington Yearly Meeting Harassment Policy.
- 12) Give the new employee a copy of the Abuse, Neglect & Exploitation Policy, the self-guided study book and form to return indicating s/he has completed the self-guided study.
- 13) Give the new employee tax forms and compensation guidelines as appropriate to the position. Make copies of the signed forms and place them in the employee's confidential file in the office. Give the Treasurer the original completed and signed tax forms.
- 14) Place all the completed and necessary paperwork (i.e., the Application form, Background Inquiry Release form, Background Inquiry Report, Abuse & Neglect Self-Guided Study form, and the signed Hiring Agreement) in the employee's confidential file in the Meetinghouse office.
- 15) Determine a schedule for reviewing job performance. The first review will be made at the end of six months, and yearly thereafter in May or June. Results of the review must be reported to Ministry & Counsel in June so it can be submitted to the Meeting for approval and any changes in recommended compensation given to the Budget Task Force. Written reviews will be placed in the employee's confidential file.
- 16) Submit a receipt and a request to the Treasurer to reimburse the new employee for the expense of the Background Inquiry.

## **HOURS, SALARY, & BENEFITS FOR EMPLOYED YOUNG FRIENDS LEADER**

Successful performance of the duties described above will probably result in variations in the number of hours worked each week. To align this need for a flexible schedule with the timely payment of salary, we recommend the following:

### ***Hours***

The Employed Young Friends Leader will work an average of 10-12 hours per month. The Employed Young Friends Leader will maintain a time sheet with the actual hours worked, will submit the time sheet to the Treasurer monthly, and will be paid accordingly. The Young Friends Committee Clerk will monitor the cumulative number of hours worked.

### ***Compensation***

Compensation will be determined on the basis of satisfactory reviews and recommendations from the Young Friends Committee, with approval of Ministry & Counsel and the Monthly Meeting. Unpaid vacation can be taken with the approval of the Young Friends Committee.

### ***Reimbursement***

If the Young Friends Leader purchases supplies and materials for use at Young Friends activities, s/he will be reimbursed from the Young Friends Committee budget by submitting receipts and a "Request for Reimbursement" form to the Treasurer. (Forms are kept in the Library in the mailbox underneath the Treasurer's mailbox.)

The Young Friends Leader will be reimbursed for mileage *from the Meetinghouse to youth group activities and back to the Meetinghouse* at the current IRS rate, not to exceed \$500 annually. The Young Friends Leader will need to fill out a reimbursement request as required by the Treasurer. This reimbursement may be changed in the future by the approval of Monthly Meeting. The Young Friends Committee Clerk will keep an accounting of mileage for youth group activities submitted for reimbursement.

### ***Accountability and Review***

The Young Friends Committee will oversee the work of the Employed Young Friends Leader and will be responsible for the periodic review of his or her work, at intervals of six months and twelve months the first year and annually in May or June after the first year. A report of the performance review and a recommendation concerning continued employment and compensation will be made to Ministry & Counsel. With its approval, the Young Friends Committee will take the recommendation to Monthly Meeting for Business. This must be done no later than the September Monthly Meeting so that the Budget Task Force can plan for the budget proposal at the November Monthly Meeting. A regular accounting of hours worked and mileage reimbursements should be given to Ministry & Counsel. The Young Friends Committee and Ministry & Counsel will meet periodically to discuss compensation.

## TASK COORDINATORS OF THE MEETING

Arrangements Coordinator  
Cards Coordinator  
Communications Coordinator  
Greeters Coordinator  
Hospitality Coordinator  
Library Coordinator  
Music Coordinator  
Social Media Coordinator  
Tender Mercies Coordinator  
Young Friends Coordinator

Task Coordinators are responsible for finding volunteers to help complete the tasks assigned to that coordinator. Relationships formed in shared work become the glue that holds us together. If issues arise, advice or assistance may be requested from the minister, Ministry & Counsel or the Clerk of the Meeting. Coordinators should attend Monthly Meeting for Business and report activities or concerns.

### TERMS OF SERVICE & RESPONSIBILITIES

#### **ARRANGEMENTS COORDINATOR (1-year term, July through June, renewable up to 6 years)**

The Arrangements Coordinator is responsible for setting up furniture for Monthly Meeting for Business and other events and returning furniture to its proper place afterward.

#### **CARDS COORDINATOR (1-year term, July through June, renewable up to 6 years)**

The Cards Coordinator recruits volunteers to send cards to members/attenders for birthdays, anniversaries, illnesses, births, weddings, deaths or thank-you notes. The Cards Coordinator purchases stamps and selections of cards to be used by the volunteers.

The Cards Coordinator may be fully reimbursed for cards or stamps purchased for the Meeting's use by submitting a receipt and a completed Reimbursement Request Form to the Treasurer. (Forms are kept in the Library in the mailbox under the Treasurer's mailbox.) The Coordinator is encouraged to attend Monthly Meeting for Business and give reports periodically.

In September, the Coordinator prepares a budget request for the following year and gives it to the Clerk of the Meeting.

The Cards Coordinator writes an annual report to be used in the *State of Society Report* and submits it to the Clerk of Ministry and Counsel by January 20.

**COMMUNICATIONS COORDINATOR (1-year term, July through June, renewable up to 6 years)**

The Communications Coordinator is responsible for submitting regular quarterly summaries of Meeting news and events to the Wilmington Yearly Meeting *Wilmington Friend* newsletter. The Coordinator also informs the *Wilmington Friend* about births, deaths, and marriages at Cincinnati Friends Meeting. When a member/attender dies, the Communications Coordinator is responsible for finding an appropriate person to write a memorial notice and to send a copy to the Wilmington Yearly Meeting office (to be read at Yearly Meeting) and, if the Meeting or the family wishes, copies to the "Obituaries" editors of *Quaker Life* and *Friends Journal*.

The Coordinator is responsible for contacting individual members/attenders to solicit submissions of articles, photos, poetry and other materials for Cincinnati Friends Meeting's quarterly newsletter, *The Traveling Friend*. The Communications Coordinator selects work to be published, edits and proofreads as necessary and sends all the text to the Meeting's Office Assistant, who does the layout and arranges for the printing and collating of the newsletter. Once the newsletter is printed, the Communications Coordinator recruits volunteers to fold and stamp the newsletter so it can be mailed.

The Coordinator is encouraged to attend Monthly Meeting for Business and give reports periodically.

In September, the Communications Coordinator submits a budget request for the following year to the Clerk of the Meeting.

The Communications Coordinator writes an annual report to be used in the *State of Society Report* and submits it to the Clerk of Ministry and Counsel by January 20.

**FIRST DAY SCHOOL COORDINATOR (1-year term, July through June, renewable up to 6 years)**

Religious education is a lifelong endeavor. It begins in the family, as parents take responsibility for the religious education of their children. Monthly Meetings have a responsibility to bring children under their care into full participation in the life of the Meeting and into an understanding of the beliefs and practices of Friends.

The First Day School Coordinator is responsible for recruiting and supporting a team of volunteers to teach classes for the children during worship service from September through May. The First Day School Coordinator and team of teachers decide on the First Day School curriculum for each year.

The First Day School Coordinator is also responsible for recruiting a volunteer to supervise the children from June through August. The First Day School Coordinator is further responsible for making sure that new First Day School teachers and volunteers who will be working with children are aware of the Meeting's abuse and neglect policy, have participated in the abuse awareness self-study, and have read and signed the relevant paperwork for their level of participation. Paperwork for volunteers can be found in the Appendix of the

handbook. The self-study book is in the office. Paperwork should be turned in to the Clerk of Ministry & Counsel.

In the spring, the First Day School Coordinator distributes to the Meeting's children and their parents/ guardians information from Wilmington Yearly Meeting about Quaker Knoll summer camp and registration deadlines. Cincinnati Friends Meeting may pay camp fees (or a portion thereof) for children or youth affiliated with the Meeting who attend camp. The Coordinator is encouraged to attend Monthly Meeting for Business and give reports periodically.

In September, the First Day School Coordinator submits a budget request for the following year to the Clerk of the Meeting. This budget request should include sufficient funds to cover camp fees for children affiliated with the Meeting (age 6 to junior high).

The First Day School Coordinator writes an annual report to be used the *State of Society Report* and submits it to the Clerk of Ministry and Counsel by January 20.

### **GREETER COORDINATOR (1-year term, July through June, renewable up to 6 years)**

The Greeter Coordinator recruits volunteers to welcome members, attenders and guests and to make sure the Meetingroom is in readiness for Meeting for Worship. (See specific tasks listed below.) The Greeter Coordinator is encouraged to attend Monthly Meeting for Business and give reports periodically.

Greeters should arrive at least 20 minutes before Meeting for Worship begins at 11:00 so they have time to assure the Meetingroom is in readiness.

#### ***Preparations Before Meeting For Worship:***

1. Turn on the lights in the Meetingroom and make sure the power strip on the sound system at the front of the room is flipped on so the microphone & recorder will work.

2. Check to see that the Meetingroom is comfortable. The thermostat is usually set at 72 degrees; if the room is too hot or cold and the temperature needs to be adjusted, see a Trustee or the Minister.

3. When the air conditioning or furnace is not being used, open the windows as necessary.

4. Make sure hymnals, Bibles, offering envelopes, and sharpened pencils are in place before Meeting for Worship begins, and replaced, if necessary, after it is over.

#### ***Greet Members/Attenders & Visitors:***

1. Encourage members /attenders to wear name tags.
2. Greet everyone by name if possible. Ask if necessary.
3. Ask visitors to sign the guest book.
4. Determine if this is a visitor's first time at Cincinnati Friends; if so give him/her a Visitors' Packet.
5. If this is a person's first Meeting for Worship, point out the location of the Meetingroom, the bathrooms, the Fireside Room & Nursery, and describe briefly our worship service. Assure that they understand our use of silence, and that worship

concludes after the sharing of Joys & Concerns when the person on the facing bench says something like “Go in peace, Friends.”

6. If a family comes with a child, make sure they know that the nursery and/or First Day School is available.

7. To assure quiet during Meeting for Worship, close the middle doors into the Meetingroom about ten minutes to 11:00. Close the doors into the First Day School room, the office and the Library. (A telephone ringing during Meeting for Worship will be very noisy). Inform people in the hall or entryway that Meeting for Worship has started.

Turn around the stand-up “Worship in Progress” sign located outside the double doors from the entryway into the vestibule of the Meetingroom so late arrivals will see it.

8. The Greeter should join the rest of the Meeting in Worship at 11:00.

#### ***During Meeting For Worship:***

1. To facilitate the hearing of vocal ministry, make the hand-held microphone available to those speaking in Meeting for Worship. Learn where the microphone is stored and where to find extra batteries if necessary.

2. Each Sunday, fill out the Attendance Sheet (for the Statistical Secretary) on the clipboard on the back bench. (Under the attendance sheet on the clipboard, you will find a copy of the Meeting directory with photos of all regular members/attendees. Ask the minister after Meeting for Worship if there are people whose names you don’t know or who are not on the list.)

#### ***After Meeting For Worship***

1. Turn off the lights in the Meetingroom; turn off the power strip of the sound system at the front of the room.

2. Turn around “Worship in Progress” sign.

### **HOSPITALITY & KITCHEN COORDINATOR (1-year term, July through June, renewable up to 6 years)**

The Hospitality & Kitchen Coordinator is responsible for recruiting volunteers to help with carry-in meals, and to provide refreshments after Meeting for Worship, or other occasions as needed.

The Coordinator secures supplies as necessary (e.g., coffee, serving supplies, dish detergent, etc.) and may be fully reimbursed by submitting a receipt and completed Reimbursement Request Form to the Treasurer. Volunteers who purchase food for Meeting Fellowship hospitality may be reimbursed up to \$25 by submitting a receipt and a completed Reimbursement Request Form to the Treasurer. (Forms are kept in the Library in the mailbox under the Treasurer’s mailbox.)

The Hospitality & Kitchen Coordinator is also responsible for recruiting volunteers to clean the kitchen and put items away after snacks and meals and when otherwise needed. The Coordinator oversees the periodic cleaning of the refrigerator and the stoves as well as the annual thorough cleaning of the entire kitchen.

The Coordinator is encouraged to attend Monthly Meeting for Business and give reports periodically.

In September the Hospitality & Kitchen Coordinator submits a budget request for the following year to the Clerk of the Meeting.

The Coordinator writes an annual report to be used in the *State of Society Report* and submits it to the Clerk of Ministry and Counsel by January 20.

### **LIBRARY COORDINATOR (1-year term, July through June renewable up to 6 years)**

The Cincinnati Friends Meeting Library is for the use of members and attenders as well as others who want to learn more about Quakerism. In March 2012, the Meeting affirmed its wish to maintain the Cincinnati Friends Meeting Library as a Quaker Resource Library and to include other materials in categories as listed in the Guidelines below. The Library Coordinator should be familiar with the books in our Library and with the guidelines for adding materials. The Library Coordinator is responsible for creating book displays, maintaining the physical appearance of the Library and the safe handling of antique books.

The Library Coordinator recruits volunteers (who are also familiar with the library) to monitor the check-out and return of books and cataloguing of books purchased or donated to the Meeting's library. In processing books, the Library Coordinator and Library volunteers work with the Meeting's Office Admin, who maintains and regularly updates information in the Library database. (See below for processing details.)

The Coordinator is encouraged to attend Monthly Meeting for Business and give reports periodically.

In September the Library Coordinator submits a budget request for the following year to the Clerk of the Meeting.

The Coordinator writes an annual report to be used in the State of Society Report and submits it to the Clerk of Ministry and Counsel by January 20.

### **GUIDELINES FOR ADDING MATERIALS TO THE CFM LIBRARY (As approved by Monthly Meeting for Business, March 2012)**

Materials in the following categories (listed alphabetically) are appropriate for the Meeting Library.

**Bible Interpretation** – Bible aids, interpretation, studies, concordances, etc.

**Bible Versions** – translations of the Bible

**Biography** – biographical and autobiographical writings mostly by and/or about Quakers; organized by subject's last name

**Spiritual Disciplines** – devotional literature, mysticism, contemplative meditation, prayer

**DVD/Video/CDs** in any of these categories

**Fiction** – works of fiction (novels & short stories) by non-Quaker writers; should be on themes relating to other library categories, such as spirituality, environment, peace, etc.

**Loss & Grieving** – on loss and grieving

**Nature & Environment** – books on the natural world, ecology, the environment, etc.

**Non-Circulating Materials** – archival works too delicate or rare to leave the library

**Justic & Prison Reform (social justice?)**

**Peace**– on the practice, theory, history of peace; techniques of peace activism

**Poetry** – inspirational and/or spiritually-oriented poetry or song

**Quaker Education** -- (e.g., *Minding the Light: Reflections of Quaker Parents, Opening Doors to Quaker Worship*) – books published or media created to educate Friends on being Friends

**Quaker Fiction** – works of fiction (novels & short stories) by Quaker writers

**Quaker History** – histories about Quakers/Friends and Quakerism; may include books or parts of books written by CFM members/attenders, or about CFM members/attenders & family members

**Quaker Humor** – humor written by and/or about Quakers

**Quaker Periodicals** – periodic publications directed toward Quaker readership

**Quaker Thought & Practice** – faith & practice, Quaker theology, Quaker approaches to life, Quaker process, etc.

**Reference** – dictionaries, atlases, etc.

**Religious History** – works about the history of Christianity and other religions (we don't have this one)

**Self-Improvement** – books on personal development: spiritual, emotional, moral, psychological

**Small Groups** -- books used by CFM small groups (keep on shelf for one year after group ends)

**Theology / Philosophy** – works by influential and respected theologians and philosophers

**Youth** – inspirational and/or spiritually-oriented story books/ Young adult works

## PROCESSING BOOKS FOR CFM LIBRARY

Books that are purchased or donated. All additions to the Cincinnati Friends Meeting Library must be processed before being placed on the shelves. The process for adding books to the Library begins when the Library Coordinator gives books to the Office Admin or a designated Library Volunteer who enters information about the book into the Library Database and prints out labels. Once the labels are printed out, the Office Assistant or library volunteers create a check-out card for each book, put the stickers and card pockets on the book, and shelves it appropriately.

### STEPS FOR PROCESSING BOOKS:

1. The Meeting Office Admin (or designated Library Volunteer) enters the following information in the Library Database on the Library's computer:

**Category** (see categories & abbreviations in table below)

**Author** (*Last Name* first, followed by *First Name*)

**Publication Year**

2. The Meeting Office Assistant (or designated Library Volunteer) then makes a **label** for each book/media for the spine of the book.

- a) one for card pocket inside back cover;
- b) one for check-out card to go in card pocket; and
- c) one for outside spine of book, only the Category Abbreviation and *first two letters* of author's last name.

3. The Office Assistant or Library volunteers complete the process by

- a) Filling out a check-out card sticking the labels on a check-out card, on the spine of the book and on a card pocket;
- b) pasting a card pocket on the inside back cover of the book or side of the DVD, etc.,
- c) inserting a labeled check-out card in pocket.

4. Library Volunteers then place the book on the appropriate library shelf, first by category, then alphabetically by author's last name.

EXAMPLE:

*Home to Harmony*, fiction by Quaker author Phil Gulley, the label would be: QFic  
GU

*Friends for 350 Years* by Howard Brinton, the label would be: QHis  
BR

<b>CATEGORY of Book or Media</b>	<b>Category Label Abbreviation</b>
<b>Bible Interpretation</b> - Bible aids, interpretation, studies, concordances, etc.	BIB INT
<b>Bible Versions</b> - translations of the Bible	BIB V
<b>Biography</b> - biographical and autobiographical writings mostly by and/or about Quakers; organized by subject's last name	BIO
<b>DVD/Video/CDs</b>	DVD, VID, CD
<b>Fiction</b> - works of fiction (novels & short stories) by non-Quaker writers; should be on themes relating to other library categories, such as spirituality, environment, peace, etc.	FIC
<b>Loss &amp; Grieving</b> - on loss and grieving	L&G
<b>Nature &amp; Environment</b> - books on the natural world, ecology, the environment, etc.	N&E
<b>Non-Circulating Materials</b> - archival works too delicate or rare to leave the library	NON CIR
<b>Peace</b> - on the practice, theory, history of peace; techniques of peace activism	P

<b>Poetry</b> – inspirational and/or spiritually-oriented poetry, song, etc.	POE
<b>Quaker Education</b> ( <i>Minding the Light: Reflections of Quaker Parents, Opening Doors to Quaker Worship</i> ) – books published or media created to educate Friends on being Friends	QED
<b>Quaker Fiction</b> – works of fiction (novels & short stories) by Quaker writers	QFIC
<b>Quaker History</b> – histories about Quakers/Friends and Quakerism; may include books or parts of books written by CFM members/attenders, or about CFM members/attenders family members	QHIS
<b>Quaker Humor</b> – humor written by and/or about Quakers	QHUM
<b>Quaker Periodicals</b> – periodic publications directed toward Quaker readership	QPER
<b>Quaker Thought &amp; Practice</b> – faith & practice, Quaker theology, Quaker approaches to life, Quaker process, etc.	QT&P
<b>Reference</b> – dictionaries, atlases, etc. (also see Non-Circulating)	REF
<b>Religious History</b> – works about the history of Christianity and other religions	REL HIS
<b>Self-Improvement</b> – books on personal development: spiritual, emotional, moral, psychological	SELF IMP
<b>Small Groups</b> (keep on shelf for one year after group ends)	SM GR
<b>Spiritual Discipline</b> – devotional literature, mysticism, contemplative meditation, prayer	SP DIS
<b>Theology / Philosophy</b> – works by influential and respected theologians and philosophers	TH/PH
<b>Youth</b> – inspirational and/or spiritually-oriented story books, young adult works	Y

**MUSIC COORDINATOR (1-year term, July through June, renewable up to 6 years)**

The Music Coordinator recruits volunteers to provide appropriate music for Sunday Meeting for Worship, which may include accompanying the singing of hymns requested out of the silence. Music ministry at Cincinnati Friends Meeting prepares hearts for silent worship and supports vocal ministry. Music should not call undue attention to itself; the prelude, especially, should be quiet and worshipful since it leads directly into silent worship.

The Music Coordinator also recruits members, attenders and guests to perform music at the annual Christmas Eve Celebration. The Coordinator is encouraged to attend Monthly Meeting for Business and give reports periodically.

In September the Music Coordinator submits a budget request for the following year to the Clerk of the Meeting. The Music Coordinator writes an annual report to be used in the State of Society Report and submits it to the Clerk of Ministry and Counsel by January 20.

**SOCIAL MEDIA COORDINATOR (1-year term, July through June, renewable up to 6 years)**

The Social Media Coordinator is responsible for regularly posting to the Meeting's Facebook page and Twitter account, as well as monitoring postings by others as needed. The Coordinator can also solicit assistance and ideas from individual members/attenders. The primary objective of our social media presence is to increase awareness of Cincinnati Friends Meeting and its activities. A secondary goal is to increase awareness of Quakerism in general, share information about the wider Quaker world, and interact with other Friends and those interested in our Religious Society. The Coordinator should be mindful that these postings speak for the Meeting, and are subject to review by the minister or clerk of the Meeting. In addition, the Coordinator should avoid using the names or images of individuals in the Meeting unless they have given their consent. The Coordinator is encouraged to attend Monthly Meeting for Business and give reports periodically. The Coordinator also writes an annual report to be used in the State of Society Report and submits it to the Clerk of Ministry and Counsel by January 20.

**TENDER MERCIES COORDINATOR (1-year term, July through June, renewable up to 6 years)**

The Tender Mercies Coordinator recruits volunteers to provide and/or serve food to clients at the Tender Mercies facility on 12th Street in Cincinnati. Meals will be served on the second Thursday of even-numbered months per the Meeting's commitment to Tender Mercies. The Coordinator is encouraged to attend Monthly Meeting for Business and give reports periodically.

The Coordinator also writes an annual report to be used in the State of Society Report and submits it to the Clerk of Ministry and Counsel by January 20.

**YOUNG FRIENDS COORDINATOR (1-year term, July through June, renewable up to 6 years)**

The Young Friends Coordinator will work with middle-school, junior high and high school students and their parents to plan activities for the youth and to identify ways to include youth in Meeting activities. The Coordinator is encouraged to attend Monthly Meeting for Business and give reports periodically.

In September the Young Friends Coordinator submits a budget request for the following year to the Clerk of the Meeting.

The Coordinator submits an annual report to the Clerk of Ministry & Counsel to be used in the State of Society Report.



## BECOMING A MEMBER OF CINCINNATI FRIENDS MEETING



### What is Membership?

In some religious traditions, becoming a member means agreeing with a creed or doctrine. In the Religious Society of Friends, we have no creed, but we do have fundamental principles by which we live, based on the testimonies of simplicity, equality, community, integrity, and peace. Becoming a member means being in unity with the faith and practice underlying these testimonies, and the way of living to which they call us to witness.

Those who become members of Cincinnati Friends Meeting make a commitment to the life of the Meeting and to service that nurtures that life. Members accept an appropriate share of responsibility for the spiritual life and practical affairs of the meeting including care of the building and grounds and financial support of the Meeting. Because membership does entail a deep commitment, it is expected that a person who becomes a member of Cincinnati Friends Meeting would cancel his/her membership in other denominations or churches.

A member of a monthly meeting is automatically a member of the broader community of the Religious Society of Friends; thus membership in Cincinnati Friends Meeting includes membership in Miami-Center Quarterly Meeting, Wilmington Yearly Meeting and Friends United Meeting.

### How do I become a Member of Cincinnati Friends Meeting?

Cincinnati Friends Meeting welcomes into membership all who find themselves in unity with our faith, practice and testimonies and who are nourished by our semi-programmed Meeting for Worship. Regular attenders who are clear about their commitment to the Meeting and its significance in their lives are encouraged to consider becoming members.

Those seeking membership in Cincinnati Friends Meeting should know and be in harmony with our beliefs and concerns, a process that may take anywhere from several months to several years. Before requesting membership, an attender should become well-acquainted with the Meeting by regularly attending our Meeting for Worship and Monthly Meeting for Business; participating in the life of the Meeting; becoming familiar with material on the Meeting's website and with Friends testimonies, faith and practice in general; and taking the Meeting's Quakerism course.

Once they are familiar and comfortable with Cincinnati Friends Meeting and Quaker faith and practice, attenders are warmly encouraged to write a letter to the Clerk of the Meeting requesting membership. Usually this letter includes a short summary of how the person was led to Friends, although a simple statement

requesting membership will suffice. The Clerk will acknowledge the request and forward it to the Clerk of Ministry & Counsel. Ministry & Counsel will then name a Clearness Committee for Membership to provide an opportunity for further clarity about the decision. (For more information, see section on “Clearness Committees.”)

The Clearness Committee will make known its discernment regarding membership to Ministry & Counsel, which will consider the committee’s discernment and then bring a recommendation to Monthly Meeting for Business. At that time, the Meeting will act on the recommendation, and the Clerk will communicate its action to the applicant. If membership is approved, as soon as possible, the Statistical Secretary will complete the membership records with the help of the new member. Typically, the membership process takes three or four months. Minor children become members when their parents do, upon the parents’ request (see “Children & Membership” below).

### **Transferring Membership**

Newcomers or attenders wishing to transfer membership to Cincinnati Friends Meeting from another Friends’ Meeting should request from their former Meeting a “Transfer of Membership.” When requests for transfer from another meeting are received, it is the practice of Cincinnati Friends Meeting to accept them upon the recommendation of Ministry & Counsel. When transferring membership, parents or guardians may request that their children be received as Junior Members of Cincinnati Friends Meeting.

### **Children & Membership**

Children born to or adopted by parents who are both members of Cincinnati Friends Meeting will be enrolled as Junior Members of the Meeting. Parents who apply for membership or transfer their membership from another Meeting may also request junior membership for their minor children. When only one parent is a member, the children may be enrolled as Junior Members upon the request of that parent and the consent of the other. Other children may also be enrolled under special provisions.

Transfer from the status of Junior Member to Adult Member is not an automatic one. At age 16, a Junior Member may write a letter to the Clerk of the Meeting to request a transfer to adult membership. The Clerk will acknowledge the request and bring it to the next meeting of Ministry & Counsel. Ministry & Counsel may name a Clearness Committee to provide an opportunity for further clarity about the decision, if more discernment is necessary. Ministry & Counsel will discern readiness for adult membership and then bring a recommendation to Monthly Meeting for Business. At that time, the Meeting will act on the recommendation, and the Clerk of the Meeting will communicate its action to the applicant. If adult membership is approved, as soon as possible the Statistical Secretary will update the membership records.

Junior Members who take no action to become Adult Members by age 21 will no longer be considered Junior Members. If they no longer have contact with the Meeting and have not responded to repeated attempts to contact them, their names may be dropped from the membership roll.

### Queries for Those Considering Membership with Cincinnati Friends Meeting

- What are some milestones in my spiritual journey? How do I expect membership in the Meeting to help me in this journey?
- How do I understand worship based on silent waiting and guidance from the Inner Light? Have I had experience with this guidance?
- What gifts do I believe I might bring to the Meeting community? In what ways would I like to share my time and talent with the Meeting? Am I willing to participate in the work of the Meeting's committees?
- How familiar am I with Friends' beliefs and practices? Are there some in particular which attracted me to Friends? Are there some I find puzzling or disturbing? Are there any which I have difficulty practicing, or with which I do not agree?
- Am I comfortable within a Meeting whose unity of spirit coexists with a diversity of beliefs? Am I prepared to join a Meeting community which includes people whose perspectives may differ considerably from mine?
- In Monthly Meeting for Business, am I able to listen carefully to all concerns expressed, even when they differ from my own? When I sense that the Meeting is moving toward an agreement that I do not share, am I able to consider the option of standing aside?
- Do I understand the relationship between the Monthly, Quarterly, and Yearly Meeting? Am I aware of and willing to meet the Meeting's expectation of financial support for programs, services, and facilities at these three levels of the organizational structure? Am I aware of and willing to meet the expectation of financial support for Friends organizations in the wider Quaker world?



## MARRIAGE AT THE MEETING

The following minute was approved by  
Cincinnati Friends Meeting at Monthly Meeting  
for Worship with Attention to Business on Sunday, March 13, 2016.



"In keeping with our faith and testimonies, and emphasizing our commitment to marriage and the family, we affirm that marriage under the care of Cincinnati Friends Meeting and/or officiated by the Cincinnati Friends pastor is open to all members and/or attenders of the meeting who request to be married in such a manner, including those in same-gender relationships. All requests for marriage must go through either the pastor or the Clerk of the Meeting and be approved by Ministry and Counsel Committee."

Couples may be married at Cincinnati Friends Meeting (CFM) in one of four ways:

1. *"Under the care of the Meeting" (members & attenders)*
2. *With the CFM minister officiating*
3. *With no officiant, i.e., a traditional Quaker wedding*
4. *With an officiant of their choice (members & attenders)*

**1. CFM members/attenders may be married under the care of the Meeting,** which means the couple will receive ongoing support and nurture from the Meeting community. This is the only marriage that requires a couple to go through a clearness committee process.

A couple wishing to be married in this manner will write a letter to the Clerk of the Meeting in which they request "marriage under the care of the Meeting." The Clerk will discuss the process with the couple, and if they wish to proceed, the Clerk will present the request to Ministry & Counsel, which will appoint a clearness committee and ask one of its members to be clerk.

The clearness committee will meet with the couple to focus on preparations they have made for marriage, problem areas they have already worked on, and potential problem areas they have identified. The committee and couple will listen for God's leading regarding the marriage, and report their discernment to Ministry & Counsel.

If it is discerned by the couple in the clearness committee process that they are ready for marriage, they may plan either a programmed or unprogrammed wedding.

**2. A couple wishing to have the CFM minister officiate** will be asked to meet with the minister for a premarital interview and/or counseling. Following this, the minister will make a recommendation to Ministry & Counsel regarding the couple's commitment and readiness for marriage. Ministry & Counsel will approve whether or not the marriage should go forward and if the minister may preside.

**3. A couple wishing to have an unprogrammed Meeting for Worship with no officiant** will be asked to meet with the CFM minister for a premarital interview and/or counseling. Following this, the minister will make a recommendation to Ministry & Counsel regarding the couple's commitment and readiness for marriage. Ministry & Counsel will approve whether or not the marriage should go forward. When the marriage occurs without an officiant, a designated person must sign the marriage license and register the marriage at the Hamilton County courthouse.

**4. With the approval of the Board of Trustees,** CFM members/attenders may request use the meetinghouse and grounds for their wedding or the wedding of friends/family **with an officiant of their choice.**

We request that marriage ceremonies conducted in our building or on our grounds are respectful of the Quaker faith and heritage. All those who want to use the Meetinghouse for a marriage ceremony are asked to sign a simple rental agreement, with guidelines for building use.

### Queries To Be Considered Before Marriage

Several Friends Meetings have written queries for couples contemplating marriage. These queries might serve as a reference point for the minister or for marriage clearness committees appointed by CFM. The following queries are drawn from the *Marriage Booklet* prepared by Pittsburgh Friends Meeting, and from *Living with Oneself and Others: Working Papers on Aspects of Family Life* prepared by the Family Life Sub-Committee of the New England Yearly Meeting Committee on Ministry & Counsel.

#### *Questions for the Couple to Consider (from Pittsburgh Monthly Meeting)*

*Love and Relationship:* Do we rejoice in the happiness of our partner? Are we ready to commit ourselves to living with each other for the rest of our lives? Can we share our deeply-held feelings, our dreams, and our goals with each other? Do we accept each other as we are? Do we respect the other's privacy, solitude, and individual growth? How do we feel about sexual and emotional fidelity in our marriage? Are we mindful that a committed relationship needs ongoing care and nurture?

*Knowledge of Each Other:* Do we have some knowledge and understanding of one another's life experience and how it influences emotional and psychological needs? Do we know something of each other's habits, likes and dislikes? Are our goals for the future compatible? Are we willing to make adjustments in response to each other's needs and preferences? Do we know each other's views on questions

important to us? Are we comfortable with each other's religious orientation? Will a community of faith play a part in our life?

*Responsibilities:* Are we willing to share the responsibilities of a marriage? How will we provide an income and take care of home and family? Will our sharing of tasks such as homemaking and maintenance be mutually agreeable and flexible enough to meet changing circumstances? *Money:* Do we know about each other's financial situation? Have we discussed how to handle our income, assets, debts, and expenses? Do we know each other's attitudes about earning, spending, contributing, and saving?

*Legal Aspects:* Do we understand that marriage entails certain legal rights and responsibilities? If we have property or family obligations that precede our marriage, have we considered a legal agreement to take care of them? If our marriage will not be registered with the state, will we avail ourselves of legal contracts which will enable us to care for each other?

*Health:* Have we shared with each other knowledge of any medical problems or concerns about our health? Is there an inherited condition in either of our families which might affect our health or influence our decision to have children? Does either of us use tobacco, alcohol or any other drug? How do we feel about this?

*Sexual Relationship:* Are we willing to give the time, patience, and openness for a good sexual relationship? Do we appreciate one another's expressions of affection? Have we discussed our attitudes about erotic and pornographic material?

*Parenthood:* Are we open to having children in our family? What is our attitude toward family planning? Have we discussed contraception? How will we prepare ourselves to be responsible parents? Have we discussed how we will raise our children? Are we aware of the patterns and values of the families in which we grew up?

*Conflicts:* How do we deal with conflicts? Do we try, with God's help, to keep channels of communication open, even in painful circumstances? Can we express our feelings honestly, without blaming the other? Do we seek new insights that will help us to move beyond our conflicts? Are we both willing to seek outside help if we have trouble resolving our problems?

*Humor:* Do we share a healthy sense of humor? Can we be lighthearted together?

*Interests:* Do the interests we now share seem likely to continue as our relationship grows? Are we open to our partner's interests? Are we comfortable with each other's activities and friendships outside our relationship?

*Background:* How do we feel about each other's economic, religious, and cultural background? How do we respond to each other's parents, relatives, and friends? How do our families and friends feel about our relationship?

### ***Queries for those Contemplating Marriage (Family Life Sub-Committee, New England Yearly Meeting Ministry & Counsel)***

#### ***Queries for the Couple***

1. Do you both see marriage as a sacred and lifelong relationship to be entered into with appreciation of its spiritual basis and its exacting demands of

mutual consideration? Are you aware that a marriage relationship needs constant care and nurturing?

2. What are your basic common values? Can you accept differences in your backgrounds, religion, temperaments or interests? Can you meet these differences with humor, mutual respect, patience, and generosity? Are you willing to resolve misunderstandings in a spirit of love? Have you the courage and the willingness to go together for outside guidance with any problem you are unable to solve?

3. Do you think of yourself as trusted and equal partners in marriage, sharing the responsibilities and decisions of home and children? Are you mutually supportive of each other's goals for personal growth and fulfillment? Have you reviewed these goals together in the Light of the Spirit?

4. Have you considered together your desire for children, the problems as well as the joys they will bring, and your responsibilities for nurturing and guiding them? Do you expect to honor as well as to enjoy them, allowing the individual freedom for development due each of God's children within a family?

5. In the years to come, how do you plan to seek the Divine assistance you will invoke in your marriage vows?

### *Questions for the Couple to Consider Together*

1. How do we feel marriage will change our relationship? What are our expectations of marriage? Are our goals, lifestyles, and expectations similar? How do we hope to be living in ten years? In fifteen?

2. Have we lovingly and prayerfully considered the differences in values, needs, and habits between us? Are we aware that differences need not be occasions for blame or accusation? If they become so, will we be willing to seek outside help? Has anger or hurt already flowed between us because of such differences? If so, has it been deeply felt and expressed? How has it ebbed? How can we use it in constructive ways?

3. In an open and trusting way can we each speak our positive and negative feelings? Can we encourage each other to do so? Can we *listen* to each other?

4. Do we seek accord in the spiritual aspects of our lives? Is this search a source of guidance and strength in both good times and bad? To what extent do we share spiritual values? Are we careful not to force our individual beliefs on the other, or to make the other feel excluded if he or she does not share them?

5. Has our commitment to each other been tested by time? Closeness? Ordinary daily contact? Distance? Have we had opportunities to experience both good times and bad together and appreciate each other's reactions?

6. Do we understand that achieving a good sexual relationship will take time, patience, and a sense of humor?

7. Do we recognize temperamental differences which could lead to difficulties but which also may be complementary strengths?

8. Are there cultural differences which might make for conflict? What are they? How well do we know each other's family?

9. What do we identify as sources of potential conflict between us? When conflicts arise, how do we handle them? How do we set priorities? In the resolution of differences between us, are we committed to seeking new insights with God's

help? Are we able to discuss such commonly difficult issues as money, property, use of time, in a constructive manner?

10. How do we feel about the traditional masculine and feminine roles? Have we discussed our individual responsibility for jobs in the home? What is the relative priority of our individual careers? In terms of time and attention, what is the relationship between home and career for each of us?

11. Have we a financial plan for our life together, incorporating incomes for housekeeping necessities, education, recreation, medical needs, contributions, travel, etc.?

12. Have we thoroughly discussed any health problems, both physical and mental, which each of us has or has had?

13. Do we agree on the number, or absence, of children in our marriage? Their timing? Rearing (methods, discipline)? The economics involved?

14. Are we aware of the need for developing a variety of other friendships that contribute both to individual growth and to the marriage relationship? Have we explored and are we comfortable with each other's needs for such friendships, and about their nature and meaning?

15. Do we realize we will not be living an island-like existence after our wedding but will be part of a community in which our relationship will make a difference to others? Are we aware that we can benefit from the friendly help and experience of others?

#### *Questions to be Considered by Each Individual*

1. To what degree is my decision to marry based on: intense feelings? careful, thoughtful and prayerful consideration and mutual discussion? physical attraction? practical convenience? fulfilling the expectations of others (family, friends, Meeting, culture)? rebelling against the expectations of others?

2. Do I think that I will make a good partner? Can I compromise my plans and wishes out of respect to another's? Can I put myself in the other's position?

3. Is my desire to marry grounded in a network of existing friendships? Am I getting married because I don't have any friends, or perhaps as an escape from uncomfortable circumstances?

4. Do I try to be in touch with my partner's feelings and needs? Do we help each other in the sometimes difficult expression of them? Can I communicate my own feelings? If not, why not?

5. Do I find frequent and varied ways to express the joys of sharing with my partner? Am I sensitive to the timing of these expressions?

6. What is my present image of marriage? Am I open to changing this image as reality dictates? What relationship does this image have to my parents' marriage or to an earlier marriage of my own?

7. How free am I from old dependencies such as family, parents, grown children, friends, other emotional involvements? How do I expect to relate to each of these from now on?

8. Do I regard close relationships with people outside marriage as complementary or competitive with the marriage relationship? Do I expect to be "all things" to my partner? To what extent does my partner meet my needs? How

important are the needs my partner doesn't meet? Is it all right to meet these needs elsewhere?

9. Am I aware that accepting my own responsibility for change may be more fruitful than demanding change of my partner?

10. Do I know, or am I willing to learn how to praise my partner – and myself – appropriately? Am I willing to struggle against my tendency to control my partner, to be over-demanding? Am I able to share responsibilities comfortably and not insist that it be done "my way"?

11. In summary, am I willing to recognize, accept, love, and live with the individuality of another person? Do I look for and reverence that of God in my partner and the individuality which makes him or her unique? Can I be a continuing factor in the expression of God's love in her or him?



## STEWARDSHIP OF RESOURCES

The Meeting's resources include time, talent, energy, finances and property. Our use of these resources should reflect our Quaker testimonies of equality, community, peace, integrity and simplicity.

The Meeting is mindful of the need to keep in the spirit of worship, prayerfully waiting for God's guidance as we consider concerns brought to us, whether of ministry, nurture, outreach, testimony, funds, or property.

Through the 3-Year Financial Review process and recommendations of committees, we periodically evaluate and revise our spending decisions, based on the effectiveness of projects we support and whether or not they continue to reflect the energy and interest of the Meeting.

Individuals or committees are encouraged to bring concerns to the Meeting using the appropriate process that follows.



### A CONCERN OF AN INDIVIDUAL ACTIVE IN THE MEETING

An individual takes the concern to a Cincinnati Friends Meeting committee *or* the individual asks the Meeting Clerk to be on the agenda for Monthly Meeting for Business to share a concern.

When an individual or committee brings an individual's concern to Monthly Meeting for Business, the Meeting considers the concern with prayerful discernment.

It may discern that this is an individual concern for which the Meeting is not led to accept responsibility.

If the Meeting is not clear about its involvement in the concern,

- it may send the concern to an appropriate committee which will report back to Monthly Meeting, or
- it may appoint an *ad hoc* committee to help the individual collect additional information and report back to Monthly Meeting, or
- it may request that Ministry & Counsel appoint a Clearness Committee for further discernment. (See "Clearness Committee to Discern a Personal or Spiritual Concern").

If and when the Meeting is led to take on or support a concern as a Meeting, an accountability process will be established at the same time.

### A CONCERN BROUGHT BY A COMMITTEE OR TASK COORDINATOR

Meeting committees and coordinators may bring to Monthly Meeting for Business requests to fund concerns for which they had not budgeted. The Meeting considers requests with prayerful discernment; if the Meeting approves, an accountability process will be established at the same time.

## FUNDING OR PARTICIPATION REQUESTS FROM OUTSIDE THE MEETING

Requests for assistance received from outside the Meeting may be sent to Monthly Meeting for Business to be considered with prayerful discernment.

### ACCOUNTABILITY FOR THE USE OF MEETING RESOURCES

The processes outlined above ask for accountability during the life of a project and at its conclusion. "Accountability" is a single word for asking some or all of these questions: What have the resources gone towards? Have they had the intended effect? Have the effects – intended and unintended – worked for good? Does the plan we are following need to be changed in any way? What have we learned in the course of answering this leading or concern?

In the past, Cincinnati Friends Meeting has used a range of options for establishing accountability when people use Meeting resources. All of these methods are worthy of continued use. New methods might also be created. The following are samples of some methods we might use for maintaining accountability:

- A receipt, thank you letter, or acknowledgment.
- Sharing information, either in a presentation or *The Traveling Friend*.
- A detailed budget for a proposed project or endeavor.
- Regular or one-time audits.
- Regular reports to Monthly Meeting for Business about special projects.
- Annual committee reports to Monthly Meeting for Business, similar to the State of Society Report which is prepared annually.
- One-time reports to Monthly Meeting for Business for one-time events.
- Visits to project sites.

Other methods of establishing accountability might arise from the Meeting as it considers a request at hand.

Establishing a means of accountability can be as simple or complex as business demands. The Meeting might say, "Please give the treasurer the receipt for those supplies;" or "Please write up something about the conference for the *Traveling Friend* when you get back." The request might be more complex: "Please provide a detailed budget for your project;" or "Please provide tax records which can indicate how you've spent money in the past."

The request for accountability and the decision about how it will be established will grow out of the Meeting's discussion of a proposal. Generally, accountability will arise as part of the sense of the meeting, as it has in the past. If it isn't already part of the discussion, the clerk might ask specifically about accountability before the minute is approved. In some cases, these guidelines recommend that the Meeting establish a committee of support.

## SUPPORT COMMITTEES FOR INDIVIDUAL CONCERNS

When the Meeting decides to support the concern of an individual active in the Meeting, who has not had a clearness committee, Monthly Meeting for Business may name a support committee for that individual. The three or four members of the support committee will be responsible for establishing regular meetings with the individual, during which time they will hear what work is being done, how the work is going, where the individual senses the next leadings lie, etc.

Members of the support committee will be concerned about the well-being of the person doing the work. They will point out trouble spots as they see them, and work to find solutions. And, eventually, they may suggest that it's time to lay down the work, or to pass it on.

## QUERIES REGARDING STEWARDSHIP OF OUR RESOURCES

➤ How does the Meeting observe simplicity and moderation in the consumption of world resources? Are the decisions of the Meeting and its committees relating to the uses of property, goods, services and energy made with sensitivity toward the environmental impact of those choices? Is the Meeting concerned that human interaction with nature be responsible, guided by a reverence for life and a sense of the splendor of God's continuing creation?

➤ Are we providing adequate opportunities for learning in faith and for the spiritual nurture of individuals and groups?

➤ What are we doing to invite persons not in membership to attend our meeting for worship and to encourage their continued attendance? How does the meeting welcome visitors? Are we sensitive to the needs and hesitations of each visitor? Is our Meeting open to everyone? What is the Meeting doing to appeal to young people and people of greater diversity?

➤ Does the Meeting give prayerful consideration to the development of the annual budget? Are the leadings and concerns felt by our members reflected in the Meeting budget?

➤ How do we consider immediate and long term needs for the Meeting house and grounds? Are we attentive to the way in which the physical setting of the Meeting influences our worship and sense of community?

➤ Are we mindful of how Meeting investments can contribute to the improvement of the human condition or to the exploitation of others? How do we consider ethical criteria when choosing investments?

➤ How do we respond to the needs of Friends' institutions, locally and globally? Do we understand our particular responsibility for the maintenance of these organizations?

➤ Have we balanced our own needs and those of the wider community? How does the Meeting attend to the particular needs of each stage of a Friend's life?

➤ Are we tender to the needs of isolated Friends and Meetings, and to nearby Meetings seeking support? How does our Meeting engage its members in the support of Miami Center Quarterly and Wilmington Yearly Meetings, of Friends United meeting and of other Quaker organizations?

➤ What is our Meeting's role in the life and support of Friends' education? Do we fulfill our special responsibilities to Wilmington College, which is under the care of Wilmington Yearly Meeting? Do we fulfill our special responsibilities to Earlham School of Religion, our Quaker seminary? Do we consider how we support other Quaker educational institutions?

➤ What help do we provide for the children and adults in our Meeting to pursue the education they seek? Do we support the Quaker Knoll camp with our time, talents and resources?

➤ How do we share the meaning and importance of Quaker testimonies? Although we live in several communities, what are the needs of the larger Southwest Ohio area to which we can respond together as one community? As a meeting by what actions are we choosing to commit time, talent and resources to our neighbors? Do we acquaint ourselves with the needs of the world and of those who are working to fill those needs? How does our Meeting work to address legal, economic, and political injustices, locally and in the wider world?

➤ Do we continue to seek God's guidance throughout the life of a concern? Are our actions yielding the fruit of the Spirit (love, joy, peace, patience, kindness, generosity, faithfulness, gentleness and self-control)? If we are not experiencing the fruits of the Spirit how do we reconsider? What process do we put in place to support and hold accountable those acting under a leading?

➤ Are we sensitive to whether the help that we offer is the help that is needed? Do we stay aware of our own motives in offering help?



## CLEARNESS COMMITTEES

Members and attenders of Cincinnati Friends Meeting may request or be assigned a clearness committee for the following purposes:

**To Discern Membership**

**To Discern Marriage**

**To Discern a Personal or Spiritual Concern**

**To Discern Recommending a Minister for Recording by Wilmington**

**Yearly Meeting** (See p. 84 in *Faith & Practice, Wilmington Yearly Meeting*)

**To Discern a Call to Ministry** (See next section in CFM Handbook:

*Encouraging and Affirming Ministry in the Meeting.*)

The clearness process is based on our experience that it is possible to listen for the Spirit's leading, individually and communally, and that this listening will lead us to clarity. The purpose of a clearness committee is to discern the leading of the Spirit through mutual disclosure and listening; it should never be a test or interrogation.

Participation in another's clearness committee should be undertaken as an act of love, held in confidence, and carried out with respect and humility. When we come with hearts and minds prepared, a clearness committee is often an extraordinary opportunity to catch God in action: to hear and see in another and to feel within ourselves the new work that God is bringing forth. Each clearness committee will be different and each meeting a different experience of God's movement among us and in one another.

To request a clearness committee an individual writes a letter to the Clerk of Monthly Meeting who asks Ministry and Counsel to form a committee and name a clerk. In preparation, the clerk of the clearness committee may ask the focus person to write a brief statement about the matter which needs discernment.

### CLERKING A CLEARNESS COMMITTEE

#### *Gathering and Preparing*

Before the first meeting of a clearness committee, the clerk may distribute to members of the committee copies of letters or statements describing the matter to be discerned. The clerk will contact the focus person or couple to explain the process and answer questions. When the committee meets, the clerk will arrive at the meeting place before the starting time to arrange the room, greet the focus person or couple, and help them feel at ease. As others arrive, the Clerk will introduce them if they don't know one another.

Chairs should be arranged in a circle, or as close to a circle as possible; the arrangement of the room should reflect the mutuality of the clearness process.

At the appointed time, the Clerk will call people together and explain the process of the clearness meeting. It is recommended that a member of the committee be asked to act as recording clerk. (This recording clerk should give all notes to the focus person at the close of the meeting or soon thereafter.) The meeting will begin

with a period of silent reflection. Patricia Loring's description of this opening silence is worth repeating:

The Quaker way of trying to invite and be open to divine guidance is to begin with a time of silence. This is not the 'moment of silence' which is a mere nod in passing to the divine. Nor is it a time for organizing one's thoughts. This is a time for what has been called recollection: for an intentional return to the Center, to give over one's own firm views, to place the outcome in the hands of God, to ask for a mind and heart as truly sensitive to and accepting of nuanced intimations of God's will as of overwhelming evidences of it. It is possible that someone designated or undesignated may offer vocal prayer for the joint undertaking. Spoken or not, it is understood that each person present will be holding the undertaking in the Light, in his or her own way. (*Spiritual Discernment: The Context and Goal of Clearness Committees, Pendle Hill Pamphlet #305, p. 24*)

### ***The Discernment Process***

The clerk will end the opening silence by inviting the focus person or couple to explain why they have asked for a clearness committee.

At all times, committee members should remember that they are called to help discern the movement of God in the life of the focus person or couple – not to give advice or suggestions, to solve problems, or even to be wise.

After listening carefully to the person or couple, committee members may ask questions. Parker Palmer describes questions that committee members ought to ask as follows:

*authentic, challenging, open, loving questions so that the focus person can discover his or her own agenda without being burdened by the agendas of committee members. [It] is crucial that the questions be asked not to satisfy the questioner's curiosity but to help the focus person clarify his or her inner truth. Caring, rather than paternalism, maternalism, or curiosity, is the rule for questioners.*

During the time of questioning, questions should be asked from an open silence. There ought to be time, after each question, to absorb the answer before the next question is asked. Although there is no rule that the committee take turns asking questions, it is probably best for each person to ask only one question at a time.

Open-ended questions are most helpful, questions that cannot be answered "yes" or "no," but that require a more expansive answer. For example, "What would help you feel more comfortable in that situation?" is a better question than "Do you feel uncomfortable in that situation?" and "What steps have you taken to prepare for marriage?" is a better question than "Do you think you are prepared for marriage?"

### ***Listening as Discernment***

As questions begin to slow, or as the clerk senses a shift in the direction of the group, the clerk will call for another period of silence, for discovering our sense of God's movement in the other and in our own responses. The committee clerk may ask committee members to reflect to the focus person or couple what they individually heard. (Examples: "I was really struck by your statement that it seemed like your whole life has been moving towards this decision." "I keep coming back to the story you told about meeting each other. It's fascinating the way your paths

crossed so many times before you actually met." "I noticed that you became physically more animated when I mentioned deciding to find a spiritual home.")

At this point, the clerk may invite the focus person or couple to ask questions of committee members. Committee members do well to remember that their role is to participate in the work of discernment, not to provide advice or direction.

### ***Conclusion of the Clearness Committee Meeting***

By the end of the first meeting of the clearness committee, the focus person and committee members may have reached clarity; however, the clerk should make it clear that the focus person or couple can request a meeting at a later time by contacting the committee clerk. If anyone in the group has a hesitation about the direction for the focus person or couple, clarity has not been reached and the committee should schedule another meeting.

Before the committee settles into closing silence, the clerk will reflect "the sense of the meeting," and ask the focus person or couple if there is anything they would like to share. The clerk will close the meeting with a period of silence.

At this point, all notes and/or copies of written statements should be returned to the focus person. All original letters requesting membership or marriage should be given to the Clerk of the Meeting, who will place them in the meeting minutes after being presented to Monthly Meeting for Business.

### ***Reporting***

Clearness Committees to Discern Membership and Marriage will report their recommendations to Ministry & Counsel, which will bring its recommendation on the matter to Monthly Meeting for Business. A Clearness Committee to Discern a Personal or Spiritual Concern, however, does not go to Monthly Meeting for Business. A committee dealing with such concerns will inform Ministry and Counsel that it has met, and whether or not it will continue to meet, or if the focus person has reached clearness. Information shared with the clearness committee is confidential and will not be divulged to Ministry & Counsel or anyone else. (An exception, of course, would be if information suggests the person is a danger to him/herself or to someone else; in this case, the clerk of the clearness committee must report it immediately to the Minister and/or the Clerk of the Meeting.)

The clerk of the clearness committee should keep the focus person informed of the status of his/her request for membership or marriage and the dates when it will come before Ministry & Counsel and/or Monthly Meeting for Business.

## **CLEARNESS COMMITTEE TO DISCERN MEMBERSHIP**

A Clearness Committee to Discern Membership has a dual role in that it must help the applicant discern whether membership with Cincinnati Friends Meeting is right for the applicant, and also whether their membership will enhance the spirituality and work of the Meeting. While open-ended questions are encouraged for discernment, it is also the committee's role to interpret Quakerism to the prospective member. The clearness process should be a comfortable discussion about our Faith and Practice.

The clerk of the Clearness Committee to Discern Membership will explain the process of membership to the applicant, the steps and timeframe. The clerk should encourage the applicant and members of the clearness committee to consider the preparation for membership found in the CFM Handbook under "Becoming a Member of Cincinnati Friends Meeting," p. 47.

The clearness committee will need to consider the following:

1. Does the applicant have commitments to other Meetings or religious groups?
2. Is joint membership with another Friends Meeting being considered?
3. Do parents want their children to become junior members?
4. Does the applicant understand Friends emphasis on worship based on spiritual listening and personal spiritual experience rather than formal creed?
5. Does the applicant foresee any difficulty in living according to the testimonies?
6. The committee should explore the reasons an applicant seeks membership, his/her commitments to regular attendance, financial responsibilities and the work of the Meeting.
7. The committee should explore the applicant's understanding and comfort with Quaker decision making and meetings for business.

The committee should answer any questions about Cincinnati Friends Meeting the applicant may have. By the end of the first meeting of the clearness committee, the applicant and the committee alike may have a clear sense of the applicant's readiness for membership. In some cases, another meeting may be needed to reach clarity.

If the clearness committee feels clear discernment that the applicant is ready for membership, the clerk will report to the applicant that they will make a recommendation for membership to Ministry and Counsel. Upon approval of Ministry and Counsel, the recommendation will go to Monthly Meeting for Business. The applicant should be made aware of the date of the Ministry and Counsel meeting and of the Monthly Meeting for Business when the recommendation for membership will be presented.

## **CLEARNESS COMMITTEE TO DISCERN MARRIAGE**

A Clearness Committee to Discern Marriage has the task of helping the couple discern if they are prepared for marriage and also to discern if the Meeting is led to take the marriage under its care.

The clearness committee clerk should encourage the couple and committee members to consider the queries listed in the CFM Handbook under "Marriage at the Meeting" (p. 50) before the first gathering of the committee.

The following are samples of questions that members of the clearness committee may ask the couple:

- In what ways have you prepared for marriage?
- What areas of difficulty do you foresee?
- What methods have you discovered or practiced for dealing with conflict?

- Have you talked about attitudes toward money and/or money management?
- Have you discussed having and rearing children?

Clearness committee members should remember that the committee meeting is a time for mutual discovery and disclosure. In the process of gathering information, the committee will be listening for God's leading regarding the relationship.

A Clearness Committee to Discern Marriage will be expected to report its recommendation to Ministry and Counsel, which will bring the recommendation to Monthly Meeting for Business.

### **CLEARNESS COMMITTEE TO DISCERN A PERSONAL SPIRITUAL CONCERN**

A letter stating the reason for the clearness committee request should be written to the Clerk of the Monthly Meeting, who will take it to Ministry and Counsel. Ministry and Counsel will then name a committee and designate a clerk.

The clerk of the clearness committee will ask the applicant to prepare a written statement explaining the question to be discerned to be shared with committee members during the first meeting.

The purpose of the committee is to help the focus person discern his/her own Truth. The committee does this by asking open-ended questions and listening for leadings. It is important that the committee asks questions only and does not give advice or try to solve problems. Everything said and all information learned must remain confidential. Any notes taken should be returned to the focus person. If the clearness committee discerns a clear leading for action or ministry, the person should be recommended for the AFFIRM process.

The clearness committee clerk will report to Ministry & Counsel when the committee's work is finished.

For Details of a **Clearness Committee To Discern Recommending a Minister for Recording by Wilmington Yearly Meeting**, see p. 84 in *Faith & Practice of Wilmington Yearly Meeting*.

For Details of a **Clearness Committee To Discern a Call to Ministry** according to *Encouraging and Affirming Ministry in the Meeting*, see pp. 68-71.

# ENCOURAGING & AFFIRMING MINISTRY IN THE MEETING & ANDERSON FUND FOR INDIVIDUAL RECOGNIZED MINISTRY (AFFIRM)

*Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To one is given through the Spirit the utterance of wisdom, and to another the utterance of knowledge according to the same Spirit, to another faith by the same Spirit, to another gifts of healing by the one Spirit, to another the working of miracles, to another prophecy, to another the discernment of spirits, to another various kinds of tongues. All these are activated by one and the same Spirit, who allots to each one individually just as the Spirit chooses.*

—1 Corinthians. 12:4-11

*At another time it was opened to me that God, who made the world, did not dwell in temples made with hands . . . but that his people were his temple, and he dwelt in them.*

— George Fox, *Journal*

## BACKGROUND

In March 2009, when Cincinnati Friends Monthly Meeting for Business approved use of monies from the Anderson Fund for installation of new “green” windows in the meetinghouse office, library and meetingroom, Friend Cathy Barney brought a concern that *some* of the Anderson Fund be used to “encourage ministry both inward and outward.” After discussion and discernment, the Meeting approved creation of such a fund, using money remaining in the Anderson Fund (\$42,032.00 as of July 2009). At the June 2009 Monthly Meeting for Business, Ministry & Counsel proposed – and the Meeting approved – the establishment of guidelines for use of the remaining Anderson funds in ways designed to encourage and support ministry among CFM members/attenders.

With input from Friends outside of Ministry & Counsel, and through many meetings over several months, Ministry & Counsel labored to clarify the best way to make funds available to support ministry in the Meeting. A name for the fund emerged after several meetings: the “Anderson Fund for Individual Recognized Ministry,” or “AFFIRM” for short.

In the process of writing guidelines for AFFIRM Grants, however, Ministry & Counsel discerned a larger issue, i.e., the need for the Meeting to support and encourage ministry among members/attenders *even when funding is not an issue*. In other words, the *ministry* is more important than the money. Thus, guidelines established for AFFIRM Grants are *only one part* of the larger endeavor, which is to encourage and affirm gifts of ministry the Meeting perceives in its members/attenders.

Conscious that Friends must share a common understanding of key concepts if the Meeting is to achieve unity in supporting ministry among members/attenders, Ministry & Counsel offers the following general definitions as well as comments on ministry from “weighty” Friends.

## DEFINITIONS

### *Spiritual Gifts*

A spiritual gift is a skill or talent for communicating Truth and Love. Though it *may* manifest in the spoken or written word, a spiritual gift doesn’t have to include words at all. For instance, consider how the following may communicate Truth and Love:

- the gift of music
- the gift of hospitality
- the gift of laughter
- the gift of organization
- the gift of patience
- the gift of listening
- the gift of healing
- the gift of speaking truth
- the gift of offering counsel
- the gift of teaching
- the gift of loving
- the gift of understanding
- the gift of discernment

A spiritual gift kept to oneself is like a budding rose denied water – it may never fully open. When others receive, recognize and acknowledge one’s gift, it may grow into a leading, and then to a Call to Ministry.

### *Minister/Ministry*

A “minister” is a person called to the service of others, and for Friends, that service must be characterized by Truth and Love. Friends recognize that

- God may choose any instrument to serve Truth and express Love,
- *anyone* may be a minister, and
- ministry may take many forms.

Friends encourage the development of ministries, and identify things as “ministry” that no one else may recognize as such. For instance, at Earlham School of Religion, a Quaker seminary, one can receive a Master of Divinity degree in one of seven areas acknowledged as forms of ministry including, of course, Pastoral Care and Counseling and Pastoral Ministry, but also Peace & Justice, Spirituality, Teaching, Unprogrammed Friends Ministry, and Writing. When a Friend goes back to the Meeting, however, even with seminary degree, he or she is one minister among a *congregation of ministers*.

## Qualities Cincinnati Friends Associate with Ministry

- Sharing the Light Within
- Stepping outside one's comfort zone
- A clear sense of divine leading
- A personal call or concern
- A "unique particularity" "with the presence of the Divine" (Patricia Loring)
- Not for other people to do, but for *me* to do
- Being present - "Here I am, Lord."
- Use of one's energy, time & gifts

For further clarity, we may differentiate between the terms *service*, *charity*, and *ministry*.

"*Service*" - The serving of God, as through good works, prayer, etc.; an act of giving assistance or advantage to another; friendly help, aid or attention. *Service* is something most of us do: we make ourselves useful in various ways to various organizations to which we belong. *Service* involves giving our time and talent to an already-established project within an already-established system of some kind, i.e., a church, Meeting, or charity.

"*Charity*" - Generous actions or donations to aid the poor, ill, or helpless; something given to a person or persons in need; a charitable act or work; charitable fund, foundation, or institution. *Charity* may include *service* in its focus on *giving*, especially the gift of one's time and attention, but it is more often associated with giving money.

"*Ministry*" - The act of ministering or serving; something which serves as a means or agency; a person or thing through which something is accomplished.

*Ministry* includes *service* and may involve *charity*, but it also has an element of leadership and responsibility, or perhaps, of being an agent for change. In Patricia Loring's words, ministry is "A clear sense of a personal and specific calling from God, requiring an individual's time, gifts, energy, financial resources and presence."

### **Leading**

A *leading* is an intense urge or interest that won't go away; a strong feeling that there is something to be done. The best definition of "leading" comes from Paul A. Lacey in "Leading and Being Led," *Pendle Hill Pamphlet #264*:

*Leading and being led: the words are simple enough. But for Quakers they have their most profound resonance as defining religious experience. Friends speak variously of being drawn to an action, feeling under the weight of a concern, being called or led to act in specific ways. We speak of being open to the leadings of the Light, of being taught by the Spirit or the Inward Christ. Extraordinary claims lie embedded in those phrases. They say that it is not only possible but essential to our nature for human beings to hear and obey the*

*voice of God; that we can be directed, daily, in what we do, the jobs we hold, the very words we say; and that our obedience may draw us to become leaders in all spheres of human life – in the professions, arts and sciences, but also in discovering the ethical, political, social, and economic consequences of following the will of God.*

*To be a Quaker is not simply to subscribe to doctrines but to be convinced that one has known an ultimate reality which authenticates doctrine. It is to know oneself capable of being taught now by the living Spirit of Truth, capable of receiving vital direction in what one is to do. It is not only to be a follower of the teachings of Jesus but to have met the Inward Christ.*

*Our history is rich in examples of such religious experience, as our vocabulary is rich in ways of describing it, but that very richness presents dangers. One danger is that we may be so over-awed at how powerful a leading must be that we never trust that we have been led. We may search so hard for the transcendent insight that we miss the small, quiet promptings to obedience in what is immediately at hand. Those meetings in which no one dared break the silence for decades lost their vitality from being over-awed. The longer the silence endured, the more sacralized it became and the more terrifying it became for anyone to imagine being led to speak.*

*The opposite danger is that we do not feel enough awe.*

*We domesticate the powerful language of religious experience and turn authentic witness into cliché. Every strong opinion or piece of self-will gets inflated into a leading. A long-time colleague at Earlham College once got so tired of the pretentiousness of all the announced “concerns” – some of which appeared to be nothing more than irritation at the way faculty meeting was going – that he expunged the word from his vocabulary. Thereafter, whenever he felt exercised about something, he would announce that he “had a bother” about it.*

*As heirs to that rich vocabulary, our task is to recover its proper meaning, to free it from pretentiousness and to ask how it may help us understand and express our own religious experience. That requires looking at what our forebears experienced and then examining our own experience, to see where one throws light on the other. It requires exploring such questions as what it means, experientially, to have a leading; what some of the hallmarks and consequences are of being led; how we can tell when a leading is genuine rather than self-serving and self-deceiving; and where we might look for leadings today.*

### ***Call to Ministry***

*In understanding “a call to ministry,” the following description may be helpful. It comes from a prospectus for “The Way of Ministry,” a one-year course offered at The School of the Spirit, directed at “those called to some form of public, gospel and/or traveling ministry.”*

*Persons drawn to THE WAY OF MINISTRY program will have discerned a clear call to ministry in the manner of Friends. Your practice of ministry may be uniquely shaped by your gifts, your life situation, and your call. The forms of ministry may be as varied as the variety of gifts: prophetic ministry (vocal and in writing); traveling in the ministry under a concern; gospel ministry; inter-visitation; leadership for meetings and organizations; teaching and religious education; facilitating retreats, groups, and workshops; eldership and traveling as a companion in the ministry; peace making, seeking justice, and environmental witness.*

*([http://www.quakerinfo.com/TWM\\_Prospectus.pdf](http://www.quakerinfo.com/TWM_Prospectus.pdf))*

*God does not enter our lives without leaving a story behind, and the story God leaves is not just any story; it is the story that somehow defines who we are, what we were created to be, and what our life has really been about.*

—Irene Lape, *Leadings*

*. . . We do well to attend to the fact that both our apathy and our distress are considerably eased when we are overtaken by a compelling leading and commitment to some one concern.*

*It is also significant that we will be led to be present for our concern, rather than assigning it to proxies. It may be that we will be uprooted and moved to an appropriate place to carry it out. Most of us will probably be overtaken where we are. Guidance usually comes in the unique particularity of our lives. Both the historic circumstances and our unique constellation of gifts are involved in our leadings, concerns and prophetic witness. This stance requires enormous faith that others will be raised up to do the work to which we haven't been specifically led, work that is, for one reason or another, beyond our scope.*

—Patricia Loring, *Listening Spirituality, Vol II*

## **CFM PROCESS FOR DISCERNMENT & RECORDING OF A CALL TO MINISTRY**

In this process, Ministry & Counsel was guided by the wisdom of Patricia Loring in *Listening Spirituality, Vol. 2*, and in particular, the section titled “Listening Relationship with God as the Patterning Principle of Wider Quaker Service.”

1. An individual seeking discernment as to the depth, quality and authenticity of a perceived leading may request a “Leadings & Call to Ministry” Packet available in the Meetinghouse office.
2. The person should read materials in the packet for clearer understanding of what a leading entails, and test the leading, discussing it with trusted friends and asking him/herself questions such as the following.

### ***Sample Questions for Individual Discernment of a Call to Ministry:***

- Who will benefit?
- Is this leading for my own personal growth?
- Is it for others' welfare?
- In what do I perceive the presence of the Spirit or a divine purpose?
- Is it for *me* to be one through whom this divine purpose may be accomplished?
- In what ways am I, or in what ways could I be, a minister of Truth?

3. If after such testing, the individual believes the leading to be true, and one requiring some action, s/he may ask the Clerk of Ministry & Counsel for a Clearness Committee for Discernment of Call to Ministry (hereinafter called “Clearness Committee”).

*"First the individual with a sense of leading into ministry is assisted to personal clearness about both the nature and the origins of his leading. Then a committee of the monthly meeting is assisted to become clear about whether this ministry feels like an authentic leading of God for or within the Meeting - and whether the person carrying it is the one suitable to carry it out." (Loring)*

4. Ministry & Counsel Clerk brings the request for a Clearness Committee to the next Ministry & Counsel meeting.

5. With the goal of forming a committee of experienced and unbiased Friends, Ministry & Counsel selects a minimum of three members/attenders to appoint to the Clearness Committee, naming one of them as Clerk.

6. The Clerk of the Clearness Committee sets the time, date, & place for the first meeting.

7. The Clearness Committee meets with the individual as many times as necessary for all to achieve clarity. All efforts should be made to preserve confidentiality in this process, i.e., notes taken by members of the Clearness Committee, the focus person's written statement, etc., are to be returned to that person.

***Sample Clearness Committee Questions to/for the Discerner:***

- Tell us the story of your leading (who, what, when, where & how): When and how did it begin? Who was involved besides yourself? What is the ministry you are being led to? How long have you experienced the leading? How have you personally tested it?
- In what ways do you discern the presence of the Spirit in this leading?
- What do you think the results of your ministry will be?
- How will your ministry affect the Meeting community?

***Sample Clearness Committee Questions for Discernment:***

- Can we see that the person feels truly led? Do we share this leading? Is there a corporate leading in this direction?
- Is it authentically from God?
- Will it help the person grow on a spiritual path or in relationship with God?
- Will it connect others to God as well as keep the minister connected to God and others?
- Where does Love fit into this ministry?
  - in the root?
  - in the fruit? or
  - will it be planted?

8. When clarity is reached about the leading, the Clerk of the Clearness Committee reports its findings and recommendations to Ministry & Counsel, which then considers the matter.

9. If a Call to Ministry is discerned by the Clearness Committee and Ministry & Counsel to be authentic, Ministry & Counsel brings to Monthly Meeting for Business a recommendation that the Meeting to recognize, affirm and record the individual's Call to Ministry. (If the need for financial support for the Call to Ministry has been discerned by the Clearness Committee and Ministry & Counsel, an application for an AFFIRM grant may be brought to Monthly Meeting for Business at the same time as the initial recommendation for recording the Call to Ministry. For more information, see "Financial Support for a Call to Ministry ~ AFFIRM Grant.")

*"An activity or undertaking, discerned to be God's will, imposes a holy obligation upon us to determine what may be required of us individually and collectively to assist its performance."* (Loring)

10. In order to give the Meeting time for "seasoning" of its unity with the leading and recommendations, the matter will be carried over until the next Monthly Meeting for Business, so that people can consider the ramifications, costs, etc.

*"Seasoning should also help build a firm basis in either unity or disunity with the leading. Where unity or disunity remains unclear, usually some members of the meeting are withholding their genuine feelings from the process."*

*"Taking into prayer the amount of the meeting's resources of time, energy and finances that may be required to support the leading is a legitimate part of the process of discernment of whether the meeting is to undertake support of a leading."* (Loring)

11. If the Meeting is in unity with the discernment of the Clearness Committee and Ministry & Counsel, it approves the recommendation, minuting and recording its recognition of the person's Call to Ministry.

*"In minuting approval and support of a leading, we are recording a sense that some dimension of God's purpose has been laid on this person in particular, to be carried out with the support of the meeting. We do not minute our approval of the person or the task. We minute our sense that God has indeed laid a certain responsibility upon a certain person. We take the responsibility under our care."* (Loring)

12. At this point, a Ministry Support Group will be named by the Meeting. This group may be a continuation of the person's Clearness Committee or may require some change in membership, but formation of the Ministry Support Group should reflect concerns expressed by Patricia Loring in her description of a "committee for oversight" which will "help the minister to remain centered in Divine Guidance instead of outward functions."

*"By oversight, a meeting shoulders a share of the responsibility of seeing that God's will is carried out in this instance. This kind of oversight is partly a pastoral responsibility and partly a spiritual responsibility."*

*"To carry it out in faithfulness will require the services of experienced elders with tested gifts of discernment. These should be carefully chosen and appointed to a committee for oversight. To open such service to the membership at large is to risk oversight that is either excessively partial to the undertaking or the minister – or excessively critical of one or the other."* (Loring)

13. It is to be understood that from this point on, the minister will be nurtured, supported and encouraged “under the care of the Meeting,” and the Meeting will ask the minister to give specific suggestions on how members/attenders may support the ministry. People may be asked to give spiritual support in the form of prayer; practical support such as contributing personal gifts and talents, giving time, helping with certain tasks, driving, writing grants, fund raising or accompanying the minister to other sites; or financial support in the form of individual contributions as well as the AFFIRM grant from the Meeting.

*"The minister bears the primary level of spiritual responsibility for his or her leading. The oversight committee bears a level of spiritual authority intermediate and mediating between that of the minister and the meeting. The united meeting bears the ultimate level of spiritual responsibility to God in the matter. All are servants of the leading, servants, together, of God."* (Loring)

14. It is further understood that the minister will include, involve and regularly inform the Meeting on the progress of his/her ministry.

*"In a sense, the person carrying the leading is secondary to the leading itself: the task to which God is drawing us forward as a meeting at this time. The person is the vessel or vehicle for the accomplishment of the leading."* (Loring)

15. If, over a period of time, the minister or the Ministry Support Group discerns the ministry has been fulfilled or “that the Spirit has departed from it,” the Ministry Support Group will report this to Monthly Meeting for Business, at which time the Meeting will determine whether or not to lay down the leading and its care.

## **FINANCIAL SUPPORT FOR A CALL TO MINISTRY (AFFIRM GRANT)**

Although approval of an AFFIRM Grant is *contingent on the Meeting recognizing, affirming and recording the Call to Ministry*, a person may apply for an AFFIRM Grant at any time during the ministry. This means that an AFFIRM Grant Application may be brought to Monthly Meeting for Business *along with the initial recommendation* from the Clearness Committee and Ministry & Counsel for recognizing, affirming, and recording of the Call to Ministry, or at a later time as the ministry unfolds and financial need develops.

### **APPLICATION PROCESS**

If financial help is needed to develop or continue a ministry, the minister may apply for an AFFIRM grant.

1. To apply for an AFFIRM Grant, the minister will a) request a written recommendation for the grant from his/her Clearness /Ministry Support Committee; b) write a Letter of Application to the Meeting explaining the need and purpose of the AFFIRM Grant; c) fill out an AFFIRM Grant Application form and d) give all these materials to Ministry & Counsel.

2. The Clearness/Ministry Support Committee and applicant will meet with Ministry & Counsel to discuss the amount requested and how the funds will be used. The applicant, along with his/her Clearness/Ministry Support Committee, will work with Ministry & Counsel to determine accountability and/or evaluation procedures to take to Monthly Meeting for Business for approval by the Meeting.

3. Ministry & Counsel Clerk asks for the findings of the Clearness/ Ministry Support Committee to be on the next Monthly Meeting for Business agenda and brings the evaluation/accountability process and other recommendations for awarding an AFFIRM grant.

4. Monthly Meeting considers the request.

5. If it approves the request, Monthly Meeting directs the Treasurer to make the specified funds available to the applicant. The grant recipient receives a copy in writing of the Meeting Minute approving their grant.

*(See AFFIRM Grant Application in Appendix.)*



## WILMINGTON YEARLY MEETING ANTI-HARASSMENT POLICY

The Wilmington Yearly Meeting of Friends is committed to providing an environment that is consistent with its policy on hiring and personal ethics, and is free of discrimination and harassment. Unwelcome conduct, verbal, non-verbal or physical, based on an individual's age, disability, gender, national origin, race, color, religion, sexual orientation, veteran status or other protected group status, will not be tolerated. Such conduct is demeaning to another person, undermines the integrity of relationships, violates the spirit of Christian morality as understood by Wilmington Yearly Meeting of Friends, and is strictly prohibited. It is recognized that a man, woman or child may be the victim of sexual or other harassment or the alleged offender.

Anyone engaging in harassment will be subject to disciplinary action, up to and including verbal or written reprimand, suspension of employment with our without pay, suspension of membership, rescinding of recorded gifts or termination of service or membership. In addition, legal authorities will be consulted if applicable to the specific case.

### **Definition of Harassment**

Harassment consists of unwelcome conduct, whether verbal, non-verbal, or physical, that is based on the person's age, disability, gender, national origin, race, color, religion, sexual orientation, veteran status, or other protected group status, and that affects and individual's employment, creates an intimidating, hostile, or offensive work environment or other meeting activities environment.

### **Definition of Sexual Harassment**

Sexual harassment is defined as any *unwelcome* or *unwanted* sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work/worship performance or creates an intimidating, hostile or offensive work/worship environment.

### **Examples of Sexual Harassment:**

1. *Quid Pro Quo* or "This for That" – The most direct and obvious form of sexual harassment. It typically occurs when a term or condition of employment is the basis of an individual's acceptance or rejection of a request for sexual favors.

2. **Hostile Environment** – The most basic form of sexual harassment. Generally occurs when the place of activity is replete with sexual comments, innuendos, jokes, inappropriate touching, or other degrading or abusive conduct.

Sexual harassment can take many forms. It may include:

- a. **Verbal:** e.g., threats, insults, offensive or suggestive comments; explicitly or implicitly conditioning any term of employment or participation in the life of the Meeting on the provision of sexual favors; continuing to ask an employee to socialize on or off duty when that person has indicated he/she is not interested; regularly telling sexual jokes or using sexually vulgar or explicit language.
- b. **Non-verbal:** e.g., suggestive gestures or looks, staring or leering; displaying or disseminating sexually suggestive pictures, objects, cartoons, or posters; suggestive screen savers or pictures on a computer; harassing acts or behavior directed against a person on the basis of his or her sex.
- c. **Physical:** e.g., cornering or trapping, pinching, patting, touching or grabbing any part of another employee's body; hugging, kissing, sexual assault, rape or attempted rape.

### **Responsibility**

The Yearly Meeting recognizes its responsibility to provide its members, attenders, employees, contractors and others with an environment that is wholesome, safe, and free of harassment of any kind. Using and insisting upon good manners, behavior and the exercise of good sense will go a long way in avoiding and preventing the inappropriate conduct prohibited by this policy. It is the responsibility of every employee/contractor /member/attender to help maintain such a wholesome and safe Meeting environment and to conduct Meeting activities in a way that is free from harassment. Employees, contractors, members, attenders and others who believe that they have experienced or observed harassment of any kind should immediately report the harassment to a Meeting Leader. If criminal acts are perceived, legal authorities must be consulted immediately.

The Yearly Meeting also recognizes that determining whether a particular action or incident is a purely personal, social relationship without a discriminatory effect requires an investigation of all facts in the matter.

Given the nature of this type of discrimination, it is also recognized that false accusations of harassment can have serious effects upon innocent individuals. We trust that all members and employees of Wilmington Yearly Meeting of Friends will continue to act responsibly to establish and maintain a pleasant environment, free of discrimination for all.

### **Retaliation Prohibited**

The Wilmington Yearly Meeting encourages employees, contractors, members, attenders, and others to raise questions or concerns regarding harassment and will not permit any form of retaliation against persons who have made a claim or report of harassment, or against any person who has provided information to the Yearly Meeting or another meeting during the investigation of the claim or report of harassment. Any person who believes that he/she has been retaliated against should immediately contact a Meeting Leader (for employees, his or her direct supervisor, or another Meeting Leader if the direct supervisor is the source of the retaliation.)

*Final draft revised 4/07*

# WILMINGTON YEARLY MEETING HARASSMENT COMPLAINT PROCEDURE

## *Complaint Procedure:*

Any employee, member, attender, contractor or other person who believes that he or she has been the subject of sexual or any other form of harassment should report the alleged harassment immediately to a Meeting Leader. All information disclosed shall be revealed on a need-to-know basis in order to investigate and resolve the matter. If an incident is perceived as a criminal act, legal authorities will be immediately consulted.

Individuals who are not involved in the investigation are requested not to circulate rumors or seek to gain information to which they are not entitled. Inappropriate sharing of information may endanger the integrity of the investigation and subjects those who circulate the information or rumors to possible lawsuits for defamation of character.

## **1. Incident Reporting:**

The aggrieved person or another person with knowledge should report an incident of sexual or other unlawful harassment as soon as possible to a Meeting Leader. A Meeting Leader is defined as:

- The Clerk of Ministry & Counsel of the Monthly, Quarterly or Yearly Meeting or
- The Presiding or Recording Clerk of the Meeting, or
- The currently serving Minister of the Meeting, or
- The Executive Secretary of Wilmington Yearly Meeting, or
- Any trusted adult

Individuals not associated with Wilmington Yearly Meeting alleging sexual or other harassment by Wilmington Yearly Meeting staff members, attendees or appointees may make their reports to any Meeting Leader.

Aggrieved persons making an incident report are not required to do so in writing.

## **2. Incident Investigation:**

Compassion, Christian love and justice should guide our process. Every complaint will be handled in a confidential manner and investigated promptly, thoroughly and impartially under the direction of the Executive Committee of Ministry and Counsel of the Yearly Meeting.

Any Meeting Leader who becomes aware of possible sexual or other harassment must promptly advise the Wilmington Yearly Meeting Presiding Clerk of Ministry and Counsel or the Presiding Clerk of the Wilmington Yearly Meeting who will handle the matter in a timely and confidential manner. The Executive Secretary for the Wilmington Yearly Meeting will also be advised of the matter and will consult with the Executive Committee on Ministry and Counsel for the Yearly Meeting. The Presiding Clerk of the Yearly Meeting, the Presiding Clerk of Ministry & Counsel or the Executive Secretary will decide whether to request that the monthly meeting investigate and resolve the matter. If the above-named individuals

decide to keep the investigation at the Yearly Meeting level, the Presiding Clerk of Ministry & Counsel will lead the investigation of the matter with the assistance of other professionals, and make a report to the Executive Committee of Ministry & Counsel as soon as possible. The Meeting leader who has been made aware of a possible criminal incident must contact legal authorities or confirm that legal authorities have been contacted.

If the matter was referred for investigation and resolution to the monthly meeting, a report will be filed with the Executive Committee on Ministry and Counsel.

### **3. Incident Resolution:**

Some matters will be referred to monthly meetings by the Presiding Clerk of the Yearly Meeting, or the Presiding Clerk of Ministry & Counsel or the Executive Secretary for investigation and resolution. Some matters will be resolved at the Yearly Meeting level by the Executive Committee of the Yearly Meeting Ministry & Counsel. In either case, the resolution will involve the participation of the alleged offended party, the alleged offender and in the case of a minor, their parent or guardian as appropriate. These interested persons shall receive the findings and any report on the matter and will be made aware of the resolution of the matter.

The Executive Committee of Ministry and Counsel for the Yearly Meeting may assign a mediator and/or mediation to help bring resolution to the matter with consent of all parties. Resolution of the complaint is to be documented and, if done at the monthly meeting level, submitted to the Executive Committee on Ministry and Counsel for the Yearly Meeting. Actions performed or required are also to be documented and submitted to the Executive Committee on Ministry and Counsel for the Yearly Meeting.

### **4. Training**

All meeting members and attenders will receive notice of this policy and all Meeting Leaders, employees, contractors, and all other youth and adult activities leaders (Sunday School teachers, Choir Directors, camp volunteers, etc.) will receive training. All trainees will be asked to sign a document indicating that they have received and understand both the *Wilmington Yearly Meeting of Friends Anti-Harassment Policy* and the *Wilmington Yearly Meeting of Friends Harassment Complaint Procedure*.



## CINCINNATI FRIENDS MEETING POLICY ON AVOIDING ABUSE, NEGLECT, & EXPLOITATION

The Cincinnati Monthly Meeting of the Religious Society of Friends herein confirms its Quaker tenets that recognize that "God is within" each member, attender, and guest and therefore the Meeting shall act accordingly within those tenets, within policies and guidelines adopted and approved by the Meeting, and within all legal and civil requirements to provide a safe and spiritually nurturing environment, with a particular emphasis on children, youth, and those who may be vulnerable to abuse, neglect or exploitation.

It shall be the policy of the Meeting that all shall be treated with respect, loyalty, patience, integrity, courtesy, dignity and consideration, in the manner of Friends.

All Meeting paid personnel and volunteers shall maintain the integrity of the spiritual relationship at all times by adopting and adhering to the following guidelines related to abuse, neglect, and exploitation.

### **Guidelines**

- All paid personnel shall be required to complete an application for employment, as adopted by the Meeting, including any criminal convictions, and shall provide references. Prior to employment, successful applicants shall complete and sign the Background Inquiry Authorization and successfully pass a background inquiry, including criminal background checks by the Ohio Bureau of Criminal Identification and Investigation (OBCII) (including finger-printing), and shall provide character and professional references, academic or educational records, and past employment history.
- All paid personnel and volunteers shall be required to notify the Clerk of Ministry & Counsel immediately upon being convicted of any crimes/offenses.
- Volunteers shall read, sign and date the Volunteer Agreement form, as adopted by the Meeting, prior to any volunteer service other than a one-time event, activity, or occasion. The Meeting may, at its discretion, require background inquiries, including successful completion of a background check by OBCII, for any volunteer position.
- Volunteers may not begin service, other than a one-time or occasional event or activity, until such time as they have been a member or attender of the Meeting for a period not less than six months.
- Volunteers working with children and youth, as well as paid personnel working with children and youth, shall participate in ongoing training related to child abuse and neglect. The Education Committee shall be responsible, along with Ministry & Counsel, for developing and/or scheduling such training, and shall be responsible for assuring that volunteers complete the required training. Copies of training materials, sign-in sheets, and other relevant materials shall be maintained in permanent records in the office.

- The Meeting recommends that volunteers working with children and youth do not work with an individual child or youth in situations where they cannot be observed by others. This includes transporting children and youth to and from meetings and activities.

- Any member, attender, or guest who witnesses a child or youth or other member, attender, or guest being abused within the Meeting or Meeting-related activities or events, shall report the incident or concern immediately to the pastoral minister, who shall report the incident or concern to the Clerk of Ministry & Counsel and Presiding Clerk. Should the incident or concern involve the pastoral minister, it shall be reported immediately to the Clerk of Ministry & Counsel and Presiding Clerk.

- Any member, attender or guest who witnesses a child or youth or other member, attender, or guest being abused or who has cause to believe that a child or youth is being abused outside of the Meeting environment shall be encouraged to report the concern immediately to the pastoral minister or Presiding Clerk or Clerk of Ministry & Counsel. This includes allegations or suspicions of abuse and neglect by family members upon their own family members.

- The Meeting shall provide copies of guidelines to volunteers working with children and youth.

- The Meeting shall include child abuse and neglect educational materials in the office for review and use by all members, attenders, and guests.

- A copy of the Abuse, Neglect, and Exploitation Policy and Guidelines shall be posted in areas where children are involved in spiritual education and other activities. A copy shall also be included in the Meeting's Handbook.

### **The Meeting Shall Adhere to the Following Crisis Management Plan:**

- Concerns or incidents related to abuse and neglect of children and youth shall be reported upon occurrence to the pastor of the Meeting, unless the concern or incident involves the pastoral minister. At such time, the concern or incident shall be reported to the parents, Presiding Clerk of the Meeting and the Clerk of Ministry & Counsel.

- The pastoral minister and/or Presiding Clerk or Clerk of Ministry & Counsel shall be responsible for documenting concerns or incidents and shall take appropriate action to address such, including, but not limited to, calling an emergency meeting of Ministry & Counsel, as well as reporting the concerns or incidents to parents and appropriate law enforcement and child protection officials, as warranted.

- Documented abuse in any form (physical or verbal) by any paid personnel of the Meeting may be grounds for immediate dismissal. Documented abuse in any form (physical or verbal) by any volunteer may result in immediate suspension of the volunteer's activities with children and youth and shall require action as identified by Ministry & Counsel.

- Ministry & Counsel shall address the concern or incident, if founded, with the congregation and shall develop safeguards against a recurrence of such concern or incident.

(Approved at Cincinnati Friends Monthly Meeting for Business, 02/08/2004)

## **CINCINNATI MONTHLY MEETING POLICY FOR BACKGROUND INQUIRIES**

Cincinnati Monthly Meeting of the Religious Society of Friends shall exercise due diligence in the nurturing, growth and protection of its members, attenders, and guest, with particular safeguarding for children, youth, and those who may be vulnerable to abuse, neglect or exploitation. Due diligence will also extend to the fiscal safeguarding and protection of the Meeting and its resources.

It shall be the policy of the Cincinnati Monthly Meeting of the Religious Society of Friends to exercise due diligence through the use of background inquiries as part of screening applicants for paid positions within the Meeting, as well as such volunteer positions as may be determined and approved by the Meeting.

### ***Guidelines***

- All paid personnel of the Meeting shall be required to pass a Background Inquiry as appropriate to the position prior to initiation of employment. Such background inquiries may include criminal background checks by the Ohio Bureau of Criminal Identification and Investigation (BCII) (including fingerprinting), character and professional references, academic or educational records, and past employment.
- Background Inquiries shall be conducted prior to the hiring of any applicant and shall be required only of the applicant(s) who is/are under consideration for the position.
- Applicants under consideration shall be informed of the purpose of and need for Background Inquiries and shall be given a copy of the Background Inquiries Policy. Applicants selected to continue in the hiring process shall sign a Background Inquiries Release Form. The Meeting shall conduct no background inquiries on any applicant until such a form is signed and dated.
- Copies of signed and dated Background Inquiry Release Forms for all applicants shall be maintained in secured, confidential, permanent files in the Meetinghouse office, to be open to the minister, Clerk of Ministry & Counsel, Presiding Clerk of the Meeting, or other designee as approved by the Meeting.
- The Meeting shall cover all costs and fees associated with applying for and obtaining Background Inquiries, including fees related to fingerprinting and criminal background checks.
- Requests for Background Inquiries shall be coordinated through the Clerk of Ministry & Counsel and the Presiding Clerk of the Meeting.
- The Clerk of Ministry & Counsel shall be responsible for submitting Background Inquiries to the appropriate agencies, as well as for receiving the results of such inquiries and disseminating information from the reports on a need-to-know basis for the purpose of hiring, evaluation, and termination. All Background Inquiries reports shall be maintained in secured, confidential, permanent files in the Meetinghouse office.
- Background Inquiries done by other agencies or employers shall not negate nor replace the need or requirement for appropriate Meeting-related Background Inquiries.

- Background Inquiries shall be required prior to employment or designated volunteer service, but the Meeting retains the right to request further Background Inquiries at any time during the tenure of a paid employee or designated volunteer.
- All Background Inquiries shall be conducted in accordance with appropriate laws and legislation, including Ohio Senate Bill 187, and with the commitment of the Cincinnati Friends Meeting.



# APPENDIX

## APPLICATIONS & FORMS

**Anderson Funds for Individual Recognized Ministry (AFFIRM)  
GRANT APPLICATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Member of CFM                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Grant Amount Requested: \_\_\_\_\_

*Please submit to the Clerk of Ministry & Counsel this **completed application form** along with the **written recommendation** from your clearness committee and your **original letter of application**.*

On another sheet of paper, please answer *honestly* and *completely* the following questions:

1. List ways you will use the funds to support your ministry.
2. Briefly outline your anticipated budget.
3. Time Line: When will you begin, what steps will you take, and –leaving space for the Spirit – how long do you anticipate it may take to fulfill your ministry?
4. How will you keep the Meeting informed and involved in the progress of your ministry?
5. Specifically, what kind of support do you want/expect from Cincinnati Monthly Meeting of Friends? What are your expectations of the Meeting in its support of your ministry?

*Cincinnati Monthly Meeting*  
**VOLUNTEER AGREEMENT**

Cincinnati Monthly Meeting of the Religious Society of Friends affirms a sacred and spiritual commitment to the education, care and protection of its members, attenders and guests.

As active participants in this ministry, volunteers agree to adhere to all policies and guidelines of the Meeting in its relationships with members, attenders, and guests. All volunteers with a leading to work in the ministry of the Meeting, including education and training of children and youth, shall complete the following Volunteer Agreement, with the understanding that the Agreement is a good faith testament and shall be maintained in the permanent files of the Cincinnati Monthly Meeting of the Religious Society of Friends.

I, \_\_\_\_\_  
hereby affirm:

\_\_\_\_\_ I have never been convicted of any violent crime or offense, specifically any crime or offense related to children. If any convictions (other than minor traffic offenses) please describe below, including date, type of offense, and disposition.

\_\_\_\_\_ I will inform the Clerk of Ministry & Counsel immediately if I am convicted of any violent crime or offense, or any crime or offense related to children following the initiation of my volunteer service, with the understanding that any volunteer ministry will be immediately terminated.

\_\_\_\_\_ I have been a Meeting member or attender for six months or more, beginning: \_\_\_\_\_

\_\_\_\_\_ I have been informed of and accept Meeting policies and guidelines related to my volunteer ministry.

\_\_\_\_\_ I will participate in and complete education and training provided by the Meeting as it relates to the education, care and protection of members, attenders, and guests, including training related to issues of child abuse and neglect and to the care and protection of children.

\_\_\_\_\_ I will immediately (upon occurrence) report to the minister of the Meeting any incidents of child abuse or neglect or inappropriate activity involving any member, attender, or guest that I witness during their participation and/or involvement in the Meeting. The minister shall be responsible for reporting the incident to the appropriate authorities, including parents, the Presiding Clerk of Cincinnati Monthly Meeting, the Clerk of Ministry & Counsel, as well as law enforcement and child protection authorities as necessary. Should the incident involve the minister, the report shall be made to the Presiding Clerk and Clerk of Ministry & Counsel.

\_\_\_\_\_ I will immediately (upon occurrence) report any incidents or suspicions of child abuse or neglect by others or inappropriate activity related to any member, attender, or guest that I become aware of as part of my volunteer ministry, including allegations of abuse and neglect from children. Such concerns shall be reported to the minister of the Meeting for appropriate action.

\_\_\_\_\_ I acknowledge that I have reviewed the stipulations and requirements of this Agreement with a Meeting representative and that my signature herein reflects

my affirmation that I will adhere to the stipulations and requirements. I understand that I may withdraw from my volunteer ministry at any time, and that the Meeting may, with sufficient cause, request my withdrawal from such ministry at any time.

---

Volunteer Signature

Date

---

Witness Signature

Date

*Original:* Files in Meeting office

*Copy:* Volunteer

**BACKGROUND INQUIRY RELEASE FORM**

Cincinnati Monthly Meeting of the Religious Society of Friends affirms a sacred and spiritual commitment to the nurturing, growth and protection of its members, attenders, and guests, as well as a commitment to the fiscal safeguarding and protection of the Meeting and its resources. The Meeting thereby mandates that background inquiries be conducted for all paid employees (full- and part-time), as well as those volunteers as may identified specifically by the Meeting.

Position Applied For:	
Full Name:	
Other names you have used (include maiden name as appropriate) and dates of any name changes:	
Social Security #:	Date of Birth:
Driver's License #:	State:
Current Home Address:	
List previous addresses for the last seven years (use additional paper if necessary):	
1) Previous Home Address:	
2) Previous Home Address:	
3) Previous Home Address:	
4) Previous Home Address:	

Have you ever been convicted of a crime (other than traffic offenses)? \_\_\_\_ Yes \_\_\_\_ No

If yes, in what state and county did these convictions occur?

On another sheet of paper, please describe each conviction, including date, type of offense, and disposition.

\_\_\_\_ I hereby authorize Cincinnati Monthly Meeting of the Religious Society of Friends and/or its agents to make independent investigation of my academic background, character and professional references, past employment, criminal and/or police records, for the purpose of confirming information related to my application.

\_\_\_\_ I understand that the information may be accessed at any time during my service and up to thirty (30) days following my separation from service. I further understand that the information requested shall be used for proper identification only and not for any discriminatory purposes, and that all such information shall be maintained in a secured, confidential manner by the Meeting on a need-to-know basis.

\_\_\_\_\_ I hereby release Cincinnati Monthly Meeting of the Religious Society of Friends and/or its agents and any person providing information pursuant to this authorization from any and all claims or lawsuits in regards to the information provided and/or obtained from such sources.

\_\_\_\_\_ I hereby affirm that the information enclosed herein is complete and correct to the best of my knowledge.

---

**Applicant Signature**

**Date**

*Cincinnati Friends Meeting*  
**EDUCATIONAL SCHOLARSHIP**  
**INITIAL APPLICATION**

Use this form if you have never been granted a scholarship by Cincinnati Friends. If this is not your first scholarship, use the Continuing Application form.

DEADLINE: JUNE 1 To be considered for a scholarship for the fall school term, *this form* must be completed and returned, along with *a copy of the applicant's most recent transcript*, to the Cincinnati Friends Scholarship Committee by June 1. Applicants with other schedules, please consult a member of the committee. *Please print legibly.*

Name:
Home Street Address:
City, State, Zip Code
Home Phone w/Area Code
Email Address:
Date of Birth:
Names of Parents/Guardians, if applicable:
Are you currently a high school senior?                      YES                      NO
If "Yes," please give your school's name and your anticipated graduation date.
Educational institution to which you have been accepted and anticipated date you will commence studies there:
If attending or preparing to attend college, for which year are you applying? (Please circle one.) Freshman                      Sophomore                      Junior                      Senior                      Other
Anticipated date of graduation:
Course of study (major):

Attach a **written statement to this form, providing the following information**, as well as any other information you would like for the Scholarship Committee to consider:

1. What is your involvement with Cincinnati Friends Meeting?
2. What are your reasons for applying for a scholarship? If applicable, please provide information about your financial resources.

3. What have you done and/or plan to do to meet financial needs while in school?
4. Please tell us about your extracurricular activities and your life goals.

Please provide the committee with **three letters of recommendation**. Three *Letter of Recommendation* forms for the evaluators (persons who write recommendations) are attached. Please provide evaluators with stamped envelopes, addressed to "Cincinnati Friends Scholarship Committee, 8075 Keller Road, Cincinnati, OH 45243." Give one informational letter and one envelope to each person from whom you request a recommendation.

If you are graduating from high school or are a recent graduate, one letter must be from a teacher, and not more than one letter may be from one of your peers. Other suggested sources are adult members or attenders of Cincinnati Friends, your neighbors, an employer, or the leader of a youth group or club to which you have belonged.

Please request that the school where you were most recently enrolled send a transcript showing your **grade point average or class standing** to Cincinnati Friends Meeting Scholarship Committee. If you have been out of school for some years, so that this information would be of little value, please enter an explanation of your situation here.

If you are a minor, you agree by signing this application to grant permission to Cincinnati Friends Meeting Scholarship Committee to consult your parents or guardians concerning this scholarship application and your education plans.

---

**Applicant Signature**

**Date**

*Cincinnati Friends Meeting*  
**EDUCATIONAL SCHOLARSHIP  
 CONTINUING APPLICATION**

Use this form if you have previously been granted a scholarship by Cincinnati Friends Meeting for an educational program which you are continuing.

DEADLINE: JUNE 1 To be considered for a scholarship for the fall school term, *this form* must be completed and returned, along with *a copy of the applicant's most recent transcript*, to the Cincinnati Friends Scholarship Committee by June 1. Applicants with other schedules, please consult a member of the committee. *Please print legibly.*

Name:	
Home Street Address:	
City, State, Zip Code	
Home Phone w/Area Code	
Email Address:	
Date of Birth:	
Names of Parents/Guardians, if applicable:	
Educational institution to which you have been accepted and anticipated date you commence studies.	
If attending or preparing to attend college, for which year are you applying? (Please circle one.) Freshman      Sophomore      Junior      Senior      Other	
Anticipated date of graduation:	Course of study (major):

**Attach a written statement to this form, providing the following information, as well as any other information you would like for the Scholarship Committee to consider:**

1. Your reasons for applying to continue the CFM scholarship, including information on your financial need, and any changes that are applicable.
2. What you have done and/or plan to do to meet financial needs while in school.
3. Your progress toward your degree, including your grade point average.

If you are a minor, you agree by signing this application to grant permission to Cincinnati Friends Meeting Scholarship Committee to consult with your parents or guardians concerning this scholarship applicatin and your education plans.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

*Cincinnati Friends Meeting*  
**EDUCATIONAL SCHOLARSHIP  
LETTER OF RECOMMENDATION**

**Applicant's full name:** \_\_\_\_\_

**Instructions to the Applicant:**

You must provide three letters of recommendation from your advisors, instructors, or others well acquainted with your work and personal character. You should fully apprise your evaluator about the Cincinnati Friends Meeting Educational Scholarship Program and your reasons for seeking a scholarship. Provide each evaluator a stamped envelope addressed to:

Cincinnati Friends Scholarship Committee  
8075 Keller Road  
Cincinnati, OH 45243

**Instructions to the Evaluator:**

You have been asked to write a letter of recommendation on behalf of an applicant to the Cincinnati Friends Meeting (CFM) scholarship fund. The person named above is applying for a CFM Scholarship to pursue an undergraduate, graduate, or other professional degree. Applicants are self-nominated, and while scholarship recipients must demonstrate good character and satisfactory academic progress, they are selected primarily on the basis their participation at Cincinnati Friends Meeting.

The CFM Scholarship Committee is requesting your written evaluation of the applicant's character and/or academic progress. Your evaluation/recommendation should discuss the applicant's strengths and, as appropriate, provide insight into any areas for growth.

*Please type or print the following information and attach this form to your recommendation letter.*

**Evaluator's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Affiliation/Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**How long have you known the applicant?** \_\_\_\_\_

**In what capacity?** \_\_\_\_\_

**Comment:** \_\_\_\_\_

Please complete the above information and return the original of this form with your signed letter of recommendation in a sealed envelope. Your evaluation will be confidential, for use only by the CFM Scholarship committee, and will not be released to the applicant. Thank you for your assistance. For further information about CFM scholarships, please contact us at the address above or call 513-791 -0788.

*Cincinnati Friends Meeting*  
**APPLICATION FOR EMPLOYMENT**  
(Please print legibly.)

Applicant's Name: (please include previous or maiden name):
Position Applying For:
Current Address:
Phone:
E-Mail:
Previous Address (if at current address less than three years):
Current Employer (name and address):
Dates of Employment: From _____ to _____
Current Position:
Job Duties/Responsibilities:
If currently unemployed or with current employer for less than three years, please give previous employer (name and address):
Dates of Employment: From _____ to _____
Position:
Job Duties/Responsibilities:
Education (Please list the <i>highest level first</i> and include any specialized training or recognition related to your educational background):
Degree(s):
Year(s) received:
Institution(s):
Have you been convicted of a crime/offense (other than a minor traffic offense)? ____ Yes ____ No
If yes, please describe on another sheet of paper, including date, type of offense and disposition.

<p>Have you held a paid or volunteer position with any church-related organization? _____ Yes    _____ No          If yes, please explain.</p>
<p>Please identify additional skills/knowledge that relate to the position for which you are applying.</p>
<p>How did you become aware of the position?</p>
<p>Date you are available to begin employment:</p>
<p><i>Please list three references we may contact (other than family).</i></p>
<p>REFERENCE #1          Name:          Address:          Telephone:          Email:          Relationship to you:</p>
<p>REFERENCE #2          Name:          Address:          Telephone:          Email:          Relationship to you:</p>
<p>REFERENCE #3          Name:          Address:          Telephone:          Email:          Relationship to you:</p>

- Before beginning to work for Cincinnati Monthly Meeting of the Religious Society of Friends, an applicant selected for employment must complete a required Background Inquiry, which includes a background check through the Ohio Bureau of Criminal Identification and Investigation (BCII).
- Applicants selected for employment confirm that they will adhere to all policies and guidelines of Cincinnati Monthly Meeting of the Religious Society of Friends, including policies and guidelines related to avoiding abuse, neglect, and exploitation, as well as to the tenets of the Society of Friends.
- Cincinnati Monthly Meeting of the Religious Society of Friends does not discriminate in employment or the provision of services and worship due to age, gender, national origin, race, sexual orientation, or religion. Preference may be given to Quaker applicants for positions involving preaching, education, and spiritual nurture.