

Cincinnati Friends Meeting

HANDBOOK

2023



Seeking God Daily
Through Integrity, Simplicity,
Community, Equality and Peace...

An Open and Affirming Congregation

A Solidarity Congregation in relationship with the Sanctuary Movement

Table of Contents

1. Cincinnati Monthly Meeting of the Religious Society of Friends	1-1
<i>“Quaker Process” at Monthly Meeting for Worship with a Concern for Business ..</i>	<i>1-2</i>
2. Officers of Cincinnati Friends Meeting	2-1
<i>Terms of Service and Responsibilities.....</i>	<i>2-1</i>
Clerk of the Meeting.....	2-1
Recording Clerk.....	2-1
Treasurer	2-1
Financial Secretary & Assistant Financial Secretary	2-2
Statistical Secretary	2-3
Statutory Agent	2-3
3. Board of Trustees & Committees of the Meeting.....	3-1
<i>Responsibilities of Committee Clerks</i>	<i>3-3</i>
Clerking a Committee Meeting.....	3-3
Establishing the Committee	3-3
Clerking Duties Throughout the Year	3-4
<i>Terms of Service & Responsibilities of CFM Committees</i>	<i>3-5</i>
Board of Trustees	3-5
Burial Committee.....	3-6
Fiscal Committees.....	3-7
Ministry & Counsel Committee	3-9
Nominating Committee	3-17
Peace & Social Concerns Committee.....	3-18
Scholarship Committee	3-19
Young Friends Committee	3-22
4. Delegate to The Metropolitan Area Religious Coalition of Cincinnati (marcc) ...	4-1
<i>Terms of Service & Responsibilities</i>	<i>4-1</i>
MARCC Delegate.....	4-1
5. Task Coordinators of the Meeting.....	5-1
<i>Arrangements Coordinator</i>	<i>5-1</i>
<i>Cards Coordinator</i>	<i>5-1</i>
<i>Communications Coordinator</i>	<i>5-2</i>
<i>First Day School Coordinator.....</i>	<i>5-2</i>
<i>Greeter Coordinator</i>	<i>5-3</i>
<i>Hospitality Coordinator.....</i>	<i>5-3</i>
<i>Social Media Coordinator.....</i>	<i>5-4</i>
<i>Young Friends Coordinator.....</i>	<i>5-4</i>

6. Becoming a Member of Cincinnati Friends Meeting	6-1
What is Membership?	6-1
The Process.....	6-1
Transferring Membership	6-2
Children and Membership	6-2
Clearness Committee for Membership.....	6-3
7. Marriage at the Meeting	7-1
<i>Queries to Be Considered Before Marriage</i>	<i>7-2</i>
8. Stewardship of Resources	8-1
<i>A Concern of an Individual Active in the Meeting.....</i>	<i>8-1</i>
<i>A Concern Brought by an Individual to a Committee</i>	<i>8-3</i>
<i>A Concern Brought by a Committee or Task Coordinator.....</i>	<i>8-3</i>
<i>Funding or Participation Requests from Outside the Meeting</i>	<i>8-3</i>
<i>Accountability for the Use of Meeting Resources.....</i>	<i>8-3</i>
<i>Support Committees for Individual Concerns</i>	<i>8-4</i>
<i>Queries Regarding Stewardship of Our Resources</i>	<i>8-4</i>
9. Clearness Committees.....	9-1
<i>Clerking a Clearness Committee.....</i>	<i>9-1</i>
<i>Clearness Committee to Discern Membership.....</i>	<i>9-3</i>
<i>Clearness Committee to Discern Marriage.....</i>	<i>9-4</i>
<i>Clearness Committee to Discern a Personal Spiritual Concern.....</i>	<i>9-5</i>
<i>Clearness Committee to Discern Recommending a Minister for Recording by Wilmington Yearly Meeting.....</i>	<i>9-5</i>
10. Reference Material	10-1
<i>Audit Committee Process.....</i>	<i>10-1</i>
<i>Hiring Process for a Pastoral Minister</i>	<i>10-2</i>
<i>Minister's Assessment Instrument.....</i>	<i>10-5</i>
Assessment Process	10-5
Assessment Criteria.....	10-6
<i>Hiring Process for Other Employees</i>	<i>10-9</i>
<i>Policy for Background Inquiries</i>	<i>10-11</i>
<i>Duties of Office Administrator.....</i>	<i>10-13</i>
<i>Hours, Salary, & Benefits for Office Administrator.....</i>	<i>10-14</i>
<i>Duties of Volunteer / Employed Young Friends Leader(s)</i>	<i>10-15</i>
<i>Hours, Salary, Benefits for Employed Young Friends Leader</i>	<i>10-16</i>
<i>Wilmington Yearly Meeting Anti-Harassment Policy & Complaint Procedure... ..</i>	<i>10-17</i>
<i>Cincinnati Friends Meeting Policy on Keeping Children Safe.....</i>	<i>10-21</i>
<i>Cincinnati Sanctuary Congregation Coalition.....</i>	<i>10-23</i>
<i>Memorial Service Committee (ad hoc)</i>	<i>10-25</i>
<i>Cincinnati Friends Meeting Library.....</i>	<i>10-27</i>

11. Applications & Forms	11-1
<i>Volunteer Agreement Form.....</i>	<i>11-2</i>
<i>Background Inquiry Release Form.....</i>	<i>11-4</i>
<i>Application for Employment.....</i>	<i>11-6</i>
<i>Educational Scholarship Initial Application.....</i>	<i>11-8</i>
<i>Educational Scholarship Continuing Application.....</i>	<i>11-10</i>
<i>Educational Scholarship Letter of Recommendation</i>	<i>11-11</i>
<i>Recording Gifts in Ministry – Personal Data Sheet</i>	<i>11-13</i>

Introduction

Dearlŷ Belovꝛd Friends,

Thesꝛ things wꝛ do not lay upon you as a rulꝛ or form to walk by; but that all, with a mꝛasurꝛ of the light, which is purꝛ and holŷ, may bꝛ guidꝛd: and *so in the light walking and abiding, thesꝛ things may bꝛ fulfilled in the Spirit, not in the letter, for the letter killeth, but the Spirit giveth life.*

—Epistlꝛ from the Eldꝛs 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, 2019

1. 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. We also meet once a month for “Meeting for Worship with Attention to Business,” or Monthly Meeting for Business. During this time of *Business*, 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.

Cincinnati Friends Meeting is an open and affirming congregation, and a Solidarity Congregation in relationship with the Sanctuary Movement. By tradition we are Christian, but recognize that our world is interdependent, composed of many cultures and faith traditions. We seek to grow together spiritually and learn from one another in peace. Respecting our differences, we seek a more compassionate and loving world, helping others as we would like to be helped.

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.

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.

“Quaker Process” at Monthly Meeting for Worship with a Concern for Business

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.

“For this method of seeking the will of God to work, considerable self-discipline and group discipline are necessary . . . Mutual respect and trust are absolute necessities. And, at times, Friends must be willing to stop, to wait in silence, in the hope that some new wisdom or insight will come among them”

Thomas Hamm, *The Quakers in America*, pp. 97-98

2. 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 and 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, moderates and is the contact person for external communications including Facebook, Twitter, Website and The Traveling Friend.

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 Trustees and Ministry & Counsel will meet at their regularly scheduled meetings to discuss specifics of the minister's salary, housing and benefits for the next year. Decisions and outcomes of both groups will be reported at the meeting of the ad hoc Budget Task Force in October.

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 Financial Secretaries order donation envelopes when needed and insure they are in the benches.

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)

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/attenders. Ask the minister after Meeting for Worship if there are people whose names you don't know or who are not on the list.)

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 (2020, 2015) upon receiving forms to their residence from the State four months before the filing deadline in October, 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, who must reside in Hamilton County, 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, <https://www.sos.state.oh.us/businesses/filing-forms--fee-schedule/#domestic>. Past filings and current information can be found at <https://www.sos.state.oh.us/businesses/> and conduct a business search for 'Cincinnati Monthly Meeting of the Religious Society of Friends.'

3. Board of Trustees & Committees of the Meeting

Board of Trustees

Burial

Fiscal Committees

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

Ministry & Counsel

Nominating

Peace & Social Concerns

Scholarship

All Clerks, officers, Board of Trustees, and standing committee members, except for Peace & Social Concerns Committee members, must be members of the Meeting. In the following sections “Committee” will refer to boards & committees.

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. In keeping with the Quaker tradition of listening discernment, decisions of the committees shall be made by those who gather together in person to listen for God’s direction. Details or arrangements which follow the initial decision may be made by other means of communication outside the gathered committee, such as by e-mail, telephone, mail or other means. *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.”)*

Advices to support Ministry and Counsel’s position on the issue:

Wilmington YM Faith and Practice (1977), p. 54:

“The same reverent waiting that operates in the meetings for worship is also helpful in seeking divined guidance and unity of action in the transaction of the business.”

Philadelphia YM, Faith and Practice (1972), p.18:

“If there are serious differences of opinion, perhaps held tenaciously by some who feel sure that their way is the only right one, it is frequently possible to find unity by recourse to a period of silent prayer. It often happens that objections are then withdrawn or that there opens up

some new way which had not been thought of before. Such a way transcends compromise; it is the discovery at a deeper level of what all really desire. As separate wills are merged in the underlying will of God, all find themselves united.”

Britain YM Quaker Faith & Practice, §3.06:

“The unity we seek depends on the willingness of us all to seek the truth in each other’s utterances; on our being open to persuasion; and in the last resort on a willingness to recognize and accept the sense of the meeting as recorded in the minute, knowing that our dissenting views have been heard and considered . . . When we unite with a minute offered by our clerk, we express, not a sudden agreement of everyone present with the prevailing view, but rather a confidence in our tried and tested way of seeking to recognise God’s will . . .”

Philadelphia YM Faith & Practice (1997), pp.22-23:

Our search is for unity, not unanimity. We consider ourselves to be in unity when our search for Truth is shared; when our listening for God is faithful; when our wills are caught up in the presence of Christ; and when our love for one another is constant. A united meeting is not necessarily all of one mind, but it is all of one heart.

Patricia Loring, Listening Spirituality, Vol. II, p.155:

At times, Friends have felt graced by a time of gathering in which their course in relation to a piece of business has become clear and unified. At other times, it is sufficient to re-center and invoke memories of our experiences together as a gathered people. Sometimes we just need to be reminded of the centrality of the experience and its implications, when we seem to be slipping into more secular modes of evaluating questions and making decisions. On still other occasions, we need to remember the gentleness, peacefulness and love for one another that have arisen in such times.

London YM Christian Faith & Practice (1960), §357:

Individually the faith of most of us is too weak to grasp the promise “behold I will do a new thing” (Is. 43:19) but a committee which grasps with corporate faith such a promise is the committee which will have a spirit of adventure in attempting the humanly impossible. And those who thus trust God discover God.

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, 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 March or April Monthly Meeting, will be sent to Wilmington Yearly Meeting by May 15.

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. In March, Monthly Meeting for Business appoints two new Friends to the Nominating Committee. At their first meeting, the committee selects its clerk to serve for one year.

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 or in the corresponding minute book.
- 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 Keeping Children Safe and have read and signed the relevant paperwork for their level of participation. They must fill out and complete the Volunteer Agreement Form on page 11-2. and turn in all paperwork to the Clerk of Ministry & Counsel. The Keeping Children Safe training packet is in the office; ask for a packet.

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 (by noon on Thursdays) and the *Traveling Friend*; vocal announcements at Monthly Meeting for Business; website, 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 the Wilmington Yearly Meeting by May 15.

Terms of Service & Responsibilities of CFM Committees

Board of Trustees

(Three-year term beginning in July; may serve 2 terms)

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.

The law under which Cincinnati Meeting was incorporated, page 293-4, section 68, vol. 50, 1852, Ohio Laws states "The trustees or directors, who may be appointed under the provisions of this act, and their successors in office shall have perpetual succession, by such name as may be designated (Cincinnati Monthly Meeting of the Religious Society of Friends) and by such name shall be legally capable of contracting and of prosecuting and defending suits, and shall have capacity to acquire, hold, enjoy, dispose of, and convey, all property, real or personal, which they may acquire by purchase, donation, or otherwise, for the purpose of carrying out the intentions of such society or association, but they shall not acquire or hold property for any other purpose."

Per a letter from George M. Neffner, Department of State, Columbus Ohio dated May 2, 1931.

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.

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 amount available for 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. (ex. Furnaces, piano, septic)
- Hiring and supervising the custodian for the weekly cleaning of the Meetinghouse.
- Providing a representative to the Memorial Service ad hoc Committee when a memorial service is planned at the meetinghouse. For specific responsibilities within the Memorial *ad hoc* Committee, see Memorial Service Committee (ad hoc) on page 10-25.

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 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., 2019, 2022, 2025, 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)

Those who serve on the Burial Committee must be members of Cincinnati Monthly Meeting of the Religious Society of Friends.

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.

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 must be members of the meeting and are appointed by Monthly Meeting, based on two recommended names from Ministry & Counsel and two recommended names from Trustees. The Treasurer will 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 Secretaries each continue or not continue. With the approval of the Audit Committee and Monthly Meeting for Business, the Treasurer, Financial Secretary, and Assistant Financial Secretary will continue service for another year. In the event of an open position or a resignation the Nominating Committee will bring to Meeting for Business a nomination to fill the position in a timely manner.

The Audit Committee Process is laid out in Audit Committee Process on page 10-1. 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, the Minister, 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 Treasurer will call the first meeting of the Budget Task Force.

After October 1, having received

- compensation recommendations from Trustees for the Minister and custodian.
- compensation recommendations from Ministry & Counsel for the Minister and 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,
 - Additional outreach support.

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 & meeting outreach) 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 & AMOS.

Three-year Financial Review Committee

(ad hoc every 3 years)

Every three years (2019, 2022, 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 to be used in planning the next year's budget.

History

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

Initial Recommendation (updated 2016):

In 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.

In 2016, we suggest this proportional formula for allocating the resources of Cincinnati Friends Meeting.

86% to needs of CFM and CFM obligations

9% to Quaker Outreach
5% to non-Quaker outreach

A 10,000 Contingency Fund will not be shown in the percentages and will not be a line in the budget. It will be held in the checking account for immediate use in emergencies or for unexpected expenses. The monthly Financial report to Meeting for Business will show the Contingency Fund.

“Needs of the CF Meeting” includes all sections of the budget except Outreach. “Quaker Outreach” includes all donations or obligations to Quaker organizations. “Unspecified Outreach” will include funds donated to local organizations such as MARCC, Interfaith Justice and Peace, and Bethany House. It will also include the budget line “Additional Outreach Support” that the Meeting may use as it feels led throughout the year.

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 of the Meeting 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.

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 *Becoming a Member of Cincinnati Friends Meeting on page 6-1*)

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 *Marriage at the Meeting on page 7-1*)

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 compensation recommendations to the Budget Task Force

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. The Clerk of Ministry and Counsel will inform the Minister of this decision immediately.

In August each year, Ministry & Counsel will hold an assessment and consider compensation for the Office Administrator and Nursery Care.

Continued employment of the pastoral minister is approved, in August or September, Ministry & Counsel will discuss specifics of the minister's salary, housing and benefits for the next year, to be submitted to the Clerk of the Meeting for the Budget Task Force by October 1. The Clerk of Ministry and Counsel will inform the Minister of the approved compensation.

In September Ministry & Counsel also 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 Meeting employees (pastoral minister, office administrator, child-care providers, etc.).

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

In January, Ministry and Counsel Clerk will ask Meeting committees to submit an annual report. Ministry & Counsel will draw on these reports along with answers to questions sent in January from Wilmington Yearly Meeting, to write an annual *State of Society Report*. After discussion and approval by Monthly Meeting in February or March, the Clerk of Ministry & Counsel will send a copy of the *State of Society Report* to the Wilmington Yearly Meeting office by May 15.

Every three years (2019, 2022, 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 will provide a representative to the Memorial Service ad hoc Committee when a memorial service is planned at the meetinghouse. For specific responsibilities within the Memorial Ad Hoc Committee, see Memorial Service Committee (ad hoc) on page 10-25.

The following reference material relates to the work of Ministry & Counsel:

Title	Page
Hiring Process for a Pastoral Minister	10-2
Minister's Assessment Instrument	10-5
Hiring Process for Other Employees	10-9
Duties of Office Administrator	10-13
Hours, Salary, & Benefits for Office Administrator	10-14
Duties of Volunteer / Employed Young Friends Leader(s)	10-15
Hours, Salary, Benefits for Employed Young Friends Leader(s)	10-16
Cincinnati Friends Meeting Policy on Keeping Children Safe	10-21

Ministry & Counsel and 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).

Minister and Public Friend Job Description

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 and 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 administrator, 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. Clerks the Memorial ad hoc Committee. (See Memorial Service Committee (ad hoc) on page 10-25.)

- 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 administrator, oversees the day-to-day operations of the Meeting, and implements personnel policies for other employees.
- Supports the Clerk of the Meeting 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 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.

Job Performance Review and 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 Minister, the Clerk of Ministry & Counsel will discuss specifics of the Minister's salary, housing and benefits for the next year to be submitted to the Budget Task Force.

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

Job Performance Review and 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.

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**.

Music in the Meeting

As with the spoken and written word, music is a part of fellowship and worship of Cincinnati Friends Meeting, under the guidance of Ministry and Counsel. Music may come from an unplanned spiritual leading during Meeting for Worship with a request for congregational singing from an individual. Individual members and attenders may ask for Ministry and Counsel affirmation for them to provide instrumental or vocal music on a scheduled basis, as they feel led, including but not limited to providing opening and closing music, music to accompany hymn requests and more. Individuals so led shall contact the minister, Clerk of the Meeting, or Clerk of Ministry and Counsel to share their interest in providing worship-sharing through music.

Ministry and Counsel shall be responsible for identifying the duties and any accompanying salary and/or benefits for a music coordinator, as well as assessment,

should there be clearness on the need and/or desire for such a position. *Music is a part of fellowship and worship and is not dependent upon a music coordinator.*

In addition to worship, Ministry and Counsel shall oversee and/or support the use of the Meeting House for musical performances for the enjoyment of our Meeting, other Meetings, organizations and the community to promote community-building opportunities and fundraising efforts, as appropriate.

Ministry and Counsel shall further develop an annual budget in support of musical experiences, including but not limited to honorariums for performers/musicians as part of Meeting for Worship, as well as support for musical performances and/or events where the community may be invited to attend. They will also establish a fee schedule for musicians and performers who may wish to use our meeting space for their events, such as recitals.

The minister, under the guidance of Ministry and Counsel, shall be responsible for music involved in the annual Christmas Eve Meeting for Worship.

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 two 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. 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 the April Monthly Meeting through March 31 of the following year. 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.

The Nominating Committee does not fill the Statutory Agent position.

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.

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 positions of Treasurer and Financial Secretaries are reviewed by the Audit Committee in the fall and if any of those individuals step down or are not recommended for continuation, the Nominating Committee meets to discuss new candidates for those positions and brings its recommendations to the next monthly meeting. The Treasurer, Financial Secretary, and Assistant Financial Secretary begin their service in January.

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

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. (Friends Committee on National Legislation (FCNL); American Friends Service Committee (AFSC); Friends World Committee for Consultation (FWCC); Friends United Meeting missions; Wilmington Yearly Meeting Projects.)

At the direction of the Meeting, Peace & Social Concerns Committee will undertake the development and implementation of processes related to CFM's commitment as a Solidarity Congregation. (See Cincinnati Sanctuary Congregation Coalition on page 10-23.)

The committee provides CFM members/attenders with opportunities for service through projects like Buckets for Bethany House and Freestore Foodbank collections; 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

History

Cincinnati Friends Meeting Scholarship Endowment 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 enhances 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.*

The original amount of the Anderson bequest set aside for scholarships (\$80,000) and any subsequent funds from donors directed to the scholarship endowment comprises 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. *(Cincinnati Friends Meeting invested these funds in Friends Fiduciary. In 2016, upon the recommendation of Friends Fiduciary, monthly meeting for business approved taking 4% from the fund each year to use for scholarships.)*

Note: At Monthly Meeting for Business on August 12, 2018, Friends acknowledged the concern of the Scholarship Committee that each future applicant should receive an equal amount from the scholarship fund. This concern comes from knowing that we have several youth who will most likely attend college in the next few years.

“Minute 081218.4 Meeting approved Scholarship disbursements based on dollar amounts rather than percentages and that these awards are not based on scholarship or financial need. Whereas the focus of the fund for the next 12 years should be the youth of the Meeting, the qualification for scholarships will read “active Members of Cincinnati Friends Meeting.” The agreed upon amounts are not to be published in the Handbook or elsewhere as they are subject to revision based on variables such as the current status of the fund, number of applicants, etc. Furthermore, it was approved that the applicant must have been accepted for admission at a college, university, or school accredited by a reputable accrediting organization.”

Guidelines

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.

Qualifications: Applicant is an active member of Cincinnati Friends Meeting and has been accepted for admission at a college, university or educational institution accredited by a reputable accrediting organization.

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

Funding the Scholarship: Funds will be paid only 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.

Scholarship Committee Description

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

The following procedures were approved by Cincinnati Friends Monthly Meeting in 2008 and revised with approval at monthly meeting for business on September 16, 2018.

Those who serve on the Scholarship Committee must be members of Cincinnati Monthly Meeting of the Religious Society of Friends. The nominating committee shall nominate members who do not have a child that will be applying for a scholarship within their 3-year term.

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- (*Upon the recommendation from Friends Fiduciary, and with the approval of CFM meeting for business in 2016, 4% may be withdrawn each year.*)

Note: At Monthly Meeting for Business on August 12, 2018, Friends acknowledged the concern of the Scholarship Committee that each future applicant should receive an equal amount from the scholarship fund. This concern comes from knowing that we have several youth who will most likely attend college in the next few years.

“Minute 081218.4 Meeting approved Scholarship disbursements based on dollar amounts rather than percentages and that these awards are not based on scholarship or financial need. Whereas the focus of the fund for the next 12 years should be the youth of the Meeting, the qualification for scholarships will read “active members of Cincinnati Friends Meeting.” The agreed upon amounts are not to be published in the Handbook or elsewhere as they are subject to revision based on variables such as the current status of the fund, number of applicants, etc.

Furthermore, it was approved that the applicant must have been accepted for admission at a college, university, or school accredited by a reputable accrediting organization.”

Work of the scholarship committee

1. In early April, the committee clerk will call the committee together to review the Scholarship Endowment Fund history and guidelines. The committee will choose a new clerk for the following year.

2. Before the committee meeting the clerk will confer with Trustees concerning the number of possible applicants and the amount available for scholarships.

3. The committee will inform active members and especially active youth members who are graduating from high school about the availability of the scholarship.

4. The clerk must receive the applications from prospective college students by June 1. Timing may be different for applicants with other requirements.

5. The committee will look at applications to insure the applicants are active members of Cincinnati Meeting and have been accepted for admission at a college, university or educational institution accredited by a reputable accrediting organization. Questions concerning membership of applicants should be taken to Ministry and Counsel Committee.

6. The clerk will follow up with the applicants, informing them that they will or will not receive a scholarship and ask them for their school identification number and the school address the treasurer should use to send payment.

7. The clerk informs the Cincinnati Friends Meeting Treasurer of approved applicants, gives the treasurer the appropriate information and asks that funds be distributed to their schools.

8. The Scholarship Committee Clerk will report to Monthly Meeting at least once per year, usually in June or July, as to the scholarship recipients and use of the Scholarship Endowment funds.

9. The clerk will place all applications for scholarships and committee minutes regarding applicants in the scholarship committee file in the office.

10. 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.

11. The Scholarship Committee has the authority to change the application process if need arises. Monthly Meeting for Business must approve any changes.

Application Process

(See the detailed application process and forms on pages 11-8, 11-10, 11-11)

1. *First year application process:* The applicant must provide the scholarship committee clerk with:

- a. A completed application form including the written statement
- b. One letter of recommendation from a teachers or advisor.

2. *Continuing application process:* Applicants may apply for scholarship aid for a maximum of four school years, not necessarily consecutive. In subsequent years an applicant uses the “Continuing Application” form that 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

Young Friends Committee

(3-year term beginning in July; may serve 2 terms) This committee is not active; the Young Friends Coordinator is doing the work of this committee.

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,” on page 5-4.

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 Keeping Children Safe Policy, have completed the training and have read and signed the relevant paperwork for their level of participation. Forms and training 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.

4. Delegate to The Metropolitan Area Religious Coalition of Cincinnati (marcc)

Terms of Service & Responsibilities

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 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 these meetings.

Delegates are ad hoc members of the Peace & Social Concerns Committee.

Roles of a MARCC Delegate (from MARCC website)

- 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 especially at Fall Planning Conference when key concerns are chosen for the coming year
- h) Vote on matters of policy, priorities and actions
- i) Collaborate with other judicatories on common priorities

5. Task Coordinators of the Meeting

Arrangements Coordinator
Cards Coordinator
Communications Coordinator
First Day School Coordinator
Greeters Coordinator
Hospitality Coordinator
Social Media 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.

The terms of service and the responsibilities are as follows:

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.

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.

The Arrangements Coordinator makes sure the power strip on the sound system at the front of the room is on, so the microphone & recorder will work. At the close of the worship the Arrangement Coordinator will turn off the sound system.

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 special occasions. 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.)

Communications Coordinator

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

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 Administrator, who does the layout and arranges for the printing and mailing of the newsletter.

When a member 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).

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

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 Keeping Children Safe policy, have completed the training program and online testing, and have read and signed the relevant paperwork for their level of participation. Paperwork for volunteers can be found on *page 11-2*. The training packet is available 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.

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.

After Meeting for Worship:

Turn around "Worship in Progress" sign.

Hospitality Coordinator

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

The Hospitality 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 per month, 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 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.

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.

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, their parents and other volunteers 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.

The Young Friends Coordinator is further responsible for making sure that new Young Friend teachers and volunteers who will be working with children are aware of the Meeting's Keeping Children Safe policy, have completed the training program and online testing, and have read and signed the relevant paperwork for their level of participation. Paperwork for volunteers can be found on page 11-2. The training packet is available in the office. Paperwork should be turned in to the Clerk of Ministry & Counsel.

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*.

6. 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 try to live. These principles are based upon our testimonies of **simplicity, equality, community, integrity, peace and stewardship of the earth.**

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.

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.

Cincinnati Friends Meeting welcomes into membership all who find themselves in unity with our Testimonies, and who are spiritually nourished by our practice of worship, educational programs and Meeting for Worship with attention to Business. *Regular attendees who are clear about their commitment to the Meeting and its significance in their lives are encouraged to consider becoming members.*

Before requesting membership, we invite you to become well-acquainted with the Meeting by regularly attending our Meeting for Worship and our Monthly Meeting for Worship with attention to Business. We also encourage you to participate in the life of the Meeting by attending some of our educational programs and community activities.

The Process...

Once you have taken the class on the ***People Called Quakers***, (offered twice a year) and considered the Queries listed below, we invite you to write a letter (or email) to the Clerk of the Meeting requesting membership. The Clerk will acknowledge your request and forward it to the Clerk of Ministry and Counsel, where a ***Clearness Committee for Membership**** will be appointed to meet with you. After meeting with the Clearness Committee, that committee will bring their recommendation back to Ministry and Counsel, which will consider the committee's discernment and then bring a recommendation to the Monthly Business Meeting. Typically, the membership process will take 2 to 3 months.

Queries for Those Considering Membership with Cincinnati Friends Meeting

1. How do I expect membership in the Meeting to help me on my spiritual journey?
2. How do I understand worship based on silent waiting and guidance from the

- Inner Light? Have I experienced this guidance?
3. 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?
 4. What attracted me to Friends? Are there any practices I find disturbing?
 5. Am I comfortable in a Meeting with a diversity of beliefs? Am I prepared to be a part of a Meeting community which may include perspectives that differ from my own?
 6. In Monthly Meeting for Worship with Attention to Business, am I able to carefully listen to all concerns expressed, even when different from my own? When I sense that the Meeting is moving toward agreement that I do not share, will I be able to consider the option of standing aside? Standing aside means that you respect the decision of the Meeting, and that you can remain in community with the Meeting.

It is important to note that there will be times when the Meeting may disappoint you. The Meeting also recognizes that there may be times when you will disappoint the Meeting. Simply stated, we are a community of faith on a spiritual journey. We recognize that we are not perfect, but we are seeking to do the best that we can to become more loving, and to help make our world become more loving. We are an Open and Affirming congregation, and a Solidarity Congregation in relationship with the Sanctuary Movement. By tradition we are Christian, but we recognize that our world is interdependent, composed of many cultures and faith traditions. We seek to grow spiritually and learn from one another in peace. Respecting our differences, we seek a more compassionate and loving world, helping others as we would like to be helped. We welcome everyone interested in our way of worship and our Quaker Testimonies of Simplicity, Peace, Integrity, Community, Equality and Stewardship.

Transferring Membership

If you are a member of another Friends Meeting, you will need to write a letter to your Meeting requesting a "Transfer of Membership" to Cincinnati Meeting. Upon the recommendation of Ministry and Counsel, when a transfer from another meeting is received, it is the practice of Cincinnati Meeting to accept them. When transferring membership, parents or guardians may request that their children be received as Junior Members. If only one parent is a member, the children may be enrolled by that parent with the consent of the other parent.

Children and Membership

Children born to parents who are members of Cincinnati Meeting will be enrolled as a "Junior Member" of the Meeting. If one parent is a member, the children may be enrolled by that parent with the consent of the other parent.

The transfer from the status of junior member to adult member is not an automatic one. At age 17, junior members will be contacted by the Clerk of Ministry and Counsel to ask them to consider becoming an adult member at age 18. Junior members may contact the Clerk of Ministry and Counsel, the Clerk of the Meeting or the Meeting Minister to request adult membership. Junior members who take no

action to become adult members and who, as adults (age 21) have had no contact with the Meeting, will not automatically become adult members, and their names may be removed from membership.

Clearness Committee for Membership

This committee is formed by Ministry and Counsel, made up of 3 persons who are Members of the Meeting. Their task is to meet with you, and/or your spouse and family, regarding your request for membership. It is a friendly and loving process, where you may be asked to talk about your spiritual journey, what brought you to Friends, and how your gifts can help to spiritually enrich Cincinnati Meeting. You will have an opportunity to ask questions concerning membership. The following queries are helpful in this process:

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 seeking to live according to the testimonies?
6. Does the applicant understand the Quaker decision-making process used at meetings for business?

The Clearness Committee should also explore the reasons an applicant seeks membership, his/her commitments to regular attendance, financial responsibilities and the work of the Meeting. They should answer any questions about Cincinnati Meeting that the applicant may have.

The clerk of the Clearness committee will keep the applicant informed of the process, such as the time of the next Ministry and Counsel Meeting and Meeting for Business.

7. Marriage at the Meeting

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.

Same Gender Marriage at the Meeting

In April of 2014, Cincinnati Friends Meeting held three meetings with members and attenders to discuss same-gender marriage. The following June, Ministry and Counsel presented a summary of that discernment to Meeting for Worship with Attention to Business. This summary, which is recorded in that meeting's minutes, included the following statement: “If . . . a same-gender couple in our Meeting requested to be married under the care of Cincinnati Friends Meeting, those present at

these discussions felt we would form a Clearness Committee for Marriage, and if both the Meeting and the couple were clear, we would take their marriage under our care.” Since then, the Supreme Court of the United States has declared that forbidding same-gender marriages is unconstitutional. At Meeting for Business on March 13, 2016, Cincinnati Friends expressed unity with the following minute:

“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.” March 13, 2016

In short, any same-gender marriage is to be handled like any other marriage as described in this handbook.

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?

8. 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 feels led to bring a concern to Cincinnati Friends Meeting Monthly Meeting for Business.

1. The individual asks the Meeting Clerk to be put on the agenda for the next Meeting for Business.
2. The Meeting considers the individual's concern with prayerful discernment.
3. Monthly Meeting may choose to:
 - a. Take action to approve or disapprove the request.
 - b. To hold the request over to the next meeting for business and ask the individual to bring more information for consideration.
 - c. To form a clearness committee to meet with the person.
 - d. To send the concern to a standing committee.
 - e. Discern that this is an individual concern for which the Meeting is not led to take responsibility
4. If a recommendation is brought back to Monthly Meeting for Business it will be presented, acted upon or given time to season before consideration at the next meeting for business.
5. If the recommendation is taken under the care of the meeting, a support committee will be named, and an accountability process will be determined.

If the Meeting forms a clearness committee concerning an individual leading, the following guidelines would be helpful.

"The search for truth which begins in contemplation finds expression in action." A Quaker Book of Wisdom by Robert Lawrence Smith

"Work is love made visible." Kahlil Gibran

LEADINGS

A leading is an intense urge or interest that won't go away; a strong feeling that there is something to be done.

A definition of "leading" comes from Paul A. Lacey in "Leading and Being Led", Pendle Hill Pamphlet #264:

"The hallmarks of such a leading are that one feels a command is given one, that the command and the capacity to follow it come from a source of power far beyond one's own limits. We may misunderstand what we are to do, but we know we must wait on that power and do our best to be faithful to it."

"The private leading must be tested against the experience and collective leading of the worshipping community, not only to check the excesses of the willful or the mistaken, but also to give the support and strength of the religious community to what might otherwise be a lonely ineffective witness."

Sample Questions for Individual Discernment of a Leading:

1. Who will benefit?
2. Is this Leading for my own personal growth?
3. Is it for others' welfare?
4. In what do I perceive the presence of the Spirit or a divine purpose?
5. Is it for me to be one through whom this divine purpose may be accomplished?
6. In what ways am I, or in what ways could I be, a minister of Truth?

Sample Clearness Committee Questions to/for the Discerner:

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

Sample Clearness Committee Questions for Discernment:

1. Can we see that the person feels truly led? Do we share this leading? Is there a corporate leading in this direction?
2. Is it authentically from God?

3. Will it help the person grow on the spiritual path or in relationship with God?
4. Will it connect others to God as well as keep the minister connected to God and others?
5. Where does Love fit into this ministry?
in the root?
in the fruit?
will it be planted?

A Concern Brought by an Individual to a Committee

An individual may take a concern to a committee and the committee will prayerfully discern if the committee feels led to take this concern under its care. If the committee approves taking action they may bring a proposal to Monthly Meeting for Business.

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. Examples: Friends Committee for National Legislation, Projects sponsored under the auspices of Friends United Meeting.

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. 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 of the Meeting might ask specifically about accountability before the minute is approved

Support Committees for Individual Concerns

When the Meeting decides to support the concern of an individual active in the Meeting, 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

1. 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?
2. Are we providing adequate opportunities for learning in faith and for the spiritual nurture of individuals and groups?

3. 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?
4. 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?
5. 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?
6. 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?
7. 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?
8. 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?
9. 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?
10. 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?
11. 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?
12. 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?
13. 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?
14. 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?

9. 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

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 (*See page 6-1 - Becoming a Member of Cincinnati Friends Meeting.*)

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 (*See page 7-1, Marriage at the Meeting*) 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.

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

Clearness Committee to Discern Recommending a Minister for Recording by Wilmington Yearly Meeting

For more information about the process for recording a minister by Wilmington Yearly Meeting, see p. 84 in *Faith & Practice of Wilmington Yearly Meeting. (1977)*

Procedures for Recording Gifts in Ministry

Wilmington Yearly Meeting of the Religious Society of Friends
Approved by Wilmington Yearly Meeting General Board February 6, 1993

1.) Definitions of Ministry:

Early Friend, Robert Barclay, wrote in Proposition ten of his Apology:

“To those who claim that we make no distinction between the minister and the people, that is true if they are referring only to the liberty to speak or prophesy when moved by the Spirit. However, we do believe that some have a more particular call to the work of ministry and that therefore they are especially equipped for that work by the Lord. We affirm that their work is to instruct, exhort, admonish, oversee and watch over their sisters and brethren more frequently and more particularly than others. Something more incumbent upon them in that aspect than upon every common believer.”

A primary form of ministry to which we may be called by the Lord is Gospel preaching and pastoral ministry. As there are many gifts of the Spirit, so are there other forms of ministry to which we may be called. These include teaching, administration, service to all forms of human needs. Within the Meeting a person may be called to Ministry of Music, Christian Education or even Clerkship. Outside the Meeting, the tending of needs of the naked, the homeless, the prisoner, the poor or starving, the elderly, the handicapped or the dying may be the particular form of ministry to which the Lord may call. It is the responsibility of the Training and Recording Committee of Wilmington Yearly Meeting Ministry and Counsel Committee to encourage, shepherd, train and record any who the Lord may call into these various forms of ministry, but especially those who proclaim or make real the good news of saving faith in Christ Jesus. The Lord works in many wondrous ways to bring about spiritual and social transformation. We are ready to recognize and record any to whom the Lord grants these many gifts and callings to the ministry.

2. Steps to Recording:

a. Members of Ministry and Counsel, perceiving the exercise and maturing in a gift of ministry in a member of the Meeting, may with consent of that person suggest to Ministry and Counsel that the person's gift in ministry be recognized. Or the person him or herself, who has been exercising a gift in ministry within the Society of Friends may approach the Meeting's committee on Ministry and Counsel for counseling and recognition of the gift. (At Cincinnati Friends Meeting a clearness committee will be named by Ministry and Counsel. The clerk of the clearness committee will report their findings to Ministry and Counsel at a regular meeting.)

b. This recommendation is then brought to the Monthly Meeting for Business, which shall decide whether the recognition of the gift should go forward.

c. If the Monthly Meeting makes a favorable decision, the candidate shall fill out the Personal Data Sheet. The Monthly Meeting shall in turn notify the Quarterly Meeting of the candidate and send the name with the Personal Data Sheet (page 11-13) to the Yearly Meeting Ministry and Counsel Committee on Training and Recording.

10. Reference Material

Audit Committee Process

1. Review this audit process
2. In each case below, select random items to review in depth.
3. Review payroll taxes and the payroll calculations.
 - a. Trace checks for the payroll taxes to the supporting documentation.
 - b. Randomly sample some payments and verify:
 - i. The number of hours times the hourly rate
 - ii. That the taxes were calculated appropriately
 - iii. That the checks were paid as calculated.
4. Review the deposit process.
5. Compare deposit copies to the bank deposits.
6. Bank statements must be reviewed to:
 - a. Ensure that all the check numbers are accounted for.
 - b. Ensure that a sample of checks reviewed are shown appropriately on the bank statement.
7. Checks must be reviewed to ensure that they are properly backed up with invoices or other paperwork.
8. Review credit card statements and ensure that they are properly back up with invoices or other paperwork.
9. Review Annual Investment Summary and supporting documentation.
10. Review the Pastor's Fund records.
11. Retirement plans and payroll taxes must be reviewed to ensure they were paid as required:
 - a. Retirement plan
 - b. Federal income taxes
 - c. State and city taxes
 - d. Workers' compensation
12. Make recommendation for the continuation of the following in their positions and include the recommendations in the report for Meeting for Business:
 - a. Treasurer
 - b. Financial Secretary
 - c. Asst. Financial Secretary

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. Review the current job description including number of hours worked and make any necessary changes.
2. 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.
3. Review the applications as they are received and meet to discern which applicants are potential candidates.
4. Contact applicants that are not chosen for interviews and thank them for their interest.
5. Contact potential candidates:
 - a. Arrange a time and place for an interview.
 - b. Send them a copy of the Policy for Background Inquiries on page 10-11
 - c. Send them the Application for Employment form on page 11-6 and the Background Inquiry Release form found on page 11-4. Ask them to return the completed forms before the interview.
 - d. Make hotel reservations for out-of-area candidates and reimburse them for travel expenses.
6. Prepare for the interview:
 - a. Confer with Trustees and the Treasurer to determine compensation and benefits.
 - b. Review and revise this standard list of questions to ask each applicant.
 - i. What has been your history and experience with Friends, what in Quakerism do you particularly identify with, and what do you find difficult or challenging?
 - ii. What do you feel to be the purpose of your calling, and how would being a minister at Cincinnati Friends Meeting fit with that calling?
 - iii. What societal issues most engage you and how do you see yourself serving as a public Friend?
 - iv. What strengths and weaknesses do you bring to this position?
 - v. Cincinnati Friends have diverse religious backgrounds and understandings. How comfortable are you with diversity of theology, and how would your ministry meet these different types of spiritual needs?
 - vi. What training or experience have you had with conflict resolution or with counseling, and how would you guide our meeting through any conflict or controversial issues that might arise?

- vii. What are your thoughts regarding same-sex marriage, and how would you respond if you were asked to officiate at one?
 - viii. How would you minister to the needs of an aging congregation as well as younger individuals?
 - ix. Our Meeting appreciates contemplative activities, and some would like for our community to be more active in social witness. What is your experience with each of these perspectives and how would you minister to them?
 - x. If you could choose one or two things to foster numerical growth for our Meeting while also retaining existing members and attenders, what would they be?
- c. Appoint a clerk for the interviews and a recording clerk to record answers and other pertinent information.
7. Conduct the interview:
- a. Ask prepared questions and record answers.
 - b. Record interviewers' statements.
 - c. Advise the candidate when her or she will receive a response from the Search Committee.
8. Discern if an applicant seems to be called to ministry at Cincinnati Friends Meeting. This might also involve gathering informal feedback from members and attenders of the Meeting.
9. Inform that applicant of the Search Committee's discernment.
10. 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.
11. Contact other applicants who were interviewed but not called and inform them that the position has been filled.
12. Prepare a letter to the called minister stating the position offered and its compensation and benefits.
13. 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:
- a. Health insurance and retirement forms.
 - b. Insurance and retirement plan booklets.
 - c. A copy of the job description; discuss as necessary.
 - d. A copy of the compensation and benefits guidelines.
 - e. A copy of the Wilmington Yearly Meeting Anti-Harassment Policy & Complaint Procedure on page 10-17.
 - f. A copy of the Keeping Children Safe training packet and online test instructions.
14. 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:
 - i. A signed copy of the "called minister" letter
 - ii. The resume and cover letter

- iii. The application form
 - iv. A print out of the completed online Keeping Children Safe tests – Children’s Ministry & Youth Ministry
 - v. Background Inquiry Release Form
 - vi. Background Inquiry results
 - vii. 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.

Minister's Assessment Instrument

Assessment Process

The assessment of the pastoral minister occurs at a special called meeting in June separate from the October meeting of the Budget Task Force to decide the minister's salary. The Assessment Committee includes the members of Ministry & Counsel and the Clerk of the Meeting.

At the beginning of May, the Clerk of Ministry & Counsel will send the minister this assessment instrument. The minister will write a self-assessment with regard to his or her accomplishments and contributions in the following areas of responsibility:

- Leading meeting for worship and delivering messages
- Facilitating spiritual growth and education
- Providing pastoral care
- Representing Cincinnati Friends Meeting in the wider community
- Supervising personnel, assisting clerks, and performing other administrative tasks

For detailed information about each of these areas, refer to the following Assessment Criteria.

The minister will send this self-assessment to the Assessment Committee by the end of May. In June, the Clerk of Ministry & Counsel will schedule a meeting of the Assessment Committee to discuss the minister's self-assessment. (The minister will not be present for this session.)

Working in collaboration with those present, the Recording Clerk will write a statement of assessment for each area of responsibility, considering both what the minister currently does well and where the minister could improve. The Recording Clerk will read the summary aloud and revise it until all present are in unity. During this meeting, the Assessment Committee will also come to a decision to recommend to rehire or not rehire the minister. The Recording Clerk will send a copy of the assessment to the minister and M&C members prior to the committee's meeting with the minister.

Soon after the assessment meeting, the Clerk of Ministry & Counsel will schedule a separate meeting between the Assessment Committee and the minister. This meeting provides an opportunity to review the assessment and recommendation to rehire or not rehire, as well as to discuss the Meeting's and the minister's spiritual state and any other pertinent issues. (This meeting should occur before the end of June.) If the minister wishes to provide any written feedback on the assessment, the Recording Clerk will add that to the assessment.

The Recording Clerk will print two copies of the assessment as soon as possible. The minister will receive one copy, and the other will be placed in the minister's confidential

file in the office safe by the Clerk of the Meeting or the office administrator. After this has been done, the Recording Clerk should delete the electronic version of the file.

Ministry & Counsel will make its formal recommendation to rehire or not rehire at the July Meeting for Business.

Assessment Criteria

Minister as Spiritual Guide

Leading Meeting for Worship and Delivering Messages

- Minister prepares and delivers a short message (approx. 15 minutes) during Meeting for Worship on most Sundays.
- Minister's message serves as a "collecting point" from which all who have gathered to worship may enter the silence together, rather than an authoritative sermon.
- Minister prepares messages that encourage thoughtful waiting on the Spirit and allow for broad moving of the Spirit.
- Minister collaborates with Ministry and Counsel on appropriate content and format of worship.
- Minister makes appropriate arrangements for someone to give prepared vocal ministry on a Sunday when the Minister will be absent.

Facilitating Spiritual Growth and Education

- Minister 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.
- Minister supports and fosters the spiritual growth of Meeting members and attenders.
- Minister encourages people to become more involved in the life of the Meeting when appropriate.
- Minister encourages educational activities, spiritual nurture groups, retreats, workshops, etc.

Providing Pastoral Care

- Minister demonstrates broad knowledge of the Meeting and looks for ways to be of help to all—from young Friends to families to older Friends.
- Minister makes hospital and home visits.
- Minister demonstrates empathetic listening and interpersonal skills when offering counsel, guidance, comfort and/or resources for more in-depth or long-term need.
- Minister demonstrates a willingness to work with persons of diverse backgrounds and interaction styles, answering that of God in everyone.
- Minister provides pre-marital counseling and officiates at weddings if requested.
- Minister is Clerk of the Memorial ad hoc Committee and coordinates funeral or memorial arrangements and officiates if requested.

Minister as Public Friend

Representing Cincinnati Friends Meeting in the Wider Community

- Minister self-identifies as a Quaker and demonstrates spiritual depth and knowledge of the diversity of the Religious Society of Friends as well as Quaker history, testimonies, organizations, faith, and practice.
- 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.
- Minister represents Cincinnati Friends Meeting in the wider community.
- Minister attends local and regional inter-denominational and civic events as possible.
- Minister attends local, regional, and national Quaker events as possible.
- Minister nurtures the Meeting's relationships with Friends' organizations in the wider Quaker world.
- Minister supports the Meeting's social outreach projects.
- Minister coordinates new outreach initiatives as supported by the Meeting.

Minister as Meeting Coordinator

Supervising personnel, assisting clerks, and performing other administrative tasks

- Minister directly supervises the office assistant and webmaster.
- Minister oversees day-to-day operations of the Meeting office.
- Minister implements personnel policies for other employees.
- Minister demonstrates strong organizational, administrative, and facilitating skills.
- Minister supports the Clerk of the Meeting and Recording Clerk of the Meeting in preparation of information and documents for Monthly Meeting for Worship with Attention to Business.
- Minister upholds the business meetings in accordance with Quaker process and demonstrates skill in working with groups.
- Minister assists and supports the committees and coordinators as needed, in particular Ministry and Counsel and Peace and Social Concerns.
- Minister encourages inter-committee communication.
- Minister assists with clearness committees as requested.
- Minister supports the Trustees in the care and maintenance of the building and grounds, as well as the oversight of assets and management of the endowment funds.
- Minister offers encouragement and support for the financial well-being of the Meeting.
- Minister demonstrates skill in written and oral communication, administration, coordination, facilitation, and the use of computers.

Hiring Process for Other Employees

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

1. Review the current job description including number of hours worked and make any necessary changes.
2. Advertise for the position (e.g., CFM Meeting Bulletin, the *Traveling Friend*, other Friends Meetings, Wilmington Yearly Meeting and/or other Quaker organizations).
3. Review the applications as they are received and meet to discern which applicants are potential candidates.
4. Contact applicants that are not chosen for interview and thank them for their interest.
5. Contact applicants:
 - a. Arrange a time and place for an interview.
 - b. Send them a copy of the Policy for Background Inquiries on page 10-11.
 - c. Send them the Application for Employment form (page 11-6) and the Background Inquiry Release form (page 11-4). Ask them to return the completed forms before the interview.
6. Prepare for the interview:
 - a. Confer with Trustees and the Treasurer to determine compensation and benefits.
 - b. Prepare a standard list of questions to ask each applicant.
 - c. Appoint a clerk for the interviews and a recording clerk to record answers and other pertinent information.
7. Conduct the interviews:
 - a. Ask prepared questions and record answers.
 - b. Record interviewers' statements.
 - c. Advise the candidate when her or she will receive a response from the
8. Discern the person to be hired and inform the Clerk of the Meeting.
9. Inform the applicant of the decision and if s/he accepts.
10. Take the committee recommendation to Monthly Meeting for Business. Hiring can take place after the approval of Monthly Meeting and a satisfactory background report.
11. Prepare a Letter of Employment including job description, number of hours, and compensation.
12. 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 Anti-Harassment Policy & Complaint Procedure on page 10-17 and explain as necessary.

- e. If the person will be working with children, s/he must complete the Keeping Children Safe training packet.
13. 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:
 - i. A copy of the Letter of Employment
 - ii. Application form
 - iii. Background Inquiry Release Form
 - iv. Background Inquiry
 - v. A print out of the completed online Keeping Children Safe tests – Children's Ministry & Youth Ministry
 - vi. Job Description
 - c. Give tax form(s) to the Treasurer

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.

Duties of Office Administrator

- Assist Minister
- Assist Officers, Committees and Task Coordinators with administrative support when requested
- Maintain the Meeting's calendar
- Publish weekly bulletins
- Send out weekly communications to email lists
- Manage email accounts and google documents
- Provide general office administration to include, calls, mail, filing, copying, scanning, supplies, training material
- Maintain building bulletin boards
- Maintain a database of Members, attenders, and others with contact information
- Build Copy Machine knowledge, train others, manage supplies & repairs
- Website updates and maintenance
- Update Directory yearly
- Update Handbook
- Update & maintain inventory of welcome packets, brochures, and other in-house literature
- Maintain a key management system
- Print letters & envelopes for the financial Secretary to donors in January.
- Coordinate Tender Mercies bi-monthly meal
- Maintain the CFM Library (see Cincinnati Friends Meeting Library on page 10-27)
- Assist Communications Coordinator with The Traveling Friend Newsletter
- Support Projects and other events (ex. Christmas Outreach, 200th Anniversary, Memorial Services, and Quaker Genealogy & History Conference)
- Support Meeting's Publicity needs
- Maintain & distribute documents (ex. Through the Year, Attendance, building forms)

Hours, Salary, & Benefits for Office Administrator

Hours

The Office Admin will average at least 20 hours per week to include open office hours and monitors daily & responds when appropriate to email, website & voice mail. The Office Admin will maintain a time sheet with the actual hours worked, will submit the time sheet to the Treasurer weekly, and will be paid twice a month.

Compensation

Compensation will be determined on the basis of satisfactory reviews and recommendations from the Minister, with approval of Ministry & Counsel and the Monthly Meeting. Unpaid vacation can be taken with the approval of the Minister. The Office Admin is granted three days of PTO – sick days, personal days, or vacation days. See requirements below. *

*If the part-time office administrator works an average of at least 20 hours per week throughout the year, that individual would qualify for three days of paid time off (PTO) per year to be used at his or her discretion as sick days, personal days, or vacation days. These PTO days would become available to the employee after one year of work from the date of hire. They would be prorated after the first year of work and would then be available on a calendar year basis. These PTO days must be used within the calendar year; they cannot be carried over.

Accountability and Review

The Minister will oversee the work of the Office Admin and will be responsible for the periodic review of his or her work annually in May or June. A report of the performance review and a recommendation concerning continued employment and compensation will be made to Ministry & Counsel. With its approval, the Minister 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.

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. The Young Friends Leader is further responsible for making sure that new Young Friend teachers and volunteers who will be working with children are aware of the Meeting's Keeping Children Safe policy, have completed the training program and online testing, and have read and signed the relevant paperwork for their level of participation. Paperwork for volunteers can be found on page 11-2. The training packet is available in the office. Paperwork should be turned in to the Clerk of Ministry & Counsel.
11. Arrange to have at least adult Member other than the Young Friends Leader, at every gathering of Young Friends.
12. Meet regularly with the Young Friends Committee.
13. Make quarterly reports to Monthly Meeting for Business.

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.

Wilmington Yearly Meeting Anti-Harassment Policy & Complaint Procedure

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 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 Keeping Children Safe

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 Keeping Children Safe.

Guidelines

- All paid personnel shall be required to complete an application for employment (*page 11-6*), 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 (*page 11-2*), 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 Keeping Children Safe. Ministry & Counsel will be responsible 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 Keeping Children Safe training materials in the office for review and use by all members, attenders, and guests.

- A copy of the Keeping Children Safe 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 Sanctuary Congregation Coalition

Minute of confirmation to Cincinnati Sanctuary/Solidarity Coalition

Following our affirmation and intent to serve as a Solidarity Congregation, Peace & Social Concerns Committee asks that James Newby, Pastor, and Mary Ellen Krisher, Clerk, serve as signatories on the commitment form from the Sanctuary/Solidarity Coalition and that the signed and dated form be sent to the designated organization so that we may be duly noted publicly as a Solidarity Congregation.

Minute to develop processes in support of CFM as a Solidarity Coalition

At the direction of the Meeting, Peace & Social Concerns Committee will undertake the development and implementation of processes related to CFM's commitment as a Solidarity Congregation, to include:

- the term (duration) of Solidarity
- ways and means of implementing Solidarity – what form will our involvement take in meeting our commitment, in relation to our Minute of affirmation
- ways and means of public notice of Solidarity status
- CFM Members and attenders responsible/involved in assuring we meet our Solidarity commitments/responsibilities – designated contacts, liaisons with the Coalition, Solidarity supporters within CFM, communication (within the Meeting and within the community) and more
- Financial support from CFM and/or Peace & Social Concern Committee.

These processes will be developed for consideration at the request of CFM by members of our Peace & Social Concerns Committee or at the direction of our Peace & Social Concerns Committee in the form of a sub-committee or working group tasked with this effort.

Role of a Solidarity Congregation

The Role of a Solidarity Congregation is to:

- Be a community of love, hospitality, and fellowship for Sanctuary Congregations
- Provide tangible and physical resources to Sanctuary Congregations and individuals/families living in Sanctuary, such as:
 - Monetary aid
 - Food
 - Clothing
 - Toiletries
 - Health and medical support

- Legal support
 - Entertainment, toys, reading materials
- Provide physical accompaniment to people in Sanctuary care. While it is important to give individuals and families independence and private space, this can also be an isolating experience. A family/individual should never be the only person/people in the building.
- Host prayer vigils
- Give public declaration of physical, spiritual, moral, and financial support.
- Provide rapid response and support in situations of urgent public need
- Call legislative representatives and government officials for action items
- Establish relationship with local city government and police departments

Memorial Service Committee (ad hoc)

Committee Members (or their designate):

- Minister – Clerk of the committee, family contact, memorial service program/flow
- Arrangements Coordinator – organizes volunteers to set up (& set down) tables and chairs in the fireside room.
- Trustee Representative –Is available to the family during set-up to include opening and closing the building. Opens and closes the building on the day of the service. Responsible for parking procedures and direction on the day of the service to maximize available parking.
- Ministry & Counsel Representative – arranges for a person to greet guests, guide them to the meetingroom, and be available for questions prior to the service. Arranges for someone to be present to assist with the microphones. Makes arrangements for music if requested.
- Hospitality Coordinator – recruits volunteers to help with hospitality as requested by the family. (this may range from drinks & serving dishes to providing the bulk of the food.)
- Office Admin – administrative support to any of the above to include bulletins, signs, communications, phone calls, etc.

Procedure:

	Task/Event	Resp.	Timing
1	A request is received from the family of deceased.	Minister	
2	Add the date to the office calendar, website & bulletin	Admin	right away
3	Clerk of the ad hoc Committee (Minister or delegate) contacts Clerk of Trustees, Clerk of M&C, and the above committee members. Reviews responsibilities. Sets a meeting.	Minister	email right away. Set mtg after meet with family.
4	Prep a building request form and building key (if appropriate) for the Minister's meeting with the family	Admin	by the meeting with family
5	Family meets with the Minister a) A date is set, and plans are discussed b) Family fills out a building request form	Minister	
6	Send the Building Request Form to Clerk of Trustees.	Admin	
7	Assign a Trustee & M&C Rep to the Memorial Committee	Clerks of Trustees /M&C	By the first Committee meeting
9	Committee meets/connects to review plans, family requests, and confirm responsibility of the various tasks	Minister	Soon after the date is confirmed
10	Committee (or those assigned to tasks) connect again in person or via email/phone	Minister	The week before the service
11	Follows-up with committee members	Minister (or admin)	As needed

Cincinnati Friends Meeting Library

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 minister should be familiar with the books in our Library and with the guidelines for adding materials. The minister decides what donated or purchased books will be added to the library. The Office Admin is responsible for the maintenance of the library systems, processing books, creating book displays, maintaining the physical appearance of the Library and the safe handling of antique books.

In September the Minister with input from the Office Admin submits a budget request for the following year to the Clerk of the Meeting.

PROCESSING BOOKS FOR CFM LIBRARY

STEPS FOR PROCESSING BOOKS:

1. Books that are purchased or donated to the Cincinnati Friends Meeting Library must be first approved by the Minister who will also designate the appropriate category.
2. The Meeting Office Administrator 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)
 - Title
 - Publication Year
3. The Meeting Office Administrator then makes one label for the outside spine of book which will include only the Category Abbreviation and first two letters of author's last name.
4. The Office Administrator or Library Coordinator completes the process by
 - Placing labels on the spine of the book
 - Placing a card pocket on the inside back cover of the book, side of the DVD, etc.
 - Inserting a labeled check-out card in pocket
5. Library Coordinator then places the book on the appropriate library shelf, first by category, then alphabetically by author's last name.
6. The Library Coordinator or Office Administrator updates the library database on Google Docs which will update the catalog on the website.

GUIDELINES FOR ADDING MATERIALS TO THE CFM LIBRARY

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

CATEGORY of Book or Media	Category Label
Bible Interpretation – Bible aids, interpretation, studies, concordances, etc.	BIB INT
Bible Versions – translations of the Bible	BIB V
Biography – biographical and autobiographical writings mostly by and/or about Quakers; organized by subject’s last name	BIO
Christian History – works about the history of Christianity	CHR HIS
Christian Practice – Practical ways to live out one’s faith	CHR PR
DVD/Video/CDs	DVD, VID, CD
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.	FIC
Justice & Prison Reform	J&PR
Loss & Grieving – on loss and grieving	L&G
Nature & Environment – books on the natural world, ecology, the environment, etc.	N&E
Non-Circulating Materials – archival works too delicate or rare to leave the library	NON CIR
Peace – on the practice, theory, history of peace; techniques of peace activism	P
Poetry – inspirational and/or spiritually-oriented poetry, song, etc.	POE
Psychology – Books exploring the intersection between psychology and spirituality	PSY
Quaker Education (<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
Quaker Fiction – works of fiction (novels & short stories) by Quaker writers	QFIC

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	QHIS
Quaker Humor – humor written by and/or about Quakers	QHUM
Quaker Periodicals – periodic publications directed toward Quaker readership	QPER
Quaker Thought & Practice – faith & practice, Quaker theology, Quaker approaches to life, Quaker process, etc.	QT&P
Recent Biblical Scholarship – the latest in biblical research	RBS
Reference – dictionaries, atlases, etc. (also see Non-Circulating)	REF
Theology – works by influential and respected theologians	TH
World Religions Books about the diverse faith traditions throughout the world	W
Youth – inspirational and/or spiritually-oriented story books, young adult works (Books, CD, Other)	Y

11. Applications & Forms

Volunteer Agreement Form

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 be 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 regard 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

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.
Have you held a paid or volunteer position with any church-related organization? ____ Yes ____ No If yes, please explain.

Please identify additional skills/knowledge that relate to the position for which you are applying.
How did you become aware of the position?
Date you are available to begin employment:
<i>Please list three references we may contact (other than family).</i>
<p>REFERENCE #1</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Email:</p> <p>Relationship to you:</p>
<p>REFERENCE #2</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Email:</p> <p>Relationship to you:</p>
<p>REFERENCE #3</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Email:</p> <p>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 Keeping Children Safe, 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.

Educational Scholarship Initial Application

Use this form if you have never been granted a scholarship by Cincinnati Friends Meeting. 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 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.) <div style="display: flex; justify-content: space-around; text-align: center;"> Freshman Sophomore Junior Senior Other </div>
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?
3. Please tell us about your extracurricular activities and your life goals.

If you are a recent high school graduate, please provide the committee with **one letter of recommendation from a teacher or advisor**. The form for the evaluator (persons who write recommendations) is attached. Please provide evaluator with the Meeting's email office@cincinnati-friends.org or a stamped envelope, addressed to "Cincinnati Friends Scholarship Committee, 8075 Keller Road, Cincinnati, OH 45243."

If you have been out of school for some years, 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

Educational Scholarship Letter of Recommendation

Applicant's full name: _____

Instructions to the Applicant:

You must provide one letter of recommendation from a teacher or advisor. You should fully apprise your evaluator about the Cincinnati Friends Meeting Educational Scholarship Program and your reasons for seeking a scholarship. Provide each evaluator either the office email – office@cincinnati-friends.org or 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 about your evaluator and attach this form to your recommendation letter.

Name: _____

Title: _____

Affiliation/Organization: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Email: _____

How long have you known the applicant? _____

In what capacity? _____

Comments: _____

Please complete the above information and return the original of this form with your signed letter of recommendation in a sealed envelope or by email at office@cincinnati-friends.org. 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.

Recording Gifts in Ministry – Personal Data Sheet

Date: _____

Name in Full _____

Present Address _____

Date and place of birth _____

Church Membership _____

Positions held in Meeting of which you are or have been a member:

Marital Status:

_____ Single

_____ Engaged

_____ Married

_____ Widowed

_____ Separated

_____ Divorced

Name of Spouse _____

Names and ages of Children

Educational Experience

School Name

Address

Addended or Graduated

High School

College or Trade School

Seminary

On the reverse side of this sheet, express in your own words you sense of call to serve as a minister of the Gospel in the Society of Friends.