

**2015  
OPPORTUNITIES FOR SERVICE AT  
DOYLESTOWN MEETING**



**Doylestown Monthly Meeting  
of the Religious Society of Friends  
95 East Oakland Avenue  
Doylestown PA 18901  
215.348.2320  
[www.doylestownquakers.org](http://www.doylestownquakers.org)**

# OPPORTUNITIES FOR SERVICE AT DOYLESTOWN MEETING

## Contents

Foreword .....	3
<b>Appointments to Doylestown Monthly Meeting</b>	
Auditor .....	4
Clerk of Monthly Meeting.....	5
Clerk of Monthly Meeting, Assistant.....	6
Communications Working Group.....	7
Director, Doylestown Meeting of the Society of Friends, Inc.....	8
Education & Conference Committee.....	9
Finance Committee.....	11
First Day School Coordinator.....	12
First Day School Coordinator, Assistant.....	14
Historian.....	15
Hospitality Committee.....	16
Librarian.....	17
Newsletter Editor.....	18
Nominating Committee .....	19
Pastoral Concerns Committee .....	20
Peace & Social Concerns Committee .....	22
Property Committee.....	23
Recorder .....	24
Summer Activities Coordinator.....	25
Treasurer.....	26
Treasurer, Assistant.....	27
Worship & Ministry .....	28
<b>Appointments to Bucks Quarterly Meeting</b>	
Buckingham Friends School Committee.....	30
Bucks Quarterly Meeting Outreach Committee .....	31
Chandler Hall Auxiliary Representative.....	32
Chandler Hall Nursing Home Board Member .....	33
Committee of Oversight for Bucks Quarter Coordinator .....	34
Friends Home & Village Committee .....	35
Friends Camp Association of Bucks Quarterly Meeting .....	36
Nominating and Budget Committee, Bucks Quarterly Meeting.....	37
United Friends School Committee.....	38
<b>Appointments to Philadelphia Yearly Meeting</b>	
Annual Appeal Representative .....	39
Interim Meeting Representative.....	40
<b>Appendix</b>	
Appendix A. Monthly Meeting Calendar.....	41
Appendix B. Description of Restricted & Unrestricted Funds.....	43
Appendix C. Checklist for Memorial Services.....	45
Appendix D. Building Use Policy & Procedures, Documents.....	47
Appendix E. Child Safety Policy and Supporting Documents.....	52

## FOREWORD

This book is intended as a guideline rather than a rigid set of rules; members and attenders should exercise discretion when consulting "job descriptions," bearing in mind the overall goals of Meeting service.

It has been the policy of Doylestown Meeting since its founding that service is limited to two consecutive terms, except in unusual circumstances and with the approval of monthly meeting for worship for business. This practice encourages sharing of responsibilities, involvement in the Society of Friends and the personal and spiritual growth of members and attenders.

A committee convened by the clerk of the Meeting and including representatives from Pastoral Concerns, Nominating and Worship & Ministry Committees revises *Opportunities for Service at Doylestown Meeting* at least every five years. The Nominating Committee is responsible for distribution of copies to members and attenders serving in appointed positions or clerking committees. Appointees and clerks are responsible for implementing their committee or position's job description.

–2014 - 2015 Rewrite Committee:

Rick Howe, Clerk of Monthly Meeting  
Jill Steelman, Pastoral Concerns Committee  
Wendy Steginsky, Worship & Ministry Committee  
Tim Carter, Property Committee

*Approved by Doylestown Monthly Meeting for Worship for Business December 2014*

## **Auditor**

Membership: Member or attender of Doylestown Meeting

Term: Two years, January 1 to December 31 of the second year

Meetings: None

Responsibilities: Examines the Meeting's financial records

- Reviews the Treasurer's books with respect to income, disbursement and balances prior to or soon after the Treasurer's final annual report to the monthly meeting for worship for business; suggests corrections and/or recommends acceptance.
- Provides a written financial review report within three months of the end of the fiscal year.

## Clerk of Monthly Meeting

Membership: Must be a member of Doylestown Meeting

Term: One year, January 1 to December 31

Meetings: Monthly, second Sunday at 11:30am, and occasional special "called meetings," some outlined below

Responsibilities: Provides general oversight of meeting activities, facilitates meetings for business, encourages new programs of special and standing committees

- Acts as an *ex officio* member of all committees and attends their meetings when desirable and appropriate.
- Meets with clerks of Worship & Ministry and Pastoral Concerns to select, for Meeting approval, members of the Nominating Committee as needed.
- Facilitates monthly meeting for worship for business: a) determines agenda; b) calls for reports of special committees and positions, including quarterly meeting and yearly meeting; c) advises Meeting of actions taken on past or new concerns; d) is sensitive to the "sense of the meeting" in all discussions, determining when agreement has been reached and summarizing action to be taken.
- Attends, when possible, quarterly and yearly meetings as one of the representatives of Doylestown Meeting.
- Keeps informed on matters of interest to the Meeting and conveys information and needs for action to appropriate members.
- Breaks meeting for worship and makes appropriate announcements each Sunday or delegates this responsibility to the assistant clerk or another Friend.
- Designates an active local member or attender to sort the mail (assuring that the Recorder receives returned mailings), post relevant announcements and keep the bulletin boards in the meetinghouse up-to-date. Brings important correspondence to monthly meeting for direction when necessary.
- Regularly checks the meetinghouse voicemail and responds to or redirects messages.
- Takes responsibility for ensuring that newcomers are welcomed and points out the pamphlets to introduce them to Quaker practices and procedures. Asks newcomers to sign Meeting guestbook.
- Ensures that a memorial minute is written when a member dies; ensures that the assistant clerk sends the approved minute to *Friends Journal*.
- Makes sure that program presenters are thanked in writing.
- Implements policy and procedures guidelines on the use of the meetinghouse (Appendix D).
- Provides informal consultation to incoming clerk during the first few months of his or her term.

## Assistant Clerk of Monthly Meeting

Membership: Must be a member of Doylestown Meeting

Term: One year, January 1 to December 31

Meetings: Monthly, second Sunday at 11:30am, and occasional special "called meetings"

Responsibilities: Assists clerk as needed; performs secretarial duties for business meeting

- Acts as secretary of every meeting for worship for business, keeping full minutes. Draft minutes are circulated with the newsletter for approval at the next meeting.
- Submits draft minutes to Newsletter Editor for inclusion in the subsequent newsletter after submitting them to the clerk for review.
- Officially signs approved meeting for worship for business minutes and provides to Historian in a digital format.
- Occasionally, may be requested to prepare a minute, which may be called for and adopted at that same meeting and duly recorded.
- At the request of the clerk, handles after-meeting announcements, correspondence and such other assignments as may lighten the duties of the clerk.
- Assumes the duties of the clerk at monthly meetings for worship for business in the clerk's absence, and requests a volunteer to take minutes.
- Sends memorial minutes to *Friends Journal*.
- Based on proceedings of meeting for worship for business, ensures that the Recorder is aware of newly approved members, and members that have left or transferred membership for any reason.

## Communications Working Group

Membership: Member or attender of Doylestown Meeting

Term: Two members serve staggered two-year terms, January 1 to December 31 of the second year

Meetings: As called by clerk of committee or as set by the committee

Responsibilities: Administrates communications platforms, assists committees with support in the use of technical systems, establishes and documents systems and procedures, attends to security and privacy requirements

- Identifies potential communications platforms and processes for use by the Meeting, presenting them to the appropriate committees for consideration.
- Participates in other committee meetings as requested.
- Administrates technical aspects of the Meeting's contact list, under direction of Worship & Ministry Committee.
- Maintains Meeting communications platforms, including the following:
  - Website
  - Email
  - Social Media
  - Calendars
  - Announcements
  - Scheduling Tools
  - Collaboration Tools
- As needed, establishes policies and procedures for use of communications platforms.
- Provides direction and assistance to Meeting members and attenders as to suitable use of communications platforms.
- Addresses security and privacy requirements with regard to communications platforms.
- Maintains a secure repository of sensitive data, such as system passwords and other credentials.
- Maintains documentation library related to communications platforms, thereby imparting the Committee's knowledge to the Meeting.

**Director of the Corporation  
Doylestown Meeting of the Society of Friends, Inc.**

Membership: Must be a member of Doylestown Meeting

Term: Six members serve staggered three-year terms, January 1 to December 31 of the third year, in accordance with the bylaws

Meetings: One meeting annually, in late fall

Responsibilities: Fulfills the legal requirements of an incorporated entity

- At the annual meeting, three of the six members are elected as officers by the board for one-year terms.
- The corporation is a legal entity set up under the laws of the Commonwealth of Pennsylvania to give perpetual care to property, both real and personal, put into its trust by Doylestown Monthly Meeting. It is a non-profit corporation.
- The time of meetings, advance notice thereof, required action and procedures are prescribed in the bylaws of the corporation and should be monitored by the president of the corporation.
- As required by law, at the annual meeting a report is prepared that reviews the items actually held by the directors in trust for the meeting, accounts for the directors' stewardship and makes suggestions to monthly meeting for future trust activities.
- This report is presented for approval to monthly meeting for worship for business, usually in December but not later than January.

## Education & Conference Committee

Membership: Must be a member of Doylestown Meeting; members cannot be employees of Friends schools or applicants for funds

Term: Three members serve staggered three-year terms, January 1 to December 31 of the third year

Meetings: As called by the clerk of the committee

Responsibilities: Disburses monies to assist children who attend Quaker schools and children and adults who wish to participate in Quaker experiences such as camps and conferences. Doylestown Friends prefer that funds be disbursed to active Doylestown Meeting members and attenders. However, in years where few active members and attenders apply for funds, the committee may consider awarding funds to distant members.

- Selects a clerk from among committee members. The clerk facilitates meetings and notifies the clerk of monthly meeting when a matter should be on the agenda for monthly meeting for worship for business.
- This committee administers two restricted funds for members and attenders of the Meeting, as described below. See "Appendix B: Description of Restricted and Unrestricted Funds."
- At the March monthly meeting for worship for business, presents a statistical report on the total of the current year's available funds, total number of people assisted in what area and the total spent from each fund.
- Encourages Friends to make individual contributions or bequests to these funds.
- The Meeting trusts that applications to these funds will be based on real need; however, there will be no "means" test.

### QUAKER SCHOOLS TUITION FUND

- Oversees a special fund for enabling children of Meeting members and active attenders who might not otherwise be able to attend Friends schools.
- Grants or refuses applications, using discretion and judgment.
- Doylestown Friends prefer that funds be disbursed to active Doylestown Meeting members and attenders. However, in years where few active members and attenders apply for funds, the committee may consider awarding funds to distant members.
- Maintains sensitivity to sincere needs and effective use of limited funds.
- Advises Meeting members and attenders of the availability of these funds as above using announcements, newsletter and electronic communications. Encourages members and attenders to consider applying to Friends schools.

## EXTRACURRICULAR QUAKER EDUCATION FUND

- Oversees a fund to assist members and active attenders and their children with the costs of extracurricular educational activities that enhance their understanding of Quakerism and/or Quaker testimonies.
- Gives priority to children and specifically those not currently attending a Friends school.
- Appropriate activities include (but are not limited to) activities sponsored by the Quarter, the Yearly Meeting, FGC and other Quaker organizations, including Camp Onas, and service projects relating to Friends testimonies.  
NOTE: Assistance with Doylestown Meeting-sponsored retreats for adults and children is available from the Atkinson Fund, administered by the Worship & Ministry Committee.
- Advises Meeting members and attenders of the availability of these funds as above using announcements, newsletter and electronic communications.

## CONFERENCE LINE ITEM

- Oversees a budget item for assistance to adult members and attenders and their children to attend religious conferences of the Society of Friends, witness occasions or Camp Onas.
- Grants or refuses applications, using discretion and judgment in the interest of effective spiritual growth for the individual.
- Maintains sensitivity to sincere needs and effective use of limited funds.
- Advises Meeting members and attenders of the availability of these funds using announcements, newsletter and electronic communications.

## Finance Committee

Membership: Member or attender of Doylestown Meeting. At least three must be members of Meeting

Term: Six members serve staggered three-year terms, January 1 to December 31 of the third year; the Treasurer serves as an *ex officio* member

Meetings: As called by the clerk of the committee or at the request of monthly meeting for worship for business

Responsibilities: Oversees financial health of the Meeting, establishes annual budget and communicates financial needs and responsibilities to the Meeting community

- Selects a clerk from among committee members. The clerk facilitates meetings and notifies the clerk of monthly meeting when a matter should be on the agenda for monthly meeting for worship for business. Appoints a committee member to take minutes, distribute them to committee members and maintain approved minutes in a digital file for later reference.
- In February, contacts clerks of all committees to determine projected financial needs for the coming year.
- Meets with the Treasurer in April to develop a budget for the year based on expected needs and expenditures previously found practical.
- Presents draft budget to the monthly meeting for worship for business in May and a recommended budget for approval and adoption in June. Publishes information about proposed and final budgets in newsletter.
- Works with the Treasurer to monitor the total contributions received as a basis for deciding when appeals are required. Makes fundraising appeals in support of the budget, using means deemed appropriate. These may include items in the newsletter, direct mail and called meetings. Ensures both members and attenders understand the need to support the meeting financially as part of their stewardship commitment—sharing time, talents and treasure.
- Conducts special meetings of the membership regarding finances if and when needed.
- Allocates and distributes “Quaker and local organizations” appeals budget line item.
- Assists Treasurer and Assistant Treasurer in acknowledging all contributions to Meeting.
- Prepares a recommendation to monthly meeting for worship for business on the handling of income overage/underage at end of fiscal year.

## First Day School Coordinator

Membership: Member or attender of Doylestown Meeting

Term: one 15-month term, April 1 to June 30 of the second year

Meetings:

- Calls meetings as needed with FDS Assistant Coordinator
- Calls meetings 1 or 2 times a year for parents, teachers and other interested people to plan &/or evaluate the program; usually one time is in late spring

Responsibilities: Develops and oversees the religious education programs for the young people of Meeting

- Develops and oversees religious education initiatives for the young people of the Meeting community for the school year (roughly September through May or into June.)
- Sees that FDS expenditures are within the year's budget amount and that those who purchase materials submit receipts and choose either to be reimbursed or to have the expense donated to DFM.
- Develops a theme for the year and a general outline of FDS activities with grade-level classes and instructional blocks.
- Helps coordinators and teachers obtain needed materials, such as craft supplies, program materials and references; helps to set up classrooms.
- Registers children and, if appropriate, assigns them to grade-level groups using parental input.
- Solicits cooperation, advice and direct assistance from all parents and teachers.
- Working with parents, teachers and young people, encourages regular attendance in FDS.
- Facilitates the development of intergenerational activities and programs.
- Reports on FDS activities, programs and curriculum to Monthly Meeting for Worship for Business and in the newsletter, and makes announcements at rise of Meeting for Worship.
- Learns of, shares information on, and acts as liaison for youth activities at the quarterly and yearly meeting levels.
- Obtains Bibles or copies of *Faith & Practice* to present to children on graduation from high school or other chosen life milestone and arranges for inscription and presentation.

- When regular attendance warrants splitting the FDS attenders into multiple age-level classes, recruits Age-Group Coordinators for each age group, then works with them to develop the teaching teams who work directly with the kids and the curriculum each First Day:

*Age-Group Coordinators*

- Arrange for teachers for his/her assigned age group for the academic year
  - Ensures there is coordination and carryover from one teacher/one session to the next
  - Provides training, support and curriculum materials for teachers
- Requests applications and obtains clearances for those who wish to teach or supervise youth in First Day School settings. See appendix E.

## **Assistant First Day School Coordinator**

Membership: Member or attender of Doylestown Meeting

Term: one 15-month term, April 1 to June 30 of the second year,  
with a commitment to serve an additional 12 months as First Day School Coordinator

Meetings: As called by FDS Coordinator

Responsibilities: Supports FDS Coordinator through the year; serves as coordinator for the second year

- Supports the FDS Coordinator and provides “back up” during the school year
- Works with the FDS Coordinator to learn the responsibilities of the position in order to make a smooth transition when the assistant becomes coordinator in the coming year

## **First Day School Committee**

Membership: Member or attender of Doylestown Meeting

Term: Three members serve staggered two-year terms, July 1 to June 30 of the second year.

Meetings: The FDS Coordinator calls meetings as needed to secure the committee’s help with the responsibilities as outlined under FDS Coordinator.

## Historian

Membership: Member or attender of Doylestown Meeting

Term: Two years, January 1 to December 31 of the second year

Meetings: As needed

Responsibilities: Maintains the Meeting's historical archives, preserving and adding to documents and content

- Maintains the Meeting's archives, placing in them the members' and attenders' lists, monthly newsletters, photos and news clippings relating to members and attenders, and other items deemed to be of historical interest.
- Receives from the assistant clerk, prints and distributes acid-free copies of final, approved minutes of meeting for worship for business, officially signed by the assistant clerk. One copy is for Meeting records; the Historian forwards the other copy to Friends Historical Library at Swarthmore College.

Friends Historical Library of Swarthmore College  
500 College Avenue  
Swarthmore, PA 19081-1399  
[www.swarthmore.edu/library/friends](http://www.swarthmore.edu/library/friends)  
610-328-8496

## Hospitality Committee

Membership: Member or attender of Doylestown Meeting

Term: Four members serve staggered two-year terms, January 1 to December 31 of the second year

Meetings: As called by the clerk of the committee

Responsibilities: Makes sure food and beverages are available and appropriately presented for any Meeting-sponsored activity and event held at the meetinghouse

- Selects a clerk from among committee members. The clerk facilitates meetings and notifies the clerk of monthly meeting when a matter should be on the agenda for monthly meeting for worship for business.
- Sets up a schedule for people to provide and serve refreshments at the rise of meeting for worship. Sends out letters of notice to members and attenders.
- Members of committee provide hospitality (i.e., set up tables, prepare coffee and tea, make sure supplies are current, etc.) for potluck meals.
- Makes sure kitchen is supplied and ready for use.
- Committee is available on request to assist at special occasions.

## Librarian

Membership: Member or attender of Doylestown Meeting.

Term: Two years, January 1 to December 31 of the second year.

Meetings: As needed Responsibilities: Maintains the Meeting's library collection of books, periodicals and other media

- Responsible for development and maintenance of a library collection for children and adults. The collection consists of books, videotapes and audiotapes of general interest to Friends.
- Administers the money in the restricted Library Fund. At his or her discretion these monies are to be used for books, library supplies and one subscription to *Friends Journal*. The acquired books should include titles suggested by Meeting members, yearly meeting and specific interest groups within the Meeting.
- Frequently checks circulation, handles library mail, accepts donated materials and keeps the library attractive and current. Occasionally shelf-reads to check that the books are in the right places on the shelf. Catalogs and processes new books. Maintains supplies for processing and cataloguing books. Maintains the inventory of the library.
- If possible, attends to the library each Sunday after meeting for worship to encourage its use.
- Places notices in the Meeting newsletter and organizes activities to raise awareness of the library as a meeting resource.
- May solicit help from volunteers as necessary.

## Newsletter Editor

Membership: Member or attender of Doylestown Meeting

Term: Two years, January 1 to December 31 of the second year

Meetings: Editor should attend each monthly meeting for worship for business or appoint a delegate

Responsibilities: Communicates Meeting announcements and news, as well as matters of interest and importance, to the Meeting community on a regular basis in a newsletter format; maintains an archive of past issues that are digitally available

- Gathers news from the monthly meeting for worship for business and other sources within the monthly, quarterly and yearly meetings, as well as from other organizations and individuals involved in activities of interest to Doylestown Friends.
- Prepares calendar of coming events in the Quaker community, noting activities of interest to Doylestown Friends.
- Reports activities of members and attenders related to the Religious Society of Friends and announcements related to pastoral care.
- Presents, as space permits, other materials related to spiritual life that might be inspirational or thought-provoking.
- Uses initiative and creativity to make the newsletter a cohesive element in our Meeting life, as well as a way of keeping in touch with members who live at a distance.
- Supplies news and information that will enable and encourage Friends to take such action as letter-writing, participation in projects, etc., in areas of social concerns and peacemaking that are related to Quaker testimonies.
- May solicit help of volunteers for reporting, duplication and distribution. Updated mailing/electronic distribution lists are available from the Recorder.
- Notifies Pastoral Concerns and Recorder of returned mail addressed to members and attenders.
- Provides a summary of monthly meetings for worship for business or publishes minutes as received from clerk or assistant clerk.

## Nominating Committee

Membership: Must be a member of Doylestown Meeting

Term: Three members serve staggered three-year terms, January 1 to December 31 of the third year; a fourth member appointed annually by Pastoral Concerns Committee

Meetings: As called by the clerk of the committee

Responsibilities: Encourages the participation of all members and attenders in the “work” of the Meeting through its committees and, for the wider Quaker world, positions at the quarterly and yearly meeting level; maintains and distributes Jobs Roster that includes contact information for committee members and clerks

The Nominating Committee has the important responsibility of encouraging the personal growth, competence and understanding of members and attenders by recommending nominees for positions and committees in the monthly, quarterly and yearly meetings, in accordance with suitable and established terms of service. (See Foreword for additional guidelines.)

- Selects a clerk from among committee members. The committee clerk facilitates meetings and notifies the clerk of monthly meeting when a matter should be on the agenda for monthly meeting for worship for business.
- At the March monthly meeting for worship for business, presents nominees for
  - First Day School Coordinator and Assistant Coordinator, to start April 1
  - Representative to Buckingham Friends and United Friends Schools, to start June
  - Treasurer and Assistant Treasurer, to start July 1
- At the November monthly meeting for worship for business, presents for approval a full slate for the coming year of those who have expressed willingness to serve on committees and in positions.
- After Meeting approval of the slate, prepares a comprehensive list of all those who are serving on the committees and in the positions, then distributes it or makes it available to all members and attenders and sends a copy to the Bucks Quarter Coordinator.
- Makes sure all committee clerks and members and attenders in appointed positions have the current *Opportunities for Service at Doylestown Meeting* document—in digital format when possible, or as a hardcopy.
- Writes letters of appreciation to those who are
  - completing their terms, to be received in final month of term
  - unable to complete their terms
  - those accepting new positions
- Continues through the year to fill vacancies as they occur by presenting suggested names to meeting for worship for business for approval.
- At least every five years, participates in updating the *Opportunities for Service at Doylestown Meeting* document (see Foreword).

## Pastoral Concerns Committee

Membership: Must be a member of Doylestown Meeting

Term: Eight members serve staggered two-year terms, January 1 to December 31 of the second year

Meetings:

- Monthly, at a time and place selected by members
- At least once a year, with Worship & Ministry and the clerk of the meeting

Responsibilities: Oversees membership matters including joining the Religious Society of Friends through Doylestown Monthly Meeting and participating in the Meeting community; provides pastoral care for the individuals and families of our Meeting community; assists with or oversees confidential personal issues and those of the Meeting community

- Selects a clerk from among committee members. The clerk facilitates meetings and notifies the clerk of Monthly Meeting when a matter should be on the agenda for Monthly Meeting for Worship for Business. Appoints a member to take minutes, distribute them to committee members and maintain approved minutes in a digital file for later reference.
- At the beginning of each calendar year, appoints from its members a representative to serve on the Nominating Committee.
- At least once a year, meets jointly with Worship & Ministry and the clerk of the Meeting on common concerns, including communicating membership information to adolescents of the Meeting through First Day School.
- At least every five years, participates in updating the *Opportunities for Service at Doylestown Meeting* document (see Foreword).
- Provides pastoral care for all members and attenders
  - Reviews the guest book periodically and contacts those visitors who have asked for more information.
  - Provides or encourages more intimate relationship-nurturing activities among members and attenders, such as small social groups.
  - Contacts members and attenders who are ill or otherwise in need, offers assistance, visits and sends cards when appropriate.
  - Keeps in touch with absent members and reaches out to inactive members and attenders who live in the area.
  - Maintains communication with college students and other young adults in the meeting community.
  - Responds to requests for help from those in financial need within the larger community as well as our members and attenders. Oversees disbursements from the Meeting's Assistance Fund. Directs Meeting members and regular attenders to other sources available to Meeting members, such as those at PYM.
  - Maintains list of Quaker, community and governmental resources that are available to members and attenders who need professional or social services.
  - Responds to requests for any clearness committees.

- Assists with memorial services in accordance with the “Checklist for Memorial Services” (see Appendix C) when the service is to be held in the meetinghouse or when held under the care of this Meeting elsewhere. Makes sure bereaved members and attenders receive calls/visits for a period after the memorial meeting for their deceased loved ones.
- Membership
  - Answers inquiries about our membership process and members’ responsibilities.
  - Periodically reminds both members and attenders of the responsibilities and benefits of membership in the Society of Friends and reviews the process to join, making a special effort to communicate this information annually, specifically to the young adults and adolescents of the Meeting through First Day School and/or a letter.
  - Reviews and considers applications for membership, making recommendations to monthly meeting for worship for business.
  - Assists with transfers of membership and handles requests for termination of membership.
  - Periodically reviews the membership list and gives close attention to any lack of interest in membership commitments. Forwards this information to Recorder.
  - Sees that a profile of each new member appears in the newsletter.
  - Organizes events to honor members on occasions of importance.
- Marriage oversight
  - Provides a clearness process for those contemplating marriage under the care of the Meeting and makes recommendations to monthly meeting for worship for business.
- Directory
  - Requests updated information for members and attenders, receives changes in information and new listings, and forwards this information to Recorder.

## Peace & Social Concerns Committee

Membership: Member or attender of Doylestown Meeting

Term: Five members serve staggered two-year terms, January 1 to December 31 of the second year

Meetings: As called by clerk of committee or set by the committee Responsibilities: Provides peace and social concerns education within the Meeting community; provides opportunities to give attention to and understand the many dimensions of the Quaker peace testimony; raises awareness of these issues in the larger community

- Selects a clerk from among its committee members. The clerk facilitates meetings and notifies the clerk of monthly meeting when a matter should be on the agenda for monthly meeting for worship for business.
- Encourages young men and women in the Meeting to consider the position of conscientious objection to participation in war. In the event that conscription is put into force, counsels with those subject to the draft.
- Promotes peacemaking and works to oppose militarism.
- Encourages meeting members and attenders to relate to local, national and international organizations working for social justice. This includes working with local food banks and shelters as appropriate.
- Encourages Meeting members and attenders to relate to local, national and international peace organizations. These include ongoing connections with the Friends Committee on National Legislation (FCNL) and the American Friends Service Committee (AFSC).
- Encourages Meeting members and attenders to be active in the use of nonviolent conflict resolution within families, in schools and in other areas of life.

## Property Committee

Membership: Member or attender of Doylestown Meeting

Term: Five members serve staggered two-year terms, January 1 to December 31 of the second year.

Meetings: As called by clerk of committee

Responsibilities: Maintains the meetinghouse and grounds with an eye to preserving its historical value, being fiscally and environmentally responsible and keeping those who use the facilities safe and comfortable; engages the Meeting community to assist in these duties where feasible

- Selects a clerk from among its committee members. The clerk facilitates meetings and notifies the clerk of Meeting when a matter should be on the agenda for meeting for worship for business. Appoints a member to take minutes, distribute them to committee members and maintain approved minutes in a digital file for later reference.

### *"Cleaning" Responsibilities*

- Signs up members and attenders on a schedule for monthly cleaning of both upstairs and downstairs of the meetinghouse and confirms with a reminder.
- Prepares a list of recommended procedures and posts it on the bulletin board.
- Monitors cleaning supplies and paper products (paper towels, toilet paper), replenishing as needed.

### *"Maintenance" Responsibilities*

- Periodically inspects meetinghouse and grounds for any needed repairs and upkeep. Arranges for correction or brings major problems to meeting for worship for business for direction.
- Arranges for lawn maintenance and sidewalk snow removal.
- Ensures conformance with local civil regulations on property maintenance.
- Plans work days in spring and fall, preference being given to the second or third week in April and the second or third week in October. Coordinate timing of leaf raking with Doylestown Borough leaf pickup in November and December. Solicits workers, defines activities and provides direction. "Work Days" to be announced in newsletter and at the rise of meeting for worship.
- Maintains programmable thermostat with adjustments for any schedule changes as needed.
- After First Day School cleanup in June, schedules an interior "Work Day."
- Maintains clean gutters and stairwells to eliminate water leakage into the lower level.

## Recorder

Membership: Must be a member of Doylestown Meeting

Term: Three years, January 1 to December 31 of the second year; may be renewed for more than one term

Meetings: No scheduled meetings

Responsibilities: Maintains the Meeting's computerized database and Recorder's book manual records, updating "vital statistics" on individual meeting members and attenders; maintains the Meeting's overall membership data

Individual members (maintained on Meeting database and Recorder's book)

Name

Birth data

Death data

Marriage(s), including date, place, to whom, spouse's Society of Friends membership data, offspring of previous marriage(s)

Name change(s)

Divorce(s)

Contact data, including postal and electronic mailing addresses and phone numbers

Individual attenders (maintained on Meeting database only)

Name

Contact data, including postal and electronic mailing addresses and phone numbers

Membership statistics

Non-members joining Meeting

Transfers from and to other Meetings

Transfers to other denominations

Terminations of membership

- Sends to *Friends Journal* notices of all births, deaths and marriages.
- Prepares an annual statistical report on a form provided by the yearly meeting; presents it to the meeting for worship for business (usually at the January meeting) for approval before transmittal to yearly meeting.
- At regular intervals notifies the yearly meeting office of deaths and births, new members, resignations and transfers so YM can update its records.
- Every five years (beginning in 2000) mail or deliver membership terminations with a receipt and tracking options to the Swarthmore Historical Library, requesting a receipt from the Library for meeting records. Current contact information is:

Friends Historical Library

500 College Avenue

Swarthmore, PA 19081-1399

610-328-8496

[www.swarthmore.edu/library/friends](http://www.swarthmore.edu/library/friends)

- Annually or as requested, electronically shares updated member and attender contact information with clerk and assistant clerk for further distribution as appropriate, and with other committee clerks as requested for the completion of their responsibilities.

## **Summer Activities Coordinator**

Membership: Member or attender of Doylestown Meeting

Term: One year, covering period when First Day School is inactive over summer months

Meetings: None

Responsibilities: Recruits two volunteers for each Sunday to care for children too young to remain for the full meeting for worship

- Volunteers lead children out of Meeting for Worship at 10:15 am and return them to their parents after rise of meeting.

## Treasurer

Membership: Must be a member of Doylestown Meeting.

Term: Two years, corresponding to the fiscal year, July 1 to June 30.

Meetings: Monthly, at Meeting for Worship for Business.

Responsibilities: Maintains the Meeting's financial records

- Keeps an accurate record of all receipts, disbursements and financial agreements of the Meeting.
- Assists, as an *ex officio* member of the Finance Committee, with planning the annual budget estimate.
- Reports at each monthly meeting for worship for business the general financial status and provides financial statements.
- Prepares and submits end-of-the-year fiscal statement totaling expenses in specified categories for approval by the monthly meeting for worship for business. Either immediately before or soon after presenting end-of-year statement supports auditor's review of the books.
- Provides contribution record to Assistant Treasurer, who annually provides each contributor with formal acknowledgment.
- Ensures that Assistant Treasurer is aware of unusual, one-time contributions so that the Assistant Treasurer can acknowledge these contributions in a timely fashion.

## **Assistant Treasurer**

Membership: Must be a member of Doylestown Meeting

Term: Two years, corresponding with the fiscal year (July 1 to June 30), with a commitment to an additional two years as Treasurer

Meetings: Monthly, at meeting for worship for business

Responsibilities: Assists treasurer; learns the system; assumes treasurer's duties after two years

- Learns from treasurer the methodology used to keep a record of all receipts, disbursements and financial agreements of the Meeting.
- Aids treasurer as needed in reporting the general financial status to monthly meeting for worship for business.
- Uses signature authority on Meeting bank accounts to act when the treasurer is unavailable.
- Prepares and sends annual acknowledgments of all contributions to Meeting, with the help of Finance Committee.
- Ensures that unusual, one-time contributions are acknowledged in a timely fashion.

## Worship & Ministry Committee

Membership: Member or attender of Doylestown Meeting; at least one member should have experience as FDS coordinator.

Term: Six members serve staggered two-year terms, January 1 to December 31 of the second year

Meetings:

- Monthly, at a time and place selected by members
- At least once a year, meets jointly with Pastoral Concerns, FDS Coordinator and the clerk of the Meeting; open to everyone at DFM.

Responsibilities: Maintains communications within and outside of our Meeting community; provides oversight (content and direction) to Communications Committee, ministers to, stimulates and supports a strong Meeting Community; reaches out to the wider geographical community; encourages spiritual development of members and attenders; promotes depth to religious and spiritual life of the Meeting; oversees and guides religious education for youth and adults

- Selects a clerk from among its committee members. The clerk facilitates meetings and notifies the clerk of monthly meeting when a matter should be on the agenda for monthly meeting for worship for business. Appoints a member to take minutes, distribute them to committee members and maintain approved minutes in a digital file for later reference.
- Plans and oversees activities that encourage and stimulate community-building between members and attenders, such as retreats. Traditional events include a spring all-Meeting family picnic or retreat, occasional dinners, potluck breakfasts at Christmas and Easter, and worship services on Christmas Eve. Coordinates with Hospitality Committee when appropriate.
- Keeps the pamphlet rack well stocked and ensures sufficient copies of Faith and Practice are available; reorders when necessary. Responsible for poster in glass case in front of Meeting House.
- Encourages spiritual development of members and attenders; promotes depth to religious and spiritual life of the Meeting.
- Takes responsibility for organizing and conducting religious services at Chandler Hall, as scheduled by Chandler Hall and BQM (see BQM Directory.)
- Takes responsibility for organizing and conducting Quarterly Meeting as scheduled by BQM.
- Coordinates adult religious education
- Takes responsibility for the reading of a query before meeting for worship settles on the Sunday of monthly meeting for worship for business and during meeting for worship for business.
- At least once a year, meets jointly with Pastoral Concerns, and the clerk of the Meeting on common concerns.

- Meets quarterly with First Day School Coordinator, as needed, to guide, offer support and keep informed about FDS activities.
- At least every five years, participates in updating the *Opportunities for Service at Doylestown Meeting* document (see Foreword).

## **Buckingham Friends School Committee**

*Appointment to Bucks Quarterly Meeting*

Membership: Member of Doylestown Meeting

Term: One member serving a three-year term June 1 to May 31 of the third year

Meetings: Monthly at Buckingham Friends School during the school year, presently on the second Wednesday at 7:30pm

- Serves on School Committee to set policies for the School, which is owned by Buckingham Meeting.
- Advises the School Committee and the principal in accordance with the member's expertise and experience.
- Serves on two sub-committees such as Finance, Education or House & Grounds.
- Encourages parents in Doylestown Meeting to enroll their children at Buckingham Friends School.
- Reports to monthly meeting for worship for business annually or as needed.

## **Bucks Quarterly Meeting Outreach Committee**

*Appointment to Bucks Quarterly Meeting*

Membership: One or two members or attenders of Doylestown Meeting

Term: Two years, January 1 to December 31 of second year

Meetings: Bi-monthly, currently at Pennswood Village

Works with other committee members to discuss and implement ideas that will increase public understanding and awareness of modern Quakerism with the goal of enticing seekers to attend Quaker meeting

## **Chandler Hall Auxiliary Representative**

*Appointment to Bucks Quarterly Meeting*

Membership: Member or attender of Doylestown Meeting

Term: Two years, January 1 to December 31

Meetings: Approximately 8 times a year, on a weekday at 9:00am at Chandler Hall

The Auxiliary exists to support and extend the services of Chandler Hall and to inform Friends about the issues and processes of aging. Through the Volunteers Program, members perform special services to residents, such as visiting, reading, letter writing, meal assistance, etc. The Auxiliary raises money through its annual bazaar and contributions to provide additional comforts and services for residents and to provide financial assistance to residents in hardship cases.

- Attends meetings of the Auxiliary and provides liaison with the Monthly Meeting on concerns of the Auxiliary.
- Promotes membership in the Auxiliary by men and women of the Meeting, currently at the rate of \$5.00 per year.
- Endeavors to ensure attendance of members from the Meeting at the meetings of the Auxiliary.
- Assists with the annual bazaar held at Chandler Hall on the first Saturday in November. Gathers articles donated by Meeting members and, on the day of the bazaar, helps to set up, sell and clean up.

## **Chandler Hall Nursing Home Board Member**

*Appointment to Bucks Quarterly Meeting*

Membership: Must be a member of Doylestown Meeting; appointed by the Chandler Hall Nominating Committee, acting on the recommendation of Doylestown Meeting.

Term: Three years, January 1 to December 31 of the third year

Meetings: Monthly, on the fourth Monday at 7:00pm

Chandler Hall Nursing Home is a non-profit corporation of Pennsylvania under the oversight of Bucks Quarterly Meeting. The Board consists of representatives from Monthly Meetings of the Quarter. There are also six members-at-large selected from these Monthly Meetings for special service or to fill vacancies; they are also approved by the Quarter.

The concerns of Chandler Hall involve loving care for the elderly, administered through programs including Home Health Care, Skilled Nursing Care, Adult Day Care, Assisted Living and Hospice Care. All of these programs are under the oversight of the Board.

- Attends monthly Board meetings.
- Recognizes that this is a working Board and active participation is expected. Service is required on other committees.
- Reports to Monthly Meeting for Worship for Business covering programs of interest or specific needs with which Meeting members may assist.

## **Committee of Oversight for Bucks Quarter Coordinator**

### *Appointment to Bucks Quarterly Meeting*

Membership: Must be a member of Doylestown Meeting Term:

Three years, January 1 to December 31 of the third year

Meetings: Monthly, except July and December, on the second Thursday, in the evening

- Provides helpful suggestions to the Bucks Quarter Coordinator on programs and activities of concern to the monthly meeting for worship for business that might be of interest to other Meetings, or better carried forward by quarterly meeting sponsorship.
- Provides feedback to the monthly meeting for worship for business on the needs of the coordinator for assistance with programs in progress or contemplated.
- When Meeting support is approved, interests individual members in contributing the required assistance.
- Helps to make policy and searches for clearness on how the coordinator may proceed.
- Reviews coordinator's salary and benefit package annually and makes suggestions to Quarterly Budget and Nominating Committee.
- Assures that the coordinator's office is functional, efficient and technologically up-to-date.
- Reports to meeting for worship for business annually or as needed.

## **Friends Home & Village Committee**

### *Appointment to Bucks Quarterly Meeting*

Membership: Must be a member of Doylestown Meeting

Term: Name(s) are recommended by monthly meeting for worship for business to Bucks Quarter Nominating and Budget Committee. If accepted, nominee is appointed to a two-year term, January 1 to December 31 of the second year. Usually two representatives serve staggered terms.

Meetings: Monthly, currently at 1:30pm on the third Thursday alternating between Friends Village and the Friends Home in Newtown

The Friends Home & Village is a corporation with officers drawn from the representatives of the Friends Home & Village Committee. There are usually two representatives from each of the 13 Monthly Meetings, through which the general oversight of the Home and Friends Village (separate facilities) is maintained. Both facilities are for independent living and are licensed by the state for that purpose, but not for nursing care. In addition, Paxson Hall is licensed to provide assisted living (supervised medication, bathing, dressing help, etc.).

- As a member of the committee, a representative is expected to participate in various aspects of running the Home and Friends Village, including service on special committees that meet monthly or as called. These committees are concerned with the overall welfare of the residents and properties.
- Reports back to the monthly meeting for worship for business concerning programs of interest or specific needs of the Home and Village with which Meeting members may assist.
- Keeps Pastoral Concerns Committee informed regarding availability of accommodations and costs of both Friends Home and Friends Village.

## **Friends Camp Association of Bucks Quarterly Meeting**

### *Appointment to Bucks Quarterly Meeting*

Membership: Member of Doylestown Meeting

Term: Three years, January 1 to December 31 of the following year. Usually two representatives serve staggered terms.

Meetings: Monthly, October to June, on third Sunday evening at Wrightstown Meeting, 7:00pm

Friends Camp Association is a corporation with officers drawn from Bucks Quarter. There are usually two representatives from each of the 13 monthly meetings and two at-large members. The association accomplishes general oversight of camp operation.

- Conducts business relating to finances of Camp Onas, scholarship awards and operating policies; the details of camp operation are delegated to the camp director. Provides supervision of camp director(s).
- Conducts a social event for the association, the camp staff and counselors just prior to the camp opening for the summer.
- Reports back to monthly meeting for worship for business covering programs of interest or specific needs of the camp with which Meeting members may assist.
- Toward the end of the school year, communicates with our First Day School children on opportunities at Camp Onas.
- Encourages Meeting participation in meeting for worship at Camp Onas while camp is in session.
- Assists in fundraising for capital projects.

## **Nominating and Budget Committee, Bucks Quarterly Meeting**

### *Appointment to Bucks Quarterly Meeting*

Membership: Must be a member of Doylestown Meeting

Term: Name(s) are recommended by Monthly Meeting for Worship and Business to Bucks Quarter. If accepted, nominee is appointed for a two-year term, January 1 to December 31 of the second year. Two representatives serving staggered terms are recommended to Quarterly Meeting, if possible.

Meetings: Three a year, at Wrightstown Meeting

- Prepares recommendation to Bucks Quarterly Meeting on the quarter's operational budget for the following year.
- Presents recommended names for BQM clerk and alternate clerk, as well as for quarterly meeting appointments to the yearly meeting Nominating Committee.
- Some knowledge of Bucks Quarter Friends and the operation of Bucks Quarterly Meeting is helpful.

**United Friends School Committee**  
*Appointment to Bucks Quarterly Meeting*

Membership: Must be member of Doylestown Meeting

Term: Two years, from July 1 to June 30

Meetings: Monthly, with additional meetings for subcommittees

- Serves on School Committee to set policies for the School, which is held under the care of Doylestown Meeting, Gwynned Meeting, Unami Meeting and Richland Meeting. As a member of School Committee, sets policies for the school.
- Advises the School Committee and the principal in accordance with the member's expertise and experience.
- Serves on one or more subcommittees, such as Finance, Property, Advancement, Safety, Technology.
- Attends some school functions.
- Encourages parents in Doylestown Meeting to enroll their children at United Friends School.
- Reports to meeting for worship for business annually or as needed.

**Annual Appeal Representative**  
*Appointment to Philadelphia Yearly Meeting*

Membership: Must be a member of Doylestown Meeting

Term: Two years, July 1 to June 30 of the second year

Meetings: None

- Analyzes the current PYM Annual Appeal computer printouts showing the history and present status of contributions from members and attenders of Doylestown Meeting. (These printouts are issued by PYM twice a year.)
- From this data, plans the approach or approaches that will
  - maintain or increase the donations of those who do contribute
  - expand the number of contributing members and attenders
- Before implementation of the approach, coordinates fundraising efforts with the Doylestown Meeting Finance Committee so there is no conflict with other fundraising programs.
- Reports goals, objectives and progress (provided by PYM) semi-annually to meeting for worship for business.
- Writes thank you notes to Doylestown Meeting contributors, as noted in PYM printouts.
- Communicates with PYM's Director of Development as requested.

**PYM Interim Meeting Representative**  
*Appointment to Philadelphia Yearly Meeting*

Membership: Must be a member of Doylestown Meeting  
Term: Two years, January to December of the second year  
Meetings: Monthly, except March, July, August and December

Interim Meeting represents PYM between the annual sessions and therefore is the channel for routine action on new or continuing concerns of members representing yearly and quarterly meetings.

- Keeps Doylestown Meeting advised of new concerns being presented to Interim Meeting and action taken or contemplated on them.
- Summarizes for Doylestown meeting for worship for business reports given at Interim Meeting.
- Presents to Interim Meeting urgent concerns of Doylestown Meeting that are not being handled through Bucks Quarter.
- Provides liaison between administrative personnel of yearly meeting and other PYM representatives so that Doylestown Meeting members will have a better appreciation of the whole of which they are a part.

## Appendix A: Monthly Meeting Calendar

This is a general guide for recurrent agenda items for meeting for worship for business. Each month's agenda should also include current items of business from standing committees, individuals and other sources.

### January

- Clerk presents annual report for Meeting approval. Prepares and sends copies for presentation at Bucks Quarterly Meeting in February.
- Recorder presents Recorder's annual report for Meeting approval.
- Directors of the Corporation present their annual report for Meeting approval.
- Most newly appointed Meeting committee members begin their terms.

### February

- Clerk requests representatives to February Quarterly Meeting with one member prepared to read the Meeting's annual report.
- Clerk requests representatives to Philadelphia Yearly Meeting.
- Bucks Quarterly Meeting Sessions

### March

- Education & Conference Committee reports.
- Finance Committee prepares draft budget for the next fiscal year.

### April

- Nominating Committee presents nominees for First Day School Coordinator, Assistant First Day School Coordinator and representative to Buckingham Friends School (all starting June 1) and Treasurer (starting July 1) for Meeting approval.
- Finance Committee consults about the need for a fundraising letter.
- Friends Home and Village representative reports to Meeting.

### May

- Finance Committee presents the recommended budget for next fiscal year for Meeting discussion.
- Clerk requests representatives for May Bucks Quarterly Meeting.
- Bucks Quarterly Meeting Sessions
- Chandler Hall Auxiliary representative reports to Meeting.
- Summer Activities Coordinator begins recruiting child caretakers for the summer months.

### June

- Finance Committee presents for Meeting approval the revised proposed budget for the next fiscal year.
- Chandler Hall Board Representative reports to Meeting.
- Bucks Quarterly Outreach Committee representative reports to Meeting.

### July

- Buckingham Friends School Committee Member reports to Meeting Yearly Meeting Sessions

#### August

- Treasurer presents annual fiscal report to Meeting.
- Treasurer consults with Auditor to arrange for review of books.
- Clerk requests representatives to August Bucks Quarterly Meeting
- Bucks Quarterly Meeting Sessions

#### September

- Auditor presents audit report to Meeting.
- United Friends School Committee member presents report to Meeting.

#### October

- Bucks Quarterly Meeting Budget and Nominating Committee representative reports to Meeting.
- Friends Camp Association representative reports to Meeting.

#### November

- Nominating Committee presents for Meeting approval the full slate of members and attenders who have expressed willingness to serve for the year starting January 1.
- Clerk requests representatives to the November Bucks Quarterly Meeting.
- Bucks Quarterly Meeting Sessions

#### December

- Recorder needs to prepare annual report for presentation in January.
- Clerk presents annual report for final approval at January meeting for worship for business.
- Clerk completes form sent by Bucks Quarter Coordinator re: representatives to Bucks Quarter committees.

## Appendix B: Description of Restricted and Unrestricted Funds

**Assistance Fund:** A designated reserve fund for loans and grants to members of the larger community in need as well as members and attenders of the Meeting who have a special financial need. The fund is under the authority of the Pastoral Concerns Committee and the clerk of the Meeting. (For the larger community, the guideline for emergency housing is to arrange direct payment to a local hotel [e.g., the Courthouse Inn on North Main Street & Chapman Avenue] for up to two nights and, if requested, help with food for a similar period. Make sure the person/family is aware of assistance available from the Bucks County Opportunity Council, 215.345.3295, and Pennridge FISH, 215.257.7616.)

**Atkinson Fund:** A designated reserve fund for the purpose of subsidizing Meeting-sponsored retreats and events or assisting members and attenders who need financial help to attend such retreats and events. The fund is under the authority of the Ministry & Outreach Committee.

**Educational Assistance Fund:** A restricted fund for tuition aid to children (of members and active attenders) who attend Friends schools. The fund is under the authority of the Education & Conference Committee.

**Extracurricular Quaker Education Fund:** A designated fund for assistance to members and attenders and their children with the costs of extracurricular educational activities that enhance their understanding of Quakerism and/or Quaker testimonies. The fund is under the authority of the Education & Conference Committee.

**Library Fund:** A designated reserve fund for the purchase of literary and informational documents, media, and related supplies for the meeting's library. The fund is under the authority of the meeting's librarian.

**Peace & Social Concerns Fund:** A designated reserve fund for peace and social concerns activities, as approved by the Meeting. The fund is under the authority of the Meeting and is utilized by the Peace & Social Concerns Committee.

**Capital Maintenance Fund:** A designated reserve fund for minor capital expenditures, as approved by the Meeting. The fund is under the authority of the Meeting and is utilized by the Property Committee.

**Meetinghouse Growth Fund:** A restricted fund for major capital expenditures or property acquisitions, as approved by the Meeting.

**Interest Income:** A holding account for interest received on restricted and unrestricted funds. The earned interest is distributed to these various funds at the end of the fiscal year.

**General Fund:** An unrestricted fund for the general operation of the Meeting.

### Notes:

- Unrestricted funds are those funds whose income the Meeting can use for any purpose.
- Designated funds are those for which the Meeting has determined a specific use for the fund. Reserve funds are a type of designated fund.

- Restricted funds are funds that a donor has restricted to a specific purpose.
- The balances of all funds are reported to the Meeting by the Treasurer on a monthly basis. Funds may be added as contributions are received designated for a special purpose as requested by the donor.

## Appendix C: Checklist for Memorial Services at Doylestown Meeting

This process is not intended to be an inflexible rule; Friends helping with memorial services should be guided primarily by their knowledge of the family and concern for the family's needs. The meeting community has a continuing responsibility to support the family in whatever ways will help them to grieve and recover from their loss.

### Contact person

By asking the bereaved family to name one person at Doylestown Friends Meeting to serve as the single liaison between the family and the Meeting or its committees, we believe we are making the needs and comfort of the family our priority. The bereaved family calls the clerk to request a memorial service at the meetinghouse. The clerk assists the family in choosing a contact person, who will immediately begin to help them clarify and implement their wishes regarding the memorial service. To further minimize intrusions and confusion, the contact person should review this entire checklist before speaking with or meeting with the family. NOTE: Families and individuals are encouraged to begin this process as any time; many people find it is a great comfort to discuss these matters before a death, especially one that is anticipated in the near term.

**As soon as possible**, the contact person helps the family to clarify these issues:

- What day/date and time do you wish your service? We encourage scheduling a memorial service, but if the family does not wish to have a separate service they can choose to invite family and friends to join Doylestown Meeting at our regular meeting for worship on Sunday morning (understanding that First Day School, etc. will function as usual).
- How many family members and friends do you expect? Will additional seating be required?
- Where do you wish the immediate family to sit?
- Do you need help with transportation?
- Do you wish to have flowers? If needed, the Meeting can provide a simple flower arrangement.
- Do you want to have a guest book? The Meeting can provide one.
- Would you like someone to stay at your home during the memorial service?
- Do you plan a reception after the memorial service? Where and when is that to be? The Meeting has room for a small reception in our lower level.
- Would you like us to work with the funeral director to see that the family's wishes are carried out with regard to preparing and publishing the funeral notice or obituary in the newspaper?
- Does the family have sufficient funds for funeral arrangements, immediate expenses, etc.? If not, refer them to Pastoral Concerns for help from the Assistance Fund or other sources.
- Do you wish to have music, readings or other programmed events during the service?
- Will you have pallbearers? Will the coffin be present in the meetinghouse?
- Are arrangements being made for burial or cremation?
- Does the family want someone from Meeting to give an explanation of Friends' memorial service practices at the service? Leaflets on Friends' memorial services are also available from PYM.
- Do you wish child care during the memorial service?
- When will family members plan to arrive at the meetinghouse? If that time is more than one hour before the memorial service, arrange for someone to come early to open the meetinghouse.
- How long to you expect family to remain in the meetinghouse after the service?

**Before the service**, the contact person performs or delegates these tasks:

(Check with clerk)

- Check with the clerk to determine that the date and time do not conflict with other meeting events.

(Check with Property Committee)

- Arrange for ushers and parking attendants
- Arrange for someone to arrive at least an hour before the service to open the doors, turn on the heat, set up extra seating if required, receive flowers or early arrivals, etc.
- Call St. Paul's (215.348.4605) between 10:00am and 4:00pm for use of parking lot.
- Arrange for someone to set DFM's "no parking" standard and cones on the sidewalk in front of the meetinghouse the afternoon before the day of the memorial service, and then put away afterwards.
- Arrange for someone to make sure the meetinghouse is returned to its pre-memorial condition and locked up

(Check with Pastoral Concerns)

- Make sure that Friends in the area who might have known the deceased are notified of the memorial service.
- If requested, purchase a simple flower arrangement and/or a guestbook (reimbursed by Pastoral Concerns).
- If requested, work with the funeral director to see that the funeral notice or obituary is prepared and published in the newspaper according to the family's wishes.

(Check with Ministry & Outreach)

- Discuss Friends' memorial services with the funeral director (if one has been engaged) to avoid conflict between Friends practices and the director's agenda.
- Determine pallbearers, who collect cards and remove flowers, etc.
- If requested, arrange for a member to speak at the start of the service about Friends memorial service practices.

**After the day of the service**, the Contact Person performs or delegates these tasks:

(Check with Pastoral Concerns)

- Call on the family and determine if further assistance is needed.

(Check with clerk)

- If the deceased was a member
  - Make sure the Recorder is informed of the date of death.
  - At the next meeting for business, the clerk appoints someone to write a memorial minute for inclusion in the meeting minutes.
  - Makes sure the Recording Clerk sends the memorial minute to *Friends Journal* along with the names of survivors if they are not mentioned in the minute.

## Appendix D: Doylestown Friends Meeting Building Use Policy & Procedures

Doylestown Monthly Meeting wants to make the Meetinghouse available to the community for its use. Furthermore, we wish to give special consideration to those individuals and groups who might not otherwise be able to find a space for activities.

This desire to make the Meetinghouse available is balanced with the need to protect the Meeting's property and to ensure that the space is used appropriately.

As a result, we have created the following policy and procedures for the use of our facilities for events that are not sponsored by Doylestown Monthly Meeting. These exist as guidelines, in recognition that exceptions may arise that require special arrangements, as may be approved by the Clerk or Meeting for Worship for Business.

### Policy

Those wishing to use the meetinghouse space for events not directly sponsored by Doylestown Monthly Meeting must apply in writing for permission, receive approval in keeping with the procedures described below and be covered by a written agreement between the Meeting and the responsible party.

All activities under this policy must have a member or attender of Doylestown Friends Meeting acting as the Meeting's representative. This may be a participant in the activity; if no members are participating, one will be assigned. The responsibilities of this representative are detailed below.

In the event of a scheduling conflict, every effort will be made to accommodate all scheduled activities. If the conflict cannot be resolved, activities sponsored directly by Doylestown Friends Meeting take priority.

Some activities are not appropriate for the space. For example, smoking and alcoholic beverages are not permitted within the meetinghouse or upon the grounds.

A distinction is made between *free* and *fee-based* activities:

- A *free* activity is one for which participants are not charged, whether the event is open to the public or not. Donations may be solicited for a free activity, as long as the donations are truly optional.
- A *fee-based* activity is one for which participants are charged a fee (in the form of an admission fee, course fee or tuition, or a contribution of a specific amount is solicited upon entry to the event). If the event is a fundraising event, or one where items are offered for sale, the activity is considered *fee-based*. (The Meeting may make an exception when the sale of items is clearly incidental to the activity, such as records and tapes sold by a musical performer at a free concert.)

DFM does not charge the organizing group to use the meetinghouse for free activities, although we appreciate a contribution to the Meeting to help defray our operating costs. A typical contribution for a small group activity is \$15.

For fee-based activities, DFM charges a fee, which should accompany the signed Facilities Use Agreement and proof of insurance. For groups of 10 people or less, the fee is \$25. For groups larger than 10 people, the fee is \$40.

Out of courtesy to our neighbors, we request that events generally end by 11pm and that organizers and participants make every effort to avoid excessive noise.

**Procedure:**

A **Facilities Use Application** must be submitted for each activity. For on-going events, the application must be renewed annually. Applications may be obtained from, and should be submitted to, the Clerk of the Meeting. Unless there are extenuating circumstances, applications should be submitted at least five weeks prior to the first event covered by the application so that the application can be fully reviewed, considered and approved as needed.

The Clerk will refer the application to the next Monthly Meeting for Worship for Business for approval.

Upon approval of the request, the applicant receives a **Facilities Use Agreement**. The applicant must sign and return this agreement, along with proof of insurance coverage, prior to the event. Unless otherwise specified, the insurance coverage must include *at least* \$500,000 comprehensive general liability with an "Accord" form certificate that names the Meeting as an additional insured. Insurance coverage may be waived for those activities that the Meeting determines are directly related to the mission of the Meeting and/or are under the joint sponsorship of the Meeting.

Unless a Doylestown Friends Meeting member or attender has been named in the **Facilities Use Application** to be the Meeting's representative, either the Clerk or the monthly meeting will assign one. This person is responsible for opening the meetinghouse for the event and for making certain that the facilities are left in proper condition (locked, lights out, all trash removed and with no damage).

The kitchen facilities in the basement are available for use. All dishes, cutlery, pots and pans must be cleaned, dried and stored. Groups must provide all their own supplies, including but not limited to food, condiments, soap and paper products; please do not use the Meeting's supplies. All food and trash must be removed after each event.

## Doylestown Friends Meeting Facilities Use Application

Name		Date	
Organization		Title/Role in organization	
Address		City, State ZIP	
Day Phone	Evening Phone	Cell Phone	
Activity/Event			
<input type="checkbox"/> One-time event - date and start/end times:			
<input type="checkbox"/> Repeating event and schedule			
<input type="checkbox"/> Monthly - dates and start/end times:			
<input type="checkbox"/> Weekly - dates and start/end times:			
<input type="checkbox"/> Other - dates and start/end times:			
Purpose of event or type of activity			
Expected number of participants			
Will a fee be charged? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Amount: <input type="checkbox"/> admission fee <input type="checkbox"/> tuition <input type="checkbox"/> required donation <input type="checkbox"/> other type of fee (explain)			
Will items be sold at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Facilities to be used			
<input type="checkbox"/> Meetinghouse (main level) <input type="checkbox"/> Classrooms (lower level) <input type="checkbox"/> Kitchen (lower level) <input type="checkbox"/> Exterior			
Name of Doylestown Friends Meeting member who will be participating and is willing to serve as the Meeting's representative (if any)			
Concerns, requests			

<b>For Doylestown Friends Meeting Use</b>			
Date	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	<input type="checkbox"/> by Clerk	<input type="checkbox"/> by Meeting for Business
<input type="checkbox"/> Signed Facilities Use Agreement Received on (date):			

*Form: October 2010*

## Doylestown Friends Meeting Facilities Use Agreement

AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between Doylestown Friends Meeting (hereinafter for reference called "Meeting") and

\_\_\_\_\_  
(hereinafter referred to as "User"), wherein the parties agree to the following:

1. Meeting agrees to allow the User to make use of the meetinghouse and grounds, hereinafter called "premises" or "facilities," located at 95 East Oakland Avenue, Doylestown, Pennsylvania, upon the following terms and conditions.
2. The date(s) and time(s) for the approved use of these facilities are as follows:
3. User shall release, indemnify, protect and hold harmless Meeting from any and all claims for injury to persons using the premises and for damage to their property during the approved event(s). User is responsible for making the premises safe for the event(s), including but not limited to removing snow, ice or other potentially hazardous materials from all steps and sidewalks on the Meetinghouse property.
4. User shall also release, indemnify, protect and hold harmless Meeting for any physical damage to the facilities during the use and/or resulting from the use of the facilities. User shall leave the facilities in the same good order as they are found. All books, eating utensils and furniture shall be returned to their original locations.
5. User shall provide proof of insurance coverage of at least \$500,000 personal liability and \$25,000 property damage coverage with this agreement.
6. User shall inform its participants of and enforce Meeting's ban on smoking and the use of alcoholic beverages inside the facilities and on the surrounding grounds.
7. User shall extinguish all lights, remove trash and lock exterior doors on departure at the conclusion of the event(s). User shall provide its own janitorial and security services.
8. The telephone is for Meeting use only, and may be used by User and User's program participants only in emergency.
9. Meeting appoints \_\_\_\_\_ as its representative for the event(s). This person is responsible for opening the meetinghouse prior to the event(s) and for inspecting the facilities for compliance with this agreement after completion of the event(s).

10. Fee:

There is no fee for this use; however, contributions to defray operating costs are appreciated.

The fee for each event is \$\_\_\_\_\_, payable in advance.

11. Meeting may cancel this agreement at any time by written notice to User.

12. The signer of this agreement represents that User has authorized the signer to execute this agreement on its behalf.

In witness whereof, the parties intending to be legally bound have executed this agreement, the day and year first above written.

<b>For User</b>	<b>For Doylestown Friends Meeting</b>
Signature	Signature
Name	Name
Title	Title
Organization	

*Form: October 2010*

## Appendix E: Child Safety Policy & Documents

In compliance with Pennsylvania law, all Doylestown Friends over the age of eighteen who volunteer in our First Day School undergo a Pennsylvania State Police Criminal and Child Abuse Background Check. Background checks will be updated as often as the state requires, currently every three years. If a Doylestown Friend has not lived in Pennsylvania for at least ten years, a Federal Bureau of Investigation Criminal Background Check is required. All persons over the age of 15 who are paid to care for our children must complete both the PA State Police Criminal and Child Abuse Background Check, and the FBI Criminal Background Check. The FBI background check is required for those paid to work with children regardless of how long the paid childcare workers have lived in PA.

In addition to complying with PA law, Doylestown Friends have policies and procedures to protect the safety of children and youth attending Meeting and/or Meeting-sponsored functions. The following policies and procedures apply to every person who works with children and persons under 18 years of age, whether at the Meeting House or at a Meeting-sponsored function, including an overnight activity.

1. When children are at Meeting and cared for by someone other than a parent or guardian, two adults age 18 or older need be present. One of those adults may serve as a roving presence with a line of sight into each area where children are present. None of these persons is to be alone with a child at any time. In the event that a small child requires assistance in the bathroom, the door to the bathroom must be left open.
2. It may be necessary or desirable for teenaged babysitters, who are themselves under the age of 18, to assist in caring for children during programs or activities. In that case, these guidelines apply for all volunteer teenaged workers:
  - a. They must complete the application process, but are not required to get a Pennsylvania State Police Criminal Record Check.
  - b. They must be at least 14 years old.
  - c. They must be under the supervision of an adult and must never be left alone with children.
3. Prior to working with children in our Meeting, any person desiring to do so must complete an Application to Work with Children of Doylestown Friends Meeting. As part of this application process, volunteers will provide the names of three references. All references will be checked
4. Any information gathered for the purposes of child safety in our Meeting will be kept confidential, as appropriate.
5. Members or attenders of Doylestown Meeting who wish to work with children in Meeting activities must have attended Meeting for at least six months before working with Meeting children.
6. As volunteers, Doylestown Friends who work with children are not required to take a course on Recognizing Child Abuse. However, training at the [PA Dept. of Ed. website](#) is available for those who wish to take it.
7. Doylestown Meeting's policies and procedures will be reviewed annually with those who care for our children.
8. Checking references and securing the Pennsylvania State Police Criminal and Child Abuse Background Check will be handled by the Doylestown Friends Meeting Clerk or persons designated by the Clerk.
9. Should a Doylestown Friend have reasonable cause to suspect child abuse, he or she is required to call the PA Child Abuse Hotline **1-800-932-0313**.



Doylestown Friends Meeting  
95 East Oakland Avenue, Doylestown PA 18901  
Today's Date

Dear Friend,

Thank you for your interest in working with our young people at Doylestown Friends Meeting. It is an important responsibility that supports our community at its very heart, and we appreciate your willingness to volunteer your time and talents.

In November 2004, Doylestown Monthly Meeting minuted its intention to develop guidelines to enhance child safety. This was undertaken *not* in response to an incident, but rather as a concerned response to a request made by our insurance company and a wish to do all we can to create a safe and loving community.

A committee on Child Safety worked many months to implement the Meeting's intention. Enclosed are the guidelines that Monthly Meeting adopted in July 2005 and amended in 2008. They require that everyone who wishes to work with children up to the age of 18—even Friends who have worked with our children in the past—needs to complete the application form, which requests references and information regarding conviction of any crime of physical or sexual violence.

To work with children in Doylestown Friends Meeting, you must have attended a Friends Meeting for at least six months before you are accepted as a volunteer. If you have been active in our Meeting for fewer than six months, please provide contact information for the clerk of your previous Meeting as well. Your references must include at least one professional or institutional contact and at least one who has observed you with children. None can be family members.

We will contact your references and the clerk of the Meeting(s) you list.

The responsibilities of the Child Safety Committee have now been absorbed by Worship & Religious Education Committee, who will undertake the application review process with speed and complete confidentiality. If you have any questions about this process, please contact me.

Thank you.

[Name, address, email & phone]

*Representing Worship & Religious Education Committee of Doylestown Friends Meeting*

Enclosures:

“Doylestown Friends Meeting Child Safety Guidelines”

“Application to Work with Children of Doylestown Friends Meeting”

*April 2010*

## Application to Work with Children of Doylestown Friends Meeting

<b>Your legal name</b>		
<b>Social Security #</b>	<b>Date of Birth</b>	<b>Gender</b>
Address		City, State ZIP
Day Phone		Evening Phone
Cell Phone		Email
Have you ever been convicted of a crime of physical or sexual violence? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe.		
Previous Friends Meeting (if less than 6 months at Doylestown Friends Meeting)		
Clerk's Name		
Clerk's Phone and Email		
<b>Reference 1 Name</b>		
Organization		
Address		City, State ZIP
Phone		Email
<b>Reference 2 Name</b>		
Organization		
Address		City, State ZIP
Phone		Email
<b>Reference 3 Name</b>		
Organization		
Address		City, State ZIP
Phone		Email

*Form: October 2010*

*Adopted by Meeting for Business 12 July 2005*

*Revised 10 May 2008*

*Transcribed and corrected 15 April 2010*

*Revised November 2014*

*Revised December 2015*

