

Procedures Manual

South Central Yearly Meeting

January 2017

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STATEMENT OF INTENT

The purpose of this Procedures Manual is to provide guidance and continuity in the operations of South Central Yearly Meeting and its annual sessions, for members and attenders, new or longstanding, and to interested friends of Friends. In this sense it acts to reinforce the memory of those who performed an office or function in the past, and to provide an "institutional memory" for those who are new to a Yearly Meeting office or function. God has many callings for us other than annually reinventing the wheel.

The fundamental basis of this Procedures Manual is the Minutes adopted by South Central Yearly Meeting. This Manual is not a Faith and Practice, a document common among Yearly Meetings. It will be a supplement to a Faith and Practice, should one be adopted by South Central Yearly Meeting. The procedures recorded here are those of the Yearly Meeting, and do not call individuals, Monthly Meetings, or Quarterly Meetings to be bounded by them, except in relations with the Yearly Meeting. Currently, the Procedures Manual serves as the SCYM corporation by-laws.

This is not intended to be a "perfect" document, nor does it have to be for us to be able to work with, through and under it. Our Yearly Meeting has been a wonderful vehicle for the expression of our faith since it was established in 1961, even without the benefit of a manual of procedures. It is hoped that this Procedures Manual will make our work easier, and that the procedures described will become faithful paths from which we can more easily see our way clear to create different paths as we find ourselves called in new directions. It is important that our procedures remain flexible to Friends' needs and reflect the loving care that we want all our members and meetings to feel. Thus, it is expected that this manual will be updated, as the Yearly Meeting adds, deletes and modifies its procedures.

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SOUTH CENTRAL YEARLY MEETING OF FRIENDS

Introduction

Southwest Conference

1952 - January 24-25 - About 40 F/friends, from Meetings and worship groups in Houston, Friendswood, New Orleans, Austin, San Antonio and Brownsville, met for the first Friends Southwest Conference in Houston, TX.

"The Houston conference was felt, by all present, to have been so worthwhile that another such meeting in the Fall is anticipated...It is hoped that a large number from all the various meetings, New Orleans, Baton Rouge, Little Rock, Fayetteville, Brownsville, Houston, San Antonio, Dallas, Friendswood and Austin, will be able to attend."

1958 - Southwest Friends Conference - Livingston, TX. It appears to some of us that this Conference has been steadily tending toward yearly-meeting status. The question has come up in our annual gatherings year after year.

There is a real concern that our fellowship should be enriched and that our participation in national and international expressions of Friends' testimonies should be improved. If we felt reasonably sure that yearly-meeting status would help in these two directions, would we not favor such organization?

We like the simplicity of our present organization; we dread a top-heavy structure with many officers and committees adding to and duplicating the work of our local groups...we earnestly desire that our fellowship—between Friends of Oklahoma, Arkansas, Texas, Louisiana, etc.—be strengthened and that we find ways to join in broader application of Friends concerns, we want to decide whether these aims can be served better by a yearly meeting.

Establishment of SCYM

1961- Several attempts were made to word a Minute that would say exactly what we want to say and would be suitable for sending out announcing our action. It was decided to defer the matter back to Meeting for Sufferings, to report at a later session on recommended wording.

John Barrow read the recommended minute from the Meeting For Sufferings:

"We, the members of the Friends Southwest Conference, gathered at our 10th annual meeting, feel that the way is now open for us to enter into the status of a Yearly Meeting. Therefore, we, preserving our present organization, joyfully and prayerfully assume a new name: The South Central Yearly Meeting of Friends."

This was approved.

Epistle from the South Central Yearly Meeting, 1961

November 26, 1961

To Friends Everywhere:

We have met as the Friends Southwest Conference and are departing as the South Central Yearly Meeting of Friends.

After meeting as a conference for the past ten years, we joyfully and prayerfully take this step in broadening and deepening our spiritual fellowship with the world community of Friends.

As we move into this new responsibility we accept the challenge that Friends seek:

1. a growing fellowship with God,
2. a deep commitment to Christ,
3. to know all men as brothers,
4. to overcome evil with good.

We are deeply troubled by the continuing international tensions. Peace will only come about as we are willing to commit our time and energies to removing the causes of war and strengthening the institutions of peace. As Friends, we reaffirm our commitment to peaceful solutions through the Spirit of God.

1962 -150 Friends gathered for the first session of South Central Yearly Meeting, November 22-25, 1962, at Camp Soroptimist, Argyle, Texas.

The Purpose of Our Yearly Meeting

Spiritual Support

The purpose of our Yearly Meeting is to strengthen and support one another in a common search for Truth and Light. We gather to search in the Light, to seek renewal, and to celebrate our joy in coming together. Far separated as we are geographically we are given to feel ourselves, with deep gratitude to God, to be of one body.

Conduct Business

Another principal purpose of Yearly Meeting is meeting for worship for the transaction of business. This enables a larger group to undertake matters of concern that cannot be accomplished by smaller Friends' groups.

Community

The Yearly Meeting exercises only general oversight and loving care over constituent Meetings, leaving to them the proper ordering of their worship, fellowship, and service. Yearly Meeting represents an extension and an expansion of Friends' basic spiritual community-the local meeting.

Common Concerns

When Friends from a wider geographic area share in worship, business, and social and educational opportunities, the faith of all is broadened.

Statements of Faith

Religious Freedom

YM 2004-07: SCYM 2004 minutes its support of those Friends Meetings in Texas that have filed a “Friend of the Court” brief in the case of the Ethical Society of Austin versus the Comptroller of Texas, which is now before the Texas Supreme Court. This is an important freedom of religion case dealing with how far a state can go in seeking to determine the nature of what constitutes a religious body.

Equality

YF 2003: The Young Friends have recently become aware that there is an issue in the larger Yearly Meeting regarding a lack of funding for interpreters. To try and assist with this problem, we would like to offer to fund 30% of the interpreter’s fee in the event that the individual requiring interpretation is a member of our group.

YM2016-03: Regarding support in revocation of the Doctrine of Discovery. South Central Yearly Meeting joins with other Quaker Meetings, including Philadelphia Yearly Meeting, Baltimore Yearly Meeting, Connecticut Yearly Meeting, New England Yearly Meeting, New York Yearly Meeting, Boulder Monthly Meeting, in minuting support for repudiating and revoking the Doctrine of Discovery and instituting the United Nations Declaration of the Rights of Indigenous Peoples (UNDRIP) of 2007 as a basis for the laws of the land.

Marriage

YM 1999-24: South Central Yearly Meeting endorses the marriages of individuals under the care of Monthly Meetings without regard to gender.

YM 2004-11: We reaffirm the South Central Yearly Meeting 1999 minute reading: “South Central Yearly Meeting endorses the marriages of individuals under the care of Monthly Meetings without regard to gender.”

Believing that there is that of God in everyone, monthly meetings within South Central Yearly Meeting have been taking the marriages of same-gender couples under their care for many years. We find that the gift of spiritual union is as strong and valuable to our community in same-sex couples as it is in opposite-sex couples.

Based upon our testimony of equality, we affirm the right of all married couples to the same legal privileges and rights. By not recognizing these rights, the state places a burden on the affected couples and their families and on our community as a whole as we support them.

We are led by the Spirit to call upon the state to extend the right of civil marriage with all its attendant legal rights and privileges to all couples regardless of gender.

We encourage Friends to work toward this end by witnessing to other Friends, to people of other denominations and faith traditions, and to our legislators.

Death Penalty

YM 2001-05: South Central Yearly Meeting of the Religious Society of Friends reaffirms Friends’ historic opposition to the death penalty, finding it contrary to Quaker belief and practice. We encourage our Monthly Meetings to persist in their work toward abolition of the death penalty.

YM 2001-06: South Central Yearly Meeting of the Religious Society of Friends recognizes the witness of monthly meetings against executions and specifically affirms it's support of all legislation that would end the execution of death row inmates who were convicted for crimes committed before the age of 18 or who suffer from diminished mental capacity.

Open Carry

YM 2016-05: Regarding repeal of all state laws allowing concealed and open carrying of firearms. Given Friends' belief in the value of life and of the Quaker peace testimony, SCYM stands united in its opposition to all state laws allowing concealed and open carrying of firearms and urges the repeal of all such laws.

Torture

YM 2008-19: South Central Yearly Meeting minutes its endorsement of the statement made by the National Religious Coalition Against Torture (NRCAT). Further, SCYM minutes its intention to revisit this issue with the possibility of becoming a participating member at RM 2008 and YM 2009.

Climate Change

YM 2010-16 South Central Yearly Meeting of Friends unites with the Fayetteville Monthly Meeting and Arkansas/Oklahoma Quarterly Meeting statement on climate change:

A Quaker Response to the Crisis of Climate Change

Minute adopted November 1, 2009, by Fayetteville, Arkansas Monthly Meeting

Approved January 24, 2010 by Arkansas/Oklahoma Quarterly Meeting

The crisis of global climate change represents a supreme test of humanity's collective wisdom and courage. Here in the United States, our immoderate use of Earth's resources violates the biosphere, threatening the lives of millions of people and the habitats of thousands of species. Many of the poorest people are already suffering a changed climate, and they are asking us all to act. Prevailing social values have obscured what it means to live authentically on this Earth.

As a Quaker community we seek to live by the values of simplicity, truth, equality, and peace, even though we sometimes fall short of honoring them. Climate change is challenging us to ask anew what our faith leads us to be and do. As a small religious society we take heart in belonging to a larger community of faith working towards similar goals in a hopeful spirit. This includes personal and community decisions to limit our ecological impact to a sustainable level, with encouragement from one another.

We gladly take up our responsibility and call for unprecedented international cooperation to enable the large changes necessary. We support decision makers as they navigate conflicting priorities, and we challenge them to hold faith with the goal and not to bend to short-term expediency.

An inequitable global agreement on climate change will lead to serious conflicts and resource wars. Any agreement must put the world's poorest first; it falls to richer countries to bear the greater burden of responsibility for change. The goal is achievable, but priorities will need to be reordered.

Where we see crisis we also see opportunity to remake society as a communion of people living sustainably as part of the natural world. By leading the gentler lives of a low-

carbon society, we draw nearer to the abundance of peace, freedom, and true community. Our faith in common humanity gives hope that love, rather than fear, can still lead us through this crisis.

Adapted from a document approved by Britain Yearly Meeting July 2009

Sustainability

YM 2016-04: Regarding communicating concrete actions contributing to sustainability. Pursuant to concerns raised by Friends World Committee for Consultation, SCYM encourages monthly meetings and individual Friends to consider concrete actions that contribute to sustainability of life on earth. We encourage meetings to report their progress and results of their discernment and actions taken at Representative Meeting of 2016 through the Peace and Justice Committee. Clerk of SCYM will convey the websites recommended by Peace and Justice and contact information through monthly meeting contact, the Proceedings, and the SCYM website.

Definition of Acronyms and Special Terms

AFSC - American Friends Service Committee

Annex - supporting documents needed for the operations of SCYM.

Annual Session Handbook – contains detailed information about conducting the annual yearly meeting session. Most information in this text is decided and changed by the Annual Session Planning Committee under the authority of Representative Meeting.

Appendix - supplemental material, added on, but not integral. Good for the historical documents. Not good for operational documents; they should be in the Annex.

Ark/Okla- Arkansas and Oklahoma, used in Arkansas and Oklahoma Quarterly Meeting

Assessment suggested amount paid per local members by monthly meetings to SCYM. Currently, it is \$72.

ATCF - Austin Tan Cerca de la Frontera

AYF - high school graduates ages 18-35

Ecumenical – See preferred term, “Interfaith”

FCNL - Friends Committee on National Legislation

FGC - Friends General Conference

FLGBTQC -North American Friends For Lesbian, Gay, Bisexual, Transgender, and Queer Concerns [FLGC for short]

FWCC - Friends World Committee for Consultation

Interfaith – used wherever possible in place of “ecumenical”. Ecumenical is strictly Christian faiths.

LIC - Louisiana Inter-Church Conference

Meeting for Business - a Meeting for Worship which is designated for the conduct of business matters. Also called Business Meeting, Meeting for Worship for the Conduct of Business, and Meeting for Worship with Attention to Business

MM - Monthly Meeting - the fundamental organizational and institutional unit of Quakerism

M & C - Ministry and Care Committee, a standing committee of the YM

OQO other Quaker organizations

P & J - Peace and Justice, a standing committee of the YM

PM - Procedures Manual – contains information on the procedures, officers, clerks, finances, and committees of SCYM. Most information in this document is the result of action at business meeting sessions or by approval of the responsible officer or committee. The text is updated continually by the Procedures Manual Coordinator.

Proceedings – document containing the record of minutes and reports of both YM and the RM preceding it [hence, it is designated by a tag using two years]

QEW – Quaker Earthcare Witness

QM - Quarterly Meeting is MMs in a geographical quarter of SCYM (in most other YMs, the QM meets four times per year)

QREC – Quaker Religious Education Cooperative

RM – Representative Meeting

RSWR – Right Sharing of World Resources

SCYM - South Central Yearly Meeting

Staff Subsidy – upon request, SCYM pays the expenses of registration fee, facility fee, and food costs for Friends who have full time jobs at SCYM. This does not include the additional fee for the motel. See “Teacher Subsidy”

TAO - Texas, Arkansas, Oklahoma, used for the office of AFSC in Austin covering this region

Teacher Subsidy - subsidies available for Friends involved in the children's and youth programs. This subsidy helps cover the camp fee and food costs for Friends whom have been designated in advance by the Youth Program Coordinator. Teachers are expected to cover their own registration fee and additional motel fees.

TI – Texas Impact

TCC - Texas Conference of Churches

YF - Young Friend ages 12-18

YM - Yearly meeting. This term may be applied either to the organization or its annual sessions, but frequently refers specifically to the annual session.

Yo-Fun – committee that plans year round activities for YF

“Service” people should be referred to as “people in the armed forces.”

The Composition of South Central Yearly Meeting

South Central Yearly Meeting (SCYM) is an organization of Friends consisting of its constituent Monthly Meetings, Preparative Meetings and Worship Groups, whose privilege and responsibility it is to participate in and support the Yearly Meeting. It encompasses the states of Arkansas, Louisiana, Oklahoma, Texas, and a portion of Missouri. Friends, attenders, guests, members of other YMs and all interested persons are welcome to attend SCYM. Decisions made by South Central Yearly Meeting are made at Meetings for Business held during the annual session of South Central Yearly Meeting.

Arkansas

Caddo Area Preparative Meeting [under the care of Little Rock Monthly Meeting]
Fayetteville Friends Meeting
Little Rock Monthly Meeting

Louisiana

Acadiana Friends Meeting (Preparative) [composed of Friends from the Lafayette, LA. area and under the care of Baton Rouge Monthly Meeting]
Baton Rouge Monthly Meeting
Friends Meeting of New Orleans

Missouri

Oklahoma

Green Country Monthly Meeting - Tulsa
Kiamichi Worship Group in eastern Oklahoma [under the care of Green Country Monthly Meeting]
Norman Monthly Meeting
Oklahoma City Friends Meeting
Stillwater Friends Meeting

Texas

Friends Meeting of Austin
Coastal Bend Friends Meeting - Corpus Christi
Dallas Friends Meeting
Fort Worth Monthly Meeting
Galveston Friends Meeting
Georgetown Worship Group [under the care of Friends Meeting of Austin]
Live Oak Friends Meeting - Houston
Hill Country Monthly Meeting - Kerrville
Longview Worship Group
Lubbock Friends of Christ
Lubbock Monthly Meeting
San Antonio Friends Meeting Religious Society of Friends
Rio Grande Valley Worship Group

MONTHLY MEETINGS, PREPARATIVE MEETINGS, AND WORSHIP GROUPS

SCYM is concerned that all who are moved to worship God after the manner of Friends may be able to do so by participation in a Worship Group, a Preparative Meeting or a Monthly Meeting. In areas where no Friends Meetings exist, individual Friends and those drawn to Friends' ways are encouraged to meet together for worship and to seek Divine guidance.

The Monthly Meeting

Definition

The Monthly Meeting is the "family" of Friends; it is the fundamental unit of the Religious Society of Friends. It consists of a group of Friends who meet together at regular intervals to wait upon God in Meeting for Worship and Meeting for Business. When these are meetings in the true Quaker sense, Friends are "joined with God and with each other", and there is order, unity and power. It is upon this concept of a meeting that the good order of Friends is based. Through the corporate life of a Monthly Meeting, Friends order their lives in relation to God and, through that relationship, to the most profound realities of life: birth and death, marriage and family, community of spirit, and concern for humanity and the rest of God's creation.

Membership

Membership in the Religious Society of Friends is held by Monthly Meetings.

Associate Membership for Children

Minute Number 19, from SCYM Proceedings, May 27-29, 1978. A Minute is adopted on the membership of children, to be considered as a guideline to the Monthly Meetings. "These things we do not lay upon you as a rule or form to walk by but that all, with the measure of light which is pure and holy, may be guided."* The category of Associate member is recommended on its own behalf. •Letter from the Meeting of Elders at Balby, 1656.

On the question of "birthright" membership of newborns, two choices will be open to Monthly Meetings.

1. Assume automatic Associate Membership for children whose parents are both members of a Monthly Meeting unless the parents request otherwise.
2. Require parents to apply for Associate Membership for their child before he/she is recorded as an Associate Member. If one or both parents are members or are applying for membership in the Monthly Meeting, they may apply for their children under 12 years of age to be recorded as associate members.

The Yearly Meeting urges that each Monthly Meeting bring to the attention of all parents the possibilities of Associate Membership for their child. Those children already recorded as members will continue in full membership.

Children over 12 should be received as Associate Members on their own request rather than at the request of their parents. It is recommended that no Monthly Meeting carry as Associate Members anyone over 25 years old.

Associate members should be included in statistics of membership and have the full rights and privileges of membership in the Society of Friends.

Young people who are Associate Members may be given the opportunity any time between the ages of 12 to 26 to become full members of the Society of Friends on their own request.

Offices and Committees of Monthly Meetings

It is the usual practice of each Monthly Meeting to appoint a clerk, treasurer and other officers and committees necessary for the corporate life of the Meeting. The degree of organization does not exist for its own sake but to provide what is needed for the Meeting's orderly and effective operation, while allowing each person a maximum of freedom, participation and responsibility.

The Meeting for Business

The Meeting for Business is a Meeting for Worship where Friends care for their corporate business. It is essential for the functioning of the Monthly Meeting. It takes place in the same expectant waiting for the guidance of the Spirit as does any Meeting for Worship.

Friends' manner of conducting business is an expression of their basic faith that the Light which is in all, when heeded, draws all into agreement in their common affairs, and is an expression of their commitment to follow that Light. A Meeting for business is usually held once a month.

The Business of the Monthly Meeting

The Monthly Meeting Responsibility to conduct the following business:

1. receives and records new members,
2. terminates membership when necessary,
3. provides spiritual and, if need be, material aid to those in its fellowship
4. provides religious education to all in its fellowship,
5. oversees and records marriages and ceremonies of commitment,
6. celebrates and records births and adoptions,
7. gives care at the time of death and records the departure,
8. collects and dispenses funds for its maintenance and work,
9. and administers real estate and other property,
10. issues travel minutes and letters of introduction,
11. recommends setting up or laying down Preparative Meetings or Worship Groups,
12. appoints members and committees for special service and acts upon their reports,
13. keeps accurate and complete records of all of its proceedings,
14. witnesses to Friends' testimonies,
15. carries on any work or assumes any function consistent with the faith of Friends and not specifically referred to some other Friends body,
16. affiliates with other bodies of Friends and to other organizations with common interests,
17. relates to its Quarterly and Yearly Meeting,

Monthly Meeting Responsibilities to SCYM

Representation

1. Appoints representatives to the Representative Meeting of YM
2. Appoints members to YM committees as requested.

3. Every meeting is encouraged to have a designated member to be the contact person for SCYM's P&J Committee. This Friend will act as a two-way information conduit between their Meeting and the Committee,
4. Designated meetings provide a representative from their meeting to the SCYM Nominating Committee. When one of the large monthly meetings approves a representative to the YM Nominating Committee, it is responsible for informing the representative that their term of office begins with the yearly meeting year rather than the monthly meeting year.

Financial

5. Provides financial support to the YM through the annual assessment.
6. Monthly Meetings are encouraged to extend financial assistance to Friends to enable them to attend Yearly Meeting

Reports

7. Sends written copies of concerns, ideas or questions to the P&J Committee to be compiled and periodically sent on to all monthly meetings and concerned individuals
8. Informs the YM Clerk of newly appointed Monthly Meeting Clerk and Ministry and Care Clerks.
9. Keeps an accurate membership list and provides it to SCYM
10. The Directory Coordinator only compiles and edits the information sent to them; they are not responsible for the accuracy of that information. Monthly Meetings and Worship Groups are the Friends bodies responsible for maintaining up-to-date and accurate membership and attenders lists. They are also responsible for assigning membership codes to their members and attenders. [Refer to: SCYM Member and Attender Codes in the section describing the Directory.]

Reports to Yearly Meeting

State of the Meeting Reports

The State of the Meeting Report should be an annual searching self-examination by the Meeting and its members of their spiritual strengths and weaknesses and of efforts to foster growth in the spiritual life. Reports may cover the full range of interests and concerns, but should emphasize those indicative of the spiritual health of the Meeting. State of the Meeting reports should be an honest appraisal of how the Spirit is prospering among you.

The State of the Meeting Report can also include the story of the life of your Meeting during the past year listing those people who have moved in or out, or have been born, married or died, people who went to which conference, or who visited you. The report may also include the most meaningful and exciting things that happened in your Meeting during the last year, what individuals were doing, changes in your place of Meeting, structure, or First-Day school, what fun you have together and at gatherings with others, who your principal officers are and when you meet to replace or re-appoint them.

Writing a State of the Meeting report offers a meeting the opportunity to honestly and lovingly assess its spiritual health. While many areas of meeting life should be examined, the underlying query to be answered is: "How has the Spirit prospered among us since we last met at Yearly Meeting?" The discernment process will vary from meeting to meeting, but should always be done by a group of Friends, if not the whole meeting, rather than by an individual.

A State of the Meeting Report that reflects a corporate searching for the Light will tell of the struggles and short-fallings as well as the successes and joys of seeking God and living our faith together. While meeting activities are one expression of the meeting life, we should look for the depth behind them and resist temptation to merely list them as accomplishments. The richness of our communities should be reflected in our writings.”

The annual report is prepared by each Monthly Meeting, Preparative Meeting and Worship Group. SCYM's Ministry and Care Committee has the responsibility of mailing a letter to Meetings - after January 1 of each year - requesting the receipt of the reports, by a date determined by M & C, but before Yearly Meeting takes place at Easter. M & C also offers guidelines for information it would like to see included in the State of the Meeting Reports. M & C has the responsibility for collecting the reports, making them available for all Friends to read at each YM, and passing them on to the Recording Clerk at YM to become a part of SCYM's Annual Proceedings. In addition, M & C uses the State of the Meeting Reports in a variety of ways to give us a sense of who we are as a Yearly Meeting: our common struggles and joys, our unity and diversity, and our varied responses to the issues we all deal with.

Yearly Meeting requests of monthly meetings that they include meeting information, such as clerk and meeting location and mailing address, in their State of the Meeting reports, for good order of business in SCYM publications.

See ANNEX __ “Guidelines for State of the Meeting Reports”

Births and Adoptions

Minutes of Thanksgiving for Births and Adoptions are prepared by monthly meetings. At SCYM, they are read following the reading of Memorial Minutes at the last Meeting for Worship for Business. The Minute should clearly state the following information on births and adoptions: the child's name, birth and/or adoption date, parents' names, and grandparents' names (if they are SCYM Friends or if this information would be of interest to SCYM Friends). A brief statement about the child's life, spirit, or personality to give Friends a better understanding of the life we are celebrating in the Minute is also encouraged. Copies of the Minutes should be given to the Recording Clerk for inclusion in the SCYM Proceedings.

Marriages

Announcement of marriages under the care of monthly meetings are read at the last business meeting of the annual session and are included in the Proceedings. The particulars of the marriage should be included in the State of the meeting report.

Memorial Minutes

Memorial Minutes are prepared by Monthly Meetings for deceased Friends. They are brief biographies that supply information and insights into the life of the Friend. Preparing, reading and listening to a Memorial Minute is a way of sharing the life and Spirit of a Friend with others, drawing Friends together and opening ourselves to one another in life and death.

Monthly Meetings need to notify the YM Clerk that they have prepared Memorial Minutes to be read at YM's last Meeting for Worship with Attention to Business. The Minute is usually read by a member of the deceased's Meeting, and a copy of the Minute is given to the Recording Clerk for inclusion in SCYM's Annual Proceedings. Copies of the Minute may also be sent to Friends publications.

Memorial minutes need to include the monthly meeting name or other affiliation to SCYM of the deceased.

Newsletter Items

Monthly Meetings are encouraged to contribute news of their meetings to the yearly meeting newsletter by submitting articles to the Publications Content Manager. Publication of such items facilitates community and familiarity among meetings between annual sessions.

Membership Directory and Coding Guidelines For YM Statistics

The membership information supplied by Monthly Meetings and Worship Groups enables SCYM to keep accurate statistical records. This is (1) used by some of our Quaker organizations to determine the number of representatives our YM is entitled to have, and (2) used by SCYM Finance Committee to determine the suggested assessment per member (categories 1 & 2), therefore per Monthly Meeting or Worship Group, as is necessary to carry forward the work of YM. Monthly Meetings and Worship Groups are asked to return all directory update information to the Directory Coordinator by December 31.

SCYM Member and Attender Codes

Coding members and attenders, according to the guidelines that follow, is a responsibility of the Monthly Meeting, Preparative Meeting or Worship Group. Where applicable, Preparative Meetings and Worship Groups independently listed in the directory are asked to coordinate the coding of their members and attenders with the Monthly Meeting to which they are related.

Yearly Meeting requests that all members and attenders, whose names appear in the SCYM Directory, be placed in one of the following categories:

1. Member of this Meeting who is a local resident.
2. Member of another Meeting who is a local resident.
3. Attender of this Meeting who is not a member.
4. Member of this Meeting who is not a local resident.
5. Associate or junior member of this Meeting.
6. Child of a member (under 18 years of age).

Establishing Preparative and Monthly Meetings

Becoming a Preparative Meeting

It is recognized that although persons may come together for worship in the manner of Friends, a Friends' Worship Group is one recognized and under the care of a Monthly Meeting. If the Friends' Worship Group gains sufficient strength, it may wish to apply to the Monthly Meeting for the status of Preparative Meeting. The recommendation is then taken by the Monthly Meeting to the Quarterly Meeting, which in turn, makes a recommendation to the Yearly Meeting, which has the final approval of Worship Groups as Preparative Meetings.

Responsibilities of the Monthly Meeting to the Preparative Meeting:

1. Visitation and Communication
 - A. See that members are well grounded in Friends testimonies.
 - B. Explain the commitment implied in membership

- C. See that Friends know Quaker organizations
2. Pastoral care and ministry
3. Assistance in the conducting of meetings for worship and business.
4. Assistance in keeping of records and accounting of funds.
5. Conduct and record official business of membership, births, marriages, and deaths
6. Education of children
7. Outreach

Becoming a Monthly Meeting

After a due period, the Preparative Meeting may then apply for Monthly Meeting status.

When the Monthly Meeting believes that the Preparative Meeting has sufficient commitment and stability to assure its continuance, the Monthly Meeting should make a recommendation to the Quarterly Meeting. Upon approval of the Monthly Meetings recommendation, the Quarterly Meeting then recommends to the Yearly Meeting that the Preparative Meeting be accorded full Monthly Meeting status. The Yearly Meeting has the final responsibility for establishing monthly meetings.

Preparative Meeting

A Preparative Meeting is a Meeting for Worship and for Business which is under the care of, and reports regularly to, a Monthly Meeting, and which ordinarily looks forward to becoming a Monthly Meeting. A Preparative Meeting may be recognized by a Monthly Meeting when a Worship Group asks to be established as such or when a group of experienced Friends, desiring to organize as a Preparative Meeting, asks for this recognition.

A Preparative Meeting has the continuing care and counsel of the Monthly Meeting with which it is affiliated. A Preparative Meeting has officers and committees as needed. In the manner of Friends, a Preparative Meeting holds a Meeting for Business once a month and may receive and distribute funds on behalf of its constituents. It regularly sends a copy of the minutes of its Meeting for Business to its Monthly Meeting.

A Preparative Meeting may not receive members, hold weddings, or otherwise act formally as a Monthly Meeting: such actions are brought to and carried out through the Monthly Meeting to which it is related. Friends participating in a Preparative Meeting are urged to hold their membership in the overseeing Monthly Meeting.

Worship Groups

A worship group is a gathering of persons who meet regularly for worship after the manner of Friends and desire to be identified with the principles and practices of the Religious Society of Friends. Such a group may organize independently or may be set up with the encouragement of a Monthly Meeting for Friends and other interested persons living in a certain area. Worship Groups may find Meeting for Worship their only activity, and it is acceptable to continue in this fashion for an indefinite time. As Worship Groups become larger, other activities such as shared meals, reading groups, study groups, service projects, religious education, or worship-sharing groups may be undertaken. Worship Groups need to be mindful of the danger of attempting too many activities or of having an individual or couple carry all of the responsibility, for this can invite exhaustion and disillusionment.

Worship Groups are encouraged to relate themselves to a Monthly Meeting by asking to come under its care. This establishes an official relationship with the Religious Society of Friends and provides an avenue for membership, which comes only through a Monthly Meeting.

A Worship Group usually names one of the group to serve as the convener and correspondent of the group. Communications from Monthly and regional Meetings and other Friends groups or organizations are addressed to the correspondent, who is responsible for sharing these with the entire group. Each group need organize only to the degree which is right for it at a particular time.

A Worship Group may not receive members, hold weddings, or otherwise act formally as a Monthly Meeting. Such actions must be carried out by application to a Monthly Meeting, usually the one to which the Worship Group is affiliated.

When a Worship Group feels it is ready to organize and conduct business in the manner of a Monthly Meeting, it may ask the Monthly Meeting to which it is affiliated for Preparative Meeting status. After approval of the monthly meeting, the recommendation is then taken to the Quarterly meeting, and then recommended to the Yearly Meeting for final approval.

Changing Affiliation With a Yearly Meeting

[under consideration of the Faith and Practice Committee for an update]

SCYM wants what is best for Monthly Meetings as well as Yearly Meeting. If a Monthly Meeting would benefit from a different affiliation, that is surely where all Friends would want it to be. We need to keep in mind that this has been and will continue to be an extremely rare occurrence. It's important that our procedures remain flexible to Friends' needs and reflect the loving care that we want all our members and Meetings to feel.

If a MONTHLY MEETING that is associated with a YM other than SCYM seeks to explore affiliation with SCYM it should contact the Clerk of SCYM in writing.

The Clerk will oversee the naming of an Oversight Committee (similar to the oversight committee formed when an individual seeks membership in the Religious Society of Friends). This Oversight Committee could come from the membership of the closest Quarterly, it could be a part of YM, Ministry and Care, the closest Monthly Meeting, etc.

The Oversight Committee would :

1. determine where the meeting was in its discernment process, what obstacles to affiliation might be present, help arrange visitation, provide the meeting with information about SCYM, etc.
2. discern the readiness and ability of the meeting to assume the responsibilities of a Monthly Meeting as a part of SCYM.
3. bring to YM via Representative Meeting the affiliation recommendation.

If a MONTHLY MEETING seeks disaffiliation with SCYM it should contact the Clerk of SCYM in writing. The Clerk will oversee the naming of an Oversight Committee (similar to a Clearness Committee). This Oversight Committee could come from the membership of a nearby Monthly Meeting, a Quarterly Meeting, it could be a part of YM, Ministry and Care, or an ad hoc committee.

The Oversight Committee would

1. operate as a clearness committee for both the Monthly Meeting and SCYM. The committee would not try to dissuade the Monthly Meeting. It would attempt to discern the needs or problems of the Monthly Meeting in relationship to its affiliation with SCYM. (Perhaps this committee would discover problems that the entire Yearly Meeting should consider.)
2. bring the meeting's request for disaffiliation, in writing, to Representative Meeting and the Yearly Meeting for action.

If a MONTHLY MEETING seeks dual affiliation, it should be advised that the YM does not disallow such affiliations, but it does discourage them.

Laying Down of Meetings

When a Worship Group or a Preparative Meeting recognizes that it should be laid down or affiliate with another meeting, that request should be brought before the Monthly Meeting under whose care it exists. A Worship Group or Preparative Meeting should not lay itself down or suspend its meeting without first consulting with this Monthly Meeting. Monthly Meeting has the responsibility to labor lovingly with the Worship Group or Preparative Meeting in order to explore the consequences and possible alternatives of being laid down. If the laying down of a Worship Group or Preparative Meeting is minuted, Monthly Meeting will report its action to its Quarterly Meeting, which will in turn report it to Yearly Meeting for final acceptance.

In like manner, if a Monthly Meeting requests that it be laid down, or unite with another meeting, that request is taken to its Quarterly Meeting which has the responsibility lovingly to labor with the Monthly Meeting in order to explore the consequences and possible alternatives of being laid down. If the laying down of a Monthly Meeting is minuted by Quarterly Meeting, the minute is forwarded to Yearly Meeting for final acceptance.

If the request for laying down a Monthly Meeting is approved, Quarterly Meeting, or a committee formed by Quarterly Meeting, should assist the Monthly Meeting in making necessary business arrangements. Individual memberships should be transferred to another Monthly Meeting. Monthly Meeting records should be forwarded to the YM Archives. Physical property and investments belonging to the Monthly Meeting vest in the YM, except when otherwise determined by deed or other legal obligation. All assets should be administered, as far as possible, in accordance with the directions of the original donors. Monthly Meeting funds should be disbursed in an appropriate manner. If the request for laying down a Monthly Meeting is approved, and that Monthly Meeting becomes a Worship Group or Preparative Meeting, it is encouraged to place itself under the care of another Monthly Meeting.

If Worship Groups, Preparative Meetings, or Monthly Meetings cease to function or to report regularly to the larger bodies which have care and oversight for them, the latter should take the initiative to lay them down.

QUARTERLY MEETING

Definition of Quarterly Meeting

A Quarterly Meeting is a cooperative association of two or more Monthly Meetings in a given geographical area and is composed of all the members/attenders of its constituent Monthly Meetings, Preparative Meetings and Worship Groups, as well as interested persons within its area who are isolated from any established Friends group.

Each Quarterly Meeting sets its own calendar. Quarterly Meetings appoint a Clerk, other necessary officers and committees, and conduct their business in the usual manner of Friends. Each Quarterly Meeting will also appoint a representative to SCYM Representative Meeting. Quarterlies collect and administer funds as needed.

The Purpose and Responsibilities of Quarterly Meetings

The purpose of a Quarterly Meeting is to strengthen the life and fellowship of Meetings and other Friends groups in the area and to provide a link in transmitting business and other information to and from Yearly Meeting. Quarterly Meeting provides an opportunity for considering and acting upon concerns from individuals and Meetings and forwarding those approved to Yearly Meeting, via Representative Meeting. Quarterly Meeting is concerned about the condition of its constituent groups, strengthening and supporting them. Along with Monthly Meetings, the Quarterly Meeting is responsible for the nurture of new gatherings of Friends and, when the time comes, reports their request for establishment as Monthly Meetings to the Yearly Meeting. Quarterly Meeting is also the body that considers a request from a Monthly Meeting or Worship Group whose members believe it should be laid down.

Quarterly Meeting Responsibilities:

1. Should gather one or more times a year.
2. Appoint a Clerk and other officers as necessary to conduct business.
3. Carry out Yearly Meeting Adult Program Responsibilities on the YM rotation basis for two consecutive years out of every six.
4. Strengthen the life and fellowship of constituent Meetings and other Friends' groups.
5. Consider and act upon concerns from individuals and Meetings, forwarding those approved at Quarterly Meeting Business Meetings to Yearly Meeting via Representative Meeting.
6. Appoint a Quarterly meeting Representative to Representative Meeting.
7. Forward to Representative Meeting the name of a Friend to be considered to represent the Quarterly on Yearly Meeting's Nominating Committee.
8. Assist members of the Nominating Committee by suggesting names for service to YM.
9. Receive recommendations for recognizing, establishing Worship Groups, Preparative Meetings and Monthly Meetings, and forward its Minute of Recommendation to YM via Representative Meeting.
10. Receive recommendations for the laying down of a Worship Group or Preparative Meeting, and forward its Minute of Recommendation to YM via Representative Meeting.
11. Receive recommendations for the laying down of a Monthly Meeting, laboring with that Monthly Meeting to explore the consequences of being laid down, and forward its Minute of Recommendation to YM via Representative Meeting. When a monthly meeting is laid down,

assist its current members to find an appropriate Monthly Meeting to which to transfer their memberships.

12. Possibly assist a Monthly Meeting or Worship Group that is associated with a different YM in its discernment process for affiliation with SCYM, forwarding its recommendation in writing to YM via Representative Meeting.
13. Possibly assist a Monthly Meeting or Worship Group that is seeking disaffiliation with SCYM in discerning its needs or problems in its relationship to SCYM, forwarding that recommendation in writing to YM via Representative Meeting.

SCYM Organization into Quarterlies

SCYM is composed of three Quarterly Meetings that meet from one to three times a year, with at least one of those meetings being in the fall of each year.

Ark-Okla Quarterly Meeting

Includes Fayetteville, Little Rock, Sunrise in Springfield, Oklahoma City, Stillwater, Green Country in Tulsa, Caddo Preparative in Texarkana, Norman, Kiamichi in the eastern Oklahoma area

Bayou Quarterly Meeting

Includes Acadiana in the Lafayette area, Baton Rouge, New Orleans, Galveston, Live Oak Friends in Houston

Cielo Grande Quarterly Meeting

Includes Austin, Dallas, Hill Country in Kerrville, Rio Grande Valley in McAllen, San Antonio, Coastal Bend in Corpus Christi, and Georgetown Worship Group.

Unaffiliated with any Quarterly

Includes Lubbock, Longview Worship Group, Fort Worth, Alpine, Lubbock Friends of Christ

Adult Program Event Responsibilities

Adult Program Elements

An important responsibility of each Quarterly Meeting is the assumption of the program responsibilities for Yearly Meeting. Some YM program responsibilities are rotated between the three Quarterly Meetings with each Quarterly Meeting retaining responsibility for a two-year period, while others are shared on an ongoing basis.

Representative Meeting should advise all meetings annually of the rotation schedule for the QM responsibility of Adult Programming at YM, thereby providing adequate "lead time" for planning.

All friends are encouraged to forward suggestions for Adult Programming to the Quarterly Meeting with that responsibility.

Friends from the Quarterly with the Adult Program responsibilities should attend YM and RM to feel the pulse/needs of YM and to review the last YM's evaluation sheets so that YM is not planned "in a vacuum". All Friends from the Quarterly Meeting involved in planning and organizing various parts of the Adult Program are encouraged to attend Representative Meeting to coordinate the overall planning with Friends responsible for other program areas.

Adult Program Coordinator

An Adult Program Coordinator, chosen by the Quarterly Meeting, has the responsibility to attend the Fall Representative Meeting in order to forward program information and to organize that portion of YM. Because planning for a given yearly meeting must be well underway before fall quarterlies meet, quarterlies having responsibility for adult programming are asked to appoint an Adult Program Coordinator before the rise of the yearly meeting preceding the one they are to help plan.

The Adult Program Coordinator is a member of the SCYM Planning Committee. Organization and communication skills are needed by the Adult Program Coordinator.

REPRESENTATIVE MEETING WEEKEND

Description:

1. Representative Meeting is held in the fall of each year, usually the weekend immediately prior to Thanksgiving at the Green Family Camp, Bruceville, TX.
2. Representative Meeting is open to all Friends in SCYM. Each Worship Group, Preparative Meeting, Monthly Meeting and Quarterly Meeting will be asked to send at least one Representative to each Representative Meeting.
3. The weekend opens with worship before dinner. Some committees meet Friday evening after dinner.
4. The Yearly Meeting Planning Committee meets concurrently with the Saturday sessions of Representative Meeting.
5. Young Friends are encouraged to attend Representative Meeting and have both their own planning meetings and join in regular sessions.

Logistics and Finances

Clerks of YM Responsibilities

1. notifying Monthly Meetings when and where Representative Meeting is taking place.
2. when possible, sending out agenda items in advance of Representative Meeting,
3. sending out the proceedings of Representative Meeting before the annual session of Yearly Meeting
4. follow-up on items referred to committees,
5. advising all meetings bi-annually of the rotation schedule for the QM responsibility of Adult Programming at YM, thereby providing adequate "lead time" for planning.

On-Site Coordinator Responsibilities

1. Makes physical arrangements with Greene Family Camp
2. Takes care of room assignments for the weekend
3. Is responsible for registration for the weekend
4. Collects and records registration payments for the weekend

Payment of Expense to Attend

1. The costs of attending the Representative Meeting are borne by the individuals that attend. Worship Groups, Preparative Meetings, Monthly Meetings and Quarterly Meetings are encouraged to assist individuals with those expenses.
2. Yearly Meeting has established a fund to assist Clerks and YM officers with Representative Meeting expenses. YM Treasurer should be contacted.

Representative Meeting

Description

The YM Planning Committee and the Quarterly responsible for Adult Programming at YM meet concurrently during RM and present the plans for arrangements of the next Yearly Meeting event. YM schedule is set. Reports are received from the Quarterly Meetings and from those YM officers and individuals involved in planning and implementing YM. Other business that requires attention before Yearly Meeting can be enacted according to the enacted guidelines. If possible, the schedule and agenda for this meeting is sent out in advance.

On Saturday, the Representative Meeting meets for Worship to Consider Business. Representative Meeting refers items to appropriate committees, receives reports, concerns and Minutes from individuals, Monthly Meetings, Quarterly Meetings and committees, seasons some items, approves some business items, etc.

Conducting Business at Representative Meeting

1. Representative Meeting sessions are open to all interested Friends.
2. YM Clerk presides at Representative Meeting.
3. Representative Meeting will be composed of at least one Representative appointed by each Monthly Meeting and Worship Group, the Yearly Meeting officers and clerks of the YM standing committees.
4. Representative Meeting will season items and will conduct business on behalf of SCYM between Yearly Meeting sessions. Final action is specifically reserved for Yearly Meeting regarding the following items: annual assessment, final budget, nominating committee report and matters.
5. Representative Meeting may consider nominees for the office of Associate Clerk.
6. Representative Meeting may change and approve the fees for Yearly Meeting.
7. All actions taken will be published in the Proceedings.
8. South Central Yearly Meeting will review the functions of Representative Meeting and revise them as necessary every two years.
9. All committees review their committee charges in the Procedures Manual and make available recommendations for updates according, to what committees are actually doing.
10. Committees will make a calendar of their charges and make it available at Representative Meeting to assist in the creation of an SCYM master calendar.

Responsibilities of Representative Meeting

1. Approval of Adult Program
2. Oversight of YM Planning Committee Approval of Yearly Meeting Planning
3. Consider ongoing business
4. Review Evaluations of YM event
5. Receive recommendations from P&J for Quaker and Interfaith Group donations
6. Approves friends for service on the SCYM Nominating Committee
7. Receive reports
 - a. Treasurer
 - b. Reports on previous YM event
 - c. Newsletter
 - d. Quarterlies
 - e. Reports from committees, organizations, representative, etc.

Representative Meeting Proceedings

With the intention of assisting RM in bring clear recommendations to YM for consideration, Proceedings and Minutes will be recorded, in sequence, with the Proceedings being fleshed out to give a sense of what occurred in coming to the Sense of the Meeting. Representatives were asked to take responsibility for assisting their meetings in the discernment of these issues. Proceedings are published on the website. Proceedings from Representative Meeting are included as part of the published proceedings after YM of the following year.

Include:

- All Minutes
- List of attendees
- Reports

SCYM Event Planning Meeting

Planning Committee

- Presenting the Adult Program to RM
- Implementation of the Adult Program
- Integrating Youth and Adult Programs
- Setting the Schedule
- Adult Program
 - Keynote address
 - Fireside Chat
 - Home Groups
 - Plenaries or panels
 - Workshops
- Business Meetings
- Campfire
- Committee meetings
- Community Time Possibilities
- Easter Egg dying
- Easter Egg hunt
- Family Fun Night
- Films
- First Time Attenders
- Game Night
- Integrated Youth and Adult Programs
 - Keynote speaker visitation to youth
 - Intergenerational workshops
 - Coordinating adult and youth schedules
- Reading of the Passion
- Simple Meal
- Singing and dancing
- Swimming and Boating
- Worship
 - Daytime

Early Bird
Night Owl
Worship Sharing
Worship with Attention to Sorrow

Site Coordinator and Camp Representative

Young Friends Planning Committee

Other Committee Meetings

Ministry and Care Committee
Nominating Committee
Yo-Fun Committee
Youth Programming Support Committee

PUBLICATIONS

Newsletters

The Volume Number of newsletters is changed for each year, and is determined by when the year follows Volume #1, which was published in 1962.

The general content of each issue follows.

Pre-YM Issue (previously known as “Registration Issue”; this is issue Number 1 for the year; the Volume number for the 2004 pre-YM issue will be Volume Number 43 (Volume 43 Number 1)

- Calendar
- Short front-page article on YM Theme, Keynote Speaker, etc.
- Article on Young Friends’ schedules, activities (provided from Youth Program Coordinator)
- Although all forms are now available on the web, the Youth Program Coordinator may request YF forms be printed in the newsletter.
- Registrar’s Report: the Registrar may have a message for Friends.
- Map to Greene Family Camp with contact information for the Camp; a “What to Bring” list, as well as an “Information about Camp” list (which has recently been distributed at Registration) provided by the Site Coordinator.
- Message from the Editor: obviously, the Editor holds complete discretion over length and content of Editor’s notes.
- Other possibilities for Pre-YM Issue: Workshops and presenters; lists of ongoing activities such as Prayer Vigil, Healing Center, Family Fun Night, etc. The Newsletter Editor may send out an e-mail to call for submissions in all these categories.

Post-YM Email

SCYM Directory

Policies

The directory contains the names, addresses and phone numbers of SCYM members and attenders, annotated by Monthly Meetings or Worship Groups. Each Monthly Meeting and Worship Group is asked to code its members and attenders, assigning them to one of six different categories, designating their affiliation with the Monthly Meeting or Worship Group.

Monthly Meetings and Worship Groups are asked to return all directory update information to the Directory Coordinator by December 31.

In addition, the directory contains a current list of YM Officers, Trustees, YM Committee Members and Clerks, YM Representatives to Quaker organizations and the Friends that serve at Representative Meeting. The directory also includes a summary of SCYM membership statistics for the current year. Friends living within the geographic area of SCYM who are not members or attenders of an affiliated

Monthly Meeting are included in the directory under “Unaffiliated” Friends. Attenders of unaffiliated meetings and worship groups can request to be included in the directory, also under “Unaffiliated Friends”. The names, addresses and phone numbers of Quaker organizations are also listed for Friends’ convenience. The directory may also contain other information at the discretion of the Publication Committee Clerks.

Contact information derived from the directory is shared with Friends General Conference to place SCYM Friends on their general mailing list and to the American Friends Service Committee - TAO. Other than FGC and AFSC-TAO, the names listed in the SCYM directory will not be shared with any other organization without the approval of YM.

Membership Directory And Coding Guidelines For YM Statistics

The membership information supplied by Monthly Meetings and Worship Groups enables SCYM to keep accurate statistical records. This is (1) used by some of our Quaker organizations to determine the number of representatives our YM is entitled to have, and (2) used by SCYM Finance Committee to determine the suggested assessment per member (categories 1 & 2), therefore per Monthly Meeting or Worship Group, as is necessary to carry forward the work of YM.

SCYM Member And Attender Codes

Coding members and attenders, according to the guidelines that follow, is a responsibility of the Monthly Meeting, Preparative Meeting or Worship Group. Where applicable, Preparative Meetings and Worship Groups independently listed in the directory are asked to coordinate the coding of their members and attenders with the Monthly Meeting to which they are related.

Yearly Meeting requests that all members and attenders, whose names appear in the SCYM Directory, be placed in one of the following categories:

1. Member of this Meeting who is a local resident.
2. Member of another Meeting who is a local resident.
3. Attender of this Meeting who is not a member.
4. Member of this Meeting who is not a local resident.
5. Associate or junior member of this Meeting.
6. Child of a member (under 18 years of age).

SCYM Proceedings

The Proceedings should include:

1. Minutes and recorded discernment of South Central Yearly Meeting Event;
2. Attachments, reports and documentation of SCYM Event;
3. State of the Meeting reports from SCYM Monthly Meetings;
4. Memorial Minutes
5. Minutes of Thanksgiving for Births and Adoptions
6. Registrar’s Report and List of Attenders at SCYM
7. List of Attenders at RM
8. Minutes and recorded discernment of Representative Meeting Event;
9. Attachments, reports and documentation of RM Event;

In consultation with the YM Clerk, the Recording Clerk, and the Publications Committee, printed copies of the Proceedings are prepared each year. The printed copies are sent to the clerks of monthly meetings for distribution.

YEARLY MEETING OFFICERS AND CLERKS

General Information

Officers for the Yearly Meeting are nominated by the Nominating Committee and are approved for service by South Central Yearly Meeting during an annual session of Worship with Attention to Business. New appointments start at the close of the Yearly Meeting session. Outgoing officers are expected to complete responsibilities related to the Yearly Meeting session and to orient new appointees who are responsible for new business. Officers are selected from the membership of the Yearly Meeting with regard for their qualifications, their ability to serve, their geographical representation and their resources for leadership, present and potential.

Trustees

YM MINUTE 2013.16 Yearly Meeting accepts and approves the recommendation of the Finance Committee to identify SCYM trustees by position within the Yearly Meeting rather than name. The persons holding the position of clerk, associate clerk, and recording clerk will act as trustees.

Clerk and Associate Clerk Schedule of Service

The duties and responsibilities of the Clerks necessitate a close working relationship. Clerks are allowed flexibility in shaping their particular working relationship and the sharing of responsibilities that will allow them to best use their individual gifts in ways that benefit the good order of YM.

Year 1	Year 2	Year 3	Year 4	Year 5
Assoc. Clerk: A Pres. Clerk: B	Pres. Clerk: A Assoc. Clerk B	Pres. Clerk: A Assoc. Clerk: C	Pres. Clerk: C Assoc. Clerk: A	Pres. Clerk: C Assoc. Clerk: D

Clerks and Associate Clerks are asked to serve on a rotational basis for a total of four years: Year 1 as Associate Clerk, being mentored under the Presiding Clerk; Years 2 and 3 as Presiding Clerk, in Year 3 bringing on a new Associate Clerk; and in Year 4, serving as Associate Clerk to mentor the new Presiding Clerk.

Clerk

Description

1. The period of service for the Clerk is non-renewable.
2. The Clerk must be a recorded member of the Religious Society of Friends through a Monthly Meeting of SCYM.

Responsibilities

1. The Clerk acts as a Trustee of SCYM.
2. The Clerk shall preside at all plenary sessions of Yearly Meeting and Representative Meeting. The Clerk gathers the Sense of the Meeting and, if needed, in consultation with those at the Clerks' table, crafts Yearly Meeting Minutes which are read back in the face of the meeting.
3. The Clerk is responsible for creating and distributing agendas for Representative Meeting and Yearly Meeting.

4. The Clerk has the responsibility for soliciting and distributing written "reports in advance of YM" from both YM committees and YM representatives to other organizations.
5. Clerk is asked to attend other gatherings of Friends where the Clerk's presence is helpful for the good ordering of YM business.
6. The Clerk, or a Friend designated by the Clerk, shall represent YM at meetings outside of SCYM.
7. Between Yearly Meeting sessions, the Clerk receives correspondence, concerns, business items, reports and Minutes, etc., from individuals, Meetings, Committees and other organizations. The Clerk may refer items to appropriate committees, officers, or groups for consideration.
8. The Clerk will set guidelines for any threshing sessions or other sessions which may be scheduled during YM.
9. The Clerk notifies Quarterly Meetings of their upcoming responsibilities for the Adult Programming of YM .
10. The Clerk is responsible for collecting and making available the YM Epistles sent to SCYM and is responsible for sending the SCYM Epistle to other Yearly Meetings.
11. The Clerk will assist the Recording Clerk in preparing the final form of the Minutes and Proceedings of all Representative Meeting and Yearly Meeting Business sessions.
12. The Clerk, in consultation with the Recording Clerk and Publications Committee, will receive and distribute a number of printed copies of each year's Proceedings.
13. The Clerk is an ex-officio member of all YM Standing Committees and shares with the Clerks of those Committees the responsibility for seeing that the instructions of the Yearly Meeting are carried out.
14. The Clerk is responsible for obtaining the names of Guests, Friends with Traveling Minutes, Letters of Introduction, and representatives from Quaker Organizations to be introduced during YM.
15. The Clerk is responsible for sending out thank you letters to Keynote Speakers and special guests present at Yearly Meeting.
16. The Clerk is responsible for writing notes of appreciation to individual Friends who "work so hard to make YM a success." Example: Program Coordinators.
17. The Clerk is responsible for filling vacancies between Yearly Meeting sessions.
18. When the Nominating Committee is not fully staffed, the Clerk is authorized to appoint individuals to serve on the committee on an interim basis. Interim appointees can be approved to full terms on the committee at Yearly Meeting . Furthermore, the Clerk is authorized to seek appropriate assistance in finding interim committee members.
19. The Clerk is authorized to sign checks.
20. The Clerk of YM is the clearinghouse for information about any official visitors attending YM. The Clerk is asked to communicate a list of visitors to the Registrar in advance of Yearly Meeting.
21. An SCYM guest is someone who has been formally invited to present or to participate in the Yearly Meeting program in some way. Fees for these individuals will be subsidized by SCYM. The Clerk or YM Program Committee should inform the Registrar and Treasurer about these arrangements in advance.
22. It is the Clerk's responsibility to notify the Texas Secretary of State each time a new Friend is named as a YM Trustee.
23. The Presiding Clerk will have a phone meeting with the clerks of all the committees within six weeks of the rise of Yearly Meeting. This is intended to be a conference call during which all participants contribute. The Clerk use's their notes from YM (along with Recording Clerk highlights) to make sure each committee knows what work it has been charged to take on, rather than wait until the full proceedings are available.

24. The Clerk is asked to help nurture the clerking skills of the Associate Clerk.
25. The Presiding Clerk will contact the quarterlies and large meetings to fill vacancies on Nominating Committee.
26. Remind monthly meetings of their responsibility for Memorial Minutes and Minutes of Thanksgiving for Births and Adoptions .
27. The Clerk is responsible for the formation of each YM Epistle Committee.
28. The Clerk is responsible for sending the epistle to <http://fwcc.world/epistles-from-quaker-groups-from-around-the-world>.

Clerk's Authority between Sessions Of YM/RM

South Central Yearly Meeting Clerks are reminded they can seek counsel and support from other officers of SCYM, their own and other monthly meetings, clerks of other yearly meetings, and Friends whose gifts or insights may bring a special light to the matter at hand.

If the need for a decision arises outside of Yearly Meeting/Representative Meeting sessions, these queries are offered to assist the clerk.

1. What are the reasons that this issue cannot wait for Representative Meeting or Yearly Meeting?
2. Who will be most affected by this issue and what is the counsel of those individuals?
3. What committees will be most affected by this issue and what is the counsel of those committees, those committees' conveners, or members of those committees?
4. What are the opinions of those charged with advising the Clerk, such as the Associate Clerk, the Treasurer if it is a financial matter, the Ministry & Care and Worship Oversight Committees, or Young Friends, if they are affected by the issue?

Associate Clerk

Description

1. The Associate Clerk is asked to serve for a 4-year period, Years 1 and 4 as Associate Clerk, and Years 2 and 3 as Presiding Clerk.
2. The period of service for the Associate Clerk is non-renewable.
3. The Associate Clerk must be a recorded member of the Religious Society of Friends through a Monthly Meeting of SCYM.
4. The Associate Clerk's position is an opportunity for a Friend to develop clerking skills.

Responsibilities

1. The Associate Clerk acts a Trustee of SCYM.
2. The Associate Clerk shall attend all sessions of Yearly Meeting and Representative Meeting.
3. The Associate Clerk has the responsibility for maintaining a record of Friends who attend Representative Meeting and providing this list to the Recording Clerk for inclusion in the proceedings.
4. The Associate Clerk and Clerk will confer on ways the Associate Clerk can assist the Clerk during Yearly Meeting and Representative Meeting sessions.
5. The Associate Clerk clerks business meeting at YM or Representative Meeting in the absence of the Clerk.
6. The Associate Clerk can sign checks.

Recording Clerk

Description

1. The Recording Clerk is asked to serve for a 2-year period.
2. The period of service for the Recording Clerk is renewable.
3. The Recording Clerk should be familiar with Friends' business procedures, particularly with the recording of Meeting for Business proceedings and minutes.
4. The Recording Clerk should have writing skills.
5. Access to a computer is necessary.

Responsibilities

1. The Recording Clerk acts as a Trustee of SCYM.
2. The Recording Clerk is responsible for collecting and receiving the information to be included in each YM's Proceedings and forwarding it to the Publication Committee for distribution.
3. The Recording Clerk receives from the Associate Clerk, the list of Friends who attend Representative Meetings and from the Registrar the list of Friends who attend Yearly Meeting sessions.
4. The Recording Clerk shall attend all sessions of Yearly Meeting and Representative Meeting.
5. The Recording Clerk is responsible for recording all Minutes and related proceedings during all Meetings for Worship with Attention to Business of Representative Meeting and Yearly Meeting sessions.
6. The Recording Clerk, with the assistance from the Clerk and/or Associate Clerk, is responsible for preparing Yearly Meeting Proceedings from Representative Meeting Minutes, Yearly Meeting Minutes and appropriate attachments and documentation.
7. The Recording Clerk makes the Proceedings of RM and of YM available to Friends and Meetings by posting them on SCYM's web.
8. The Recording Clerk can sign checks for SCYM.

Treasurer

Description

1. The Treasurer is asked to serve for a 3-year period.
2. The period of service for the Treasurer shall be renewable for multiple years, but only one year at a time, according to the discernment of the Nominating Committee.
3. The Treasurer must be a member of the Religious Society of Friends.
4. The Treasurer should possess some clerking experience, good math skills, computer skills, and an understanding of financial statements. Experience with Quickbooks is highly recommended.
5. YM 00-31: YM authorizes the Treasurer to open and close bank accounts and to execute any resolutions required by the institution regarding these accounts.

Responsibilities

1. The Treasurer is an ex-officio member of the Finance Committee.
2. The Treasurer is the registered agent of the corporation and must be identified by name and address on state corporation documents.
3. The Treasurer is the YM Officer who has the authority to sign contracts with camps and other organizations that provide the facilities for holding YM.
4. The Treasurer will be available to all sessions of Yearly Meeting and Representative Meeting.
5. The Treasurer, in concert with the Finance Committee, develops an operating budget and the recommended assessment of Monthly Meetings to support the work of Yearly Meeting, for approval by the Yearly Meeting.
6. The Treasurer compiles and presents written reports and budgets for the Yearly Meeting and the Representative Meeting.
7. The Treasurer, with the Finance Committee, creates a single sheet budget that includes YM's general budget information as well as all cash assets and special funds.
8. The Treasurer publishes the Yearly Meeting and Representative Meeting Treasurer Reports on the SCYM website.
9. The Treasurer forwards to the Recording Clerk a copy of the YM Finance Committee Report and a copy of the YM Financial Statement and Budget for inclusion in the YM Proceedings.
10. The Treasurer keeps the financial records of Yearly Meeting.
11. The Treasurer receives funds, pays bills and reimburses appropriate expenditures.
12. The Treasurer works with the Registrar - receiving and paying Yearly Meeting expenses.
13. The Treasurer assists with the financial record keeping and disbursement of funds for specialized funds.
14. The Treasurer works with the Youth Program Coordinator, the Young Friends Coordinator and the Adult Program QM, to help guide and manage their program expenditures.
15. The Treasurer determines the appropriate fees to charge for attendance at Yearly Meeting, so that the event can be "break-even". The fees must include not only the costs to the camp, but other costs, such as programs and the keynote speaker. The Treasurer normally consults with RM on these fees.
16. The Treasurer, the Clerk, the Associate Clerk and the Recording Clerk are the YM Officers who can sign checks for YM.
17. The Treasurer is authorized to open and close bank accounts and to execute any resolutions required by the institution regarding these accounts.
18. The Treasurer receives requests for financial assistance to attend YM and disburses those funds according to policy.

19. The Treasurer advises the Peace & Justice Committee on how much money is available for making contributions to Quaker and Interfaith organizations.
20. With the assistance of the investment committee, the treasurer manages yearly meeting's funds to optimize financial benefits according to the goals of the funds.
21. The Treasurer is responsible for maintaining a "registered agent" with the State of Texas.

Reporting to Yearly Meeting And Representative Meeting

The Treasurer's Report at YM and RM normally include the following at a minimum:

1. Budget vs Actuals for the Operating Budget in the previous fiscal year (or current, for RM)
2. proposed budget for next fiscal year
3. balance sheet
4. financial results from Yearly Meeting and Representative Meeting
5. Report on breakdown of contributions to Quaker and Interfaith Groups as part of the distributed budget information and the budget approval process.
6. Report Boeger Ministry Fund disbursements
7. Report on Delegate Travel Fund disbursements
8. Report Fund balances

The Treasurer should also report on any relevant financial issues, such as budget shortfalls, problems collecting assessments, proposed changes to the assessment, investment issues, etc.

Archivist

Description

1. The Archivist is asked to serve for a 2 year period.
2. The period of service for the Archivist is renewable.
3. The Archivist needs to have good organization skills.
4. SCYM Archival materials are housed in the Austin Meeting House. This means that, if at all possible, the Archivist should be selected from SCYM members in the area.
5. One or more friends can hold the office of Archivist and serve our Yearly Meeting at the same time.

Responsibilities:

1. The Archivist is responsible for receiving, filing, and preserving SCYM documents.
2. Friends Historical Collection at Swarthmore College is the official depository of our Yearly Meeting archives. Archivists are directed to forward Newsletters and Proceedings to Swarthmore College (Haverford and Guilford if appropriate) for preservation.
3. Yearly Meeting laid down the keeping of a Scrapbook in 1994.

Finances:

1. Archive expenses are paid by direct payment taken out of the YM General Fund.

Publications Officers

Procedures Manual Coordinator

Responsibilities

1. Updates the Procedures Manual and brings issues to the attention of RM and YM sessions that need to be clarified.
2. Maintain and update a list of rotating material, like the name and address of the General Secretary of Q.E.W.

Directory Coordinator

Responsibilities

1. Update online directory, asking for corrections from meetings as needed.

Directory Producer

Responsibilities

1. Before YM, compile directory PDF for hard copy distribution at SCYM and posting on the website.

Publication Content Manager

Responsibilities:

1. The Publications Content Manager is responsible for creating the following newsletters:
 - a. newsletter in February of each year, the Pre-YM Issue (Issue #1). Issue #1 will be printed and mailed to every household listed with an address in the member directory and a link will be mailed to a copy posted on the website to all households with email addresses.
 - b. newsletter in August, the Post-YM Issue (same Volume, Issue #2). Issue #2 will be distributed by email only.
2. The Publications Content Manager will prepare email messages to distribute to the membership at least four times between newsletters, as needed.
3. The Publications Content Manager has no specific duties during Yearly Meeting other than offering the newsletter as a communication vehicle and attending Business Meetings to obtain a sense of the Meeting.

Print Newsletter Producer

Responsibilities

1. Arrange for and carry out the printing and mailing of the pre-YM newsletter from PDF supplied by the Publication Content Manager.
2. Keep the USPS permit up to date.

Website Technical Manager

Responsibilities

1. Maintain and develop software and data base capabilities on the web.
2. Maintains the webserver and updates.

Registrar and Associate Registrars

Description

1. The Registrar and one or two (RM 96-15 & RM 96-19) Associate Registrars are asked to serve for a 2-year term. It is recommended that the terms of service for the Associate Registrar be staggered.
2. Associate Registrars do not necessarily progress to Registrar position, but Friends interested in that service are encouraged to serve as Associate Registrar first. Serving as Associate Registrar brings the training and insight needed to serve as Registrar.
3. The period of service for both the Registrar and Associate Registrars is renewable.
4. The Registrar attends all Representative Meetings as well as YM.
5. The Registrar/Associate Registrars should possess good communication skills, be detail oriented, and have good computation skills. It is also very helpful if they are willing to work long hours and have the ability to type. Computer skills are a must.
6. The Associate Registrars relieve the Registrar, and/or "staff the desk" during YM to enable the Registrar to attend some YM sessions. The Associate Registrars work closely with the Registrar to assist in ways mutually agreed upon.
7. Upon request, YM will pay the Staff Subsidy for the Registrar and both Associate Registrars.

Responsibilities

1. Serves on the SCYM Event Planning Committee.
2. Prepare a preliminary registration plan for approval or modification by Representative Meeting. (It is the Treasurer's responsibility to forward changes in camp costs to the Registrar.)
3. In consultation with the Newsletter Editor and the Web Master, prepare final registration plans and disseminate registration information to F/friends throughout YM.
4. Registrar sets the cutoff date for cancellation of YM Reservations and publish that date to Friends.
5. Receives and tabulate registrations. Registrations are almost all via the web through SCYM's data base program. Mail in and phone in registrations are also entered.
6. Three weeks before SCYM sends any instructions for set up required to the On-Site Coordinator.
7. Fifteen days before YM's annual sessions, the Registrar contacts the On-Site Coordinator with the preliminary registration numbers and meal statistics, vegetarian and non-vegetarian.
8. Eight days before YM's annual sessions, the Registrar contacts the On-Site Coordinator with the final registration numbers and meal statistics.
9. Keeps lists of children by class.
10. Assigns living quarters.
11. Makes out nametags of registrants.
12. Provides a list of first-time attenders to M&C.
13. The Registrar and the Treasurer consult with Greene Family Camp to determine camp fees for day trippers.
14. Collects fees and gives the money to the Treasurer for deposit.
15. Makes copies of Parental Responsibility and Medical Release forms available to the Young Friends Coordinator.
16. Collects and maintains copies of the Parental Responsibility and Medical Release forms and retains a set for 5 years (this is a legal responsibility).

17. Makes copies of the Adult Schedule and the various Young Friends program schedules available to all attenders.
18. Makes directions to the local hospital for medical services available.
19. Works registration table during Yearly Meeting in a sharing arrangement with the Assistant Registrars.
20. At the end of Yearly Meeting, prepares a final count for the Treasurer for use in settling a payment to the Camp, which is calculated by the computerized registration program.
21. Makes statistical information, compiled by the computerized registration program, available to the Clerk, Recording Clerk, and Young Friends Coordinator, as needed.
22. At the end of Yearly Meeting, provides a list of Friends who attended Yearly Meeting to the Recording Clerk.

Registrar Report to Yearly Meeting

Gives an oral report in Meeting for Business at end of SCYM and provides a written report to the Recording Clerk for inclusion in the Proceedings. The report includes:

1. the total number of attendees
2. the total number of children.
3. number of attendees from each meeting.
4. number of new attenders and day-trippers
5. break-down of the numbers for each scheduled meal (breakfast, lunch and dinner) for both adults and children.
6. names of those who attended, including Quaker organization affiliation for visiting representatives.
7. statistics of membership of monthly meetings
8. break-down of the housing arrangements
9. after YM, the registrar provides the Youth Program Coordinator with a report of all the youth who attended the YM session, including the number and from which meetings.

On-Site Coordinator and Assistant On-Site Coordinator

Description

The On-Site Coordinator is responsible for coordinating the use of the camp facilities by SCYM and the camp personnel. The On-Site Coordinator is the primary or sole person who communicates with camp staff. The On-Site Coordinator works closely with the Registrar, the Adult Program Coordinator, and the Young Friends Coordinator to make sure all activities are properly provided for.

1. The On-Site Coordinator is asked to serve for a two year period, after first serving for at least one year as the Assistant On-Site Coordinator. It is expected that the Assistant On-Site Coordinator will become the On-Site Coordinator.
2. The period of service of the On-Site Coordinator is renewable.
3. The On-Site Coordinator needs to have good communication and "people" skills, be very detail oriented, be an effective organizer, and handle pressure well.
4. Needs great patience to deal with complaints and wants.
5. The On-Site Coordinator attends all Representative Meetings as well as Yearly Meeting.
6. Upon request, YM will pay the Staff Subsidy (i.e. registration fee, facility fee and food costs) for the On-Site Coordinator.

Responsibilities:

Representative Meeting

1. The On-site Coordinator is responsible for planning Representative Meeting, coordinating with the facility, announcing registration, and overseeing registration for RM.

Before SCYM

1. Serve on the SCYM Event Planning Committee.
2. Contacts or makes an on-site visit to the camp prior to YM to check out changes in the camp facilities.
3. Prior to arrival at the camp, secures information from all Program Coordinators about specific program and/or activity needs: when, numbers, age groups, facilities needed, equipment needed, swimming times (life guard), horseback riding times, etc.
4. Forty five to thirty days before the annual sessions of YM, contacts the camp director to check out changes in the camp facilities. (a.) Request copies of the menus available from the camp, and from which we can select meals. (b.) Obtains the camp security entrance code and relays that information to the Registrar.
5. Thirty days before the event of YM, sends the camp contact set up information: i.e. the rooms needed, the no. of chairs per room, etc.
6. Thirty days before the event of YM, sends the camp our menu selections.
7. Fourteen days before the event of YM contact the camp and reports our preliminary attendance figures - breaking out the numbers for vegetarian and non-vegetarian meals. (These figures are generated by the Registrar.)
8. Seven days before the event of YM contact the camp and report our final attendance figures - breaking out the number for vegetarian and non-vegetarian meals. (These figures are generated by the Registrar.)
9. Prior to arrival at the camp, secures information from the Youth Program Coordinator, the Young Friends Coordinator and the Adult Program Coordinator, as to specific program and/or activity needs: when, numbers, age groups, facilities needed, equipment needed, swimming times (life guard), horseback riding time, boating times, etc.
10. The On Site Coordinator gives the YM Set-Up instructions to the camp 3 weeks prior to YM. This includes the need for equipment, chairs, tables, mats, etc., for the different spaces that will be used during our sessions. She/he hears from the YM Planning Committee, Adult Program Coordinator, the Youth Program Support Committee, and the Youth Program Coordinator.
11. Prints the programs, maps, schedules, sign-up sheets for workshops, and all other materials for distribution at registration.
12. On Site Coordinator is responsible for printing and distributing YM Evaluation Forms.
13. Handles all special needs and individual requests before and during the sessions.

Set Up

1. Determines sites for worship sharing groups making sure sufficient seats are available. (Coordinates with Registrar and M & O)
2. Designates workshop sites and secures needed equipment. (Coordinates with Registrar and Adult Program Coordinator)
3. Determine sites for worship sharing groups making sure sufficient seats are available. (Coordinates with Registrar and M & O)
4. Designates workshop sites and secures needed equipment. (Coordinates with the Adult Program Coordinator)

5. Arranges for space for Book Sales, Evening Worship, Morning Worship, Evening singing and dancing, Family Fun Night, Sunrise Worship, Art Exhibit, Silent Center, Committee Meetings, etc..
6. Arranges for tables and displays.
7. Before the start of YM registration at camp, posts signs - as needed - for specific directions to and from, in and around the camp.
8. Prints and posts all signs for exhibit spaces and activity spaces, room designations, and directions to the registration desk.
9. To help avoid confusion and conflict, a schedule of events to be held in each meeting space will be printed and posted.
10. On Site Coordinator is responsible for securing and distributing an appropriate number of first aid kits, gloves and aprons for YM program needs. In addition, the On Site Coordinator will provide information on their location to the Registrar for inclusion in materials made available to YM participants.

During SCYM

1. Makes arrangements for out of town guests that usually fly in: transportation to and from the airport, bed linens, etc..
2. During the event of YM, checks in with the registrar, about 10:00 a.m. and 2:00 p.m., to make sure the number of attenders is not higher than 5 more than the total number registered for the next meal.
3. Posts the Adult Schedule, Young Friends and Youth Program Schedules in the dining area and the main hall of the theater. Mark changes on these schedules. Maintains a bulletin board for the exchange of information during YM.
4. Orders the eggs for Egg Dying from the camp.
5. Makes announcements at meals.
6. Receives verbal complaints: too hot somewhere, too cold somewhere, we are wasting energy, etc., etc.
7. Is the go-to person for where things are and what we are allowed to use, i.e. the washing machines, rocking chair, etc.
8. Gives audio-visual requirements for each session to the On-Site Technician.
9. The On Site Coordinator is responsible for making sure the camp soap dispensers are full.

Close of SCYM

1. At the end of SCYM, is responsible for recruiting, supervising and coordinating the inspection of the cabins and all camp facilities.
2. Collects and summarizes the Evaluation Forms, reporting the results of the evaluations of SCYM to Representative Meeting.
3. Passes on all materials and forms to the next On-Site Coordinator.

On – Site Technician

Description

1. Under the supervision of the On Site Coordinator
2. Needs to have audio-visual equipment expertise
3. Needs to be available for all events held in the theatre that need audio-visual equipment
4. The On-site Technician is entitled to a Staff subsidy.

Responsibilities

1. Serves of the SCYM Event Planning Committee.
2. Attends both Representative Meeting and Yearly Meeting.
3. Responsible for audio-visual requirements for all events in the theatre
4. All audio-visual needs of workshop leaders, keynote speakers, and Family Fun Night
5. Audio visual requirements in the cafeteria for announcements

Book Sales Clerk

Description

1. The Book Sales Clerk is asked to serve for a 2-year period.
2. The period of service for the Book Sales Clerk is renewable.
3. The Book Sales Clerk needs to have good organizational skills and good computation skills.

Responsibilities

1. The Book Sales Clerk serves on the SCYM Event Planning Committee.
2. The Book Sales Clerk posts the hours that book sales are available.
3. The Book Sales Clerk and the Assistant Book Sales Clerk recruit volunteers who can occasionally relieve them to be able to attend YM activities.
4. Decides whether to order books on consignment from FGC, or a combination of FGC, Pendle Hill, or Quaker Hill.
5. Solicits suggestions through different venues as Clerk is led.
6. Compiles a list of desired books. If possible, obtain books by the guest speaker at Yearly Meeting.
7. Contacts FGC in January and find out their deadline for sending the booklist - both books listed in their catalogs and books you want them to obtain from other sources.
8. Sends the order at the appropriate time, along with instructions as to where to send the books. They are usually sent to the site of the Yearly Meeting.
9. Upon arrival at Yearly Meeting, makes copies of the invoices and packing lists. Unpacks the books and check them against the packing lists. Lets FGC know as soon as possible about any discrepancies.
10. Sets up the book tables - arrange, display books.
11. Secures a "cash box" from which change can be made.
12. Sells the books, keeping a record on the packing lists of which books are sold.
13. Carefully packs all unsold books and along with the packing lists, ships them back to FGC.
14. The Book Sales Clerk pays the shipping expenses and then is reimbursed by Yearly Meeting Treasurer.

Youth Program

Youth Program Coordinator and Assistant

Description

1. The Youth Program Coordinator and the Assistant Youth Program Coordinator should have experience in working with Quaker youth programs; previous experience as a Teacher is desirable, as is having worked with several different age groups.
2. Parent/teacher conferencing skills and good administration skills are desirable.
3. The Youth Program Coordinator is asked to serve for a three-year rotation: First, serving for at least one year as the Assistant Youth Program Coordinator. Second, the Assistant Youth Program Coordinator becomes the Youth Program Coordinator. In the third year, the Youth Program Coordinator rotates into the position of Clerk of the Youth Program Support Committee.
4. The costs incurred by the Youth Program Coordinator in hosting a weekend retreat for those adults that volunteer to serve our YM as teachers and assistant teachers in YM's Young Friend's Program will be borne by YM and included as part of the costs of the YM event.
5. The Assistant Youth Program Coordinator is asked to work with the Youth Program Coordinator, familiarizing him or herself with the various programs.
6. The Assistant Youth Program Coordinator is asked to become a "substitute teacher" or a "floating assistant" to assist, where needed, when a challenge arises, within any program.
7. Teacher Subsidies are available for Friends involved in the children's and youth programs. This subsidy covers the camp fee and food costs for Friends whom have been designated in advance by the Youth Program Coordinator. Teachers are expected to cover their own registration fee and additional motel fees, when applicable.

Responsibilities

1. Both the Youth Program Coordinator and the Assistant Coordinator serve on the SCYM Event Planning Committee.
2. The Youth Program Coordinator attends Representative Meetings as well as Yearly Meeting.
3. With the assistance of the Youth Program Support Committee and the Assistant Youth Program Coordinator, the YPC identifies teachers to serve during the next annual session of Yearly Meeting.
4. Youth Program Coordinator determines which teachers of the youth program are really full time workers whose room and board will be covered by SCYM.
5. Schedules Teacher Training Sessions at Representative Meeting or elsewhere as needed.
6. Works with the On-Site Coordinator and teachers to identify appropriate facilities for the needs and activities of the different age group programs.
7. Has the overall responsibility for the appropriateness of the individual age group programs. Therefore, activities, lesson plans and the schedule for each Age Group Program, developed by the teachers (with the assistance of the Youth Program Coordinator, if needed), should be forwarded to the Youth Program Coordinator well before YM. In addition, all suggestions for organized events, that are not a part of the designated program, need to be approved by the Youth Program Coordinator.
8. Oversees of age group divisions and exceptional placement of children in programs.
9. Is responsible for coordinating all Age Group Programs with each other and with the Adult Program of YM.

10. With the assistance of the Youth Program Support Committee, identifies adults who are knowledgeable about special behaviors and needs of young friends, and who are attending YM and willing to be available, if need arises.
11. Adult Volunteers: Identifies adults that can help with special programs, needs, activities, etc., spending an hour or so with an Age Group Program.
12. Requests that the Registrar supply a list of the names of the children enrolled in each Age Group Program.
13. Schedules a time to meet with the teachers to "check-in" and gather as a "support group". This usually occurs on Thursday evening.
14. With the assistance of the Youth Program Support Committee, identifies program locations which need first-aid kits and other supplies.
15. With the assistance of the Registrar, collects and maintains the Parental Responsibility/Medical Release forms for all youth attending YM in case of an emergency. Makes pertinent health information available to teachers. [See below for information on Parental Responsibility and Medical Release forms.]
16. Prepares, writes and presents an exit report on the youth programs to Yearly Meeting, for inclusion in YM's Proceedings.
17. After YM the registrar provides the Youth Program Coordinator with a report of all the youth who attended the YM session, including number and from which meetings. The Youth Program Coordinator uses this information to encourage monthly meetings to help identify teachers for the next YM.
18. Prepares schedules of youth activities for various age group programs to be copied by the On Site Coordinator and placed at the Registration table for availability to parents.
19. With the assistance of the Youth Program Support Committee, identifies teachers to serve during the next annual session of YM. Hopefully this can occur before RM meets in the fall.
20. Assists with the identification of the next Assistant Youth Program Coordinator.

Teachers [formerly Youth Coordinators]

Description

1. Teachers work with the Youth Program Coordinator to prepare program for children and youth at YM sessions.
2. Work grants are available to cover meals and lodging for full-time teachers involved in the children's and youth programs whom have been designated in advance by the Youth Program Coordinator. These teachers are expected to cover their individual registration fees.

Responsibilities

1. Individual teachers are responsible for one of the age group programs.
2. Teachers have the overall responsibility for the appropriateness of their age group program. Activities, lesson plans and the schedule, including organized events that are not a part of the program, will be developed by the teacher (with the assistance of the Youth Program Coordinator, if needed).
3. Attend Teachers' Training Sessions, at Representative Meeting or elsewhere, as scheduled.
4. Help identify adults who can help with special programs, needs, activities, etc., who can spend an hour or so with their particular program.
5. Attend the Teachers' Check-In on Thursday evening of Yearly Meeting.
6. Teachers receive from the Youth Program Coordinator a list of the children enrolled in a particular program.

7. Teachers receive pertinent health information and documentation on each child from the Youth Program Coordinator.
8. Prepare a written or oral exit report for the Youth Program Coordinator.
9. Assist in identification of teachers for the following year.
10. It is not necessary to have prior experience to serve as an assistant teacher.

Young Friends Officers

Clerk, Associate Clerk/s, Recorder

It is the custom of Young Friends that, once assembled at Yearly Meeting, they select from among their numbers those officers who assume a certain responsibility for the good ordering of their program and for their corporate decision making. They may serve from one yearly meeting session to the next yearly meeting session, and for more than one year.

Young Friends are encouraged to attend Representative Meeting to participate in the planning process, though SCYM no longer pays the fee for the Representative Meeting Weekend for Young Friends.

Filling Vacancies between Yearly Meeting Sessions

In the event a Yearly Meeting position becomes vacant between Yearly Meetings, the Nominating Committee is responsible for determining the urgency for filling the position.

1. If the position must be filled immediately, the Nominating Committee will submit to the Clerk of the Yearly Meeting a name for interim appointment until the next Yearly Meeting. The Clerk has the responsibility for filling vacancies between Yearly Meeting sessions.
2. If there is no urgent need to fill the vacancy, the Nominating Committee will determine whether the position can be left vacant until the next Yearly Meeting or should be filled by action at Representative Meeting.
3. If the Clerk or Convener of a Committee vacates a position between Yearly Meetings, the applicable committee will choose a new Clerk or Convener from its present membership, and will notify the Nominating Committee.
4. Presiding Clerk will contact the quarterlies and large meetings to fill vacancies on Nominating Committee.

SCYM COMMITTEES

General Information for Committees

1. SCYM Committee Members that make reports to YM should send in written reports in advance of YM. Copies of the written reports will be made available for friends at YM and will become a part of the written Proceedings of Yearly Meeting. The written report is in addition to the shorter oral report given by Committee Members on the floor of YM.
2. So that YM's Finance Committee is given adequate time to carefully review YM fiscal needs, and make budget and assessment recommendations, YM committees must turn in written requests to the YM Treasurer before the start of YM.
3. Nominating Committee has oversight on naming committee clerks. Nominating Committee will report committee clerks and contact information by the rise of Yearly Meeting.
4. The Presiding Clerk will have a phone meeting with the clerks of all the committees within six weeks of the rise of Yearly Meeting.
5. We ask all committees, by Representative Meeting 2011, to review their responsibilities, as stated in the Procedures Manual, and recommend updates according to what committees are actually doing. Additionally, committees would create a timeline of their charges, to assist in the creation of an SCYM master calendar.

SCYM Standing Committees

Much of the Yearly Meeting's work is carried forward by committees, which the Yearly Meeting may establish and lay down as need arises. Yearly Meeting refers concerns and items of business to its committees and receives reports from its committees. Much of Yearly Meeting business comes through its standing committees. The purpose and responsibilities of each committee follows.

Faith and Practice Development Committee

Purpose

Over the years since the birth of SCYM, there has been both interest in, and voiced concern about, undertaking the task of creating our own book of faith and practice. Charged to develop and write a document to reflect and record the distinct experiences of the faith and practices of our Yearly Meeting, this committee was formed anew in 2011.

Composition

The committee shall consist of at least 7 members representing various Monthly and Quarterly Meetings, each serving renewable, 3-year terms. The committee may have as many additional members as needed to carry out its work. The clerk of the committee shall be selected from among its members on a rotational basis.

Responsibilities

The Faith and Practice Development Committee, under the care of the Spirit, has the responsibility of carrying out multiple tasks in this long-term project. The committee shall seek the sense of the Yearly Meeting and ensure there are consistent opportunities for Friends to provide comments and leadings on the document as it develops. While earnestly seeking divine guidance, committee members gather information from many sources, discern and propose the document's contents, write, edit and re-write

drafts of sections, as well as maintain clear and regular two-way communication with local meetings and individual Friends. The Faith and Practice Development Committee also coordinates with the *ad hoc* Policy and Procedures Manual Committee to reconcile the two documents. Completed draft portions of *Faith and Practice* are presented for approval at the annual business sessions of the Yearly Meeting. After final approval, the committee oversees document production and dissemination in coordination with the Publications Committee.

Finance Committee

Purpose

The Finance Committee assists the Treasurer in determining the YM budget and the recommended Meeting assessments to meet that budget. The Finance Committee advises and assists the treasurer as needed. The Finance Committee is not a decision making body that shapes the goals of Yearly Meeting. Rather, the Committee develops a budget that reflects and supports the goals that rise from the Yearly Meeting body. All Yearly Meeting programs have a dollar cost. The Finance Committee participates in advising, developing and planning for the fiscal aspects of those programs. The Finance Committee is also responsible for developing and implementing an appropriate investment plan for YM Funds.

Composition:

The Finance Committee is clerked by a member of the committee. The Finance Committee clerk is nominated by Nominating Committee and approved by the Yearly Meeting. The Treasurer serves as an *ex officio* member of the Finance Committee. The Finance Committee is made up of Friends brought forward by the Nominating Committee. It is composed of 6 members that serve for 3 year renewable terms. Committee members reflect the geographical distribution within SCYM. Members need to have some Committee experience, knowledge of Quaker organization and management styles, and be familiar with the Quaker decision making process.

Committee members are persons that are able to go beyond thinking of parts or programs and see SCYM as a whole organization.

Responsibilities:

1. The Finance Committee meets during Yearly Meeting. The Committee confers via conference calls and correspondence, when need arises, between Yearly Meetings.
2. Reviews and approves the budget proposed by the Treasurer, and submits the budget for approval at Yearly Meeting.
3. Works with the treasurer to determine if the suggested allocations of the Monthly Meetings needs to be adjusted to meet the budget.
4. Give advice and assistance to the Treasurer and the Trustees.
5. Write an Annual Finance Committee report to be included in the YM Proceedings.
6. Helps the various committees understand their budgets and their responsibilities. In particular, the Peace and Justice Committee is responsible for determining how the budget line for Quaker and Interfaith Groups is disbursed. The Ministry and Care Committee is responsible for disbursing the Boeger Fund funds.
7. Finance Committee is asked to evaluate the annual contribution to the Boeger Ministry Fund from the SCYM General Fund every five years, considering the financial health and needs of YM. (At this writing, [3/2012] we have decided to make no annual contribution to the Boeger Fund to increase the principal, since the amount we have seems to meet the needs currently.)

8. The Finance Committee has the responsibility of receiving and reviewing applications for the Kenny-Kloepfer scholarship and recommending scholarship recipients to the Yearly Meeting. The Finance Committee meets during YM and traditionally has announced their recommendation for receipt of the scholarship at the final session of YM. The Committee is also responsible for submitting a short written report announcing the scholarship award to the Recording Clerk for inclusion in YM's Annual Proceedings.
9. The Finance Committee is responsible for planning the investment of YM funds.

Financial Policies

Assessment

The assessment is the recommended contribution to SCYM by monthly meetings for support of the Operating Budget. It is based on the number of local members in a meeting plus the local members of other meetings [In the SCYM member code: the total of nos. 1 and 2].

Although the fiscal year of SCYM runs from July 1 to June 30, it has been customary for monthly meetings to enumerate their membership at the end of the calendar year, roughly correlating with the useful custom of updating their directories around Dec. 31 – just before the February newsletter.

All Meetings need to forward their suggested assessments to the Treasurer as soon as possible after Yearly Meeting and before the end of the calendar year of the current budget year.

Bank Accounts

YM98-28 Officers of the YM who are authorized to sign checks for the SCYM bank accounts are the Treasurer, the Clerk, the Associate Clerk and the Recording Clerk. Only one signature is required.

YM00-29 YM minutes its approval to have two signatories on active checking accounts: that of the Treasurer and the Presiding Clerk. The Treasurer is authorized to perform any transactions necessary to keep financial institution records up to date.

The Mel and Yvonne Boeger Ministry Fund

The Mel and Yvonne Boeger Ministry Fund should be kept up to a balance of \$20,000. The Mel and Yvonne Boeger Ministry Fund expenditures are limited to interest accrued in the Boeger account only. For The Mel and Yvonne Boeger Ministry Fund to be an ongoing endowment, it must not lose value through time or inflation. Each year prior to a disbursement from the fund, the fund balance will be adjusted and increased by the consumer price index. The funds available for awards will be the amount over and above the amount of the consumer price index increase. All money in the security account, even those from other sources, belong to The Mel and Yvonne Boeger Ministry Fund.

Budgets and Fiscal Year

The only budget at present for SCYM is the Operating Budget, which is proposed and approved at Yearly Meeting. The money for the Operating Budget is in the General Fund.

The money in the Events Fund is the money available to pay for Representative Meeting and Yearly Meeting, and all associated expenses. A subsidy of \$7000 a year is transferred from the General Fund to the Events Fund so that the expense of the event is shared with the entire Yearly Meeting community.

There is no budget for the events of Yearly Meeting or Representative Meeting; they are expected to break even.

The YM fiscal year starts on July 1 of one year until June 30 of the next year. The fiscal year is referred to by the year in which it ends. For example, July 1, 2014 – June 30, 2015, was referred to as FY 2015.

Honoraria

Typically, SCYM has paid about \$200 for honoraria, but a general understanding has been held that SCYM is willing to pay up to \$1000. The outgoing Treasurer recommends that the Annual Session Planning Committee make the decision about paying honoraria on a case by case basis.

In addition, SCYM pays for the keynote speaker's forgoes the registration fee, reimburses reasonable airfare or carfare, and pays room and board in a motel room at Greene Family camp, including linens.

"RM 2001-08 Representative Meeting asks Finance Committee to draft recommendations regarding honoraria to bring back to Yearly Meeting or Representative Meeting in 2002."

Honoraria come out of the Event Budget. It is important that if there is to be an honorarium paid, the Treasurer be informed to whom it will be paid and the amount prior to yearly meeting.

Investment Policy

1. At this writing (3/2012), the Finance Committee serves as the Investment Committee. In practice, since all funds (with the exception of the principal in the Boeger Fund) must be liquid and stable, they are invested in money market funds. The Boeger Fund has been invested in either individual bonds or bond funds since its inception, which generate a predictable amount of income, while allowing for certain fluctuation in the value of the principal.
2. If the Finance Committee decided to change its investment policy substantially, it would be advisable to consult the Representative Meeting and possibly get approval from Yearly Meeting for the changes.
3. As of Dec. 2013, SCYM has invested in the Friends Fiduciary Consolidated Fund. [See the Appendix for documentation.] Interest from the Friends Fiduciary Fund is distributed into two funds: one half to The Mel and Yvonne Boerger Ministry Fund and one half to the Discretionary Scholarship Fund.

Reimbursement Policies

1. The treasurer will reimburse members for budgeted and approved expenses. To obtain reimbursement, send the receipts (or copies) to the Treasurer, along with a statement totaling the expenses that are to be reimbursed, the reason for the expense, and where to send the reimbursement check. Examples are:
 - a. Travel expenses for representatives to travel to one meeting per year to the various Quaker organizations. Only those representatives approved by YM and in the Nominating report for that year will have their expenses reimbursed.
 - b. Expenses for the administration and programs of the Yearly Meeting.
 - c. Expenses for publishing the newsletter, proceedings, etc.
 - d. Any other budgeted and approved expenses; consult the year's approved budget.

2. The calendar year and the Yearly Meeting fiscal year are the same. All requests for reimbursement of expenses need to be submitted to the Treasurer as soon as possible, within the calendar year in which they were incurred.

Financial Assistance for Attending YM

YM is responsible for paying the camp full costs for everyone who attends YM, so all financial aid or subsidy is an expense for the yearly meeting.

A few caveats on the assistance listed here:

1. Motel fees are not included in Financial Aid, the Staff Subsidy, and the Teacher Subsidy.
2. Family expenses are not reimbursed for teachers, staff or guests.

Financial Aid For Yearly Meeting

The present financial aid policy allows for any amount of financial aid for anyone who asks for it. It is of course preferable that they ask their monthly meeting first for aid, but they don't have to show proof that they have done. When registering for YM, the person is asked if they want financial aid, and if so how much (i.e., the full amount or only a portion). When they check in at YM, their bill is adjusted for the requested financial aid.

Guests Subsidies

If guests are made known to the registrar beforehand by the YM Planning Committee, will also have their YM expenses subsidized.

Staff Subsidies

Certain Friends who work full-time during YM, such as the registrar, have all their YM expenses subsidized.

Teacher Subsidies

Full-time teachers of children and Young Friends also receive the Teacher's subsidy, which pays for their own fees except for the registration fee.

Tax-Exempt Status

1. South Central Yearly Meeting is a tax-exempt entity, registered with the state of Texas.
2. SCYM does not have status as an "umbrella organization". This means that monthly meetings and worship groups do not have tax-exempt status through their membership in SCYM. They must have received their own registration with the state to qualify as tax-exempt organizations.

Traveling Ministries

1. Individual monthly meetings sponsoring traveling ministries programs will be asked to cover the travel costs of the program presenter as well as to solicit donations to the ministry fund itself from individuals attending the program.
2. The Intra-visitation Working Group is eligible to apply for assistance with their expenses to The Mel and Yvonne Boeger Ministry Fund.

Yearly Meeting And Representative Meeting policy

1. These events are supposed to break even. The Treasurer sets the fees such that we should break even, given the estimates of the costs. This requires resetting the rates when the camp changes its rates. Normally we try to set the fees for young people lower and for adults higher, to encourage families to come. The registration fee is supposed to cover the program expenses. It is an art setting the fees, and one never knows for sure whether we will have a deficit or a surplus at the end of the event.
2. The Treasurer is responsible for negotiating and signing the contract with the camp.
3. The Treasurer is responsible for settling up with the camp at the ends of the events. In the past we have given the camp counts of how many people stayed in each rate category (e.g., private cabin, dorm, for how many nights). Now (3/2012) the camp has changed the contract such that we owe a minimum amount based on the number of people we commit to at the signing of the contract. This has made settling with the camp more complicated.
4. The registration software that we are using at this writing (3/2012) does not produce the numbers needed to settle with the camp, at least not without some manipulation of the data by the Treasurer. The Treasurer must expect to spend some significant time during YM going through the registration data to make sure it has been cleaned up (duplicate registrations eliminated, everybody checked in who has attended, financial aid has been correctly applied, etc.)
5. The Treasurer also must correctly allocate the funds to the proper categories in Quickbooks for good reporting, and make the deposit after YM, of course.

Making Financial Requests

Donations to Interfaith or Quaker Groups

The Peace and Justice Committee receives requests from Interfaith and Quaker organizations for contributions from SCYM in writing at Representative Meeting. These requests need to go to Peace & Justice for seasoning, and then be forwarded to Representative Meeting.

Support for New Projects/Budget Items

YM 08-19 How to make financial requests to SCYM: for an individual, or an individual representing a committee, meeting or project

1. Check YM Budget (e.g., see our website) for line item account; perhaps the outlay is covered. Ask for information from the YM Treasurer. SCYM does maintain an annual operating budget.
2. Suggest an increase or a decrease in a line item amount for a certain activity; this can be done at, or preferably before, YM sessions, through notices to the Finance Committee directly. The YM Treasurer should be consulted as well. If such requests are made at a YM session, know that the action may be deferred.
3. It is recommended that such requests for financial support, especially if the proposed project is new, be seasoned by:
 - a. Your monthly meeting or worship group, i.e., you may have a minute of support; and/or
 - b. Your quarterly meeting, i.e., you may have a minute of support; and/or
 - c. A YM committee that is appropriate for understanding the purposes of the outlay. Select a YM committee to assist you in the discernment process. These are examples of models to be followed in preparing requests to YM for financial support, and where seasoning is recommended. e.g.

- i. Sending a person as YM delegate or representative needs to go through the Nominating Committee
 - ii. Outlays associated with peace and justice issues need to go through the YM Peace & Justice Committee.
4. Please refer to the SCYM Procedures Manual for information about the Finance Committee and its composition; although it customarily meets during YM weekend, it can conduct called conference sessions at other times if financial requests need to be considered. Again, please consult with the YM Treasurer.
5. Individuals are welcome to ask about any aspect of the Yearly Meeting's financial condition.
6. Remember, in the end, YM makes/approves all financial decisions.

Kenny Kloepfer Scholarship

A special scholarship, named after Friends George Kenny of Dallas Meeting and Warner Kloepfer of the New Orleans Meeting, to be administered through SCYM, for young people who are members of Quaker Meeting. The scholarship is intended to encourage and to aid young people to seek out a Quaker education. This, in turn, will foster the growth of Quakerism and the influence of Quaker values in our geographical and SCYM region.

The scholarship is funded from the Operating Budget every year. Applicants must apply to the Finance Committee before Yearly Meeting, at which time the Finance Committee decides how to allocate the budgeted money. The scholarships are \$500 each, and while traditionally one per year is awarded, at times we have awarded up to three, depending on the number of applicants.

- 1: Young people who are members of Quaker Meetings within SCYM are eligible to apply.
- 2: The funds will be applicable only to Quaker schools, at any educational level: Kindergarten through postgraduate education.
- 3: If there are several applicants, it is recommended that preference be given to teenaged applicants.
- 4: Information needed from the applicant and supplied to the Finance Committee:
 - a. Applications must be in writing.
 - b. Applications must be received at least one week before YM.
 - c. Name, address, phone, age, Monthly Meeting, name of Meeting Clerk;
 - d. Name of school, address, dates you will be attending.
 - e. Interests - community and school activities.
 - f. Monthly Meeting and other Quaker Activities you have participated in.
 - g. Academic achievements
 - h. What you want to do with your education or areas you would like to explore through education.
- 5: A reminder to all Friends to submit their Scholarship Applications will be made through the YM Registration Newsletter.
- 6: The Finance Committee has the responsibility of receiving and reviewing applications for the Kenny-Kloepfer scholarship and recommending scholarship recipients to the Yearly Meeting.
- 7: The Finance Committee meets during YM and traditionally has announced their recommendation for receipt of the scholarship at the closing session of YM.
- 8: The Committee is also responsible for submitting a short written report announcing the scholarship award to the Recording Clerk for inclusion in YM's Annual Proceedings.

The Mel and Yvonne Boeger Ministry Fund

The Mel and Yvonne Boeger Ministry Fund was set up as an endowed fund, a fund that can accept earmarked donations. Mel and Yvonne's original donation was \$15,000. Its purpose is to provide funds for traveling ministries programs. [See "Boeger Ministry Fund" in the ANNEX] The Ministry and Care Committee administers the fund, and therefore they receive applications for funds and approve their allocation.

Application Procedures

1. Write a letter to M&C well in advance describing the event and the expected benefits of the experience.
2. Should be a member of a meeting or worship group of SCYM;
3. Must be recommended by the meeting or worship group (and it is expected that the meeting will support the member in attending the event);
4. Applicant should understand that preference will be given to applicants that have never attended a conference or gathering.

Travel on behalf of SCYM

Until recently there was not a specific fund available for travel on behalf of SCYM, aside from delegate travel and the FWCC Triennial; SCYM has sometimes taken the money needed from the General Fund. This has been at the treasurer's discretion and noted in subsequent financial reports. A new Fund has now been created for travel and can be requested according to the guidelines outlined under "SCYM Spiritual Enrichment Fund" under Administrative Funds.

In most cases, if Friends are not traveling as a delegate, they are traveling for something related to committee work. This travel should be considered a committee expense, and as such, there is no clear application process for funds.

Administrative Funds

General Fund

The General Fund is the fund out of which the "operating" expenses of the Yearly Meeting are paid. The "assessments" from the monthly meetings are deposited into the General Fund to defray the operating expenses.

The Operating Budget serves as a guide for what expenses are and are not approved in a given year. In particular, Quaker and Interfaith Contributions, the Kenny - Kloefer scholarship, yearly contributions to various funds (e.g., Delegate Travel Fund), Publication expenses, committee expenses, and other administrative expenses are budgeted in the Operating Budget and paid out of the General Fund.

Normally the General Fund is expected to maintain an amount of about one year's budget, ~\$25,000, to serve as a buffer and operating reserve.

In Quickbooks, expenses and income are coded to the General Fund with the "General" class in the transaction.

Archive expenses are paid from the YM General Fund.

Quaker & Interfaith Group contributions are made every year with money from the corresponding budget item in the Operating Budget. The Peace and Justice Committee is responsible for deciding how to expend these funds. We have traditionally made a contribution every other year to the Quaker Women's Conference.

Events Fund

This fund is used for the income and expenses of the Yearly Meeting and Representative Meeting. This includes camp fees, insurance, program expenses, and other expenses associated with the events. These events are expected to break even year to year. Some years have deficits and other years have surpluses. The Events Fund is not expected to maintain a large balance, but excesses or deficits carry over to the following year.

In Quickbooks, expenses and income are coded to the General Fund with the "Events" class in the transaction.

The costs incurred by the Youth Program Coordinator in hosting a weekend retreat for those adults that volunteer to serve our YM as teachers and assistant teachers in YM's Young Friend's Program will be borne by YM and included as part of the costs of the YM event.

Travel for Keynote speakers and other expenses, including Honoraria, are paid for from the Events Fund.

Delegate Travel Fund

The Delegate Travel Fund pays for the expenses of the YM nominated and approved representatives to the various Quaker and other like-minded organizations. Those representatives listed in the Nominating Committee report are eligible to use the Delegate Travel Fund . At times, YM will designate certain other travel expenses to be paid out the Delegate Travel Fund.

SCYM will pay, from the Delegate Travel Fund, the expenses for a delegate to attend one meeting per year. SCYM expects representatives to be reasonably frugal, but all expenses will be reimbursed without any pre-determined upper limit.

The Delegate Travel Fund was created so that the yearly fluctuation in travel expenses would not significantly affect the Operating Budget. At this writing (3/2012), the Operating Budget contributes \$8000 to the Delegate Travel Fund Yearly. Some years more is spent, and some years less. But the Delegate Travel Fund generally has at least a small surplus.

Yearly Meeting approved the allocation of up to \$900 yearly from the Delegate Travel Fund to support SCYM Friends to attend trainings at Pendle Hill, FGC Gathering, or other similar venues for religious education teachers/facilitators. The attenders will be chosen by the Youth Program Support Committee.

FWCC Triennial Travel Fund

\$2000/year from Operating Budget is deposited in this fund for purpose of accumulating enough travel money for SCYM representatives to attend the FWCC triennial every three years.

SCYM Spiritual Enrichment Fund

Definition

1. The name of the fund is the SCYM Spiritual Enrichment Fund. It replaces the former Discretionary Scholarship Fund.
2. The fund is the primary vehicle for supporting Friends non-delegate travel to participate in Quaker events beyond Yearly Meeting with a focus, but not exclusively, on Young Friends.
3. The fund was initially endowed with the proceeds from the former Discretionary Scholarship Fund. Subsequently, monies will be placed in the fund in the same manner as the Boeger Fund; each fund receiving half of the proceeds from interest/dividends **yearly** from the Friends Fiduciary Consolidated Fund according to the schedule provided by the SCYM Treasurer.
4. The Ministry and Care Committee is responsible for administering the fund. It will maintain the definition of the purpose of the fund. It is also responsible for receiving, reviewing, and ranking applications from recipients to determine eligibility and intent.

Purpose

The primary purpose of grants under the Spiritual Enrichment Fund will be for financial and spiritual support for Friends within SCYM, with a focus on Young Friends, who have come under the weight of a spiritual leading.

Guidelines

It must be understood that grants cannot be ongoing, nor be larger than a determined portion of the fund that will be announced each year. In the final circumstances, the M&C committee will determine the amount of the grant to be made. The following examples may serve to give potential recipients an idea of the breadth and scope the fund might be used.

- Attending a retreat at the School of the Spirit.
- Attending a special workshop or course offered at the Woolman Center, the Ben Lomond Center, Pendle Hill, or elsewhere.
- Providing funds for books required for a Quaker school or course.
- For a younger Friend, attending a Friends' youth event for spiritual growth or something similar to the former Youth Quake or Quaker Youth Pilgrimage.
- For assistance in a family to ensure that youth are able to attend FGC Gathering.

Process for Application

It will be the responsibility for SCYM Ministry and Care to publicize information about the Spiritual Enrichment Fund in a timely manner to allow persons who might qualify to carry out the adequate processes of their leading.

1. A spiritual discernment process and application will take place:
 - a. A Friend under a spiritual leading will first ask his/her meeting, worship group, or other Friends' body, to season that leading.
 - b. If clear, that body will establish a support committee for the Friend.

- c. Initially, the Friend and support committee will ask for financial assistance from the home meeting and determine other possible means of assistance.
- d. The Friend, then, under guidance of the support committee, will write a personal and detailed application to SCYM Ministry and Care with specific financial amounts needed to enable the Friend to follow his/her leading, and including details of other financial support underway.
- e. The Friend will request of the support committee a letter of clearness to be submitted with his/her application.

Note: We understand that especially with young Friends' requests, it might not be feasible to have such a lengthy or weighty discernment process; in which circumstance, the young Friend's meeting is asked to work with M&C to determine a less vigorous process.

2. Upon receipt of an application, Ministry and Care will schedule and hold an interview with the applicant.
3. Grants will be announced by Ministry and Care and distributed promptly by the SCYM Treasurer.
4. Before beginning any travel, a Friend receiving a grant is encouraged to request a Travel Minute from the home Friends meeting or organization, if a Travel minute is applicable.
5. A recipient is expected to report back to M&C, and subsequently to the next Yearly Meeting body, about how the grant and spiritual leading has enriched his/her spiritual path and how the experience might be useful in deepening the spiritual condition of the YM and its Friends.

Young Friends Fund

These funds are managed by the Treasurer, but decisions on their expenditure are made by the Young Friends.

Tee Shirt Fund

High School YF Operating Fund (HSYF)

Youth Scholarship Fund

Ministry and Care

Purpose

To nurture the spiritual life of the Yearly Meeting and to serve as a resource for SCYM Monthly Meetings, Preparative Meetings, and Worship Groups, through their Ministry and Care committees, when possible.

Organization

1. The committee is composed of nine members and ideally represents all Quarterly Meetings and geographical areas within SCYM.
2. Each committee member serves a three-year term, non-renewable.
3. The SCYM Nominating Committee, in consultation with the M&C committee, is responsible for nominating members of M&C, bearing in mind the responsibility to discern the potential gifts of individuals and the needs of the Yearly Meeting.
4. The clerk of M&C is chosen by the committee.

5. Persons designated as South Central Yearly Meeting Traveling Ministers are ad hoc members of the committee with out regard to term limitations.

Guidelines for appointing members of Ministry and Care

Friends appointed to M&C:

1. Are expected to be members of the Religious Society of Friends.
2. Must be thoroughly familiar with Quaker beliefs and practices.
3. Must be experienced in ministry and care responsibilities and functions.
4. Must be skilled in relating to others.
5. Must be sensitive to the diversity of belief among Friends.
6. Must be willing to disencumber her/himself from other obligations in order to fulfill her/his responsibilities to M&C, understanding the depth of commitment to the committee's work.
7. Must be able to attend at least two committee meetings a year, one during Yearly Meeting and one during the summer or fall.

Responsibilities

Ministry and Care for SCYM year-round:

1. Serve as a resource to SCYM Meetings and Worship Groups, especially the smaller ones, by maintaining contact with their clerks or M&C committee clerks. Visit meetings when possible to offer support and a ministry of presence.
2. Provide assistance to Meetings and Worship Groups *at a meeting's request* when differences or difficulties are seriously damaging the life of the meeting.
3. Keep in touch with geographically isolated Friends and update their contact information.
4. Maintain a library of M&C materials and make them available to meetings and geographically isolated Friends.
5. Publish articles or columns on M&C-related topics in the SCYM Newsletter.
6. Deepen our own spiritual lives, praying often for each other and for the Yearly Meeting.
7. Oversees the Intervisitation Working Group, the purpose of which is to reach out to single Friends or small groups who lack firm contact with Friends at large in order to make contact and nurture them.
8. Oversee the work of Friends who request that SCYM take their ministry under its care.
9. Administer the Mel and Yvonne Boeger Ministry Fund.
 - a. Receives applications for The Mel and Yvonne Boeger Ministry Funds and allocates the distributions.
 - b. The Clerk of M&C lets the Treasurer know when and how to disburse money from The Mel and Yvonne Boeger Ministry Fund.
 - c. Receive reports from recipients.

Ministry and Care at Yearly Meeting session:

1. Offer workshops on M&C-related topics, when possible.
2. Offer support to Friends should an emergency arise during Yearly Meeting, as outlined in the Crisis Plan.
3. Prepare a report on the work of the committee since the last Yearly Meeting and present it at a Yearly Meeting business session. Forward the report to the Recording Clerk for inclusion in the Proceedings.

4. Ensure that reports from grant recipients of The Mel and Yvonne Boeger Ministry Fund are made at Yearly Meeting.
5. Report annually to Yearly Meeting on The Mel and Yvonne Boeger Ministry Fund.
6. Request and receive State of the Meeting reports from monthly meetings and schedule readings of excerpts in the business meeting sessions.
7. Sends copies of the State of the Meeting reports to the Recording Clerk to be included in the SCYM Proceedings.

Intervisitation Working Group [under consideration for an update]

Purpose

The Intra-visitiation Working Group was created to reach out to single Friends or small groups who lack firm contact with Friends at large in order to make contact and nurture them. They have a packet of suggestions for intra-visitiation, as well as a list of Friends who have expressed an interest in doing this work.

Because this is a group necessitating a personal "call," Nominating Committee did not search for members to serve on this committee. There are two pages of possibilities for small meetings that could benefit from visitation. They have also compiled a list of Friends' gifts, and many people present are on the list! They have ideas for several venues and formats for visitation.

Monthly meeting clerks who need or desire support from the Intra-visitiation Working Group should to contact the Ministry and Care Committee.

Organization

1. The Intra-visitiation Working Group is under the care of the Ministry and Care Committee. Its purpose is to support member meetings of South Central Yearly Meeting.
2. The Group has five members with rotating appointments.

Nominating Committee

Purpose

Clearly this is one of the most important Yearly Meeting Committees. Nominating Committee serves as a clearness committee for service to the Yearly Meeting. Yearly Meeting depends upon this small group of sensitive, wise, tactful and dedicated Friends to recognize the most appropriate persons to serve as YM officers, on YM Committees, and as YM representatives to Quaker and other organizations. Nominating Committee members discern how to use, to the best advantage, the capabilities and gifts of YM members and attenders in carrying out the functions and responsibilities placed on officers, committee persons and representatives that serve YM.

Composition

Names to be considered for service on the Nominating Committee are forwarded to Representative Meeting from Quarterly Meetings and the four largest meetings in the yearly meeting. Members of the Nominating Committee should be representative of all of the geographic areas. One representative is chosen from each quarterly meeting: Bayou Quarterly, Ark/Ok Quarterly Meeting, and Cielo Grande Quarterly Meeting. One representative is chosen from each of the four largest meetings in SCYM: Live

Oak in Houston, Austin Friends, Dallas, and San Antonio. Representative Meeting approves members for service on the Nominating Committee.

The outgoing YM Clerk is invited to serve for one year on the Committee as an advisor/resource person to the Committee, thus making a committee of eight.

Membership

1. Members of Nominating Committee may serve two three-year terms.
2. The Nominating Committee will select its own clerk. Clerk should have prior Nominating Committee experience.
3. All committee members should be familiar with the "good order of Friends."
4. Committee members should be aware of, or have the ability to ascertain, the interests, talents, proven experience, gifts and potential leadership of YM participants who are being considered for service.
5. Committee members should be active on the Quarterly Meeting level and regular attenders of YM.
6. Members of the Nominating Committee who are newly approved at Representative Meeting begin their term at the rise of that Representative Meeting.
7. When the Nominating Committee is not fully staffed, the Clerk is authorized to appoint individuals to serve on the committee on an interim basis. Interim appointees can be approved to full terms on the committee at Yearly Meeting .

Procedures

It is hoped that the following procedures will insure that the Nominating Committee will be able to bring a completed Slate of Nominees for YM Service to Yearly Meeting.

1. Nominating Committee is asked to meet during YM, or at the rise of YM, to determine which opportunities for service will open for Friends at the next YM.
2. Nominating Committee will send a list of known or identified openings for service to the Newsletter Editor for inclusion in the Spring Newsletter that follows YM. Friends who may be interested in serving the YM are encouraged to contact the Nominating Committee.
3. Committee members are encouraged to attend their Quarterly Meetings and work with Friends and Monthly Meetings gathering names to be considered by the full committee for service. When appropriate, YM Committees and organization representatives will be asked to offer names to the Nominating Committee to fill vacancies.
4. Nominating Committee will meet during Representative Meeting. They will solicit additional names to be considered for service from Friends in attendance.
5. Nominating Committee is asked to contact Monthly Meeting Clerks, and Monthly Meeting M&O Committees regarding the appropriateness of any nominee they wish to offer to YM if the nominee is not well known by the committee.
6. When the job responsibilities require two persons to work together closely they should both be consulted about the proposed arrangement. YM Committee Clerks should be consulted about members proposed for that committee.
7. Nominating Committee contacts all nominees to determine availability for service, and to make them fully aware of the qualifications, needs and responsibilities of the position for which the Friend is being considered. If helpful, a written job description from the Procedures Manual should be given to prospective nominees.

8. The Nominating Committee will contact Friends serving in renewable positions to determine if they wish to continue service. In effect, this will make these Yearly Meeting opportunities for service "renewable by invitation", with the Nominating Committee providing those serving Yearly Meeting with the opportunity to discern clearness for continuing in that service.
9. Nominating Committee is asked to have any remaining vacancies published in the December, YM Newsletter.
10. Nominating Committee is asked to have their proposed Slate of Nominees thus far identified for YM service published in advance of YM through the YM Registration Newsletter.
11. Friends are asked to contact members of the Nominating Committee to seek clarification about specific nominations or suggest additional nominations prior to YM.
12. Yearly Meeting, not the Nominating Committee, is responsible for the ultimate appointment of Friends for service. Nominating Committee will report their Slate of Nominations for YM service to the YM for approval. (RM 95-16, RM 95-23) When possible, the Nominating Committee will bring to YM consideration their slate of recommended nominees for service to YM at an early Business session. Nominations for final YM consideration will be brought forward at a later Business sessions during YM.
13. YM Committees may invite the nominees for service on their Committees to meet with their committees if they meet during YM.
14. As soon as possible after the rise of YM, the Nominating Committee will forward to the Recording Clerk a completed list of officers and SCYM representatives to other organizations. The Recording Clerk will send those organizations the names of the new SCYM appointees. In addition, the Nominating Committee is responsible for forwarding a copy of the above noted list to the YM Clerk and the Newsletter and Directory Editors.
15. Not all positions of service to organizations outside our YM have an expressed limit to the number of times the position may be renewed. Nominating Committee is asked to be mindful of making positions of service available to the widest number of Friends possible within the YM.
16. In the event a Yearly Meeting position becomes vacant between Yearly Meetings, the Nominating Committee is responsible for determining the urgency filling the position.
 - a. If the position must be filled immediately, the Nominating Committee will submit to the Clerk of the Yearly Meeting a name for interim appointment the next Yearly Meeting.
 - b. If there is no urgent need to fill the vacancy, the Nominating Committee will use its judgment (based on when the vacancy occurs) to determine whether the position can be left vacant until the next Yearly Meeting or filled for the interim from Representative Meeting to Yearly Meeting.
 - c. If the clerk or convener of a committee vacates a position between Yearly Meetings, the applicable committee will choose a new clerk or convener from its present membership, and will notify the Nominating Committee.

Responsibilities:

1. It is recognized that the important work of the Nominating Committee is very time demanding. Committee members are responsible for being active attenders in their own Monthly Meetings or Worship Groups as well as at Quarterly Meetings, and Yearly Meeting. They are also expected to be able to attend Representative Meeting as well as be available for consultation with other committee members throughout the year. Because of the heavy demands of time, Friends are asked to be clear that they have the gift of time to offer YM while serving on the Nominating Committee. Committee members also need to be responsible for using sensitivity and discretion

when names are forwarded to them, in speaking with Friends about nominees, and in contacting suggested nominees.

2. Nominating Committee has oversight on naming committee clerks. Nominating Committee will report the names of committee clerks and their contact information at the rise of Yearly Meeting.
3. Clerk of Nominating Committee is responsible for sending all of the Quaker Organizations the names of representatives appointed by SCYM to their organizations.

Peace and Justice Committee

Purpose

The purpose of the SCYM Peace and Justice Committee as a gathering center for information and concerns of the Monthly Meetings and of the Yearly Meeting, and to encourage greater interaction among the meetings. The P&J Committee will act as a vehicle to cross-fertilize and energize our meetings and members.

Every meeting is encouraged to have a designated member to be the contact person for SCYM's P&J Committee. This Friend will act as a two-way information conduit between their Meeting and the Committee.

A primary focus is education: the sharing of information on a variety of social concerns that meetings and individual friends are interested in, as well as suggested methods for meetings and individuals to address those concerns and issues. Those concerns include, but are not limited to the following: working to promote peace and justice everywhere; prison and criminal justice system reform; the abolition of capital punishment and the cruel and inhumane treatment of prisoners; causes and remedies of poverty, homelessness, diseases and access to health resources; promoting the use of non-violent negotiations, conflict resolution to settle conflicts; promoting conflict resolution as a part of the curriculum of schools.

The P & J Committee strives to remain open and flexible in order to be able to address concerns that will arise in the future. The committee is open to, and actively solicits, your suggestions.

Composition

1. Members are chosen through the Nominating Committee with attention to balance within the geographic area of SCYM.
2. The Committee is composed of four to six members who serve for two year, renewable terms. Terms of service alternate/overlap on a two year basis to ensure continuity.
3. The Clerk serve for a two-year term.
4. The P&J Committee chooses a member whose name is forwarded to the Nominating Committee for their consideration for service as Clerk.
5. Committee members are also encouraged to forward names to the Nominating Committee for consideration for service on the committee.
6. Members of the P&J Committee need to have knowledge of a diversity of concerns, needs and resources within the area of SCYM.
7. Members should be interested and active in their local Meeting's P&J Committees.
8. They should be regular attenders of Yearly Meeting and able to attend the P&J Committee meetings held during YM as well as the YM Open Forum sponsored by the Committee.

Responsibilities

1. Holding an Open Forum during YM at which concerns are solicited and discussions are held. Through the Open Forum the Committee attempts to glean its direction or focus for the following year.
2. The mailing and disseminating of social concern information to the meetings within YM.
3. Encouraging and supporting individual Friends and meetings as they struggle with and address peace and social concerns.
4. All actions of the Committee - specific projects or activities that address concerns - sponsorships, letters or endorsements of specific programs or projects are subject to the approval of YM.
5. Prepare an annual committee report for presentation during a YM Business session and a written report to be forwarded to the Recording Clerk for inclusion in the YM's Annual Proceedings.
6. Receive requests from Interfaith and Quaker organizations for contributions from SCYM in writing. These requests need to go to Peace & Justice for seasoning.
7. to make recommendations on contributions to Quaker and Interfaith organizations at Yearly Meeting each year, based upon the information from the Treasurer on monies available.
8. YM encourages the Peace and Justice Committee to continue its work in developing procedures to guide the Committee and the Yearly Meeting in discerning work projects and identifying positions of service to Friends within SCYM.
9. Yearly Meeting charges Peace & Justice Committee with disseminating and distributing the Yearly Meeting's Minute on the death penalty as widely and effectively as possible.

Individual and Meeting Responsibilities

Send written copies of concerns, ideas or questions to the P&J Committee to be compiled and periodically sent on to all monthly meetings and concerned individuals.

Procedures

1. RM 2010:It was suggested that Peace & Justice separate the "financial" meeting from the regular forum. Clerk proposed that the Finance Committee is "agnostic" in terms of whom we contribute to. Finance Committee can make a report to P&J as to prior distributions and the amount; and then P&J would indicate how that money is distributed. There could also be a separate fund for those spontaneous distributions. We can come up with a new external budget for Yearly Meeting and give that information to Peace & Justice prior to the meeting, enabling them to discuss these distributions.
2. Can there be an adjustment in how our committees work? It appears that having them not meet until Yearly Meeting is not working effectively. Peace & Justice representatives, for instance, often do not attend Representative Meeting.

Planning Committee

Purpose

To facilitate a "seamless operation year after year, planning the Event of Yearly Meeting"; to "provide support for the Site Coordinator"; and to relieve the body that meets as Representative Meeting of the entire responsibility of planning Yearly Meeting sessions.

Composition

For the purposes of unity, continuity, and coverage, the Planning Committee includes the following:

1. Clerk of the Planning Committee (a Friend identified through Nominating Committee and approved by Yearly Meeting) [RM 04-09]
2. Three At-Large members identified by Nominating Committee and approved by Yearly Meeting: “These members are necessary to speak from an unbiased and unburdened point of view and to provide work force for identified responsibilities. These members should be selected from Quarterlies based upon any missing meeting representation on the committee.” [Procedures, YM 2000] The term of service for the At-Large members is two years and they are renewable.
3. Adult Program Planning Committee Clerk (identified by the Quarterly Meeting responsible for the Adult Program)
4. Youth Program Coordinators, Assistant Youth Program Coordinator, and Teachers
5. Young Friends Facilitator
6. Young Friends Clerks
7. Registrar
8. Site Coordinator
9. Assistant Site Coordinator
10. On-Site Technician
11. Ministry & Care Committee Member
12. Worship Oversight Committee Member
13. Book Store Clerks
14. A representative from the Adult Young Friends community
15. Former On-Site Coordinator (one year)
16. Former Yearly Meeting Planning Clerk (one year)

There is the expectation that all members of the Yearly Meeting Planning Committee will attend Representative Meeting.

It is recommended that “the Clerk of the Planning Committee and the Site Coordinator be staggered so that the new clerk and new site coordinator do not come on board at the same time, and further recommend that the Clerk of the Planning Committee and the Site Coordinator remain free of any other committee responsibilities during their terms of service.” [Procedures, YM 2000]

Yearly Meeting Planning Committee remains open to interested parties’ participation during their activities at the Fall Representative Meeting.

Responsibilities

1. YM Planning Committee has the responsibility for the YM event evaluation process including design and distribution of the evaluation form, tabulation of results and reporting of results to YM/RM as appropriate.
2. Scheduling the Events of Yearly Meeting

- Integration of Youth and Adult programs
 - Utilization of the Keynote Speaker
 - Business Meetings (5-6)
 - Keynote Address
 - Panel Presentation
 - Workshops
 - Fireside Chat
 - Worship
 - Worship Sharing
 - Community Time Possibilities
 - Reading of the Passion
 - Films
 - First Time Attenders
 - Committee Meetings
 - Family Fun Night
 - Camp fire
 - Singing, Dancing
 - Easter egg hunt
 - Simple meal
 - Early Bird and Night Owl Worship
 - Worship with Attention to Sorrow
3. Bringing the YM theme to Representative Meeting for approval.
 4. Support the On-Site Coordinator in his/her oversight of the **Volunteer Companions** who assist Friends with special needs.
 5. Responsible for First Time Attenders at Yearly Meeting
 6. Planning Committee is responsible for sending a copy of YM's Adult Schedule, being sure to include the dates of YM, the YM session number, and the facility's telephone number on the schedule to the Publications Content Manager, the Registrar, and the On-Site Coordinator.

Publications Committee

Purpose

Publications Committee plans to spend 2011-2012 asking Friends about their needs and whether there needs to be more than one committee. The tasks need to be redefined. We may need more Friends to do the work. The report offers a proposal for remodeling the Publications Committee and the communications systems. Warren, Liz and Terry hope to bring a firm proposal to Representative Meeting. This would assist Nominating Committee in finding personnel.

Composition

1. Procedures Manual Coordinator
2. Directory Coordinator
3. Directory Producer
4. Publication Content Manager
5. Print Newsletter Producer
6. Website Technical Manager

Responsibilities

The Publications Committee is responsible for maintaining the postal permit for the newsletter mailings. This permit needs to be updated with the U.S.P.S. when the return address for the newsletter changes. [Currently the Print Newsletter Producer would take care of this.]

Database

Communications:

1. Printed newsletter
2. E- Newsletter

3. Announcements such as deaths, events planned by committees, etc. (The Publication Comm. may not be in the position of generating these messages or sorting out which get priority. This may be the work of other committees. The Publications Comm. only acts to edit, publish and distribute the messages.)

Website

IT Issues

Archives

Religious Education Committee

Purpose

The Religious Education Committee will nurture and strengthen religious education throughout the Yearly Meeting. Its particular focus is religious and Quaker spirituality for adults, young friends, and children.

Composition

The committee will consist of a member of the Year Round Youth Programming Committee, and a clerk and at least 2 additional members who will be recommended through the offices of YM's Nominating Committee and approved by YM. Committee members should be Friends who are active or interested in religious education in their own localities, and who can represent and assist meetings throughout the geographical area of SCYM. Appointments will be rotated to facilitate continuity of programs.

Responsibilities

1. Make available a list of RE materials that are deemed most useful for SCYM to Monthly Meetings and Worship Groups. This will include FGC publications, and such other publications as the committee has found appropriate.
2. Assist Monthly Meetings with organization of religious education.
3. Provide feedback to our FGC representatives to Central Committee and others by supplying information on what RE materials and program are needed, and what has been most helpful.
4. Provide other assistance to Monthly Meetings or direction to Yearly Meeting as guided by the Spirit.

Worship Oversight Committee

Purpose

To nurture worship at SCYM.

Composition

1. The committee is composed of 6 members and ideally represents all Quarterly Meetings and geographical areas within SCYM.
2. Each committee member serves a two-year term. S/he may be reappointed for one additional two-year term if it is discerned to be in the best interest of both the committee and the member.
3. The SCYM Nominating Committee, in consultation with the Worship Oversight committee, is responsible for nominating members of Worship Oversight, bearing in mind the responsibility to discern the potential gifts of individuals and the needs of the Yearly Meeting.
4. The clerk of Worship Oversight is chosen by the committee.

Responsibilities

1. Oversee worship at Yearly Meeting:
 - a. Oversee and close all plenary meetings for worship, including meetings for worship with attention to business.
 - b. Plan worship-sharing sessions at SCYM.
 - c. Set up and attend to the Silent Center, a room dedicated to silent reflection when space allows. This **Silent Center** offers a place for prayer, meditation, worship, or quiet reflection. The Silent Center creates a space conducive to inward seeking by being comfortable and tidy, having a minimum of visual or other distractions, and being accessible to all Friends.
 - d. Set up chairs in theatre for early bird worship, night owl worship, Meeting for Worship for Business. Designate chairs in the front of the auditorium for people with hearing impairments or processing difficulties.
 - e. Respond to requests for special worship sessions and supportive prayers.
2. Prayerfully support the Yearly Meeting and its Clerks.
3. Provide forms on the dining tables, in the silent center, and other places for people who have prayer requests.
4. Wear stickers to identify committee members as resources at the Yearly Meeting.
5. Facilitate the practice of Friends holding business meetings in the Light by making announcements asking people to sign up and designating a short row of seats for those volunteers.
6. Receive from the SCYM Clerk the Epistles from other Yearly Meetings and discern how to present them to Yearly Meeting most effectively. Convey what is presented to the Recording Clerk for inclusion in the Proceedings
7. Prepare a report on the work of the committee since the last Yearly Meeting and present it at a Yearly Meeting business session. Forward the report to the Recording Clerk for inclusion in the Proceedings.
8. Offer workshops on deepening worship, when possible.
9. Deepen our own spiritual lives, praying often for each other and for the Yearly Meeting.
10. Takes responsibility for the Reading of the Passion
11. Responsible for Meeting for Worship with Attention to Sorrow during workshop hours at SCYM.

Guidelines For Appointing Members Of Worship Oversight

Friends appointed to Worship Oversight at SCYM Committee:

1. Are expected to be members of the Religious Society of Friends.
2. Must be thoroughly familiar with Quaker beliefs and practices.
3. Must be experienced in Ministry and Oversight and/or Worship Oversight responsibilities and functions.
4. Must be skilled in relating to others.
5. Must be sensitive to the diversity of belief among Friends.
6. Must be willing to disencumber her/himself from other obligations in order to fulfill her/his responsibilities to Worship Oversight, the depth of commitment to the committee's work.
7. Must be able to attend at least two committee meetings a year, one during Yearly Meeting and one during the summer or fall.
8. Able to attend the entire Yearly Meeting session.

Yo – Fun Committee

[previously Year Round Youth Programming Committee]

Purpose

The Year-Round Young Friends Programming Committee gives support to Senior Young Friends so that programming and events within SCYM may occur throughout the year. It is not the intent of the committee to make decisions for the Young Friends, but to provide guidance and support for the desires of the Young Friends concerning programming. In addition, the committee oversees the budgeting for these events.

Composition

The Year-Round Young Friends Programming Committee is composed of Friends brought forward by the Nominating Committee. The committee is composed of 5 to 8 adults, the Administrative Coordinator, and the Youth Program Coordinator. Each member serves a 3 year renewable term. In addition, the Senior Young Friends officers are given the opportunity to participate as members on a yearly basis. One member serves as clerk. The Youth Program Coordinator or the clerk may assume the duties of the Administrative Coordinator if one is not selected.

Responsibilities

Yo-Fun Committee meets during Yearly Meeting and then again at Representative Meeting, if necessary. Other communication and conferring takes place through telephoning, email (preferred), and the postal service. The main responsibilities are:

1. Support for SCYM Young Friends who wish to gather for events within SCYM during the year by:
 - a. Assurance that the events are open to all SCYM Young Friends who would like to attend.
 - b. Development and implementation of Safety Guidelines for Adults Working with Youth.
2. Development and implementation of a process that encourages and supports these SCYM youth events.
3. Support of meetings who host events by providing them with a packet of information that would include informational materials such as the steps, the safety guidelines, the permission form, how to have publicity taken care at no cost to the meeting, a suggested time-line, the follow up report, and what funding is available from the committee.
4. Through the clearness committee process, provide support for a monthly meeting (and Young Friends) who host the event .
5. Supervision of funds so that money can be responsibly distributed for publicity (the Young Friends newsletter Peanut Butter Occasionally and fliers announcing upcoming events) and for help in expenses incurred by hosting meetings.

Duties of Clerk

1. Keep track of funds through SCYM treasurer
 - a. YRYFPC line item
 - b. (YFs have three other accounts -- a scholarship fund and a YFs account -- that they administer themselves. This is where their own fund-raising goes.)
2. Clerk the meetings - which usually means acting as recording clerk also (but one could be appointed) and sending out the minutes later
3. Coordinating the drafting of report for YM
4. Keep in touch with YFs clerks

5. Clerk (or appoint clerk) for clearness committees for events
6. Collect event reports
7. Tell SCYM treasurer to release funds for YQ or SCYM events
8. Set up meeting times at RM and YM

Schedule Of Committee Meetings

Typically the committee has met at RM and again at YM each year.

In between it has been necessary to communicate by email and telephone.

The clearness committee that helps our YFs plan events is also done by email since we usually have to act quickly when a monthly meeting suggests hosting an event.

Youth Program Support Committee

Definition

The **Youth Program Support Committee** assists the YPC and the AYPC by identifying teachers to serve during the next annual session of Yearly Meeting. The Youth Program Support Committee further supports the Youth programming by providing other services. See “Youth Program Support Committee.”

Composition

1. The outgoing Youth Coordinator serves as the Clerk of the Youth Programming Support Committee.

Responsibilities

1. Helping planning youth programs for the event of YM,
2. Obtaining supplies,
3. Identifying resource people,
4. Identifying Teachers
5. Yearly Meeting approves the allocation of up to \$900 yearly from the Delegate Travel Fund to support SCYM Friends to attend trainings at Pendle Hill, FGC Gathering, or other similar venues for religious education teachers/facilitators. The attenders will be chosen by the Youth Program Support Committee.
6. Provides contact information for Young Friends to the Registrar and the youth Program Coordinator.

The committee is urged to explore asking individual meetings to identify Teachers in ratio to the numbers of youth that meetings send to YM. In addition, the committee is urged to explore asking Age Group Coordinators to help identify a friend that will replace them at the following YM.

Ad Hoc Committees

The Yearly Meeting Epistle Committee

Purpose

It has been a tradition among Yearly Meetings of Friends to send "To Friends Everywhere" an epistle, a "long, formal, instructive letter," that rises out of Yearly Meeting Sessions, outlining the proceedings and expressing the spirit of the Annual Meeting.

Procedure

1. An Epistle Committee of three or four Friends, along with an Epistle Committee Clerk, is selected by YM Clerk, either before the start of YM or during the Opening Session of YM.
2. The names of the Committee are announced so that suggestions about the Epistle can be made to Committee members.
3. The Clerk will make examples of Epistle available to the Committee.
4. The Committee drafts the Epistle during the sessions of YM and if agenda time permits a first draft is read at the last business session prior to the last day, with a brief period for comments to be received, but not discussed.
5. The final Epistle is read and approved at the last business session of each YM.
6. Copies are forwarded to the Recording Clerk, at the rise of YM for inclusion in SCYM's Annual Proceedings, and to be sent to other Yearly Meetings.
7. In addition, the Epistle Committee is responsible for submitting a written report about the Annual Session for publication in Friends Journal, 1501 Cherry Street, Philadelphia, PA 19102, (215) 241-7115.

Epistles from other Yearly Meetings are sent to the YM Clerk who collects them and forwards them to the Ministry and Care Committee before the start of each YM. Traditionally, these Epistles have been read, either in part or in their entirety, at the beginning and ending of each YM Business session. The reading of Epistles or State of the Meetings Reports is left to the discretion of the M&C Committee.

These Epistles are also preserved as part of the permanent records of SCYM.

REPRESENTATIVES TO ORGANIZATIONS

South Central Yearly Meeting is associated with Friends General Conference. SCYM also has formal affiliation with other Quaker organizations. Yearly Meeting selects as its representatives to organizations with which it is affiliated persons who are suitable because of their ability, experience, geographic distribution, and potential capacity to relate to the particular organization. The chief responsibility of these representatives is maintaining two way communication between the organization and members of the Yearly Meeting. Representatives are encouraged to attend meetings of the organization. A summary of the responsibilities of Yearly Meeting representatives to each affiliated organization follows. The Yearly Meeting budget includes travel funds for representatives to attend meetings of affiliated organizations.

It is approved to add links from these Web pages to existing Web pages of Quaker organizations to which we have official representatives.

Responsibilities of Representatives

Badges

SCYM representatives to other organizations are asked to create and wear LARGE identifying badges during YM.

Visitors

YM standing committees and YM representatives to outside organizations are asked to notify the Clerk of Yearly Meeting in advance of a Yearly Meeting session of any visitors who may be expected at that Yearly Meeting. The Clerk will be a clearing house for this information, and is asked to communicate a list of visitors to the Registrar in advance of Yearly Meeting. It is the expectation of YM that these Friends will be responsible for covering their own fees to attend our Yearly Meeting.

Reports

All SCYM representatives to Other Organizations and SCYM Committee Members are required to make reports to YM. Written reports should be sent to the clerk in advance of YM. Copies of the written reports will be made available for friends at YM and will become a part of the written Proceedings of Yearly Meeting. The written report is in addition to the shorter oral report given by representatives and Committee Members on the floor of YM. Representatives are also invited to report at Representative's Meeting, and are encouraged to attend.

Travel Reimbursement

Representatives to other Organizations are reminded that to be reimbursed for travel expenses those requests must be received before the end of the fiscal year.

Representatives to Organizations

American Friends Service Committee

The AFSC Corporation, incorporated in the state of Pennsylvania, is the legal entity of the organization. The Certificate of Incorporation states that the purpose and object of the Corporation "shall be to engage in religious, charitable, social, philanthropic and relief work in the United States and in other countries on behalf of the participating Yearly Meetings and other bodies of the Religious Society of Friends in the United States of America.." It is the Corporation Committee's responsibility to provide legal and spiritual oversight for the large and diverse group of people who join together as staff and committee members to make possible the programs that are at the heart of our spiritual witness in the world.

No one has spoken or written more eloquently than Stephen Cary about the importance of the vision and mission of AFSC work. Steve wrote the following timeless statement of purpose: "It is the AFSC's business to search for ever new and creative ways to bring the power of love to bear on the intractable and harsh reality of evil in the world around us -- at our doorstep and at the far corners of the earth. We can take comfort in our faith that God speaks; new truth and new insights are always available. This is a source of strength as we try to move beyond theorizing and debating to reach the hearts of the oppressed and the bitter, the deprived and the despairing, the hungry and the ill, to widen the boundaries of justice and lay the foundation of peace."

Guidelines for SCYM Representatives to the AFSC Corporation:

1. SCYM can appoint three YM representatives to the AFSC Corporation. Because the AFSC Corporation is the legal entity of the organization as established by the by- laws and only members to the Corporation, appointed either by YM's or by the AFSC Nominating Committee can participate in by-law change, therefore alternate representatives are not possible. The number of representatives a yearly meeting is entitled to is based on YM membership numbers.
2. YM representatives to the AFSC Corporation must be members of the Religious Society of Friends.
3. YM representatives serve for a three year term that is renewable for one term only.
4. YM representative terms of service overlap so that continuity is preserved.
5. YM representatives are suggested by the SCYM Nominating Committee and approved by the Yearly Meeting.
6. Ideally, each Quarterly Meeting is represented through one of the three appointments to the Corporation.
7. YM representatives are expected to be able to attend the AFSC Annual Corporation Meeting held at Friends Center, Philadelphia, Penn., the first weekend in November of each year. SCYM makes funds available to help defray the costs of attending this meeting. [In 2011, Yearly Meeting approved the Peace & Justice recommendation to send only two representatives to the American Friends Service Committee annual meeting for at least the next two years, in an effort to conserve funds; the representatives will determine which two of the three shall travel.]
8. YM representatives need to be regular attenders of YM and Quarterly Meetings.

Responsibilities

1. YM representatives are asked to give the YM an oral report at the Opening Session of YM, and turn in a half page written report to the Recording Clerk, at YM, for inclusion in the SCYM Proceedings.
2. YM representatives responsibilities include communicating concerns, support, ideas and criticism from Friends to the AFSC; providing counsel to the AFSC; interpreting the AFSC to Friends; and staying informed about AFSC policies and programs. There are also opportunities for service on other AFSC committees, ad hoc committees, service as a volunteer, scheduling and hosting AFSC visitors, participation in AFSC activities and programs, recommending others for AFSC work and contributing financially to the work of AFSC.
3. Notification of newly appointed representatives should be sent to: American Friends Service Committee, 1501 Cherry Street, Philadelphia, PA 19102-1479

Austin Tan Cerca De La Frontera

Purpose - ATCF raises awareness about conditions of social and economic injustice along the Texas/Mexico border particularly as they affect displaced and disenfranchised communities and supports community-driven resistance to injustice through transnational solidarity and fair trade. We believe that our environment, our communities and human dignity are sacred and must be respected in the movement for social justice.

Friends Committee on National Legislation (FCNL)

FCNL is composed of Friends who attempt to bring spiritual values to bear on public policy decisions. Friends strive to ensure that the social, economic, political, and environmental aspects of our lives are consistent with spiritual values and work together to secure justice and freedom for all people, at peace with one another and the earth.

The Committee engages in the positive process of interpreting to people in government, over an extended period of time, our convictions on the moral and spiritual values that should undergird government and law. We listen to others, convey our beliefs on policy issues, urge members of Congress and others in government to support specific policies and actions, and try to shape and support practical legislation consistent with our convictions.

The work of the Committee is guided by the Statement of Legislative Policy. This statement, revised every 8 or so years, is an attempt by a broadly representative group of Friends, appointed by 26 Yearly Meetings and 8 other Friends organizations in the United States along with members appointed at large, to declare what should be the objectives of government decisions and public policy. This group of Friends is the General Committee, which has its Annual Meeting in November, usually the weekend after Veterans' Day. The General Committee also determines the Statement of Legislative Priorities, biennially, at the start of each new Congress. These Legislative Priorities are a small number of issues, drawn from the Statement of Legislative Policy, which form the core and direction of the staff's work for that Congress. From the General Committee are drawn members of the six committees, Executive, Nominating, Development, Personnel, Policy and Finance, which are responsible for much of the work between Annual Meetings of the General Committee.

Guidelines for SCYM Representatives to FCNL:

1. SCYM can appoint six YM representatives to the FCNL General Committee. The number of representatives a YM is entitled to have is based on YM membership numbers and the pro rata determination is made by FCNL.

2. YM representatives to the FCNL General Committee need to be members of the Religious Society of Friends.
3. YM representatives serve for a three year term that is renewable.
4. YM representative terms of service overlap - 2 per year for a 3-year term - so that continuity is preserved.
5. YM representatives are suggested by the SCYM Nominating Committee and approved by Yearly Meeting.
6. Ideally, each Quarterly Meeting is represented through one or two of the six appointments to the FCNL General Committee.
7. YM representatives are expected to participate in the functions of the General Committee and to be able to attend the FCNL Annual Meeting held in November of each year, usually the weekend after Veterans' Day. The Annual Meeting is held for 4 days, Thursday-Sunday, in Washington, D.C. SCYM makes funds available to help defray the costs of attending this meeting.
8. YM representatives need to be regular attenders of YM and Quarterly Meetings.

Goals for FCNL Representatives:

1. to have every Monthly Meeting in SCYM name a person, known as the "FCNL Contact," whose job it is to communicate between the Monthly Meeting and the Washington Staff.
2. To inspire every Monthly Meeting in SCYM to include a contribution to FCNL in its annual budget.

Responsibilities

1. Representatives are asked to speak for FCNL in Monthly Meetings, Quarterly Meetings and Yearly Meeting upon request.
2. YM representatives are asked to give the YM an oral report at the Opening Session of YM, and turn in a half page written report to the Recording Clerk, at YM, for inclusion in the SCYM Proceedings.
3. Notification of newly appointed representatives should be sent to: Friends Committee on National Legislation, 245 Second Street, NE, Washington, DC 20002- 5795, telephone (202) 547-6000
4. facilitating two-way communication between Friends of SCYM and the General Committee and staff of FCNL in Washington.
5. encourage Meetings and individuals to participate in the process of establishing priorities and policy to guide the efforts of the FCNL staff.
6. personally support FCNL in its legislative efforts.
7. encourage Friends and Meetings to support FCNL and its staff with prayer, participation in activities, and financially.

Friends General Conference

Finance Committee is requested to provide additional support to the Young Friend who will serve as one of our representatives to FGC.

Friends General Conference – Religious Education Committee

Friends Peace Teams

Friends Peace Team representatives service three years for one term of service. That term of service is renewable.

Treasurer and Finance Committee to consider options on how funding for the second delegate can be included in the Yearly Meeting Budget.

YM approves the creation of a second delegate position to Friends Peace Teams, as endorsed by 2003 Representative Meeting.

Friends Peace Teams [job description, etc., needs to be added]. Friends Peace Teams meet once a year on a mutually agreed upon weekend.

Friends World Committee For Consultation

Friends World Committee for Consultation (FWCC) began at the 1937 World Conference in Swarthmore, Pennsylvania. At the conference, Friends decided to set up a Committee comprised of representatives of yearly meetings and other Quaker groups throughout the world. The Committee was intended to act in a consultative capacity to promote better understanding among Friends the world over, particularly by the encouragement of joint conferences and intervisitation, the collection and circulation of information about Quaker literature and other activities directed toward that end.'

All individual members of the yearly meetings and other Friends groups affiliated with Friends World Committee are members of FWCC. Each affiliated yearly meeting appoints representatives who are responsible for transacting the business of the World committee. The number of representatives from each yearly meeting varies according to the yearly meeting's size. In addition, the Committee can co-opt a limited number of individual Friends. South Central Yearly Meeting is part of the South High Plains Region of FWCC.

The World Office of FWCC, with a small international staff, is located in London, England, and serves as a center of world-wide communication among Friends. In particular, the World Office organizes Triennial meetings and other world gatherings, coordinates their decisions, and maintains contact with the Sections, with isolated Friends and worship groups throughout the world, and with the Quaker Offices at the United Nations.

The full World Committee has one meeting every three years in different parts of the world. Between these Triennial meetings, an internationally representative Interim Committee meets annually to continue FWCC's decision-making processes and guide the work of the staff. In most areas there are more frequent Section meetings. In the case of the Section of the Americas, there is an Annual Meeting which occurs in mid-March, as well as a number of regional gatherings which take place throughout the year.

Guidelines for SCYM Representatives to FWCC

1. SCYM can appoint four YM representatives to FWCC. The number of representatives a YM is entitled to have is based on YM membership numbers. FWCC does make provision for alternates to attend the Section of the Americas Annual Meeting.
2. YM representatives to FWCC should be members of the Religious Society of Friends.

3. YM representatives serve for a three year term that is renewable. FWCC prefers three terms of three years each. Serving longer will enable Representatives to more fully learn of and contribute to FWCC's work, as well as allowing more opportunities to attend FWCC meetings.
4. YM representative terms of service overlap so that continuity is preserved.
5. YM representatives are suggested by the SCYM Nominating Committee and approved by the Yearly Meeting.
6. Ideally, each quarterly Meeting is represented through one of the four appointments to FWCC.
7. YM representatives are expected to be able to attend the Section of the Americas Annual Meeting held in the middle of March each year to conduct the business of the Section. SCYM makes funds available to help defray the costs of attending this meeting.
8. YM representatives are also members of Regional Committees. YM Representatives have the opportunity to work with neighboring yearly meetings by hosting FWCC visitors, and by organizing, publicizing, and participating in regional gatherings. Costs for these meetings and activities are born by the individual Representative.
9. YM Representatives may be asked to serve on a Standing committee, whether administrative or programmatic. Due to limited staffing in the Section office, Committee members are expected not only to attend meetings, but also to take an active role in carrying out the work which is generated by their Committees. Standing Committees aim for representation from each region. Costs for these meetings and activities are borne by the individual Representative.
10. YM representatives are given the opportunity and are encouraged to attend the Triennial Meeting of FWCC held in different world locations. Before each Triennial takes place, a decision is required to determine which representatives will attend the Triennial and the degree of assistance YM will extend for delegate expenses. In the past SCYM has made special funds available to assist with delegate expenses. SCYM asks its representatives to FWCC to advise it on an annual basis as to the proposed locations of future Triennials, so that YM can, in good order, budget to assist our representatives with expenses incurred in attending these meetings.
11. YM representatives need to be regular attenders of YM, Quarterly Meeting and their Monthly Meeting.

Responsibilities

1. YM representatives interpret FWCC to their own monthly meeting and to at least two others in their region.
2. YM representatives are asked to give the YM an oral report at the Opening Session of YM, and turn in a half page written report to the Recording Clerk, at YM, for inclusion in the SCYM Proceedings.
3. YM representatives interpret the work of FWCC at YM. This can include: displaying FWCC materials, organizing interest groups, facilitating FWCC speakers and visitors.
4. YM representatives responsibilities include serving as channels between SCYM and FWCC, and bringing an understanding of SCYM to FWCC. Representatives are invited to attend a YM other than SCYM, and can be appointed to a related committee or program under the FWCC umbrella. They may submit articles on FWCC to monthly meetings and church newsletters, etc., and are actively urged to participate in an information-based approach to fundraising for FWCC.
5. Notification of newly appointed representatives should be sent to: FWCC Section of the Americas, 1506 Race Street, Philadelphia, PA 19102.

Louisiana Inter-Church Conference

"The member churches of the Louisiana Interchurch Conference strive to identify, declare and strengthen our essential unity in Christ. We provide opportunities to engage in the study of Bible and Church history, and we share in theological dialogues. Our intention is to seek the realization of justice, mercy and reconciliation in our society. We pledge to do together all things except those which we must in conscience and obedience do separately."

Guidelines for SCYM Representative to the Louisiana Interchurch Conference

1. SCYM appoints one YM representative to the Louisiana Interchurch Conference. The YM representative should be an active member of a Louisiana Meeting.
2. YM representative to LA Interchurch Conference must be a member of the Religious Society of Friends.
3. YM representative will serve for a two year term that is renewable.
4. YM representatives are suggested by the SCYM Nominating Committee in consultation with the Clerks of Meetings in Louisiana, and approved by the Yearly Meeting.
5. YM representative attends the Annual Assembly - a one and a half day meeting held each year during the Week of Prayer for Christian Unity, in January of each year. SCYM makes funds available to help defray the costs of attending this meeting.
6. YM representative also attends the Fall Board of Directors Meeting - usually held in September of each year.
7. The YM representative needs to be a regular attender of YM.

Responsibilities

1. YM representative is asked to give the YM an oral report at the Opening Session of YM, and turn in a half page written report to the Recording Clerk, at YM, for inclusion in the SCYM Proceedings.
2. Maintain a file of activities and proceedings of the LIC to be forwarded on to subsequent representatives.
3. Notification of a newly appointed representative and request that the new Representative receive the LIC Executive Committee Newsletter should be sent to: Executive Director, Louisiana Interchurch Conference, 660 N. Foster Dr., Suite A-225, Baton Rouge, LA 70806, telephone 504/924-0213.

National Campaign For A Peace Tax Fund

YM 09-18 Yearly Meeting approves Peace & Justice's recommendation that SCYM appoint a representative to the board of the National Campaign for the Peace Tax fund.

North American Friends For Lesbian, Gay, Bisexual, Transgender, and Queer Concerns (FLGBTQC)

FLGBTQC is an association of lesbian, gay, and non-gay Friends (Quakers) who seek spiritual community within the Religious Society of Friends. From this fellowship, we seek to know that of God within ourselves and others and to express God's truth in both the Quaker and lesbian/gay communities, as it is made clear to us. We gather twice a year at our Midwinter Gatherings and at Friends General Conference in the summers. In addition, there are lesbian or gay men's gatherings and other regional gatherings from time-to-time.

Guidelines for SCYM Representative to FLGBTQC

1. SCYM appoints one YM Representative to attend the two meetings that the North American FLGBTQC holds each year. One FLGBTQC meeting is held in conjunction with the FGC Gathering in July of each year, and a second meeting, the Midwinter Gathering, meets at various locations in North America, usually over Presidents Day weekend. YM Representative is asked to attend the FLGBTQC's Midwinter Gathering. SCYM makes funds available to help defray the costs of attending this meeting. The YM also encourages its Representative to attend the FLGBTQC meeting at the FGC Gathering.
2. YM Representative to FLGBTQC should be an active attender or member of a meeting in SCYM.
3. YM Representative will serve for a 2 year term and service is renewable.
4. The YM Representative is suggested by the SCYM Nominating Committee and approved by the Yearly Meeting.
5. YM Representative needs to be a regular attender of YM.

Responsibilities

1. YM Representative is asked to give YM an oral report at the Opening Session of YM, and turn in a half page written report to the Recording Clerk, at YM, for inclusion in the SCYM Proceedings. YM Representative is also urged to offer workshops during YM to inform Friends, foster communication and support for the work and concerns of FLGBTQC.
2. YM Representative's responsibilities include opening channels of communication and understanding, facilitating a constructive, informative dialogue between FLGBTQC and the wider body of Friends.
3. Foster the sense of straight Friends "standing with" lesbian and gay Friends of FLGBTQC.
4. A Letter of Introduction and Greetings should be written for each YM Representative to be presented to FLGBTQC Clerks at both the Midwinter Gatherings and FGC.

Quaker Earthcare Witness

[formerly Friends Committee in Unity with Nature]

Quaker Earthcare Witness is a spiritually-centered organization of North American Quakers and like-minded people seeking ways to integrate concern for environment with Friends' long-standing testimonies for simplicity, peace and equality.

QEW Goals

1. To search for the life which affirms the unity of all Creation.
2. To apply Friends' practice to live in deep communion with all life spirit.
3. To be guided by the Light within us to participate in the healing of the Earth.
4. To be a reflective and energetic forum within the Religious Society of Friends to strengthen and deepen our spiritual unity with nature.

QEW encourages Friends to explore the spiritual roots of humanity's relationship to the Earth. They seek a transformation in attitudes toward the Earth and all living beings. As time is limited to prevent further irreversible damage, they support informed, spirit-led action on all environmental issues: pollution, toxic wastes, conservation, recycling, energy use, global warming, loss of species and habitats, loss of arable lands, population pressures, etc.

To aid grassroots networking among Friends, QEW publishes BE-FRIENDING CREATION, monthly newsletter. We distribute WALKING GENTLY ON THE EARTH, an Earthcare checklist; EARTHLIGHT, a quarterly journal of spirituality and ecology; and other publications.

We have sponsored Unity with Nature centers, interest groups and outdoor meetings for worship at gatherings of FGC. QEW encourages participation from all Friends organizations, as well as all interested non-Quaker groups.

A growing number of environmentally aware Friends in North America are active through their Monthly and Yearly Meetings. We welcome opportunities to work with them and other like-minded people and to share information, queries, success stories, and helpful ideas.

Guidelines for SCYM Representative to QEW

1. SCYM can appoint one or two YM representatives to attend the Annual Meeting of QEW and be the liaison between SCYM and QEW throughout the year.
2. YM representatives do not have to be members of the Religious Society of Friends.
3. YM representatives serve for a two year term that is renewable.
4. Ideally, YM representative terms of service should overlap so that continuity is preserved. If YM representatives find their work can best go forward by dividing up the different responsibilities, concurrent terms of service are appropriate.
5. YM representatives are suggested by the SCYM Nominating Committee and approved by the Yearly Meeting.
6. YM representatives need to be regular attenders of YM.
7. QEW does not stipulate or limit the number of Friends who can attend the Annual Meeting. Therefore the Annual Meeting is open to all Friends. SCYM makes funds available to help defray the costs for one of our YM representatives to attend this meeting.

Responsibilities

1. YM strongly encourages one SCYM representative to attend the 4 day (weekend plus), QEW Annual Meeting, usually held in late October of each year. At the Annual Meeting, YM representatives are given the opportunity to make YM reports, sit in on committee meetings, and make requests for information and support.
2. Representatives acquaint themselves with the purpose, goals, activities and educational aims of QEW bring their increased awareness back to interested individuals and meetings within SCYM.
3. The QEW representatives are encouraged to facilitate a workshop at each YM on QEW concerns.
4. YM representatives are asked to give the YM an oral report at the Opening Session of YM, and turn in a half page written report to the Recording Clerk at YM, for inclusion in the SCYM Proceedings.
5. QEW should be notified of newly appointed representatives.

5. YM representative responsibilities include receiving a subscription to the publication, BE-FRIENDING CREATION, and making copies of that publication available at YM.
6. creating a QEW literature display at YM,
7. Making QEW information and resources available between Yearly Meetings to interested individuals and meetings.

QREC – Quaker Religious Education Cooperative

Joining Hands in Service to Quaker Religious Education - The Quaker Religious Education Collaborative (QREC) is a grassroots network of Friends holding a sense of stewardship for life-long Quaker faith formation through religious education. We include Friends from all branches of our international Quaker family. We welcome all Friends involved in religious education. Join us in forming a community of practice to share resources, skills, gifts, questions and insights, and to support each other in the ministry of Quaker faith formation.

Right Sharing of World Resources

1. SCYM sends one representative to Right Sharing of World Resources.
2. This position serves for a three-year term.
3. The appointment is renewable.
4. This position is in addition to the representatives we currently sponsor to FWCC.

Texas Impact

Texas Impact is a statewide religious grassroots network whose members include individuals, congregations, and governing bodies of the Christian, Jewish and Muslim faiths. Texas Impact exists to advance state public policies that are consistent with universally held social principles of the Abrahamic traditions.

Texas Impact accomplishes its mission by developing grassroots networks in local communities and mobilizing them to advocate with their legislators on specific issues. Developing these networks includes a process of broad policy and advocacy education in congregations and denominational bodies; teambuilding in local faith communities; leadership development with key individuals and groups; and coordination with lawmakers, media, and other public interest groups.

Texas Impact was founded on the central religious conviction that religious communities are called to minister to the whole person—to respond with compassion to the physical, emotional and spiritual needs of all people. The Texas religious leaders who established Texas Impact in 1973 believed that such a ministry cannot be performed adequately without a concern for basic social problems at the state government level.

Texas Impact's board consists of a delegation made up of up to two representatives from each Member Organization as well as several at-large and special members. There are currently about 45 members of the board.

Member Organizations make annual pledges to Texas Impact and send members to Texas Impact's board. Member Organizations include:

1. Judicatories (regional governing bodies) of mainline Christian denominations in Texas such as United Methodist annual conferences
2. Regional chapters of social justice groups affiliated with specific religious traditions such as the American Jewish Congress
3. Regional and local single-faith and interfaith groups such as Austin Area Interreligious Ministries
4. Statewide units of religious women's groups such as Church Women United

The board sets Texas Impact's legislative agenda, approves policy positions, and maintains contact between Texas Impact and the Member Organizations. The executive committee oversees day-to-day operations, and there are other standing and ad hoc committees to address issues and projects as they arise. The full board meets three times a year, and committees meet as needed in person or via conference call.

Board members may be ordained or lay people, and come from religious communities throughout Texas.

Texas Impact works on a wide variety of public policy issues within the broadly held social concerns of mainstream religious traditions.

Texas Impact uses a process of discernment on public policy issues similar to the processes used by many faith traditions, using Scripture, the wisdom of the faith traditions, current public policy information and data, and the experiential knowledge of people of faith to develop our positions and policy goals. Texas Impact works collaboratively with religious and secular groups.

SCYM appoints two delegates to serve on the board of Texas Impact. These delegates are chosen by the Nominating Committee for two year terms, renewable.

William Penn House

The William Penn House is a hospitality center for Friends and other nonprofit organizations in Washington. Seminars covering issues of interest to any group are arranged. Seminars for Friends' schools and other educational institutions are found to be both educationally and spiritually beneficial. The Board of Directors has adopted the following mission statement for the William Penn House:

"William Penn House is a Quaker seminar and hospitality center on Capitol Hill. It provides a setting for Friends and others concerned with the development of spiritual values and is a bridge between those values and pressing domestic and international concerns.

"This spiritual development, which is based on the recognition of that of God in every person, enhances creative responses to peace, economic, social and political issues. "

William Penn House offers

1. A community of learning and exploration;
2. A place to rest and nurture;
3. An opportunity for all to envision and work toward a better world."

Guidelines for SCYM Representatives to William Penn House

1. SCYM appoints one YM representative to the William Penn House National Consultative Committee.

2. YM representative to the William Penn House National Consultative Committee can be a member or attender.
3. YM representative serves for a three year term that is renewable.
4. YM representatives are suggested by the SCYM Nominating Committee and approved by the Yearly Meeting.
5. YM representative is expected to be able to attend the William Penn House National Consultative Committee Meeting held over a weekend, the first part of November, in Washington, D.C., each year. SCYM makes funds available to help defray the costs of attending this meeting.
6. YM representative needs to be a regular attender of YM and be available to Quarterly Meetings and Monthly Meetings if requested.

Responsibilities

1. YM representative is asked to give the YM an oral report at the Opening Session of YM, and turn in a half page written report to the Recording Clerk, at YM, for inclusion in the SCYM Proceedings.
2. YM representative responsibilities include assisting SCYM groups planning trips to Washington, D.C. with information on facilities, programs and seminars that are available to them at the William Penn House.
3. Notification of a newly appointed representative should be sent to: William Penn House, 515 E. Capitol Street SE, Washington, D.C. 20003, Phone (202) 543-5560.

World Gathering Of Young Adult Friends

Observers to Organizations

[none currently]

FRIENDS' METHOD OF REACHING DECISIONS

Sense of The Meeting

Friends conduct business together in the faith that there is one divine Spirit which is accessible to all persons; when Friends wait upon, heed and follow the Light of Truth within them, its Spirit will lead to unity. This faith is the foundation for any group decision. The basis for the Quaker method of reaching decisions is a religious one. Friends come to a Meeting for Business in expectation that the Holy Spirit will lead them to unity and correct action, and that unity is always possible because the same Light of Truth shines in some measure in every human heart. Business meetings are held in the context of worship with those present consciously seeking Divine guidance - a Meeting for Worship for Business. The commitment to search for unity depends upon mutual trust, implies a willingness to labor and to submit to the leadings of the Spirit, and grows as members become better acquainted with one another. The Quaker method of decision making involves searching for and arriving at a "sense of the meeting," or reaching unity.

Meeting for Business begins with worship. Friends are urged to seek Divine guidance at all times. Time should be allowed for deliberate and prayerful consideration of the business in hand. Everyone must want to reach a decision and be open to new understanding. Friends should expect to be changed. It is important that all members feel they have been heard if they are led to speak. Friends should speak briefly, to the point, express their own view, avoid refuting statements of another or engaging in debate, and give one another credit for purity of motive.

Before speaking, Friends should seek recognition from the Clerk; they should not speak to individuals, and should be hesitant about speaking more than once unless they have new light on an issue. The Clerk, as gatherer of the sense of the Meeting, should be reluctant to state an opinion. If the Clerk has strong views the Associate Clerk or another Friend should be asked to serve as clerk of the moment during the consideration of that issue.

Unity

Friends strive to achieve unity - not uniformity, not unanimity and not like-mindedness. Friends achieve unity because of their conviction that there is such a thing as corporate guidance where a group, meeting in the expectation of Divine leading, may be given a greater insight than any single person. The unity which Friends seek and hope to capture in a recorded minute is God's will in relation to the matter under consideration. Assent to a minute, however, does not imply uniformity of judgment. Rather it is a recognition that the minute records what the group feels is right at a given time. There may be Friends who would wish the Meeting to move forward more adventurously and others who fear what seems dangerous experiment. Each might have wished the Meeting to take a different course from that agreed upon, but will give assent to the sense of the Meeting. Unity is always possible to those who go deep enough, for Truth is one and the nearer we come to the one Light of Truth, the nearer we come to unity. The search for Truth and unity is sometimes a long and difficult one, requiring much love, tolerance and patience, but is worth the effort. The method has not always succeeded; this has generally been because some members have not achieved the right attitude of mind and heart or because Friends have been too impatient for unity to develop. Nevertheless, Quakers have used this method with a large

degree of success for more than three centuries. Rufus Jones said, "Friends have merely kept alive a sound method."

Minutes

When all present are aware of an inner sense of rightness it is recognized that a decision has been reached - that the Meeting has reached unity and the Clerk will re- state what the Meeting has been expressing - the sense of the Meeting. Members may offer additions and corrections. Once the meeting voices general approval of the sense of the meeting as articulated by the Clerk, the final minute is written down and read back to the Meeting by the Clerk. Sometimes the final wording of a minute requires the silent support of the worshipping Meeting. The Clerk should be given authority to make minor editorial changes in the minute later, if any appear needed. At the next meeting, when the minutes of the previous meeting are read, attention may be called to the changes. When approved in its original or edited form, the minute becomes part of the Meeting's permanent record. For better or for worse the minute now belongs to everybody. It stands as the expression of what happened at that time and place and is not open to alteration. New thinking or information may cause a later YM to make a new minute of its own, but not to change what has been written.

Differences of Opinion

At times it is difficult for a meeting to reach a decision and the Clerk must carefully weigh the various points of view which have been expressed before offering a tentative formulation of a minute. If there are one or two members who do not agree, but feel that it is nevertheless the right decision for the Meeting at the time, they will stand aside, remaining silent or withdrawing their objection, thereby freeing the Meeting to proceed.

When there are serious differences of opinion and some remain strongly convinced of the validity of their point of view, it is frequently possible to find unity by recourse to a period of silent worship and prayer. It may be possible to find unity if the decision is postponed to be considered at a later time. Or it may be possible to find unity if the issue is first referred to a committee for their prayerful consideration. This committee should be composed of Friends with diverse views and is charged with revising the proposal in light of the objections and with bringing recommendations to a later meeting.

Occasionally some Friends find they cannot withdraw their objection to the Meeting's taking action in a matter on which all other Friends in the Meeting unite. These Friends must then ask themselves if their objections should be binding on the entire meeting and the meeting members must ask themselves if they have well pondered the objections voiced by a few Friends. Friends need to be reminded that they must remain open in seeking God's will for the Meeting and not limit their Spirits to listening only to their personal judgments. It may be wise for Friends with strong feelings to ask to meet with a Committee for Clearness to further explore the source of their positions.

If the Meeting, after prolonged laboring, is convinced that it is following Divine guidance, it may set aside the objections and proceed. It may include reference to the objections in the minute recording the action. The growth of Truth among the members in the course of time will confirm the action or lead the Meeting to a sounder decision.

A Meeting which finds a Friend repeatedly objecting may deal considerably with that Friend without the Meeting's necessarily being disrupted. An objector, however, who insists, time after time, in putting a

personal judgment, in a disruptive manner, against the clear unity of the Meeting, even after being elderd, may need the counsel of Friends as to whether that individual understands and can function in Friends' way of doing business.

In the process of reaching a decision, the Clerk and the Meeting may quite properly take into consideration that some Friends have more wisdom and experience than others. It should also bear in mind that some members have specialized knowledge and training in certain areas and therefore their conviction may carry greater weight when the matter at hand is related to their expertise. In either case, the opposition of such Friends cannot as a rule be disregarded. The Meeting, however, must be on guard against always accepting words of weighty Friends as final and must also be wary of accepting the traditional pattern only because it is traditional. Fresh, powerful insights are often granted to new and younger members.

Threshing Meetings

Friends should not avoid issues which may be difficult or controversial. It is better for the Meeting to allow full opportunity for differences to be aired and faced. In dealing with such issues, or those of a complex nature entailing information with which some Friends may be unfamiliar, it is often helpful to hold one or more preliminary "threshing meetings" in which no decision is made, but through which the chaff can be separated from the grain of truth. Such meetings can clear the way for later action on the issue. Full notice of a threshing session should be given and special efforts made to see that Friends of all shades of opinion can and will be present. To the extent that Friends of a given view are absent, the usefulness of such a meeting will be impaired. If factual material needs to be presented, persons knowledgeable in the area should be asked to present such material and be available to answer questions.

The Clerk or moderator of a threshing session should make it clear at the start that the Meeting not only expects, but welcomes expressions of the widest differences. Friends are urged not to hold back whatever troubles them about the issues at hand. Hesitancy to share a strong conviction because it may offend someone, reflects a lack of trust. The Clerk's job, then, is to draw out the reticent, limit the time taken by too-ready talkers, and see that all have an opportunity to speak. It is useful to ask someone to take notes of the meeting for later reference. At times the threshing meeting may forward a recommendation to the Meeting for Business.

Guidelines For Threshing Meetings

1. Speak from personal experience.
2. Do not reply to or rebut others.
3. All ideas and thoughts on an issue are welcome for consideration.
4. Everyone should have a chance to speak.
5. Friends have a responsibility to YM to make dissenting views known during a threshing session.
6. Passion is permitted!
7. Unity does not have to be achieved in a threshing session.
8. Threshing meeting outcomes are reported back to Business Meeting.

Seeking Counsel

South Central Yearly Meeting Clerks are reminded they can seek counsel and support from other officers of SCYM, their own and other monthly meetings, clerks of other yearly meetings, and Friends whose gifts or insights may bring a special light to the matter at hand.

BUSINESS MEETING PROTOCOLS

Worship Decorum

1. Speakers should stand up to speak.
2. Speakers should wait to speak until they have a hand-held microphone, or walk to the front to speak at one of the standing microphones.
3. Speakers introduce themselves before they speak and specifically mention their monthly meeting.

Order of Business

1. Business meetings open with a State of the Meeting Report from a Monthly Meeting
2. An epistle from some other Yearly Meeting is read at the end of the business meeting.
3. Memorial minutes for those who have passed in the previous year are read by members of their monthly meeting at the last Meeting for Worship with Attention to Business at Yearly Meeting.
4. A Minute of Thanksgiving for births and adoptions that have occurred within SCYM since the last Yearly Meeting is presented at the last Meeting for Worship with Attention to Business. The Minutes of Thanksgiving are read after the Memorial Minutes. The Minute of Thanksgiving offers Friends a sense of renewal through the continuing cycle of life and affirms our joy at the presence of new life and growing families among us.
5. Minutes of Celebration of Marriages that have occurred in the previous year are read by members of the monthly meeting at the last Meeting for Worship with Attention to Business at Yearly Meeting.

How Business Flows To Yearly Meeting

A Simplified Illustration: Just as we sit in Meeting for Business openly, expectantly listening to discern God's will for us, so do we openly listen to discern how "way opens" in bringing to our meetings business we need to consider. Our "forms" must never dictate, only guide.

Bringing Concerns Before The Yearly Meeting

Usually a concern arises in the consciousness of an individual, and is initially seasoned in a local meeting or committee. The scope and nature of some concerns are such that the Yearly Meeting is the corporate body most suitable for their eventual consideration. A concern can be brought to the attention of Yearly Meeting in the following ways:

1. The appropriate place for a concern first to be considered and tested as a true leading of the Spirit is within the Monthly Meeting, the basic unit of the Society. After prayerful consideration that it is rightly motivated, after seasoning through consultation with other Friends or a committee, the concern should come to the Monthly Meeting for business in a mature form with a clear, concise statement of its purpose, means and the support requested from the Meeting. The Monthly Meeting may unite with and support a Friend to carry out a concern personally. If the Friend desires, the Meeting may appoint a small committee for advice and support. Sometimes a Meeting may find itself brought so fully into sympathy that the concern is laid upon the whole group and is carried out by the Meeting.

2. If a concern has wider meaning than for the Monthly Meeting, it may be shared directly with other Monthly Meetings. It may also be forwarded to the Quarterly Meeting. Quarterly Meetings consider and act upon concerns from individuals and Meetings. If a Quarterly Meeting unites with and supports a concern brought to it from a Monthly Meeting, it may also appoint a small committee for advice and support and, if appropriate, forward that concern to RM or SCYM .
3. Many items of business that YM considers arise from both standing and ad hoc YM committees. Business items arising from YM committees are forwarded to RM or YM for consideration, via the Yearly Meeting Clerk.
4. The YM Clerk receives concerns and places them on the agenda for the next RM or YM. The concern should include:
 - a. A brief background history of the concern, including who initiated it, and what discussions and actions have been taken.
 - b. The "proposed minute," stating the resolution, endorsement, general or specific action the Yearly Meeting is being asked to approve. An implementation statement detailing who would be required to do what if the minute is approved.
5. Occasionally the YM Clerk will receive a concern and refer it for additional seasoning to a YM committee, a working group, a Quarterly Meeting, a Monthly Meeting, or back to the Friend or group that forwarded it. The Clerk's discretion in these instances is usually the result of the concern being in a rather nebulous state, not containing the elements outlined above.
6. SCYM receives concerns from Representative Meeting from Quarterly Meetings, YM Committees, and under some circumstances from Monthly Meetings and individual Friends.

Several options are available to Representative Meeting and Yearly Meeting as they thoughtfully and prayerfully consider all concerns forwarded to them and placed on its agenda. The concern could be:

1. Referred to a YM Committee for its consideration and assistance;
2. Referred to a special committee or working group created for the consideration of that specific concern,
3. Referred to a Quarterly Meeting or a Monthly Meeting if these Friends groups could more appropriately season the concern;
4. Considered by a full body of Friends at YM or RM.

The disposition of all concerns brought to Representative Meeting shall be minuted and included in SCYM Proceedings.

Creation of the YM Business agenda is begun by Representative Meeting at the Fall Representative Meeting with final revisions and additions made at the Representative Meeting held just prior to the start of the Annual Session of Yearly Meeting.

The above process allows business items considered by YM to have had the concentrated attention of at least two groups of Friends. Yearly Meeting should resist the temptation to repeat the work of the committees or groups; the committees or groups should avoid being so attached to their recommendation that they forget that new insights can develop as the Meeting considers the matter.