

# October 2012 Newsletter

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## FRIENDS MEETING OF WASHINGTON

### MONTHLY MEETING FOR WORSHIP WITH A CONCERN FOR BUSINESS

September 9, 2012

**9/12.1 Opening** The Meeting opened at 12:25 pm with a period of silent worship. David Etheridge served as Clerk, Meg Greene as Alternate Clerk and Debby Churchman as Recording Clerk. The clerks read Advices, Queries and Voices concerning Meetings for Business which have been proposed by the Faith and Practice Revision Committee of Baltimore Yearly Meeting.

#### Advices

Participation in the Meeting for Worship with a Concern for Business is the responsibility of all. Come with open minds, seeking the Spirit, listening carefully, discerning the truth in what others have to offer. Proceed with forbearance and warm affection for each other. If you cannot attend, prayerfully uphold the Meeting.

We do not seek a majority decision nor even consensus. As we wait patiently for God's guidance, our experience is that way will open and we shall be led into unity. Speak only when God gives you new insight into the matter at hand. Think it possible that you may be mistaken.

#### Queries

Are our Meetings for Worship with a Concern for Business held in the spirit of worship, seeking the guidance of God?

In what ways do we each take our right share of responsibility in the service of the meeting?

Do we humbly set aside our own preconceived notions as to proper action, seeking instead Divine guidance as to the right course?

Is the Meeting aware that it speaks not only through its actions but also through its failure to act?

#### Voices

And that all may be careful to speak short and pertinent to matters in a Christian spirit, and dispatch business quickly, and keep out of long debates and heats; and with the spirit of God keep that down, which is doting about questions and strife of words, that tend to parties and contention: which in the church of God there is no such custom to be allowed. As the apostle saith, "Be swift to hear, and slow to speak;" and let it be in the grace, which seasons all words. –George Fox, 1690

The meeting for worship is focused upon the divine-human relationship and the meeting for business is mainly concerned with inter-human cooperation, the two being interdependent. From another point

of view, the meeting for worship concerns being while the meeting for business concerns doing. What is implicit in worship becomes explicit in action. –Howard H. Brinton, 1952

Partly because of its rarity, sense of the meeting is a gift of enormous worth, more valuable, perhaps, than any other Quaker gift or practice. Quakers are not the only people who worship in silence. They are not alone in waiting for continuing revelation by attending to the Light within.... But where, except among Friends, has the practice of discovering the sense of the meeting become so entrenched?  
Barry Morley, 1993

Friends have traditionally so valued the fruit of group discernment that they have been willing to labor hard and to wait long to come into unity with one another before proceeding in a matter of substance.

–Patricia Loring, 1992

It is this belief that God's will can be recognized through the discipline of silent waiting which distinguishes our decision-making process from the secular idea of consensus. We have a common purpose in seeking God's will through waiting and listening, believing that every activity of life should be subject to divine guidance. This does not mean that laughter and a sense of humour should be absent from our meetings for church affairs. *It does mean that at all times there should be an inward recollection: out of this will spring a right dignity, flexible and free from pomp and formality.* –  
Britain Yearly Meeting, 1999

**9/12.2 Welcome of Visitors** - Approximately 26 friends were present.

**9/12.3 Clerks' Report**– Friends are asked to hold Chris Benz in the Light as he will be having open-heart surgery Monday at Fairfax Inova Hospital. He will be in the hospital for about one week and then recuperating at home for several weeks afterwards.

Alice Kelly, who provides cleaning service at FMW, was recently in the hospital for four days. She is out now and back at work. Please hold her in the Light.

The 2012 draft Faith and Practice of Baltimore Yearly Meeting is now available through the BYM website for purchase in book form for \$10, in electronic format for Kindle and other E-readers for \$3 or may be downloaded for free in pdf format. Here is the link: <http://www.bym-rsf.org/publications/fandp/home.html>

Friends United Meeting has announced its 40 Days of Prayer program beginning on October 10 to gather all its members around the world in prayer, conversation and discernment. Resources, including daily meditations, queries upon which to reflect, action steps to consider, and a suggested focus for prayer, are available on the FUM website. The link is here: [http://www.fum.org/about/40DaysofPrayer\\_2012.htm](http://www.fum.org/about/40DaysofPrayer_2012.htm)

The Baltimore Yearly Meeting Working Group on Racism will be meeting at FMW this coming Saturday, September 16, from 10 am to 1 pm.

The Child Safety Committee will give an update in October. For now the co-clerks have simply asked the Clerk to report that a draft escort policy is being reviewed by the Personal Aid Committee and the Religious Education Committee.

## MAJOR ITEMS

**9/12.4 Staff Study Team recommendations** (second presentation) Meg Greene presented the results of the staffing study, including job descriptions for Administrator Secretary/Event Manager, Property Manager, and Youth Program Coordinator (*see attached*). David Etheridge, Steve Brooks, Michael Cronin, Jim Bell and Meg Greene were on the Staffing Study Team, which met from early summer to examine the existing staffing configuration and remuneration rates and make recommendations. They solicited input from clerks of all committees regarding their needs in terms of staffing support. They worked with existing and new job descriptions. They focused on the Administrative Secretary, Property Manager, and Youth Coordinator positions. A search committee is meeting regarding the Administrative Secretary, and considering whether the position should include both administration and events management, and possibly some bookkeeping, and to decide on salary level. The Clerk of the Personnel Committee noted that we seemed to be getting nearer a final description. We currently have an interim administrative team to cover the office, which has relieved the pressure to settle on these matters in a hurry. The Property Manager position is currently occupied by Ken Orvis, and people seem satisfied with it as defined. The Youth Program Coordinator job description was generated by Religious Education and fine-tuned by the staffing study team. It is a new role. The job has been posted, which generated substantial interest. The Bookkeeper position remains unresolved, as the Study Team struggles with two questions—can we afford her? Can we afford not to keep her? There is an ongoing discussion of her role; Personnel will meet with Finance & Stewardship to discuss it further. Issues still under discussion include the role of volunteer work, as well as a recommendation for the need for training in Logos, the membership and financial donation software. The Study Team may create a task force to considering organizing a tutorial on the use of this software. Meanwhile, the most updated job descriptions are available today.

A Friend asks if we have to make a decision today, saying that the Meeting has not had sufficient chance to review these job descriptions. The job descriptions were posted on September 1.

A Friend points to the line about updating and maintaining financial records under the job description for Administrative Secretary. Isn't that something the Bookkeeper is doing? Meg agrees that it is ambiguous and still under discussion.

A Friend thinks we could post the job description now without waiting for the full job description as it will give the applicant a good sense of Quaker timing. A good quality for a job is for the person who holds it to have a complete sense of what is needed and set up a system that works. Perhaps Laurie could set up a system that is easy to fulfill. She urges the Meeting to study how nonprofits get things done, and how we can take action in a Quakerly way. If it's well set-up, it should run itself.

Jim Bell, Clerk of Finance & Stewardship, says that the Logos system does have financial information in it. Certain people in the Meeting have access to this; they will develop a firewall so that those being

trained don't have to see this. F&S has discussed the Bookkeeper position for two months, and are concerned that it is still under discussion and want to resolve it as soon as possible. The Bookkeeper knows this is under discussion.

A Friend asks that the job descriptions be held over for a month.

Another Friend asks that we use these job descriptions and post them with the caveat that we will continue to receive comments for the next month. The job descriptions will be subject to revision.

Friends APPROVED these three job descriptions to be used immediately, but to be subject to revision as way opens.

**9/12.5 Proposal for expenditure of funds from the Property Reserve**— Steve Coleman, co-Clerk of the Property Committee, updated the Meeting on several matters. The committee would like to enter a new contract for the Property Manager, limited to less than 30 hours per week. This proposal has been approved by Finance and Stewardship. It will begin in September. Friends APPROVED the contract.

He updated the Meeting on the property, which is continuing to improve. A flyer describing space available at FMW for weddings and events is being printed. We recently had an inspection of the play structure, which is not up to code. The committee sought input from the Child Safety Committee and is seeking input from the Religious Education Committee. There is some thought of putting in a temporary structure. Equipment for our children is an important priority.

Property is requesting funding from the Property Reserve fund, which is typically used for capital needs. Of the \$85,000 in reserve, the Property committee would like to set aside half for contingent needs, as follows:

- Improvements to QHCH Heating and Cooling-- \$12,500
- QHLR Structural Repair-- \$7,500
- New QH1 Restroom-- \$5,000
- New CH1 Kitchenette-- \$5,000
- Playground Equipment-- \$3,500
- MH1 North RE/Program Center-- \$2,500
- FY12 Accrued Property Tax-- \$6,214.50

**TOTAL: \$42,214.50**

**Remainder in Reserve for Contingencies:** \$84,982.27 - \$42,214.50 = **\$42,767.77**

A Friend asks how quickly this fund will be replenished. Steve says that some of this proposed work will help to boost earned revenue, improve safety and reduce liability. We expect to increase revenue this year from the property, some of which will help to pay for this work. About half of the net revenue from the property goes into the General Fund, and half into Property Reserve. Steve doesn't know how quickly the funds will be fully replenished, but he thinks it should take about two to three years. The primary purpose of the property is not to generate funds but to make a welcoming Meeting for all.

A Friend asks about refinishing the benches and the floor in the Meetingroom. Property has tried to figure out how to refinish the benches and is still trying to discern the best way to do so. Ken Orvis says that the main issue is not money but time. They have held one work day in which people started working on the benches, and will probably continue to do so during upcoming work days.

A Friend asks for a changing table in one of the bathrooms. Steve says yes.

A Friend asks that any future proposal for drawing down funds come with a time frame for how long it will take to replenish these funds.

Friends APPROVED drawing down up to \$42,214.50 from the Property Reserve Fund.

**9/12.6 Letter to Secretary Clinton:** Mark Cannon from the Peace & Social Concerns Committee reported that the committee is actively working, strengthening connections with the Hunger & Homelessness Task Force and working with them on upcoming changes in Shoebox Project. A number of members of the committee participated in the BYM Networking Day yesterday. BYM would like to be informed about the Meeting's feelings around divestment from corporations that contribute to the Israel/Palestine Occupation. The committee will soon re-start the practice of letter writing for Amnesty International at FMW.

Mike Duvall, a member of Peace & Social Concerns, presented a letter that the committee would like to sign to Secretary Hilary Clinton on behalf of our Meeting. When the Patriot Act was passed, it changed some rules regarding material support for organizations considered to be terrorist organizations by the U.S. government. Said material support included expert advice and assistance and training. The legislation has criminalized providing any kind of support to these organizations. It has stifled a lot of humanitarian, peace-building work that operates in and talks with people who are part of these organizations. It was tested by the Supreme Court by the Humanitarian Law Project, which works in Turkey and Sri Lanka to teach members of some of these organizations how to petition the U.N. and use other non-violent training. The Supreme Court ruled that this teaching was not permitted. Some call this an assault on freedom of speech, limiting who you can talk to and what you

can say. It has affected many groups, including AFSC, who are now fearful of working in countries such as Somalia and the Philippines and with Hamas in Palestine. There is not enough support in Congress to change the law, but there is a provision in the law for an exemption from the Secretary of State in conjunction with the Attorney General. Mike presented a letter asking for this exemption for peacebuilding work, and asked if the Meeting was willing to sign on (see attached). FCNL and AFSC have already signed on. It will be presented on Sept. 21<sup>st</sup>, the International Day of Peace.

A Friend asked if anyone has consulted David Kendall as to how to speak effectively with Hilary Clinton?

Friends APPROVED co-signing this letter.

## **MILESTONES**

**9/12.7 Request for Full Membership for Jorge Sánchez (second presentation)**- Molly Tully made this presentation. Friends APPROVED this request.

Molly also reports a **request from Susan Rose to resign from this Meeting**. Friends ACCEPTED this resignation.

**9/12.8 Marriage of Betsy Bramon and Tom Yonkers** – Susan Griffin, Clerk of Marriage & Family, brought the news of this couple who attend this Meeting. They will be married in the manner of Friends in Missouri on October 20. They met with the committee. They are not asking to be married under the care of the Meeting.

## **REPORTS AND OTHER BUSINESS**

### **9/12.9 Nominating Committee**

Meg Greene, member of Nominating Committee, presented their recommendation that two individuals be appointed to the Administrative Secretary/Events Manager Search Committee. Friends APPROVED appointing Martha Solt and Bill Strein to this committee.

**9/12.10 Records and Handbook Committee** - Todd Harvey, Clerk of Records and Handbook, provided an update (see attached).

**9/12.11 Finance and Stewardship Committee Update**– Jim Bell, Clerk of F&S, presented this update. A financial review has been completed; they expect to draft a report by Sept. 14<sup>th</sup>, which will

go to Trustees. The committee has drafted a policy document on restricted gift giving, which will be sent to Trustees and then to Meeting for Business. We have had an informal policy; Laurie Wilner drafted a more formal one, which the committee has worked with. They are currently working on developing a new contributions strategy.

Grant Thompson, member of F&S, spoke about annual giving. We often get through by the skin of our teeth, and raise funds by sending out a very Quakerly letter a few times a year. Last year, we just barely met our budget, and did not meet our fund raising budget. We need a new fund raising strategy. People give funds to things to which they have an emotional connection, when asked by someone they know, like and trust. The new strategy is under development. The committee expects to come to meeting for business in the next few months to ask that every member and attender be asked to make an annual contribution.

Jim says that we would like to be tracking contributions as well in a way that is transparent. This tracking will be posted downstairs in the Assembly Room.

A Friend thanked F&S for their collaboration with Property. He is glad to hear that we will be more intentional about fund raising. He is concerned that when we go into the renovation, that may have a negative impact on our earned revenue. He is pondering how we can project cash flow in years ahead

. Grant believes that capital fund raising campaigns in general have a positive effect on all giving, including annual giving.

**9/12.12 Survey on children, youth and families and the Meeting**– Debby Churchman, member of Healing and Reconciliation, explained a new survey which the committee is undertaking. The committee has heard that there are concerns about the relationship between the Meeting and children, youth and families. The committee is undertaking a Listening Project, initially targeted to hear from Friends who have expressed these concerns but open to hearing from all members and attenders. Friends are encouraged to contact any member of the committee to set up a personal conversation. The committee is also doing a written survey, which will be available electronically and in hard copy through the office. This survey will be open for a few weeks. The results of the listening project will be gathered and sorted by the committee, and then reported to the Meeting. We hope this will be useful information as we work to deepen our welcome to children, youth, families and all people at the Meeting.

**9/12.13 Baltimore Yearly Meeting Annual Sessions Reports** – Friends described their experience at these sessions, which were held in Frostburg, MD in August. Mark Cannon felt fortunate to be able to spend the whole week there, inspired by his experience here at FMW. He attended a workshop on Spirit-led social action which spoke deeply to him. That message resonated through every meeting he attended.

J.E. McNeil reported that a Friend from Kenya was denied a visa, so he could not attend. It made her very sad. She also reported that in years past, BYM set aside \$25,000 designated for Friends United Meeting rather than pay it as BYM sorted through their relationship with FUM. Today, BYM gives equally to FUM, Friends General Conference, and Friends World Committee on Consultation. At Annual Sessions, it was suggested that we start giving back some portion of this \$25,000, but a Friend stood in the way of this happening. This question will be brought up again at Interim Meeting. Also,

concerning the Development Committee, BYM did an internal review, but at annual sessions they were asked for an external review as well. A plan for that will be brought to Interim Meeting, on October 13 at Sidwell Friends.

A Friend pointed out that at BYM annual sessions, there was someone assigned to hear comments in the dining room and work with the dining room staff. She was impressed by this.

A Friend says that he has been attending BYM Annual Sessions for years, and has always found it worthwhile. He urges everyone to consider attending.

In addition, Robinne Gray submitted a written description (see attached).

**9/12.14 Adjournment** With approximately 23 Friends present, the meeting adjourned at 2:43 p.m. to reconvene as way opens on Sunday, October 14, 2012 at 11:45 a.m.

#### **Attachments:**

H&R Survey re: FMW and Children, Youth and Families

Highlights of Baltimore Yearly Meeting 2012 Annual Sessions, Robinne Gray

Job Descriptions: Administrative Secretary/Events Manager, Property Manager, Youth Program Coordinator

Peacebuilding Exemption Letter to Secretary Clinton

Records and Handbook Committee Semi-Annual Report

### **Survey: FMW & Families**

#### **Why this survey?**

Your Meeting needs your help. The Healing & Reconciliation Committee has heard that there are concerns about FMW's relationship with children, youth and families, and are looking to deepen our understanding of the state of that relationship. Would you be willing to share your perspective? The results of this survey will help guide FMW's efforts to nurture a child-friendly, family-friendly, people-friendly Meeting.

#### **1. How many children, by age, currently live in your household?**



No children or young adults at home

0 to 8 years old

9 to 18 years old

19 and older

**2. If you are the parent of one of more grown children, did they attend 1<sup>st</sup> Day School at a Quaker meeting?**

Yes

No

Doesn't Apply

**3. What do you like about this Meeting's relationship with children, youth and families?**

**4. Are you satisfied with the facilities available to the First Day School program? If not, what changes would you like to make?**

**5. Do you think FMW should commit additional financial resources to the First Day School program?**

Yes

No

Comments:

**6. Do you think any group at FMW is given priority over any other?**

**7. How does our welcome and care towards all ages and activity levels reflect our Quaker values?**

**8. If you are a First Day School parent, what volunteer efforts would you like to see offered by the rest of the Meeting?**

**9. If you are not a First Day School parent, what would you be willing to do to support the First Day School?**

**10. This survey is anonymous. If you would like to be contacted to discuss it further, please provide your name and a phone number or email address:**

**Thank You!**

The results of this survey will be gathered and published on the FMW listserv, and made available at the Meetinghouse and by mail, by request. We welcome an opportunity to speak with you directly about this matter. Please contact the Healing & Reconciliation Committee members directly, or email Debby Churchman at [dchurchm@yahoo.com](mailto:dchurchm@yahoo.com)

**You may also fill out this form online at <https://www.surveymonkey.com/s/WQRWLHG>**

**Highlights of Baltimore Yearly Meeting 2012 annual sessions as reported by Robinne Gray:**

- We have two new full Meetings (formerly preparative Meetings): Shepherdstown WV and Mattaponi
- There were workshops on, and discussion about, the implementation of BYM's vision statement.
- Plenary talks around the theme of social action: Linda Garrettson former director of Catoctin Quaker Camp; Diane Randall from FCNL; and activists Jolee Robinson and Micah Bales.
- The Development Program brought forth an internal evaluation of its first three years.
- Budget concerns focused around the amounts BYM contributes to the "big three" organizations (FGC, FUM, and FWCC) and how the total is divided proportionally.

## **JOB DESCRIPTIONS**

### **Administrative Secretary/Event Management**

#### **Position Description**

**August 2012**

#### Overview and Qualifications

The Administrative Secretary of the Friends Meeting of Washington [fmw] should have an understanding of Quaker practice and procedure, manner of conducting business, and of fmw's relationships to the wide range of Friends' organizations. The Event Planner should, in addition, be energetic, outgoing, and able to market and promote use of fmw facilities.

#### Supervisor

The Administrative Secretary reports to the Personnel Committee. The Administrative Secretary should not assume any tasks related to committee functions except those specified by policy without the involvement of the Personnel Committee and the appropriate committee clerk(s). The Administrative Secretary is responsible for alerting the Personnel Committee of duties a committee has requested that the Secretary believes are not within his or her purview. The Personnel Committee will resolve any such conflict.

#### Duties and Responsibilities<sup>[1]</sup>

##### administrative

- Manage the office so as to assure correspondence, telephone contacts, and visitors are promptly and carefully attended, reflecting fmw's intent to be hospitable and efficient.
- Mindful of "Event Management" commitments and in cooperation with the Property Manager, schedule use of fmw space and manage fmw's calendar of events.
- Oversee Friendly Office Presences and other part-time paid workers or volunteers.
- Prepare and maintain all records and reports, in accordance with policies contained in fmw's Handbook of Practices and Procedures, and especially in cooperation with F&S, Property, Records and Handbook, and Membership Committees, and Trustees.
- In cooperation with the Clerk, Assistant Clerk and Committees of the Meeting, help facilitate orderly monthly Meetings for Worship with a Concern for Business.
- Prepare "Sunday announcements" and distribute copies before Meetings for Worship.
- Serve as the Meeting's contact on health insurance and other benefits.

##### liaison with committees

- Advise Committee Clerks on office support services available to them.
- Timely remind Committee Clerks of reports to be submitted and filed in the office.
- Serve as Recorder and ex officio on Records and Handbooks Committee.
- Assure that Marriage and Family Relations Committee has timely delivered to the District of Columbia government names of Meeting members who may legally perform marriages.
- Assure timely completion and filing, as appropriate, of all marriage documents, including copies of signed marriage licenses required to be delivered to the District of Columbia and copies of marriage certificates kept at fmw.
- Work with the IT Committee and others to update and maintain the Meeting's database(s) of contact, financial and other information on Meeting members and attenders.
- Communicate regularly with the Property Manager about all requests for space use, including marriages and memorial meetings.
- As appropriate, alert the Property Manager about matters such as building repairs or maintenance requiring attention, and urgent tasks that are not being accomplished.

#### communication and publications

- Prepare and distribute the monthly newsletter and a current fmw directory.
- Confer with the IT Committee on postings to and maintenance of the fmw listserv.
- Confer the IT Committee and contractors to keep current the fmw web site, especially assuring there is a current directory of members and attenders, and of all standing and special committees and representatives to other organizations.
- Maintain the bulletin boards in the Meeting House.
- Assure an adequate supply of newsletters, committee lists, and information on fmw activities is in the literature rack.
- Order and maintain an inventory of publications for sale in the Meeting House.
- Submit an annual membership report to Baltimore Yearly Meeting.
- Write and submit articles to the Baltimore Yearly Meeting Interchange newsletter.

#### assistance to visitors and the wider community

- Provide information and assistance during office hours on behalf of the Meeting to all visitors and inquirers.

- Receive requests from persons and groups seeking support, space or participation of the Meeting, and coordinate scheduling with the Property Manager.
- Refer inquirers to members of relevant committees or organized study groups on Quakerism and other activities of the Meeting.

#### event management

- Market and promote use of fmw facilities
- Schedule events, negotiate rental fees, and collect payments.
- Recruit and coordinate paid staff and volunteers to plan and manage all aspects of events held at fmw, including security, clean-up, and activities of all catering staff.
- Ensure our use of space is consistent with Quaker values.
- Receive requests from persons and groups seeking support, space or participation of the Meeting, and coordinate scheduling with the Property Manager.

#### Compensation

The salary range for this position is from \$14/hour to \$20/hour depending on qualifications and experience

#### Level of Effort of This Position

This is a new position at fmw. Its level of effort is full time, and anticipates approximately 16 hours per week will be devoted to “Event Management” and approximately 24 hours will be devoted to the other duties described above.

### **Property Manager**

### **Position Description**

**August 2012**

## Overview and Qualifications

The Property Manager should have a clear interest, affinity, and openness to learning Quaker practice and procedure, manner of conducting business, and the relationship of the Monthly Meeting to the wide range of Friends' organizations.

The responsibilities of the Property Manager require the following qualities and abilities: (1) Understanding of the mission and goals of FMW and how our property can help further these missions and goals; (2) Understanding and interest in the systems and structure of our property and the myriad maintenance needs that come up;

(3) Understanding of the committees, staff members, occasional and long term space users, contractors, volunteers, and others who are involved in the maintenance, scheduling and use of the property and how they interact.

The Property Manager is employed by the Meeting to manage the following property-related functions: (1) Implement the policies and directives of the Property Committee and the Meeting with respect to occasional and long term space use; (2) Manage the maintenance of property systems: HVAC (including programmable thermostats), lighting, electrical, plumbing, roof and gutters, landscape, fire and smoke detection, fire extinguishers, sump pumps & etc. and what routine and exceptional maintenance tasks are required and which contractors to call upon to achieve these tasks; (3) Act as front line interaction with occasional and long term space users; (4) &ct.

## Supervision

The Property Manager reports to the clerks of the Property Committee, or one person they designate, for all regular oversight.

## Duties and Responsibilities

Maintenance and improvements (in consultation with Property Committee)

Develop and implement a manual of routine maintenance in cooperation with the property committee

- Keep track of maintenance tasks that are accomplished and when
- Notify Property Committee if and when routine maintenance tasks are NOT being accomplished
- Obtain quotations from suitable contractors

Space user relations

- Consult with Property regarding quotations
- Contact firms and schedule work

- Supervise all property related contract work (plumbers, roofers, HVAC, electrician, handyman; cleaning staff; exterminators; landscaping, etc.)
- Act as front line interface with space users
- Collect space reimbursements, including keeping track of who's late
- Take space user complaints and needs and formulate a plan for addressing them, in collaboration with Property Committee
- Track space use agreements and expiration dates
- Ensure compliance with all property rules and procedures
- Provide monthly report to Property Committee on status of all space partners

### Safety and Security

- Manage opening and lock-up of all buildings and outdoor spaces at start/close of business
- Ensure functioning life safety: maintain smoke detectors, extinguishers, egress, etc.
- Conduct and report on quarterly fire drills for entire campus

### Utilities

- Monitor systems to ensure proper functioning
- Keep track of programmable thermostats to ensure efficiency and comfort of meeting and outside events
- Monitor energy usage and advance the energy efficiency of the facilities
- Track utility contracts and re-evaluate from time to time.

### Staff Management

- Supervise other staff or volunteers who are involved in property functions

### Communication with Property Committee

- Communicate with Property Committee via clerks, email list, reports, and regular meetings any issues that require the Meeting's attention

### Compensation

The salary range for this position is from \$20/hour to \$30/hour depending on qualifications and experience.

### Level of Effort

The level of effort is 30 hours per week.

## **Youth Program Coordinator**

### **Position Description**

**August 2012**

### Overview and Qualifications

Volunteers contribute large amounts of time into First Day School, Child Care, and the activities of the Child Safety Committee. The Youth Program Coordinator will have to work with large numbers of people with sensitivity and commitment.

### Supervision

The Youth Program Coordinator reports to the clerk of the Religious Education Committee or another member of that committee designated by the clerk.

### Duties and Responsibilities

#### Support RE & Child Care

- Attend Religious Education Committee meetings and facilitate and support the implementation of policies and programs relating to the nursery, First Day School and Teen programs
- Communicate and work as liaison with wider Quaker community, including the Yearly Meeting, Camping Program and the Junior Young Friends and Young Friends programs.
- Provide financial information on the child care budget and other FDS expenses to support and monitor the RE and Child Safety budgets
- Serve as the Child Care Coordinator and supervise all FMW child care providers



- Research, collect and create curricula for FMW First Day School and support volunteer teachers
- Provide information on RE, FDS and child safety to the FMW Webmaster and Administrative Secretary so that the FMW website and newsletter have up-to-date and engaging content
- Recruit volunteer teachers for the FDS program and communicate with the FDS Coordinators for each age group to ensure the presence of volunteer teachers in each classroom each Sunday; oversee First Day School on Sunday
- Communicate the RE programs, policies, and procedures to others in the FMW community
- Perform clerical duties and maintain calendar in support of RE and the Child Safety Committee in coordination with the FMW office staff
- Keep Finance and Stewardship Committee apprised of finances

### Support Child Safety

- Support, collaborate with and attend meetings of the Child Safety Committee
- As feasible, plan and participate in FMW family gatherings, including Catoctin retreats, picnics and other outings and programs planned and organized for families at FMW
- Conduct background checks for adults participating in First Day School program or nursery care
- Communicate the Child Safety programs, policies, and procedures to others in FMW community
- Liaise with the Property Committee regarding property safety issues for children
- Coordinate and/or teach regular Child Safety training courses

### Support Families

- Support FMW families in participating in Annual Meeting programs, including the Camping and Youth Programs by providing program information and materials regularly to FMW parents
- Respond to communications from RE, Child Safety, parents and families at FMW
- Mentor and support the Junior Young Friends Meeting for Worship with a Concern for Business

- Brainstorm and plan for youth service/community building projects
- Develop and maintain resources relevant to FMW Youth Programs
- Attend Quaker gatherings beyond FMW as requested and perform other duties as assigned

### Compensation

The salary range for this position is from \$14/hour to \$20/hour depending on qualifications and experience

### Level of Effort of This Position

The level of effort for this position is 10 hours a week.

### **PeaceBuildingLetter, Submitted by Mike Duvall, approved by Friends:**

The Honorable Hillary Clinton

Secretary of State

U.S. Department of State

2201 C Street NW

Washington, DC 20520

Dear Secretary Clinton,

On May 12, 2011 a group of former diplomats, foreign policy experts and peacebuilders sent you a letter asking that you invoke “a statutory provision that empowers you to exempt expert advice or assistance, training, and personnel from the material support prohibitions when you find these activities will not further terrorism.<sup>[2]</sup> Activities directly aimed at preventing or resolving conflicts fit this criteria.”

It is our understanding that peacebuilding groups are engaged in discussions with Department of State personnel about how this might be done. We are writing to express our appreciation for your Department's willingness to engage in this conversation as well as our support for this effort. We encourage you to approve an exception that puts conflict prevention and resolution activities by civil society groups (Track II diplomacy) back in the counterterrorism toolbox.

To be workable, an exception must maintain separation between government and civil society actors so that Track II diplomacy can proceed with neutrality, speed and discretion. We are confident that, with a desire to succeed on both sides, the State Department and the peacebuilding community can find a workable approach to this issue.

We applaud the forward-looking vision of this Administration that recognizes diplomacy and development as fundamental precursors of sustainable security, including conflict prevention and strong civil society participation. We agree, as we believe it is not in the U.S. interest for legal restrictions to negate civil society's comparative advantages in mitigating extremism on the ground.

The 2011 letter noted that "Without such a course correction, opportunities to end violence will continue to be lost." We urge you to make resolution of this issue a priority.

Yours truly,

### **FMW Records & Handbook Committee Semi-Annual Report, July 2012**

1. The FMW *Handbook* is now web-published on the FMW website. This will be the authoritative version of the *Handbook*.
2. R&H is working with the Information Technology Committee to make committee policy statements located in the Resource Notebook available via the FMW website.
3. In the next month R&H will send the bulk of FMW's pre-1990 archival records to Swarthmore College as required in the Handbook. Committees are urged to speak with the FMW Historian if they believe that copies of their records (older than 1990) need to be retained at FMW.
4. Committee clerks are reminded to send committee meeting minutes and other substantive documents to the FMW Administrative Secretary for retention. R&H will contact committee clerks in the coming months about back-filling committee records.

Here end the Minutes for Meeting for Business, September 2012

## FMW Newsletter

October 2012

### Fall Events

**Thinking about Race**(Oct. 2012) – from *Open City: A Novel* by Teju Cole, 2012, p, 251-252 (excerpted by Elizabeth DuVerlie of Stony Runs Friends Meeting) Here, the narrator is attending a concert at Carnegie Hall.

“Again the oboist played an A, and this time the woodwinds tuned, and they were joined by a flurry of strings. At last a signal came from the stage, and a hush fell on the hall. Almost everyone, as almost always at such concerts, was white. It is something I can’t help noticing; I notice it each time, and try to see past it. Part of that is a quick, complex series of negotiations: chiding myself for even seeing it, lamenting the reminders of how divided our life still remains, being annoyed that these thoughts can be counted on to pass through my mind at some point in the evening. Most of the people around me were middle-aged or old. I am used to it, but it never ceases to surprise me how easy it is to leave the hybridity of the city, and enter into all-white spaces, the homogeneity of which, as far as I can tell, causes no discomfort to the whites in them. The only thing odd, to some of them, is seeing me, young and black, in my seat or at the concession stand. At times, standing in line for the bathroom during intermission, I get looks that make me feel like Ora Benga, the Mbuti man who was put on display in the Monkey House at the Bronx Zoo in 1906. I weary of such thoughts, but I am habituated to them. But Mahler’s music is not white, or black, not old or young, and whether it is even specifically human, rather than in accord with more universal vibrations, is open to question. Simon Rattle, smiling, his curly hair bouncing, came onstage to applause. He acknowledged the orchestra, and then the lights dimmed further. The silence became total and, after a moment of anticipation, Rattle gave the downbeat, and the music began.”

The Baltimore Yearly Meeting Working **Group on Racism will meet at 10 am on Saturday October 13** at Sidwell Friends Upper School as part of BYM Interim Meeting and on Saturday November 10 at 10 am at Bethesda Friends Meeting. For more information you may contact Working Group clerk David Etheridge at 301-320-3470.

### Second Tuesday Evening Worship Reminder

Friends are reminded of our next ***second Tuesday evening worship and potluck***, for further community fellowship, will be held October 9. Worship will be in the Meeting Room at 6:30pm, followed by potluck in the Assembly Room at 7:00pm.

### Revised *Faith and Practice*

Printed copies of the newly revised *Faith and Practice* (as well as electronic versions suitable for Kindle, Nook, and other e-readers) are available for purchase from the Baltimore Yearly Meeting website. You will also find a downloadable PDF file of the new text, for free. A few copies are available in our Meeting House office.

John Calvi in Baltimore

Stony Run Monthly Meeting House, 5116 N. Charles St., Baltimore, MD 21210

**The Baltimore Quaker Peace and Justice Committee of Homewood and Stony Run Friends Meetings** invite you to two events featuring **John Calvi**. John is a noted Quaker healer and Certified Massage Therapist with a gift for releasing physical and emotional pain following torture and trauma. He is the founder of the Quaker Initiative to End Torture (QUIT). **Harnessing America's Compassion to End Torture: Friday November 9 at 7:30 pm**

(free admission, donations accepted) This lecture and group exploration will focus on different ways that we as individuals and as a group can shift the dynamic in American life so that there is widespread acknowledgement and opposition to the use of torture.

**The Goodness Workshop: Saturday November 10 from 8:30 am to 4 pm**

(\$35 before Nov. 2, \$40 after) Beyond self--image and self--esteem is that sense of goodness in the core of our being. Feeling the stresses and wounds of life? Need a respite from draining work? Seeking to lessen the pain and find peace and healing deep within yourself? This workshop will focus on ways of getting in touch with this inner goodness in our core. Life stories, energy work and time to consider our best, this workshop will keep a tender, restful and gentle tone. A light breakfast (available from 8 am) and vegetarian lunch are included.

**For more information or to register, call 443-703-2590, ext. 3 or go to [www.johncalvi.com](http://www.johncalvi.com).**

**A Fall Work Day** is scheduled at Niles Cabin in Friends Wilderness Center, **Saturday, October 6<sup>th</sup>**. Lunch will be provided for workers. Please contact Sheila Bach at [snbach@earthlink.net](mailto:snbach@earthlink.net), or 304-728-4820.

**William Penn House invites all** to attend the potluck and Quaker dialogue at **6:30pm on Sunday, October 7, 2012**. For October's program we are thrilled to have **Lakota people from the Pine Ridge Reservation and Soltribe**, a Colorado-based organization that develops leaders of tomorrow by creating hands-on experiences. Please plan to attend this opportunity for fellowship among Quakers, attenders and fellow seekers. Bring a dish to share. Family members, neighbors and friends are always welcome.

Several Friends are recommending a teaching series entitled, "The Meeting of Meditation and Science", which will be offered by Hugh Byrne

**Stony Run Friends in Baltimore** invite participation in their **Friendly Financial Management Workshop, October 26 and 27**. Hospitality will be available by contacting Adrian Bishop, at [srmeetcoord@stonyrunfriends.org](mailto:srmeetcoord@stonyrunfriends.org). Details of the workshop are available at <http://www.friendsfiduciary.org/>.

Many individuals and families enjoyed our weekend trip to and fellowship at **Camp Catoctin** in September. Another opportunity is available for **Catoctin Quaker Camp this October 27-28<sup>th</sup>**. You may contact David Hunter at [davidhunter@bym-rsf.org](mailto:davidhunter@bym-rsf.org) or Tracy Hart, at [thart@worldbank.org](mailto:thart@worldbank.org) for more information.

### ***Looking forward to November with Thanksgiving....***

**FMW Peace and Social Concerns committee invites you to** a concert to benefit the Dorothy Day Catholic Worker House in Washington, DC. Charlie King and Karen Brandow will perform folk music with peace and social justice themes **here in our Meetinghouse on November 2, 2012 starting at 7:30pm.**

**All who are interested in nurturing spirit-led servant leadership will enjoy “A Day for Spiritual Refreshment and to Share our Collective Wisdom” which is** scheduled for **Saturday, November 3** at Sandy Spring friends Meeting, from 10:00 to 3:30. This retreat will cover ‘Inviting the Spirit into Business Meeting’ and ‘Divisive issues and difficult behavior’.

RSVP to Mary Satterfield by October 27<sup>th</sup> at [mary.satterfield@mac.com](mailto:mary.satterfield@mac.com).

Also on **November 3, from 9:30am on into the evening for a concert**, Friends are invited to *Come Sing with Friends*, at Langley Hill Meeting. Please bring a dish to share with others for lunch, and consider an overnight stay (ie: Meeting for Sleeping...) (including bedtime stories at the Meeting House) and a 9:15am Pre-Meeting for Worship Sing on First Day! Instruments to share and jam, and copies of *Rise Up Singing* are welcomed. For details, contact Steve Elkinton at [sdsvelk@gmail.com](mailto:sdsvelk@gmail.com), or 703-609-2189.

On **November 4**, Mary Campbell will speak in the North Room here at FMW from **9:00am to 10:15am**, and again from **noon to 1:30pm** about “Strategies for prevention of child sexual abuse”. All adults are welcome, and child care will be provided.

**Meeting for Divine Worship** will be held **Thanksgiving Day, November 22** at noon in the Decatur Place Room. Some friends are planning a shared meal in the Assembly Room later that day. Please contact Olivia James for additional information.

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[1] With the exception of references to supervision or oversight of staff or volunteers, the responsibilities in this section should be read as “doing or causing to be done.” The Administrative Secretary may personally perform these tasks, delegate them to other paid staff or volunteers, where appropriate, or hire a contractor(s) to perform the responsibility assuming that the use of a contractor(s) is within the budget produced by the Finance and Stewardship Committee.

[2] TITLE 18 § 2339B. Providing material support or resources to designated foreign terrorist organizations

(j) Exception.— No person may be prosecuted under this section in connection with the term “personnel”, “training”, or “expert advice or assistance” if the provision of that material support or resources to a foreign terrorist organization was approved by the Secretary of State with the concurrence of the Attorney General. The Secretary of State may not approve the provision of any material support that may be used to carry out terrorist activity (as defined in section 212(a)(3)(B)(iii) of the Immigration and Nationality Act).