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FRIENDSHIP FRIENDS MEETING

Of the Religious Society of Friends

HANDBOOK 2016-2017

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FRIENDSHIP FRIENDS MONTHLY MEETING
OF THE RELIGIOUS SOCIETY OF FRIENDS

August 2016-July 2017

OFFICERS, REPRESENTATIVES, COMMITTEES

OFFICERS

Clerk.....Susan Carlyle
Co-Clerk.....open
Treasurer.....Stephen Holland
Assistant Treasurer.....Ray Treadway
Recording Clerk.....Lloyd Lee Wilson
Membership/Statistics Recorder.....Claire Koster
Assistant Membership Recorder.....Miriam Biber-Peterson

FRIENDSHIP FRIENDS MEETING INCORPORATED

BOARD OF DIRECTORS

President.....Susan Carlyle
Vice President.....Jim Fernandes
Treasurer.....Stephen Holland
Secretary.....Ray Treadway

David Brown
Judith W. Harvey
James Hood
Darlene Stanley

REPRESENTATIVES

Nominating Committee of NC Yearly Meeting-Conservative (NCYM-C)..Carole Treadway
Meeting's representative on NCYM-C Records Committee ... Claire Koster
Meeting's representative to NCYM-C Finance CommitteeStephen Holland
Meeting's representatives to Interim Body of NCYM-C ..Maureen Burns, Sidney Lee Kitchens, Claire Koster, Carole Treadway, Ray Treadway
Piedmont Friends Fellowship (PFF).....open
Quaker House Board, Fayetteville, North Carolina..... Joan Tillotson
Friends General ConferenceJudy Purvis
Meeting's contact with Friends Committee on National Legislation (FCNL).... David Parsons

COMMITTEES

CARE & COUNSEL: Bonnie Parsons (Clerk), Gay Bowles, Maureen Burns, Anne Rouse, Betty Poynton.
Ex officio, Meeting Clerk

CALENDAR COORDINATOR: Susan Carlyle

COMMUNICATIONS: David MacInnes (Clerk) - Newsletter, Chris Nelson - Web, Judy Purvis - George Fox

FINANCE: Stephen Holland (Clerk), Kim Carlyle, Jim Rouse, Ray Treadway, Ex officio, Meeting Clerk

HANDBOOK : Claire Koster (Clerk), Ted Benfey, Miriam Biber-Peterson

HOSPITALITY: Judy Reece and Susan Wilson (Co-Clerks), Gay Bowles, Maureen Burns, Christy Hopkins, Claire Koster, Brian Poynton, Brad Chance, Dave MacInnes

HOUSE AND GROUNDS: Kim Carlyle (Clerk), Chris Biber-Peterson, James Hood,, Richard Phillips, David Parsons, Jim Fernandes, Judy Williams, Carey Reece

Cleaning List Schedule Coordinator:.....Sean Swenson
Supply Purchaser:..... Phayth Meyer
Greeters CoordinatorJudith W. Harvey

INTERNAL REVIEW COMMITTEE: Dave MacInnes, David Brown

LIBRARY: Carole Treadway (Clerk), Anne Rouse

MEETINGHOUSE FUNDRAISING: Kembra Howdeshell (Clerk), James Hood, Judith Harvey, Cyril Harvey, David Brown, Jim Fernandes. Young Friend liaison: Anne Joy Swenson, Laurel Holland

MEETINGHOUSE PLANNING: Neil Swenson (Clerk), Mae Brown, Richard Phillips, Daniel Amstutz, Don Smith, Carey Reece

NOMINATING: Dave MacInnes (Clerk), Susan Wilson, Elizabeth Judson-Rea

PATHWAYS: open

PEACE AND SOCIAL CONCERNS: Sheri Grace (Clerk), Raleigh Bailey, Anne Cassebaum, Howard Taylor, Joan Tillotson, Aleks Babic, Rachel Knight, Francis Coyle

REFUGEE RESETTLEMENT (Ad Hoc Committee): Rachel Knight, Aleks Babic, Lisa Ross, Sheri Grace, Raleigh Bailey and Bonnie Parsons.

RELIGIOUS EDUCATION: Kembra Howdeshell (Clerk), Sheri Grace, Hanna Passmore Hobson, Anne Morris, Elizabeth Judson-Rea

WORSHIP AND MINISTRY: Darlene Stanley (Clerk), Neil Swenson, Carole Treadway, Susan Wilson, Judy Purvis, Ex officio, Meeting Clerk

RESPONSIBILITIES OF OFFICERS AND REPRESENTATIVE:

The **Clerk** of the meeting has the role of a servant leader. The clerk guides the conduct of business meetings, serves as the center of communication within the meeting, serves as the contact person with regional Quaker bodies, speaks on behalf of the meeting when a spokesperson is required, and sees that the decisions of the meeting are carried out by the responsible persons or committees.

The **Clerk** presides at monthly meetings for worship with a concern for business, facilitating the meeting's discernment of the leadings of the Spirit. The clerk is responsible for setting the agenda, including items that were held over from previous meetings for business. A clerk is careful in exercising the right balance of authority of the office and discretion in deciding which matters should be brought before Friends and which may be personally dealt with. When in doubt, it is advisable for the clerk to confer with experienced Friends. Our Yearly Meeting's Faith and Practice can provide guidance to the clerk as well.

It is good for a clerk to keep a sense of proportion and a sense of humor, keeping alert to those who may need encouragement to speak and to those who stray from the matter or who speak most often. The clerk is sensitive to the meeting's unity or its disagreement during its process of discernment and may call for periods of silent waiting during times of strong division of opinion.

The clerk assists the recording clerk in preparing minutes during monthly meeting for business, making sure that each minute covers all the points on which a decision is required and that the minute is approved by those present before proceeding to other business.

The clerk ensures that a query from our Faith and Practice is read during a meeting for worship each month. The clerk is responsible for closing the meeting for worship. A member of Worship and Ministry can be asked to do these as well.

The clerk prepares the annual State of the Meeting report. The report is presented for approval by the monthly meeting and shared with North Carolina Yearly Meeting—Conservative prior to the Annual Sessions.

The clerk encourages and facilitates the work of the meeting's committees and is an ex officio member of the Care and Counsel, Worship and Ministry, and Finance committees.

The Clerk must be a member or sojourning member of Friendship Friends Meeting.

The **Co-Clerk** presides at monthly meetings for business in the absence of the clerk, and carries out other responsibilities of the clerk when required, such as reading the minutes at monthly meeting for business and other material as requested by the clerk. The Co-Clerk must be a member or sojourning member of Friendship Friends Meeting to serve in this capacity.

The **Treasurer** is responsible for the custody and disbursement of meeting funds, reporting to each monthly meeting for business. Responsibilities include presenting an end-of-the-year fiscal report for approval by the monthly meeting after the end of the fiscal year. This is audited by a committee of at least two members appointed by monthly meeting. The Treasurer may serve as clerk of the Finance Committee. The Treasurer is

a member of the NCYM-C Finance Committee. The Treasurer must be a member or sojourning member of Friendship Friends Meeting to serve in this capacity.

The **Assistant Treasurer** is available to assist the Treasurer with the responsibilities outlined for that position. In the event that the Treasurer is unable to perform those duties, the Assistant Treasurer will assume them.

The **Recording Clerk** is responsible for recording minutes at monthly meetings for business and prepares them for reading and approval by the monthly meeting for business. The recording clerk makes a copy of the minutes, and any attachments, for the monthly meeting files. The originals of minutes and their attachments are eventually stored in the Friends Historical Collection at Guilford College. The Recording Clerk must be a member or sojourning member of Friendship Friends Meeting to serve in this capacity.

The **Recorder** works in cooperation with committees requiring membership information, such as the Care & Counsel Committee. The Recorder prepares for the clerk of monthly meeting an annual report on membership for the June meeting for business. A copy is included in the minutes and shall be a part of the meeting's permanent records. This report is also sent to NCYM-C by the meeting clerk.

The membership recorder is responsible for the upkeep of the meeting's directory and of the printing and distribution of same by the June business meeting. The **Membership/Statistics Recorder** is responsible for seeing that a record of membership in the Religious Society of Friends is faithfully and accurately kept. Such records cover vital statistics pertaining to the member's immediate family. Any changes relating to membership such as deaths, births/adoptions, transfers, releases, changes of address or marriage shall be promptly recorded.

The **Assistant Membership/Statistics Recorder** assists the Membership/Statistics Recorder with accurate record-keeping for the meeting. In the event that the Membership/ Statistics Recorder is unable to perform the responsibilities of that position, the Assistant Membership/Statistics Recorder assumes them.

REPRESENTATIVES

The meeting's representative for Friends Committee on National Legislation (FCNL) keeps abreast of the activities and concerns of FCNL, informs the meeting about its activities and concerns, and coordinates meeting responses to those concerns.

In Sixth Month, Friendship Meeting names those who will be its representatives at the annual session of North Carolina Yearly Meeting Conservative. These are usually any who plan to attend and who are willing to serve in that capacity and report back to monthly meeting. Yearly Meeting annual sessions are held in Seventh Month.

Friendship Meeting also appoints members of the Interim Body of North Carolina Yearly Meeting-Conservative at the Sixth Month meeting for business. The Interim Body carries out the business of Yearly Meeting between its annual sessions. Interim Body meetings are held in Fourth and Tenth Months. The members of the Interim Body should be willing to attend the two meetings of this body (if way opens) and the annual session in Seventh Month, report back to monthly meeting, receive and study all communications during the year from the clerk and conveners of committees, and participate fully in the decisions of the interim body. The monthly meeting will appoint up to five members of the Interim Body.

Yearly Meeting and Interim Body meetings are both open to anyone wishing to attend.

The Piedmont Friends Fellowship (PFF) representative attends meetings of PFF, (which is now also a yearly meeting), reports PFF activities and concerns to Friendship Meeting and coordinates participation in PFF activities. Friendship Friends meeting is a member of Friends General Conference (FGC) through its relationship with PFF.

Our Representatives to Quaker House, in Fayetteville, NC, are also members of its Board of Directors. Responsibilities include attending board meetings, keeping Friendship Meeting informed of Quaker House activities, advising our monthly meeting on ways Friends may help support and advance the counseling ministry of Quaker House to persons in military service and/or their kin.

COMMITTEE RESPONSIBILITIES

Public statements on behalf of Friendship Friends Meeting by an individual or committee need first to be approved by our monthly meeting for business.

Committee Clerks are responsible for keeping minutes and placing them in a file in the meeting office.

Care and Counsel

The Care and Counsel Committee bears a responsibility for the general well being of the corporate life of Friendship Friends Meeting and care for its members. This includes trying to foster a harmonious and nurturing sense of community, addressing as best it can “complaints or any estrangements from harmony which might impair the participation of individuals in worship and the business of the meeting” (p. 27, Faith and Practice, North Carolina Yearly Meeting-Conservative). Since care for others is a responsibility for all members of the community, one responsibility of the committee is to discern and call upon the gifts of others for this work. The clerk of the meeting is a member of the committee ex-officio and will be involved with the activities of the committee.

Care and Counsel and Worship and Ministry Committees will each spring collaborate on writing a joint report for the North Carolina Yearly Meeting (Conservative) Ministry and Oversight Committees' yearly session.

One must be a member or sojourning member to serve on the Care and Counsel Committee. Care and Counsel will meet jointly with the Committee on Worship and Ministry at least once a year, and the two committees are encouraged to seek other ways to maintain regular communication. Specific committee tasks include:

1. Overseeing applications for membership, including nominating, for monthly meeting's approval, a clearness committee to meet with the applicant. That committee (with the same membership as far as possible) will meet with the applicant again after a year to reflect on the first year of membership.
2. Overseeing weddings, including nominating, for monthly meeting's approval, a clearness committee to meet with the couple and, if the marriage is approved, an arrangement committee. Further, a committee (with the same membership as the clearness committee as far as possible) will meet with the couple again after a year to reflect on the first year of marriage.
3. Overseeing memorials, including attending to the needs of the family.
4. Arranging a clearness committee for someone who requests an opportunity to share a concern, in confidence, with a selected group of Friends.

5. Providing pastoral care to members and attenders in need.
6. Reviewing periodically membership records, with particular attention to inactive members.
7. Ensuring the visibility of the meeting in the community.
8. Welcoming visitors.

Minutes of each meeting are placed in the meeting's archives at Guilford College.

Revised December 14, 2014.

Communications

This committee handles formal communications for the Meeting. Its members edit and publish the Meeting's monthly newsletter – the Friendship Times, keep up email distribution lists for the newsletter, and approve updates to the Meeting webpage, which are implemented by the Webmaster. Members of the committee are available to help edit and disseminate any other communications the Meeting wishes to send out. Any policy changes would be decided by the entire committee before being approved by the Meeting.

Finance

Finance committee is responsible for overseeing the meeting's finances. It prepares an annual budget at the beginning of the fiscal year for approval by the monthly meeting for business.

Handbook

The Handbook Committee publishes a handbook containing essential information about Friendship Friends Meeting and its practices and procedures. The committee compiles, edits and publishes an updated handbook for the start of each new program year for distribution in August. It will include a list of all officers and committees of the meeting with pertinent descriptions.

Hospitality

The Hospitality Committee provides light refreshments after meetings for worship and provides drinks and set-up for potluck lunch prior to monthly meeting. At the request of the meeting, the committee assists with hospitality for additional needs of the meeting. The committee purchases items needed for its work.

House and Grounds

House and Grounds Committee oversees maintenance, repairs, and improvements of the building and equipment; maintains the grounds; coordinates lawn care and grounds-keeping volunteers; organizes meeting work days; and responds to problems that require immediate attention. The committee is responsible for the purchase of all meetinghouse supplies other than those needed by the Hospitality Committee. When outside groups apply for use of the meetinghouse, the committee explains our policy. Application forms are on file in the meetinghouse office.

POLICY ON USE OF MEETINGHOUSE FOR STORAGE

The House & Grounds Committee discourages storage of non-Meeting stuff anywhere in the meetinghouse. For temporary storage of items for Meeting use (e.g. yard sale goods), the H&G clerk should be notified in advance to help determine when, where, and how long items can be temporarily stored.

Internal Review Committee

The Internal Review Committee is comprised of at least two members nominated and approved by monthly meeting. The audit is an appraisal of the financial records and Treasurer's reports and to insure their effectiveness of accuracy and accounting controls. The Internal Review Committee reports to monthly meeting for business.

Library

The Library Committee selects books and other media for the library, catalogues them, and maintains the library collection. The committee reports periodically to monthly meeting for business on the library's new acquisitions, committee activities, and recommends how members and attenders can make use of library resources.

Meetinghouse Fundraising

The Meetinghouse Fundraising Committee is responsible for coordinating fundraising efforts for building our future meetinghouse/meeting room. This includes developing and implementing fundraising strategies, identifying potential giving levels, soliciting pledges and tracking donations (with the Treasurer), and keeping members up to date with what is happening during the fundraising campaign.

Meetinghouse Planning

This committee is to focus on helping the Meeting continue to discern our vision for the future meetinghouse. This Planning Committee should visit other Meetinghouses and have forums to invite speakers of Meetings who have experience, strength and hope to share with us.

Nominating

Each year a committee, composed of the Clerk of Monthly Meeting, Clerks of Care & Counsel and Worship & Ministry Committees, and the Treasurer, name the members of a nominating committee for approval by the monthly meeting. The Clerk of this committee must be a member or sojourning member of Friendship Friends Meeting. The Nominating Committee will name the members of each committee as well as a convener, whose task will be to gather the committee for its first meeting. It is understood that it is the work of each committee to discern who will preside as clerk. It starts work in March since nominees for new officers, clerks, committees, and representatives are presented at the May monthly meeting for business and held over for approval at the June monthly meeting. Nominations take effect beginning in August. The Nominating Committee interviews members and regular attenders to learn their interest in the work and various activities of the meeting. It considers their experience, potential leadership and talents as they relate to the meeting's needs.

Before presenting to the meeting names for offices and committees, the nominating committee should undertake a general review of the tasks of each office or group and the human resources available, so as to ensure that all members and attenders are engaged in meeting business in ways that are productive to the meeting, and rewarding to the individuals. The committee should obtain the agreement of the individual before bringing forward any name for new or continued service. During the year, the committee may nominate additions or replacements if required. The Nominating Committee is responsible for naming a member to the Yearly Meeting Nominating Committee. The Clerk of the Yearly Meeting should be notified of these appointments in June by our Meeting Clerk.

Peace and Social Concerns

The Peace and Social Concerns Committee provides information and education on peace and justice concerns to members and attenders and helps the monthly meeting for business focus on and respond to such concerns in ways that effectively express our Quaker faith and witness. The committee provides guidance to the meeting in the use of our resources for building a society of peace and justice.

Religious Education

The Religious Education Committee is responsible for planning and coordinating a program for Friendship Meeting's children. This includes first day school and pre-school child care during meeting for worship, child care as needed for other meeting functions, and occasional family-oriented gatherings such as the traditional Christmas celebration. Committee members are responsible for providing teachers for First Day School and for encouraging members of meeting to volunteer for this valued ministry. The committee purchases educational materials, toys and supplies as needed for the First Day School and nursery and maintains them in a neat condition. When an organized First Day School is not appropriate, the committee shall arrange for a program to care for visiting children which allows their parents to attend meeting for worship.

Worship and Ministry

Ministry is a shared responsibility of all who participate in our Quaker worship. The responsibility of Worship and Ministry is "to foster the spiritual life of the Meeting" (p. 27, Faith and Practice, North Carolina Yearly Meeting-Conservative). In particular the committee attends to the spiritual quality of the meeting for worship and the meeting for business. This may include encouraging those with gifts in ministry, whether spoken or otherwise. In addition, the committee provides opportunities for spiritual growth for members and attenders.

Specific committee responsibilities include:

- Arranging forums and other opportunities, such as all-meeting retreats, to foster religious education and spiritual growth
- Arranging a clearness committee and/or support group for someone seeking ways to develop and share with others specific spiritual gifts or other spiritual discernment
- Providing opportunities, through literature or otherwise, for visitors and attenders to learn more about the beliefs and practices of Friends
- Participating in closing meeting for worship
- Ensuring that our Yearly Meeting Queries are answered each year
- Ensuring that NCYM(C) advices are read at least once a year

One must be a member or sojourning member to serve on the Worship and Ministry Committee.

Worship and Ministry will meet jointly with the Committee on Care and Counsel at least once a year or as needed.

Minutes are given directly to the archives.

Other Positions

The **Calendar Coordinator** maintains an up-to- date schedule of Friendship Meeting events, meetings, and occasions. The calendar is posted in the meetinghouse as well as reported in the meeting's newsletter. Persons with permission to use meetinghouse space need to give the Calendar Coordinator advance notice in order to avoid conflicts in scheduling.

The **Board of Directors of Friendship Friends Meeting**, Inc. composed of officers and members appointed by the monthly meeting, manages the legal affairs of Friendship Friends Meeting Incorporated and are trustees of the meeting. Members of the Board of Directors must be members or sojourning members of Friendship Friends Meeting to serve in this capacity.

PROCESS FOR MEMBERSHIP

Membership in the Religious Society of Friends

In joining Friendship Friends Meeting, one thereby becomes a member of the Religious Society of Friends. Membership in a monthly meeting implies the intention to bear faithful testimony to the faith and guiding principles of the Religious Society of Friends (Quakers). Friendship Friends Meeting is a community of both faith and works, centered in corporate silent worship. It is locally autonomous and self-sustaining. Membership calls for a strong sense of the importance of attending meetings for worship and business, giving service through committees and sharing in the meeting's financial responsibilities and needs according to individual ability.

"It is the position of the Yearly Meeting that persons may be accepted into membership who are willing to listen for and give expression in their lives to the promptings of the Inner Spirit in all areas of discipline and service to others" (*Faith and Practice*, pp. 23-25).

All decisions concerning membership in Friendship Friends Meeting are made by our monthly meeting for business.

Process for New Members

1. An applicant for membership writes a letter to the clerk of monthly meeting expressing his or her desire to become a member.
2. The clerk promptly acknowledges the applicant's letter in writing and refers it immediately to the Care & Counsel Committee. The clerk reads the letter at the next monthly meeting for business.
3. A clearness committee is named by Care & Counsel, and appointed by monthly meeting. The committee will consist of at least three members, one of whom will be a member of Care & Counsel. Care is taken to select discerning Friends who have a strong understanding of the meaning and importance of membership and the history and faith and practice of the Religious Society of Friends.
4. Clearness committee members meet with the applicant as many times as necessary to ascertain the applicant's readiness for membership.
5. The clearness committee reports to Care & Counsel on its meetings with the applicant. When it is determined that the applicant is ready to become a member, Care and Counsel recommends that the monthly meeting accept the applicant.

6. The applicant will be given access (printed or electronic) to the Friendship Meeting Handbook, NCYM-C Faith and Practice, and the handout for Piedmont Friends Yearly Meeting and Fellowship.
7. Upon approval by the monthly meeting, a welcoming committee is named by the meeting.
8. Following monthly meeting approval, the clerk writes a welcoming letter to the applicant and a copy is placed in the member's file.
9. The new member meets with the clearness committee again the following year to reflect on the first year of membership.

Membership of Children

Minor children of members of Friendship Friends Meeting may become members at the written request of both parents/guardians or a single parent/guardian whether or not one or both parent(s)/guardian(s) are members of Friendship Friends Meeting. Minor children of members may also be received into membership at their own request.

Sojourning Members

(see Faith and Practice, p. 24). Friends attending Friendship Meeting who wish to participate fully in the affairs of the meeting while they are residing in the area, but who do not wish to transfer their membership from their home meeting may do so as sojourning members on receipt of a letter from the home meeting verifying that they are members of the Religious Society of Friends in good standing. Sojourning membership is a provision usually made for persons who are residing in the area temporarily, but on occasion may be granted to persons with strong ties to another meeting.

Once the meeting has received a request for sojourning status and this request has been approved, within one month's time, Care and Counsel will appoint a Welcoming Committee of one or more members to meet with and welcome the new sojourning member. The meeting will provide an opportunity to have a discussion about the various aspects of Friendship meeting, as well as its connection with North Carolina Yearly Meeting (Conservative). The new sojourning member will be given access (printed or electronic) to the Friendship Meeting Handbook, NCYM-C Faith and Practice, and the handout for Piedmont Friends Yearly Meeting and Fellowship.

The Welcoming Committee will meet with the sojourning member after one year of membership for a time of reflection and discussion.

Transfers of Membership:

Transferring in:

When a person desires to transfer to Friendship Meeting from another monthly meeting of the Religious Society of Friends, he or she must write a letter to the clerk of their home meeting requesting a letter of transfer to Friendship Friends Monthly Meeting, addressed to our clerk. This letter needs to state that the individual requesting transfer is a member in good standing and has the home meeting's approval. Upon the receipt of this letter by our clerk, and the approval of the monthly meeting, the transfer of membership is granted. The clerk sends a letter of notification of transfer to the clerk of the home meeting in question and gives a copy to our new member. A copy is placed in the member's file. A welcoming committee is appointed by monthly meeting to give the new member an opportunity for acquaintance with other members as well as orientation to our meeting, and the yearly meeting to which we belong.

Once the meeting has received a request for a transfer of membership to Friendship Meeting and this request has been approved, within one month's time, Care and Counsel will appoint a Welcoming Committee of one or more members to meet with and welcome the new members. This Meeting will provide an opportunity to have a discussion about the various aspects of Friendship Meeting, and its connection with North Carolina Yearly Meeting (Conservative). The new member will be given access, printed or electronic, to the Friendship Meeting Handbook, NCYM-C Faith and Practice, and the handout of Piedmont Friends Yearly Meeting & Fellowship.

The Welcoming Committee will meet with the new member after one year of membership for a time of reflection and discussion.

Transferring out:

In order for a member of Friendship Meeting to transfer his or her membership to another monthly meeting of the Religious Society of Friends, the other monthly meeting should write a letter to the clerk of Friendship requesting the transfer. Such a request is brought before business meeting for approval. Upon approval, the clerk will reply to the requesting monthly meeting noting whether or not the individual requesting transfer is a member of good standing of Friendship Meeting. A copy of this request for transfer is placed in the member's file and records will be updated to indicate the transfer of this member.

Termination of Membership (see Faith and Practice, p. 25)

Process for determining inactive members

1. The Care and Counsel Committee will send to persons, who (a) are distant or who are local but whom we have not seen at Meeting for a year and (b) have not contributed over a period of a year, a letter of greetings once a year in December. The letter will ask the correspondent to let us know how she or he is doing, as a way of keeping in touch.
2. Contact with the Meeting will include coming to Meeting for Worship or communicating with the clerk, recorder, treasurer, or convener of the Care and Counsel Committee. If contact is made, then the recorder should be informed. If we don't hear back for two successive years, then the person should be sent a formal letter, asking specifically about the option of being classified as "inactive."
3. If we get a response agreeing to being changed to inactive membership or if we don't get any response in two months, then the person could be put on the inactive list.
4. Contributing to the Meeting is encouraged in the annual treasurer's letter, but some are simply not able to send money. It should not be necessary to contribute money in order to be considered as an active member. Having some sort of contact with the Meeting is the key issue.

Some flexibility on how we determine the status of inactive membership will be allowed.

PROCESS FOR MARRIAGE UNDER THE CARE OF THE MEETING

Marriage under the care of the Meeting

For Quakers, the authority of marriage comes from God and the integrity of the couple. George Fox, founder of the Religious Society of Friends, convinced the English government in 1661 to recognize a Quaker marriage as legal.

"For the right joining in marriage is the work of the Lord only and not the priests or magistrates and therefore Friends cannot consent that they join them together for we marry none. It is the Lord's work and we are but witnesses" (Journal of George Fox).

Process

1. A couple requesting marriage under the care of Friendship Meeting should submit a letter to this effect to the clerk of monthly meeting at least three months prior to the proposed wedding date. At least one of the couple should be a member of a monthly meeting of the Religious Society of Friends. The letter is signed by both. The clerk reads the letter to the next monthly meeting for business. If a person is a member of another meeting, a letter acknowledging his/her membership status is requested.
2. The clerk then refers the letter to the Care & Counsel Committee, which names a clearness committee that will include at least three members, one of whom is a member of the Care & Counsel Committee. It is important that members of the clearness committee be experienced and well informed in Friends practice. This committee will be approved by the monthly meeting.
3. The clearness committee meets with the couple together and individually if requested. The purpose is to help clarify and confirm their mutual commitment, in a friendly, nonjudgmental and confidential manner. It is also to assure that there are no prior legal impediments to marriage (such as a marriage that has not been terminated by death or divorce) and to assure that adequate provision has been made for any minor children from previous marriages.
4. If the couple and clearness committee are confident the wedding should go forward, the committee reports its endorsement of the marriage request to Care & Counsel Committee which brings it to the next monthly meeting for business indicating that unity has been found. Approval may be held over for a month if more consideration and seasoning seem called for.
5. If unity to move forward is not found by the clearness committee the couple may choose to lay aside the request. The committee reports this to Care & Counsel, which brings the matter to the monthly meeting.
6. On approval of the marriage by monthly meeting, the time and place for the wedding or ceremony of commitment are set with the couples' wishes in mind.
7. An arrangement or oversight committee is named by the Care & Counsel Committee and clerked by a member of the meeting. The arrangement committee ensures that legal requirements are met, and the wedding details, including reception, are properly planned, and that the marriage is accomplished with simplicity, dignity, and reverence (see Faith and Practice, pp. 29-32). Meetings for worship for the purpose of marriage under the meeting's care are open to all. Quaker wedding certificates are to be signed by all witnesses to the marriage.

Approved December 7, 2014

8. Legal requirements for marriage under the care of Friendship Meeting. The couple should apply for a license at any Register of Deeds office in North Carolina. To obtain a Marriage License, the couple needs to show their social security cards and IDs. Previously married individuals must know the month and year their last marriage ended. A license now costs \$60 (preferably in cash, this may vary depending upon the Register of Deeds office). There is no waiting period in North Carolina. The license is good immediately and up to sixty (60) days from the date of issue. The couple is responsible for delivering the license to the Clerk of the Monthly Meeting taking the marriage under its care. At the conclusion of the wedding the Clerk of Friendship Friends Monthly Meeting or another member of the meeting signs the License, as well as two additional witnesses, usually members of the wedding oversight committee. The Clerk must complete the bottom portion of both copies of the Marriage License and return both copies to the Register of Deeds office in the county where issued (RE: NC GS

51-16, amended in 2001) within ten (10) days after the wedding. The couple may request a copy of the License at the Registrar's office (where recorded) for their own records at any time after it is recorded.

9. In September 1993, Friendship Meeting was united in making provision for couples of the same sex to request the meeting's oversight of their marriage. The requirements are the same as for the marriage arrangements of heterosexual couples. It should be noted that in the Religious Society of Friends, marriage is regarded as a "religious commitment not merely a civil contract" (Faith and Practice, p. 29). This applies also to the commitment of a couple of the same sex.

FINAL AFFAIRS

All adult members are encouraged to take steps to become knowledgeable about the need for a Legal Will, Living Will, Living Trust, and Health Care Power of Attorney. Matters of preference for body disposition (burial, cremation, or body donation) need to be decided and recorded for the future benefit of caring, responsible members of the family and the meeting. It could be important to get advice of an attorney sympathetic with Quaker values for the legal documents one needs. Care & Counsel Committee can be helpful in giving references. The Membership Recorder provides a form which members are urged to fill out and return to the recorder with information and instructions relating to body disposition and memorial services.

This record is kept in the member's meeting file, and the member is advised to send a copy to a family member. Friendship Meeting is prepared to appoint a committee to assist in making arrangements for a memorial meeting when requested. Care & Counsel Committee has specific responsibility for helping Friends with such "final affairs" (see Faith and Practice, p. 32). Arranging our final affairs with forethought, simplicity and consideration for others can be a fulfilling witness to our Quaker faith. Francis of Assisi said, "It is in dying we are born to eternal life."

The Clerk of the Meeting, or the Clerk of Care & Counsel shall take responsibility at the time of death to look into the membership folder of the deceased to ascertain specific wishes needing to be taken care of by Friendship Friends Meeting. The family of the deceased will be contacted to offer assistance.

FRIENDS MEMORIAL MEETING

The Religious Society of Friends holds as the basis of its faith that God endows every human being with a measure of the Divine Spirit. Our manner of worship is an outgrowth of this belief. We gather in quiet assemblies, mindful of the words: "Be still, and know that I am God."

A Friends memorial service is similar in many ways to a Meeting for Worship. We come together in reverent silence, with the desire to draw nearer to God, and to understand God's will. It is a time not only for a sharing of loss, but also a time for thankfulness for the life of the person for whom the memorial service is held. We reflect on the value of that life as it relates to the lives of all of us. All present share equally in this service. We sit quietly, at times an individual may be moved to speak, to offer prayer or a message that has come out of the silence. Then we return to silence to reflect on what we have heard. All are welcome to do this. The meeting is closed with handshakes. Friends hope that a consciousness of the Divine Presence will come to every attender, to be a source of direction and of strength after leaving the Memorial Meeting.

BELONGING TO NORTH CAROLINA YEARLY MEETING-CONSERVATIVE

North Carolina Yearly Meeting (Conservative) was established in 1903 by the Eastern Quarterly Meeting of North Carolina Yearly Meeting. This action was prompted by the passage of the following minute to all North Carolina Yearly Meeting member meetings: "The Yearly Meeting has the power to decide all questions of administration; to counsel, admonish or discipline its subordinate meetings". Friends in the Eastern Quarterly Meeting felt that such a policy was incompatible with proper Quaker practice and therefore distinguished themselves from NCYM which subsequently became NCYM (FUM)."

Friendship Friends Meeting requested membership in North Carolina Yearly Meeting-Conservative (NCYM-C) in 1980 and was accepted.

From the beginning of the Religious Society of Friends, Yearly Meetings were formed by the agreement of monthly meetings to come together for corporate worship, to develop faith and practice guidelines, and for corporate public witness on matters of peace and justice.

Communications and transportation for early Friends were difficult and required their special effort to come together annually. Conditions today are quite different but Friends of NCYM-C continue getting together annually with similar purposeful anticipation for the sharing of ministry, corporate worship, Quaker business, and a good time. This is an organization of volunteers and NCYM-C meetings have been a nurturing experience both for the individuals involved and for their home meetings.

It is important for members of our meeting to own for personal reference, copies of Faith and Practice and the current edition of the annual publication, Minutes of North Carolina Yearly Meeting of the Religious Society of Friends (Conservative). Whenever individual attendance at yearly meeting is not possible, reading this record of its sessions is a helpful substitute.

Friendship Friends Meeting names representatives to attend as delegates to yearly meeting and approves these nominations at the June monthly meeting for business. Representatives are expected to report to monthly meeting on their experience at yearly meeting.

Our meeting also appoints one member to serve on NCYM-C's nominating committee. The yearly meeting's nominating committee names persons for Presiding Clerk, Assistant Clerk, Recording Clerk, Treasurer, Clerk of Ministry & Oversight, Clerk of Young Friends, Recording Clerk of Young Friends, and names the members of standing committees and NCYM-C representatives to other organizations. The annual session's entire assembly approves these nominations. NCYM-C Representative Body meets in April and October and serves as the interim body for the yearly meeting.

HISTORY OF FRIENDSHIP MEETING

In the spring of 1968 some Guilford College students and professors began to meet together for worship in the manner of Friends. They had in common a desire to worship in the traditional way based in silent waiting out of which ministry arises in response to the movement of the spirit.

It is interesting to note the historical context out of which the establishment of Friendship Meeting occurred. While there had been discussion for some months among college faculty, students and others to experiment with a new unprogrammed meeting for worship, no definite action had been taken. In the spring of 1968 Young Friends of North America were holding meetings at Guilford and New Garden Friends Meeting. While their gathering was taking place Martin Luther King was assassinated. In the ensuing upheaval around the nation and in Greensboro YFNA also was caught up in these events. The Greensboro community, especially the black community and students at NC A&T University, was thrown into emotional turmoil. Protests and the threat of violence on city streets forced the city to establish a nighttime curfew on all citizens. This resulted in Young Friends unable to leave the Guilford campus. The group spent long hours in discussion wondering what kind of response could come from the college and the Quaker community. Several Young Friends knew of the interest in an unprogrammed meeting and interested Friends were sought out for consultation. "Why", Young Friends asked, "wasn't there an unprogrammed meeting on campus"? Out of this challenge students and faculty met over the spring months to test the leadings for worship based on the traditions of silent waiting. The group disbanded for the summer but agreed to start meeting again, along with others, in the fall. With renewed interest in an unprogrammed meeting, worship was resumed in the fall of 1968.

With concern for an unprogrammed meeting clearly established, Guilford College offered space in the Mary Pemberton Moon Room in Dana auditorium (a room furnished as a traditional Friends meeting room). In October 1968, the first Monthly Meeting for Business was held. The name Friendship Meeting was chosen to recognize the meeting's location in Friendship Township.

At about the same time several unprogrammed meetings in central North Carolina, including Friendship Meeting, organized the Piedmont Friends Fellowship (PFF). PFF met and continues to meet twice yearly for worship, discussion, fellowship and fun. It is loosely organized and is affiliated with Friends General Conference.

Friendship Meeting continued to meet in the Moon Room for nineteen years. In 1987 the meeting purchased the house at 1103 New Garden Road and converted it into a meeting house. In 2004, after extensive planning, the meetinghouse underwent an additional renovation to meet the growing needs of the meeting family.

In 1980 Friendship Meeting joined North Carolina Yearly Meeting-Conservative. NCYM-C comprises eight monthly meetings in North Carolina and one in Virginia at the present time. Our Yearly Meeting - organized in 1903 by former members of North Carolina Yearly Meeting (Five Years Meeting, now Friends United Meeting) maintains the traditional form of silent worship and is a source of much spiritual nurture for those who participate in its annual gatherings and other activities. NCYM-C also links us to many other Quaker organizations such as Friends World Committee for Consultation, American Friends Service Committee and Friends Committee on National Legislation. It supports four Friends schools as well as Quaker House in Fayetteville, NC which provides education about alternatives to military service as well as support for military personnel who seek to be released from service on grounds of conscientious objection; or who have other problems in connection with their relationship with the military.

During the Vietnam War, the meeting supported the weekly peace vigil in downtown Greensboro. The vigil was resumed during the Persian Gulf War and again many members of the meeting participated. In 1987 the meeting became a Sanctuary Meeting and soon two Guatemalan refugee families were received into the care of the meeting. One of these families has since joined the meeting. Several other refugees have also been helped for short periods of time.

Since 1975 the meeting has maintained an explicit testimony of acceptance of any who wish to worship with us and participate in the life of the meeting regardless of sexual orientation. In 1993 the meeting expanded on the earlier minute of acceptance, stating in a minute its willingness to have oversight of same-sex unions for members under the same conditions and in the same manner as traditional heterosexual marriages.

Friendship Meeting is a diverse meeting. Its dual affiliation with Friends General Conference (through PFF) and North Carolina Yearly Meeting-Conservative indicates its theological diversity with many Friends in both groups whose spiritual lives are centered in Christ, and others who have a more universalist outlook. This diversity creates tension at times and is also appreciated by many. It seems to be an inevitable outcome of our commitment to faith grounded in experience and subject to change and growth. The meeting is not divided along the lines of affiliation to FGC or NCYM-C, for many would gladly participate in both if time permitted.

Some of us come from a tradition of Friends that have not for most of this century named ministers and elders out of concern that none be elevated over any others in meeting. Others of us have come from a tradition that has maintained the practice of acknowledging formally those who have specific gifts in vocal ministry or in spiritual nurture of the meeting, as a way of claiming the gifts and of supporting and holding accountable those who have particular gifts. This difference has caused tension in the meeting as we struggled with whether to record as a minister a member who functions in that role for many Friends and others beyond the monthly meeting. In 1998, after seeking unity through Quaker process, that member was recorded in recognition of her ministry. The meeting continues to be sensitive to issues regarding titling.

The meeting is an active partner in Greensboro's People of Faith against the Death Penalty. Individual members of meeting are also active participants in National Quaker Organizations such as American Friends Service Committee, Friends Committee on National Legislation, Friends World Committee for Consultation, and Pendle Hill.

Since Friendship Friends Monthly Meeting became an owner of property, our meeting's members approved of the adoption of a "Friendship Friends Meeting, Inc." to serve as our legal instrument for dealing with any matters of legal consequences involving city, county or state law. It serves us as a legal instrument for resolving any legal problems the Meeting confronts. The "purpose and object" of Friendship Friends Meeting Inc. is stated as, "a non-profit organization of the Religious Society of Friends (Quakers) to engage in religious, eleemosynary, and other service activities as determined by its Board of Directors and to exercise all powers necessary or convenient or incident thereto."

Under the laws of the State of North Carolina, Friendship Friends Meeting of the Religious Society of Friends is incorporated as a "charitable or religious corporation as defined in NC.O.S. section 55A1-40(4)" The original By-Law is on file in the meetinghouse office, with the Membership/Statistics Recorder, but copies are available on request.

In December of 2004, the meeting took the Winston-Salem Worship Group under its care as a concern for outreach and nurture for unprogrammed Friends. This group decided on the name "Salem Meeting" and became an independent monthly meeting in fifth month, 2010.

POLICIES FOR RECEIVING MONEY AND DISTRIBUTING MONEY

Contributions are usually received by check, made payable to Friendship Friends Meeting. The check can be left in the Contributions Box, located in the meetinghouse outside of the meeting room, or sent by mail to Friendship Friends Meeting, POB 8652, Greensboro NC 27410.

Requests for reimbursement or distribution can be made by filling out the official form, which can be found in a folder near the box for contributions. The form is also available by e-mail from the treasurer (fmmtrearsph@gmail.com) or the assistant treasurer. The request should be authorized by the official indicated in the table below.

The following are authorized to sign checks for the checking account at Wells Fargo: the treasurer, assistant treasurer, and clerk. The treasurer will carry out the financial business of the meeting unless he or she is unavailable for an extended amount of time.

Funds to assist members and regular attenders to travel as representatives to meetings of Quaker organizations or to participate in Quaker workshops or conferences are available from the travel/conference and scholarships line items. The following policy applies for travel.

Travel Reimbursement Policies

If a person travels for charitable purposes connected to Friendship Friends Meeting, the meeting will help to defray travel expenses within the limits of our budget. We will consider paying actual expenses, such as air fare, registration fees for conferences, or for gasoline, tolls, parking, etc., if driving a car. If the actual expenses are not known, then the reimbursement for driving will be computed at a rate of 14 cents per mile (or the current allowable IRS rate per mile for contributions to charitable organizations.)

Members and attenders of the meeting traveling to serve on committees as representatives of Quaker organizations or to attend Quaker workshops or conferences may request reimbursement from the conference and travel budget line. Friends are encouraged to make use of this fund as needed, but to be mindful that these funds are limited and that others may be requesting financial assistance as well. The treasurer is authorized to disburse up to \$100 per request; requests which are greater than \$100 will be referred to the Finance Committee.

Those persons who travel to come to Friendship Meeting to serve as a speaker, leader of a retreat, or in any other capacity as invited guest will be reimbursed according to the same policy. Any exception to the \$100 limitation can be made by approval of the members of the committee involved and the payment will come from the budget line of that committee. The committee involved can also approve additional funds to indicate appreciation or to serve as an honorarium. Travel for business purposes would not follow these rules. If someone traveled to Friendship Meeting to provide a service for payment of a fee, then the reimbursement for travel should be discussed and agreed upon prior to the travel.

These policies are meant only to be guidelines. As with all decisions of Friendship Friends Meeting, the final action concerning financial assistance and reimbursement should be consistent with how "God is leading us." If it seems rightly ordered, we can use monies from the contingency fund, subject to approval by the Finance Committee or Business Meeting if monies in a specific budget line have been completely spent.

FRIENDSHIP FRIENDS MEETING POLICIES FOR AUTHORIZING EXPENDITURES REVISED MAY 2016 General Fund

Operating	Authorization	Limit
Care and Counsel Committee	Clerk of Care and Counsel Committee	Up to total of budget
Communications Committee Conference/Travel	Clerk of Communications Com Treasurer	Up to total of budget With proper documentation, consistent with travel guidelines *
Handbook Committee	Clerk of the Handbook Com	Up to total of budget
Library Committee	Clerk of the Library Committee	Up to total of budget
Pathways Project	Clerk of Pathways Committee	Up to total of budget
Religious Education Committee	Clerk of the Religious Education Com	Up to total of budget
Scholarships	Approval of Finance Committee	Up to total of budget
Peace & Social Concerns Committee	Clerk of Peace and Social Concerns Com	Up to total of budget
Supplies & Misc	Treasurer	With proper documentation
Worship & Ministry Support	Clerk of Worship and Ministry	Up to total of budget
Any organization Meeting House	Treasurer	Total budgeted amount
Electricity	Treasurer	Bill received
Equipment & Maintenance	Clerk of House and Grounds Com	Up to total of the budget
Gas	Treasurer	Bill received
Insurance	Treasurer	Bill received
Telephone	Treasurer	Bill received
Water & Sewer	Treasurer	Bill received
New Building C C Funds and Reserves	Transferred to the New Building Fund	Up to total of budget
General Fund	See above	See above
Contingency Fund	Monthly Meeting for Business	Up to the balance of the fund
Emergency Assistance Fund	Care and Counsel Committee	Up to the balance of the fund. Issues may be confidential
New Building Fund	Clerk of Meetinghouse Planning Com or Clerk of Fund-raising Com	Up to the balance of the fund
Property Fund	Monthly Meeting for Business	Up to the balance of the fund
Young Friends	Young Friends & Clerk of Religious Education Com	Up to the balance of the fund
General Reserve	Monthly Meeting for Business	May involve PAX World
Building Reserve	Monthly Meeting for Business	May involve PAX World

FRIENDSHIP FRIENDS MEETING CALENDAR 2016-2017

<p><u>AUGUST 2016</u></p> <ul style="list-style-type: none"> ● Terms of clerks, officers, representatives, and committees begin ● Representatives to NCYM-C report on its July sessions ● Handbook distributed and Handbook annual report given ● Piedmont Friends Fellowship Representatives meet August 20th 10 am Raleigh FM 	<p><u>SEPTEMBER 2016</u></p> <ul style="list-style-type: none"> ● Welcome to new Guilford College students and staff with dessert as part of the traditional progressive dinner. Co-sponsored by New Garden Friends Meeting, First Friends Meeting and Friends Center ● Library Committee annual report given ● Worship & Ministry and Care & Counsel Joint Committees Retreat
<p><u>OCTOBER 2016</u></p> <ul style="list-style-type: none"> ● All Meeting Retreat 14th, 15th and 16th ● NCYM-C Interim Body meets on 4th Saturday of the month ● Annual meeting of Friendship Friends Meeting, Inc. ● Religious Education Committee annual report 	<p><u>NOVEMBER 2016</u></p> <ul style="list-style-type: none"> ● Care and Counsel annual report given ● Piedmont Friends Fellowship Representatives meet November 5th 1:00 pm Charlotte FM ● Clerking workshop at Pendle Hill
<p><u>DECEMBER 2016</u></p> <ul style="list-style-type: none"> ● Worship and Ministry annual report given ● Christmas celebration at Meetinghouse ● Christmas Eve Meeting for Worship at Friends Homes ● End of FFM's fiscal year ● New budget proposed 	<p><u>JANUARY 2017</u></p> <ul style="list-style-type: none"> ● Fiscal year begins ● Monthly meeting approves new budget ● Hospitality Committee annual report given ● First session to address answers to Yearly Meeting Queries ● Piedmont Friends Fellowship Representative Meeting January 15th at 1:00 location TBA
<p><u>FEBRUARY 2017</u></p> <ul style="list-style-type: none"> ● Internal Review Committee annual report given ● Communications Committee annual report given 	<p><u>MARCH 2017</u></p> <ul style="list-style-type: none"> ● Nominating Committee nominees from the meeting's Clerk, Treasurer, and clerks of Care & Counsel and Worship & Ministry Committees presented to monthly meeting for approval ● House and Grounds Committee annual report given ● Piedmont Friends Fellowship Retreat March 12th 1:00 at Carolina Friends School in Durham ● Second session to address answers to Yearly Meeting Queries

<p><u>APRIL 2017</u></p> <ul style="list-style-type: none"> ● Peace and Social Concerns Committee annual report given ● NCYM-C Interim Body meets on 4th Saturday of the month ● Clerk begins work on State of the Meeting report 	<p><u>MAY 2017</u></p> <ul style="list-style-type: none"> ● Nominating Committee reports nominees for officers, clerks, representatives, and committees for approval at June monthly meeting for business ● Clerk of monthly meeting presents draft of the State of the Meeting Report for members to review before approval in June
<p><u>JUNE 2017</u></p> <ul style="list-style-type: none"> ● Approve nominees for officers, clerks, representatives, and committees for terms beginning August 1st. ● Membership/Statistics Recorder presents annual report ● Directory distributed ● Approval of the State of the Meeting report to North Carolina Yearly Meeting-Conservative ● Clerk's report for the upcoming year's appointments, year's summary of new members, the State of the Meeting Report, and FFM's answers to NCYM-C Queries sent by the Clerk to NCYM-C ● Monthly Meeting appoints representatives to North Carolina Yearly Meeting-Conservative ● Monthly Meeting appoints members of the Interim Body of North Carolina Yearly Meeting -Conservative. ● Handbook Committee completes work on updating the meeting Handbook for printing in time to distribute in August ● All committee minutes need to be filed in the meetinghouse office ● Piedmont Friends Fellowship meets June 4th 1:00 pm. at Wilkes County FM 	<p><u>JULY 2017</u></p> <ul style="list-style-type: none"> ● No monthly meeting for business ● Annual Gathering of Friends General Conference ● The Clerk and FFM's Representative to the NCYM-C Records Committee meet to determine which files will be archived at Guilford College located in the Quaker Collection and which files will be kept in the meetinghouse and/or discarded