

HANDBOOK  
OF  
AMESBURY FRIENDS  
MEETING

Revised February, 2016



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## **PREFACE**

**This Handbook is designed to bring together in one place all of the information needed to run the Amesbury Friends Meeting successfully. It includes job descriptions of committees and of clerks, policies and procedures, policy minutes, and an annual administrative calendar. As a living document that is intended to provide guidance to all our members and attenders, it will need to be updated and modified from time to time. We hope it will prove useful.**

**A number of people have worked to make this Handbook a reality. I wish to acknowledge here the special efforts of John Monroe and Joan Baily.**

**Sam Baily, September 20, 2009**

**Updated December, 2012, acknowledging additional contributions by Martha McManamy and Joanne Megna-Wallace**

## ANNUAL ADMINISTRATIVE CALENDAR

Items in addition to our meetings for worship for business held the third First Day of each month.

- October:** Final Financial Report for previous year.  
Salem Quarterly Meeting
- November:**
- December:**
- January:** Begin preparation of State of Society Report  
Quarterly Financial Report  
Salem Quarterly Meeting
- February:**
- March:** Report to Town of Amesbury - Tax Form 3ABC
- April:** State of Society and Statistical Reports due at Salem Quarterly  
and at NEYM  
Quarterly Financial Report  
Salem Quarterly Meeting
- May:**
- June:** Preliminary Budget and Nominations
- July:** Salem Quarterly Meeting
- August:** New England Yearly Meeting Sessions
- September:** Approval of Budget and Nominations

## Amesbury Friends Meeting

**CLERKS 2015-2016**

(Sample - updated each year)

Clerk of the Meeting	Edith Maxwell
Archivist, Quarterly & Yearly Meetings	Ed Mair
Building Clerk	Chaffee Monell & Kevin Greene
Care of Meeting	Annie Tunstall
Correspondence Clerk	Marina Kirsch
Finance Committee Clerk	Joan Baily
First Day School Clerk	Priscilla Jones
Liaison with RIM & Council of Churches	Annie Tunstall
Ministry & Counsel Clerk	Martha McManamy
Ministry & Counsel Members	Tim Barash Paula Chase Ted Leigh Edith Maxwell Annie Tunstall
Peace & Social Concerns Clerk	Scott Hellen
Recording Clerk	Paula Chase
Treasurer	Annie Rewcastle
Salem Quarter Representative	Scott Hellen
Web Master	Paula Chase

# JOB DESCRIPTIONS

Amesbury Friends Meeting

## Building Committee

### 1. Membership

- Members or Attenders

### 2. Meeting Schedule

- In October, the committee develops a meeting schedule and location(s) for the coming year.
- In addition, meet at the request of any committee member, the Clerk of the Meeting or the Meeting for Business.

### 3. Duties & Policies

- Responsible for the maintenance and physical renovations and repairs to the Meetinghouse and grounds, including yard care, sidewalks and parking, snow shoveling, janitorial services, purchase of equipment and cleaning supplies, and moving trash and recycling barrels to and from the curb.
  - Remind the Meeting that:
    - After meetings and events, all Members and Attenders are expected to restore the room arrangement and take out any trash.
    - In the event of equipment breakdown, a maintenance problem, or an emergency, please notify the Building Clerk or another member of the committee immediately.
- Manage contractors to perform work on the Meetinghouse and grounds.
- For contractual amounts in excess of \$500 the Building Clerk must have concurrence of the Treasurer, Finance Clerk, or Clerk of the Meeting.
- Submit approved bills from contractors to the Treasurer for payment with initials indicating approval.
- Serve as clearinghouse for scheduling of the building for use by Friends, tenants or other groups; post the calendar of events in the Meetinghouse by working with the Recorder
- Organize workdays by Members and Attenders for clean-ups and maintenance projects.

For more information, please contact the Clerk.

Amesbury Friends Meeting  
**Finance Committee**

**1. Membership**

- Finance Clerk
- Treasurer
- Building Clerk
- Development & Preservation Volunteer
- Two Members or Attenders

**2. Meeting Schedule**

- In October, the committee develops a meeting schedule and location(s) for the coming year.
- In addition, meet at the request of any committee member, the Clerk of the Meeting or the Meeting for Business.

**3. Duties**

- Oversee accounting, handling of revenues, fund-raising, investments and expenditures of the Meeting.
- Based on monthly reports of the Treasurer, report concerns and make recommendations concerning the financial condition of the Meeting and trends in revenues and expenditures.
- Present a preliminary budget in June based on current budget, ongoing revenue and expense trends and financial requests by Clerks, for adoption by September Meeting for Business.
- During April, evaluate long-range financial needs and opportunities, including development strategies and building preservation; make recommendations and report concerns to the Meeting for Business in May.
- Write and distribute the annual fundraising appeal letter in the fall.
- Every January, donors who are members/attenders to Amesbury Friends Meeting are thanked for the total sum of their contributions for the preceding calendar year per IRS requirements. Other entities (Quaker organizations, etc.) are acknowledged as appropriate at the time of their donation.
- Ensure that all local, state and federal required reports are fulfilled in a timely manner. Currently, the only report is to Amesbury due on March 1 annually.
- Renew every ten years the state certificate of sales tax exemption. Our current exemption expires 4/19/2019. Finance Clerk, Recorder and Treasurer have copies of the ST-2 Form used to pay no sales tax on Meeting purchases.

**4. Policies**

- The fiscal year begins on first day of Tenth Month (October) and ends on the 30<sup>th</sup> day of Ninth Month (September).
- Checks may be signed by the Treasurer, the Clerk of Finance Committee or the Clerk of the Meeting. Checks over \$1000 should be signed by two of the above.



- All funds received and expenses incurred shall be identified as either Operating or Preservation items and tracked separately.

For more information, please contact the Clerk.

Amesbury Friends Meeting  
**First Day School Committee**

**1. Membership**

- Members or Attenders

**2. Meeting Schedule**

- In October, the committee develops a meeting schedule and location(s) for the coming year.
- In addition, meet at the request of any committee member, the Clerk of the Meeting or the Meeting for Business.

**3. Duties**

- Provide for the care, spiritual nurture and religious education of the children within the Meeting community. First Day School classes and programs provide a forum for children to explore, better understand, and express their Quakerism.
- By September, select curriculum materials for use by volunteer First Day School teachers during the coming academic year.
- Provide an orientation and training for prospective teachers.
- Complete a CORI filing for all prospective teachers and child care providers and/or others as requested by Meeting for Business.
- Assist with ad hoc Passages program for teens as needed.

**4. Policies**

- First Day School classes and programs are offered from 10:10 to 11:00 am on the Third First Day during the academic year by members of the Committee and volunteers from the Meeting.
- Child care is provided as needed for toddlers and young children each First Day from 10:10 to 11:00 am by a volunteer from the Meeting. If necessary, the Committee may request funding to hire a child care provider.

For more information, please contact the Clerk.

Amesbury Friends Meeting  
**Ministry & Counsel Committee**

**1. Membership**

- Six seasoned Members, including the Clerk of the Meeting
- Members are nominated for three-year terms. They may serve up to two consecutive terms.

**2. Meeting Schedule**

- In October, the committee develops a meeting schedule and location(s) for the coming year.
- In addition, meet at the request of any committee member, the Clerk of the Meeting or the Meeting for Business.

**3. Duties**

- Oversee and advance the spiritual development of the Meeting.
- Care for the overall health and strength of the Meeting.
  - Assist members/attenders during times of crisis.
  - Listen deeply and be present to the needs of the meeting community.
  - Reach out to those unable to attend or fully participate in the life of the meeting.
  - Plan and facilitate adult education and meeting retreat events as well as occasional public events related to spiritual matters.
- Be available to advise and counsel any Member or Attender on personal or spiritual matters and specifically on the faith and practice of the Society of Friends.
- Consider requests for funding assistance from the Friends in Need fund; disburse funds confidentially as led.
- Receive and consider applications for membership and transfers; appoint a Clearness Committee from within Ministry and Counsel to meet with prospective members and with transfer members when appropriate. Upon the advice of that committee, recommend these names to Monthly Meeting for approval.
- Upon request, appoint a clearness committee to assist meeting members or attenders during times of crisis or discernment on major life decisions, or issues affecting the Meeting community. Such situations may include a proposed marriage, a family relationship crisis, major career or life changes, discernment on ministry, or issues relating to the life of the Meeting. Such clearness committee work need not be reported to the Meeting for Business unless appropriate.
- Facilitate preparation of the annual State of Society Report; present it to Monthly Meeting for approval in April. Give especial consideration to young adults and their participation in the life of the Meeting.
- Address issues as directed by New England Yearly Meeting and Salem Quarter Ministry and Counsel Committees on behalf of the Meeting.
- Responsible for Pot Luck schedule

**4. Policies**

- Seek assistance from various professional/outside organizations and individuals when appropriate.
- Respect and protect the confidences and trust of all matters brought before the committee.

For more information, please contact the Clerk.

Amesbury Friends Meeting  
**Nominating Committee**

**1. Membership**

- Members or Attenders

**2. Meeting Schedule**

- Meet as needed during the spring and summer.
- In addition, meet at the request of any committee member, the Clerk of the Meeting or the Meeting for Business.

**3. Duties**

- Prayerfully consider how the gifts and talents of Meeting Members and Attenders might be best used to uphold the life of the Meeting.
- Develop a slate of nominees to fill upcoming vacancies on Ministry & Counsel and all Clerk positions as needed., including a Clerk-in-Waiting for the next fiscal year
- Deliver a provisional slate in June, to be finalized by September.
- Cultivate new leadership by talking individually with prospective nominees throughout the year.

For more information, please contact the Clerk.

## Amesbury Friends Meeting

**Peace & Social Concerns Committee****1. Membership**

- Members or Attenders

**2. Meeting Schedule**

- Meets regularly during the year
- In addition, meet at the request of any committee member, the Clerk of the Meeting or the Meeting for Business.

**3. Duties**

- This committee has a twofold purpose:
  - First, it functions as a communications link between the Monthly Meeting (with its concern for peace and social welfare in the larger community growing out of our religious convictions) and outside individuals and groups sharing these concerns. This enables the Meeting to work with people in the community, translating concerns into action.
  - Second, it serves as a forum and clearinghouse for ideas concerning peace work and social service which originate within the Monthly Meeting.
- Oversee development and management of the Peace Center.
- Communicate with other religious and service groups and with members of legislative bodies on issues of concern.
- Provide ongoing support on American Friends Service Committee and Friends Committee on National Legislation work.
- Educate Meeting Members and Attenders regarding community needs and social issues concerning peace and work on these issues in the larger Quaker community.
- Coordinate peace and service activities undertaken by the Meeting.

For more information, please contact the Clerk.

## Clerk Job Descriptions

### Practical Hints for Clerks

The following list was derived from suggestions made at the Ministry and Nurture consultation for yearly meeting clerks in 2005. It is offered for monthly meetings in the spirit of viewing all clerking as ministry, whether for a monthly or yearly meeting committee.

- \* Ask one or two Friends to hold the meeting in prayer during meeting for worship to attend to business. If a committee is experiencing difficulty, a committee clerk may also request a prayerful presence during the committee meeting(s).
- \* If needed, invite Friends to return to Silence to help find the sense of meeting.
- \* Be aware of teachable moments.
- \* Have phrases you can use in needed moments -- some clerks bring meaningful phrases with them that they can turn to as needed.
- \* Be aware of where you are on any given concern brought before the meeting and stand aside if you are too involved to be able to clerk a particular piece. (This should not happen too often.) This includes moving physically away from the clerks' table for all discussion of the concern through the minuting of an action. The assistant or recording clerk usually serves as clerk during that time.
- \* Remember that clerks don't have *the* answers--our work is to help discern the sense of the meeting.
- \* Remember that you don't have to call on everyone whose hand is raised. The person called on may have spoken to others' concerns as well. Calling on everyone can serve to encourage Friends to repeat themselves and carry on discussion well after the clerk has come to clarity of the sense of the meeting.
- \* If many have spoken the clerk may ask a person whose hand is up if this is something new or if he/she is affirming what has already been said. This helps Friends come to understand that they have reached a sense of the meeting and that it is time to form a minute.
- \* Tasks the Recording Clerk can help with include: helping clerks find clarity; honing a difficult minute; helping the clerk keep tabs of physical energy in the meeting...stretch breaks etc.
- \* When facing a problem of too little time and too many agenda items, the meeting can help make the decision of what to leave out and how best to use their remaining time.
- \* Pray without ceasing --we are servants of God.

## Amesbury Friends Meeting

### Job Description

# Clerk of the Meeting

#### 1. Meetings for Business

Request agenda items, then prepare and send out agendas.  
Facilitate business meetings.  
Ensure that minutes are taken and circulated afterwards.  
Reflect on each meeting.

#### 2. Planning & Scheduling

Oversee calendar of annual events, such as:  
State of Society report (begin in January, deliver final to Salem Quarter in April);  
Budget (review preliminary in June, approve final in September); and  
Nominations (begin in May, approve in September).  
Ensure that requests from New England Yearly Meeting are responded to.  
In consultation with Members and Attenders, help think through direction of Meeting.

#### 3. Oversight of Committees and Activities

While Clerks and Members of each committee and activity manage their responsibilities, the Clerk keeps abreast of their work to make sure things are functioning smoothly.

#### 4. Representative of the Meeting

Occasionally, serve as a spokesperson to the public and respond to inquiries.  
Sign statements of positions, such as letters to the editor.  
Officiate at weddings.

#### 5. Member of Ministry & Counsel.

It may not be required by Yearly Meeting, but it is essential, according to past Clerks.

#### 6. Important Qualities of a Clerk

Most important is to see the job as a service to the Meeting. Your role is to help Meeting members and attenders accomplish a shared agenda.  
Delegate tasks to share the burden; don't expect to do it all yourself.  
Remember that good ideas -- without volunteers to make them happen -- can wait until there is support. Your job is to remind the Meeting of needs rather than just do it yourself.  
During Meeting for Business, it's important to balance between waiting and moving forward.  
See also *Practical Hints for Clerks* at the beginning of this section.



Amesbury Friends Meeting

Job Description  
**Archivist**

1. Archives

Organize and file archives in the Meetinghouse.

2. Research

Investigate history of the Meeting, the Meetinghouse and Quakers in Amesbury and the region.

3. Share

Offer insights into historical context of current issues as opportunities arise.

4. Important Qualities of a Clerk

Most important is to see the job as a service to the Meeting.  
Keep others informed of your needs for support and involvement.  
See *Practical Hints for Clerks* at the beginning of this section.

## Amesbury Friends Meeting

## Job Description

# Clerk of Building Committee

### 1. Meetings

With committee members, set up a meeting schedule for the coming year.  
Request agenda items, prepare and send out agendas.  
Distribute brief minutes to other Clerks and deliver an update at Meetings for Business.

### 2. Facilities Planning

With the committee, arrange for maintenance, repairs and improvements to the Meetinghouse and grounds.  
Consider long-term building issues and estimate the costs of those issues for budget planning.

### 3. Respond to emergency issues regarding buildings and grounds issues

Serve as the primary contact regarding all building emergencies and urgent issues.  
If possible, obtain the advice and approval of at least one or two other members before responding to urgent issues.  
Do not hesitate to undertake swift action for the safety and care of the building if delay would be risky.  
Request help from other committee members in dealing with urgent issues.  
Inform the Meeting Clerk as soon as practicable.

### 4. Rental Space Management

Serve as contact person for current tenant for day-to-day questions.  
Manage publicity for new tenants and contracting with new tenants.  
Oversee improvements for tenant space.

### 5. Liaison

In consultation with other Clerks, develop overall priorities for the Building Committee attention.  
In January, draft a summary paragraph for the State of the Society report.

### 6. Important Qualities of a Clerk

Most important is to see the job as a service to the Meeting.  
Your role is to help Meeting members and attenders accomplish a shared agenda.  
Delegate tasks to share the burden; don't expect to do it all yourself.  
Remember that good ideas -- without volunteers to make them happen -- can wait until there is support. Your job is to remind the Meeting of needs rather than just do it yourself.  
See also *Practical Hints for Clerks* at the beginning of this section.

Amesbury Friends Meeting

Job Description  
**Care of Meeting Clerk**

1. Scheduling

Maintain a calendar in the Fellowship Room for Care of Meeting sign-ups.  
Announce at the close of Meeting for Worship when additional Care of Meeting volunteers are needed.  
When no one is signed up, take Care of Meeting yourself, if possible.

2. Provisioning & Cleaning

Monitor the supplies of coffee, tea and paper goods.  
Buy supplies as needed and request reimbursement from the Treasurer.  
Clean out and re-organize the cabinet periodically.

3. Important Qualities of a Clerk

Most important is to see the job as a service to the Meeting.  
Encourage all attenders and members to take Care of Meeting at least once during the year.

Amesbury Friends Meeting

Job Description  
**Correspondence Clerk**

1. Incoming Correspondence

Route incoming mail to the appropriate persons and the Meeting for Business.  
Discard outdated mail in the meetinghouse, with assistance from other volunteers.

2. Outgoing Correspondence

Prepare and send letters and emails on various topics as directed by the Meeting for Business.  
Make copies of correspondence and file them in the Meetinghouse.

3. Membership Correspondence

Send welcome letter to first-time Attenders via email.  
Add new Attender email addresses to Meeting email list for Attenders who may become part of the community. Notify Members and Attenders periodically of these additions.  
Maintain mailing list of regular Attenders and Members and send out periodically.  
Maintain contact with Ministry & Counsel committee as to updates needed in mailing list.

4. Statistical Report

Between January and March, update statistical report for preceding calendar year for submission to Quarterly and Yearly Meetings. Submit to Ministry & Counsel and to Meeting for Business for review and approval. Send final version to Quarterly and Yearly Meetings.

3. Important Qualities of a Clerk

Most important is to see the job as a service to the Meeting.

Amesbury Friends Meeting

**Job Description  
Clerk of Finance Committee**

1. Meetings

With committee members, set up a meeting schedule for the coming year.  
Request agenda items, prepare and send out agendas.  
Distribute brief minutes to other Clerks and deliver an update at Meetings for Business.

2. Annual Budget Tracking & Planning

Using checkbook information provided by the Treasurer, prepare quarterly reports showing budget variances in January, April and June, with a final report in October for the just-completed fiscal year.  
In April, begin to prepare with the Treasurer a preliminary budget based on current budget, revenue and expense trends, along with financial requests by Clerks.  
Review with Finance Committee in advance of June presentation to Meeting for Business.  
In September, present a budget for adoption to the Meeting for Business.

3. Key Policies

The fiscal year begins on first day of Tenth Month (October) and ends on the 30<sup>th</sup> day of Ninth Month (September).  
Checks may be signed by the Treasurer, the Clerk of Finance Committee or the Clerk of the Meeting. Checks over \$1000 are signed by two of the above.  
All funds received and expenses incurred shall be identified as either Operating or Preservation items and tracked separately.

4. Financial Planning & Management

Monitor performance of investment and savings accounts.  
Make recommendations to the Meeting for Business about changes to those accounts.  
Work with Finance Committee to develop policies for sound fiscal management.  
Obtain the advice and approval of at least one other member before responding to urgent issues. Consult with Committee via email or in person as needed in accomplishment of duties. See Procedures for handling Living our Vision Donations.

5. Financial & Corporate Reporting

Ensure that federal and state reporting requirements are fulfilled.

6. Fundraising

With the approval of the Finance Committee, send the fall appeal letter and any other written fundraising appeals.  
Oversee fundraising events organized by the Meeting to ensure consistent handling and deposit of funds.

Recruit a Member or Attender to develop grant proposals and requests for assistance in preservation of the Meetinghouse to Quaker and other groups. The submission of new grant proposals may be approved by either the Finance Committee or the Meeting for Business.

#### 7. Important Qualities of a Clerk

It is important to see the job as a service to the Meeting. Your role is to help Meeting members and attenders accomplish a shared agenda.

Careful consideration of financial issues and a collaborative approach involving the committee are important qualities in this role.

See also *Practical Hints for Clerks* at the beginning of this section.

Amesbury Friends Meeting

Job Description  
**Clerk of First Day School**

1. Curriculum Planning

During October, agree with committee members on a curriculum for the coming 12 months.

During the year, monitor progress, successes and needs for revision.

2. Recruiting & Outreach

Publicize teaching opportunities and recruit teachers from among members and attenders. Arrange for visits to and by other religious groups.

3. Facilities

Make improvements to educational facilities and supplies to provide more comfortable and effective First Day School activities.

Identify funding needs for major improvements.

4. Liaison

In consultation with other Clerks, consider the focus and priorities for First Day School. In January, draft a summary paragraph for the State of the Society report.

5. Important Qualities of a Clerk

Most important is to see the job as a service to the Meeting. Your role is to help Meeting members and attenders accomplish a shared agenda.

Delegate tasks to share the burden; don't expect to do it all yourself.

Remember that good ideas -- without volunteers to make them happen -- can wait until there is support. Your job is to remind the Meeting of needs rather than just do it yourself.

See also *Practical Hints for Clerks* at the beginning of this section.

Amesbury Friends Meeting

Job Description

**Liaison to Council of Churches and RIM**

1. Council of Churches Meetings

Represent the Meeting at Council of Churches and RIM meetings

Report on highlights and upcoming events at Meetings for Business.

Bring questions to the Meeting for Business about participation of the Meeting in Council events.

2. Participation

Organize Friends to participate in Council of Churches and RIM events.

3. Important Qualities

Most important is to see the job as a service to the Meeting.

See also *Practical Hints for Clerks* at the beginning of this section.



Amesbury Friends Meeting

Job Description

**Liaison to Quarterly and Yearly Meetings**

1. Salem Quarterly Meeting

Represent the Meeting at Salem Quarter.

Report on highlights and upcoming events at Meetings for Business.

Host meetings of Salem Quarter in Amesbury periodically.

2. Yearly Meeting

Provide updates at Meeting for Business on current issues and upcoming programs.

Host meetings of Yearly Meeting committees in Amesbury periodically.

3. Participation

Encourage Friends to participate in Quarterly and Yearly Meeting activities.

3. Important Qualities of a Clerk

Most important is to see the job as a service to the Meeting.

See also *Practical Hints for Clerks* at the beginning of this section.

Amesbury Friends Meeting

Job Description  
**Clerk of Ministry & Counsel**

1. Meetings

With committee members, set up a meeting schedule for the coming year.

Request agenda items, prepare and send out agendas.

Distribute brief minutes to other Clerks and deliver an update at Meetings for Business.

2. Pastoral Care

Ensure that the committee monitors and serves pastoral needs of Meeting Members and Attenders.

3. Educational & Spiritual Programming

Ensure that presentations, worship sharing and other events serve the needs and interests of Meeting Members and Attenders.

4. Liaison

In consultation with other Clerks, consider the focus and priorities for Ministry and Counsel attention.

Ensure that the State of the Society report is prepared, beginning in January and ready to present in April to Salem Quarterly Meeting.

5. Important Qualities of a Clerk

Most important is to see the job as a service to the Meeting. Your role is to help Meeting members and attenders accomplish their shared agenda, not to set an individual agenda.

Delegate tasks to share the burden; don't expect to do it all yourself.

Remember that good ideas -- without volunteers to make them happen -- can wait until there is support. Your job is to remind the Meeting of needs rather than just do it yourself.

During meetings, it's important to balance between waiting and moving forward.

See also *Practical Hints for Clerks* at the beginning of this section.

## Amesbury Friends Meeting

### Job Description Clerk of Peace & Social Concerns

#### 1. Meetings

With committee members, set up a meeting schedule for the coming year.

Request agenda items, prepare and send out agendas.

Distribute brief minutes to other Clerks and deliver an update at Meetings for Business.

#### 2. Peace Center

Oversee the development of activities, resources and programs in step with capacity of the Meeting to support them.

Consider programs and activities to serve the following functions:

Clearinghouse & Networking

Educational Programming

Outreach

Hands-on Service Projects

Arts, Celebrations & Fun

#### 3. Liaison

In consultation with other Clerks, consider the focus and priorities for Peace & Social Concerns attention.

In January, draft a summary paragraph for the State of the Society report.

#### 4. Important Qualities of a Clerk

Most important is to see the job as a service to the Meeting. Your role is to help Meeting members and attenders accomplish a shared agenda.

Delegate tasks to share the burden; don't expect to do it all yourself.

Remember that good ideas -- without volunteers to make them happen -- can wait until there is support. Your job is to remind the Meeting of needs rather than just do it yourself.

During meetings, it's important to balance between waiting and moving forward.

See also *Practical Hints for Clerks* at the beginning of this section.

Amesbury Friends Meeting

Job Description:

**Recording Clerk**

1. Meeting for Business

Prepare and distribute agendas.

Take minutes and distribute them to the mailing list.

Help clerk find clarity.

Help clerk to hone a difficult minute.

Help clerk keep tabs of physical energy in the meeting.

2. Mailing List

Maintain a database of contact information of Members and Attenders.

Manage distribution of emailed and mailed announcements.

3. Important Qualities of a Clerk

Most important is to see the job as a service to the Meeting.

Transcribe and distribute minutes from Meeting for Business promptly.

## Amesbury Friends Meeting

### Job Description **Treasurer**

#### 1. Accounting

Reconcile monthly bank statements and prepare a monthly report of all income and account balances for the Meeting for Business.

Organize all financial records and file in the Meetinghouse.

Identify all funds received and expenses incurred as either Operating or Preservation items and track them separately.

Participate in activities of the Finance Committee to establish budgets and projections.

#### 2. Purchasing

Schedule payments and sign checks for goods and services required to maintain and operate the Meetinghouse. [The Clerk of the Meeting also has check-signing authority.]

Keep records of all transactions and file them in the Meetinghouse.

#### 3. Key Policies

The fiscal year begins on first day of Tenth Month (October) and ends on the 30<sup>th</sup> day of Ninth Month (September).

Checks may be signed by the Treasurer, the Clerk of Finance Committee or the Clerk of the Meeting. Checks over \$1000 should be signed by two of the above.

All funds received and expenses incurred shall be identified as either Operating or Preservation items and tracked separately.

#### 4. Reporting

Oversee required federal, state and local reports. Currently the only report due March 1 each year is the Town of Amesbury Fiscal Year Return of Property Held for Charitable Purposes State Tax Form 3ABC.

#### 5. Requests by individuals

For the Equalization funds, transfer funds to NEYM when appropriate and requested by individuals requesting financial assistance for attending NEYM Annual Sessions.

Upon policy approval by Finance Committee, funds may sometimes be donated to individual attenders or members in need. The specific individuals assisted should be kept confidential by the Treasurer.

#### 6. Important Qualities of the Treasurer

It's important is to see the job as a service to the Meeting. Your role is to help Meeting members and attenders accomplish a shared agenda.

Careful accounting as well as respect for confidentiality are important qualities for this task.

# GENERAL POLICIES AND PROCEDURES

## Amesbury Friends Meeting Care of Meeting

The person in charge of “Care of Meeting” is responsible for caring for the meeting, both spiritually and physically. This includes opening the meeting house, bringing and setting up food and drink, holding the meeting in the light during Worship, discerning when the meeting has ended and inviting introductions and announcements. Friends with care of meeting often find it valuable to hold the meeting for worship in the Light/in prayer during the preceding week as well.

The Care of Meeting person brings something to eat (coffee cake, brownies, fruit, cheese, crackers or whatever- there is no set menu) and some juice, and prepares coffee and tea water for the fellowship time after the meeting. You are welcome to keep receipts from any purchases you make and submit them to the Treasurer (currently Annie Rewcastle – receipts may be placed in the locked wooden box in the hall) for reimbursement. You may also find perishable supplies in the fridge in the Fellowship Room. If you arrive at 9:15, you have plenty of time to get set up and be able to greet folks as they start to arrive about 9:50.

All supplies are kept in the cupboard below the coffeemakers, to the right of the Fellowship Room door, as you enter. You will find mugs, napkins, sugar, stirrers, tea assortment and coffee. If you find anything missing, feel free to look in the center cabinets below the Peace Center library at the other end of the room. The Treasurer has offered to keep sufficient supplies on hand.

### Opening up the Meeting House:

The key for the Meeting House is on a string inside the mail slot on the front door. Another is tucked behind the white box on the Friend Street side of the building.

- Unlock the door and replace the key.
- To the right of the door, facing outside, is a hook with an Allen wrench key on it. That’s a key with a rounded top and an 8-sided end.
- Use that key to lock the door open. Push the bar in all the way while holding the lock bar closed, and turn the Allen wrench key in the lock to retain the lock bar in the unlocked position. Replace the Allen wrench key. There is a rock on the stoop to hold the door open in good weather.
- Do not use the downstairs door at all. Friends are discouraged from using the downstairs, as it is rented by a Montessori program. If there is need of another bathroom, the downstairs bathrooms can be used but please remind Friends to take their shoes off as they enter the Montessori program space.

### Getting set up for Care of Meeting:

- The thermostat in the Meeting Room is on a timer but the one in the Fellowship Room is not. If the weather is cold, turn up the heat in the Fellowship Room to 65 when you arrive.

- The coffee pots are on the cabinet to the left of the door –coffee pots are marked for decaf and regular; use the electric kettle for tea water. The tea kettle should be plugged into the outlet on the on the left side of the Fellowship Room.
- Fill pots with water, then put the water in the reservoir in the top back of each pot, put ground coffee into a filter and plug the pots in.
- Start the brewing process by pressing the button under each coffee pot.
- Set up creamer, sugar, teas, etc. on that table and snacks on a table nearby.

#### Closing up the Meeting House:

- Clean out the coffee pots and the mugs, toss out used filters and empty the tea kettle.
- Put everything back where it was and wipe tables and counters as needed.
- Put out the trash and recycling in the barrels by the fence.
- Shut off lights and fans in both rooms
- Unlock the bar on the door, using the Allen wrench key – check that the door is locked when you exit the building.

#### Care of Meeting during Worship

Greet Friends as they arrive and encourage them to sign our guest book if they are new to the Meeting House. There is also a Welcome pamphlet on the table by the Worship Room door that explains how our un-programmed Meeting works.

At ten o'clock, close the door to the Worship Room and wait, with latecomers, in the entryway until 10:10, when you can then all go into the Worship Room together. First Day School will leave at that time.

During Worship, hold the whole meeting in the Light.

At approximately eleven o'clock, rise and make a circle, holding hands. There is discernment involved about when the meeting is over. We are not slaves to the clock. If someone is offering ministry or if there is ministry (spoken or unspoken) that is clearly in process, the meeting should continue until it seems to have finished.

Welcome everyone and tell them that we will now hold in the Light friends who need our prayers, or ask for joys and concerns, or some such statement. It is useful to mention that this may be done silently or aloud. Once everyone who would like to has had a chance to express their concerns and gratitudes, give a quick squeeze to the hands you are holding.

Welcome everyone and say that we will now go around the circle saying our names and where we come from.

Once that is completed, ask for announcements from First Day School (if it was held).

Then ask for any other announcements.

Tell Friends that there are refreshments next door.

*Thank you for offering this important service to the meeting!*



## Amesbury Friends Meeting Guidelines for Use of the Meetinghouse

Before scheduling any meetings or events at the Amesbury Friends Meetinghouse, also known as the Amesbury Friends Peace Center, people should check the calendar which is posted in the meetinghouse and will also be posted at the website which is currently [www.amesburyquakers.org](http://www.amesburyquakers.org).

To avoid scheduling conflicts and to insure all use is appropriate, plans to use the meetinghouse by members or non-members should be approved by one of the coordinators, the clerk of Building Committee Chaffee Monell (978 834-6914) or the clerk of the meeting (978 378-0553).

In order to maintain the building and cover the cost of utilities, the following fees are to be paid by groups that are not affiliated with the meeting. These fees may be appealed or adjusted for groups. The fee is a minimum of \$250 per use. Fees for groups affiliated with the meeting will be determined on a case by case basis.

**Heat** – We need to conserve energy so heat in the fellowship room should be turned all the way down to 50 when not in use. Programmed thermostats may be temporarily turned up but should not be re-programmed. Heat in upstairs bathroom should be kept on low during freezing weather to prevent pipes from freezing. The bathroom door should be kept closed.

**Interior Doors** – All doors, except downstairs bathrooms, should be left closed. In the event of a fire this would help prevent it from spreading. Bathroom doors should be left open to let moisture out so mold doesn't grow.

**Exterior Doors** – The last person to leave the building is responsible to make sure doors are closed securely and locked. Special "keys" to open and close push bars should be kept hanging on hook next to front door. Insert the key in the hole on the bar and turn while pushing or releasing the push bar.

**Cleaning** -Groups that use the space are expected to leave it in the condition they found it. If needed, the rooms used should be vacuumed or swept. All furniture must be put back as found.

**Trash** - All trash should be emptied and taken away. Trash pick up at the meetinghouse is only on Fridays. If trash is left in the barrels outside by the driveway, put on the tops.

**Windows** – During warm weather some upstairs windows may be propped open. Heat should be shut off at the emergency furnace switch outside the furnace room in the basement.

**Supplies**- The meeting maintains a good supply of toilet paper, paper towels and cleaning materials accessible to all who use the building. Outside groups should supply their own disposable cups, plates, coffee and tea and not use those left in the meetinghouse. Quaker groups may use coffee and tea supplies. Those who use AFM supplies should replace used up items.

**Snow shoveling** – Those using the building need to clear paths and steps as needed. If snow falls just before the meeting, arrangements for plowing must be made with Meeting representatives.

## MINISTRY AND COUNSEL - Welcome Letter



**Amesbury Monthly Meeting  
120 Friend Street  
Amesbury, MA 01913**

Dear Friend,

Welcome to Amesbury Monthly Meeting! We are pleased that you have decided to share in our worshipping community and we welcome you among us. We hope that you will join us any Sunday, which is called First Day in Quaker tradition. We meet throughout the year on First Day from 10:00 to 11:00 A.M. We also welcome you to participate in our other regular activities, including the following:

- Our monthly **Meeting for Business**, conducted in the manner of Friends, held the third First Day of the month from 8:30 to 9:45 A.M. in the gathering room, next to the worship room.
- **Monthly social potluck dinners** held on the third Friday of each month at 6:30 P.M., at members' and attenders' homes.
- **Regular committee meetings** as announced from time to time. We have an active Peace and Social Concerns Committee, Building Committee, First Day School Committee, Finance and Nominating Committees (meet infrequently), and Ministry and Counsel Committee (members only). As a member or attender of Amesbury Monthly Meeting, you are invited to serve on committees of the Meeting. Nominations occur annually in the summertime.
- Children are invited to join the adults in regular meeting for worship or to participate in the **First Day School on the Third First day of the month**, held in the lower level and supervised by Meeting volunteers. The young people also have their own Meeting for Business and various planned activities.
- **Adult education workshops** are held frequently after Meeting for Worship, for informal discussion on a number of topics, as announced.

Correspondence among us between gatherings is frequently conducted through electronic mail. If you wish to share your email address with the Meeting, you will soon receive our monthly business meeting minutes and learn about what is happening and how you can join in.

When you feel ready to ask to join our Meeting, you should send a brief letter stating your interest to the clerk of the Ministry & Counsel Committee, if you are not already a member of another Quaker Meeting. That committee will appoint two members of Meeting to sit with you to get to know you better and to answer any questions you may have about membership. We welcome all those who find their beliefs to be consistent with Quaker values to join our membership.

Attached is a list of the committees and their members. Feel free to contact any of us to learn more about our community, and with any questions you might have. We value deep connections among us and with the Divine, and we are pleased that you have chosen to be with us.

Sincerely,

Ministry & Counsel Committee

## FINANCIAL POLICIES AND PROCEDURES

**APPEAL LETTER:** In October, the Finance Clerk with consultation of the Finance Committee sends out an annual appeal letter to members/attenders asking them to make contributions to support the Meeting. The contributions may be in the form of pledges for donations throughout the year or one time donations.

**BANK:** Checking account and emergency CD are kept in the Provident bank. Signatories to the bank accounts are the Treasurer, the Clerk of the Meeting and Clerk of the Finance Committee.

**BANK STATEMENTS:** The Treasurer receives the bank statements and works with the Clerk of the Finance Committee to review these monthly.

**BUDGET:** In May the Finance Clerk in consultation with the Finance Committee makes a budget for the coming fiscal year. That budget is presented preliminarily at the June Meeting for Business with final approval in September.

**CERTIFICATES OF DEPOSIT:** All funds that the Treasurer deems not immediately necessary are deposited into pooled funds at the New England Yearly Meeting.

**DONATIONS:** All donations are collected by the Treasurer and deposited in our checking accounts. We have one account for regular donations and one for preservation funds.

**FISCAL YEAR:** Our fiscal year runs from October 1 to September 30 to coincide with Yearly Meeting.

**PRIVACY POLICY:** The identity of individual donors and the amounts of their donations is known only to the treasurer as we want to maintain the privacy of our donors. The Treasurer keeps an ongoing record of donations by individuals/families so that we can track our sources of income over time.

**RECORD KEEPING:** The Treasurer keeps a check book register for general funds and preservation funds. At the end of each month he gives a copy of the current check registers to the Finance Clerk to enter into Quicken for budgeting and analysis.

**REPORTING:** The Treasurer provides at each Meeting for Business a summary of our financial situation. The amount of individual donations is aggregated, but the source of other funds (Chime, our tenant, etc.) is identified.

The Finance Clerk reports quarterly (January, April, July, October) on the Meeting's financial situation, comparing our income and expenses to our budget.

**REQUESTS FOR FUNDS:** The Finance Committee handles all requests for funds outside the general budgeting process, with the exception of Equalization Funds for attendance at New England Yearly Meeting. These request are handled by the Treasurer.

**RESERVE FUNDS:** In June 2008 policies on reserved funds were approved at Meeting for Business. It stated that we would keep \$10,000 in general funds and \$5,000 in preservation funds for a rainy day. The need for preservation funds was that donors sometimes like their funds matched, so having reserved preservation funds would allow us to do that. In March 2012, both reserved funds and preservation funds were deposited into separate funds in the NEYM Pooled Funds as mentioned above.

### **POLICY ON RESERVED FUNDS**

Approved by AFM Meeting for Business - 6/15/2008

Because the Meeting has a surplus in our operating fund and because we want only to keep a modest amount of such a surplus and use the rest, the Finance Committee is recommending that we adopt the following policy on reserved funds.

“The Amesbury Monthly Meeting of Friends shall keep a reserve fund of not more than \$10,000 in operating funds as a prudent measure of fiscal responsibility. Funds beyond that amount in our care shall be spent in a judicious manner for purposes in accordance with our Quaker principles.

Similarly, we shall keep \$5000 in reserve in our preservation account, to be used as funds to match grants we receive from outside sources for preservation of our Meetinghouse.”

### **POLICY ON CHARITABLE GIVING OR ‘LIVING OUR VISION’**

Approved by AFM Meeting for Business – 6/15/2008.

Once a year the membership of our AFM community (members and attenders) shall be asked to comment on our existing charitable commitments and to suggest any new ones to the Finance Committee. Depending upon the funds available, the Finance Committee will recommend to Meeting for Business organizations to be included in the proposed budget.

Preference will be given to:

--Quaker organizations or organizations in our local area whose principles are in alignment with our own.

--Organizations in which at least one of our members/attenders is involved (volunteer, employee, board member, etc.)

--Organizations where our donations would have the most impact.

### **POLICY ON HANDLING LIVING OUR VISION DONATIONS OUTSIDE THE ANNUAL BUDGET PROCESS**

Approved by AFM Meeting for Business - 1-18-2009

All requests for donation to new organizations or increased donations to existing organizations outside the annual budget process will come to the Finance Committee. To avoid excess meetings, the Finance Clerk will circulate the requests by email, and will include information about the current state to the budget and how this request fits our criteria for Living our Vision supported organizations.

# **MINUTES SHARED WITH WIDER QUAKER COMMUNITY**

## **POLICY ON SAME GENDER MARRIAGE**

Approved by AFM Meeting for Business - 10-1992

All loving relationships are sacred and should be accepted and honored by the Meeting. All couples are entitled to the ceremony of marriage following Friends' practices. The Meeting supports those marriages under its care.

## **RESPONSE TO NEW ENGLAND YEARLY MEETING MINUTE OF EXERCISE #04-74 REGARDING FRIENDS UNITED MEETING PERSONNEL POLICY**

Approved by AFM Meeting for Business - 10/2007

- We respect the freedom of all people to engage in the kinds of loving relationships that each person is called to.
- We respect the freedom of each and every person to use responsibly the gifts with which they are endowed.
- We respect the bond that we share with FUM
- We respect the freedom of those individual friends who choose to challenge the Personnel policy and will support them in whatever ways we can.