

August 6, 2016 PB Minutes - Uncorrected

New England Yearly Meeting of Friends Permanent
Board Minutes - Uncorrected
August 6, 2016
Castleton University, Castleton, Vermont

16-40 Opening Worship: Permanent Board Friends gathered in worship at Castleton University, Castleton, Vermont, before NEYM's Annual Sessions. The PB Clerk noted that in the liturgical calendar, August 6 is the day of the transfiguration of Christ. She invoked the image of a radiant Christ, the turning point when God and human nature, the eternal and temporal, meet.

16-41 Roll Call: The Recording Clerk called the roll:

Present: Sarah Gant, clerk; Becky Steele, recording clerk; Holly Baldwin, Travis Belcher, Deana Chase, Susan Davies, Jeremiah Dickinson, Hannah Zwirner Forsythe, Christopher Gant, Galen Hamann, Ian Harrington, Sandy Isaacs, Leanna Kantt, Allan Kohrman, Jean McCandless, Anna Radocchia, Carole Rein, Elias Sanchez-Eppler, Karen Sanchez-Eppler, Suzanna Schell, Sara Smith, Carolyn Stone, Elizabeth Szatkowski, Bill Walkauskas, Rosemary Zimmerman.

Ex Officio: Noah Baker Merrill (YM Secretary), Bob Murray (Clerk of Personnel Committee), Edward Baker (Supervisor, YM Secretary), Shearman Taber (Treasurer), Fritz Weiss (Presiding Clerk).

Regrets: Justice Erikson, Philip Stone, Donn Weinholtz.

Guests: Leslie Manning (Durham), Jackie Stillwell (Monadnock), Ann Pomeroy (New Paltz), Mary Zwirner (Beacon Hill).

16- 42 Minutes: The minutes from our May 21, 2016 meeting were considered and **approved** with minor changes.

16-43 Presiding Clerk report: The clerk referred us to his written report (attached) and added:

The PB Clerk will be presenting a good deal of material to Sessions this year regarding actions PB has taken throughout the year. The Presiding Clerk asked PB to support the PB Clerk as she reports on the actions PB has taken.

16-44 YM Secretary report:

- **Sessions:** Overall, registrations are projected to be slightly ahead of last year's. Noting that approximately 10% will be first-time attenders, the Secretary encouraged everyone to offer hospitality, both spiritual and practical.

- **Personnel issues:**

- (1) The communications director will be resigning at the end of September. The Secretary and the Personnel Committee will review how NEYM handles communications in preparing to conduct a search for that position. During the transition, Sara Hubner will be participating in Salesforce training and may be able to handle some of the issues Jeff Hipp has been handling.

- (2) New Federal overtime regulations will take effect December 1, 2016, which may affect staff compensation. For positions involving periodic times of long hours, such as youth retreat

coordinators, it may be more cost-effective to raise salaries over the exempt limits, rather than pay overtime. Personnel Committee will develop procedures for handling overtime, and PB should be prepared to address possible budget overruns resulting from compliance.

- **Other Upcoming Matters:** The YM Secretary alerted PB to some issues that PB might be asked to handle in the upcoming year:

(1) Property concerns -- for example, related to a cemetery in Richmond, NH, currently under the care of Worcester Meeting, and property in Uxbridge, MA, currently owned by the non-profit Quaker Meeting House Association, which is facing challenges that possibly could result in the transfer of the property to NEYM.

(2) Unaffiliated worship groups -- Five have formed in New England this year. NEYM has reached out to them. It might be useful for PB to give guidance as to the relationship between NEYM and these worship groups, and how NEYM could offer support as may be helpful. Friends expressed joy at the growing life of the spirit in New England.

16-45 Treasurer:

The financial statement (attached) shows a deficit of approximately \$47,000 more than last year. However, our financial state is about the same as last year, due to the timing of certain payments and the receipt of some grant and foundation funding not yet reflected in the books. The Treasurer noted that in 2015, a severe deficit was averted through \$129,000 in contributions during the month of September. This year, giving is also vital, both by individuals and by monthly meetings.

To reflect an accounting shift in the way NEYM accounts for the cost of publications, the Treasurer requested authorization to exceed line item 6600 for publications. PB **approved** authorizing the Treasurer to spend \$10,802.78 in FY 16 under the Publications line item (#6600) (44% over the budgeted \$7,500).

16-46 Personnel Committee:

- Friends Camp Director Job Description: Friends **approved** the job description for the Friends Camp Director.
- Membership: The Committee clerk thanked current members, new members, and noted that the committee could use additional members.
- Friends expressed gratitude to Bob Murray, Clerk of Personnel, for his faithful service during his term as clerk.

16-47 Youth Ministries Committee:

Carolyn Stone, who has agreed to serve as the liaison between PB and the Youth Ministries Committee, presented a child safety policy drafted by the committee. Friends approved the policy, subject to review by legal counsel, and with some changes raised from gathered Friends. Recognizing the importance of having good procedures to protect the youth we serve, Friends thanked the Committee (as well as others who have worked on child safety issues in preceding years) for their thoughtful work.

16-48 Quaker Youth Education Committee:

At the direction of the Coordinating & Advisory Committee, the YM Secretary forwarded a recommendation that NEYM lay down the formal structure of the existing Quaker Youth Education Committee, affirming its replacement with the more informal network model (attached) that currently supports an exciting and vital youth education program. Friends **approved**. The PB Clerk and the Presiding Clerk will confer about addressing this issue at Sessions.

16-49 Travel Minutes and Reports from Traveling Friends: Friends received the following:

- Betsy Cazden presented a report on her travels.
- Ann Dodd-Collins is laying down her travel ministry.
- Julian Grant's travel minute was **approved**.

16-50 Informational Reports:

- Acton Monthly Meeting -- still under ongoing discussion at to its laying-down. At their June meeting for business, Acton Friends approved disbursing the meeting's funds, including \$20,000 to NEYM to support youth programs.
- Rufus Jones's birthplace in South China, Maine, was up for sale. The South China public library will buy the building and its contents, and is planning a fundraising campaign to convert it into the new public library. Haverford College is engaged in the process, and is planning to send staff to Maine to assess the contents of property.
- Hannah Zwirner Forsythe presented posters and flyers for the upcoming "Living Faith" gathering on November 5 at the Friends School of Portland

16-51 Closing Worship: No further business appearing, Friends closed with worship, anticipating their next meeting after the end of Sessions at Castleton, Vermont on August 11.

Sarah Gant, Clerk
Becky Steele, Recording Clerk

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New England Yearly Meeting of Friends
Permanent Board Minutes Draft
May 21, 2016

South Berkshire Monthly Meeting, Great Barrington, Massachusetts

16-22 Opening Worship: Permanent Board Friends gathered in worship in the Meeting room at South Berkshire Monthly Meeting, overlooking a beautiful wetlands area populated by a lively family of beavers.

16-23 Welcome: Alan Price, former clerk of South Berkshire Meeting, welcomed us as this weekend found the meeting's current clerk, Ann-Marie Jenko, in Seattle for her daughter's medical school graduation.

16-24 Roll Call: The Recording Clerk called the roll:

Present: Sarah Gant, clerk; Becky Steele, recording clerk; Holly Baldwin, Deana Chase, Jeremiah Dickinson, Christopher Gant, Galen Hamman, Ian Harrington, Sandy Isaacs, Leanna Kantt, Allan Kohrman, Jean McCandless, Anna Radocchia, Carole Rein, Elias Sanchez-Eppler, Karen Sanchez-Eppler, Suzanna Schell, Sara Smith, Carolyn Stone, Philip Stone, Bill Walkauskas, Donn Weinholz, Rosemary Zimmerman.

Ex Officio: Noah Baker Merrill (YM Secretary), Edward Baker (Supervisor, YM Secretary), Shearman Taber (Treasurer), Fritz Weiss (Presiding Clerk).

Regrets: Virginia Bainbridge, Travis Belcher, Susan Davies, Justice Erikson, Hannah Zwirner Forsythe, Ben Guaraldi, Elizabeth Szatkowski.

Guests: Alan Price (South Berkshire), Linda Short (South Berkshire), Kathleen Wooten (Fresh Pond).

16-25 Minutes: The minutes from our February 20, 2016 meeting were considered and **approved** with minor changes.

16-26 Presiding Clerk report: The clerk referred us to his [written report](#) with some updates:

(1) Although the report anticipated that Ministry & Counsel would approve an appointed pastoral care team, that has not happened yet as M&C is still finding its way forward and giving more consideration to pastoral care. In the meanwhile, M&C approved an interim pastoral care group to be called upon if needed.

(2) The Presiding Clerk reported on two public statements issued by NEYM this spring:

- A. NEYM signed on to a letter from New England faith groups asking President Obama to designate New England's [Coral Canyons and Seamounts](#) as the first marine monument in the Atlantic Ocean.
- B. [Epistle to the United Methodist Church](#): After receiving a request seeking to know if NEYM might have something helpful to share, NEYM sent an epistle to the United Methodist

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Church as it met in Portland to address LGBTQ concerns. The epistle shared our experience and affirmed that “[o]ur experience and prayerful discernment confirm that all are equal before God, just as God made us.” It ended by saying, “We give thanks that God gathers many to form one body; each one of us belongs to all the others. Know that you have Friends in New England holding you in prayer, our hearts joined with you in the broken-hearted but still unbroken unity of the Holy Spirit, as you labor together in discernment today and in the time to come.”

The epistle met with gratitude. After it was posted to the NEYM web outlets, it received life in the wider church community through social media. Over 400 people from the Methodist tradition thanked us for our support and prayers. They appreciated our statements of solidarity for being faithful and listening, and not telling the Methodists what to do.

The Presiding Clerk will report at Annual Sessions on the fruits of our public statement policy this year, and will ask for feedback on how it has worked.

(3) The Youth Ministries Committee will bring an updated child safety policy to PB, then to Sessions for approval in August. The amount of pastoral concerns coming to our youth programs staff has greatly increased over the past few years; also, YM youth programs have increased their scope beyond the retreat program, causing the need for more support for our staff. Friends expressed concern for setting appropriate boundaries for pastoral care.

In response to an inquiry from a monthly meeting whose insurance carrier wanted to know about the meeting’s child safety policies, it was noted that Beth Collea has put together a packet of resources that support local meetings in developing their own child safety policies, especially in light of insurance companies asking for such policies.

With thanks for the Presiding Clerk’s nourishing of the Youth Ministries Committee, Friends **approved** the following:

(A) Adding to the Youth Ministries Committee’s charge the responsibility, in consultation with the Yearly Meeting Secretary, to identify and appoint qualified Friends to serve as volunteer Youth Ministries Advisors to the Youth Ministries staff. The volunteer position description for these roles will be maintained by the Committee.

(B) We unite with the Youth Ministries Committee in encouraging the Youth Ministries staff to continue and expand the practice of engaging stipended assistant coordinators for youth retreats, within budgeted limits.

16-27 [Yearly Meeting Secretary Report](#): The Secretary quoted Josephus speaking of the early Church: “See how they love one another.” He sees great life in this holding of each other in love. The Secretary shared concerns about the need for pastoral care in our NEYM community, and Friends held his concerns in the Light.

Updates to the Secretary’s written report:

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- The “Faith and Play” translation project is rolling along with participation from FWCC, Puente de Amigos, Beth Collea, NWYM, and funding from the Obadiah Brown Benevolent Fund, the YM, and others. NEYM’s task is to accompany them administratively.
- The Secretary is in consultation with the Quaker Youth Education Committee as its role and scope of work evolve. The Committee hopes to present a proposal to PB prior to Sessions this year.
- New overtime regulations may affect the status of as many as five employees who were previously considered exempt. The Personnel Committee will consider the implications for the YM and bring a proposal related to these changes to PB.
- In an example of new life in the Yearly Meeting, at a recent Woolman Hill gathering on outreach, Nia Thomas gave Young Friends encouragement for their doing outreach. YF’s and Anna Hopkins gave a presentation at Allen’s Neck Meeting, which resulted in its first ever registrations for youth program participation.

16-28 Friends Camp Director Search: Edward Baker reported that the committee has completed its work and recommends hiring Anna Hopkins, of Providence, Rhode Island, as the next Director of Friends Camp. Anna, a Williams College graduate and Philadelphia Yearly Meeting Friend, currently teaches science at Moses Brown School. She has been an assistant director at the Camp for years, is well grounded in Friends’ traditions, and comes with glowing recommendations.

The committee has made initial arrangements for Anna’s hire, should she be approved at Sessions, and recommends a mentoring role for Nat Shed as a paid consultant to ensure that Anna has the support that she needs to develop her administrative skills and to succeed as the Friends Camp Director. This is anticipated to be a one year arrangement with a possible extension, at perhaps a lower level of intensity, for a second year.

A salary has been negotiated that is within the range approved by the Camp Committee, with sufficient funds to compensate Nat for his role as a consultant as well. A memorandum of understanding has already been prepared outlining this consultancy.

Friends accepted the search committee’s report and **approved** the committee’s recommendation to hire Anna Hopkins as Friends Camp Director. PB and will forward Anna Hopkins’s name to the Yearly Meeting for its discernment at Sessions. Anna plans to attend the full week of Sessions in August (as she doesn’t expect she will be able to do that in the future as Camp Director).

The PB also affirmed the importance of the Friends Camp to the life of the YM. With deep appreciation and joy, Friends **approved** laying down the Ad Hoc Friends Camp Director Search Committee. Friends also held Edward Baker and his family in the light.

16-29 Personnel Committee: Karen Sanchez-Eppler, with gratitude to Edward Baker for his significant contributions, presented an updated harassment policy for the NEYM employee manual, addressing protections for YM employees from general harassment and sexual harassment.

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Friends **approved** the harassment policy, contingent upon review and approval by legal counsel.

16-30 Treasurer's Report: Shearman Taber presented his written report and noted that as the YM changes, financial reporting will change too.

16-31 Finance Committee: Referring to his written report, Elias Sanchez-Eppler shared the committee's excitement about new developments and procedures in process. He appreciates all the work that has occurred across committee lines, especially with the Friends Camp Committee, which advanced its budget timeline by several months so that the finances of the camp could be coordinated with the YM as a whole.

As part of the budgeting process, the Finance Committee asked the Long-Term Financial Planning Committee for guidance on deficit targets for the next two fiscal years' budgets. The LTFPC responded with the following: \$47,000 for FY 2016-2017 (using no Legacy Gift funds) and \$37,000 for FY 2017-2018.

Right now, the budget looks like the YM is about \$3,000 short, which is hearteningly close to where it needs to be. The FY 2017 draft budget sets expenses of approximately \$10,000 less than FY 2016 by reflecting historical patterns of spending more closely than past budgets did.

The Finance Committee's visitation program has yielded a rise in giving from several meetings; people seem to be responding to clear expressions of what the YM has to offer and why there is a need for monthly meeting giving. Elias noted that monthly meeting contributions are budgeted to increase 3%-5% each year for the next three years — something we should all keep in mind as we participate in the preparation of our local meetings' budgets.

The PB discussed ways to increase income to the YM, including the timing of fundraising solicitations to meetings and individuals, as well as the possibility of online fundraising through social media.

The Friends Camp budget was not presented for action at this May meeting; the expectation is that the Friends Camp will have a net-neutral effect on the overall budget.

Revolving fund proposal: In the past, the YM budgeted funds for legal and accounting expenses that in many years are not incurred. Elias noted that on the one hand, we over budget expenses for those years we incur no professional fees — but on the other hand, the amount we typically budget would be insufficient if a legal dispute did arise. Further, although our personnel policies provide employee sabbaticals every seven years, we do not budget for expenses relating to sabbaticals. To address these budgeting concerns, Finance Committee proposed that Permanent Board:

1. Establish a revolving account for legal services to be funded out of budget line 5140 — Legal services, for the purpose of engaging legal advice and services;

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2. Establish a revolving account for accounting services to be funded out of budget line 5135 – Accounting services, for the purpose of engaging accountants to review Yearly Meeting books, financial policies, and provide other accounting or fiduciary services; and
3. Establish a revolving account for staff sabbaticals to be funded out of a budget line to be determined under 5000 – Staff, for the purpose of supporting temporary staff or increasing existing staffs' hours to cover NEYM “operating division” (i.e., not Friends Camp) staff during sabbaticals offered under NEYM personnel policies.

Unspent funds allocated to these line items would carry over and accumulate from year to year.

Friends **approved** the three Finance Committee's proposals.

16-32 Acton Monthly Meeting: Bruce Neumann was asked by M&C to serve as an elder to Acton Monthly Meeting during its laying-down process. Anticipating a surplus after wrapping up its affairs, Acton Meeting inquired about possible ways those funds could support YM youth programs, while not unduly burdening the YM with unwieldy administrative restrictions. YM staff suggested that one good use might be to establish a Youth Programs scholarship fund to help youth attend YM programs.

Friends minuted gratitude to Acton Meeting for honoring the YM and its youth with its thoughtfulness. Friends appointed the Treasurer and Clerk of Finance Committee, with input from the YM Secretary and Youth programs staff, to work with Acton to prepare a suitable deed of gift to present to PB for possible approval in August.

16-33 Ad Hoc Long-Term Financial Planning Committee: Clerk Chris Gant presented a written report. The Committee worked with YM staff to inaugurate an electronic newsletter, which was met with appreciation. The LTFPC will work with C&A on how LTFPC will interact with YM Committees in reviewing the committees' purposes and procedures. The goal is to present revised purposes and procedures for PB's review and ultimate presentation for approval at 2017 Annual Sessions.

Gatherings: Friends **approved** the LTFPC's proposal for two NEYM gatherings to share fellowship, education, nurture, worship and celebration. The gatherings, proposed for the Fall of 2016 and Spring of 2017 would focus on themes of the NEYM priorities approved at Sessions 2016. It is anticipated that the gatherings will be revenue-neutral.

PB **approved** asking C&A and staff to develop proposals for strengthening support (technical, logistical, administrative, etc.) for YM Committees, and for sharing those plans with the PB. Friends approved shifting staff time away from the organization of three day-long Committee Days each year, in order that staff can better support Committees in the particular and specific ways that they need support.

16-34 Internal Nominating Committee: Donn Weinholz presented the name of Ben Guaraldi to serve in the Clerk's Nominating Committee through 2019. Friends **approved**.

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16-35 Memorial Minutes: Memorial minutes were heard and **approved** for the following Friends:

David Hall
Nancy Isaacs
Peter Keenan
Annette (Anne) Kreibel
Ishmael Rosas

16-36 Travel Minutes: **Approved**, with the assurance that relevant dates will be added to the minutes:

Melody Brazo
Callid Keefe-Perry
Kristina Keefe-Perry
Beckey Phipps
Benigno Sanchez-Eppler
Nancy Shippen

Informational Reports/Announcements:

16-37 Legacy Gift Committee: Suzanna Schell shared good news about the joy of working on the committee. It awarded 24 grants this year, including for beaver remediation, an experimental art camp for YAFs, and others. The committee is hearing much need for long-term repair and maintenance of meeting houses, addressing climate change, outreach and access — more than the Legacy Gift Fund can support. The committee is looking for two people to join in this work next year.

16-38 YM Secretary evaluation: Currently underway. Edward Baker is the person to contact if anyone has any feedback to give.

16-39 Closing Worship: No further business appearing, Friends closed with worship, anticipating their next gathering at Castleton, Vermont on August 6.

Sarah Gant, Clerk
Becky Steele, Recording Clerk

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*Presiding Clerk report to Permanent Board
August 2016*

Much of this report consists of updates on processes I have been reporting on through the year. I hope that my oral report to the committee will be an opportunity for questions and conversations about the life of the Yearly Meeting.

The Youth Ministries Committee (YMC) had another fruitful meeting in June. We are bringing a child safety policy approved by YMC to PB for approval today. This policy will apply to programs of the Yearly Meeting. There is additional work to be done on practices to support the policy, resources related to child protection and support for monthly meetings.

On June 14th, Sarah Gant, clerk of Permanent Board and I issued a public statement in response to the shootings in Orlando.

The Coordinating and Advisory Committee and the ad-hoc Long Term Financial Planning Committee are beginning to outline the process of reviewing and re-approving the purposes and procedures of the committees of the yearly meeting. We expect to have a process to support committees as they engage with the question of how their committee aligns with the purposes and priorities of the Yearly Meeting as approved at Sessions in 2015. This task will be before Permanent Board this year – both to consider how the purposes and procedures of Permanent Board reflect the work we do and to approve and forward to sessions the revised purposes of other committees of the Yearly Meeting for Session 2017.

In June Noah Baker Merrill and I participated in a conference call with the clerks of four of our eight quarters. It was another rich conversation. The clerks continue to request that we make these calls a regular event. The next one will be in early Fall. The conversation primarily focused on shaping the Quarterly meeting reports to sessions this August. Five quarters will be reporting. Two are bringing items for discernment to sessions. Vassalboro Quarter is bringing a minute on supporting the Friends Ugandan Safe Transport Fund. Connecticut Valley is bringing forward a minute on climate change.

I come to sessions both excited by the richness of the business before us and concerned that our business will not, in fact, reflect concerns that friends will be bringing to sessions. In the July newsletter from the Massachusetts Council of Churches, we received a letter, which in part said:

“ Dear Church;

Once again, as we prepare our monthly newsletter we can scarcely concentrate because of the violence, hatred and fear that surround us. . . . For communities of color, talking about race is not a special project, but an everyday reality. How can congregations, whatever their race, become wise, proactive, transformed and transformative forces in their communities? Join us in prayer . . .

With hope
Rev. Meagan”

I heard in this letter an echo of the prayer that has been on my heart. The work before us in the coming year is the work of living into the spirit in *these* times. This question: “How can congregations, whatever their race, become wise, proactive, transformed and transformative forces in their communities?” will be at the heart of this work.

At sessions we will be talking about the vitality and life in the yearly meeting. At the roll call we will name five new worship groups that have formed themselves during the past few years, we will be hearing of the ministry supported by the legacy gift fund, and we will consider committing to corporate change towards environmental sustainability. And, as we do, many will be carrying deep pain from the darkness at work in the world around us. I ask we all hold the Yearly Meeting tenderly in our prayers.

Fritz Weiss
Presiding Clerk



NEW ENGLAND
YEARLY MEETING
OF FRIENDS
QUAKERS

June 14, 2016

“How deeply we are connected.”

A Prayer in response to the shootings at Pulse in Orlando.

Friends believe there is that of God in all people. To intentionally harm another—with our actions, our words, or our policies—is to separate ourselves from God. We are here to love one another and to be loved as God loves us, and as Jesus teaches. We are not whole without each other.

To those who are gay, lesbian, bisexual, transgender, intersex, asexual and queer, whose place of safety has again been targeted and attacked, we stand with you in love. We pray for love big enough to hold us all.

We seek to create a world in which all people are unconditionally loved and cared for, as God unconditionally loves and cares for each of us.

We call on people of all faiths, and no faith, to recommit to the work of ending homophobia and transphobia within our faith communities, our neighborhoods, and our nation. The rhetoric of exclusion, of separateness, and of hate creates a culture that gives rise to acts of terror. We know the power of God’s love is great and that we are called to make manifest that love in the face of hate. We believe that God never calls any person, communion or community to hate or to engage in violence.

We know God’s love extends fully and unconditionally to all who are GLBTIAQ, to all who are Latinx, to all who are Muslim, to all who some in our culture would denigrate or deny full humanity.

We stand with all those who call for this moment in our nation to be a catalyst for greater love, stronger community, and a justice that heals and unites. Hate cannot drive out hate; only love can do that (Martin Luther King).

Fritz Weiss, Presiding Clerk

Sarah Gant, Clerk of Permanent Board

NEYM
FY16 Operating Budget vs. Actuals (cls 100 thru 550 730)
October 2015 - June 2016

	FY 15 thru	FY 16 thru June		
	June	Actual	Budget	% of Budget
Income				
4010 Individual Contributions	54,240.73	55,969.51	135,000.00	41.46%
4020 Monthly Meeting Contributions	216,867.07	219,654.51	333,000.00	65.96%
4030 Organizations Contributions	1.00	1.00		
4050 Interest and Dividend Income	561.76		6,000.00	0.00%
4070 Books & Other Sales Income			18,000.00	0.00%
4072 Sales - Books	360.00	73.20	0.00	
4075 Sales -Other Items		68.46	0.00	
4076 Shipping/Postage	112.26			
Total 4070 Books & Other Sales Income	\$ 472.26	\$ 141.66	\$ 18,000.00	0.79%
4080 Retreat Program Fees	44,387.15	f 37,382.54	50,000.00	74.77%
4085 Sessions Program Fees	42,615.00	47,599.04	210,000.00	22.67%
4099 Net Assets Released To/From	0.00	-73.20	20,000.00	-0.37%
Total Income	\$ 359,144.97	\$ 360,675.06	\$ 772,000.00	46.72%
Expenses				
5000 Staff			0.00	
5010 Salaries & Wages	206,623.53	g 216,960.58	279,852.00	77.53%
5020 Payroll Taxes	14,776.45	g 15,253.65	21,409.00	71.25%
5030 Benefits				
5033 Health Benefits	23,278.10	g 27,434.70	45,000.00	60.97%
5035 Retirements	19,219.32	19,678.59	27,985.00	70.32%
5040 Disability	1,163.48	1,138.05	1,600.00	71.13%
5045 Workers' Compensation	697.00	g 714.00	900.00	79.33%
5050 Spiritual Retreats	100.00		1,200.00	0.00%
5060 Staff Development	2,083.36	3,095.00	3,250.00	95.23%
Total 5030 Benefits	\$ 46,541.26	g \$ 52,060.34	\$ 79,935.00	65.13%
Total 5000 Staff	\$ 267,941.24	g \$ 284,274.57	\$ 381,196.00	74.57%
5100 General & Administration				
5110 Administration				
5120 Bank Expense	3,716.77	1,686.46	5,500.00	30.66%
5130 Contracted Services		925.00	6,000.00	15.42%
5140 Legal Services	1,045.90	c 5,184.52	7,750.00	66.90%
5150 Liability Insurance	2,510.00	3,230.49	3,000.00	107.68%
5160 Payroll Service	1,310.35	1,216.00	2,000.00	60.80%
5170 Recruiting Expense		498.13	2,000.00	24.91%
5180 Rent	7,012.50	7,012.50	9,350.00	75.00%
5190 Misc. Expense	827.26	2,079.00	2,100.00	99.00%
Total 5110 Administration	\$ 16,422.78	\$ 21,832.10	\$ 37,700.00	57.91%
5200 Office				
5220 Cleaning Services	198.00	198.00	265.00	74.72%
5230 Maint - Equip & Hardware	350.65	35.00	1,250.00	2.80%
5240 Postage	2,757.60	2,117.57	3,750.00	56.47%
5250 Office Equipment	149.99	3,499.76	3,250.00	107.68%
5260 Office Supplies	1,660.46	1,738.70	2,500.00	69.55%
5270 Printing & Copying	2,057.94	1,441.56	3,000.00	48.05%

5280 Software & Updates	3,227.79	4,658.71	2,800.00	166.38%
5290 Telephone	2,664.45	2,451.31	4,500.00	54.47%
5295 Misc. Office		325.99	600.00	54.33%
Total 5200 Office	\$ 13,066.88	\$ 16,466.60	\$ 21,915.00	75.14%
Total 5100 General & Administration	\$ 29,489.66	\$ 38,298.70	\$ 59,615.00	64.24%
5300 Travel & Conferences				
5310 Travel - Committee	3,115.28	1,728.36	3,000.00	57.61%
5320 Travel - Clerk		2,586.30	5,000.00	51.73%
5330 Travel - Programs	1,682.07	1,853.58	4,600.00	40.30%
5335 Travel - Representatives Travel	3,596.67	5,445.38	7,600.00	71.65%
5350 Travel - Staff	9,152.15	13,414.55	16,000.00	83.84%
5360 Travel - Ministries			400.00	0.00%
Total 5300 Travel & Conferences	\$ 17,546.17	\$ 25,028.17	\$ 36,600.00	68.38%
6000 Programs				
6110 Sessions Room & Board		d 20,000.00	170,000.00	11.76%
6112 Retreats - Room & Board				
6114 Room Rental	20,207.60	19,027.82	19,000.00	100.15%
6150 Food Expense	15,607.66	11,781.52	15,000.00	78.54%
Total 6112 Retreats - Room & Board	\$ 35,815.26	\$ 30,809.34	\$ 34,000.00	90.62%
6125 Program Expenses				
6105 Honoraria - Speakers/Wkshp Ldrs	6,838.00	7,843.18	12,500.00	62.75%
6115 Equipment Rental			5,100.00	0.00%
6121 Supplies and Other Expenses	4,769.12	9,117.82	9,100.00	100.20%
6165 Pre-Sessions Expense			1,000.00	0.00%
Total 6125 Program Expenses	\$ 11,607.12	\$ 16,961.00	\$ 27,700.00	61.23%
6130 Committee Expenses - General	13,591.67	14,057.22	32,040.00	43.87%
6134 Childcare		195.00		
Total 6130 Committee Expenses - General	\$ 13,591.67	\$ 14,252.22	\$ 32,040.00	44.48%
Total 6000 Programs	\$ 61,014.05	\$ 82,022.56	\$ 263,740.00	31.10%
6140 Books & Other Sales Expense				
6142 Books			7,000.00	0.00%
6145 Other Items for Sale			600.00	0.00%
6147 Consignment Sales			6,900.00	0.00%
Total 6140 Books & Other Sales Expense	\$ 0.00	\$ 0.00	\$ 14,500.00	0.00%
6200 Benevolence				
6310 FGC	8,804.00	6,533.00	13,066.00	50.00%
6320 FUM	8,317.50	6,533.00	13,066.00	50.00%
6325 FWCC	3,603.00	6,533.00	13,066.00	50.00%
6330 Friends' Organizations				
6328 Ramallah Friends School	e		100.00	0.00%
6335 AFSC	e		300.00	0.00%
6340 FCNL	e		750.00	0.00%
6345 QEW	e		300.00	0.00%
6350 Friends Peace Teams	e		100.00	0.00%
6355 FWCC 3rd World Travel	e		500.00	0.00%
6360 QUNO	e		200.00	0.00%
Total 6330 Friends' Organizations	\$ 0.00	e \$ 0.00	\$ 2,250.00	0.00%
6575 Other Organizations			0.00	
6590 Ecumenical Organizations				
6592 State Councils of Churches	e		4,000.00	0.00%
6594 Natl Council of Churches	e		150.00	0.00%
6596 NE Ecumenical Network	e		150.00	0.00%
6598 World Council of Churches	e		100.00	0.00%

Total 6590 Ecumenical Organizations	\$ 0.00	e \$ 0.00	\$ 4,400.00	0.00%
Total 6200 Benevolence	\$ 20,724.50	e \$ 19,599.00	\$ 45,848.00	42.75%
6600 Publications				
6610 Yearly Meeting Minute Book	7,236.17	5,013.93	3,000.00	167.13%
6620 New England Friend	7,735.64	5,787.85	4,500.00	128.62%
6630 Other newsletters		1.00	0.00	
Total 6600 Publications	\$ 14,971.81	\$ 10,802.78	\$ 7,500.00	144.04%
Total Expenses	\$ 411,687.43	\$ 460,025.78	\$ 808,999.00	56.86%
Net Operating Income	-\$ 52,542.46	-\$ 99,350.72	-\$ 36,999.00	

c- Legal Services are up due to shared expense with the Camp and increased consultations.

d – Deposits paid to Castleton

e – Benevolences are generally sent out at the end of the Fiscal Year.

f – Income for every retreat program is down this year, especially Junior High.

g- Total salary items increased over budget due to grant funded projects for which accounts have not been adjusted.

Authorization to Exceed Budget Line 6600 – Publications

**Shearman Taber, Treasurer
26, July, 2016**

Purpose:

According to our policy approved last year, Permanent Board must approve an authorization to exceed the budgeted amount by over 10% for major budget lines. The Publications line (#6600) is one of those lines.

Background:

At Sessions last year Permanent Board approved a revised policy on budget overruns which calls for Permanent Board approval in order to exceed the budget limit for major lines by more than 10%. In order to more accurately reflect the costs of producing the Minute Book, Directory and New England Friend, late in FY 15 Ben Guaraldi, then Treasurer, decided to include the contracted labor costs under the Publications line items rather than in the Contracted Services line. This change was decided upon too late to be included in the proposed FY16 budget. You will recall that a similar request was made and approved by Permanent Board last year.

The Publications line items have been adjusted to include this change in the proposed FY17 budget so this action will not be required in the future.

Currently less than \$1000 of a budgeted \$6000 has been charged against the Contracted Services (#5130) line.

Policy:

(See Budget Overrun Policy – PB Minute 15-60 from the meeting held August 1.)

Action:

I am asking that the Treasurer be authorized to spend \$10,802.78 in FY 16 under the Publications line item (#6600) or 44% over the budgeted \$7,500.

Attachments: n/a

Signature:

Shearman Taber, Treasurer

**New England Yearly Meeting of Friends
Draft Job Description
Friends Camp Director
For Consideration by Permanent Board August 6, 2016**

Primary Function

The Camp Director is responsible for planning, directing, supervising, managing and evaluating all of the operations and property of Friends Camp. Friends Camp is primarily a residential summer camp in South China, Maine owned by and operated as a ministry of the New England Yearly Meeting of Friends (Quakers). The property, in the off-season, is also managed as a venue for other activities.

Hours and Work Site

The Friends Camp Director is a full-time (year-round) salaried position that requires an average of 40 hours per week, with extended hours during the summer camp season. During the off-season the Camp office can be located in a home location not on the camp grounds.

Supervision and Oversight

The Friends Camp Director is supervised by the Friends Camp Committee, which delegates day-to-day supervision to a qualified Friend who is a member of the Committee. As a member of the Yearly Meeting staff, the Friends Camp Director reports to the Yearly Meeting Secretary, meeting with the Secretary two or more times per year, and as needed.

Qualifications

The Camp Director should have a deep understanding and commitment to the beliefs, practices, and testimonies of the Religious Society of Friends. The Director should have a bachelor's degree or other appropriate professional experience and/or certifications, at least two seasons of camp administrative experience, financial management skills, experience working with young people, and be at least 25 years of age. The Camp Director should be self-motivated with strong leadership skills. Additionally, the Director should have the abilities to recruit and supervise both staff and campers; to plan, originate, organize, and carry out the youth and adult programs; and to represent Friends Camp and the New England Yearly Meeting of Friends publicly to a variety of constituent groups.

Responsibilities and Duties

ADMINISTRATIVE

- a. Assist the Camp Committee in developing goals. Define, plan and implement a program to reflect camp goals and to comply with local, state and federal regulations and the Standards of the American Camp Association.
- b. Originate and carry out a system for recruiting and registering campers utilizing written materials, internet, telephone calls, advertisements, web sites, alumni, camp fairs, presentations to Monthly & Quarterly Meetings, etc.
- c. Originate and carry out a system for recruiting camp staff, utilizing written materials, internet, telephone calls, advertisements, web sites, alumni, camp fairs, etc.
- d. Plan and conduct pre-camp staff trainings.
- e. Order or supervise the ordering of food, supplies, equipment, and contracted services.
- f. Develop routines, schedules and procedures for the effective operation of the camp.
- g. Assign staff activities and other responsibilities.
- h. Assign staff and campers to cabins.
- i. Set and supervise office procedures and opening- and closing-day procedures.

- j. Organize and/or approve trips for programs, supplies, deposits and crisis management.
- k. Monitor and improve safety procedures as they pertain to the supervision of campers.
- l. Maintain and review records and evaluations of programs, operations, staff and facilities.
- m. Supervise and assist the bookkeeper and/or the assistant director in the keeping of orderly and accurate financial records.
- n. Work with the Camp Committee to identify and cultivate potential donors and volunteers.
- o. Promptly acknowledge all donations to Friends Camp.
- p. Plan, direct and supervise all off-season camp sponsored and rental programs.
- q. Schedule and coordinate the use of Friends Camp facilities by user groups. Act as camp's agent in preparing rental agreements and in making any required arrangements for special equipment or support staff. Prepare and implement a plan for soliciting additional spring and fall programs and rentals.
- r. Ensure proper physical maintenance and expansion of Friends Camp by working closely with the Maintenance Manager and the Building & Grounds Committee.
- s. Maintain contact with the Maintenance Manager or caretakers to resolve maintenance issues, collect rental fees and do site evaluations.
- t. Serve as an ex-officio member of the Camp Committee and maintain a smooth working relationship with the Camp Committee by providing regular reports of activities and keeping in communication with various members of the committee, consulting with the committee on program and budget when necessary, and fostering committee involvement.
- u. Maintain and expand the funds needed to provide camperships to families with limited income and or other social disadvantages.
- v. Serve as an ex-officio member of the Friends Camp Committee Nominating Committee.

PASTORAL

- a. Work to create a camp environment where Friends' values are a part of everyday life.
- b. Minister to the spiritual needs of the campers, creating a space for them where they are valued people and feel that it is safe to be themselves.
- c. As needed provide pastoral care for campers and staff members.
- d. Provide loving support, encouragement, advice and information to camper parents and/or guardians.
- e. Develop and implement ways of encouraging youth mentoring, leadership and responsibility.

COLLEGIAL

- a. Maintain regular communication with other appropriate Yearly Meeting staff and the voluntary leadership of the Yearly Meeting.
- b. Work with the appropriate Yearly Meeting staff to identify and implement ways that the Friends Camp can be used as part of the outreach to Yearly Meeting youth, and to integrate Friends Camp with the wider ministry of the Yearly Meeting.
- c. Maintain a good working relationship with the Yearly Meeting staff on matters of mutual concern.
- d. Attend Yearly Meeting Sessions to be available to speak with parents, campers, and others, and to make reports as invited by the presiding Clerk of Yearly Meeting.
- e. Attend Camp Committee and subcommittee meetings.
- f. Attend two or more of the Yearly Meeting staff meetings and two or more of the NEYM Permanent Board meetings annually.
- g. Meets, as needed or when asked, with the Coordinating & Advisory, Finance, Education Development, Youth Ministries, and Personnel committees of the Yearly Meeting.

PROFESSIONAL

- a. Maintain an awareness of current state laws and regulations regarding youth summer camp.
- b. Network with other youth camp professionals at conferences, regional meetings and events.

- c. As needed, participate in any Quaker camp events, conferences and/or networking events for directors of Quaker youth camps, school or organizations.
- d. Stay current with issues concerning health, education, development, and welfare of youth and families.
- e. Identify and take advantage of training and spiritual development opportunities.

SYSTEMS AND EDITORIAL

- a. Develop and maintain a system for online camper enrollment, with family information, permissions and health records etc.
- b. Develop and maintain online employment applications and employment agreements so that they are current and legally correct.
- c. Oversee the development and maintenance of the web site and provide information to keep the Yearly Meeting web site current.
- d. Assist the Camp Committee in preparing and distributing an appeal for donations.
- e. Work with the Camp Committee to design and distribute additional fund raising materials and grant requests.
- f. Develop and maintain the following manuals; Staff, Maintenance, Kitchen, Meeting House, Waterfront, Medical, American Camp Association Standards and others as needed.
- g. Develop and maintain job descriptions for all seasonal staff.
- h. Develop and maintain the Friends Camp risk management and emergency action plans.
- i. Develop and implement a system for collecting evaluations from campers, parents, staff, and user groups. Collate and analyze the results and share the results with the Camp Committee.
- j. Submit a written annual report to New England Yearly Meeting Permanent Board and Yearly Meeting Sessions.
- k. Prepare quarterly reports for the Camp Committee, including a comprehensive report at the end of each summer describing how the summer went, touching on staff evaluations, camper census data, feedback from campers, parents & staff, the condition of the physical plant, and recommendations for the following season.

FINANCIAL

- a. Work with the Camp Treasurer and the Camp Committee to develop an annual operations budget, including recommended camper fees, user fees, and development goals before April 1st.
- b. Work with the Camp Treasurer and the Camp Committee to develop a capital projects budget.
- c. Expend funds in accord with the approved budget and financial management policies established by the Camp Committee and New England Yearly Meeting of Friends.
- d. Receive, review, and approve all bills prior to payment. Receive, record, and deposit all donations and fee payments.
- e. Handle overdue payments, bounced checks, and other special financial issues.
- f. Receive and process requests for camperships.
- g. Work with a payroll processing company to ensure that payroll, reports and taxes are completed in a timely manner.
- h. Oversee and maintain the online and paper records of income, expense, balance sheet and property records.
- i. Prepare monthly income, expense, and balance sheet reports for the Friends Camp and Yearly Meeting Treasurers, and quarterly income, expense, and balance sheet reports for the Camp Committee and for the Yearly Meeting Finance Committee.
- j. Work with the Camp and Yearly Meeting Treasurers to set up a professional outside financial review or audit at least every three years.
- k. As needed, maintain and review the insurance coverage and risk management policies.

ACCOUNTABILITY

- a. Prior to hiring, and annually thereafter, a child safety background check, in accordance with the policies of the New England Yearly Meeting, laws of the State of Maine and the standards of the American Camp Association, will be conducted for this position.
- b. Submit annual work plan to the Camp Committee and to the Yearly Meeting Secretary.
- c. Be directly accountable to the appointed Supervisor, with oversight from Permanent Board and the Annual Sessions of New England Yearly Meeting of Friends.
- d. Be accountable to the YM Secretary in matters pertaining to Yearly Meeting Personnel policies, as well as legal, financial, insurance and other issues affecting the interests of the Yearly Meeting as a whole
- e. Be familiar with the Yearly Meeting Personnel Policy Manual policies and with Camp Committee's guidelines and governance procedures.
- f. Communicate regularly with the Supervisor and the Camp Committee.

II. CHILD SAFETY POLICY

NOTE: “Youth worker” or “worker” will refer to all paid and volunteer staff for youth and children’s programs sponsored by NEYM, including retreats, programs at NEYM Sessions and childcare provided at other NEYM events.

Qualifications and Screening for Youth Workers

1. Youth workers must be mature and responsible adults. In general youth workers should be 18 or older and no less than five years older than the children they serve. Exceptions can be made at the discretion of the coordinators in consultation with their advisor. If workers under 18 are used, they should be in an assistant capacity under the direct supervision of an adult youth worker.
2. All youth workers will undergo a careful screening process, including an application and reference checks. A documented interview will be at the discretion of the coordinator.
3. Criminal background checks are required for all workers who spend significant amount of time with youth and children. This includes Program Coordinators, people who staff retreats, people who staff any of the youth programs at Sessions, including staff of Afternoon Choices, Childcare and the Family Neighborhood as well as people who provide childcare at NEYM sponsored events.

Expectations and Training of Youth Workers

4. Responsibilities and expectations for proper behavior will be clearly defined and communicated to all youth workers.
5. Training will be offered regularly to youth workers, including a job description, resource information, crisis procedures, mandated reporting laws and information about abuse and neglect.
6. In support of youth workers, there should be a community-wide effort to educate both adults and children, appropriate to the groups being addressed, on sexual abuse awareness.

Program guidelines

7. Safeguards should be provided through careful monitoring and staffing. It is recommended that no fewer than two adults be present at any activity. Where this two adult rule is not possible, minimally there should be a roamer regularly checking on all group activities. Ratios of staff to youth for elementary and junior high programs should be no less than 1:8. For high school, 1:10.
8. Staff workers should engage in a risk assessment at the beginning of any new

activity and as part of a review of any regular programs or activities. They should monitor and plan in consideration of levels of isolation, accountability and degree of caretaker power and authority. As risk increases, increased supervision is needed. (See appendix on risk assessment.)

9. Youth and children should be regularly educated regarding sexuality, personal boundaries and assertiveness, appropriate to the age.

Reporting and Responding to Allegations of Abuse

10. Youth workers who suspect a child is suffering from abuse or neglect have the responsibility to report this to the coordinator. If that person is unavailable they should report to the Yearly Meeting Secretary. If that person is unavailable the Presiding Clerk should receive the report.

11. Program coordinators have a responsibility to know and comply with mandated reporting laws.

13. Programs will have a written response plan regarding and in regards to suspicions or of allegations of abuse, including identifying the individuals responsible for the plan.

If the concern is within the program, the plan should take into account:

- a) the immediate requirement is to stop all possibility of further harm
- b) the documentation of allegations and the community's response to them
- c) a plan for long-term outreach and follow-up, including who needs to know.
- d) the centrality of pastoral care as a process to support individuals and the community.

If the concern is outside the program, after reporting, the coordinator will

- a) Consult with their advisor to develop an appropriate pastoral care plan
- b) Document who was involved and what was done.

Recordkeeping

14. Personnel files should be kept for all workers who are significantly involved with children. Documentation of allegations should be placed in personnel files of affected parties. All files related to personnel and any alleged incidents will be kept permanently in a secure place with limited access.

Policy Revision

15. The Youth Ministry Committee will review this Child Safety Policy at least once a year and will bring proposed revisions of this Policy to Permanent Board as needed.

Approved by Youth Ministries Committee June 28, 2016

To: NEYM Permanent Board

From: Noah Baker Merrill, Secretary

Re: Recommendations for new structure and approach to supporting outreach and the religious education of youth & families

Summary

At the direction of the Coordinating & Advisory Committee, I am forwarding this recommendation that Permanent Board approve, or forward to Sessions for approval **that NEYM lay down the formal structure of the existing Quaker Youth Education Committee, affirming its replacement with a more informal network model.**

In taking this action, the vital work of supporting the religious education of youth and families should remain a central priority for our work as an organization and as a faith community. This action is taken to name the development of new ways of working, to support their thriving, and to free the Life so that these ministries can flourish in flexible, responsive and dynamic ways.

The existing charge and responsibilities of the Quaker Youth Education Committee would be addressed in several distinct ways going forward, as described below.

Participation & Communication in the Network(s)

As Religious Education & Outreach Coordinator, Beth Collea will promote, cultivate, foster and encourage relationships with and among the community of practice. She will maintain mailing lists for both Religious Education and Outreach, using the NEYM database and integrated email lists. News from the network(s) will be shared through those lists, and opportunities for connection and service will be offered through those channels. This will widen the ongoing awareness of work-in-progress, requests for collaboration and emerging ministries, and provide a go-to way for people interested in what's happening to plug in.

Child Safety

Responsibilities for developing policy for child safety would rest with the Youth Ministries Committee, and the Religious Education & Outreach Coordinator would participate actively in NEYM's discernment on these issues through participation in that Committee. It is vital that NEYM policy and practice on ensuring and promoting fundamental child safety policies and practices be clear and unified. Beyond this baseline of clear NEYM policy and materials, it is important to recognize that the work of promoting a wider culture of safety in local meetings, as compared with addressing child safety concerns in programs over which NEYM has direct control and oversight, raises the need for different strategies, materials and approaches in these two contexts.

The Religious Education & Outreach Coordinator would serve ex officio on Youth Ministries Committee, though the Coordinator would not be expected to attend all

meetings.

Naming a *Youth & Families Advisor*

The Religious Education & Outreach Coordinator would be advised by a volunteer role of *Youth & Families Advisor*. This person will be an active Friend carrying the concerns for outreach and religious education, and engaged in the wider networks which the RE&O Coordinator nourishes. This Friend would be named by the YM Secretary, as part of NEYM's support for staff, in a format similar to the *Youth Ministries Advisors* for the YF/YAF Coordinator and JYM/JHYM Coordinator. The Youth & Families Advisor would have a job description approved by Youth Ministries Committee, following a process parallel to the Youth Ministries Advisor for the JYM/JHYM and YF/YAF Coordinators.

The appointment of a Youth & Families Advisor is intended to formalize some of the ongoing role of a "discernment core group" while clarifying lines of responsibility and supporting transitions in people serving in these roles. At the same time, it removes the gray areas in responsibilities assigned to committees and those assigned to staff. Key qualifications for this volunteer role would include an engagement with relevant topics in congregationally-based religious education of youth, engaging families in the life of local meetings, supporting stewardship and encouragement of gifts, promoting opportunities for collaboration, and sharing information and resources throughout the networks in which the RE&O Coordinator serves.

The many other Friends participating in the wider network(s) would not be explicitly/formally named or approved by an overseeing body. The Coordinator would be watchful for opportunities to lift up and recognize the gifts, contributions, and particular strengths Friends bring to their involvement. Newsletters, news stories online and in print, social media and reports to other bodies and local meetings would offer great ways to celebrate the sharing of many gifts. The Coordinator would encourage connections between Friends at all levels, building a community of practice. The Coordinator would listen for and lift up questions that are alive in the network, highlight opportunities for collaboration and host regional virtual conversation circles and/or face-to-face gatherings.

Support for Local Meetings, and accessing communities of practice

The Religious Education & Outreach Coordinator will serve as the point of contact for requests from local meetings and individuals in NEYM seeking resources and support for outreach and religious education activities.

The Coordinator may then refer requests to Friends active in particular areas of this work, or whose gifts and expertise might constitute a good match for the requesting party. Having a consistent and identified primary contact person who can be widely publicized will help open the invitation to participation and connection to Friends more widely.

Reporting, Oversight and Accountability

The Religious Education & Outreach Coordinator will summarize and synthesize ongoing work throughout the network, and will report and reflect regularly on news and developments in this wider work. Reports and news will be shared through thematic email newsletters, the NEYM website, social media, and with the Youth & Families Advisor, NEYM Ministry & Counsel, Youth Ministries, Permanent Board and Annual Sessions.

The Yearly Meeting Secretary, as staff supervisor, will ultimately oversee the work of the Coordinator, with particular attention to when specific aspects of the developing work may require or benefit from additional support, resources, discernment or oversight from wider bodies of NEYM (including especially Youth Ministries Committee, Ministry & Counsel, or Permanent Board). Care will also be taken as to whether particular projects have grown in such a way that they would be well served by becoming more clearly recognized and carried as distinct ministries of NEYM or other organizations (Ex: current Faith & Play translation and training collaborations). As such situations arise, Coordinating & Advisory Committee will exercise its charge to refer such matters to relevant bodies for discernment and action.

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Appendix: Minute of Exercise on the Changing Shape of Ministry

Network Structure and the Changing Shape of Ministry:
A Minute of Exercise on the Evolution of the Quaker Youth Education Committee

Prepared by Beth Collea, Religious Education & Outreach Coordinator, and Pam Cole, outgoing clerk, Quaker Youth Education Committee
New England Yearly Meeting of Friends

The Quaker Youth Education Committee has undergone a significant transformation from a traditional committee to a living network structure. In about a 7-year period, it has gone from having a fixed number of long-term appointments, predictable activities, and four day-long meetings a year in central locations to a productive living network with a small discernment-core, a wide and dispersed community of practice, and a serendipitous mix of face-to-face and virtual meetings. Spirit-driven pop-up activities replaced predictable annual events. This network structure has emerged organically, as a pattern arising from the shape of our work that in turn predisposed further development in this same direction. This has given rise to partnerships with other committees, local meetings and regional Quaker bodies and even multi-yearly meeting ministries that have sent NEYM Friends out to the world and brought traveling ministers from far and wide to New England.

This Minute of Exercise seeks to track where the Life has been at work in this unfolding of events that often seemed haphazard and baffling from inside the swirling currents of change. From 2008-2015, economic and social factors and spiritual forces flowed together in a perfect storm of change that disabled what was left of our old committee structure, called forth exploration of new possibilities, and gave affirmation of the Life released with this new mode of organization. While the network form is not necessarily appropriate for every committee or working group, we hope the path of QYE can serve as a useful case study for NEYM as a whole, helping us imagine new ways to more effectively organize our work and ministry and engage Friends in those leadings.

The storm began at the end of 2008 with the financial crisis. Financial pressures increased for everyone. Some retired Quakers found it necessary to return to work or needed to take on increased roles in raising grandchildren. The time and expense of YM Committee Day felt less manageable. While some Friends renegotiated their committee service to focus on only one project, others drifted away altogether. In addition, with the end of the Bush administration and the election of President Obama, the urgency that had led some to find Quakers seemed to lessen, as did their involvement with Friends. This impacted local meetings as well. With fewer Friends carrying the work of Quaker spiritual formation in local meetings, there were thus fewer Friends eager to take on this work at the yearly meeting level. All the while, Friends were aging and the active pool of volunteers in local meetings was shrinking. Overall, Friends had less capacity for engagement outside their local meetings. Many committees struggled to find volunteers.

National Quaker groups were impacted as well. The storied Friends General Conference Religious Education Committee, active for more than 100 years, was disbanded in 2010 to conserve resources. This loss, both in materials and the collective wisdom of experienced religious educators, was significant. An unfinished piece of business for the committee was completing the re-imagining of the 30 year-old RE curriculum, *Sparklers*. Five individuals from four Yearly Meetings modeled early, tech-assisted (FreeConferenceCall.com) collaboration over three years to produce *Sparkling Still* in 2013. Addressing the reality that vital institutional memory about how to teach and what to teach was being lost, *Sparkling Still* was designed with teacher training pieces to assist new FDS teachers. Like much of my engagement beyond NEYM, the fruits of this work returned to New England directly and fairly immediately. Every meeting in NEYM was given a copy of *Sparkling Still* for its First Day School.

This work demonstrated the potential of connecting and collaborating at a distance. The QYE Committee subscribed to GoToMeeting, a virtual conferencing service, to alleviate the time and expense of travel to regional meetings. It was a huge advancement over conference calls. I focused more and more on outreach to bolster and rebuild our flagging First Day Schools. In 2012, when Noah Merrill became our Yearly Meeting Secretary, he acknowledged my outreach work and worked with Personnel Committee to change my job title to reflect that reality almost immediately. The committee adjusted its programming as well. We shifted our focus to emphasize support of Quaker families and away from large, regional teacher trainings. We offered workshops for Quaker Parents at Woolman Hill Quaker Center with children's programs, rather than day-long Curriculum Workshops for First Day School teachers. We created Quaker Family Activity Calendars to increase our presence in Quaker homes in the face of declining attendance at meeting.

In the midst of these trends and as perplexing as it often was to find way forward, new Life, new leadings and new ministries were rising. Partnerships and conversations across committee boundaries began to take hold. Our work as the QYE Committee was no longer neatly and predictably organized within the confines of our committee, but we were definitely alive! To follow where the Light seemed to be leading us, we needed to reach out to collaborate with other committees and with Friends from near and far. Warm social ties, already in place, helped new ideas be heard and new possibilities seem achievable.

The most notable example of a joint ministry is the translation and sharing of the *Faith & Play™* stories with Latin American Friends. The leading drew together the Quaker Youth Education Network and the Puente de Amigos and FWCC—New England Committees. This new ministry began in 2013 just at the moment *Sparkling Still* was published. *Jugar Llenos de Fe* was finished and printed in 2014 and has been distributed widely, to our sister Yearly Meeting in Cuba as well as to Quakers in Central and South America.

Throughout all this, Quaker Youth Education's new network structure has been emerging gradually. Enough of the picture has become clear that we can begin to describe its characteristics. The network is **nimble**. Information flows more freely than in a traditional committee and discernment can happen at any time. The network helps us to receive word of and respond to leadings quickly, due in large measure to a heightened connectivity through technological advances like virtual conferencing software. The network structure is also socially "flatter," placing the clerk as another node in the network rather than at the apex of a social structure which can create a bottleneck for information flow at best and gate keeping at worst.

A second hallmark of this network structure is **modularity**. Teaming up in partnerships with other committees, local meetings, or regional bodies like Quarterly Meetings happens almost effortlessly. Groups of different shapes and styles can join forces and "scale up" to get the job done. These working relationships can be formed with ease and laid down just as easily when no longer needed. The *Walk to the Sea* in September 2015 is another example of combining efforts across several groups. This time the Quaker Youth Education Network, Smith Neck Friends, and the Sandwich Quarterly Meeting Ministry & Counsel sponsored the festivity.

Finally, the network promotes **right-sized involvement** and is **invitational**. Friends with a passion, a sense of leading to serve, and logistical availability, step up and participate in a given project. Engagement in fruitful activity yields a sense of agency and satisfaction. The network releases Friends from a one-size-fits-all committee involvement. Friends can begin to join the work of the yearly meeting at the level of intensity and commitment that works for them. Frustration is also minimized for those for who do not share a particular leading or the capacity to engage at that time. The network is rich in latent connections available for pop-up events and projects.

At present, the Quaker Youth Education leadership consists of a core group who are responsible for responding to Yearly Meeting correspondence and for communicating upcoming events across the Yearly Meeting. Whenever a new concern is raised from within NEYM, the core group forms a task force drawn from a list of Friends with deep interests and talents in that particular concern. In that way, busy people need only serve for the length of that project. We also team up with other committees, monthly or quarterly meetings or regional bodies. In this way, Friends minister in areas for which they are particularly gifted.

In all of this, it is important to understand that the structure itself isn't magical. Partnerships can also form within our traditional organization. In fact, Puente de Amigos and FWCC-NE remain and function well as traditional committees. The shift is one of tone and approach. An attitude of abundance and a

willingness to lay down “turfiness” set the stage for modularity. Add in imagination and prayerful listening for leadings, and possibilities abound!

Looking back, this process was wrought of both grace and calamity. Several key factors seemed essential. None of this would have happened without:

1. Faithfulness all around that kept us looking for God’s way forward.
2. Creative thinking by Rachel Walker Cogbill and Pam Cole, clerks of Christian Education and later QYE, which helped them negotiate the changing landscape of the life of Friends in New England.
3. Open mindedness and tolerance for risk and uncertainty on Noah Merrill’s part.
4. A staff person in place to hold the Work as the old committee structure dissolved and re-emerged as a network.
5. The readiness of some traditional committees to engage in this new way.
6. Technological advances like GoToMeeting, virtual conferencing.

A next step suggested by this Minute of Exercise is to sketch out new patterns for the care and nurture of the Quaker Youth Education Network. These will include:

- Building the Community of Practice through more sharing of news/resources/wisdom within our community.
- Engaging the Network through publicizing opportunities for short-term projects and longer-term collaborations.
- Increasing our readiness for community tasks—clerking, curriculum planning, lesson planning, behavior management, community safety, etc.
- Affirming, actively and intentionally, the gifts and leadings rising to fully nurture the ministries growing among us.
- Sharing the creative work of network members with each other through publication and online postings.
- Maintaining a Circle of Hearth-Keepers (also called the core group). These Friends fulfill a discernment function as well as lending a broader frame of witness and wisdom that looks for signs of Spirit at work among us. The Nominating Committee would help name these Friends.
- Listening intentionally for the satisfaction and/or unmet needs within the Network and setting up a process to solicit and assess feedback.
- Strengthening the NEYM regional QYE network with connections to the broader Quaker RE Collaborative (QREC) network. This is already happening. On a recent virtual Conversation Circle organized by QREC about more fully involving families in the life of our meetings, four of the ten participants were from NEYM. Other Friends joined them from Santa Monica, CA, Austin and Houston, TX and Madison, WI. The notes can be found online at www.quakers4re.org.

To: Providence Monthly Meeting
RI-Smithfield Quarterly Meeting
NEYM Permanent Board

Report with return of travel minute

Dear friends,

My trip to Cuba went largely as planned, from May 13 through May 23, 2016. I worshipped with Gibara Monthly Meeting both Sundays and brought them greetings from all of you. I conducted the planned workshop on "Quaker Diversity" for the Cuban Quaker Institute of Peace for two separate groups. In Holguín, we had seven students, I for three successive weekday evenings, 7:00 to 10:30 pm. In Puerto Padre, there were ten students, meeting from 2:00 pm to 10:00 pm on Friday (with a supper break) and 8:30 to 12:00 on Saturday.

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Sincerely,

Elizabeth Cazden
Providence, RI
10 June 2016

Thank you to give us the opportunity to share with Betsy. She had been a blessing, as ever, an very useful in our Institute of Peace. She carry our love and gratitude.

Ramón Boppina
President of ICCP.



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Dear Friends,

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Vassalboro Quarterly Meeting

To Friends throughout and beyond New England:

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Clerk of Permanent Board, NEYM

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*Jenni Saylor
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Phyllis Masta, Acting Clerk, Bloomington Monthly Meeting
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presence amongst us enriched our
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May we all continue to reach out to one another and seek to be faithful to the gifts spirit has given us.

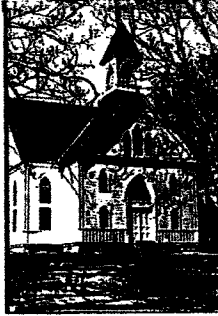
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Aue Regen, Presiding Clerk, Friends General Conference

Dear Friends

We are grateful for Ann Dodd-Collins' presence with us at Canadian Yearly Meeting, Aug 14-21, in Winnipeg. As Ann has shared her gifts with us we have been enriched by her experience, her spirituality and her presence in our midst.

2010



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New England Yearly Meeting
43 Lebanon St
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May 8, 2016

To Friends in Habana, Cuba and in Cuba Yearly Meeting who are welcoming Julian Grant to their Meetings, Friends Churches and homes.

Dear Friends,

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Julian's travel is held under the care of our meeting. We have met with him in love and worship and we are clear that he is led by the Spirit to travel in the Friends tradition and be with you in witness and fellowship.

Julian grew up in our meeting. We have seen his gifts of listening, inquiry and loving presence throughout his life. We support Julian in his desire for spiritual growth through broadening his experience among Friends. This desire is a maturation of the gifts that have been evident throughout his youth. In his letter to the Meeting Julian quotes Gray Cox, who writes, "Truth is not a dead fact which is known: it is a living occurrence in which we participate." This desire to experience the living occurrence of Truth in Quaker community as a part of his spiritual development is at the heart of his leading to travel to Cuba and to stay for a significant period of time.

Julian hopes to use his experience playing and coaching Ultimate Frisbee to build a program in the neighborhood of the new Habana Meetinghouse. He is seeking support from Frisbee organizations to introduce this sport to the Cuban youth.

Julian is training as a social and cultural historian, and he brings that perspective to his witness to and participation in the life of Cuban Friends during this period of rapid change in Cuban society. He is most eager to understand as much as possible about Friends' life in Habana.

We commend Julian to your loving care as he visits, serves and grows among you. We hope his time with you will be an opportunity to grow in the Light together. We in Hanover Meeting are eager to learn how you have experienced his presence and how the Spirit is at work among you.

In love,

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To whom it may concern:

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2015-5-6: Laying down of Travel Minute for Ann Dodd-Collins

In 2009 Ann had a leading to travel with a concern for Friends United Meeting. Winthrop Center convened a clearness committee, affirmed her leading, and wrote a travel minute which was endorsed by Vassalboro Quarter and the Permanent Board of New England Yearly Meeting. In 2011 Ann's travel minute was rewritten to reflect a broadened concern that Friends from all branches of Quakerism need to get to know each other. Over the past six years, Ann has visited Western Yearly Meeting (Plainfield, IN) twice, Indiana Yearly Meeting (Quaker Haven Camp, IN) three times, and Canadian Yearly Meeting (various locations) four times. She has also visited Bloomington (IN) Monthly Meeting and Friends General Conference (Bowling Green, OH, 2010) with her concern.

Ann has been greatly enriched by her travels. She has experienced a wide diversity in the ways we Friends worship. She has met incredible people, some of whom have made great sacrifices to do God's work in other parts of this world, and she has had her own faith challenged and deepened because of conversations she has had. In the end, what is true of all the people she has met and the meetings she has visited is that, regardless of how we worship, we all believe in God, we all have a piece of the Light, and we are all trying to do the work God wants us to do the best we can.

With Ann's sense that the work she has done while holding a travel minute is finished, Winthrop Center has minuted that it is time for Ann's travel minute to be laid down.

We ACCEPTED this report with appreciation for the work Ann has done on behalf of VQM and New England Yearly Meeting.



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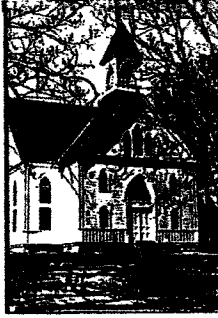
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