



**NEW ENGLAND
YEARLY MEETING
OF FRIENDS**

**A GUIDE TO YEARLY MEETING
ANNUAL SESSIONS**

(Your Portable Info Desk)

Where ~ What ~ How

Please keep this handy for reference

WHAT'S INCLUDED IN THIS GUIDE:

- Internet Connection on Campus
- NEYM Office at Sessions
- Volunteers Needed!
- Facilities & Services
- Check-Out and Key Return
- First Aid & Medical Emergencies
- Access Resources (shuttles, assistance, etc.)
- Dining Hall Information
- Care & Concern
- Worship at Sessions

A BRIEF TOUR OF YOUR NAMETAG ...

- Your registration number is on the upper left, just below the NEYM 2018 across the top.
- Your meal plan is at top, right.
- First-time attenders have a red heart sticker. Please give them a special welcome!
- The big print: your name, local meeting, and the town where you live.
- Beneath your name is space to write in the pronouns you want used for yourself (e.g., she/her/hers/herself, ey/em/eir/eirs/emself, ze/zir/zirs/zirself).
- Turn the tag over to see emergency phone numbers, your registration number, housing, & anchor group assignments

INTERNET CONNECTION ON CAMPUS

network: CU-community

username: casneym

password: casneym18

NEYM OFFICE AT SESSIONS

Sat–Wed 1–5 p.m.
Woodruff 228..... 508-754-6760
Sara Hubner, Jessica Sheldon, Rebecca Leuchak
On-Site Events Coordinator, Elizabeth Hacala
Contact through the NEYM Office or Info Desk or 740-478-2537

VOLUNTEERS NEEDED!

Volunteers are the backbone of NEYM Sessions. Help in the bookstore, carry a tray at a meal for someone in need, play with kids under the tent in the afternoon. Find something to do and volunteer! Contact: Hannah Forsythe (volunteers@neym.org) or sign up at the Info Desk.

FACILITIES & SERVICES

Maintenance/Lockouts—802-417-1408: Call this number ONLY for issues such as being locked out of dorm room, needing a bed lowered, or to report a broken window, A/C not working, water shut off and other maintenance issues.

Information Desk is staffed by volunteers during meals & major transition times. (*Fine Arts Ctr*)

Message Boards: near the Info Desk. Please visit regularly to check for messages.

Handicap Parking on campus is for state-issued permits only. Other cars will be towed.

Lost & Found is located at NEYM Info Desk. ***The Yearly Meeting Office will not be responsible for items left at the end of Sessions.***

Housing or Facilities Concerns: Bring any concerns related to Sessions arrangements to the Events Coordinator at 740-478-2537

Castleton Store hours: Mon–Thur, 9 a.m.–4 p.m.

Library hours: closed Sat–Sun; Mon–Thur 8 a.m.–7 p.m.

Pool hours Sat 2–4 p.m.; Sun, closed; Mon–Wed 1:30–3:30 p.m.

Photocopies: The Sessions Office will make copies *only for items coming to business sessions*. If you need copies for your Afternoon/Evening Opportunity or a committee meeting, the Castleton library has copying machines.

Hang on to your keys! Lost/unreturned keys or key cards are \$50 each.

CHECK-OUT AND KEY RETURN

You must return your key to a person. The primary location for Check Out is the college's Conferences & Events Office in Hoff Hall.

Early Check Out: Mon–Wed, 9 a.m.–noon *Conference Services, Hoff Hall.*

Thursday Check Out: From 11:30 a.m. to 1 p.m., Castleton staff will be in Huden Dining Hall to accept keys.

If you need to check out at a time other than those listed, please call the Events Coordinator (740-478-2537) to arrange to meet someone.

If you rented linens, leave them bundled up on your bed. It's that simple!

The Sessions Attenders List will be on sale at the Bookstore on Tuesday.

FIRST AID & MEDICAL EMERGENCIES

A first aid kit and directions to hospitals are available at the Info Desk (*Fine Arts Ctr*)

These numbers are on the back of your name tag:

- *If you have a serious medical need,* call 802-322-3940 to reach the NEYM Medical Professional On-Call Team. We do not have medication and cannot prescribe it. We can provide advice and help you decide your best course of action.
- *Life-or-Death:* Dial 911.
Then, if possible, alert NEYM Medical Professional On-Call Team at 802-322-3940.

ACCESS RESOURCES

Jana Noyes-Dakota & Barbara Dakota, Coordinators

Request assistance at the Info Desk (*Fine Arts Center*)

Volunteers needed to drive shuttles (adult w/driver's license) Contact: Barbara Dakota, Shuttle Coordinator, at the Info Desk.

Golf Cart Shuttles for mobility challenged folks will be available from Saturday lunch through Thursday lunch at major transition times between dorms, dining hall, and program spaces. Primary stops will be located at Hoff/Pavilion, Castleton/Family Neighborhood, Huden Dining Hall/Campus Center, Stafford/Jeffords/Leavenworth, and Fine Arts Ctr. Pick up a detailed schedule at the Info Desk.

DINING HALL

Special Dietary Needs: If you have medical dietary needs that you did not indicate at the time of registration, you should seek out the Sessions or Access Resources coordinators to see whether they can be accommodated.

The college has a limited number of trays for those with young children and mobility challenges. Also, a limited number of reusable “clamshell” containers are available to carry food to distant locations for mealtime meetings.

Encourage parents with small children to go to the head of dining lines and offer to help. Likewise, be alert to offer assistance to others.

No Running Zone Please, no running in the cafeteria and other high traffic areas! Please be careful not to bump into Friends. All of us should remind Friends who forget.

CARE AND CONCERNS

This is a tobacco-free campus. This includes e-cigarettes and smokeless tobacco.

Policy on Addressing At-Risk Behavior Copies of the Policy are available at the Info Desk and online at neym.org/sessions/addressing-disruptive-behavior

Please be Fragrance Free with personal care products or toxic markers (Crayola art materials are non-toxic).

Anchor Groups

Friends gather at Sessions eager for opportunities for spiritual sharing and connection. Your Anchor Group of 12 to 15 people will provide a place each day for grounding, discussion and a connection with others. It is a smaller community where we may explore our spiritual lives. Anchor Group assignment and meeting location are printed on the back of your name badge. (see neym.org/sessions/anchor-groups for more information.)

M&C Open Meetings to Hear Concerns: *Tuesday and Wednesday, 4–5 p.m., Coffee Cottage*

Does the experience of Sessions feel overwhelming? Is there something happening that you really need to talk about? Ministry & Counsel is sponsoring open meetings to hear Friends’ concerns, either personal or general. Come share them.

Ministry & Counsel Listeners: Several members of Ministry & Counsel will be available on a confidential basis to pray with or listen to any attenders having spiritual needs. Leave a message on the message board for Ministry & Counsel at the Info Desk (*Fine Arts Ctr*), Sunday to Wednesday.

Pastoral Counselor: 802-322-3795

Friends of Color Room: Leavenworth 103

Need to get away? There are also small, air-conditioned lounges in Leavenworth, Stafford, and on the second floor of Jeffords.

PHOTOGRAPHY AT SESSIONS

We welcome your photographs for use on neym.org during Sessions; however, please do not take photos from the front of the auditorium or on stage during worship or business. Please do not be disruptive. And please do not post photographs of individuals without permission. Please see the full policy for taking photographs at Sessions online at neym.org/sessions/living-campus; some copies are also available at the Info Desk or can be obtained by e-mailing office@neym.org.

The Youth programs maintain their own agreements or policies on media (including social media). Participants and staff in those programs are expected to abide by their program's agreements. Contact the program coordinators with any questions.

WORSHIP AT SESSIONS

Meeting for Worship for the Conduct of Business

At the center of Sessions is the meeting for worship for the conduct of business. Please refer to the schedule, agenda, and related materials in the Advance Documents you printed from the web (neym.org/sessions)—particularly the items in the Unity Agenda, which the body will be asked to approve Wednesday morning [Sara's to confirm]. If you brought your laptop or tablet, you can view them as a download without printing them. Remember to put your name on your copy and carry it with you. *There will be a limited number of print copies available at the Info Desk, for a suggested donation.*

Early Morning Programmed Worship: *Sun–Thurs 6:30–7 a.m.—Herrick Auditorium, Stafford Bldg.*
Start the day with the lively type of worship found in many of our meetings, and in most of the world, including song and a short devotion led by a different ministering Friend each day!

Sunday: Gloria Thompson (Manhattan MM, formerly of Jamaica YM)
Monday: Judith Nandikove (Nairobi YM), Duncan Sabwa (EAYM North YM)
Tuesday: Salamon Medina (Bolivia YM)
Wednesday: Ralph Greene (China MM), recorded minister
Thursday: Kristina Keefe-Perry, M.Div. (Fresh Pond MM)

Early Morning Unprogrammed Worship: *Sun–Thurs 6:30–7:00 a.m. at Campus Ctr*
(outside on the patio with Quaker Earthcare Witness or, if it's raining, under the tent at Huden Dining Hall)

Sunday Meeting for Worship: *Sun 9–11:30 a.m., Pavilion*
9–9:45 Intergenerational Worship led by Junior High Yearly Meeting
9:45–10 The children are dismissed to their programs
10–10:15 Break, with an invitation to remain in Worship or to talk quietly with other Friends nearby
10:15 calling the body back together with a song
10:15–11:30, Bible Half-Hour by Diane Randall, followed by waiting worship.

Bible Half-Hour: Sun morning worship, Pavilion; Mon–Thurs 8:30 a.m., Fine Arts Ctr

Diane Randall, Hartford (CT) Monthly Meeting, Executive Secretary of Friends Committee for National Legislation, will be offering the Bible Half-Hours.

Sacred Space: Daily, Coffee Cottage

Ministry and Counsel invites you to “Sacred Space” for worship, reflection, and quiet during our time at Sessions. We would like to encourage the spirit of worship throughout the gathering and offer this opportunity as a reminder of why we gather.

Meeting for Worship: Tues 3–4 p.m., Coffee Cottage

ADDRESSING AT-RISK OR DISRUPTIVE BEHAVIOR AT SESSIONS

At Sessions, we have a responsibility to ensure a safe and respectful environment for all participants. Those whose behavior disrupts program activities and/or threatens or violates the physical and emotional safety of others may be asked to leave.

Procedure:

- Disruptive behavior should be reported in confidence to one of the following people: the clerk of Sessions Committee, the clerk of Ministry and Counsel, the Young Friends/Young Adult Friends Coordinator, the Junior Yearly Meeting/Junior High Yearly Meeting Coordinator, the Yearly Meeting Secretary, the Sessions Pastoral Counselor, or the Events Coordinator.
- The clerk of Sessions Committee and the Yearly Meeting Secretary shall coordinate the implementation of this policy and shall be promptly advised of all incidents.
- The Yearly Meeting Secretary carries the final responsibility for safety and security at Sessions, and thus for decisions about addressing disruptive behavior.
- If disruptive behavior is reported, the Sessions clerk and Yearly Meeting Secretary will determine appropriate actions, consulting with those involved as necessary.
- If the impact of the risk or disruption is easily mitigated during Sessions, the offending party will be warned, and a plan for addressing the issues and the needs of those impacted will be made.
- If the risk or disruption is not easily mitigated during Sessions (due to emotional or safety risk to others, the intensive follow-up needed, legal issues, etc.), the offending party will be asked to leave the program activity and/or Sessions.
- Following Annual Sessions, responsible parties (program coordinator, Sessions clerk, Yearly Meeting Secretary, etc.) will explore and be open to restoring relationship with those who have been asked to leave.

Protocol for asking participants to leave:

- If the Yearly Meeting Secretary, in consultation with program coordinators or other responsible/involved parties as appropriate, decides that a participant’s behavior necessitates that they leave Annual Sessions, this will be communicated directly to the person being asked to leave.
- The Yearly Meeting Secretary will communicate directly with the person being asked to leave, or if circumstances require would delegate an appropriate person to communicate with the person being asked to leave. In all cases, a printed handout explaining the decision will be given

to the person being asked to leave, with a clearly stipulated timeframe by which they need to leave campus. The Yearly Meeting Secretary has responsibility for ensuring that the request to leave campus has been understood and honored.

- If the person being asked to leave is a participant in the Sessions Youth Programs, a printed handout explaining the decision and an explanation will also be given to their parent and on-site sponsor.
- In implementing this policy, the Yearly Meeting Secretary in consultation with others will seek appropriate and timely pastoral care supports for all involved, including the person being asked to leave and any family or close friends at Sessions.

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