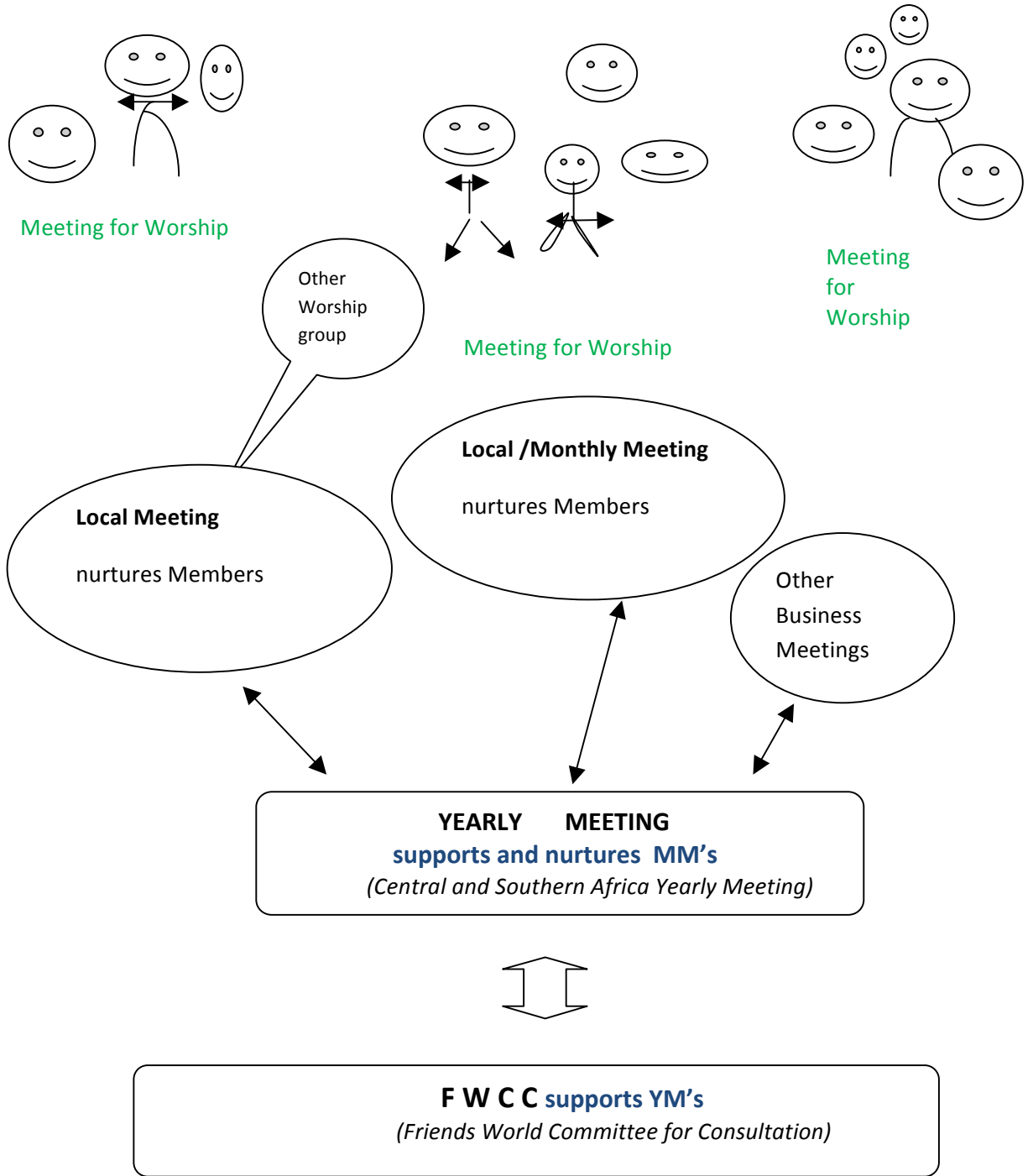


# QUAKER HANDBOOK 2015

A guide to the Structures that support the experience of Personal and Social Truth

## Light



# The Quaker Handbook

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## An evolving guide to Quaker practice

[www.Quakers.co.za](http://www.Quakers.co.za)

### July 2015

This handbook is a work in progress. Please send any comments, suggestions and contributions to: [jgkinghorn@mweb.co.za](mailto:jgkinghorn@mweb.co.za)

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*Please do this, and then look at the entries for your own Meeting – and others.*

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*Click* Google = Open Google

*Type* in the "Search" box: [www.quakers.co.za](http://www.quakers.co.za)

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*Click* the item below - it should pop up near the top of the list on screen:

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[Quakers South Africa | The Religious Society of Friends ...](http://www.quakers.co.za/)  
[www.quakers.co.za/](http://www.quakers.co.za/)

*Welcome to the website serving the Quaker community in Southern and Central Africa. ...*  
*The C & SA Yearly Meeting page contains information .....*

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## Foreword

*“Are you in the dark, looking for the Light”*

There has been a growing demand by new and old Quakers for training in the Quaker Way. Clerks have often plaintively said that they did not know what to do in a situation. Visitors have asked how they could find out what Quakerism was all about.

This handbook is a step in meeting the demand for knowledge – we hope in a fresh and contemporary way.

The handbook now features “how to do it” guidance. The excellent content of previous editions which explained “why it was done” has been retained as far as possible, sometimes in more accessible language.

Training workshops for Clerks and other office bearers have been held for a number of years at the Mid-Year Representatives Meeting which prepares for Yearly Meeting. Remarkably profound insights and experience were shared in fresh words. The proceedings were captured on newsprint and have been refined to form the essence of this new edition of the *Quaker Handbook*.

This is a continuing work. Please send additions, suggestions, comments and corrections to the handbook co-ordinator. Feel free to copy pages and use them as hand-outs.

In the timeless words of our Quaker ancestors:

*“Dearly beloved Friends, these things we do not lay upon you as a rule or form to walk by, but that all, with the measure of light that is pure and holy, may be guided; and so in the light walking and abiding, these things may be fulfilled in the Spirit, not from the letter, for the letter killeth but the Spirit giveth life”.*

(Postscript to an epistle to “brethren in the north” issued by a meeting of elders at Balby, 1656.)

Jennifer Kinghorn

April 2013

(Don’t forget to read *Living Adventurously* and *S A Quaker News*!)

## PART 1 : QUAKER PROCESS

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### 1.1 Who are the Quakers?

We are a group of people who have come together to help and encourage each other in our spiritual life, following Quaker Process. We use a particular way to become conscious of God. We find this contributes to individual growth, happiness and a healthy society. It offers a way of life.

*The Way* is based on

- silent communion
- group insight
- individual responsibility

This is because of our experience of the power of the Inner Light in every one. We know that God is within us and also 'out there'.

The structures that we have chosen are to support the Quaker Way and develop our spiritual awareness. Our Meetings provide an effective and safe place where each person may share their experiences and discoveries in the spiritual and the physical world.

*Central and Southern Africa Yearly Meeting Workshop 2010*

#### 1.1.1 What do Quakers believe?

We do not stress belief or faith. We simply adopt a tried and tested, inward process called Silent Worship. This process and group interaction have been successfully used through the ages and are currently often referred to as "centering prayer".

This process allows the individual and the group to receive guidance, transformation and joy from the Spiritual Source within each one of us.

Early Friends clearly identified their "Inner Light" as the Light of Christ, based on one God, offering continuing revelation within an ethical framework.

### 1.1.2 Silent Worship

The processes of centering prayer and contemplative meditation, which we call Silent Worship, do not require a human intermediary between a person and God.

Silent Worship is peaceful, enjoyable and refreshing. Results may surface slowly and imperceptibly over time, in your attitudes and regular activities. Quakers find regular centering prayer frees them from error and unhelpful habits. It also allows them to express diverse responses to biblical and conventional teaching.

Silent prayer moves us gently between these types of perception:

Ordinary awareness	Ordinary silence
Spiritual awareness	Intentional silence
Divine awareness	Inner silent communion

In all faiths based on personal transformation, various aids to silent prayer may be privately used – such as mantras, holy objects and repetitive prayers.

Quakers consider centering prayer so natural to everyone that we have not created a formula or description. Instead, we have relied on instinctive practice, which over time becomes more and more accessible, to promote truth, wisdom, and emotional and physical health. However, in our busy lives there are many obstacles to contemplative prayer and sometimes we may need more help. Here are some suggestions:

- Allow your thoughts to float away freely, don't worry about them, but do not hang on to any of them
- If a thought intrudes, perhaps repeat your "special word" – a word which you have chosen as profound for you
- Saying this word silently, will bring you back to your intention again and again

The truth and insights that rise from the sub-conscious during silent meditation may be immediately clear or, perhaps, only become evident days or weeks later.

### 1.1.3 Are Quakers Christian?

Our tradition is embedded in the broad Christian Faith and can be traced back to the early Christians of the New Testament. The Friends of the 17<sup>th</sup> century considered themselves to be like the original followers of Jesus of Nazareth, before church authorities took control with creeds and dogmas. The organisation set up by George Fox is continually renewed. *The Christian tradition is flexible and open ended: within the Christian context widely different practices and behaviour are found.*

Quakers are rooted in the Judeo-Christian tradition and, in practice, follow many biblical teachings closely.

#### 1.1.4 Sacraments

Our sacraments are experienced internally, and in silence. We do not need a human intermediary.

#### 1.1.5 “Holding in the Light” - Prayers for others

As we seldom know what the needs of another person truly are, we often ‘hold up in the Light’ - imaginatively releasing that person or situation to the work of the Spirit. We find this makes us more open to co-operating with the guidance and work of the spirit in the situation.

#### 1.1.6 Why don’t we have a creed?

Many people’s experience is that the words they use to describe their belief changes creatively as they grow. Often, if they are truthful, they cannot repeat a creed.

“A creed may act as a fence to keep people out or to keep people in. We prefer them, freely, to ‘come to the well’ themselves.”

#### 1.1.7 How do we organise?

Our structures are designed to support Quaker Process - to help the individual and the group to discern and follow the guidance they receive.

We are a Federation of Yearly Meetings, Monthly Meetings and worship groups. Each of us has an important task to see our Meeting goes well.

#### 1.1.8 What will help me?

Speak to the Clerk of your meeting, consult other friends, speak to elders, look up your problem in this Handbook, come to Meeting for Worship for Insight and Light, come to training Workshops, talk to God all day and also wait quietly and contemplate. <sup>1</sup>

#### 1.1.9 Using Quaker Process

“Process” means “method” and “way”. Many Friends say that using Quaker Process or working the Quaker way has enabled them to manage meetings of any kind. They have used these methods in business, government, NGOs, domestic situations and with their own families. They have found them to be effective, quick and peaceful in achieving lasting results.

The ability to manage group interaction is a powerful skill that can be applied in every area of life. It can help you become a link in peace-making at every level; it helps to make friends; it does not rely on formal education or expensive resources; and it is always interesting.

You learn by doing. Don’t be shy ... ask for help. We are all learners, all our lives. If possible “do” with someone else. This relieves stress and tiredness. Quaker tradition is to do as much as possible in pairs – two heads are better than one, two spirits are stronger than one. <sup>2</sup>

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<sup>1</sup> For deeper insight into the life of Friends and the Society in South Africa, please read:

- *Living Adventurously* – available from all meetings.
- Advice and Questions at the end of this handbook and other sections

<sup>2</sup> See: Part 5 – Nurturing and Further Education

### 1.1.10 Why use Quaker Process in business and other meetings?

#### The Quaker Way

- Values everybody
- Is deep and has depth
- Is sincere, genuine
- Is slow, but complete
- There is no going back once it is agreed
- Power remains with the group
- Slows us down and enables compromise
- “Salt” enhances other ingredients
- Is open to new insights, new Light
- Ensures respect for the other, regardless
- Is based on the values of the collective and individual
- Is caring and careful for the ‘other’
- Includes everybody’s concerns
- Ensures all have ownership
- Means no one ingredient is more important than the others
- Offers and provides experience
- Seeks truth about:
  - Where we are?
  - Where we are going?
  - Who we are?
- Helps us to find God’s Way



#### RESULT

**Eventually makes me better than I am**  
**Builds a sense of Unity**

**God has a plan for us. The Quaker Way helps us to discover what this may be.**  
**If you are not sure what the right path is, don’t be afraid to delay a decision.**

**Note:** Quaker process is easily derailed by destructive behavior, so self-discipline is required from all participants in the gathering.

*MRYM 1107 Workshop on Process*

## 1.1.11 Enabling Quaker Process

<b>Leader:</b>	The Inner Guide, Inner Light, Christ Spirit, Holy Spirit
<b>Facilitator:</b>	Usually the Clerk, who should: <ul style="list-style-type: none"> <li><b>Prepare the agenda</b> <ul style="list-style-type: none"> <li>Understand the purpose of meeting; keep to Aim</li> <li>Call for and provide information: Call for more information</li> <li>Notice who is speaking too much, encourage new speakers</li> <li>Talk little, get sense of meeting</li> </ul> </li> <li><b>Monitor process</b> <ul style="list-style-type: none"> <li>Protect the group and the individual</li> <li>Suggest 'sense' of meeting to the minute taker</li> <li>Protect the group – don't let anyone abuse the process</li> <li>Act as gate-keeper – keep out last minute unprepared items</li> <li>Protect everyone's time</li> <li>Don't allow chatter, muffled speech</li> <li>Ask people to wait until "recognised by the clerk"</li> <li>Ask people to stand so they can be heard</li> <li>Hear everyone's contributions before speaking a second time</li> <li>Check that structures are working smoothly</li> </ul> </li> <li><b>Communicate decisions</b> <ul style="list-style-type: none"> <li>Sum up the 'sense' of the meeting</li> <li>Reflect back</li> </ul> </li> </ul>
<b>Silence</b>	Use silence to increase the influence of the Leader/Inner Guide
<b>Listen</b>	Listen actively and intelligently Try to find the message behind the words
<b>Don't contradict</b>	Add to previous contribution – supplement
<b>Discipline</b>	Aim to speak only once – high self-discipline
<b>Respect</b>	Care for each other and value oneself
<b>Minute-Taking</b>	Learn how to practise discernment
<b>Participants</b>	Come with heart and mind prepared Perform your role with the Spirit as your guide Participate in making minutes - watch, listen and follow Be patient and quiet while you learn yourself. Look for the Sense of the Meeting yourself Honour the Sense of the Meeting Practice will help you to sense it more easily
<b>Equipment</b>	Agenda, information, pen, pencil, paper, chair arrangements Minute taker's chosen tools, refreshments if possible

*Use special worship-sharing meetings to deal with a difficult problem*

MRYM 1107 Workshop on Process

## 1.1.12 The clerk / facilitator's role

<b>Facilitate:</b>	Co-ordinate process and structures Understand and discern Monitor Work with 'Transforming Power'
<b>Structure:</b>	Compile and understand the agenda
<b>Purpose</b>	Know what the meeting is for and keep all to the point
<b>Gate-keeping</b>	Set and keep boundaries ( <i>may also need a group contract</i> ) Time Content ( <i>not a therapy session</i> )
<b>What</b>	Produce the questions Produce the information Draw out wise and complete answers
<b>Decide</b>	Discern the decision - describe it to group and minute taker ( <i>the decision may be <u>not to decide</u> finally just yet</i> )
<b>Action</b>	Check that the following has also been dealt with: Who? What? When? How? Report back? Resources?
<b>Record</b>	See that it is minuted
<b>Monitor</b>	Matters arising - reminders before and after, too! Keep an eye on the other structures – are they working?
<b>Be flexible</b>	When changes are needed consult the group
<b>Succession</b>	Use a nominations committee
<b>Process:</b>	<p><b>Respect the individual</b> Draw out and acknowledge insights,</p> <p><b>Nurture the group</b> Prevent domination, time wasting repetition, interruptions and confusion from lack of information</p> <p><b>Find / Discern</b> Decode the 'truth full solution', find the general trend and then <i>wisdom produced by the group</i></p> <p><b>Ask for help</b> Ask for suggestions from the group, temporary clerk, silence, Ask for a special worship sharing group to focus on a theme</p> <p><b>Clarify role of other people in sitting in a meeting</b> i.e. to: <i>Seek for truth, wisdom, Light = guidance from the Spirit</i> <i>Listen to the Light in messages from others</i> <i>Help the clerk, monitor the process, ask for correct process</i></p>

***Trust the process. Discipline, mutual respect and observing the rules will give the Spirit more space to work and bring you into unity.***





### 1.1.14 Group agreement

If it is a new group (or strange to Quaker custom) ask the members to agree on how the meeting should be carried out:

“How can we make this gathering a safe, productive place where everyone is at their best?”

Write it down, if possible on newsprint, so later you can just point to an item to remind people what they agree.

#### **GROUND RULES** **A Group “Contract”**

- No put-downs (of others or yourself)
- Respect everyone
- Speak for yourself only
- Don’t interrupt
- Don’t speak for too long (*give others a chance*)
- Don’t speak twice without permission
- Confidential (*don’t repeat confidential information*)
- No cell phones

These are typical rules chosen by a group. If they leave anything out, the facilitator can ask them if they would also like the extra “rule” in their agreement. It is important that the group formulates the contract and it is not thrown at them, ready-made.

**Check: Do we all agree to these rules for this session?**

### 1.1.15 “Hearts and minds prepared”

#### **Mind**

Read documents, discuss

Expect to learn

Notice process

Sift to make sense

Think “what can I do”

Volunteer your skills

Volunteer your knowledge

#### **Heart/spirit**

Be ready to listen

Be open to being transformed

Prayerful silence (a valuable contribution)

Respect the other

Respect yourself and what you can offer

Be ready to help the gathering

Be willing to take whatever is offered

*Try to understand what the other really means*

MRYM 1107 Workshop on Process

### 1.1.16 Worship Sharing

Some tips for the facilitator:

- Explain the rules to your group every time – members forget and there may be new-comer!

#### WORSHIP SHARING RULES

1. Worship Sharing is not a debate or discussion – it's like a focused Meeting for Worship
2. Don't comment or react to anyone else's contribution
3. Do **not** answer questions
4. Always start and end with a silence
5. There is always a silence between each contribution
6. Whatever is said in the group remains confidential
7. The group may choose to either go around in a circle or at random - it is useful to have something like a stone or feather that the group member wishing to speak can pick up
8. In a round, each participant speaks only once.
9. It is often better if partners/spouses go into different worship sharing groups.
10. It is Not a therapy session though it can be therapeutic
11. Any group member can say "pass" if you don't want to contribute at that stage.

- The facilitator facilitates – does not dominate, comment or control, except to gently remind people of the rules when necessary
- It is best to have about 6 – 8 in a group
- We usually start off with some kind of introduction by each member of themselves to the group and what they would like to get out the gathering or what they bring to the meeting
- As facilitator you try to affirm each individual (nod, say thank you , etc) and listen with compassion
- Respect the experience and views of all
- You can use as a topic a difficult item brought from Business Meeting, or from the life of your Meeting or take up something from the ministry in MFW , or something in your own life
- A Worship Sharing session can open hearts and minds to a new approach to a problem

## 1.2. Quaker Minutes

### 1.2.1 Why do we use the Quaker Way?

**Practical reason:** It reminds us about important things and helps us to follow up

**Other reasons:**

- We all learn more about important things
- Learning together puts us all on the same page
- It helps us all to practise discernment about issues
- The minute is the completion of the process and culmination of our addressing the issue
- We come to a gathered decision or opinion (not actually consensus)
- The entire meeting owns the minute and there is no going back on it
- A minute is a progress tool that helps us to progress further

**The Quaker Way  
 results in wonderful things.  
 The minute is a record of the Light shown to us  
 and the work of the Spirit at this moment.  
 We have looked for and found  
 the precious gift of wisdom.  
 All of us have grown.**

*2011 MYRM Clerks' Training Workshop*

When the Light is shown to us and the Spirit works, important things are revealed to us. Just think of the details and plans that were included in the Bible because "The Lord said ..... ". This is why we tend to write a minute about the proceedings after our gatherings.

*"I am Wisdom. I am better than jewels; nothing you want can compare with me.  
 I am Wisdom and I have insight; I have knowledge and sound judgment."*

*Proverbs 8 . 11: Good News Bible*

### 1.2.2 How do we reach a minute?

- Clerk:** Presents agenda item or topic  
 Provides brief preliminary Information  
 Calls for additional contributions and discussion  
 Sees that the meeting is orderly, no interruptions, all can hear
- Minute Taker:** Listens very attentively  
 Follows the trend of the contributions  
 Writes down a few important points while people are speaking - not things that don't seem important; not names, unless important: eg "X brought this concern to the meeting" (Names are often not necessary because the minute belongs to the whole group)
- Clerk:** Summarises – reflects back while minute taker takes full notes:  
 "It seems that we ..."  
 "It seems that this is the decision/view of the meeting ... Is this correct?"  
 "Let us wait in silence, *holding the minute in the Light ...*" (this is an opportunity to support with silent prayer and then hear the minute when ready)
- Minute taker:** Finishes summarising the decision, while the meeting pauses  
 Reads out the minute  
 Adjusts the wording as suggested by the meeting
- Clerk:** "Is this right?" / "Does the Minute reflect the sense of the Meeting?"  
 "Do we need to add: What, Who, When, How, Report back"  
 When agreed: the Clerk can say the following out loud, if useful: "This is now the minute which belongs to all of us".

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#### **Extra tips for reaching a minute:**

The clerk can note on the minute taker's copy of the agenda, a brief introduction to the item, or a summary which can be used in the minute as it is, or changed by the minute taker.

(The minute taker should sit close to the clerk!)

The final version of the minutes should immediately be sent to all Friends concerned (not more than a week later)

*When the clerk is at a loss, say:*

"May we have a short time of worship/silence to gather ourselves?"

"I am at a loss, co-clerk can you help?"

"Should we hold the matter over until the next meeting?"

"May we have quiet time while the minute taker works on the minute so far?"

"Should we refer this minute to a small group to work on it further?"

*Many of these practices are now productively used in business and NGO settings.*

### 1.2.3 How do we discern the sense of the meeting?

Discernment is a valuable skill to bring to your family, your social gatherings and your business gatherings.

Discernment is when you see what the Light is showing you, or you hear and feel that the Spirit is telling you: "This comes from Me".

The group discussion goes here and there, so we need to feel and consider what the general trend of the contributions is.

To reach discernment:

- Listen, look closely + Understand + Evaluate = put a value on it
- Follow the trend of contributions and sense what the essence/ Truth of the situation is?
- Sift, distil and get rid of unnecessary bits
- Discard responses where someone's 'buttons have been pressed'
- Allow fractious people to 'settle in' as the Quaker process develops
- Remember, if your 'buttons get pressed' it's because of something in you, not another person
- Ask questions: What is behind a concern? Tell us more? Is this correct?
- Read the sub-text, the message underneath the words which may mask some other issue

***Discernment is easier when the group is correctly using Quaker process.***

***Quaker process helps with discernment.***

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## 1.3. Protecting the group

Because Quakers have so few rules, the ones we have are very important. Quaker Process is easily disrupted by inappropriate behaviour.

The Group must feel safe. The following procedures may help to achieve a conducive environment:

- Set aside time at the beginning of a meeting and ask the group for an agreement to use Quaker Process, not normal business process.
- Get them to define what Quaker Process is – brainstorm
- Perhaps brainstorm how Quaker Process is different from process in other meetings
- Write it all down and ask them to confirm their agreement

## 1.4 Dealing with disruptive behaviour

For a meeting to be a safe place for worshipers, the group process must be protected. Facilitators may use various tactics to deal with disruptions, as the following examples show:

### LATECOMER/EARLY LEAVER

- Don't stop the meeting to review
- Check to make sure everyone can stay until the end of the meeting
- Find out why person is leaving
- Privately, ask what would make the meeting more important for that person

### BROKEN RECORD

- Let the person know their idea has been heard and acknowledged
- Allow the person a few minutes for their idea and move on

### TALKER - DOMINATES THE DISCUSSION

- Interrupt - Say "thank you, can we now ask someone else for a contribution"
- Ask the person to serve as recorder

### INTERRUPTER

- Stop interrupter - ask him or her to let others finish
- Ask person to record their idea

### INTERPRETER

- Stop the person so others can finish
- Ask others if the interpretation is valid

### DOUBTING THOMAS

- Get group agreement not to evaluate ideas for a set period of time
- Use this agreement to correct anyone who violates it

### GOSSIPER

- End gossip by asking for the facts
- Defer the issue until information is available

### WHISPERER

- Remind the group to keep focused
- Ask the person to share their thoughts

### ATTACKER

- Ask people to address facilitator, not each other
- Ask the critic to suggest positive alternatives

### BLOCKER

- Ask blocker to provide reasons for withholding consensus
- Ask blocker to provide another solution or a way for the group to make progress
- Ask the blocker if he/she can live with the solution the group favours

### BUSYBODY (interferes with other's work)

- Deal with the person before the meeting
- Take a recess if it is a key person

### DROPOUT

- Say, I would like to hear what X thinks?
- Outside the meeting, walk near the person to gain attention
- Get feedback as to lack of interest

### HEAD SHAKER

- Ignore the person and focus on the speaker
- Approach the person at a break if it becomes a disruption

### KNOW-IT-ALL

- Stress the importance of group decisions
- State that there are other valid opinions

### BACKSEAT DRIVER

- Stick to group procedures
- In extreme cases, challenge the person

### DISORDERLY VISITOR

- Ask them to come outside with you to explain their problem; explain simply: "we need silence to worship God".
- Offer tea/coffee to distract them

## PART 2 : HOW QUAKERS ARE ORGANISED

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### 2.1 Our “bottom up” federal structure

The **Meeting for Worship** is the basis of all our activities

A **Local Meeting** is the primary meeting for church affairs in each region and is recognised by the Yearly Meeting. It will arrange a Meeting for Worship and Meetings for Business when necessary.

A Meeting for Worship with a concern for business is usually called a **Monthly Meeting** if it holds a business meeting once a month and has been recognised as such by the Yearly Meeting.

An **Allowed Meeting** does not fully meet the requirements of a Monthly or Regional Meeting

A **Regional Meeting** is sometimes formed to cover a specific geographical area.

#### **Central and Southern Africa Yearly Meeting (C&SAYM)**

This is the only body that can act on behalf of the Society of Friends (Quakers) in the area. It is one of the many autonomous Yearly Meetings throughout the world.

#### **Friends World Committee for Consultation (FWCC)**

This body coordinates the wider world of Quakers internationally is a federation to which most Yearly Meetings belong.

*We stress equality and avoid hierarchy. All members are of equal importance as each is a unique channel for the Spirit. The officers are the servants of the Meeting, who use their special gifts and wisdom for the good of all.*

### 2.2 What are the Meetings for?

*Quakers use a particular way to become conscious of God and to get help. The structures we have chosen are to develop our Spiritual Awareness and support the Quaker Way.*

(Central and Southern Africa Yearly Meeting Workshop 2010)

#### 2.2.1 Meeting for Worship

Helps us to discover our own True selves and fulfil our own wonderful potential. Also helps us to influence the ongoing process of Creation - not live on the sidelines of real life. Quaker worship occurs in silence, and is aimed at direct awareness of the presence of God.

Friends normally gather every Sunday for Meeting for Worship. The Meeting starts when the first worshipper sits down, and usually continues for an hour.

*The following item could be turned into a brochure for visitors and as a reminder for us all:*

### In Meeting for Worship

Go in as soon as you feel ready. It is a good thing if a Meeting can settle down a little before the appointed time.

If you enter after Meeting has started do so as quietly as possible. Sit anywhere you like. Try to be quiet in body, mind and spirit. Relax into the silence and into the centre of your being. Listen within the silence, patiently and without expectation, to experience what God may reveal.

This "waiting in silence" is the essence of Quaker worship. Sitting in silence can be difficult especially if one is not used to it, and it is usual to experience the "crowding" of unwanted thoughts. These may be dealt with by not resisting them but by quietly acknowledging them, and putting them "on one side".

The silence will be broken when someone present feels the need to say something that will deepen and enrich the worship, and which comes from the spirit of God within. Whatever is said should be heard and held in the silence. There is no debate. Receive what is said in an accepting, charitable spirit.

Each contribution rightly given will reach someone, but our needs are different and can be met only in differing ways. If something is said that does not "speak to your condition" then try to reach the spirit behind the words.

There may be one or several persons who feel moved to speak. Sometimes one ministry inspires another. Sometimes persons share things important to them. People may share a thought, a prayer or an experience. There may even be something read, sung or recited. The Meeting ends when the Head of Meeting shakes hands.

Friends find that after a period of restless silence, the Meeting becomes more "gathered" or focussed and the presence of God discernible. This is also described as "centering down".

#### **Afterwords**

A new practice has been found most useful by some meetings when after the Meeting for Worship itself is over, the clerk introduces "afterwords", saying:

"The formal part of Meeting for Worship is now over, but we shall keep the silence for a few more minutes for "afterwords", so that anyone who wishes may contribute what may not have ripened into ministry."

Still in a worshipful manner, those present may share messages or concerns arising out of the silence.

#### **Introductions, personal messages and notices**

When the head of meeting judges that "afterwords" is over, he or she asks that each person present in turn introduces themselves, and gives any personal messages of interest. It is suggested that visitors be invited to say what has brought them to the meeting. The clerk can then call for notices and news.

Read more about Silent Worship and Centering Prayer in Part 1, plus:

- *The Amazing Fact of Quaker Worship* by G Gorman
- *What Are Our Monthly Meetings Doing? & Before the Meeting* by K Redfern
- *Who Are The Quakers?* C&SAYM



### 2.2.2 Business Meeting

A *Meeting for Worship with a Concern for Business* is held to deal with the Business of the Meeting (and the world) guided by the Light, Truth and Wisdom.

Business meetings are held in a worshipful manner: They are normally held once a month. All members may attend. Those not formally accepted into membership may attend with the permission of the Meeting. The Clerk facilitates the Meeting. If the Clerk is not available, a person chosen by the Clerk will facilitate.

**CAUTION !!!** *We often bring in unhelpful habits and attitudes from outside.*  
*Read about Quaker Process in Part 1*

### 2.2.3 Worship Sharing

These gatherings strengthen our mutual understanding, and are also very helpful especially for dealing with difficult situations of every kind.

e.g. to achieve clearness on personal matters, to celebrate birth, marriage, commitment to relationships and to meet other rites of passage such birthdays or death and to explore a particular topic, study group, bible study.

*Also look at Part 3 "Special Gatherings"*

### 2.2.4 Friendship

Meetings may arrange social evenings, bring and share lunches, walks, Ten Minute Talks after Meeting for Worship and Retreats to make sure that no one is left out in the cold or not feeling the warmth of the Meeting's fellowship.

We benefit from our diverse backgrounds; we are the Religious Society of Friends, and supporting one another in a loving way is an essential part of the life of the meeting. This is partly done simply by a caring attitude, enhanced by an awareness of the Quaker view that 'there is the light of God in every person'. However tensions can arise in a meeting, and need to be dealt with and prevented as far as possible.

Perhaps the most important aspect of a spiritual community is that we can check whether we are truly following the Inner Light – the Counsellor – or whether we are just indulging our personal wishes. A kindly community can gently and silently show us that what we are doing is not working. Quaker experience has shown that following the Light leads to unity in diversity - unity while enjoying great differences in experience, background and personality.

## 2.3 Serving the Meeting

### 2.3.1 Becoming a member

All members and attenders are responsible for the good functioning of the Meeting for Worship and the business meetings. This involves active listening and a willingness to learn and grow.

"Today membership is a recognised outward sign of an inner and spiritual commitment to a way to worship and life as lived within the Society of Friends. There may be some who consider membership unnecessary. However it is the experience of Friends that one's full growth is helped by formally accepting commitment as a member of a group by expression of faith in action, by accepting responsibilities, and by sharing in worship, seeking and caring."

When an attender feels moved to join the Society he or she should write a letter to the clerk of the local meeting that the applicant wishes to join. It is assumed that an applicant will have attended for some months and being involved in the life of the meeting be known to the majority of members.

Membership is determined by a Monthly Meeting. The Business Meeting appoints two members to visit the applicants for membership. The visitors report back to the (next) Business Meeting for a decision to be taken on the application.

Isolated Friends may be members of the Yearly Meeting.

Membership commences when a minute to that effect is recorded. The Clerk must officially notify the applicant of the outcome of the application and welcome the new member.

Each of us is a minister, responsible for the care of the Meeting and of each other. We also appoint particular persons for special tasks such as the officers listed below.

See also specimen check lists found under "Check Lists & Procedures"

### 2.3.2 The Clerk's basic duties

#### **Meeting for Worship:**

Go to meeting for worship or ask someone to stand in for you.

#### **Business Meeting:**

Prepare agenda, read all documents and have all information ready

Have the minute book on the table – with old minutes

Ensure there is a minute taker for Business Meeting

Check all the necessary service functions are being done

Attend Mid-Year Representatives Meeting (MYRM) (August, Sept or October)

Attend Yearly Meeting – or ask your Meeting to appoint a deputy.

Delegate: the Clerk is the servant of the meeting, but not its slave!

*For a full check list see the Section with "Check Lists & Procedures"*

### 2.3.3 Nominations committee

The Nominations Committee is essential. It has to make sure that no one holds office for too long, and suitable people are found for positions. Proper rotation will give people a chance to learn new skills.

- Call for Nominations Committee recommendations 3 months before office-bearers change
- Put their recommendations before the Meeting for approval 2 months before the change

Everyone in the Meeting should help an officer to perform properly by providing encouragement and guidance especially with Process, and other help when necessary.

See “Check Lists & Procedures” in this handbook for job descriptions compiled by JMM to meet their particular needs.

### 2.3.4 Treasurer

A reliable, up to date Treasurer is essential and bank statements must be tabled every month. Ask the Business Meeting to set the treasurer free if the task appears too heavy: Find someone else or employ honest, efficient outside help.

### 2.3.5 Eldership and oversight

Normally three or more Friends are appointed by the Meeting to watch over and take care of the Meeting and the members. *Elders* are responsible primarily for the Spiritual Welfare of the meeting. *Overseers* care for the physical and material needs. Because of our small numbers the roles of elders and overseers are often merged. Basically their role is to see to

- the right ordering of the meeting as a whole and the way it functions
- the spiritual and pastoral needs of the members both corporately and individually.

Meetings should try to appoint persons who are familiar with Quakerism to these roles. See that they are not all replaced at once.

Elders should meet regularly, perhaps once a month, with the clerk or co-clerks of the Meeting also present. This is a time for reviewing and discussing concerns brought by members or the elders themselves, to refer concerns where necessary to Monthly Meeting and generally to share news about Friends. This also serves as a support group for the elders and the clerk themselves and is a place where members can safely take their concerns.

One meeting has instituted a scheme where each month one of the elders will take a turn to be responsible for overseeing the Meeting. This may involve standing in as Head of Meeting if there is no-one available, and to ensure that Attenders and visitors are welcomed and spoken to during tea time. They would also be available for any member of the Meeting who may be in need.

One Meeting has found an ‘elders care list’ to be very helpful. It has been structured as follows:

- All the members and regular attenders of a Meeting are divided up into groups.
- Each member is told who has been suggested as their elder and has a chance to change if they are unhappy with the suggestion.

- The elder makes it her/his special concern to "care" for those particular people during the year. This provides some "pastoral care" and ensures that everyone is regularly cared for by an elder and feels that they have someone in the Meeting that they can share concerns with if necessary.

Suggested reading:

- An excellent description of elders and overseers in *Quaker Faith and Practice* (BRITAIN YM 12.05 -12.19):
- Caring for One Another      QHS:
- Meeting Needs                QHS:
- *Unforeseen Joy*                Damon D Hickey:
- *Eldership*                        Rosalind Priestman QHS/Woodbrooke.

### 2.3.6                      Visitors to Applicants for Membership

Visitors are chosen at Monthly Meeting. One of these will be experienced in visiting, whilst the other may be chosen to gain experience. Meetings should ensure that personality and interests are considered.

The visitors should consult each other and the applicant on the arrangements for the visit and should, reassuring the applicant of the friendly nature of the visit.

The place of the visit should wherever possible be in the applicant's home.

Before the visit, both visitors should read the "Visitors' check list and explanation" below and refresh their memories of the content. Visitors should plan how they will share the discussion of the items in the check List. It is, however, essential that this material is used as a guide to the points that should be raised during the conversation. Do not put points directly as a questionnaire.

*See: Part 6 "Check Lists & Procedures"*

#### **Advice to Friends appointed to visit applicants for membership**

When couples apply for membership whenever possible, they should be interviewed separately for at least part of the visit, and in any event great care must be exercised to "draw out" both applicants.

Afterwards the visitors consult each other and prepare a joint report to Monthly Meeting. This report should indicate something of the response to the points raised in the check list. If it was felt that it was inappropriate to raise a particular issue that too should be indicated in the report to the Monthly Meeting if not already brought out in the applicant's letter.

The story of the applicant's spiritual journey and something of their personal interests would be a great help to Monthly Meeting.

Finally, it is hoped that both the visitors and those visited will find the experience truly enriching and an occasion to be remembered joyfully.

### 2.3.7 Register of Members “Recording Clerk”

A member joins a specific Monthly Meeting. This results in Membership of the Yearly Meeting. The Monthly Meeting is responsible for admitting members, transferring or cancelling membership.

The local meeting must keep a list of members and attenders and submit such list to the YM Membership Clerk for inclusion in the YM lists. The quota to be paid by the Local Meeting to the Yearly Meeting is based on the YM membership lists.

All children of the Meeting are from birth under its care. Younger persons are welcome to attend and partake in all the activities of the Meeting as attenders in their own right provided the parents consent to this.

**Junior Membership:** Parents or guardians who intend to bring the child up in accordance with the principles of the Society, or the child, may apply to be admitted as a junior member. Junior Membership ceases at 16 years of age.

**Adult membership:** Adult membership is open to those who have reached 16 years of age on application for admission. The application for Membership process as outlined should be followed. Allowed Meeting members

**Termination of membership:** See “Check Lists & Procedures”.

### 2.3.8 Minute co-ordinator

In a busy meeting a person should be appointed to take the load off the Clerk and

- see that a minute taker is appointed and present
- the minutes are circulated promptly to all members
- hard copies are available for those without email
- the Minutes are pasted into the minute book
- the Minute book is available at business meetings
- old minute books are sent to Cape Town (see Archivist)
- the Address list is up to date
- Persons to receive the minutes are :
  - Members and regular attenders
  - YM clerks and other MM clerks
  - SA Quaker News
  - Absent members and visitors where appropriate

If all meetings use the same format and style for minutes it will be easier for future archivists and researchers. The uniform format will ease the chores of cross-referencing material

Please make sure that all original minutes intended for the archives are dated and signed by the clerk and minute-taker. If there are multiple pages, notate the top right-hand corner with the abbreviated (initials) name of the Meeting, date, and page number.

Since we ask that no staples be used in keeping originals (refer to Archives), pages may become separated so notation of each page is important.

### 2.3.9 Minute writer

*Also see "Check Lists & Procedures"*

Minutes should reflect accurately and clearly any discussion or decision taken in such a way as to be informative and complete. The Clerk and minute-taker have ultimate responsibility for minutes of clarity and accuracy.

Write, read out and approve Minutes at Meeting for Business. Changes may be suggested at the Meeting for Business. The change must be approved by those present. The minutes can then be approved by those present. The minutes must be recorded with the same wording as when read out and approved - including any grammatical errors or clumsy wording. Corrections of typographical errors may be made. No editing of content of approved minutes is allowed unless expressly asked to do so by the members at a given Meeting for Business.

Give the name of the person giving a report or important information. Otherwise, names are not usually mentioned as the Minute belongs to the whole meeting. The presiding Clerk is usually referred to simply as the Clerk, and is not referred to by name.

***Very important – read about Making Minutes in PART 1: Quaker Process.***

### 2.3.10 Archivist and record keeper

The Monthly Meeting archivist collects completed Minute books and documents and sends them to the Yearly Meeting archivist in Cape Town. They are kept at the University of Cape Town Library, where they are available for the use of researchers.

### 2.3.11 Other tasks

See Job descriptions in Part 5 "Checklists & Procedures"

### 2.3.12 Good business meetings

John M. Coleman's feature article in Friends Journal ("When Quaker Process Fails") looks at ways that Quaker institutions have avoided accountability and expertise. In the follow-up interview he shared the three essential conditions for good Quaker decision-making, and tells us of some surprising places where Quaker process is being used. His experience as a business consultant leads him to say:

#### **Quaker Process needs**

- Excellent clerking
- A high level of trust
- Intelligent listening
- Hear the underlying concern of another friend – not just the words.
- Test the weight of the contribution
- Get the core idea

#### **An ideal Monthly Meeting**

- Found just the right person to be an excellent clerk
- Did not change the clerk unnecessarily
- Coached each other in listening skills
- Was open to outside help – got in experts

*Friends Journal (USA) October 2012*

## PART 3 : SPECIAL GATHERINGS

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### 3.1 Worship Sharing to unite on a matter

Friends enjoy coming together to explore a matter of mutual interest. You can also refer a knotty problem from a Business Meeting to a Worship Sharing session – with the problem as the topic. It allows space for learning from one another and can bring about unity without sacrificing diversity.

#### Worship Sharing Rules

***You need to explain the process every time for newcomers and to remind old Friends too***

1. The topic is a question for each person to answer from his/her own Truth
2. It is not a debate or discussion
3. We start and end with a silence
4. Always keep a silence between each contribution
5. Do not comment on what someone else has said – speak for yourself
6. We can either go around in a circle or at random
7. Each group member has the option to pass
8. Whatever is said in the group remains confidential
9. Make sure others get a chance to speak, so don't go on too long
10. In a small group, some find it is useful to have something like a stone or feather that the group member wishing to speak can pick up

#### Facilitator:

- **Always explain the rules to your group every time – they forget, and there may be newcomers**
- It is often better if partners/spouses go into different worship sharing groups – suggest they might find it more interesting if they move
- Ask if they want to use a stone or feather that the group member wishing to speak can pick up
- After the introduction pose the Question
- Ensure no one speaks too long – when he or she pauses to draw breath say “thank you, let's allow someone else to add to that”
- Worship Sharing is not a debate or discussion – gently remind a person not to reply to another's contribution
- It is best to have about 6 – 8 in a group

## 3.2 Meeting for Clearness

Any concerned person can request that a "Clearness Committee" be formed . This is a highly focussed meeting held under the auspices of the Local Meeting to help explore what the Light is prompting one to do in a specific personal situation.

The Clearness Meeting is a group process to find a way forward in a worshipful setting. It offers depth, time and companionship in a safe setting.

### Meeting for Clearness

- Select a facilitator
- Gather and start with silence
- Ask what time has been set aside for the gathering
- Explain:
- The object of the exercise is to examine the issue and obtain clarity about what is to be done.
- The meeting is usually conducted in a Quaker Worship sharing mode. It is not a discussion or a lecture but involves.

Careful listening

No judgment

No solutions

No answers

Affirms the work of the Light

- The "committee" should not react, or contradict or otherwise respond to statements: instead ask questions only for clarity.
- We will again start with silence
- The person bringing the issue is invited to speak out of the silence to explain the situation.

Type of issues that can be brought to a Clearness Meeting include: Marriage or laying down a marriage; Life crisis or a concern.

Members should speak only from their own experience. The "I" discourse opens up a new perspective, but they may feel free to respond by saying "It seems to me ..." It is close to but on a different level from counselling and mentoring.

The Meeting should Minute that a co-ordinator and some members have been appointed, but don't reveal nature of the problem. They should meet beforehand and select queries helpful to the process. The conversation is confidential but the members should report back to the Local Meeting not mentioning the topic.



### 3.3 Marriages "under the care of the Meeting"

Quakers, like other traditions, believe marriage is a lifelong commitment and at the heart of any community and therefore to be embarked upon after careful deliberation. It is a commitment freely entered into by two individuals, in the presence of God, each on their own behalf.

The role of the Meeting is to support and encourage mature reflection on the path chosen, both prior to, and after a "Meeting for Worship with a Concern for Marriage". Thus the couple affirms that they are an integral part of the Meeting community, and that community affirms that they have a responsibility to nurture and care for relationships within it. The couple are not "married by the clerk" but each freely enters into the marriage relationship in the presence of the Meeting.

The traditional Quaker certificate and supervision by the Meeting was in the olden days very important during times when, in England, only Anglican marriages were recognised by the state. Now there is religious freedom, but we still like to make a marriage an occasion of communion by the couple and their friends, whose support they will need. It is difficult to live up to one's marriage values, without the support of a spiritual community.

#### 3.3.1 The Ceremony – Meeting for Worship on the occasion of a Marriage

A specially organised Meeting for Worship is held within which the marriage or commitment takes place. Any decorations, music etc., desired by the couple must be considered by the Committee for Oversight as to their suitability in an un-programmed Meeting.

- The couple walk together into the Meeting in the silence
- Meeting for Worship is opened in normal fashion
- If an explanation by the person designated of Quaker marriage customs and Meeting for Worship is desired, it should be given near the beginning of the Meeting
- After a suitable period of quiet, and hopefully when Meeting is centred, the couple will rise, and taking each other by the hand, exchange vows
- The following format has been customary for Friends but can be amended with the approval of the Oversight or other Committee

**In the presence of God and before these, our Friends (or "our Witnesses")**  
**I ..... take you, my Friend ..... to be my wife/husband/spouse/partner,**  
**promising with Divine assistance to be unto you a loving and faithful**  
**husband/wife/spouse/partner, so long as we both shall live.**

The couple should memorise this, but may also read from the Certificate laid on the table.

- The bride is not "given away" and does not have a bridal procession. Rings may be exchanged at this point if the couple so desire, however, this is not essential, and was not done in earlier centuries
- The marriage certificate is signed (and may be read to the gathering)
- The Meeting continues with a period of worship during which any Member may share ministry
- The handshake of the clerk concludes the Meeting
- All present are then invited to sign the certificate, the family signing first
- The Meeting should be performed to maintain dignity, reverence and simplicity
- The Duties of the Clerk of this meeting are to open Meeting; to ensure that the process is explained to all present, to read out the Certificate of Marriage at the end of the Meeting and invite all present to sign it; to close the Meeting; to supervise the signing and handing over of the Certificate to the couple

*Drawn mainly from Friends Meeting of Washington*

See "Check Lists & Procedures" for:

- Specimen Agenda
- Specimen introduction by the Clerk of the Meeting for Worship:

### 3.3.2 Legal requirements for marriage in South Africa

A legal marriage can only be conducted by a Marriage Officer appointed by the SA Government. Some church ministers are Marriage Officers, but at present, there are none in the Religious Society of Friends.

So the couple need to make an appointment at a convenient Home Affairs office – the waiting list may be as much as 6 months. You sign the legal contract there, with your two witnesses, and a few others whom you may invite to be present. Then you are "legally married" by a Civil Marriage.

The religious ceremony is voluntary, though many people do not feel "married" without it.

A month or so before your marriage, you should make an appointment to see a lawyer – any reliable attorney in your area. This is because you may want to enter into an "Ante-nuptial contract" before the legal Marriage. This is because Marriage has serious consequences on your property rights.

If you do not have an Ante nuptial contract you share all debts and all assets. This can be a problem especially if one or both are in business.

### **3.4 Solemn Commitment**

If a couple of the same sex wish to have their relationship recognised and blessed by the Meeting, the proceedings, in consultation with the couple, are much the same as for a traditional marriage

### **3.5 Births**

The birth of a child to parents connected to the Local Meeting can, if the parents so elect, be recorded on the membership list. A special Meeting for Worship can be held to celebrate the birth of a child.

Often the infant is brought to Sunday Meeting for Worship when the child is in fact included in the life of the Meeting, without symbols. Children can be welcomed into, and brought up within the fellowship of a Meeting. If the parents wish to appoint “god-parents” they are free to do so.

There is no automatic Membership of the Society when they are older and they should apply for membership, in the usual way.

### **3.6 Memorial Meeting to celebrate the life of a deceased Friend**

Friends customarily hold a special Meeting for Worship to give thanks for the life of the departed.

A couple of Friends should be asked to meet with the bereaved family, to give care and support and to ask them how they would wish to arrange the Meeting. Friends’ funerals and memorials vary according to the wishes of the deceased or family members.

The family should ask the Clerk to ensure that someone is appointed to oversee the proceedings for a Memorial to be held at the Quaker Meeting House in the manner of Friends.

The Death, Funeral and Memorial should be appropriately recorded in the Monthly Meeting Minutes.

The Membership Clerk of the Yearly Meeting should be informed.

It is helpful at the start of the Meeting for Worship to explain to those gathered

This explanation and the available literature should ensure that the Meeting settles down into an expectant silence and allow the bereaved an opportunity to use the silence in reflection, prayer and meditation.

## Memorial Meeting for Worship

### Thanksgiving for the Life of ..... Specimen Agenda

1. Show visitors to their seats
2. Clerk of the Meeting welcomes visitors and explains
  - this is a Quaker Meeting for Worship and a gathering specially to give thanks for the life of ...
  - We meet in silence, to sense God's presence and give thanks for the blessings we received through the deceased.
  - We trust that God's Light will guide and heal us.
  - All are free to contribute as led by the Spirit
  - You may wish to say a prayer, sing a song, and share a memory of ..... , read from the Bible, etc.
  - The Meeting will end after about 35 - 40 minutes (you choose the length of time using your judgment)
  - To mark the end of the gathering, the clerk of the Meeting will shake hands with the others present.
  - The burial/ cremation will take place later (if this is the case)
  - You are welcome to join the family for tea afterwards

#### **More background:**

A Quaker Funeral Service is essentially a Meeting for Worship to celebrate the life of the deceased, based on silent reflection and prayer and has no visible leader. Only a person appointed as the Clerk of that Meeting to ensure right ordering. Those who gather are brought together by their relationship with the deceased. Not all those attending will be Friends or familiar with the ways of Friends.

The Meeting for Worship begins as soon as the first person enters the Meeting Room and settles down in silence. Family, caregivers, friends can sit together at the front of the Meeting Room. Anyone is free to minister, say a prayer, or read meaningful prose or a poem. A ministry may arise and be put into appropriate words, words of consolation, and comfort for the bereaved, reflection on the mysteries of living and dying and perhaps even a thoughtful eulogy or reflection of the one who has died.

An appointed Elder and others should visit the bereaved family or caregivers shortly after the death and before the Funeral or Memorial is held, and give ongoing pastoral care as needed. This visit would support the bereaved family Members and friends and the Elder might assist the family members in making Funeral/Memorial arrangements should they so desire. Ideally Friends should indicate their burial wishes and lodge these with the Clerk in good time.

*(See also: Check Lists & Procedures)*

## PART 4 : CENTRAL & SOUTHERN AFRICA YEARLY MEETING

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### 4.1 What is Yearly Meeting for?

4.1.1 The constitution says:

“The YM is responsible within the area for

- 3.1 promoting the spiritual welfare of Friends and the right ordering of their meetings and business affairs in a spirit of openness, care and earnest desire for spiritual growth;
- 3.2 recognising, overseeing and terminating the existence of all meetings in the YM area;
- 3.3 representing Friends within the area, in relation to the Society and other organisations throughout the world.”

**Yearly Meeting Committee** (all Clerks within the area) conducts the business between the actual gatherings.

**Mid-Year Representatives Meeting** – comprising the YM committee and other necessary people, is called by the YM Clerks to advise on business matters and prepare for the next gathering.

### 4.1.2 Members and attenders gathering

Friends and regular attenders from all the Local Meetings gather in January or April, each year at a venue chosen by the host Meeting – usually at a very pleasant country venue. It includes “Meetings for Business” to deal with matters brought forward by local meetings for consideration by the society as a whole, and a couple of days of “Summer School”.

- The business sessions provide experience in Quaker Process - full of interesting items interspersed with lighter activities
- The special interest groups provided by members offer a wide choice
- Ten minute talks in the evening about a wide variety of topics prove very popular
- There is a concert at the last evening, so bring your music and other talents
- Young Friends join in the above, but also arrange some activities of their own
- you can make time for quiet, reading, art, music, conversation, walking, swimming, yoga etc.
- Quaker Process in action and well done is a fun, a pleasure and a great learning experience.

A program is provided for young children though you will continue to be responsible for your own children

Yearly Meeting can usually be included in your annual holiday, so think ahead and plan early. Spouses and children are welcome. Register early (about three months before Yearly Meeting); fill in the registration form and return by email or via your clerk.

If you need financial help for either travel to or accommodation at Yearly Meeting, consult your clerk as help may be available from Evelyn Cadbury Trust. You will need to apply at least three months before Yearly Meeting.

### **Evelyn Cadbury Trust Fund**

**Because travel inside South Africa was so expensive and difficult, Evelyn Cadbury set up a trust to help with travel and accommodation costs – for the spiritual welfare of the Society of Friends in Southern Africa**

- Ask your clerk for application forms
- Fill them in with help from your clerk
- Hand them back to your clerk
- Your clerk will get approval from MM
- Money will be paid direct to the venue
- You will be refunded after YM

#### **4.1.3 What happens at Yearly Meeting?**

Our Workshop said Yearly Meeting has both informal and formal roles:

##### **Yearly Meeting's informal role is:**

- Fellowship with God, each other
- Fellowship between Meetings & God
- Spiritual care of the Society - Spiritual Renewal
- Sharing work and experience, Building a sense of community
- Affirming individuals and meetings and acting as a sounding board
- Education of meetings and individuals, exposure to diversity of people and experience (the different groups & individuals prevent pettiness and incestuousness)

##### **Yearly Meeting's formal role is to:**

- Check that meetings achieve Quaker Goals using Quaker process
- Be the public face of Friends re public matters
- Connect Local Meetings with each other
- Recognise Monthly and all Local Meetings
- Monitor Meetings in the area
- Check that financial matters are being properly dealt with and reported
- Help on request
- Pick up problems and concerns and initiate a process to deal with them

Yearly Meeting is a “weak body” (not domineering) which sets an example, guides and teaches individuals. But it is stronger than a Local Meeting because more Friends are involved.

*MYRM 0908 Clerks*

#### 4.1.4 Clerks at Yearly Meeting - facilitating Quaker Process

- Come with Heart & Mind prepared
- Understand and facilitate the agenda and keep things moving
- See the larger picture – keep perspective
- Nurture individuals
- Empower others
- Be flexible - consult the group about changes
- Use advisers
- Use Transforming Power and operate with spiritual depth
- Ensure right ordering of the gathering
- Protect the group – apply enough discipline for good process
- Have a thick skin!

Because we have distilled Quaker life to so few rules, we have to keep to the rules carefully and diligently. We call this “right ordering”

- Know the Agenda and the timekeeping schedule – ask someone to tell you when time is nearly up!
- Use a process to include everyone such as referring a matter to small groups
- Ensure a full, complete decision: What? Who? When? How? Time due? Report back? Resources?
- Listen, Discern, get sense of meeting
- Explain it to Meeting for checking
- Simplify the discussion or decision for the Minute taker
- Keep calm and centred
- Ask for guidance from the meeting whenever in doubt
- Be quietly firm – discipline gently but unequivocally
  - Ask for Silence whenever there is Inner or Outer noise
  - Ask people to WAIT FOR PERMISSION before speaking
  - Ask people to try to speak only once and give others a chance, if possible
  - Ask people to STAND when speaking – this stops them from rushing in, mumbling, being rude to each other and speaking at the same time; *we have to be able to listen creatively to each other in order to discern the Spirit in each contribution.*

MYRM workshop 2009

COMMUNICATE to all

- The decisions
- Reminders, reminders, reminders

#### 4.1.6 YM Nominations committee - nominates people for continuous tasks

To maintain a healthy Yearly Meeting community between and at gatherings we need persons who are passionate about doing a task which they see as necessary, and who are prepared to qualify themselves for it. YM Clerks delegate the work, if needed, to other people listed below, who are identified by the Nominations Committee each year. The procedure is ideally worked out with Local Meeting groups at MYRM:

1. **YM Clerk and co-Clerks**  
 The clerks plan the mid-year reps meeting and the Yearly meeting and oversee the day to day business of the yearly meeting with the help of the Admin Clerk.  
 The clerks are in office for two or three years. Ideally there is an overlap in such a way that an outgoing clerk is able to induct an incoming clerk. They need to have time in the three months before yearly meeting to prepare for the meeting.  
 A Clerk is a seasoned Friend who is experienced in Quaker Process, but willing to ask for and receive help. *\*Note: "Seasoned" means "like old wood" – has had enough time to toughen up and stand up to all sorts of conditions – heat, cold, wet, and drought!*
2. **Administration/assistant clerk**  
 The assistant clerk is appointed for 2 years to provide logistical and administrative support to the clerks.
3. **Yearly Meeting Elders**  
 Elders are "Weighty Quakers" from the meeting, who have been active members for some time. They are appointed the duration of both mid –year reps meeting and the following yearly meeting gathering to oversee the spiritual life of the meeting, One of the elders is nominated by young friends, in order to provide eldership and oversight for the young friends and to bring a Quakerly presence to their programme and activities.  
**Young Friends clerks and elders**  
 Persons with a good relationship with Young Friends provide support and guidance for their activities during the year and their programme at yearly meeting gatherings.
4. **Treasurer**  
 oversees the finances of the yearly meeting, and is responsible for collecting fees and making payments on behalf of yearly meeting.
5. **Financial Oversight Committee**  
 oversees all financial matters and records of the assets, funds and trusts of the society.
6. **Evelyn Cadbury trust fund clerk**  
 makes money available to allow friends to attend yearly meeting or other events which support the spiritual growth of the society in Central and Southern Africa.
7. **Compassion fund committee**  
 was established to give financial help to friends in need. The committee members meet infrequently and should come from a variety of meetings to consider requests that have come through the meetings in Central and Southern African yearly meeting.
8. **Information clerk**  
 The information clerk needs good web skills and sufficient time to oversee and ensure the website up is dated with suitable content



9. Membership Clerk keeps the membership list up to date and presents it to yearly meeting.
10. Handbook editor  
Revises and updates the hand book as necessary.
11. Quaker resources - book custodian  
keeps records of C&SAYM books and other resources and makes them available to friends at yearly meetings.
12. SA Quaker Newsletter co-coordinator
13. The Southern African Quaker Newsletter editor
14. The publication is hosted by a monthly meeting for 2 to 3 years. .
15. Minutes co-coordinator - for Yearly Meeting minute taking and distribution
16. Childrens committee
17. Epistle summariser
18. Isolated friends
19. FWCC representatives
20. SACC representatives
21. Archives organiser
22. Parliamentary advocacy representatives committee
23. Yearly meeting Zimbabwe committee
24. SA FCEI

## 4.3 Yearly Meeting Job descriptions

### 4.3.1 YM Clerk(s)

The clerks plan the mid-year reps meeting. At mid-year reps meeting they plan yearly meeting, this includes finalising the venue and dates, duration, duration and the programme. The agenda is set up and reports for the meeting pack are requested. Much of this work entails keeping touch with monthly meetings, and worship groups within the yearly meeting, and the broader Quaker community.

Clerks work closely with the ECTF clerk around the budget for the yearly meeting and disbursing funds that allow Friends to attend the meeting, and materials needed for the meetings.

The clerks are in office for two or three years. Ideally there is an overlap in such a way that an outgoing clerk as able to induct an incoming clerk. They need to have good ICT skills and experience in leading fairly large events, either within or outside the Society of Friends, ideally they should have been clerks in their own meetings and be regular yearly meeting participants. They need to have time in the three months before yearly meeting to prepare for the meeting

The role of the CLERK is to use the Quaker Process to ensure right ordering of the business, summer school and other activities.

- **Consult with and copy to each other**
- **Prepare the Agenda**
- Pick up matters carried forward
- Ask for agenda items to be sent in by the Business Meetings with:
  - A motivation and
  - An explanation of the preparation they have done on the topic

- (Incl. financial systems, checks & balances, and reports)
- Call for Reports and then read them all
- Know the Local Meetings
- **Delegate but keep informed**
  - Keep a list of what/who does all the other tasks
  - Ask for copies of all emails with decisions
  - Check that each person knows his/her role and does not intrude on other peoples jobs and uses the right procedure so as not to tread on other peoples toes.
  - (If someone is not performing, report it to YM Clerks who, if necessary, will ask the person if he/she wants to be relieved of the task)
- **Read all the documents in advance**
- **Delegate and monitor**
  - Venue liaison: beds towels blankets etc
  - Resources organiser
  - Registration co-coordinator
  - Transport organiser
  - Reports & Docs In Advance Collator
  - Summer School Organiser
  - Entire Business and Summer School Programme (when) + Agenda (what)
  - Host for Foreign Visitors' (the hosts then take over)
  - Ask for volunteers to help whenever needed
  - Ask the YM elders or the YM Process Advisers to come to the table after each session, to evaluate, suggest, support and offer silence.

*Workshop MYRM 2009*

### 4.3.2 Assistant clerk/ admin clerk

The assistant clerk is appointed for 2 years to provide logistical and administrative support to the clerks with the aim to save time, and avoid confusion and last minute panic at YM.

Needs:

- strong ICT knowledge for general secretarial work
- must be a regular yearly meeting participant, and be available in the time prior to yearly meeting
- an up dated list of monthly meetings and their members – liaise with Membership clerk ,
- up to date minute book
- oversee the smooth running of business meeting at both mid-year reps meeting and yearly meeting.
- see that YM business can be smooth and brief unless it deserves discussion.
- Send out reminders:
- Compile the pack of Documents in Advance for yearly meeting ( one of the biggest jobs )
  - Reports are essential and must be sent in advance so that YM Clerks can prepare the business and the logistics intelligently, and smoothly. *See: Useful Documents : Check list*
  - To be prepared for printing and handed out at YM
- A SPREADSHEET is essential. *See: Useful Documents*
  - The Administrative Clerk brings it to MYRM and to start filling it in, right there, in front of the other Clerks.

- Carry on filling it in on your computer every time progress is made
- Send what you have by email to the Local Meeting clerks and YM clerks and others, fairly often, to let them know how things are going, and where the gaps are for them to fill in and return to you.
- Bring a final copy to YM and put it on a notice board so everyone knows what is done, and what is missing, and what should be added.
- PRINT AND USE THE SPREADSHEET EVERY YEAR. *The Spreadsheet in Useful Documents is on Excel, and you could copy it. Or get a new copy for emailing from Alex Kuhn or Jennifer Kinghorn.*

Many of the functions related to yearly meeting are held by the assistant clerk. At mid- year reps meeting some functions are taken over by the host meeting which nominates people for the following and other tasks at the forthcoming yearly meeting:

- o Registration and welcoming clerk
- o Venue liaison
- o Transport co-coordinator and outings co-coordinator if any
- Other

### 4.3.3 Yearly Meeting Elders

Yearly meeting elders are appointed for the duration of both mid – year reps meeting and the following yearly meeting. Their role is to oversee the spiritual life of the meeting, by holding the meeting in the light and providing eldership and oversight. It may mean gathering as group for reflection. Any problems that arise may be referred to one of the elders to respond to. Such responses may include bringing issues to the attention of clerks, or having a quiet word with particular friends.

One of the elders is nominated by young friends, in order to provide eldership and oversight for the young friends and to bring a Quakerly presence to their programme and activities.

Elders are “Weighty Quakers” from the meeting, who have been active members for some time.

### 4.3.4 Young Friends clerks and elders

Persons with a good relationship with Young Friends provide support and guidance for their activities during the year and their programme at yearly meeting gatherings.

### 4.3.5 Treasurer

The treasurer oversees the finances of the yearly meeting, and is responsible for collecting fees and making payments on behalf of yearly meeting. The treasurer needs to be experienced in book keeping and financial management and:

- oversees the finances of the yearly meeting;
- collects dues and makes payments on behalf of yearly meeting.
- keeps financial records and documents
- ensures the annual audit and presentation of annual Financial Statements to YM

The treasurer works within the guidelines established by the financial oversight committee and subject to the approval and directions of YM, the YM clerks and the YM committee from time to time. If necessary the treasurer should employ professional help.

- Prepares and presents to YM the Annual Financial Statement and Annual Budget
- Arranges audit
- Sends copies to Financial Oversight Committee and YM Clerks
- Banks all cash
- Prepares a budget for YM to approve for the forthcoming year
- Pays accounts and grants – according to the budget and approved by Treasurer or by YM clerk
- Communicates with auditor, bank, debtors and creditors
- Receives the list of people being funded wholly or in part by ECTF
- Safe Custody: Keeps title deeds to Property, and copies of Trust Deeds in safe custody

#### **At YM**

- Collects payments for accommodation and me
- Collects cash – brings cash box, receipt book, etc
- Makes sure everyone has paid on arrival or is on the E Cadbury list of people given grants
- Presents the Annual Financial Statement (“AFS”)
- Presents Budget and suggests the annual levy for the ensuing year
- Asks YM to decide how much the annual levy should be

#### **After YM**

- Informs MM’s of amount each member must pay to YM.
- Reminds MM treasurers to pay, and how much.
- Keep documents in safe custody at the bank in terms of YM Minutes 1997 and YM minute 2008.14.6 following from Minute 2007.12. which reads :

*Title Deeds are to be given to the YM treasurer for safe keeping in a safe deposit box at the bank.*

*The Treasurer of Yearly Meeting shall open a safe deposit box in the bank which holds our current account (at present Standard Bank, Mowbray Branch) and keep the title deeds there..*

*We confirm that the copies of all constitutions, Powers of Attorney and Trust Deeds shall be sent immediately to the CSAYM Treasurer. The Treasurer’s copies shall be deemed to be current and correct copies.*

*The Treasurer of CSAYM from time to time has been authorised to certify copies of all documents lodged in his/her file as being true copies of the original.*

- See: Official Documents for the list of Properties, Trusts and Organisations.

### 4.3.6 Financial oversight committee

The Financial Oversight committee monitors the processes involved in good stewardship of all the Quaker assets – such as monies used for the Compassion Fund, Peace, Justice and Development Fund and also the Trusts.

They meet infrequently. Members need to be in good standing within their meetings and be well acquainted with Quaker values. Members are appointed for a minimum of 5 years.

#### Tasks

- Check that the treasurer and all persons involved in stewardship of money or other property are doing their work as required by YM and Quaker principles
- See that records and documents are kept properly and safely
- See that everything is done legally and efficiently -
- Receive Reports of Trust funds from auditor and treasurers
- Receive the Treasurer's list of land and buildings owned by the Religious Society of Friends in Central and Southern Africa and properties of the Quaker Peace Centre.
- Receive the Treasurer's list of the independent organisations which operate under constitutions and trust deeds and which are under the oversight of C&SAYM:
  - Central and Southern Africa Yearly Meeting - constitution adopted 14.12 1994 (a registered Public Benefit Organisation)
  - Cape Western Monthly Meeting - constitution adopted 14.12.1994 (a PBO)
  - Johannesburg Monthly Meeting (formerly Transvaal MM)
  - Bulawayo Monthly Meeting constitution adopted 27 19 1963 in terms of minute 54 of RSF SAYM
  - Harare Monthly Meeting – Constitution
  - Eveline Cadbury Trust Fund - Trust Deed: trustees are appointed by C&SAYM as well as the Administrative clerk of the fund, and the committee. (It helps with travel costs if for the 'spiritual benefit of Quakers in Southern Africa'.)
  - Christine Agar Quaker Trust - Trust Deed: an inheritance left to JMM; trustees are appointed by JMM (a PBO).
- Check investments are correctly made and recorded, Annual Financial Statements are prepared in time for YM, and that officers are not asleep on their jobs.
- Report to YM

### 4.3.7 Evelyn Cadbury Trust Fund clerk and Management Committee

The ECCTF clerk is responsible to make money available to allow friends to attend yearly meeting or other events which support the spiritual growth of the Society of Friends in Southern Africa making the necessary money transfers. This requires liaison with the ECTF management committee, with Local meetings in the area, with the yearly meeting treasurer and the financial oversight committee.

Ideally the clerk should be resident in South Africa. They should be in good standing with their meeting, and yearly meeting and be familiar with financial processes, including the requirements and processes for sending money to countries outside of South Africa.

#### 4.3.8 Compassion fund co-ordinator and committee

is established to give financial help to friends in need. The committee members meet infrequently and should come from a variety of meetings to consider requests that have come through the meetings in Central and Southern African yearly meeting.

#### 4.3.9 Information clerk

The information clerk needs good web skills and sufficient time to

- oversee and ensure the website up is dated with suitable content
- liaise with monthly meetings for information and reports
- respond to queries
- prevent inappropriate messages and spam messages from being circulated

#### 4.3.10 Membership clerk (formerly “Recording Clerk”)

Keeps a list of members and regular attenders of all Local Meetings, as well as Isolated Friends (the yearly meeting membership list)

Receives advice of changes of membership and contact details

Provides hard copies of the list at YM and

Sends email copies to each YM or local meeting clerk and any member on request.

#### 4.3.11 Handbook editor

revises and updates the hand book as necessary. When a significant number of revisions have been made they are presented to yearly meeting for inclusion in either the new books of discipline such as “Living Adventurously “or made available to meeting in central and southern Africa in another format. The members need to have some experience of Quaker procedures

#### 4.3.12 Quaker resources - book custodian

keeps records of C&SAYM books and other resources and makes them available to friends at yearly meetings. They may update the resources as needed in consultation with the Treasurer.

#### 4.3.13 SA Quaker Newsletter editor and Local Meeting

The Southern African Quaker Newsletter is hosted by a monthly meeting for 2 to 3 years. They source material of interest from meetings in C&SAYM and more broadly. Approximately 2 editions are published (in both print and electronically) and distributed annually. Committee also manages the list of subscribers and reports to the Treasurer and Financial Oversight Committee.

#### 4.3.13 Minutes co-ordinator

- see that a minute taker is appointed and present at every Business session
- proper equipment is available – computer etc
- the minutes are circulated promptly to all members

- hard copies are available for those without email
- the Minutes are pasted into the minute book
- the Minute book is available at business meetings
- old minute books are sent to Cape Town (see Archivist)
- the Address list is up to date:

Persons to receive the minutes are

- YM clerks
- Local Meeting clerks who forward to their members
- Website co-ordinator SA Quaker News

If all use the same format and style for minutes it will be easier for future archivists and researchers. The uniform format will ease the chores of cross-referencing material

#### 4.3.15 Local Meeting clerks

- Local Meeting Clerks are vital in helping their members to get to Yearly Meeting
- Publicity
- Reminders
- Help filling in forms *See Check List*

#### 4.3.16 Nominations Committee

Nominations Committee

- checks which positions are still necessary and who is enthusiastic about them
- ideally gets Local Meetings to recommend the above
- consider recommendations
- recommends to Mid-Year Representatives Meeting (MYRM) for discussion suitable qualified persons for persons for ongoing work at and between Yearly Meeting gatherings.
- presents the amended list to the subsequent YM Business Meeting.  
YM business meeting will consider their recommendations and appoint persons for tasks such as those set out below
- informs any appointee who was not present at the Business Meeting
- gives a list of the new officers to the Minute Taker and the Clerks
- Informs officers that they should delegate to a committee or a substitute if they cannot fulfill their roles for any time or reason. They should also inform the admin clerk and the Nominations Committee clerk of their problems.

#### 4.3.17 Friends World Committee for Consultation (FWCC)

**YM representatives:** All member YM's send representatives to the **FWCC Triennial** (Committee) Meeting, every three years "to review what has been done in our name" and consider "future tasks and programmes".

C&SAYM is one of the many Yearly Meetings and is entitled to appoint two representatives. We try to appoint younger Friends who have not experienced the international family of Friends.

FWCC expects that the representatives should:

- be committed to openness and to learning from Quakers of other traditions of worship, theology, language and culture;

- have wide and deep knowledge of their own Yearly Meetings and their concerns, coupled with firmly-rooted local Quaker commitment;
- be in a position to attend all FWCC regional, section and triennial meetings;
- look for ways to share their experience of the wider body of Friends within their Local and Yearly Meetings, reporting fully and regularly on FWCC meetings and affairs;
- be appointed for a minimum of three years and preferably for a second term - totalling six years - to enable them to learn about and
- contribute more effectively to FWCC's work."

**The FWCC Aim:** is "to act in a consultative capacity to promote better understanding among Friends the world over, particularly by the encouragement of joint conferences and inter-visitation, the collection and circulation of information about Quaker literature and other activities directed toward that better understanding".

"**World Conferences**" of Quakers - open gatherings - are held occasionally. From time to time the Triennial may be asked to consider whether a World Conference should be held permitting a wider participation and more time for reflection and sharing."

**FWCC World office** in London gives you information about Quakers world-wide on their website (see addresses at the end of this Part).

The member Sections are:

- FWCC section of the Americas      Philadelphia USA
- FWCC Africa section                  Nairobi, Kenya (our section)
- FWCC Pacific and Far East section   Melbourne, Australia
- FWCC European section              London UK

## 4.4 Temporary Tasks - At Ym Only

### 4.4.1 Yearly Meeting process advisers

The Clerks should ask two or more Friends to meet with them after each session to consider the session prayerfully and advise on process, how to:

- keep it orderly
- keep it prayerful
- make decisions inclusive
- other issues

### 4.4.2 Transport co-ordinator

The YM co-ordinator deals with transport at the host venue only – to and from the airport or railway station, and for outings

- Appointed before YM, usually by Host Meeting.
- Inform all Meetings of his/her contact details.
- Liase with person who has the Registration information.

#### **AT YM:**

- Put up a sheet of paper for people to write their needs on
- Publicise this



Do what you can to help - feel free to say no to people who want to arrive late or leave early – they should make their own arrangements.

Each Local Meeting should appoint its own transport co-ordinator to help its members get to YM.

#### 4.4.3 Outings co-ordinator

In general the outings should not be extravagant, use a lot of fuel, waste resources, and should be related to the interests and theme of the gathering.

- Pin up a list of Outings with cost, distance, time and transport available
- Pin up separate sheets and ask people to sign up
- Collect payment before departure – give receipts or tick off on a list
- Ask ECTF what subsidy will be granted to those who cannot afford the outing.
- If using own transport people can pay for themselves at the destination
- Pay buses, entrance fees:
- Arrange with Treasurer and helpers who are the “tour guides”.  
(People should pay for their own food on outings and on all other travel)

#### 4.3.9 Special interest groups co-ordinator

- Volunteer to YM Clerks – copy to your local meeting clerk and Admin clerk
- Get list of Friends who have volunteered a special Interest group
- Tell them if their offer has been accepted and they will be on the list
- **At YM**
- Check that they have actually arrived at YM
- Find a venue for each group
- Put a sheet of Newsprint on the Wall for each SIG – ask volunteers to help
- Ask the Clerks and Meal time announcers to ask people to sign up

#### 4.3.10 Special Interest Group volunteer

- Raise your concern in your own Monthly Meeting – you may get offers of help
- Write (by email) to the Admin Clerk and copy the Clerk of your own Meeting
- Provide information about your topic and your purpose
- Bring all your own materials and information to YM
- Read the section on facilitation
- Liaise with SIG Co-ordinator at YM – put up your own “Advert” as below.

#### **Special Interest Group**

**Topic:** .....

Presented by:

Time and Place:

Please sign below if you want to come to this Special Interest Group

#### 4.3.11 Worship sharing co-ordinator

- Volunteer to Yearly Meeting Clerks – copy your local meeting clerk and admin clerk
- Make a list of Friends who have volunteered to facilitate

##### **At YM**

- Check that they have actually arrived
- Find a venue for each group (between 6-10 per group)
- Put a sheet of newsprint on the wall for each Worship Sharing Group with name of volunteer facilitator
- Ask the Clerks and Meal time announcers to ask people to sign up in a group.

**Worship Sharing Group**

Facilitator:

Time and Place:

Please sign below if you want to come to this Special Interest Group

#### 4.3.12 Ten Minute Talks co-ordinator

- Volunteer when you register for YM. The Admin Clerk will contact you.
- These are spontaneous talks on any subject by any person who wishes to tell of an experience in their lives. The talks usually take place after supper and just before the evening plenary session. They are very much enjoyed.
- Anyone can volunteer to give a SMT by contacting you as soon as possible – first come first served.

##### **At YM**

- Ask those who want to give a Ten Minute Talk to come to you to arrange the time and venue
- Introduce the speaker and say:
  - X will speak to us about .....
  - “ I am going to be very strict about time: ”
  - Y will be the time keeper and will tell you when you have only one minute left
  - After 7 minutes you will be “strictly chopped off”.

## 4.4 Addresses – a few helpful sites

*Please check websites for changes*

CSAYM WEBSITE:

[www.quakers.co.za](http://www.quakers.co.za)

**CENTRAL & SOUTHERN AFRICA YEARLY MEETING**

Clerks e-mail:

[csaym.email@gmail.com](mailto:csaym.email@gmail.com)**BOTSWANA MONTHLY MEETING**

variable

**BULAWAYO MONTHLY MEETING**Meeting House: 6A Fife St.  
Meeting for Worship: Sundays 09.30Solomon Makadzange [makdts@mweb.co.zw](mailto:makdts@mweb.co.zw)  
John Schmidt; [nuru@mweb.co.zw](mailto:nuru@mweb.co.zw)**CAPE EASTERN MONTHLY MEETING**Meeting for Worship variable –contact clerk  
Contact Clerk: Helen Holleman[clerkcerm@gmail.com](mailto:clerkcerm@gmail.com)**CAPE WESTERN MONTHLY MEETING**Quaker House, 2 Rye Road, Mowbray 7700  
Meeting for Worship: Quaker House Sundays 09:30  
Meeting for Worship: South Peninsula Worship Group  
40 Long Street Allowed Meeting (every Wednesday at lunch time).[quakerscwmm@gmail.com](mailto:quakerscwmm@gmail.com)**CENTRAL AFRICA GENERAL MEETING**c/o P. T. Chirimambowa  
Box 708, Bulawayo, ZIMBABWE  
Annual Meeting was near Easter each yearDormant at present  
[hlekweni@netconnect.co.zw](mailto:hlekweni@netconnect.co.zw)

Clerk the same as host meeting each year.

**KWAZULU-NATAL MONTHLY MEETING**Clerks: Geoff Harris  
Marie Odendaal  
Meeting for Worship Durban:  
Meeting for Worship Pietermaritzburg:[geoffreyh@dut.ac.za/harris1@ukzn.ac.za](mailto:geoffreyh@dut.ac.za/harris1@ukzn.ac.za)  
[marie.odendaal@gmail.com](mailto:marie.odendaal@gmail.com)**HARARE MONTHLY MEETING**Meeting House 3 Vintcent Ave  
Meeting for Worship 10.00[rknotenbelt621@gmail.com](mailto:rknotenbelt621@gmail.com)**JOHANNESBURG MONTHLY MEETING**Betsy Coville, Elizabeth Roper  
Quaker House, 3 Gordon Terrace, Doornfontein  
Turn off Joe Slovo Drive (under the bridge) into Saratoga Avenue turn left first corner, after the Engen Garage left again into Gordon Terrace (one way street, parallel to Saratoga Ave)

Jhb Meeting for Worship. Sundays 9:30 am

Co-ordinates: S26\*. 11.27; E 28\*.03.32

**PRETORIA WORSHIP GROUP**

Meeting for Worship Pretoria

c/o Janneke Weidema [Janneke@icon.co.za](mailto:Janneke@icon.co.za)**LESOTHO ALLOWED MEETING**Clerk. Caroline Mohapi  
Meeting for Worship: contact Clerk.[cmohapi7@gmail.com](mailto:cmohapi7@gmail.com)**QUAKER PEACE CENTRE**3 Rye Road, Mowbray, Cape Town 7700  
Tel: +27-(0)21-685 7800; fax 686-8167[qpc@qpc.org](mailto:qpc@qpc.org)  
[www.quaker.org/capetown/](http://www.quaker.org/capetown/)**NAMIBIA ALLOWED MEETING**Meeting for Worship contact Clerk  
Clerk: Helen Vale. Email[hpvale@iway.na](mailto:hpvale@iway.na)**ZAMBIAN WORSHIP GROUP**

Ann Phiri :

[sweetpea@zamnet.zm](mailto:sweetpea@zamnet.zm)

**Friends World Committee for Consultation**

<b>World Office</b>	London England	<a href="http://www.fwccworld.org">www.fwccworld.org</a>
<b>Africa Section</b>	Nairobi	
<b>Section of the Americas</b>	Philadelphia USA	
<b>Pacific Section</b>	Australia	

"Quaker Speaks" YouTube video, from Quakers in the USA.

How do we deal with the fact that not all Quakers are like us? For Benigno, our answer to this question is key to how Friends live out our testimonies in the world

**BRITAIN YEARLY MEETING**

<b>Friends House</b> , Euston Road, London	<a href="http://www.quaker.org.uk">www.quaker.org.uk</a>
<b>Friends Book Store</b> c/o Friends House	
<b>Woodbrooke</b> (study centre) UK	<a href="https://www.woodbrooke.org.uk">https://www.woodbrooke.org.uk</a> <a href="mailto:enquiries@woodbrooke.org.uk">enquiries@woodbrooke.org.uk</a> <a href="mailto:janet@quakersintheworld.org">janet@quakersintheworld.org</a> <a href="mailto:janet@newjordans.org">janet@newjordans.org</a> <a href="http://qfp.quaker.org.uk/">http://qfp.quaker.org.uk/</a>

**Quaker Portal**  
For information and resources  
Quaker Faith and Practice publication. On line copy:

**USA**

<b>Pendle Hill</b> (study centre) USA	<a href="http://pendlehill.org">pendlehill.org</a>
Friends House 1216 Arch Street,, Philadelphia, PA 19107, USA	
Friends Publishing Corporation, 1216 Arch Street	
Quaker Speak	
Friends Journal	<a href="http://www.friendsjournal.org">http://www.friendsjournal.org</a>

Earlham College , Richmond Indiana  
**Friends General Conference** c/o FWCC Section of the Americas  
**Friends United Meeting** Richmond Indiana USA  
American Friends Service Committee

<http://afsc.org>

**MADAGASCAR CONTACT**

David Andriamparison, Friends International Centre, 50/52 Rue Joel Rakotomalala: Antananarivo 101, MALAGASY REPUBLIC Tel: +261-26120; fax: -21364	<a href="mailto:lydiamparison@netclub.mg">lydiamparison@netclub.mg</a>
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**MALAWI CONTACT**

George Kaudza-Masina Lilongwe, MALAWI Tel: +265-721452 (H) fax -742105.	<a href="mailto:gkaudza@yahoo.com">gkaudza@yahoo.com</a>
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**HANDBOOK**

c/o Jennifer Kinghorn P O Box 72227, Parkview 2122 <b>Download from Website: Google: <a href="http://www.Quakers.co.za">www. Quakers.co.za</a></b>	<a href="mailto:jgkinghorn@mweb.co.za">jgkinghorn@mweb.co.za</a>
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## PART 5 : CONTINUING EDUCATION

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### 5.1 Introduction - growth and change

From birth until death, we are learning how to live. Developmental psychology describes our main concerns in the different stages we go through emotionally and physically.

#### Stages of Human Development

**Our development is continual and we are all “unfinished business”**

Age:	Stage
1-7	Parents - adult oriented, imitative, asking how? Natural spirituality
7-12	Fun and games to learn how to fit into social life
12–17	Peers - Do I fit in? Who am I? Where can I find acceptance and what I need?
18–28	Self - Discovering my heart’s desire; what kind of life do I really want? Moral awareness develops
28	Ready to choose a life Partner?
28–35	Need to care and help emerges
35–42	Dependents are the focus
40– 50	Interest in helping the wider community is predominant
50–60	Interested in the world
60+	More profound interest in God and spiritual life.

In early life we have to learn about how to meet physical and material needs – schooling, careers, money, housing, clothing, food, transport and caring for children. We also need to learn self control - how to control our bodies, our emotions and our destructive impulses.

Early training must be structured and strong so as to help us fit in and cope with the real needs of life. A sense of boundaries gives a sense of security and strength.

Training helps us to become an adequate receptacle for spiritual flowering - at the time when worldly success and money become less and less important.

Special training and Workshops can be very helpful at all stages of our lives. Meetings have found a number of courses very useful for our continuing education.

In this section we mention some ways in which we can develop our skills and wisdom no matter at what age.

## 5.2 “Advices and Queries”

*(See in Part 8 Brochures)*

**The queries are a profile of the Quaker way of life  
and a reminder of the ideals friends seek to attain.**

*Faith & Practice. Philadelphia Yearly Meeting*

Quakers do not demand that you obey a lot of rules. Instead we recommend that you frequently read the “Advice and Questions”. These are recommendations for young and old as to how you live your Life.

Friends’ experience over the centuries is distilled in this remarkable document. The advice is tested and timeless.

### How to use “Advice and Queries”

- Print out a number of copies of the version in “Useful Documents” at the end of this handbook
- Keep them on the centre table during every Meeting for Worship – they are at the back of other books so are frequently overlooked
- Follow the Quaker custom of asking someone to choose and read a Question or Query on the chosen Sunday, once a month
- Order some of the small booklets – handouts from Friends’ Bookshop in London
- Give them to all members and enquirers

Various yearly Meetings regularly up-to date their version for modern times. Britain Yearly Meeting and Baltimore Britain Yearly Meeting are suggested reading.

*“It is my concern that we consider carefully the queries that we include in our discipline, and that we not water them down overmuch ... I would invite other Friends to wrestle with the queries as they now exist, and try writing their own versions. I think we should discuss and pray over our attempts together, before we settle on a final version for the handbook. This is not a light matter for Friends. My own perception is that the queries*

*are questions for our lives that seek to help us make gospel teachings and the experiences of earlier Friends relevant in our own lives, lived in this, our present time. We may change the language and the specific applications, but not the root truths that have inspired them through the ages."*

Carol Urner, Lesotho Allowed Meeting

#### **Some Queries offered for South Africa:**

- Do Friends treat others as they themselves would like to be treated? Do they live tolerance and understanding always?
- In your relations with others, do you exercise imagination, understanding, and sympathy? Listen patiently, and seek whatever truth other people's experience and opinions may contain for you. Think it possible that you may be mistaken.
- In discussion, avoid hurtful and provocative language; do not allow the strength of your convictions to betray you into making statements or allegations that are unfair or untrue.
- Are we sufficiently aware of our Quaker history and tradition so as to be able to draw on this rich heritage for effective guidance in our witness today?
- Do we have a vision of a peaceful world leading us to promote constructive, creative, alternative processes in the face of the greed and fear- which is destroying our future?
- Seek not only to know, but to understand and accept each other's differences, whether they are matters of culture, gender, race, religious interpretation, sexual orientation, physical or mental disability, in the sure and certain knowledge that there is that of God in everyone.
- Seek to know one another in the things which are eternal, bear the burden of each other's failings and pray for one another. As we enter with tender sympathy into the joys and sorrows of each other's lives, ready to give help and to receive it, our meeting can be a channel for God's love and forgiveness.

### **5.3 Children's Meeting**

#### **Fun in the Quaker Family**

- Spiritual nurture of young children can be great fun – and can liberate the “inner child” of the person hosting them.
- Choose activities you enjoy doing yourself, and mix them up – music making, art, vocal prayer, worship sharing, background music from CD's, ball games, hop scotch, get the children to carry lighted candles into Meeting for Worship, count out and share 6 raisins each – healthy food only - etc.
- Consult your own inner child to find what you like for fun
- Anything is good that helps them to enjoy the many gifts of Creation in a co-operative way.
- Help children to feel that they are in a warm family atmosphere with no pressure and no competition
- Encourage the Meeting to adapt its procedures so that Children's Meeting is a joint activity, not entirely separate from adults perhaps with some music or singing that day.
- At the end of adult Meeting for Worship briefly tell them what you all enjoyed doing this morning give each child a chance to contribute

It is common practice for children to spend at least part of their time together with older Friends in Meeting for Worship. This is usually from 10 to 20 minutes.

It has been found that many children adapt surprisingly well to the quiet of the Silent Worship, and the spoken ministry. They join in the larger Meeting either at the beginning, or at the end.

It is suggested that children appreciate more the “gathered” and “centred” Meeting later on, rather than when all are still somewhat restless in the early part of the Meeting. Ministry directed to the needs of children (which can be a story, music, or perhaps dance!) is always appreciated.

Children are valuable members of the meeting. Where members of the meeting have children then the Meeting will be enriched if it can make them feel at home and part of a family, when at Meeting. The noise they make, especially babies, if not due to pain or distress, can be music to the ears – just like the birds. We can remind ourselves that we seek INNER SILENCE, not outer silence.

*Some ideas for children’s meeting: See Check Lists & Procedures: “Job Descriptions”*

## 5.4 Young Friends

Young Friends will benefit, just as the older members of Meetings, from the workshops and courses available to train and develop us all which are described in the following pages.

Young Friends are an integral part of the Society and are in no way separate. Young people have always been encouraged to Minister in Meeting and take on responsibility for the Meeting. Their insights are particularly valuable to the Society.

On at least one occasion in the early days of Quakerism, all the adults were in prison and the children continued holding the Meeting.

Some enjoyable activities for young friends: (Include younger Friends in planning all extra functions)

- Meeting for Worship: Ask one to read from Advices and Queries at least once a month.
- Business Meeting: Ask one to select a reading for the beginning.
- Business Meeting: Ask a YF to Clerk now and again – in the presence of the regular Clerk who has prepared for the Meeting but can then relax and participate.
- Clerk other activities.
- Represent Friends on other committees.



- Special work camps and gatherings hosted by Local Meetings: time to encounter each other, older Friends and sometimes help disadvantaged persons or communities.

#### 5.4.1 Young Friends' Camps

##### **Guidelines for Young Friends' Camps**

- Two Young Friend elders - seasoned Friends - nominated by Young Friends and appointed at Yearly Meeting are of invaluable help
- Two elders or mature friends (one from the Local Meeting) should be at the camp the whole time to balance activities and be responsible for Process
- A local Friend should attend to answer queries and help with problems
- Elders must have a fall-back deputy
- Firm rules agreed beforehand by Young Friends at Yearly Meeting, about dates, times, transport, events, registration, who may attend, funding and communication
- Apply rules strictly – a small good camp is better than a big shambles!
- Structured training: eg Workshops on Alternatives to Violence and Quaker Process
- Input from the Local Meeting – keep members fully informed, ask for help with Transport arrangements; local contacts in case of illness or other difficulties, computers, email, telephone numbers

*Contributions from MYRM 2012*

We know how important proper structure and support is for the Yearly Meeting gathering. Just as much, if not more, should be given to Young Friends having their first experience of complicated organisation.

Don't leave the entire organisation to the YF Clerks. It is an enormous task, especially for people in full time employment or who have limited means of communication and transport. Yearly Meeting could help to coordinate the Time, Venue and Work camp component.

##### **Activities:**

- Keep a balance between fellowship, fun and spiritual growth, so that YFC does not become just a group of young people having fun and stretching normal limits.
- YF camp time for spiritual and social growth, when YF explore new circumstances, possibly provide some service and learn more about Quakers today from mature Friends and from one another as they interact and have fun.
- Elders could assess prior to camp where YF feel they need more input: examples of topics include:

- Quaker Faith and Practice in the World, Africa and in Central and Southern Africa;
- How does Evelyn Cadbury Trust Fund work;
- Quaker Testimonies, Quakers and the Bible, Quaker Governance, Monthly Meetings, Yearly Meetings, FWCC, Outstanding Quakers of old and modern times, Quaker Service, Servant Leaders.

**Communication:**

- Ensure there is a Local meeting support base
- Tell all Young friends: So inform all Local meeting clerks not only at the host venue
- Communicate with all meetings re times, transport
- Elders and the local meeting should share responsibility and not just leave it to the YF clerks
- Info re transport.
- Welcome YF from other meetings and other countries -Make “foreigners” feel especially welcome.

**Time and dates:**

We need to choose a time when one or two elders can be present to facilitate but not dominate Young Friends Camp. It would be good also, to have the support and guidance of local weighty Friends before and during YFC. Many Friends are away overseas during July and after two recent camps, at Grahamstown and Lesotho, a number of Young Friends have expressed concern about the lack of support by mature Friends.

5.4.2 Financial and budget

Consult YF clerks and ECTF clerk for clarity. A clear Budget and a clear understanding of how ECTF works is essential for all YF.

YF often apply to Yearly Meeting (Evelyn Cadbury Trust Fund) for financial help for travel and accommodation at Quaker gatherings, , or for subsidies to take courses in Quakerism at places such as Woodbrooke College near Birmingham, England or Pendle Hill in Pennsylvania USA.

5.4.3 YF Age limit: 14-30

There are difficulties in a wider age range so 14-30 is customary.

## 5.5 Bible Study

### The Bible

- Tells the story of a people slowly discovering what the Godly way is
- Gives real life examples of making mistakes and their effects
- Is imbued with hope and a sense of truth
- Is full of history, poetry, allegory and stories which are tantalisingly short

We have to extract the **message** and relate it to our circumstances.

*Friends consult the Bible to check their own life events with other people's experience of learning to walk in the Light. Early Friends knew their Bibles very well but they said they followed the "Living Word", so did not worship the written Word.*

### "QUAKER BIBLE STUDY"

Hand Out:

*This type of Bible study has been enjoyed in British and South African meetings.*

- Each person brings a bible
- Form a circle,
- Choose a facilitator
- Choose a text (a few verses telling one story is better than a huge chunk like a chapter)
- Go round the circle taking turns to read aloud.

Then answer the following questions one by one, giving plenty of time to think or write:

1. **What is the author's main point?**
2. What new light do I find in this reading of this material?
3. Is this material true to my experience?
4. What problems do I have with it?
5. What are the implications for my life?
6. Having read this:
  - What do I think?
  - What do I feel?
  - What do I believe?

*Don't rush: allow short silences between each contribution - time for listening, absorbing and thought*

*To avoid domination by vocal members, go round the circle asking members for suggestions from each person in turn.*

*An hour or hour and a half is probably long enough. End with silent worship so to absorb some of what has been said.*

## 5.6 Quaker Quest

This is an outreach process developed in Britain to make Quakerism open and accessible to the public.

### QUAKER QUEST

#### IS

- .... A search for the sacredness of each person
- .... An encounter with the divine through the power of stillness
- .... A journey together in shared responsibility
- ... A commitment to the ways of equality and nonviolence
- .... An engagement to build an inclusive society
- .... A celebration of life in all its diversity and wholeness.

#### ***Explore the Quaker Quest***

If you are looking for a spiritual path that is simple, contemporary and radical, the experience of Quakers could speak to you.

Come and join us in a series of informal presentations, discussions and questionings, with time to meet new people, experience Quaker worship and browse literature.

A cycle of six core sessions will be repeated throughout the year. It is possible to join the series at any session. A schedule can be found on the internet, or posted to you on request.

When can I come?	.....
Who is it for?	Everyone is welcome. All you need is to be open minded and interested. Do come along Make new discoveries, have your questions answered and see if there's something for you.
What does it cost?	Nothing, but voluntary contributions will be accepted for refreshments
Where is it?	See map overleaf

#### WHAT DO ENQUIRERS LOOK FOR?

To be accepted as they are; freedom and safety  
Happiness, community, sense of belonging, a welcome  
Handouts, basic needs and shelter  
Peace and inner peace; God's love and healing  
A spiritual home that does not impose a creed upon them

Seeking, exploring whether the Quaker reputation is true?

Help, honesty, success.

Amy Kietzman 2010 JMM workshop findings

### Agenda for a Quaker Quest Public Session

minutes

30	Refreshments and browsing
10	Introduction to the programme
5	Description of the Quaker Way
20	Introduction of speakers 5 mins each – 1 <sup>st</sup> round
10	Small group discussion
20	Speakers – 2 <sup>nd</sup> round
10	Questions and answers
5	Introduction to Quaker worship
30	Worship
10	Q & A and announcements
30	Refreshments, conversations and browsing

### Quaker Quest - Preparation by the Local Meeting

Thorough preparation by the Local Meeting can be useful content for a Retreat, workshops, and worship sharing sessions: “In-reach” disguised as “Outreach”. Friends must first discover some of the answers for themselves.

Practise answering the following questions in a positive way:

What do Quakers Believe?

Are Quakers Christian?

Do people really get messages in worship or just like to hear the sound of their own voices?

What do Quakers believe about sin?

Do Quakers Drink?

If everyone has that of God within, then what about evil?

Do Quakers believe in the bible?

My life is not simple – what do I have to do to be Quaker?

Are children welcome in Worship – what about them?

What do Quakers believe about God?

What is the difference between Meeting for Worship and meditation?

Do I have to be a pacifist to be Quaker?

What is Jesus to me?

***The point is that there are NO “right answers”. We each work it out in our own life.***

**QUAKER QUEST PREPARATION  
WORKSHOP  
A POSITIVE DESCRIPTION OF QUAKERS**

**Examples:**

**Double Circle Exercise: Pairs**

Inner circle and outer circle: alternately answer the prepared questions briefly then move one place to the left.

**Brainstorm:** How can we describe ourselves with Positive statements, not negative:

**PRIESTS:** WE ALL HAVE THE PRIEST'S JOB - so we don't have priests

We minister to each other

We are the priesthood of all believers

**CREED:** WE DON'T NEED A CREED!

We have testimonies, questions, queries and advices

We allow people to come from whatever starting point

People can make their own creeds

We are dedicated to searching.

**RITUALS** WE FIND all of life is sacred so we don't need many Rituals.

We don't allow our rituals to get in the way.

What rituals do we have? And what do they emphasise?

SEE MORE UNDER "FACILITATION SKILLS"

## 5.7 "Brainstorms"

"Brainstorming" is useful for getting new ideas, and is a quick light-hearted way to find what a group is thinking. This is best done using a flip chart and sheet of newsprint – use thick Kokis in as many colours as you can manage.

The facilitator introduces the topic and signals when it is someone's turn to contribute. Do not contribute yourself, if at all, until the end. You may wish to ask an experienced member of the group to be the scribe, rather than doing it all yourself.

### **“Brainstorming” Hints**

Keep the topic boldly visible – Write it out on the top of the Newsprint

Focus on the problem to be solved, or the task to be accomplished.

The mood of the brainstorm is playful and fun: (sometimes silly ideas turn out to be useful).

**Explain:**

1. You may speak out ideas as soon as you think them.
2. Express ideas briefly without a long explanation, so that other participants have a chance.
3. Do not criticise the ideas of others
4. All ideas are accepted – nothing is right or wrong

Write down every contribution briefly (*the scribe should use the same words as the speaker- don't “translate” and don't write down the name of the speaker*)

After the Brainstorming session

- Do not focus on who the idea came from.
- Discuss and evaluate ideas,
- Possibly identify a couple of themes that have arisen

## **5.8 Quaker gatherings – Facilitation skills**

We can get really good practice in a safe, helpful group at Quaker gatherings. Watch others and then try for yourself. You learn by doing. If possible do formal facilitation in a team or with someone more or less experienced. Adapt these methods for non-Quaker meetings.

Learning to facilitate is a wonderful skill for every occasion in life. It helps you with peace-making at every level. It does not need formal education or expensive resources and it is always interesting.

**Alternatives to Violence Project Workshops** provide experience and training, with experience of group work, observing the facilitators and then being a facilitator yourself. AVP provides a visible experience of Quakerism in Action.

### **SOME HINTS FOR QUAKER FACILITATORS**

1. Facilitate (clerk) in a team of 2-3 if possible to reduce stress and fill in for each other. Before the meeting plan the Agenda and the time table and who will do what. Keep closely to the times you have planned.
2. Make sure everyone is in a proper circle, able to have eye contact with each other. This is very important; don't be shy about getting people to move. It gives confidence.
3. Start and end with a silence
4. Appoint a scribe or minute taker and a time keeper if you want.
5. Ask the group to agree on the Ground Rules they would like for the process – make a Group Contract and write it up.
6. Remind the group it is not a debate or discussion - it is an opportunity for creative listening and learning.
7. Ask that each person will speak from his/her own Truth – not speak for another
8. The Facilitator then Introduces the matter for consideration, , and monitors the process, warns if time is running short and closes t he meeting
9. The Facilitator or someone else poses the question
10. Always use a silence between each contribution
11. If someone gets excited or emotional, ask for a longer silence afterwards
12. Either go around in a circle or at random
13. In a small group, it can help to have a stone or other item in the middle of the circle for a speaker to pick up and put back when finished.
14. Ensure no one speaks to long: – when he or she pauses to draw breath say “thank you, let's allow someone else to add to that”
15. Each group member has the option to pass
16. As facilitator you try to affirm each individual and listen with compassion
17. Say “Thank you” for each contribution – no one concentrates on the matter in hand until they feel they have a “friend’ with them. Be that friend.

#### **GENERAL**

- If possible use a flip chart to record a couple of words from each contribution, using the words of the speaker, without interpretation.
- Otherwise, ask permission for someone to write down in a note book a brief record of each contribution – no names
- If the group seems not quite bonded start off with some kind of introduction of each member of the group. e.g Why I am interested in the question, my experience of Quaker Process, what am I hoping to learn in this gathering?
- Refer to the Ground Rules if someone has breached them.
- If the gathering is like a focussed meeting for worship, the result should be more unity and understanding of each other and of the problem, and, often a sound agreement on the next step for the group.



## 5.9 Guided Creative Meditation

Rex Ambler designed a series of meditations, available in print or on a CD, as part of the TRUE SEEING: EXPERIMENT WITH LIGHT course described more fully later in this part. It is probably very like what you do in Meeting for Worship, any way, but it can be helpful to be more deeply focused and guided in a group.

### GUIDE A MEDITATION

Make sure everyone is in a good circle and comfortable. Explain:

- how long the session will be
- that you will suggest the course of the meditation, leaving a suitable time between suggestions.

Then slowly, clearly and quietly say something like -

1. **Relax your body and mind:**  
Let yourself become wholly receptive.  
If you wish, use your own Sacred Word or a Mantra and relaxation exercises
2. **In this receptive state of mind let the real concerns of your life emerge.**  
Ask yourself, "What is really going on in my life? But do not try to answer the question .... (silence for about 5 minutes).
3. **Now focus on one issue that presents itself, one thing that gives you a sense of unease.**  
And try to get a sense of this thing as a whole.  
.... (silence for about 5 minutes).
4. Now ask yourself **why it is like that?** ...
5. **Wait** quietly in the light till you see what it is.  
Let the answer come; don't force it; it may come after the session or much later.
6. When the answer comes **welcome** it. Trust the light. Say yes to it.  
Submit to it... Relax,,, it will show you the way through.
7. As soon as you accept what is being revealed to you, you will **begin to feel different.** Accepting Light and Truth about yourself is like making peace with yourself.  
.... (silence for about 5 minutes).  
*Shake hands to end the meeting, as usual.*  
*ADD a Creative session if desired:*  
**A Creative Session** after the Meditation and a short break, is a very helpful continuation. It allows opportunity for much greater insight and release.
  - Bring crayons, pencils, kokis and paper plasticine
  - Ask everyone to record something that came to them during the meditation – they may draw, write or model it - anything.

## 5.10 “True Seeing” Workshops -- Experiment with Light

To experience what George Fox and early Friends were really talking about a series of Workshops were designed by Rex and Catherine Ambler of Britain Yearly Meeting giving a modern description of the Process described by George Fox and early Friends.

Rex Ambler who taught theology at Birmingham University has examined George Fox writings – today we find the language difficult – to discover his essential message which had such power. He has “translated” Fox’ writing, written books, and has developed CD’s for workshops.

*Read: “Light to Live By”, borrow a CD or do it yourself!*

The scientific method was being developed at the time of Fox, when Europe was overthrowing religious, political and intellectual authority. In Britain George Fox rebelled against Puritan teaching and taught a basic simple four-step spiritual experiment:

A SIMPLE FOUR-STEP EXPERIMENT	
Let go – relax the body and stop thinking	
Open your heart to the Truth that comes to you	(“Mind the Light”)
Stay in the Process	(“Wait in the Light”)
Accept what you are shown say “Yes” to it	(“Submit to the Truth”)

*Some notes from a two day “Light” retreat held by JMM at St Peter’s, Johannesburg 16-18 November 2009:*

We have looked at the purpose of our Meetings:

- Business Meeting is to deal with Business, in the Light
- Meeting for Worship is to enable us to participate in the whole of Creation as our True Selves, not as temporary parts of activity.

Early Quaker teachings come to us through conversations and Yearly Meetings but are not easily explained to other people. We are not a sect. We offer a Way of Life. As Quakers and a MM we have a lot to offer – we need to tell others what has been happening to us. (Our practice is close to Ubuntu).

*Information: Cape Town, Johannesburg and other Meetings*

## 5.11 Alternatives to Violence Project workshops

An experiential workshop course developed in USA, has become a worldwide movement. Trained facilitators offer workshops to Quakers, other organisations, businesses, schools, prisons and to ad hoc groups of ordinary people. *Cape Town, Johannesburg, Natal and other Meetings have trained facilitators.*

Participants in AVP workshops:

- get experience in dealing with large and small situations without violence
- learn how to facilitate a group
- learn how to reduce stress by working in a team
- deal better with problems at work, in the home, and in the wider society
- gain confidence in themselves.

***Alternatives to Violence Project***

**OFFERS**

**Community and relationship Building Workshops**

**GET PRACTICAL EXPERIENCE IN A SAFE SITUATION.....**

*LEARN HOW TO -*

- Handle conflict
- Communicate well
- Build teams
- Create allies and make friends
- Understand the effects of domination and suppression
- Have fun

*These workshops have been enjoyed and valued by many diverse people – from business, NGO's, schools, community groups, and prisons.*

*Each workshop is conducted by 3 experienced facilitators and can accommodate between 8-20 people at the venue of your choice*

- Basic level Workshop
- Advanced level Workshops
- Training Workshops

## 5.12 Hearts and Minds Prepared

Trained Facilitators use this course developed at Woodbrooke. Participants in these workshops develop their own understanding of Quaker process and beliefs. Apply toJMM and some other meetings for facilitation and manuals.

<b>HEARTS AND MINDS PREPARED</b>	
<b>SESSION 1 -</b>	<b>SETTING OUT TOGETHER</b>
<b>SESSION 2 –</b>	<b>MEETING FOR WORSHIP</b>
	Experiencing Meeting for worship What does it mean to us?
<b>SESSION 3 –</b>	<b>PERSONAL SPIRITUAL DISCIPLINE</b>
	Reflection on words – pairs Extracts from Swarthmore Lectures ; Our responses – Creative Listening
<b>SESSION 4</b>	<b>MINISTRY AND MINISTERS</b>
	What is Ministry?
<b>SESSION 5</b>	<b>LIBERAL FRIENDS AND OUR CHRISTIAN INHERITANCE</b>
	Words & Images of Christ Activity Basis of our spiritual lives
<b>SESSION 6</b>	<b>OUR CORPORATE TESTIMONY</b>
	Audio recording & Feedback Creative listening and discussion
<b>SESSION 7</b>	<b>DISCERNMENT</b>
<b>SESSION 8</b>	<b>CORPORATE DISCERNMENT &amp; COMMUNITY</b>
<b>SESSION 9</b>	<b>PERSONAL TESTIMONY</b>
<b>SESSION 10</b>	<b>WHO AM I? – PERSONAL SPIRITUAL JOURNEYS</b>
<b>SESSION 11</b>	<b>WHO ARE WE?</b>
	Challenges, changes and eternal truths Advices and Queries

### Recommended reading:

The context and goal of clearness committees	Patricia Loring PHP 305
Beyond Consensus – salvaging sense of the meeting	Barry Morley PHP 307
The Woodbrooke Journal Winter 2001 no 9: Tradition & Transition: opening to the Sacred	
Quality and Depth of worship and Ministry; Vol 5:	Eldership and Oversight handbook series
Living the Way - Quaker spirituality and community	Ursula Jane O'Shea
Gospel Order: a Quaker understanding of the Bible	28 <sup>th</sup> James Backhouse Lecture

## 5.13 Becoming Friends

This is a new series of workshops designed by Britain Yearly Meeting in 2012. See “Becoming Friends <http://woodbrooke.org.uk/becomingfriends> . The topics are:

- Silence and Waiting
- Experiencing Quaker Community
- Faithful Diversity
- The Sacred in the Everyday
- Advices and Queries
- Deep Roots and New Growth
- Faith In Action
- Speaking Of God

## PART 6 : CHECK LISTS AND PROCEDURES

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- |                   |              |   |
|-------------------|--------------|---|
| 1. Local Meeting: | Check list:  | The Clerk's Job                               |
| 2. Local Meeting: | Check list:  | The Clerk - Preparing for YM                  |
| 3. Local Meeting  |              | Job Descriptions                              |
| 4. Marriage:      |              | Introduction by Clerk of the Meeting          |
| 5. Marriage:      | Check list:  | Wedding arrangements                          |
| 6. Marriage:      | Certificate: | Quaker Marriage                               |
| 7. Membership:    |              | Specimen letters                              |
| 8. Membership:    |              | Wills - Last Testament and Codicils           |
| 9. YM             | Check list:  | Documents In Advance                          |
| 10. YM            | Check list:  | YM Clerk's Job - Summary                      |
| 11. YM            | Check list:  | YM Clerk's Job                                |
| 12. YM            | Check list:  | Documents in advance                          |
| 13. YM            | Check list:  | for MYRM planners                             |
| 14. YM :          | List:        | Trusts, Voluntary Associations and Properties |

## 6.1 Local Meetings: General

### **LOCAL MEETING CLERK'S CHECKLIST**

#### Meeting for Worship:

- Go to meeting for worship or ask someone to stand in for you.
- *"The formal part of meeting for worship is over, but we shall keep silence for another 5 mins so that anyone who would like to contribute may do so".*
- Afterwards, shake hands, welcome Friends and visitors
- Notices: date, time and place of Business Meeting, YM, tea, etc.

#### Business Meeting:

- Prepare Agenda
- Read all documents and have all information ready
- Have Minute book on table – with past minutes
- Ensure there is a minute taker for Business Meeting
- Facilitate Business Meeting:
  - Provide information
  - Monitor the process as it unfolds
  - Summarise issues/sense of the meeting
  - Ask minute taker to read the minute
  - Ensure the minute reflects the sense of the meeting
  - Call for a few minutes silence whenever necessary/appropriate
  - Refer difficult issues to a special worship sharing
- Send copies of minutes promptly to all in the Meeting and
  - YM clerks and Clerks of all other meetings
  - Web page – Julie Povall at present

#### Nominations Committee:

- Call for Nominations Committee recommendations 3 months before office-bearers change and receive their recommendations 2 months before change
- Business meeting must accept report/make alternative decisions 1 month before changeover.
- Inform members, YM clerks and other clerks of meetings in C&SAYM of new office-bearers

#### Financial:

- Ensure that Treasurer is up to date and reliable or ask Business meeting to set the Treasurer free if the task is too heavy – ask for bank statements to be tabled
- Remind treasurer to collect MM and YM levies from members; send YM levies to YM Treasurer.

#### Yearly Meeting: see more under "Yearly Meeting"

- Attend Mid-Year Representatives Meeting (MYRM) (August or Sept )
- Draft MM Report to YM in accordance with the Handbook format
- Read draft report to members of MM for approval/amendment and Send MM Report to C&SAYM Clerk
- Evelyn Cadbury Trust Fund: Receive application forms for funding for MM approval
- Ask Business meeting to approve/disapprove application
- Respond to YM clerks' requests, Circulate YM documents: registration forms, etc
- After Yearly Meeting:
  - report to your own Meeting: circulate YM epistle and minutes
  - review YM requests

## 6.2 Local Meeting - Preparation for Yearly Meeting - Summary

*Communicate – communicate - communicate****Pin this on your Notice Board*****GET READY FOR YEARLY MEETING**MM Clerk

## Publicity

Keep reminding members about YM

## MM report:

Draft and send it to YM Clerk

## Testimonies

Notes on lives of friends who have died in the last year  
– send to YM Clerk

## YM agenda

Ask MM if they want to put anything on the YM Agenda:  
discuss, prepare minute, and tell YM clerk of your agenda  
items

## Volunteers for Jobs:

Volunteers are invited for:

Special Interest Groups (“SIG’s”)

Worship sharing facilitators

10 minute talks

Children’s activities

Transport arrangements

## Registration

Circulate the forms to all in your Meeting

## Travel Funds

Eveline Cadbury Trust

- circulate application forms for travel assistance
- collect and check forms
- ask Business Meeting to approve them
- send to ECTF Clerk

Get someone to co-ordinate all travel methods if appropriate

**IF YOU ARE GETTING ECTF HELP, YOU MUST NOT CHANGE  
YOUR PLANS AFTER BEING ACCEPTED BY ECTF**Communicate

All requests from YM organisers

Tell members about arrangements

Attend

Yearly Meeting yourself

Come early for the Clerk’s Meeting

Come to Mid-Year Reps Meeting

***Enjoy – it can be a very happy and valuable experience.***

### 6.3 Local Meeting: Clerk's Preparation for Yearly Meeting Detail:

***If you bring these matters to local business meeting early – about 5 months in advance, you can get plenty of help and you will not need to panic .***

Monthly Meeting clerks play a central role in ensuring that:

- YM happens
- Members of monthly meetings are sufficiently prepared for YM
- YM information is circulated properly
- MM Report  
Draft the MM report under these headings:
  - Membership
  - Inter-visitation
  - Spiritual Life of the Meeting
  - Contributions to Service and Social Justice
  - Matters Arising from YM
  - Financial Position
  - Liaison with Other Organisations, Churches and Institutions
  - General: Other Concerns/Matters
- Circulate the draft MM report to members of their MM
- Get MM to approve - report is tabled and accepted by the MM
- Send the MM report to the YM Pack Coordinator on time
- At YM Speak briefly to the MM Report - highlight the key aspects – don't read it in full – just tell about the things that you found interesting.
- Testimonies on the Lives of Departed Friends: MM Agenda item for volunteers to write.
- Other Agenda Items: Clerks are responsible for ensuring YM activities eg:
  - 10 minute talks
  - Summer school sessions
  - Special Interest Groups
  - Worship Groups

Send proposed topics and the person's details to the Agenda Coordinator on time. In some instances this may mean working with the member who is keen to lead a discussion or give a talk to prepare for YM if the person has never done one before.
- Clerks ask MMs if there are any new business meeting agenda items that they wish to see discussed at YM. Propose and discuss at MM. if adopted see that report, letter, proposed statement of action is **adopted** by the MM
- Sending the written statement together with the proposed agenda item to the YM Pack and Agenda Coordinators on time.
- **YM Attendance:**  
Clerks have a big role in assisting the YM admin clerks and ECTF in preparing for YM in these key areas: registration, ECTF, travel and collecting of payments.
- **Registration for Yearly Meeting:**
  - Encourage members to attend YM
  - Circulate the YM registration form to all in MM
  - Remind them MM to fill in the registration form and assisting any who can't
  - Keep a list of members of MM who are going/not going to YM
  - Collect the YM registration forms and checking the details are correctly filled in ie contact info, dietary, children, young friends, sharing or single etc



- Forward correctly-filled in YM registration forms to the YM admin clerk,
- **ECTF Funding: Clerks duties:**
- Encourage member of their MM to make use of ECTF funding where necessary
- Hand out ECTF application form at Meeting for Worship
- Remind to fill in the ECTF application form and help any who can't
- Collect the ECTF application forms and checking the details are correctly filled in
- Get a Business Meeting to agree formally to support each ECTF application
- Keep a list of members of MM who need/do not need ECTF funding
- Send correctly-filled in ECTF application forms together with a copy of the Business Meeting minute and minute reference to YM Admin clerk on time
- Get feedback from ECTF on level of funding actually granted and inform the member.
- **YM Travel Arrangements: Clerks' duties:**
- Discuss YM travel arrangements in MM – get a Volunteer to take it over if possible
- Keep a list of how MM members are getting to YM
- Coordinate lifts, bus travel etc where necessary
- Send the information to the YM admin clerks on time
- **Payment: Treasurer's and Clerk's duties:**
- Give YM banking account details to members of MM
- Help members of MM to calculate how much they are required to pay for YM eg registration, accommodation, outing etc
- Check that members of MM have paid YM on time, the correct amount, and help any that require assistance eg by way of electronic banking etc
- Liaise with YM Clerk(s), on payment issues on time.
- **Other Reports, if any, from members of your MM:**

Remind the member of your MM responsible for producing one of the following reports to send it to the YM Pack Coordinator on time. Help with the drafting of the other reports if necessary (particularly if the member has not done one before):

- SAQN
- Membership
- Young Friends
- Resources
- Quaker Social Witness
- Handbook
- SACC; SACC Parliamentary Office Advisory Committee
- Quaker Relief Action (Zim)
- Quaker Service Cape
- FWCC (including Africa Section); Quaker Peace Network
- Oversight Committee Report: Financial Oversight (incl. spreadsheets)
- ECTF (incl. spreadsheets)
- Christine Agar Quaker Trust (incl. spreadsheets)
- Compassion Fund (incl. spreadsheets)
- CSAYM Treasurer's Report (incl. spreadsheets)
- Financial Oversight committee : Asset Registers, (incl. spreadsheets)
- Epistles Summaries
- Isolated Friends; American Friends Service Committee

## 6.4 Local Meeting: Job Descriptions

*If your Meeting asks you to help and you say “but what will I have to do?” here are some suggestions. Johannesburg Monthly Meeting compiled this for their particular needs. All are subject to change for the particular circumstances at the time..*

EVERY YEAR : Nominations committee brings suggested appointments to the Business Meeting for approval. Business Meeting can reject and change them.

### 6.4.1 Archivist

#### **Responsibilities:**

1. Feed the relevant documents into the archival files of MM on a regular basis;
2. Every five years extract and despatch a tranche of documents from the archives files and sending them to the Manuscripts and Archives Department of the Library of the University of Cape Town.

#### **Duties:**

1. Receive from the minute-taker of each monthly meeting two copies of the minutes.
  - one is kept in a loose-leaf file for the archives
  - one is filed in the MM minutes file [for MM to refer to when required]
2. periodically gather in the archives file:
  - all correspondence received or sent by the Clerk;
  - all membership applications received by MM;
  - Any pictures or clippings that may be of historical interest.
3. Go through the archives files, approximately every five years, and collect the information required for despatch to UCT [ this material is explained in section 6.3 of the C&SAYM Handbook].

### 6.4.2 Children’s Meeting Co-ordinator:

Children are valuable members of the meeting. Where members of the meeting have children then the Meeting will be enriched if it can make them feel at home and part of a family, when at Meeting.

Spiritual nurture of the children can be great fun – and can liberate the “inner child” of the person hosting them. It also helps the parents to attend Meeting for Worship and if possible Meeting for Business. The noise they make, especially babies, if not due to pain or distress, can be music to the ears – just like the birds.

The meeting appoints a Friend to take responsibility for ensuring that someone from MM is willing to host the Children’s Meeting on the first Sunday of every month.

#### **Tasks::**

- Draw up a roster of willing Friends and possible activities if required;;
- Remind Friends about Children’s Meeting either at notices after Meeting for Worship or by email;
- Ensure the Children’s Meeting room is unlocked and clean on the day of Children’s Meeting;

### 6.4.3 Children’s Meeting Host

This is the Friend who has volunteered to host the Children’s Meeting during a particular month.

#### **Tasks:**

- Design the Children's Meeting and organise whatever materials and activities are needed for it.
- Claim refunds from the Treasurer.
- Choose activities you enjoy doing yourself, and mix them up – music making, art, vocal prayer, worship sharing, background music from CD's, ball games, hop scotch, get the children to carry lighted candles into Meeting for Worship, count out and share 6 raisins each – healthy food only - etc
- Get there early and make the room attractive
- Help children to feel that they are in a warm family atmosphere
- Encourage the Meeting to adapt its procedures so that Children's Meeting is a joint activity, not entirely separate from adults perhaps with some music or singing that day.
- When you join the adults at the end of adult Meeting for Worship, briefly tell them what you all enjoyed doing this morning give each child a chance to contribute.

**See more under Part 5: "Continuing Education"**

#### 6.4.4 Clerk of Local Meeting

Monthly/ Local Business Meeting (MM) appoints a Clerk, who has the following responsibilities:

**Responsibilities:**

- act as a servant of MM, but not as a slave;
- ensure the right ordering of the business of MM;
- conduct regular Meetings for Business;
- act as a representative or spokesperson of MM when so delegated;
- report to MM every occasion on which the Clerk represents MM;
- acts in the best interest of MM at all times;
- attend to the correspondence to and from MM;
- represent MM at the Mid-year Representative Meeting or appoint a deputy.

This position may be held by two Co-clerks, who jointly perform the duties of the Clerk. In the temporary absence of the Clerk or of both Co-clerks, an Acting Clerk may be appointed by MM.

**Duties:**

This is not an exhaustive list of duties. If in fulfilling his or her responsibilities listed above, the Clerk finds it necessary to undertake other duties, then he or she should do so.

1. Be present at Meeting for Worship and hosts the introduction and notices afterwards
2. Reminds Friends of Meeting for Business
3. Draft and circulates agenda for Meeting for Business
4. Facilitate Meeting for Business
5. Participates in Meeting for Eldership and Oversight
6. Draw up the MM report for Yearly Meeting

#### 6.4.5 Any Clerk of any Gathering

1. Facilitates the Quaker Business process; Receives requests/reports
2. Refers matters to MM or to other Committee or to an enthusiastic individual for attention
3. Compiles agenda of business
4. Says NO when suggestion seems not ripe for putting something on the Agenda – needs more preparation
5. Informs members of issues and items in advance, as far as reasonably possible
6. Acts as Time Keeper – be strict – tell them when the Meeting will end. Avoid repetition.
7. Ask for help from others whenever possible
8. Consults
9. Delegates whenever possible.
10. Records decisions: what, who, when will do the job
11. Monitors action – Calls for report back. If none is forthcoming, may presume the matter is not really important.
12. Replies to letters unless delegated to another person.

#### 6.4.6 Elders and Overseers (“Caring Committee” or “Meeting for Eldership and Oversight”)

The Meeting appoints Elders and Overseers and a Co-ordinator/Clerk of that meeting to see to the right ordering of MM as a whole and the way it functions, while also attending to the spiritual and pastoral needs of the members both corporately and individually.

##### **Purpose**

- **Elders:** Spiritual Welfare, which includes fellowship, intellectual, emotional, and spiritual well-being
- **Overseers:** More practical help and material support.

##### **Duties**

- Meets regularly.
  - Considers “People matters” referred to it by the Meeting
  - Suggest activities to the Meeting to approve, and to delegate to volunteers
    - talks, workshops, study groups on Concerns of the Meeting,
    - social occasions
    - Retreat etc
  - Arranges Clearness Committees if requested
  - Helps organise weddings, funerals, parties if requested
  - Listens and meets with any person individually on request.
  - When desired, support and provide counselling for all in the Meeting including officers; Caretakers.
- It does NOT give instructions or comment on performance.

#### 6.4.7 Librarian

**Purpose:** care for and acquisition of books, periodicals and pamphlets etc.

##### **Duties:**

1. keeps the books tidy and classified;
2. keeps the periodical and pamphlet displays tidy and up to date;
3. from time to time suggests, or requests such suggestions, for purchases and subscriptions;
4. when new books arrive publicises them to Friends;
5. watches over the register of book withdrawals;
6. chases up overdue books.

#### 6.4.8 Minutes Manager

##### **Purpose**

to take responsibility for the minute takers roster. From the start of the year of appointment, this Friend keeps a roster of Friends and attenders who are able and willing to take minutes of the respective monthly meetings scheduled to take place during that year. Unless otherwise agreed, there will be one monthly meeting every month except December.

##### **Duties:**

1. Keep the minutes roster
2. ensuring that
  - there is a minute-taker for each monthly business meeting
  - the minute taker is aware of his or her responsibilities
  - the minutes taken are distributed as required.
3. Provide guidance to minute takers on the format of the minutes ( see “Local Meeting”)
4. Distribute the minutes by email to
  - a) MM Friends [on email]
  - b) clerks of C&SAYM
  - c) all clerks of meetings in C&SAYM
5. **Make and distribute printed copies of the minutes for**
  - MM Friends [not on email]
  - MM Minute book [1 copy to Clerk(s)]
  - MM Archives [1 copy to Archivist]

#### 6.4.9 Minute-taker

##### **Purpose**

The Friend or Attender who assumes this role is responsible for ensuring that

- Each minute recorded reflects the sense of the meeting on the issue being dealt with
- With the help of the Clerk and the Meeting: Discern the sense of the Meeting,
- Record it with the agreement of the Meeting

##### **Duties:**

1. Formulates and records minutes during the meeting
2. Use a computer or write by hand in the 'duplicate copy book'.
3. If the minutes are to be recorded by hand ensure that the 'duplicate copy book' is
  - extracted from Quaker House storage before the start of business meeting
  - returned to Quaker House storage after the close of business meeting
 removes one copy of the minutes from the copy book and arranges for the copy and any attachments that need to be typed up, to be typed up electronically
4. If the minutes are to be recorded electronically ensure that there is a notebook computer available
5. Processes and emails to the Roster Co-ordinator the electronic copy of the minutes and 'typed up' attachments, after the meeting for business.
6. Keeps "attachments" for the minute book and gives them to the Archivist to stick in the Minute Book.

#### 6.4.10 Membership Clerk

##### **Purpose:**

Keep up to date records of the Members and those Attenders who are regularly involved in the life of the meeting.

##### **Duties:**

1. contact list with details of the members and attenders of MM;
2. membership list up-dated with deaths, marriages, births, transfers and acceptances into membership
3. distributes Lists to MM Members and Attenders by email and printed copy where necessary;
4. updates MM's membership list on the C&SAYM web site;
5. facilitates training for MM Friends on the website;
6. Keeps C&SAYM Membership Clerk informed
7. C&SAYM website information updated
8. deals with password and other queries relating to the website;
9. provides the details to the Membership Clerk of C&SAYM before yearly meeting.

Membership records are kept in the format suggested by the Membership Clerk of C&SAYM. For each member or attender the following details are kept:

- name;
- address;
- telephone numbers; fax number;
- email address;
- date of entry into membership.

#### 6.4.11 Nominations Committee

***Please also read the detailed job description at the end of the Handbook – Page 108***

The Meeting appoints the Nominations Committee EVERY YEAR IN AUGUST – ready for change of officers at the end of September.

##### **Purpose:**

- To find suitable skilled officers to keep the Meeting going well
- Rotate jobs so all get a chance to learn, understudy and help
- Ensure reasonable continuity – and transfer of skills to new incumbent
- *Tell people if they will not be re-appointed, and thank them.*

**Duties:**

1. Appoint a co-ordinator
2. Call a meeting in June or July about 3-4 months before the Financial Year End (30<sup>th</sup> September)
3. Decides what jobs there are Consider the skills of Friends in the Meeting
4. Prayerfully seek guidance on who would do a good job, or get valuable learning experience
5. Also recommend new Nominations Committee
6. Ask your Meeting for volunteers – anyone interested in a job, please tell us.
7. Agree on your suggestions
8. Speak to Nominees “Are you willing to do this task? Here is a draft job description.”
9. If there are not enough helpers in the Meeting, cut down on the jobs – leave vacant.
10. Take the written list of Nominations to Business Meeting in August, or earlier, to be read out and discussed
11. At the next Business Meeting, Friends will be asked
  - to discuss the(amended) list again, and
  - approve it.

## 6.4.12 Premises

**Purpose:** to deal with all matters relating to premises:

(maintenance, replacements and repairs, security and municipal services, the building, fittings, equipment, grounds and perimeter).

**Task**

- reports monthly to MM. What needs to be done, what has been done
- gets a deputy to give the report If you can't be at MMeeting
- asks for volunteers to help and to do jobs
- gets quotations, electricians, plumbers, painters etc

## 6.4.13 Quaker House

**Liaison with Quaker House residents and purchase of supplies:**

MM appoints a Friend to maintain liaison with residents of Quaker House and to purchase supplies necessary, including cleaning materials, tea, milk and biscuits for Sundays and extra occasions. The costs are paid by the Friend who claims them back from the Treasurer. This Friend should be someone who attends Meeting regularly in order to have the most fruitful interaction

**Caretaker**

MM appoints a caretaker, who lives at Quaker House and is responsible for:

- keeping the premises clean and tidy;
- maintaining Quaker House;
- tending the garden; day-to-day security;
- notifying the Friend responsible for Premises of any problems or needs regarding Quaker House;
- allowing access to Quaker House as required by MM;
- serving tea and biscuits after meeting for worship on Sundays; and
- any other matters agreed between the caretaker and MM.

**A written Agreement is to be discussed, agreed and signed, so that there is clarity on the needs of Friends and duties of the caretaker.**

## 6.4.14 Ten-minute talks

On the fourth Sunday of every month, there is a short talk or video on a subject which is of interest to the speaker - a member of MM or someone from outside of MM. A short video of relevance to Friends could also be shown instead of a talk.

**Duties:**

1. Ask for Volunteers, each month; Keep a list of willing Friends
2. Choose a speaker and a date

3. Remind Friends about the 10 minute talk - notices on Sundays or by email or SMS.
4. Give a very brief report at MM on the previous month's 10 minute talk.

#### 6.4.15 Treasurer

##### **Purpose**

Keeps the money safe asks Meeting what payments to make, and tells the Meeting where money is banked and how it is used

##### **Tasks:**

1. Collects and banks donations; Issues receipts
2. Pays accounts and **expenses if approved by MM**
3. Keeps accounts up to date
4. Checks bank statements, accounts etc
5. Brings latest bank statements to MM for any Member to look at.
6. Pays other accounts electronically where possible – to save bank charges.
7. Pays cash from petty cash to those with no bank accounts – gets a Signed Receipt
8. Prepares the next year's Budget a month before the financial year end.
9. Consults Treasurer's support committee – ie other signatories
10. MM
  - Reports at every MM : Answers all questions from MM
  - Asks MM to approve Budget and Quotas
  - Asks MM to approve expenses if not covered by budget
  - **Suggests controls and checks and balances to MM**
  - MM monitors and provides checking mechanisms
  - MM chooses signatories

##### **Also - Responsibilities:**

1. prepares a budget of income and expenditure for the upcoming financial year and presents it to the first MM after his or her appointment for approval;
2. proposes the amount of the quota that should be payable by Friends during that year – which includes the YM quota decided at YM; reminds and speaks to those who have not yet paid.
3. reminds and collects moneys due to MM;
4. pays moneys owed by MM, including
  - the Yearly Meeting quota to the Treasurer of C&SAYM;
  - the other Meeting expenses, provided the claimant produces and invoice – proof of claim eg groceries and supplies for Quaker House;
5. reports each month to MM on the accounts of MM;
6. brings the Bank statements to each MM for tabling
7. during the year of appointment, at the end of the financial year, presents an account of the income and expenditure of MM during that financial year and a balance sheet as at the financial year-end;
8. sends a copy to the YM Treasurer or the YM Clerk
9. calculates and claims amounts owed to MM by the Christine Agar Trust when appropriate; and undertakes related tasks .

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## 6.5 Marriage

To be legally married, go to the Department of Home Affairs (where you get a passport) and make an appointment for the marriage in front of a Marriage Officer.

### 6.5.1 Quaker Certificate of Marriage

*This is not a legal marriage certificate recognised under South African Law. It is a certificate recording a Meeting for Marriage held to recognise and bless the union of the couple.*

#### CERTIFICATE OF MARRIAGE

This is to certify that for the solemnisation of their marriage  
 ..... and .....

were present at a duly appointed public meeting for worship of the  
 Religious Society of Friends at ..... on 20....

Taking each other by the hand,

H declared:

Friends, I take this my friend B to be my wife, promising  
 through divine assistance to be a loving and faithful  
 husband.

and B declared:

Friends, I take this my friend H to be my husband,  
 promising through divine assistance to be a loving and  
 faithful wife.

In confirmation of these declarations they have in this meeting  
 signed this certificate of marriage.

.....

.....

For: ..... Monthly Meeting

We having been present at the above declaration of marriage have  
 also subscribed our names as witnesses on the day and year above  
 written.



## 6.5.2 Introduction by the Clerk of the Meeting for Marriage

### **Specimen – to be altered to suit the actual event**

*A and B will celebrate their marriage to each other, in a Meeting for Worship in the Quaker manner, because they are entering into a permanent spiritual relationship, under Divine guidance.*

*Marriage is lived out in community, and every couple needs the support of family, friends and their community, in the great and solemn adventure they have undertaken, so it is appropriate that they make a public commitment in your presence to share their future, their joys, sorrows, challenges and successes.*

*This solemn and happy occasion is when each commits to care permanently for the spiritual and physical wellbeing of the other. This is never easy and will require them to accept Grace: the courage, mercy and wisdom offered to them moment by moment by their Creator.*

For those who are not used to Quaker worship, I will explain what will happen in this Meeting for worship:

We do not need an intermediary in our relationship with God so we have no formal minister,

Our worship is based in silence so we can communicate inwardly with the spirit in our own way, in our own words and to feel and be influenced by the Presence of God.

Our silence is a companionable silence, an opportunity for inner communion with the bridal couple, with each other and with our Creator.

When the meeting is gathered, and they feel ready, the bridal couple will speak out of the silence

We will then resume silent worship. All are free to contribute - to pray, speak or sing - if led by the Spirit to do so.

The Meeting will end when we shake hands, at approximately 3.45.

The Bride and Groom will leave the room first and you will be able to greet them in the garden.

You are invited to sign the (Quaker) certificate recording the proceedings, as witnesses and supporters when they go out into the garden after the meeting."

*Shake hands to close the Meeting.*

*Clerk: "the formal part of the Wedding is now over. Please wait while bride and groom go outside where you will be able to greet them as you leave. You are all invited to sign the certificate which will be on the table here/outside the front door".*

### WEDDING CHECK LIST

#### FRIDAY

Get the Meeting Room ready.

All chairs to be in an oval shape with bridal party sitting at the far end.

Centre table for flowers, certificate, bible and pen

Table outside for guests to sign the certificate.

#### SATURDAY

2.30 Check Meeting Room: Central table with flowers, bible, certificate, pen

2.45 Ushers: for meeting room, entrance, parking

3.00 Guests arrive

3.10 Groom and Bride come in together. Bride puts bouquet on central table.

They sit at the far end of the Meeting Room, facing the entrance door.

3.15 Welcome: clerk welcomes guests,

Introduction: by clerk

3.20 Declaration: Groom starts speaking when he is ready

Bride speaks: (The words are on the declaration)

Both sign the declaration - small table in front of them

Clerk signs it

3.30 Silent meeting continues, with ministry from Friends and others.

*It is useful to ask a couple of Friends to prepare a reading or music, etc in case the Spirit moves them to minister during this meeting.* Possible contributions: Christian Faith and Practice - on marriage; Advices and Queries etc .

3.42 Clerk reads Blessing :

May the Lord Bless you and Keep you

May the Lord make his face shone on you and be gracious to you

May the Lord look kindly on you and give you peace

3.45 Clerk shakes hands with the couple.

Clerk: *"the formal part of the Wedding is now over. Please wait while bride and groom go outside where you will be able to greet them as you leave. You are all invited to sign the certificate which will be on the table here/outside the front door"*.

3.50 G and B walk out to front garden and greet the guests on their way out - stand between door and table where the signing goes on.

- The Clerk carries the certificate and a BLACK PEN to the table at the front door
- The guests go outside and sign the (Quaker) certificate on their way out to their cars.

**If a Marriage Officer is present and the Civil Marriage takes place at the Meeting:** The marriage officer will bring, sign and lodge the certificate with the Registrar of Marriages; The Clerk will also explain:

- At the end of the Meeting please wait here in silence while the Bride and Groom and their parents will go out to sign the legal marriage certificate, with the marriage officer.
- After they have signed the civil marriage certificate, the bride, groom and parents will then go outside.
- You will be able to follow them to be welcomed and to sign the (Quaker) certificate on your way out while in the queue to meet the bride and groom - in the centre of the garden.
- So now, please wait while Bride and Groom and their parents go out to sign the legal marriage certificate,

Bride and Groom walk from signing the certificate to front garden and greet the guests on their way out - stand between door and table where the guests will sign further on, so there is no congestion.

## 6.6 Membership:

See also 2.3.1 “ Becoming a Member” on Page 24 .

### 6.6.1 Termination of membership

A Member of a Meeting can only cease to be a Member by death, disownment, resignation or transfer. Sadly some Friends just lose touch. From time to time a Friend may spend time away from Meeting for various reasons. Meetings should be sensitive to this fact. It is up to the Meeting to ensure that all Members are cared for and encouraged to be part of the Meeting. Friends may lose interest in the Meeting, drift away and never come back. Inactive Members & Absent Members (AbM) should be classified as such on the meeting membership lists. Membership recorders are reminded that the YM Membership clerk should be kept informed of Absent Members as requests for transfer or confirmation of membership may be asked for after an interval of many years.

Termination of membership should not be entered into without careful consideration. The classification of "Absent Member" means that the meeting is not liable for the annual Meeting levy for that member and yet the Friend does not disappear from the list completely.

Membership may be terminated by the Member themselves or by the Meeting after due process. Membership shall only cease when a minute to that effect is recorded by the Local Meeting at a Meeting for Business and the YM Membership Clerk informed.

When a Member wishes to resign this should be done in a letter to the Clerk of the Local Meeting. Normally the Member would be visited on behalf of the Meeting before such a resignation is accepted. The resignation becomes effective when a minute to this effect is passed by the Meeting for business. This process should not be prolonged. When the resignation is accepted a letter confirming it should be sent to the ex-Member and the Yearly Meeting Membership Clerk notified so that the membership lists can be amended.

When the Meeting feels that a Friend has over a long period ceased to show any interest in the life of the Meeting and there seems no chance of renewing the interest even after approaching the Friend in person the Local Meeting could contact that Friend, or delegate someone to approach the person and invite the Friend to reply. If there is no response or a negative response the matter should be brought before a Meeting for Business where the issue should be discussed and if termination of membership is minuted the Clerk should send a letter to the person informing them of that fact. The YM Membership Clerk must also be notified.

A Suggested Process for those who do not come to Meeting for Worship, participate in any Quaker activity, or have not been in touch directly or indirectly for many months. (As used by CWMM)

The purpose is to find out what their relationship with the Meeting is. This process to be instituted only by the Elders after a person has had no contact for many months.

#### STEP 1.

Whoever is closest (or makes the visit), to that Member should make direct contact by visiting or speaking directly to the person to obtain the information being sought in Letter #1. The Member should also be given the page of membership quotes. (Membership Quotes starts this chapter.) Letter # 1 if direct contact not possible Letter #2 for attenders

#### STEP 2.

If there is no contact at all or there is no visible response to step 1 after 3 months, then Letter #3 could be used.

#### STEP 3.

If there is still no response, then the matter should come before Meeting for Business as recommended by Elders. The Meeting could ask Elders to continue reaching out. If the Meeting decides to terminate membership, the Member should be informed of such action by a final letter sent to the last known address.

6.6.2 Membership – Specimen letters

**LETTER #2 (FOR ATTENDERS)**

RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

Dear.....

Date.....

You have been a regular enough attender at CWMM that we have you on our mailing list. Cape Western Monthly Meeting is revising the list of people who worship with us, who have visited us or attended our Meeting and indicated interest in Quakerism, or who participate in the life of the Quaker community in Cape Town. However we have not seen you for a while at any of our gatherings. Friends are notoriously inclusive as well as being non-dogmatic and we tend to think of attenders as members of our community while respecting that they may not feel ready to actually join the Religious Society of Friends through formal membership.

Everyone on our current mailing list receives minutes, newsletters, announcements of gatherings, etc. and the cost of this is borne from CWMM funds. [If you wish to continue receiving the above, may we encourage you to make a donation to cover the costs.] If the ties are now so slight that you wish to withdraw completely, please notify us in writing and we will remove your name from our list. We would regret this and suggest that you might want to talk to a member of the Elder's Committee before making a final decision.

We would appreciate your filling in the form below and mailing it to us in the pre-paid envelope provided.

Yours in peace and friendship .....

(Signed) Clerk of Elder's Committee, on behalf of CWMM

*Delete as you wish:*

Please remove my name from your list.

Thanks for contacting me. Please keep me on your active list. I will be in touch within the next 3 months.

I would like to talk to somebody about this matter. Please contact me at.....

Signed ..... Date.....

**LETTER # 3 ( NO RESPONSE TO LETTERS )**

RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

Date.....

Dear .....

Three months ago we mailed you a letter asking for clarification of your status with Cape Western Monthly Meeting and membership in the Religious Society of Friends. This is part of a process we are following to reach out to those Friends (friends) who have not had contact with CWMM Friends recently, directly or indirectly, and who have given us no indication of what relationship they wish to have with the Society. We are interested in whether you wish to be part of the Quaker community in Cape Town and to find out to what extent, if any, you wish to be involved in the activities of this community.

We have had no reply to our earlier letter so we invite you to contact us by calling either ..... (Clerk) at Phone No or ..... (Convenor of Elder's Committee) at Phone No. You may also write to the above at Quaker House, 2 Rye Road, Mowbray, 7700.

If we do not have a response within a month, we will be removing your name from our lists.

We accept that in your spiritual journey you may find that travelling with the Quakers is not the best path for you. We wish you well.

Yours in peace and friendship .....

Convenor of Elders - on behalf of .....MM.

**" TRANSFER OF MEMBERSHIP FORM"** (modified from Baltimore Yearly Meeting)

*In transferring a membership to another meeting a letter or pro forma letter with blanks can be used. It should be on the meeting's letterhead and written by the Clerk (or nominee) after being raised at a Meeting for Business.*

( Name of Meeting) (Address) (Date)

Dear Friends:

This is an application for a transfer of membership of Friend ( Full Names) , who is at present a member in good standing of (Name of Home Meeting where membership is recorded) Meeting , to ( Name of Meeting to which transfer is being requested). This request has been minuted at our Meeting for Business on (Date) ( Minute no.)

Present address of transferee with Phone No.

We commend him/her/them to your loving care. (Or if transfer requested by receiving Meeting--- We would welcome him/her/them to our loving care)

We would appreciate receiving your acknowledgement of this request and notice of your response.

---

**ACKNOWLEDGEMENT OF TRANSFER**

*When the transfer is accepted by the Receiving Meeting or approved by the Transferring Meeting the following format of letter is suggested as a response.*

( Name of Meeting) (Date)

Dear Friends

In accordance with your application for the transfer of membership of ( Full Names) (Full Address) from ( Name of Home Meeting) to (Name of Receiving Meeting ) was accepted at the Meeting for Business on (Date)

His/her/Their name/s have been recorded as being members ( by transfer) of ( Name of receiving Meeting)

We will / Would you please notify the Yearly Meeting membership clerk of the changes.

on behalf of ( Name of Meeting) (Signature) (Office)

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STEP 4: THE YM MEMBERSHIP CLERK SHOULD BE INFORMED.

**6.6.2 Wills ( "Last Testament") and Codicils**

Friends are advised to ensure that such documentation is legal – drawn up by an attorney or banker - legible and properly signed by two witnesses. Friends should ensure that documentation containing their burial wishes is legal.

Friends should consider their options regarding burial and cremation and to include such wishes in their Wills, Testaments or Codicils. It should be documented where the Friend would like to be buried or have their ashes scattered.

It is advised that Friends lodge copies of their Wills, Testaments and Codicils with the Clerk of the Monthly Meeting.

**6.6.3 The Living Will**

It is advised that Friends prayerfully seek guidance in the signing of living wills. If such a document is signed, copies should be left with one's lawyer, doctor and the Clerk. Friends should talk freely about death, and their own wishes regarding care at the in later years.

#### 6.6.4 Memorial Meeting – Check List of more ideas

The following may help order the Memorial Meeting:

- Copies of the pamphlets "Quaker Funerals" and "The Holding of a Quaker Funeral" can be distributed to funeral attenders upon entering the Meeting House. A Quaker funeral may be a strange and new experience to the friends, family and caregivers of the deceased.
- The presiding Elder, Member or Clerk should greet mourners and show them to the Meeting Room.
- After the Meeting the presiding Elder or the Clerk shall inform the attenders of directions to the graveside, or crematorium and that if there is a hearse, that the cortège should follow closely with the headlights of the mourners cars on full, so as to alert other motorists of the cortège.
- Care should be taken that the burial site is known (if necessary a map should be available) and that if there is a cortège that it is properly formed before departing.

#### 6.6.5 Cremation and Burials

Friends decide individually whether they wish to be cremated or buried.

The Society cannot pay of burial or cremation costs. Friends and attenders should seek appropriate advice in respect of insurance versus assurance policies, and burial societies and the provisions made by such companies for the payment of burials, and cremation. Friends should make financial provision for their Funeral costs.

At the graveside a brief time of silent prayer and perhaps an appropriate scripture reading, words of comfort or poetry could be said before a committal. A committal may be as a short Meeting for Worship at the graveside or it may follow a tradition where something is said. This must be made clear and planned beforehand so that everyone knows what is going to happen and who will do or say what.

In arranging a funeral it is advised that an appointed Elder (and a Member of the Births, Marriages and Deaths Committee) go with the family to a reputable funeral parlour to make the arrangements. On the purchase of a coffin, wreaths and floral arrangements, the bereaved should be reminded of the Quaker principles of simplicity and modesty.

If the deceased Friend wishes to be buried or have their ashes buried the undertaker should be informed. The Clerk must give permission in writing if a Quaker Burial Ground is used. The funeral company burying the deceased will liaise with the relevant local authorities for permission to dig a grave.

It is the duty of the undertaker to ensure that all the proper documentation is in order. Therefore these matters should be left in their capable hands. They undertake to register the death with the government department (Department of Home Affairs ). The surviving relatives guarantee payment, either through cash, agreement of hire purchase or through the provisions as outlined by an insurance, assurance or burial society proviso. It is important that the legal documentation should be given to the funeral director who will ensure that the documentation will be dealt with through the correct legal channels.

In the case of scattering ashes, permission from the local authority is required. However those concerned should still make written application to the Clerk of the Monthly Meeting for permission for the ashes to be scattered at the Quaker Burial Ground.

Elders and Members should be aware of the psychological processes in death, dying and bereavement.

The writings of Diana Lampen, a Quaker in Northern Ireland, Elizabeth Kubler-Ross and J.W. Worden are useful reading material.

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## 6.7 Yearly Meeting Clerk's role

Co-clerks: always consult and copy to each other

### Prepare the Agenda

1. Matters carried forward – pick up from previous Minutes
2. Local Business Meetings' items: ask them to
  - forward proposed items
  - motivate and explain what preparation they have done before forwarding the item
3. Reports: Ask for all reports and read them

### Delegate

- All the other tasks – keep a list of what/who
- Ask for copies of all emails that deal with decisions
- Documents in Advance: The Admin Clerk should either delegate OR do it him/herself – send a copy to each Co-Clerk
- Check that each person knows his/her role and does not intrude on other peoples jobs using the right procedure so as not to tread on other peoples toes,. if someone is not performing, report it to YM Admin Clerk, and if necessary ask the person if he/she wants to be relieved of the task

### At YM :

- Ask for guidance from the meeting whenever in doubt
- Ask for volunteers to help
- Ask the YM elders to come to the table after each session, to offer silence, evaluate, suggest, support
- Speak to the Process advisers immediately after each session.

### At all Meetings

Keep calm and centred

Be quietly firm – discipline gently but unequivocally

Ask for a period of Silence whenever there is Inner or Outer noise

- Ask people to WAIT FOR PERMISSION before speaking
- Ask people to STAND when speaking – this stops them from rushing in, mumbling, being rude to each other and speaking at the same time;
- Remind them that we want to listen carefully so we can sense

6.8 Check List for MYRM (Mid-Year Representatives' Meeting )  
(These things are important but easily forgotten. ( This is not a full list)

VENUE: Choose at prior YM

WHO IS RESPONSIBLE ?

- Who will follow up? When? Final decision agreed?
- Who will host – which Meeting?
- Maps and directions
- Has the Treasurer paid the deposit?
- Cost of Meals for casual visitors                      Cost per night = Bed-Nights
- Will there be: an office ? with a key, ? a photocopier? Flip chart stands and office stationery ?
- Who will be in charge of the office and the key?
- A long empty wall, Flip Chart Paper and Masking tape for notices
- A Wall or A Notice Board for incidental notices outside the Dining Room
- Soap, towels, other items needed?

REGISTRATION FORMS

- Compile asking for all relevant information
- Circulate to all people on Email, and to all Clerks
- Use and improve on the Registration Form used for last YM

TRAVEL People must make their own arrangements. *Extra funding: see under "ECTF"*

ARRIVAL – RECEPTION

- Welcome and registration
- Treasurer to collect unpaid fees on arrival
- Name Tags
- Allocate beds
- Keep a list of "Addresses" of residents
- Casual Visitors: Name tag, bookings for meals

AT YM

NOMINATIONS COMMITTEE:

- Second Day: Puts forward nominations for "temporary jobs"
- Who will ask for Silent Grace? And the announcements at Meals?
  - Who must people consult re Outings?
  - Who will lock up late at night and open in the morning?
  - Elders
  - Venue Liaison

Last business meeting: .Puts forward nominations for permanent officers

TREASURER: YM Treasurer or Assistant or Deputy:

- Collects payments in advance
- Collects payments at YM
- Gives receipts – bring a receipt book and Petty Cash box
- Keeps a roster of Bed-Nights and Meals

Pay the Venue by Cheque or Electronic Transfer

CO-COORDINATORS (APPOINTED BEFORE YM)

- Worship Sharing
- Special Interest Groups
- Outings :
- Travel

CHILDREN: Own programme Co-ordinator appointed before YM

YOUNG FRIENDS: Own programme Co-ordinator appointed before YM

ELDERS appointed from people present at YM



### 6.9 Yearly Meeting - Documents in Advance

YM business should be smooth and brief unless it deserves discussion. If Friends have proper information in advance it saves time and avoids confusion and last minute panic.

If the clerks get the Reports and other documents in advance, they can prepare the business and the logistics intelligently, and smoothly. This will help make the business sessions as enjoyable and interesting as they have been in the past.

#### **Check List of Reports to be prepared for YM with Deadlines**

- One report from every MM and Allowed Meeting
- Membership – Recording Clerk
- Living Adventurously
- Young Friends:
- Isolated Friends
- Quaker Social Witness
- Quaker Service Cape - CWRM Quaker Peace Centre
- Office Advisory Committee –(CWRM)
- Quaker Peace Quaker Relief Action (Zim) Bul. MM – John Schmidt
- Hlekweni – Bulawayo MM
- SACC (JMM).
- SACC Parliamentary SAQN
- Handbook
- [American Friends Service Committee]
- FWCC (including Africa Section)
- Epistles Summaries
- CSAYM Treasurer’s Report (incl. spreadsheets)
- Financial Oversight Committee Report (incl. spreadsheets)
- ECTF (incl. spreadsheets)
- Christine Agar Quaker Trust (incl. spreadsheets) JMM
- Asset Registers: Property Committee (incl. spreadsheets)
- Compassion Fund (incl. spreadsheets)
- FWCC (including Africa Section)

**DEADLINES: Example: fill in the list at MYRM:**

Tasks	Date
Payments to C&SAYM for YM	30 Nov 2007 (except Zim)

## PART 7 : LEGAL MATTERS & DOCUMENTS

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Treasurer's duties - see 4.3.16, 6.3 and 6.4.15

Financial Oversight Committee (YM) - see 4.3.17

### 7.1 C&SAYM - List of Constitutions, Trusts and Properties

**Independent organisations under the oversight of CSAYM** which operate under Constitutions and Trust Deeds are:

#### **The Religious Society of Friends (Quakers)**

Central and Southern Africa Yearly Meeting (a registered Public Benefit Organisation) constitution adopted 14.12.1994

Cape Western Monthly Meeting (a PBO) constitution adopted 14.12.1994

Johannesburg Monthly Meeting (formerly Transvaal MM) constitution

Bulawayo Monthly Meeting constitution adopted 27 19 1963 see minute 54 of RSF CSAYM

Harare Monthly Meeting - Constitution

Eveline Cadbury Trust Fund - (a PBO) Trust Deed: 2009: Trustees appointed by CSAYM : M Povall, T Moteane, J Suberg. (previously Caro Attwell, Rod Woolgar). YM appoints the managing committee more frequently.

Christine Agar Quaker Trust - Trust Deed: (a PBO) trustees appointed by JMM and a managing committee more frequently

Central Africa Regional Meeting - Constitution adopted at YM in Harare 15.9.1963 (now defunct. Business matters and powers were handed to CSAYM at YM in 2008 )

#### **Quaker properties are at present (2012) registered in the name of:**

Erf 31474 Cape Town - 26 Selby Road (Meeting House)

in name of Religious Society of Friends (C&SAYM)

Erf 31475 Cape Town – 3 Rye Road

in name of Quaker Peace Centre

Erf 32054 Cape Town --2 Rye Road

in name of Religious Society of Friends (Quakers) CWMM

Stand 11328 Salisbury Township (Harare Meeting House)

in name of RSF Central Africa Regional Meeting (Trustees : Colin Glen, Sheldon Weeks, and Charles Barna)

Deed of Transfer no 379/60

Subdivision A of Stand 1231 Bulawayo Township situate at 6A Fife Street

held under Deed of Transfer no 5336/82 dated 3/11/82 in favor of the Trustees of the Religious Society of Friends (Quakers) Central Africa General Meeting.

**AGREED AT YM** *no Quaker property could be transferred without the knowledge and consent of Yearly Meeting committee. Copies of the deeds are to be kept safely by the YM treasurer*

#### **YM minute 2008.14.6**

Following from Minute 2007.12. (f) and Annexure 7): and Report from Property and Asset Register Committee : We request the registered owners of the properties to apply to the local Registrars of Deeds to provide one duplicate copy of the title deeds of each property owned by them

The certified copy shall be sent to the Treasurer of Yearly Meeting for safekeeping.

The Treasurer of Yearly Meeting shall open a safe deposit box in the bank which holds our current account (at present Standard Bank, Mowbray Branch) and keep the title deeds there..

We authorise whatever payments necessary to be made to meet attorneys' and Deeds Registries' fees and bank charges.

We confirm that the copies of all constitutions, Powers of Attorney and Trust Deeds shall be sent immediately to the CSAYM Treasurer. The Treasurer's copies shall be deemed to be current and correct copies.

We authorise the Treasurer of CSAYM from time to time to certify copies of all documents lodged in his file as being true copies of the original.

We confirm that the Religious Society of Friends Central and Southern Africa Yearly Meeting is the successor to Central Africa General Meeting and is taking over control of its affairs.

Yearly Meeting Presiding Clerk, Administrative Clerk & Treasurer were appointed Trustees for South Africa.

The Clerks and Treasurers of Harare and Bulawayo Monthly Meetings were appointed for Zimbabwe.

**Minute 1994/23 Trustees for Immovable Property Re. 13.1 in the Constitution.**

Yearly Meeting Presiding Clerk, Administrative Clerk & Treasurer were appointed as Trustees for South Africa.

The Clerks and Treasurers of Harare and Bulawayo Monthly Meetings were appointed as Trustees for Zimbabwe.

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## 7.2 Yearly Meeting Constitution

RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)  
CENTRAL AND SOUTHERN AFRICA YEARLY MEETING  
CONSTITUTION

1. INTRODUCTION
  - 1.1. The Central and Southern Africa Yearly Meeting is recognised as part of the world-wide spiritual community, the RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) (also referred to as "the Society"), the members of which are referred to as "Friends".
  - 1.2. The Society in Central and Southern Africa has formed an association known as Central and Southern Africa Yearly Meeting ("C&SAYM" ) to which a variety of Local Meetings belong.
  - 1.3. Friends within the area may convene for worship and business in Monthly, Regional, Allowed and other Meetings affiliated to and recognised by C&SAYM.
  - 1.4. C&SAYM meets once a year for worship, fellowship and business.
2. NAME AND AREA OF INFLUENCE
  - 2.1. The name of the association is the RELIGIOUS SOCIETY OF FRIENDS (QUAKERS). CENTRAL AND SOUTHERN AFRICA YEARLY MEETING (referred to as "C&SAYM", "Yearly Meeting", or "YM") which operates throughout Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe ("the area").
  - 2.2. C&SAYM is affiliated to the FRIENDS WORLD COMMITTEE FOR CONSULTATION ("FWCC") which links Friend's Meetings throughout the world, with one another. The YM belongs to the FWCC (AFRICA SECTION).

2.3. Monthly meetings, Regional Meetings, Allowed Meetings (collectively referred to as "Local Meetings") and any other Meetings within the area derive their authority to operate as such and to use the names "Quaker" and "the Religious Society of Friends" from the YM.

### 3. OBJECTIVES

The YM is responsible within the area for:

- 3.1. promoting the spiritual welfare of Friends and the right ordering of their meetings and business affairs in a spirit of openness, care and earnest desire for spiritual growth;
- 3.2. recognising, overseeing and terminating the existence of all meetings in the YM area;
- 3.3. representing Friends within the area, in relation to the Society and other organisations throughout the world.

### 4. STATUS

- 4.1. The YM is and shall continue to be a religious institution with independent legal personality, separate from its members who shall have no rights to its assets and whose liability is limited to the amount of the member's unpaid subscription if any, and with power to sue and be sued in its own name
- 4.2. The YM shall operate according to the faith and practice of the Religious Society of Friends as summarised in this constitution and interpreted by YM for prevailing conditions. Much of the faith and practice is set out more fully in the various Books of Discipline such as Faith and Practice in the experience of the Religious Society of Friends: Church Government: Advices and Queries: and in the C&SAYM Handbook.

### 5. MEMBERSHIP

The members of the YM are those associations and individual persons in the area recorded from time to time by the YM as:

- 5.1. Local Meetings which are recognised by the YM: these will be Monthly Meetings, Regional Meetings, Allowed Meetings and, if the YM so agrees, may include meetings with another name.
- 5.2. Persons recorded in the Minutes of a recognised Local Meeting within the area, whose names and addresses have been submitted to the Membership Clerk of YM
- 5.3. Individual members of the Yearly Meeting who live far from a local Meeting.

### 6. TERMINATION OF MEMBERSHIP

- 6.1. A Local Meeting shall cease to be a member when YM withdraws its recognition of that Meeting and a minute to that effect is written and approved.
- 6.2. A Local Meeting has the power to terminate a person's membership of that Local Meeting and shall, without delay, inform YM Membership Clerk that the name is to be removed from its records.
- 6.3. An individual Member of a Local Meeting which has been terminated may apply to be transferred to another Local Meeting or shall remain a member of YM until placed under the care of a Local Meeting by YM, or the membership is terminated by YM which may terminate the membership of Members not under the care of a Local Meeting

### 7. BUSINESS MEETINGS

- 7.1. YM shall be convened annually and whenever else it considers appropriate, on at least two months notice to every Local Meeting.
- 7.2. The quorum for a YM shall be thirty individual members from at least 5 Local meetings. Persons from at least three of the countries within the area shall be required to form the quorum, unless otherwise decided by the members present at that YM.
- 7.3. Friends from other Yearly Meetings and also non-members may be present in a business session with the consent of all the members of the YM who are present.
- 7.4. The Yearly Meeting shall follow Quaker practice using the Handbook adopted by YM and other Quaker writings as guide.
- 7.5. Each minute shall be read out for acceptance during the meeting, and shall not be a record of the meeting unless it has been accepted by the meeting. The Administrative Clerk shall ensure that copies of the Minutes are sent to clerks of the Local Meetings.

## 8. OFFICERS OF THE YEARLY MEETING

- 8.1. The YM shall appoint members to serve as Officers, and to perform the functions of Presiding Clerk, Administrative Clerk, Treasurer, and Membership Clerk, and for such other functions as it considers appropriate. An office may be shared between two persons in which case they shall be equally responsible. e.g. Co-Clerks.
- 8.2. **All Officers** shall be responsible for receiving and answering correspondence in a timely way; maintaining consultation with local Meetings and the various YM committee meetings; and leading the meeting in the manner of Friends. They shall request timely information from the Treasurer and Clerks of local meetings and others for presentation at the YM.
- 8.3. **The Clerks of YM** are responsible together with the Representative Meeting for organising the yearly meetings of YM . They shall with the members of the Representative Meeting form a Yearly Meeting Planning Committee to deal with the running of YM. If the Clerk is absent from a properly convened meeting , an acting clerk may be appointed by the members present, to act for that specific meeting.
- 8.4. The **Yearly Meeting Administration Committee** shall be comprised of the Clerks and officers of YM. This Committee shall, within the limits laid down by the Yearly Meeting, act for the YM between the Yearly Meetings and the Representative Meetings. The Administration Committee shall be responsible for the administration of the YM and Representative Meetings.
- 8.5. The **Treasurer** shall keep proper records of the income and expenditure of the meeting, and shall make payments in accordance with the directions of YM and shall provide YM and the Administrative or Presiding Clerk with details of all expenditure, and bank statements and records on request.
- 8.6. The **Membership Clerk** shall be responsible for keeping up-to-date lists of all members and attenders; recording of marriages, births and deaths.

## 9. APPOINTMENT OF OFFICERS - NOMINATIONS COMMITTEE

- 9.1. YM shall appoint a Nominations Committee of not less than three members to propose persons considered suitable to fill the positions of Clerk, Treasurer and other such offices as the Administration Committee or the YM consider necessary.
- 9.2. Officers may be appointed for periods up to 3 years if the YM so decides. No officer may continue for a longer period unless proposed by a Nominations Committee and approved by the Meeting to which the Nominations Committee has reported. Such re-appointments shall be for one year at a time and reviewed annually. No person shall serve more than 6 consecutive years in one office.

## 10. POWERS

C&SAYM shall have all the powers it requires to fulfil its responsibilities, in accordance with the decision of the Yearly Meeting including power to:

- 10.1. acquire, retain, realise, turn to account, preserve and invest in movable and immovable property of every description, and sell, mortgage and alienate rights;
- 10.2. enter into contracts of lease, compromise, donation, loan, insurance, indemnity and employ agents and advisers of every description and to delegate its powers;
- 10.3. co-operate with any other body or person for the purpose of responding obediently to the Spirit of God, service being prayer in action;
- 10.4. within its area to establish, recognise and terminate Local Meetings and other meetings for business and worship, upon such conditions as the Yearly Meeting may require provided that their constitutions and all amendments shall at all times be subject to the directions and approval of the Yearly Meeting;
- 10.5. delegate such responsibilities as it deems fit to the Representative Meeting.
- 10.6. delegate any of its powers to a subcommittee or one or more officers or members, subject to reporting on their activities at the next and subsequent Yearly Meetings until their mandate is terminated.
- 10.7. Provided that C&SAYM shall direct its activities wholly to the furtherance of its principal object within the countries it covers, it may not distribute any of its gains to any person and shall use its funds solely for investment or the objects for which it has been established; it may not

engage in speculative transactions, business, trade, or let property on a regular basis for commercial purposes; and it may accept donations only subject to the conditions of the constitution.

11. REPRESENTATIVE MEETING COMMITTEE

11.1. Representative Meeting shall consist of the YM Clerks, CAGM Clerk, Treasurer, Membership Clerk and one Clerk or one representative appointed by each Local Meeting.

11.2. Representative Meeting shall have power to conduct the business of the YM and exercise its powers, in accordance with the policy and decisions of YM . The Representative Meeting shall be convened at least once each year, and shall keep full and adequate records of its business and shall table its minutes at the next YM .

12. FINANCIAL

12.1. The YM , acting through the Treasurer, shall ensure that all funds, money and cheques received by the YM are promptly deposited in a reputable bank or building society account.

12.2. YM or Representative Meeting shall designate no less than two persons to sign all cheques, contracts and documents for the acquisition, transfer or alienation of property, on behalf of YM .

12.3. Every member shall pay to the Treasurer of the Local Meeting the amount levied by the meeting on its members, which shall include the YM quota determined by YM, which shall be forwarded to the YM Treasurer.

13. TRUSTEES

13.1. YM may appoint subcommittees of trustees with the responsibility of receiving, holding and administering property or funds on behalf of the YM for any specified purpose or in any specified area, upon such terms and conditions as YM may decide. The trustees shall keep full and proper records and shall table them and report at each YM, and shall keep the YM Clerks and any other officers fully informed.

13.2. Property and funds shall not vest in such trustees and they shall not be required to provide any security, but shall submit full reports and accounts to YM whenever required to do so. Immovable property shall be registered in the name of "Religious Society of Friends Central and Southern Africa Yearly Meeting", or as otherwise required by the Deeds Registry or other authorities concerned. Trustees appointed in terms of this paragraph shall ipso facto have power to sign all documents required to acquire, transfer or administer property and to authorise the payment of the liabilities of C&SAYM or the Local Meeting/s concerned, in respect of the property administered by the trustees.

14. AMENDMENT OF THE CONSTITUTION

14.1. The Constitution may be amended by a decision of a properly constituted meeting of C&SAYM on at least three months written notice to each Local Meeting, including the text of the proposed changes. Changes will not be deemed to have taken effect until minuted and signed and dated by the Presiding Clerk of C&SAYM.

14.2. The Representative Meeting may effect any formal changes to this constitution which may be required to meet the requirements of the Commissioner of Inland Revenue or Department of Finance or other authority, but such alterations shall be submitted to the next YM for information and discussion and may be revoked by YM.

14.3. Copies of the Constitution of C&SAYM shall be attached to each Yearly Meeting Minute book and shall be lodged with the Permanent Records of C&SAYM, and a copy shall be held by the current Clerks of C&SAYM and the Local Meetings. The most recently dated copy, signed by the Presiding YM Clerk, shall be deemed to be the current constitution.

15. TERMINATION

15.1. YM may be terminated at a properly constituted Yearly Meeting provided that three month's written notice of the proposed termination is given to every Officer of YM and every Local Meeting Clerk, and that due Quaker process is observed until a sense of the Meeting is accepted ( Amended Min 95/25.1 C&SAYM )

15.2. Upon termination any remaining assets shall be paid or transferred to such other Meeting which is a member of FWCC as the members may decide, and failing such decision the assets shall vest in FWCC for disposal if it may deem fit.

Adopted by Yearly Meeting on 14th December 1994.

C&SAYM MIN 94/17

**Minute 94/23** Trustees for Immovable Property Re. 13.1 in the Constitution.

Yearly Meeting Presiding Clerk, Administrative Clerk & Treasurer were appointed Trustees for South Africa.

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### 7.3 Specimen Local Meeting Constitution

D R A F T

## THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS)

### JOHANNESBURG MONTHLY MEETING

#### CONSTITUTION

#### 1. Introduction

- 1.1. The association is part of the world-wide spiritual community, the RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) (also referred to as "the Society") the members of which are referred to as "Friends" or "Quakers". The Society in the Central and Southern African region ("the area") forms an organised body known as Central and Southern Africa Yearly Meeting (also referred to as the "Yearly Meeting"). Because of the geographic spread of the region, the Yearly Meeting convenes only once every two years. ") Yearly Meeting acts between meetings through Yearly Meeting Clerk and Yearly Meeting Committee.
- 1.2. The Yearly Meeting is responsible within its area for:
  - o promoting the spiritual welfare of Friends and the right ordering of their meetings and
  - o recognising, overseeing and terminating the existence of all meetings in the geographical areas of Southern Africa
- 1.3. Yearly Meeting is affiliated to the FRIENDS WORLD COMMITTEE FOR CONSULTATION ("FWCC"), which links Friends' Meetings throughout the world, with one another. The Yearly Meeting belongs to FWCC AFRICA SECTION.
- 1.4. For demographic or other reasons a local group of Friends recognised by Yearly Meeting may be known as a Monthly Meeting or as a Regional Meeting or a Local Meeting and shall operate within the area determined by the Yearly Meeting. All Meetings within the area of the Yearly Meeting are called to care for each other in response to the Light according to the custom of Friends.
- 1.5. Monthly Meetings, Regional Meetings and other Meetings within the area derive their authority to operate as such and to use the names "Quaker" and "the Religious Society of Friends" from the Yearly Meeting.
- 1.6. Meetings are required to report on their activities at each Yearly Meeting and General Meeting gathering, in a spirit of openness, care and earnest desire for spiritual growth.

#### 2. Name

- 2.1. The name of the association shall be " THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) JOHANNESBURG MONTHLY MEETING "also known as "JMM" (referred to in this constitution as "the Meeting" or "Monthly Meeting").
- 2.2. The Meeting derives its authority to operate as such and to use the names "Quaker" and "the Religious Society of Friends" from the Yearly Meeting.

#### 3. Legal status

- 3.1. The Monthly Meeting is and shall continue to be a religious institution and a body corporate established not for gain, with legal personality, separate from its members who shall have no right to its assets and whose liability is limited to the amount of their subscriptions if any. The Meeting shall operate within South Africa.
- 3.2. The Monthly Meeting is a constituent member of CENTRAL AND SOUTHERN AFRICA YEARLY MEETING of the Religious Society of Friends (also referred to as "Yearly Meeting)

#### 4. Purpose

- 4.1. The Monthly Meeting shall operate as a spiritual community according to the faith and practice of Friends as summarised in this constitution and the Handbook approved by the Yearly Meeting.
- 4.2. The members responsibility of members is to engage in a process of development and growth seeking after Truth and to enabled Friends through prayer and action, equality and openness, to:
  - o deepen and share their experience of the presence of God, encouraging and supporting each other, on their spiritual journey;
  - o discover the power of truthfully following the guidance of God's Spirit through the promptings of the Inner Light, individually and corporately, in simplicity of lifestyle, in silent worship and in ministry;

- co-operate with and assist other Monthly Meetings and members of the worldwide family of Friends.
- 4.3. Much of the faith and practice of Friends is set out more fully in the publications of the London Yearly Meeting of the Society known as:
- Christian Faith and Practice in the Experience of the Religious Society of Friends
  - Church Government
  - Advices and Queries
  - Questions and Counsel
5. **Membership**
- The members of the Monthly Meeting are the persons recorded in the Minutes of the Monthly Meeting as having been accepted as members of the Monthly Meeting by transfer, or accepted as members of the Monthly Meeting and thus of the Religious Society of Friends, in one of the following ways:
- 5.1. Adult membership:
- A person who is more than 16 years old may apply to the Monthly Meeting for membership. The Monthly Meeting shall at the next Business Meeting appoint two persons to visit the applicant. The visitors are expected to meet the applicant, together, and discuss with the applicant: the passages on membership in the book "Church Government" (paragraph 831) and in the Yearly Meeting Handbook. the spiritual path on which the applicant is travelling; the responsibility and commitment which members accept towards God and the meeting;
  - The visitors shall report on the visit at a subsequent Business Meeting.
  - The Business Meeting may accept the applicant into membership if both the visitors feel that the applicant is an earnest seeker after Truth and has established a relationship with the Meeting, and the visitors report this sense to the Business Meeting.
- 5.2. Junior membership: Parents or guardians who intend to bring up their child in accordance with the religious principles of the Society, or the child itself, may apply for a child under 16 to be admitted as a junior member. The Business Meeting shall appoint two visitors to discuss the application with the guardians as set out above and if their report is favourable, the Business Meeting may accept the child into junior membership.
- Parents are encouraged to introduce their newborn babies to the meeting.
- 5.3. Confirmation of membership: A person who was recorded as a junior member while under the age of 16 may apply for confirmation of membership in the manner set out for adult applicants. The junior membership shall lapse, automatically on the child's 20th birthday.
6. **Transfer of membership**
- 6.1. It is generally best for a Friend to belong to a Monthly Meeting near home. A Friend may transfer membership from one Monthly Meeting to another by asking either Monthly Meeting to arrange transfer of the Friend's membership.
- 6.2. Either Monthly Meeting may issue a certificate of transfer of membership.
- 6.3. On receiving a certificate of transfer the Monthly Meeting shall immediately inform the local elders and overseers so that they may formally welcome the new member as soon as possible, and the membership shall be recorded in the minutes of the Monthly Meeting.
7. **Termination of membership**
- 7.1. The membership of a Friend shall cease when the Monthly Meeting records the termination of membership, in its minutes, after resignation or decision of the Monthly Meeting.
- 7.2. Either the Friend or the Monthly Meeting may initiate steps leading to the termination of membership.
- 7.3. The termination recorded in the minutes should be understood as no more than a record that in the opinion of the Monthly Meeting membership as a spiritual fact has ceased to exist. Pleas for the continuance of formal membership on sentimental grounds should have no place in a religious society, but the Monthly Meeting should be reminded that many Friends may go through periods, sometimes prolonged, when their association with the life of their meeting is tenuous.
- 7.4. The Monthly Meeting is urged to be very tender in all such cases and to beware of undue haste or unwarranted assumptions in proposals for the termination of membership and to follow the guidance set out in "Church Government".
8. **Meetings for Worship**
- 8.1. Worship is the response of the human spirit to the presence of the divine and eternal.
- 8.2. Every human can experience a direct relationship with God's Spirit, which may be understood in a variety of ways, without intermediaries and rituals. In corporate worship, silently waiting upon God allows everyone an opportunity to experience healing of the body and of emotions, development and growth.
- 8.3. Learning to respond together, rightly and lovingly, brings us into wholeness and into union with God and with each other.



- 8.4. Meetings for worship are the basis and origin of all activities of Friends, and shall be held regularly each Sunday, if possible, and whenever else may be desired.
- 8.5. The Monthly Meeting may hold a Special Meeting for Worship on the
- marriage of a member or regular attender (a "Meeting for Marriage")
  - death of a member or regular attender or close relative of such person, as a thanksgiving for the life and service of the person who has died.
  - other special request from a member
9. **Business meetings**
- 9.1. The purpose of meeting for church affairs is to seek together the way of truth - the will of God in the matters before us, holding every activity of life subject to God's guidance.
- It is necessary that Friends should assemble in a worshipping spirit, asking that they may be used by God.
  - Each business meeting should commence with a time of worship.
  - The business affairs of the Monthly Meeting should be conducted in an attitude of worshipful listening. Friends should come to them in an active, seeking spirit, not with minds already made up, but with spiritual sensitivity.
- 9.2. Business meetings shall be held regularly, monthly if possible, but not less than four times a year, to deal with the business of the Monthly Meeting.
- 9.3. A Business Meeting may be called by the Clerk of the Monthly Meeting and in the absence of the Clerk, by the assistant clerk or acting clerk. In the absence of the clerk and assistant clerk, members may appoint an acting clerk.
- Not less than seven days' notice of a Business Meeting shall be given to every member of the Monthly Meeting provided that if 50% of the members of the Monthly Meeting are present at a Business meeting, they may waive the requirement of 7 days' notice and agree that three days' notice may be accepted. If all of the members are present they may waive the requirement of any notice.
  - The quorum for a Business Meeting shall be three members or 25% of the members of the meeting whichever be the greater, including the Clerk, assistant clerk or acting clerk. The names of the members present and of the Clerk shall be recorded in the minutes of the meeting.
  - All members of the Society may attend a Business meeting. A non-member of the Meeting may only be present with the consent of all of the members of the Monthly Meeting who are present.
  - Minutes shall be prepared during the meeting which express, not the will of the majority, but the unity reached by the members of the Meeting in its sense of the will of God.
  - Each minute shall be read out for acceptance during the meeting, and shall not be a record of the proceedings of the meeting unless it has been accepted by the meeting.
  - The Business Meeting may appoint a sub-committee to attend to any matter of business, provided that the sub-committee shall report on its activities at the next and all subsequent Monthly Business Meetings, until disbanded.
  - If a member is dissatisfied with a final decision of a Business meeting affecting that member, and feels that the monthly meeting has acted unjustly, unreasonably or with insufficient knowledge, the member may appeal in writing to the SAGM Clerk and failing it, to the Clerk of Yearly Meeting against the decision of the Monthly Meeting. On receiving the appeal the Clerk may take such steps as the Clerk deems fit to decide the matter prayerfully, with guidance from the procedure set out in "Church Government". The Clerk's decision shall be final.
10. **Servants of the Monthly Meeting:**

To minister is to serve. All members are called to be ministers, offering loving service to each other, under the guidance of God.

- 10.1. **Officers:** The Monthly Meeting shall appoint members to be responsible for special functions of the Meeting and to serve the meeting in a special capacity as Clerk, Assistant Clerk, Treasurer, at least two and not more than 3 Elders, at least 3 overseers and such other persons as it considers appropriate. The Treasurer need not be a member of the Meeting.
- 10.2. **The Clerk** of the Monthly Meeting is the servant of the Meeting and not its master. Every member of the Monthly Meeting is responsible for helping the Clerk to fulfil properly the functions of the Clerk:
- The Clerk is responsible for conducting Business Meetings, and for drafting and circulating minutes recording the sense of the meeting. The Clerk by his or her attitude will set the pattern of worshipful listening. The Clerk will introduce the business of the meeting, and may give brief background information to set the meeting purposefully on its course.
  - The Clerk's main task is to discern the meeting's united mind and this is best done if the clerk does not make his or her views known. This discipline of detachment often leads to new and deeper relationships with fellow members. If the Clerk is deeply involved in a decision, the meeting should be invited to ask another Friend to act as clerk for the occasion.

- The Clerk shall ensure that Minutes recording the united decision of the Monthly Meeting shall be prepared and submitted to the meeting for acceptance as soon as possible and before it adjourns.
  - The Clerk is advised to think affectionately between meetings of the needs of the community which has appointed the Clerk, and how they can best be met; asking guidance of God continually in the performance of the tasks of the Clerk. .
  - If the Clerk is absent from a properly convened meeting, an acting Clerk may be appointed by the members present, to act for that specific meeting.
  - The Clerk shall ensure that copies of the Minutes are sent to clerks of the General Meetings and of Yearly Meeting.
- 10.3. The Treasurer shall keep proper records of the income and expenditure of the meeting, and shall not make payments without asking the Monthly Meeting for approval.
- 10.4. The Elders shall be specially responsible for the spiritual welfare of the Monthly Meeting and for deepening the worship and ministry in meeting for worship
- 10.5. The Overseers shall be specially responsible for the general welfare of members and attenders.
- 10.6. Convenors of committees: The convenors of all committees have functions similar to those of the clerk of the Monthly Meeting.
- 11. Appointment of officers - Nominations Committee:**
- 11.1. The Monthly Meeting shall, once during every calendar year, appoint a Nominations Committee of not less than three members.
- 11.2. The Nominations Committee shall meet at least once, to consider, discuss and reach consensus on the names of persons considered suitable to fill the positions of Clerk, Assistant Clerk, Treasurer, Elders and Overseers and such other offices as the Committee or the Monthly Meeting consider necessary.
- 11.3. The Nominations Committee ensure that there is proper rotation of functions in the Monthly Meeting so that everyone may have the opportunity for growth which comes with new responsibility, and loving support. The Nominations Committee, itself, should as far as appropriate consist of different members each year.
- 11.4. Nominations Committee shall report at the next Business Meeting, and put forward the names of the persons it has agreed are suitable and willing to be appointed as
- Clerk
  - Treasurer
  - the next Nominations committee members
  - and any other officers required by the Monthly Meeting.
- 11.5. The Monthly Meeting may accept or reject the proposals of the Nominations Committee.
- 11.6. Elders and Overseers may be appointed for periods of up to 3 years if the Monthly Meeting so decides. No other member may continue in office for more than one year unless his or her continued appointment has been proposed by a Nominations Committee and approved by the Business Meeting to which the Nominations Committee has reported. No person may be re-appointed for more than 3 successive terms except the Treasurer.
- 12. Financial**
- 12.1. The Monthly Meeting, acting through the Treasurer shall ensure that all money and cheques received by the Monthly Meeting are promptly deposited in a reputable bank or building society account.
- 12.2. The Monthly Meeting shall ensure that funds are deposited in a reputable banking institution or building society.
- 12.3. The signatures of not less than two members appointed for the purpose by the Monthly Meeting shall be required to sign cheques and to operate on bank or building society accounts.
- 12.4. The prior consent of the Monthly Meeting shall be required for expenditure which has not been provided for in a Budget which has been approved by the Monthly Meeting.
- 12.5. Every member shall pay to the Treasurer the quota levied by the Meeting, SAGM and Yearly Meeting, but may be excused in special circumstances by the Meeting.
- 13. Powers**
- The Monthly Meeting shall have power to do all things which may be required of it to enable its members to become spiritually mature and purified, and to fulfil its calling as a religious society or a Christian church, in accordance with the decisions of the Yearly Meeting, including power to:
- 13.1. acquire, retain, realise, turn to account, preserve and invest in movable property of every description;
  - 13.2. with the consent of the General Meeting to which it is affiliated or, failing a General Meeting, with the consent of the Yearly Meeting Committee, to acquire, sell, mortgage and alienate rights to immovable property;
  - 13.3. enter into contracts of lease, compromise, donation, loan, insurance, indemnity and to employ agents and advisers of every description and to delegate its powers;

- 13.4. co-operate with any other body or person for the purpose of responding obediently to the Spirit of God, service being prayer in action.
- 13.5. within its area to establish and terminate Allowed Meetings for Worship for groups of Friends and Preparative Meetings for Worship and Business; such meetings shall operate in accordance with the principles and provisions of this constitution.
- 14. Limitations on powers**
  - 14.1. The Monthly Meeting shall register any immovable property acquired by it in the name of the Yearly Meeting Property Trust or such other body as may be designated by Yearly Meeting to hold such property for its member meetings in Southern Africa.
  - 14.2. The Monthly Meeting shall direct its activities wholly or mainly to the furtherance of its principal objects, it may not distribute any of its gains to any person and shall use its funds solely for investment or the objects for which it has been established; it may not engage in any speculative transactions, business, trade or let property on a regular basis; and it may accept donations only subject to the conditions of the constitution.
- 15. Termination of the Monthly Meeting:**
  - 15.1. The Monthly Meeting may be terminated by the decision of
    - o - the Monthly Meeting upon the expiry of three months notice to the Clerks of Yearly Meeting - the Yearly meeting.
  - 15.2. Meeting shall vest in and be delivered to the institution or persons appointed by the Yearly or General Meeting for the purpose of receiving and holding property for the Society. The Clerk(s) of Yearly shall ipso facto have power to sign all documents required for the payment of the debts of the Monthly Meeting and the transfer of its property.
  - 15.3. Upon termination, the Yearly Meeting may allow Friends from the former Monthly Meeting to continue with other status under another Monthly Meeting and to administer assets in their new capacity.
  - 15.4. Should the Monthly Meeting in any capacity cease to be recognised as an affiliated body by the Yearly Meeting, the name of the Monthly Meeting and any body operating under its auspices shall automatically and ipso facto be amended by the deletion of the words "Society of Friends" and "Quakers".
- 16. Amendment of Constitution**
  - 16.1. A copy of the constitution of the Monthly Meeting shall at all times be lodged with the Clerk of the Yearly Meeting and that copy shall be deemed to be the current constitution.
  - 16.2. The constitution may be amended by a decision of the Monthly Meeting at a properly constituted Business Meeting, of which proper and reasonable notice has been given, provided that the consent of the Clerk of the Yearly Meeting shall be required, in writing, before the amended constitution may take effect. The clerks shall assess whether the amendment warrants further discussion at the next Yearly Meeting before giving such consent.
  - 16.3. The Clerks of Yearly Meeting shall place the amendment of the Constitution on the Agenda of the next Yearly Meeting

Adopted on 16 February 20 ....

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## **PART 8 : BROCHURES**

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- 8.1 TELL ME ABOUT QUAKERS**
- 8.2 TO THOSE ATTENDING OUR MEETING FOR THE FIRST TIME**
- 8.3 WHO ARE THE QUAKERS?**
- 8.4 LIVING IN THE LIGHT**                      **by George Fox and Rex Ambler**
- 8.5 QUAKER MEETINGS**
- 8.6 ADVICES AND QUERIES**                      **BYM 1998**

You may like to adapt and hand out Brochures to enquirers or leave copies on the table or at the door.

Copy them on to coloured paper and adjust them to suit your needs. These Brochures can also be printed out in Landscape form.

Please share good brochures and posters with other Meetings – email a copy to the Handbook Committee [jgkinghorn@mweb.co.za](mailto:jgkinghorn@mweb.co.za)

.Also note item 2.2.1 which can easily be turned into a Brochure: “In Meeting for Worship”

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## “Tell Me about Quakers..... ”

Quakers use a particular Way

to become conscious of “God” and to get help.

The Way is based on

Silent Communion\*

Group Insight

Individual Responsibility

This is because of our Experience

of the Inner Light in every one,

- that God Lights up a place Within us, and is also Out There

The Structures, which we have chosen,

are to support the Quaker Way

and develop our Spiritual Awareness.

Our meetings provide an effective and safe place

where each person may share experiences and discoveries

in the Spiritual and the Physical World.

A Creed may act as a fence to keep people out or to keep people in.

We prefer them, freely, to “Come to the Well” themselves.

Central and Southern Africa Yearly Meeting workshop 2010

- often called “Centering Prayer” and “Meditation”

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### HISTORICAL NOTE:

The Religious Society of Friends was established in England in 1652 as an offshoot from the established church, under the leadership of George Fox, William Penn (the founder of Pennsylvania), Isaac Pennington and other "practical mystics" of the Christian tradition.

The Quaker Way is described more fully in the booklet "Advices and Queries", and in "Christian Faith and Practice in the Experience of the Religious Society of Friends. (Britain Yearly Meeting) and “Living Adventurously” (Southern African Quakers)

## TO THOSE ATTENDING OUR MEETING FOR THE FIRST TIME

Go in as soon as you are ready. It is a good thing if the Meeting can settle down a few minutes before the appointed time.

The Meeting begins when the first worshipper sits down and lifts his or her heart to God; it continues until the Elders shake hands in a token of conclusion.

Relax your Body and your Mind. Make yourself comfortable. Try, if only for an instant, to let yourself be quiet in body, mind, and soul.

Don't worry about distracting thoughts - let them pass over you while you sense your own still centre. Return to that deeper centre, over and over. If you wish, use a word or phrase to block your thoughts,.

True ministry should be divinely inspired. Sometimes our inadequacy stands between us and the Light. But if your reason rejects any message, let your heart remember the spirit behind the words.

It is for each to look for the essence of the ministry; let "that which is pure within you guide you to God".

Responsibility for the right holding of the Meeting is shared by us all. Ask humbly that you may be guided to take your part in the **ministry of silence**.

As you go out, feel free to speak to anyone. If you wish to meet officers of the Meeting, please introduce yourself to any member and he or she will put you in touch. You may borrow books from the library, and other literature is available.

*We are all very glad to see you.*

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## WHO ARE THE QUAKERS?

Quakers are a group of people who meet together to share their experience of the Christ Spirit. They try to give help and support in each other's journey, in action and prayer, in equality and openness.

### What does gathering in this way lead to ?

We have found through meeting on this basis, with a wide variety of people, that everyone can have a direct relationship with God's Spirit, without intermediaries and rituals. God can influence us directly, and we can all come to recognise God's Presence, and become more spiritually mature.

We need to check our individual experience with that of others in the Bible and other writings, and in conversation.

We find that God's Spirit is eternal and universal and leads us to cut across barriers of age, sex, nation, culture, race and religion.

### HOW DO WE TRY TO DEEPEN OUR CONSCIOUS EXPERIENCE OF THE SPIRIT ?

- \* SILENT WORSHIP, when we consciously open ourselves to the influence of the Spirit of Love and Truth, helps us to become calm and receptive to God's influence.
- \* PRACTICAL CARE for others, involves finding out from them what they need spiritually and materially; through this we can each learn tolerance, understanding and humility, which God requires in our service;
- \* HONESTY WITH ONESELF is essential in searching for the truth, allowing others to be honest without fear of being rejected or despised. God works in different and wonderful ways in each life, and each person must conduct a unique search for truth.
- \* JUSTICE AND PEACE enable all people to share God's Spiritual and material gifts, as intended, in harmony with natural law, the law of life, the law of love.
- \* SIMPLE LIFESTYLE allows time and opportunity for us to deepen our relationships, in harmony with each other and with nature.
- \* PERSONAL AND CORPORATE WORSHIP, silent and vocal prayer, study and discussion help cultivate the inner life and obedience to God.
- \* EDUCATION AND WORK OPPORTUNITIES for all, help individuals to respond effectively to God's prompting to serve each other creatively.

### QUAKER SERVICE - PRACTICAL ACTION

*We find that it is in the search and on the path, that we meet the Christ Spirit. We learn and mature through His influence on our experiences:*

- Working for peace, not by violence, but by removing the root causes of conflict and war, brings us into harmony with the Spirit of Love and Joy.
- Every person's life involves development and growth; The process of learning to respond rightly and lovingly brings us into wholeness and into union with God.
- By the sanctifying work of the Spirit we are healed and brought into Life.

### Quakerism is an attitude and a way of life.

*The recognition of the universal presence of God in everyone and everything has compelled Quakers to be among the first in the modern world to work for:*

Religious tolerance  
 Respect for the environment  
 The abolition of slavery and child labour, Gender equality  
 Humane working conditions and fair wages  
 Prison reform - Conflict resolution - Freedom of conscience  
 Business integrity, Fair sharing of world resources, International peace and other concerns.

## LIVE IN THE LIGHT

by George Fox

*A paraphrase in modern English, by Rex Ambler*

So long as you live in the Light nothing can trip you up, because you will see everything in the Light. And if you love the Light, it becomes your teacher!

When you are out walking it's there with you, in your heart – you don't have to say "look over here", 'look over there' and as you lie in bed it's there with you too, teaching you, making you aware of that wandering mind of yours that likes to wander off, and of your attempts to master everything with your own thought and imagination – they themselves are mastered by the light.

For if you follow your own thoughts you will soon get lost. But if you live in this light it will reveal to you the root of your wrong-doing and the distortions of your life, and the degraded condition in which you live, and your endless thinking about everything.

As it shows you this, stand still, in the light. Don't turn away to the left or the right. This is where you will need to be patient, where your ego will be brought down, where, in what seems like death to you, you will experience the forgiveness of God.

You will experience what it is to drink from the 'waters of Shiloah which flow softly' (Isaiah 8.6), you will see God's promises fulfilled, the promises God made to 'the seed' and we know (from Galatians 3.16) that 'the seed refers to Christ'. So here you will find a saviour. You will come to know what it is to be chosen and received by God, and what it is to be rejected, cast away from God.

If you can accept what I am saying here and receive my testimony into your heart, the immortal seed will rise up (within you) as your own will is pushed out. For 'it does not depend on human will or effort, but on God's mercy' (Romans 9:16) – 'the chosen few have attained it' (Romans 11:7).

So the first step to peace is to stand still in the light, as it reveals to you whatever (in your life) is opposed to it. And standing still there you will receive the power and strength to resist that part of you which the light has exposed.

Because this is where grace grows, where God alone is seen to be glorious and powerful, and where the unknown truth – unknown to the world out there – is revealed. The truth then liberates what has been held in prison, and in the course of time it revives it, leading it in time to the God who is beyond time.

Based on the tract "To All Who Would Know The Way To The Kingdom," by George Fox.

"He wrote the tract in 1653 to articulate the Quaker message for the people of England. Joe Pickvance, who unearthed Fox's original version called it 'the founding document of the Quaker movement'. The language may be rather difficult for us, though, so here is a translation into modern English, picking up his allusions to the bible. For a discussion of this text see my *Light to Live By* (Quaker Books, 2002) pp 10-12"

Rex Ambler



## Quaker Meetings

- We have found that everyone is capable of a direct relationship with God, without human intermediaries.
- As a result, we try to treat everyone with extraordinary care and respect.
- If you are seeking to investigate or live a spiritual life which is not based on formal creeds, our meetings will welcome and accept you, where you are.
- We shall not ask you to speak or sing, nor shall we ask you what you believe.
- We shall simply offer you our friendship and a chance to sit quietly and think.
- Perhaps somebody will speak, or perhaps somebody will read, and perhaps you will find in our community that which you are seeking.
- We value Truth, Simplicity, Justice and Peace and believe that God's light is in all of us, waiting to be discovered.
- Come to one of our Meetings – you will be most welcome.

Meetings 9.30 to 10.30 every Sunday at Quaker House, 3 Gordon Terrace, Doornfontein/Yeoville border, just off Joe Slovo Drive.

www:

**ADVICES AND QUERIES**

## INTRODUCTION

As Friends we commit ourselves to a way of worship which allows God to teach and transform us. We have found corporately that the Spirit, if rightly followed, will lead us into truth, unity and love: all our testimonies grow from this leading.

Advices and queries should be a challenge and inspiration to Friends in their personal lives and in their life as a religious community which knows the guidance of the universal spirit of Christ, witness to in the life and teachings of Jesus of Nazareth.

Advices and queries are not a call to increased activity by each individual Friend but a reminder of the insights of the Society. Within the community there is a diversity of gifts. We are all therefore asked to consider how far the advices and queries affect us personally and where our own service lies. There will also be diversity of experience, of belief and of language.

Friends maintain that expressions of faith must be related to personal experience. Some find traditional Christian language full of meaning; some do not. Our understanding of our won religious tradition may sometimes be enhanced by insights of other faiths. The deeper realities of our faith are beyond precise verbal formulation and our way of worship, based on silent waiting, testifies to this.

Our diversity invites us both to speak what we know to be true in our lives and to learn from others. Friends are encouraged to listen to each other in humility and understanding, trusting in the Spirit that goes beyond our human effort and comprehension. So it is for the comfort and discomfort of Friends that these advices and queries are offered, with the hope that we may all be more faithful and find deeper joy in God's service.

"Dearly beloved Friends, these things we do not lay upon you as a rule or form to walk by, but that all, with the measure of light that is pure and holy, may be guided; and so in the light walking and abiding, these things may be fulfilled in the Spirit, not from the letter, for the letter killeth but the Spirit giveth life".

(Postscript to an epistle to "brethren in the north" issued by a meeting of elders at Balby, 1656.)

1. Take heed, dear Friends, the promptings of love and truth in your hearts. Trust them as the leadings of God whose Light shows us our darkness and brings us to new life.
2. Bring the whole of your life under the ordering of the spirit of Christ. Are you open to the healing power of God's love? Cherish that of God within you, so that this love may grow in you and guide you. Let your worship and your daily life enrich each other. Treasure your experience of God, however it comes to you. Remember that Christianity is not a notion but a way.
3. Do you try to set aside times of quiet for openness to the Holy Spirit? All of us need to find a way into silence which allows us to deepen our awareness of the divine and to find the inward source of your strength. Seek to know an inward stillness, even amid the activities of daily life. Do you encourage in yourself and in others a habit of dependence on God's guidance for each day? Hold yourself and others in the Light, knowing that all are cherished by God.
4. The Religious Society of Friends is rooted in Christianity and has always found inspiration in the life and teachings of Jesus. How do you interpret your faith in the light of this heritage? How does Jesus speak to you today? Are you following Jesus' example of love in action? Are you learning from his life the reality and cost of obedience to God? How does his relationship with God challenge and inspire you?
5. Take time to learn about other people's experiences of the Light. Remember the importance of the Bible, the writings of Friends and all writings which reveal the ways of God. As you learn from others, can you in turn give freely from what you have gained? While respecting the

experiences and opinions of others, do not be afraid to say what you have found and what you value. Appreciate that doubt and questioning can also lead to spiritual growth and to a greater awareness of the Light that is in us all.

6. Do you work gladly with other Christian groups in the pursuit of common goals? While remaining faithful to Quaker insights, try to enter imaginatively into the life and witness of other communities of faith, creating together the bonds of friendship.
7. Be aware of the spirit of God at work in the ordinary activities and experience of your daily life. Spiritual; learning continues throughout life, and often in unexpected ways. There is inspiration to be found all around us, in the natural world, in the sciences and arts, in our work and friendships in our sorrows as well as in our joys. Are you open to new light, from whatever source it may come? Do you approach new ideas with discernment?
8. Worship is our response to an awareness of God. We can worship alone, but when we join with others in expectant waiting, we may discover a deeper sense of God's presence. We seek a gathered stillness in our meetings for worship so that all may feel the power of God's love drawing us together and leading us.
9. In worship, we enter with reverence into communion with God, and respond to the promptings of the Holy Spirit. Come to meeting for worship with heart and mind prepared. Yield yourselves and all your outward concerns to God's guidance that you may find 'the evil weakening in you and the good raised up'.
10. Come regularly to meeting for worship, even when you are angry, depressed, tired or spiritually cold. In the silence ask for and accept the prayerful support of others joined with you in worship. Try to find a spiritual wholeness which encompasses suffering as well as thankfulness and joy. Prayer springing from a deep place in the heart may bring healing and unity as nothing else can. Let meeting for worship nourish your whole life.
11. Be honest with yourself. What unpalatable truths might you be evading? When you recognise your shortcomings, do not let that discourage you. In worship together we can find the assurance of god's love and the strength to go on with renewed courage.
12. When you are preoccupied and distracted in meeting let wayward and disturbing thoughts give way quietly to your awareness of God's presence among us and the in the world. Receive the vocal ministry of others in a tender and creative spirit. Reach for the meaning deep within it, recognising that even if it is not God's word for you, it may be so for others. Remember that we all share responsibility for the meeting for worship whether our ministry is in silence or through the spoken word.
13. Do not assume that vocal ministry is never to be your part. Faithfulness and sincerity in speaking, even very briefly, may open the way to fuller ministry from others. When prompted to speak, wait patiently to know that the leading and the time are right, but do not let a sense of your own unworthiness hold you back. Pray that your ministry may arise from deed experience, and trust that words will be given to you. Try to speak audibly and distinctly, and with sensitivity to the needs of others. Beware of speaking predictably or too often, and of making additions towards the end of a meeting when it was well left before.
14. Are your meetings for church affairs held in a spirit of worship and in dependence on the guidance of God? Remember that we do not seek a majority decision nor even consensus. As we wait patiently for divine guidance our experience is that the right way will open and we shall be led into unity.
15. Do you take part as often as you can in meetings for church affairs? Are you familiar enough with our church government to contribute to its disciplined processes? Do you consider difficult questions with an informed mind as well as a generous and living spirit? Are you prepared to let your insights and personal wishes take their place alongside thus of others or be set aside as the meeting seeks the right way forward? If you cannot attend, uphold the meeting prayerfully.

16. Do you welcome the diversity of culture, language and expressions of faith in our yearly meeting amid in the world community of friends? Seek to increase your understanding and to gain from this rich heritage and wide range of spiritual insights. Uphold your own and other yearly meetings in your prayers.
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17. Do you respect that of God in everyone though it may be expressed in unfamiliar ways or be difficult to discern? Each of us has a particular experience of god and each must find the way to be true to it. When words are strange or disturbing to you, try to sense where they come from and what has nourished the lives of others. Listen patiently and seek the truth which other people's opinions may contain for you. Avoid hurtful criticism and provocative language. Do not allow the strength of you convictions to betray you into making statements or allegations that are unfair or untrue. Think it possible that you may be mistaken.
18. How can we make the meeting a community in which each person is accepted and nurtured, and strangers are welcome? Seek to know one another in the things which are eternal, bear the burden of each other's failings and pray for one another. As we enter with tender sympathy into the joys and sorrows of each other's lives, ready to give help and to receive it, our meeting can be a channel for god's love and forgiveness.
19. Rejoice in the presence of children and young people in your meeting and recognise the gifts they bring. Remember that the meeting as a whole shares a responsibility for every child in its care. Seek for them as for yourself a full development of /god's gifts and the abundant life Jesus tells us can be ours. How do you share your deepest beliefs with them, while leaving them free to develop as the spirit of God may lead them? Do you invite them to share their insights with you? Are you ready both to learn from them and to accept your responsibilities toward s them?
20. Do you give sufficient time to sharing with others in the meeting, both newcomers and long-time members your understanding of worship, of service, and of commitment to the Society's witness? Do you give a right proportion of your money to support Quaker work?
21. Do you cherish your friendships, so that they grow in depth and understanding and mutual respect/ in close relationships we may risk pain as well as finding joy. When experiencing great happiness or great hurt we may be more open to the working of the Spirit.
22. Respect the wide diversity among us n our lives and relationships. Refrain from making prejudiced judgments about the live journeys of others. Do you foster the spirit of mutual understanding and forgiveness, which our discipleship asks of us? Remember that each one of us is unique, precious, a child of god.
23. Marriage has always been regarded by Friends as a religious commitment rather than a merely civil contract. Both partners should offer with God's help an intention to cherish one another for life. Remember that happiness depends on an understanding and steadfast love on both sides. In times of difficulty remind yourself of the value of prayer, of perseverance and of a sense of humour.
24. Children and young people need love and stability. Are we doing all we can to uphold and sustain parents and others who carry the responsibility for providing this care?
25. A long-term relationship brings tensions as well as fulfilment. If your relationship with your partner is under strain, seek help in understanding the other's point of view and in exploring your own feelings, which may be powerful and destructive. Consider the wishes and feelings of any children involved, and remember their enduring need for love and security. Seek God's guidance. If you undergo the distress of separation or divorce, try to maintain some compassionate communication so that arrangements can be made with the minimum of bitterness.

26. Do you recognise the needs and gifts of each member of your family and household, not forgetting your own? Try to make your home a place of loving friendship and enjoyment, where all who live or visit may find the peace and refreshment of god's presence.
27. Live adventurously. When choices arise, do you take the way that offers the fullest opportunity for the use of your gifts in the service of god and the community? Let your life speak. When decisions have to be made are you ready to join with others in seeking clearness, asking for God's guidance and offering counsel to one of another.
28. Every stage of our lives offers fresh opportunities. Responding to divine guidance, try to discern the right time to undertake or relinquish responsibilities without undue pride or guilt. Attend to what love requires of you, which may not be great busyness.
29. Approach old age with courage and hope. As far as possible, make arrangements for your care in good time, so that an undue burden does not fall on others. Although old age may bring increasing disability and loneliness, it can also bring serenity, detachment and wisdom. Pay that in your final years you may be enabled to find new ways of receiving and reflecting God's love.
30. Are you able to contemplate your death and the death of those closest to you? Accepting the fact of death, we are freed to live more fully. In bereavement, give yourself time to grieve. When others mourn, let your love embrace them.

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31. We are called to live 'in the virtue of that life and power that takes away the occasion of all wars'. Do you faithfully maintain our testimony that war and the preparation for war are inconsistent with the spirit of Christ? Search out whatever in your own way of life may contain the seeds of war. Stand firm in our testimony, even when others commit or prepare to commit acts of violence, yet always remember that they too are children of /god.
  32. Bring into God's light those emotions, attitudes and prejudices in yourself which lie at the root of destructive conflict, acknowledging your need for forgiveness and grace. In what ways are you involved in the work of reconciliation between individuals, groups and nations?
  33. Are you alert to practices here and throughout the world, which discriminate against people on the basis of who or what they are, or because of their beliefs? Bear witness to the humanity of all people including those who break society's conventions or its laws. Try to discern new growing points in social and economic life. Seek to understand the causes of injustice, social unrest and fear. Are you working to bring about a just and compassionate society which allows everyone to develop their capacities and fosters the desire to serve?
  34. Remember your responsibilities as a citizen for the conduct of local, national and international affairs. Do not shrink from the time and effort your involvement may demand.
  35. Respect the laws of the state but let your first loyalty be to God's purposes. If you feel impelled by strong conviction to break the law, search your conscience deeply. Ask your meeting for the prayerful support which will give you strength as a right way becomes clear.
  36. Do you uphold those who are acting under concern even if their way is not yours? Can you lay aside your own wishes and prejudices while seeking with others to find God's will for them?
  37. Are you honest and truthful in all you say and do? Do you maintain strict integrity in business transactions and in your dealings with individuals and organisations? Do you use money and information entrusted to you with discretion and responsibility? Taking oaths implies a double standard of truth; in choosing to affirm instead, be aware of the claim to integrity that you are making.
  38. If pressure is brought upon you to lower your standard of integrity, are you prepared to resist it? Our responsibilities to God and our neighbour may involve us in taking unpopular stands. Do not let the desire to be sociable, or the fear of seeming peculiar, determine your decisions.

39. Consider which of the ways to happiness offered by society are truly fulfilling and which are potentially corrupting and destructive. Be discriminating when choosing means of entertainment and information. Resist the desire to acquire possessions or income through unethical investment, speculation or games of chance.
40. In view of the harm done by the use of alcohol, tobacco and other habit-forming drugs, consider whether you should limit your use of them or refrain from using them altogether. Remember that any use of alcohol or drugs may impair judgment and put both the user and others in danger
41. Try to live simply. A simple lifestyle freely chosen is a source of strength. Do not be persuaded into buying what you do not need or cannot afford. Do you keep yourself informed about the effects your style of living is having on the global economy and environment?
42. We do not own the world, and its riches are not ours to dispose of at will. Show a loving consideration for all creatures, and seek to maintain the beauty and variety of the world. Work to ensure that our increasing power over nature is used responsibly, with reverence for life. Rejoice in the splendour of God's continuing creation.

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Be patterns, be examples in all countries, places, islands, nations, wherever you come, that your carriage and life may preach among all sorts of people, and to them; then you will come to walk cheerfully over the world, answering that of God in every one.

George Fox, 1656.

*The English text of Advices and queries was approved and a Welsh version authorised, by Yearly Meeting in Britain in 1994. This text forms part of chapter 1 of Quaker Faith and Practice.*

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## Nominations committee

Nominations Committee finds suitably skilled and reliable people and then recommends candidates to Yearly Meeting. YM will then consider and either approve or reject the nominations. *The need for these positions should be reviewed every year and the Nominations Committee should make recommendations to YM.*

### Yearly Meeting Elders

Yearly Meeting Elders are appointed at the mid-year reps meeting for the duration of both mid – year reps meeting and the following yearly meeting. Their role is to hold the meeting in the Light and provide eldership and oversight for the Clerks and the Meeting as a whole. They may need to gather for reflection. Any problems that arise may be referred to one of the elders to respond to. Such responses may include bringing issues to the attention of clerks, or having a quiet word with particular friends.

One of the elders is nominated by young friends, in order to provide eldership and oversight for the young friends and to bring a Quakerly presence to their programme and activities.

Elders are “Weighty Quakers” from the meeting, who have been active members for some time.

### Yearly meeting clerk/or co clerks

The clerks plan the Mid-Year Reps Meeting and the Yearly meeting. MYRM (which is largely composed of the members of Yearly Meeting Committee) they plan yearly meeting, finalising the venue and dates, duration, duration and the programme. The agenda is set up and reports for the meeting pack are requested. Much of this work entails keeping touch with monthly meetings, and worship groups within the yearly meeting, and the broader Quaker community. Clerks work closely with the ECTF clerk and Treasurer around the budget for Yearly Meeting, and materials needed for the meetings.

The clerks are in office for two or three years. Ideally there is an overlap in such a way that an outgoing clerk is able to induct an incoming clerk. They need to have good ICT skills and experience in leading fairly large events, either within or outside the Society of Friends, ideally they should have been clerks in their own meetings and be regular yearly meeting participants. They need to have time in the three months before yearly meeting to prepare for the meeting.

An Assistant may be appointed by the clerks to provide secretarial, logistical and administrative support to the clerks. The tasks include: keeping and updating the list of monthly meetings and their members, correspondence, compiling the Pack of tabled documents for yearly meeting, and arranging the smooth running of business meetings at both MYRM and YM.

At the MYRM the host meeting nominates people for the following YM roles:

- Registrations
- Venue liaison
- Transport co-ordinator and others

### Young Friends clerks:

Represent Young Friends, liaise with the Treasurer and Clerks and report to YM on the young friends camp and other activities

### Information/ Website co-ordinator

The information clerk keeps the website updated, by liaising with monthly meetings for information and reports as appropriate; respond to queries and prevents inappropriate messages and spam messages from being circulated. Needs to have good web skills and have sufficient time to oversee and update the website as required.

### Treasurer

The treasurer must be trained in bookkeeping to oversee the finances of the yearly meeting, prepare the budget, collect fees and make payments on behalf of YM within the guidelines established by the Financial Oversight Committee and Yearly Meeting. For specific job descriptions see 4.3.16 and 6.4.15.

### Financial Oversight committee

The financial oversight committee oversees the administration of Yearly Meeting assets and other assets, funds and trusts of and the society. These include the Evelyn Cadbury trust fund, the Christine Agar Trust Fund, and the properties of Quaker Peace Centre. They monitor investments and the processes involved in good stewardship of Quaker monies. Members need to be in good standing within their meetings and be well acquainted with Quaker values.

Members are appointed for a 5 years. A qualified accountant or auditor should be used to assist the FOC co-ordinator.

#### Evelyn Cadbury Trust Fund Clerk and Management Committee

The fund was established to subsidise friends to attend yearly meeting or other events which support their spiritual growth. The Trustees are seldom changed by YM.

YM appoints the Management Committee and Clerk annually. They and approve or disapprove grants, and decide on the conditions. The ECCTF clerk is administers and makes the approved transfers and liaises with YM treasurer and the Financial Oversight Committee.

The clerk should be resident in South Africa, be in good standing with the Local Meeting, and and be familiar with financial processes, including the requirements and processes for sending money to countries outside South Africa.

#### Compassion fund

The Compassion Fund was established to assist friends in need. The committee considers requests that have come through the Local Meetings in Central and Southern Africa and so should include members from a variety of meetings in C&SAYM.

#### SAQN

The Southern African Quaker newsletter is hosted by a monthly meeting for a period of 2 to three years. They source material of interest from meetings in C&SAYM and more broadly. Approximately 2 editions are published (in both print and electronically) and distributed annually. The Committee also manages the list of subscribers and reports to the Treasurer and the Financial Oversight Committee.

#### Committees and representatives

##### Nominations committee

##### Children's committee

Handbook committee to update the Hand book as necessary between Yearly Meetings

Quaker resources to manage the C&SAYM "suitcase library" and makes it available to friends at yearly meetings, and records borrowers and books

##### FWCC representatives

##### SACC representatives

##### SAFCEI

##### Epistle summariser

##### Isolated friends

##### Archives organiser

##### Ad hoc committees when requested by YM



## Specimen YM Registration form:

### RELIGIOUS SOCIETY OF FRIENDS CENTRAL AND SOUTHERN AFRICA YEARLY MEETING

**Date:**

**Venue:**

Dear Friends

We hope that you will be able to attend this Yearly Meeting, and we look forward to gathering with Friends once again.

There are two parts to this form:

**PART 1:** Registration to attend Yearly Meeting. Complete only one form per family.

**PART 2:** Application for Funding from the Eveline Cadbury Trust Fund (ECTF).  
Please complete this form **ONLY** if you require funding (all/some of the amount) to attend Yearly Meeting. Complete only one form per family.

**IMPORTANT:** C&SAYM does not have medical insurance; please make sure that you have medical cover when attending Yearly Meeting.

#### HOW TO REGISTER AND APPLY FOR FUNDING

1. Notify your Meeting that you plan to attend Yearly Meeting, and whether you are going to apply for funding from ECTF. The Clerk will minute the application for funds, and must sign the completed application for funding.
2. Complete the registration form (Part 1), and if you are applying for funding, the Application for Funding (Part 2).
3. If you are NOT applying for funding:
  - a. Email the Registration form (Part 1) to Heath White at [heathwhite@me.com](mailto:heathwhite@me.com)
  - b. Pay the amount owing electronically, if possible.
  - c. Notify the YM Treasurer, Mark Povall, [treasurercasaym@gmail.com](mailto:treasurercasaym@gmail.com) that you have paid.
4. If you ARE applying for ECTF funding for all/some of the costs of YM:
  - a. Email the Registration and Application forms (Parts 1 and 2) to Heath White at [heathwhite@me.com](mailto:heathwhite@me.com)
  - b. Pay the amount you owe (i.e. that is not being funded by ECTF), electronically, if possible.
  - c. Notify the YM Treasurer, Mark Povall, [treasurercasaym@gmail.com](mailto:treasurercasaym@gmail.com) that you have paid.

**PART I: YEARLY MEETING REGISTRATION FORM**

**NAME OF YOUR MEETING:**

**PERSONAL DETAILS:**

1.

Name and Surname	Member or attender	Age (child, young adult, adult or elderly)	Gender	Telephone	Email

2. Do you have any disabilities the organisers need to know about (e.g. mobility problems)?  
Please explain:

3. Rooms are on a shared basis except for YM clerks and other YM officers who need a room to work in.

**FOOD**

1. Please provide the following information by ticking the relevant box:

Non-vegetarian	Vegetarian
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2. Do you have any food allergies and/or intolerances? (please list them): (NOTE: If you have particular dietary requirements that cannot be catered for, please provide your own food.)

3. Do you require packed lunch for the return trip? (Please circle your answer) **Yes** **No**

## HELPING AT YM

I am willing and able to offer the following support at Yearly Meeting: (Tick the relevant box/boxes)

First Aid		Office help	
Minute-taking		Leading morning walks	
Giving 7-minute talks		Assisting with Children's Meeting	
Setting up Meeting room		Other (Please explain)	
Helping with registration			

## COSTS AND PAYMENT

### 1. Registration Costs

Yearly Meeting registration fee is R160.00 per person, or R320 per family.

ECTF will fund the registration fee only in exceptional circumstances.

### 2. Transport Costs and Payment

- a. Friends, please try to pay for your own transport to and from your area to YM.
- b. XXX Meeting will arrange transport between the transport hub(s) and the YM venue.
- c. **Please note: you are responsible for booking and paying for your own transport to the transport hubs.** If a number of people from the same Meeting intend to use similar transport, e.g. bus or rail, we suggest that one person from the Meeting makes the necessary arrangements to Members arrive and leave together.

### 3. Accommodation and Meals

The costs for daily accommodation, including all meals are:

- a. Rxx per night per person sharing (all persons over the age of 5). If you stay for the full length of YM (6 nights), this will be: Rxx.
- b. Rxx per night for a person in a single room (available for clerks and office-bearers needing to work). If you stay for the full length of YM (6 nights), this will be: Rxx.
- c. Rxx per night per child (between the ages of 2–5, staying in a family room). If you stay for the full length of YM (6 nights), this will be Rxx.
- d. Children 2: Free or Rxx

The cost of individual meals for daily attenders is:

Breakfast – Rxx;      Lunch – Rxx;      Supper – Rxx

Rooms	Number of persons	Number of nights	Cost/night	Total payable in Rands per person
Adult shared accommodation			Rxx per person per night	
Adult single			Rxx per person per night	
Children 2–5yrs			Rxx per person per night	

Children under 2			Free or Rxx	
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**Please indicate which days you need accommodation and meals for: Write 'Yes' or 'No' as shown in the example below:**

Date	Accommodation	Breakfast	Lunch	Supper
e.g. Friday 10th	Yes	No	Yes	Yes

**Payment for accommodation (including meals): Per individual or family**

Registration (R320 per family/R160 per person)		R
Accommodation and meals (total amount)		R
Total (accommodation + registration)	+	R
ECTF funding required for accommodation (if any)	-	R
<b>TOTAL AMOUNT</b> you must pay to YM by xxxxxxxx		R

**How to pay for your accommodation and registration**

- Please pay everything you owe for the Yearly Meeting electronically before xxxxxxxx. The banking details are:  
Account name: CASAYM  
Bank: STANDARD BANK  
Branch: 024909  
Account number: 071340572
- Use your name and surname as a reference and email Mark Povall, YM treasurer, the proof of payment. His email address is: [treasurercasaym@gmail.com](mailto:treasurercasaym@gmail.com)
- If you cannot pay by electronic bank transfer, email Mark Povall at [treasurercasaym@gmail.com](mailto:treasurercasaym@gmail.com) to make separate arrangements to pay by cash or other means.
- Send the completed form to the YM Clerks' Secretary at: [heathwhite@me.com](mailto:heathwhite@me.com)

**DEADLINES**

Action	Deadline
YM <b>Registration</b> (if you are NOT applying for ECTF funding) (Completed Form 1 only)	
ECTF <b>Applications</b> (Completed forms 1 and 2)	
<b>Payment</b> due for registration/accommodation	

Transport information (i.e requirements re pick-up points to YM organisers)	
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**PART 2:**

## Eveline Cadbury Trust Fund Application Form

### FOR FINANCIAL ASSISTANCE TO ATTEND YEARLY MEETING

**NOTES:**

1. ECTF will fund people to attend the whole of Yearly Meeting and not only a part of it.
2. When you apply for transport costs, please provide a written quotation for the bus ticket.
3. If you are travelling by car, ECTF will pay only the equivalent of a bus ticket.
4. If approved, ECTF will pay the amount requested for transport directly into your account.
5. Please note that these funds are meant specifically for attendance at Yearly Meeting, and no other purpose. If they are not used for this purpose, the funds should be returned to ECTF.

Please specify what ECTF Funding you are applying for in the table below:

	<b>TOTAL</b>	<b>Amount requested from ECTF</b>
Total <b>Registration Costs</b> : i.e. R160 per individual, or R320 per family	R	R
Total <b>Accommodation and Meals Costs</b> per individual or family	R	R
Total <b>Travel Costs</b> per individual or family (Must be based on a quote from a bus company or anticipated petrol costs)	R	R
<b>TOTAL REQUESTED</b>		R

Please motivate in detail why ECTF should fund your application to attend Yearly Meeting. For example, please tell us how you believe going to YM will enhance your spiritual life; what contribution you can make to the Yearly Meeting, if any; what you can give to other Friends, and why you need to receive money from ECTF:

**TRANSPORT – ECTF Funding:**

Please provide your bank details:

**Name:**

**Bank:**

**Branch Code:**

**Account Number:**

If you do not have a bank account, or are based outside South Africa, ECTF or the YM Treasurer will contact you directly about payments.

**Support for the ECTF funding application by the Clerk of the Monthly, Local or Allowed Meeting:**

By your signature below you affirm that the Friend/Family applying for ECTF funding is/are a member(s) or regular attender(s) in good standing and that the Monthly Meeting has considered

this application, with its motivation, in a Meeting for Business for Worship and supports this application.

**Clerk's name:**

**Date:**

Email address

## How To Register For Yearly Meeting And Apply For Funding

1. Approximately six months before the YM, the YM Clerks will update the YM registration form, inserting the relevant information: costs, venue, dates, transport hubs, contact people, etc.
2. The YM clerks will distribute the form to all meetings, and it will be available on the website.
3. Applications for ECTF Funding must be made to the MM clerks of a particular meeting. These applications must be supported by a Business Meeting minute, after the Meeting has considered the need of each applicant for financial support to attend YM.
4. Registration forms and applications for ECTF forms are sent to the YM Clerks' Secretary.
5. Payments for YM (whether only for the registration costs or for more) are to be made into the YM account and notification to the treasurer made by due date.
6. When the registration forms have been received by the YM Clerks' Secretary, s/he draws up an Excel spreadsheet which clearly reflects:
  - name, age, gender, contact details, dietary requirements, disabilities, whether staying in single or shared accommodation (and with whom); period of stay for YM, costs, amount to be paid by the person (and/or funded by ECTF) and travel arrangements, indicating whether the person is providing their own transport or needs assistance with all/part of the journey.
7. When the YM Clerks' Secretary receives the ECTF funding forms, s/he forwards them to the YM Treasurer who must:
  - a. Determine what the total potential liability to ECTF will be from the projected costs and application forms;
  - b. Liaise with ECTF to confirm funding is available;
  - c. Liaise with those who applied to ensure that they are funded for transport money before coming, if necessary;
  - d. Liaise with the YM Clerks' Secretary to ensure projected costs and spreadsheet information are as accurate as possible.
8. The Treasurer and YM Clerks' Secretary will communicate by email with each Friend who has applied for financial assistance on the status of their application, and the arrangements for payment.
9. The Treasurer and the YM Clerks' Secretary work together to ensure that payments made to CSAYM for YM are reflected appropriately beside each name on the spreadsheet.
10. At YM, the Treasurer must follow up with all attendees to ensure that all payments have been made.

11. The Treasurer and YM Clerks' Secretary will also generate updated hard copies of the spreadsheets and provide four (4) copies at YM.
12. Before YM, the Treasurer and YM Clerks' Secretary will liaise with the YM Clerks about outstanding amounts, and will make arrangements to collect the money during YM.