

**PLAN OF ORGANIZATION**

**FOR**

**MOORESTOWN MONTHLY MEETING**

**FEBRUARY 2007**

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## INTRODUCTION

The Plan of Organization is a living document which describes the responsibilities of the individuals and groups charged with making Moorestown Monthly Meeting of Friends an effective organization. It also serves as a guide for the committees and the Nominating Committee as size, length of terms, reporting procedures, current meeting times, etc are included.

## NAMED POSITIONS

**The following positions are recommended by the Nominating Committee:**

### Clerk and Alternate Clerk

#### CLERK'S JOB DESCRIPTION

#### MAJOR RESPONSIBILITIES

1. Conduct Monthly Meetings for Worship for Business and special Called Meetings when necessary.
2. Review and, if necessary, edit the minutes of Monthly Meeting for Business prior to them being forwarded to the Meeting secretary for inclusion in the *News Notes* and filing.
3. Direct activities of the Meeting secretary in conjunction with the Office Oversight Committee. Participate in annual evaluation.
4. Work with and assist Meeting committees as needed. Remind them about their annual reports. See schedule
5. Be sure that the following major annual events take place.
  - a. September - Incorporation
  - b. By December - Budget for next year
  - c. By February - Records report for the previous year, the year end financial report and the auditor's report
  - d. May - Final nominations for the next year
  - e. June - Annual report to the Haddonfield Quarter
6. Assist, as needed, with correspondence to new members, bereaved families, other meetings, PYM, etc.
7. Receive mail, respond or delegate as necessary.
8. Serve as a representative of the Meeting or appoint a substitute when necessary.
9. Maintain/track/provide access to important documents.
10. Assist new clerks by reviewing their job descriptions with them.

TERM Serve for two years with a possible renewal of two more. Nominated by the Nominating Committee and approved by Monthly Meeting.

Alternate Clerk to serve in that position for one year, Presiding Clerk for two, and then as and experienced Alternate Clerk for one with the new clerk who would have been the alternate the previous year. See example below

PERSON	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8
A	Alt. Clerk	Clerk	Clerk	Alt. Clerk				
B			Alt. Clerk	Clerk	Clerk	Alt. Clerk		
C					Alt. Clerk	Clerk	Clerk	Alt. Clerk

**Recording Clerk or Clerks:**

- Takes minutes of Meetings for Business, which are then sent to the presiding clerk for review and any necessary edits and for subsequent approval who edits and makes suggestions before they are sent to the Meeting secretary for inclusion in the *News Notes* and official filing.
- Assists the Clerk in other matters as requested.
- Serves as an official part of incorporation and can sign documents on behalf of the corporation if necessary
- One or two, two year terms

**Treasurer:**

One or two, two year terms

**Responsibilities of the Treasurer:**

1. Pays all authorized bills, receives deposit slips from the collector and secretary and maintains the Meeting's financial records.
2. Prepares reports, reports monthly to the Finance Committee, attends their meetings and reports periodically to the Meeting.
3. Provides information for the committees and assists them with their budget preparations.

**The following positions are appointed by a Committee or sub committee:**

(These positions have no time or term limit. However, it is the responsibility of the committee to be sure that there is an assistant or another person who is familiar with the work of the position)

**Recorder:**

Chosen by CCC and approved by Monthly Meeting for Business.

**Recorder's Responsibilities:**

1. The Recorder is responsible for working with the Contact Sub-Committee in January and whenever else deemed necessary.
2. The Recorder collects information throughout the year regarding changes in the Meeting membership due to births, deaths, transfers in and out, resignations, releases, and other changes in status. The Recorder records these changes in the Meeting's official Record Books and reports to the Meeting in February.
3. The Recorder compares the information in the Record Books with the information on the printed Membership List (available to Meeting Members), and keeps the information in both, up-to-date and accurate.
4. Any contradictions or inconsistencies between the Record Books and the Membership List are resolved by the members from personal knowledge or additional research.

**Other Pertinent Information:**

The varied composition of the helpers is essential to keeping accurate records, as each member's familiarity with different segments of the Meeting population, both historically and currently, is crucial to maintaining complete and current information. The statistics of the Meeting's membership compiled by this committee are presented to Philadelphia Yearly Meeting annually.

**Librarian:**

Chosen by the Library Committee and may serve as clerk.  
See description of the committee

**Collector:**

Is a member of and is chosen by the Finance Committee. Is responsible to them and approved by the Meeting.

**Collector's Responsibilities:**

1. Receives, records and deposits contributions. Sends deposit slips to the treasurer.
2. Works with and prepares reports for the Finance Committee as directed.
3. Maintains the Meeting's contribution records and their anonymity.

**Cemetery Recorder:**

Chosen by the Property Committee and responsible to them.

**Cemetery Recorder's Responsibilities:**

1. Keeps track of the cemetery plots and assists members in their times of need.
2. Sells plots as requested and maintains a liaison with Lewis Funeral Home.
3. Sees that all records are deposited in the Meeting's safe when not in use.
4. Works with the Property Committee as needed and serves as an ad hoc member of that group.

**Representatives/Contacts to Other Groups**

They are appointed by the indicated committee and can serve independently.

**Moorestown Ministerium** – Worship & Ministry Committee

**MEND** – Peace & Social Concerns Committee

**FCNL** – Peace & Social Concerns Committee

**AFSC** – Peace & Social Concerns Committee

**Interim Meeting** – Nominating Committee

## **COMMITTEES**

(Members can serve two, three-year terms and a new group, panel, of one to five members is nominated each year by the Nominating Committee and approved by the Meeting in the spring.)

### **AUDIT COMMITTEE**

Panel: Three members, appointed for three years, not coinciding.

Meeting Time: At the call of the Senior Committee member at the convenience of other committee members and the meeting treasurer.

How Clerk Is Chosen: No Clerk necessary. Senior member convenes the group.

Reports to Monthly Meeting: February unless additional data analysis is required.

#### **Member's Responsibilities:**

- 1 Meet with the Meeting Treasurer and, in some cases, the clerk of the Finance Committee to randomly sample and verify the Meeting's financial records.
- 2 Check bank deposit slips and monthly statements.
- 3 Check that Federal income tax, Social Security and Medicare withholding requirements have been fully met and that withheld amounts plus employer contributions for Social Security and Medicare have been correctly and promptly remitted.
- 4 Check that all State withholding requirements have been fully met and that remittances have been correctly and promptly made.
- 5 Check that the requirement to provide 1099 reports has been met.
- 6 Verify Treasurer's checkbook from bank statements.
- 7 Make recommendations to Finance Committee and/or Monthly Meeting on additional financial procedures found advisable, and recommend changes or corrections in the Treasurer's financial records and procedures.

Other Pertinent Information: With the use of computer software program by the Treasurer the audit becomes more of a spot check than a detailed audit.

### **COMMITTEE TO ASSIST FRIENDS IN NEED**

Panel: 5 panels, 1 person on each (Total 5)

Meeting Time: As needed

How Clerk Is Chosen: Whoever is willing!

Reports to Monthly Meeting: No reports, unless requested by Clerk of Monthly Meeting

#### **Clerk's Responsibilities:**

1. To receive requests for aid and contact other members of the Committee as needed.
2. Occasional meetings may be called.
3. To make requests to special PYM and QM funds for assistance.

#### **Committee's Responsibilities:**

1. It is the responsibility of this Committee to be aware of and answer, as it sees fit, the need of Meeting members in financial difficulty. It should work closely and anonymously with the Community Care and Contact Committee.
2. It does not have an annual budget and does not report to Monthly Meeting.
3. It is authorized to extend aid, which in its judgment, is necessary.

#### **Other Pertinent Information:**

A dedicated fund is available to support the committee.

## COMMUNITY CARE AND CONTACT COMMITTEE (formerly “Overseers”)

Panel: 3 panels, 5 on each panel, for total of 15. All members of this committee must be members of the Meeting. The Recorder will serve as an ex officio member

Meeting Time: First Monday of month, September-June at 7:00 p.m. (adjustment for Labor Day)

Reports to Monthly Meeting: Scheduled for each month, as action on the meeting’s part is almost always required. No longer makes an annual report on the “state of the meeting” (Meeting clerk now does this).

Clerk: Ensures that committee responsibilities are fulfilled, reports to Monthly Meeting, communicates with other committees/clerks, organizes committee into working subgroups as needed, cultivates prospective clerks and recording clerks for future.

Selection: The current clerk asks a naming committee of two or three members to discuss clerkship and contact potential clerks (April), bringing report back to full committee in May. (Formerly, members rotating off committee conferred and asked a committee member to clerk.)

Committee Members: Learn about, find resources for, and assist with fulfilling the committee’s duties to our members and meeting community; work to know all members and attenders personally; maintain confidentiality and practice discretion; actively participate in all meetings and projects in order to develop skills over time. Will become familiar with practices relating to: all membership/transfer applications and requests, including the clearness process; contact with families on membership choices – births, associate memberships, etc.; oversight of weddings; oversight of memorial services; clearness committees for non-membership concerns.

### Committee Responsibilities:

This committee is responsible for creating a caring Meeting community and supporting the Meeting as a body of members, as outlined in *Faith and Practice* and summarized below:

#### Foster a caring community in the meeting through:

1. Care of the Meeting family: Become acquainted, visit, and maintain contact with all members and attenders
2. Care of young people: Foster the development and understanding of religious life and principles/practices with Friends, support RE committee
3. Care of new members: Attend to, welcome, introduce, and provide ways to deepen beliefs
4. Care of marriages: Respond to requests for marriage under Meeting’s care, include nonmember significant others/spouses in fellowship, help couples considering divorce explore reconciliation and maintain Meeting contact
5. Provide a framework for reconciliation when differences arise among members
6. Care for members’ material needs (financial assistance, etc.)
7. Care in times of illness, bereavement, other troubles: visitation, sympathy, assistance
8. Care of funeral/memorial meetings, as requested.
9. Know when and where to seek professional counseling for those in need.

*Support the meeting as a body of members with care for:*

1. Inquirers: Provide information about the Society of Friends, invite to apply for membership when convinced
2. Membership applications: Receive all letters/requests, oversee consideration and bring to monthly meeting for action
3. Records: Maintain accurate listing of members/attenders, compare annually with Recorder
4. Non-resident members: Maintain contact (letters/news), follow up on considering transfer
5. Delinquencies/lack of interest: Encourage members to fulfill obligations, restore interest

*Support and maintain contact with the Welcoming and Social Committees as well as with the Recorder and the Committee to Assist Friends in Need.*

In addition, Moorestown meeting's committee traditionally includes these specific events/projects:

1. Reception to welcome new members on the fourth Sunday in January
2. Quaker Eights and other opportunities for fellowship
3. Christmas potluck following pageant
4. Visitation with "shut-in" members at Christmas (poinsettias), Easter
5. Contact with young Friends (13, 18, 21 years) re: membership choices
6. Contact with college students/young Friends
7. Formal contact with attenders (after receiving News Notes for three months)

The responsibilities of this committee are necessarily tied closely to the work of other committees and individuals, especially: Worship and Ministry, Aid to Friends, Religious Education, Finance, the Meeting secretary, and the Recorder.

### **EDUCATIONAL GRANT COMMITTEE**

Panel: 3 panels of 1 member, each serving 3 years

Meeting Time: Set by committee, mainly in November/December often by phone or email.

How Clerk is Chosen: By the committee

Clerk's Responsibilities: Convene meetings of the committee and work with committee members to see that the committee's responsibilities are met.

Committee's Responsibilities:

1. Encourage Meeting members to send their children to Friends Schools and provide scholarships for the children who do.
2. Administer the Moriuchi Fund and the Meeting Scholarship Fund, which are restricted, to provide scholarships for students attending Moorestown Friends School according to Meeting policy.
3. Establish funding for, and provide scholarships to, children of Meeting members who attend Friends Schools other than MFS.

Other Information:

1. Report to Monthly Meeting in December providing statistics about scholarship amounts, recipients, etc.
2. The committee will obtain a list of students attending all Friends Schools and decide how much to award. They will notify the treasurer who will write the checks, made out to the school, which will be sent by the secretary, with a cover letter from the committee, directly to the parents who will present it to the school.
3. May establish a liaison relationship with the Religious Education Committee

## **FINANCE COMMITTEE**

Panel: 3 panels of 3 members each serving 3 years

Meeting Time: 7:30 PM on the first Tuesday of each month September through June, other dates as necessary

How Clerk is Chosen: Clerk is chosen annually by the Committee in May. The clerk will be a consensus selection nominated from the committee. Upon acceptance the clerk will serve until the next May subject to reappointment by the committee.

Clerk's Responsibilities: Convene meetings of the Committee and work with Committee members to see that the Committee's responsibilities are met.

### Committee's Responsibilities:

- 1 Prepare the annual budget for the Meeting's approval
- 2 Supervise the work of the Meeting Treasurer
- 3 Supervise the Meeting's financial affairs and responsibilities
- 4 Monitor income and expenses on an ongoing basis
- 5 Encourage stewardship of the Meeting community
- 6 Collect and responsibly invest the Meeting's funds
- 7 Appoints one of its members to serve as collector

### Member's Responsibilities:

- 1 Attend meetings of the Finance Committee and other committees or groups that have relevance to the committee's ability to fulfill the responsibilities listed above.
- 2 Actively participate in the fulfillment of the duties and obligations of the Finance Committee listed above.

### Other pertinent information:

- 1 The Collector, who is a member of the Finance Committee and recommended to the Monthly Meeting by the Committee, will receive and document contributions to the meeting.
- 2 One member of the Finance Committee will be available to assist the Religious Education Committee if assistance is needed with Conference Scholarships.
- 3 Complete financial records are kept by the Treasurer who prepares periodic reports for the Meeting
- 4 Minutes of Finance Committee meetings will be taken for each meeting held and filed with the Meeting Secretary

## LIBRARY COMMITTEE

Panel: 3 panels, 3 members each (total 9). The Librarian, whose term is for one year, is not a member of the committee, and there is no limitation on the number of terms the Librarian may serve. Either the Librarian or a member of the committee may serve as Clerk.

Meeting Time: Dates for the next meeting are usually set at the end of each meeting. Meetings occur approximately three to five times per year on Sundays at 11:10. Meetings may also be called at the discretion of the Librarian or Clerk or at the request of a committee member. Workdays, which are infrequent, are usually scheduled for Saturdays.

How Clerk and Librarian Are Chosen: The Librarian and the Clerk are chosen by the Library Committee.

Report to Monthly Meeting: April. Drafted by the Librarian and approved by the committee.

Clerk's Responsibilities: as outlined in this Plan of Organization.

The Librarian's responsibilities are to:

1. welcome and offer to assist Friends, attenders and visitors during the fellowship time following the rise of Meeting for Worship. She/he will be ready to suggest introductory material for attenders and visitors.
2. purchase supplies and new materials for the collection in accordance with committee policies and make all purchases at the lowest possible prices.
3. be aware of possible acquisitions of both older material and newly published materials.
4. visit the homes of Friends who are moving and wish to donate books from their personal collections.
5. maintain a database by entering new materials using a special software program. The data is frequently backed up and a copy is with the Librarian at all times. From time to time the data is backed up electronically to a remote location. In the process of data entry the materials are classified and cataloged. They then receive spine labels and are marked as the Meeting's property. The materials are appropriately covered for their protection. Gift books receive special bookplates. Library documents, including the authority file, financial records and the list of books added to the library in a given year are always backed up in case of computer failure.
6. maintain catalog cards which are filed alphabetically by author, title and subject. Maintain the shelf list in preparation for conducting inventories.
7. monitor circulation.
8. consider and respond to requests for materials and services by the Meeting's members, attenders and committees.
9. call upon the Philadelphia Yearly Meeting librarian for the assistance offered to Monthly Meetings.
10. publicize the library through the *Weekly Bulletin*, *News Notes* and the Meeting's website.

Committee Members' Responsibilities are to:

1. choose the Librarian and the Clerk.
2. be faithful in attending Library Committee meetings.
3. formulate library policies such as acquisition authority, circulation rules, and types of material to be included in the collection.
4. determine the library's annual request to the Meeting for funds and allocation of the budget lines.
5. assist in shelving returned materials and seeking the return of overdue material.
6. make decisions on acquisition of donated materials and discarding old materials.
7. write reviews for the *Weekly Bulletin* and *News Notes*.
8. respond to the librarian's requests for assistance with specific tasks such as shelving returned books and attending workdays.

## **MOUNT LAUREL NURTURE AND SUPPORT COMMITTEE**

Panel: 3 panels of 3 members each

Meeting Time: Quarterly or as needed

How Clerk Is Chosen: By Committee Members or by volunteering

Reports to Monthly Meeting: In September

Clerk's Responsibilities: To organize and oversee the committee's various functions

Member's Responsibilities: To further the financial and religious opportunities available through the utilization of the Mount Laurel Meetinghouse facilities

Other Pertinent Information: Financial fund raising since 1992 with the "Peach Festival." There has been a gradual increase in attendees for Sunday morning meeting for worship. This summer there were between 20 and 30 attendees.

## **NOMINATING COMMITTEE**

Panel: 3 panels of 3 members each

1 member also serves on Quarterly Meeting nominating Committee

Meeting Time: Not regularly scheduled, generally several meetings beginning in January and leading up to the presentation of nominees to the Monthly Meeting

How Clerk Is Chosen: By the committee

Reports to Monthly Meeting: April – 1<sup>st</sup> reading, May – final reading of nominees

Clerk's Responsibilities:

- 1 Confers with the Nominating sub-committee of the Moorestown Friends School Committee which considers and selects Quaker candidates for open positions on that committee
- 2 Maintains database of members serving on committees to assist in the nominating process

Committee's Responsibilities:

- 1 Considers, selects, and recruits candidates for open committee and organizational positions

Member's Responsibilities:

1. Reviews existing committee members whose initial terms are expiring for potential renewal
2. Selection of potential candidates and review of existing members is performed with consultation of the committee clerks to insure that open positions are filled with members possessing appropriate skill sets.

## OFFICE OVERSIGHT COMMITTEE

Panel: Three panels of two each

Meeting Time: The committee meets several times a year at its discretion.

How Clerk Is Chosen: The outgoing clerk makes a recommendation to the committee upon his/ her departure.

Annual Report to Monthly Meeting: June

Clerk's Responsibilities: The Clerk's responsibilities include, but are not limited to:

- 1 direct communication with the Office Secretary regarding the specific duties and the routine responsibilities of the office.
- 2 scheduling Office Oversight Committee meetings, preparing/distributing agendas with supporting paperwork.
- 3 convening the meetings, encouraging input from each committee member, and constructing/distributing minutes.
- 4 communicating with the Meeting Clerk, when necessary, regarding issues relating to the Meeting Office/Meeting Secretary.
- 5 communicating with Monthly Meeting regarding requests and disseminating information.
- 6 Working and assisting the ad hoc Meeting Website Group.

Member's Responsibilities:

- 1 Being aware of the general operations of the Meeting Office including personnel and equipment.
- 2 Being involved in the hiring of office personnel.
- 3 Conducting an annual review for the Meeting Secretary and discussing expenditures.
- 4 Receiving input and suggestions from Meeting members regarding the workings of the Meeting Office.

## PEACE & SOCIAL CONCERNS COMMITTEE

Panel: 3 panels of 4 with additional co-opted members

Meeting Time: 2<sup>nd</sup> Monday, except July and August

How Clerk Is Chosen: A panel of out-going members makes a recommendation

Reports to Monthly Meeting: Reports are made on an as-needed basis. A yearly report is presented in May

Clerk's Responsibilities to do or delegate:

- 1 Read the mail
- 2 Prepare an agenda
- 3 Report (or arrange to have a report) to Monthly Meeting as needed with an annual report in May
- 4 Organize the projects to which the Committee has made commitments.
- 5 Sign vouchers for disbursement of outreach funds from the Committee budget.
- 6 Work with and assist the Chester Reagan Chair at MFS, the Meeting Secretary and the Peace Field Secretary to coordinate projects appropriate for the Committee.

Member's Responsibilities:

- 1 Attend Meetings
- 2 Bring new ideas to the Committee
- 3 Accept responsibility for specific projects (such as the CROP Walk, Letter writing, Peace Day, and other service opportunities)

Other Pertinent Information:

The Committee continues to have the following functions:

1. Provide a link between the Monthly Meeting and the Yearly Meeting
2. Bring to the attention of Meeting members information on special meetings with outside speakers, demonstrations, or local actions and organize participation by the Meeting.
3. Sponsor special meetings with outside speakers or Meeting members on behalf of and for the information of members (potlucks, "sandwich to share", dessert meetings).
4. Consider appeals which are referred to the Committee by the Meeting Clerk or which come directly from the Committee, make recommendations for actions to the Monthly Meeting, and disburse funds for matters of Peace and Social Concerns.
5. Establish a liaison with the independent Sewing Group and assist them as needed.
6. Appoint contacts and/or representatives to MEND, FCNL and AFSC.
7. Review each year in October the Meeting's contribution to Quaker Organizations such as AFSC, FCNL, FGC, FWCC, Burlington Quarter Conference Center, etc. Then, make recommendations to the Finance Committee as to contributions for the next year

## PROPERTY COMMITTEE

Panel: 3 panels of 5 (total 15) The Cemetery Plot Recorder serves as an ex officio of this committee.

Meeting Time: As needed, including at least two work day Saturdays.

How Clerk Is Chosen: By consensus of committee members

Reports to Monthly Meeting: March

### Clerk's Responsibilities:

With input from Property Committee members, clerks of other committees, and Meeting members, the Property Committee clerk takes the lead in doing the following things or seeing that they are done by the appropriate sub-committee:

- 1 Identify and prioritize needed maintenance and upkeep tasks. Identify, address, and work out solutions to operational problems and breakdowns.
- 2 Match or assign persons or teams to tasks, coordinate, manage & lead larger tasks, follow up on all tasks.
- 3 Identify and procure or assign procurement of material, tools and equipment needed to accomplish tasks.
- 4 Plan, coordinate and manage tasks to be performed on Meeting workdays. (including bad weather alternatives).
- 5 Recruit and assign volunteers to help accomplish tasks, which are being undertaken or need to be done.
- 6 See that repetitive, routine tasks (e.g. changing light bulbs) and on-going tasks (e.g. cemetery lawn mowing) are done as needed.
- 7 Identify and evaluate long and short term facility improvements, upgrades or enhancements to solve problems, improve operation which would make the Meetinghouse a better place to worship or would better serve its members. Consult with committee and pursue those improvements deemed advisable and cost effective.
- 8 Define scope of work needed, solicit quotes and/or arrange with contractors, suppliers, tradesmen or workers to perform needed tasks which are beyond the expertise or capability of our in house forces. Coordinate, oversee and follow up on the work and approve payment(s).
- 9 Coordinate with and assist Mount Laurel Nurture Committee with management and accomplishment of upkeep, maintenance and upgrading/enhancement tasks.
- 10 Provide contact and coordination with municipal authorities on matters regarding Meeting facilities, grounds and cemeteries.
- 11 Coordinate with Moorestown Friends School maintenance and grounds keeping people as needed.
- 12 Prepare yearly budget and manage expenditures throughout the year. Obtain Monthly Meeting approval for larger, non-routine, non-emergency expenditures.
- 13 Prepare and present annual Property Committee report.
- 14 Prepare and distribute monthly committee meeting agendas, hold and lead meetings, see that committee meeting minutes are prepared and distributed.
- 15 Maintain and see that property records are maintained.

### Member's Responsibilities:

- 1 Perform or participate in the performance of needed maintenance, upkeep and improvement tasks in and around the Moorestown Meetinghouse, the cemeteries and the Mount Laurel Meetinghouse and grounds. Cemetery responsibilities include maintaining the fences, sheds, trees, grass, leaf removal, equipment, etc.
- 2 Provide leadership & guidance on tasks or problems where the committee member has talent or expertise
- 3 Provide input and assistance to the Clerk in the accomplishment of his and the Committee's responsibilities listed herein before
- 4 Attend and participate in committee meetings and Meeting workdays.
- 5 One or more members will serve as a liaison with the cleaning contractor, currently MFS.
- 6 One member may be or serve as a liaison with the Cemetery Plot Recorder.

## RELIGIOUS EDUCATION COMMITTEE

Panel: 3 panels of 4 (Total 12)

Meeting Time: Second Tuesday, 7:30 p.m.

How Clerk Is Chosen: Outgoing Clerk meets with two named members to nominate a Clerk.

Reports to Monthly Meeting: October (Short Report) and June

### Clerk's Responsibilities:

- 1 To schedule, convene and clerk regular meetings.
- 2 To see that minutes are taken, written up, and distributed (not always by the same person).
- 3 To see that an annual report is made to Monthly Meeting.
- 4 To see that committee members follow up on the tasks they have agreed to carry out.
- 5 To attend Clerk's meetings as called by the Clerk of the Meeting.
- 6 To carry the concerns of the committee to the Clerk's meeting and report back to the committee.

### Committee's Responsibilities:

- 1 To provide opportunity for Meeting members and attenders of all ages (with the assistance of Worship and Ministry for adult education) to obtain a wider knowledge of Quakerism and the Bible, and to explore other religious and spiritual topics.
- 2 To recruit teachers.
- 3 Schedule regular First Day morning classes and occasionally afternoon or evening.
- 4 Acquiring or creating appropriate curricular materials.
- 5 Providing regular childcare, so that parents of small children are not hindered from attending classes or Meeting for worship.
- 6 Arranging special events for Christmas and Easter. The form and complexity of these vary from year to year to reflect the energy that the students and teachers bring to them.
- 7 Presenting a Bible and *Faith & Practice* to each First Day School student.
- 8 Providing a teacher orientation at the beginning of the school year and a teacher appreciation activity (usually a breakfast/brunch) in the spring.
- 9 Make recommendations In October to the Finance Committee about contributions to Moorestown Friends School and other local Friends Schools.
- 10 Serve as an Ad Hoc committee for referrals in regards to Conference scholarships. Assistance from other committees may be called on as needed.
- 11 Establish a liaison with the Education Grant Committee and assist as needed.

### Members' Responsibilities:

- 1 To recruit, support and appreciate First Day school teachers.
- 2 To find and develop curricula suitable for all ages.
- 3 To arrange childcare.
- 4 To plan and supervise activities at Christmas and Easter.
- 5 To purchase, inscribe and present Bibles to 4<sup>th</sup> graders and *Faith & Practice* to 7<sup>th</sup> graders.
- 6 To help the Clerk write the annual report.
- 7 To see that the objectives of the committee are carried out.

## **WORSHIP & MINISTRY COMMITTEE**

Panel: 3 panels, 5 members each

Meeting Time: Second Wednesday, 7:30 p.m.

How Clerk Is Chosen: By the members

Reports to Monthly Meeting: December

### Clerk's Responsibilities:

1. To both lead and serve the Committee in its spiritual and temporal responsibilities.
2. To perform those duties of the Clerk of a Meeting Committee as outlined in this Plan.

### Committee's Responsibilities:

- 1 For the quality of the Meetings for Worship and the religious development of the members.
- 2 For the care of the various Meetings for Worship
- 3 For individuals to attend School Meetings as appropriate
- 4 To Cooperate with the Community, Care & Contact Committee (CCC) in the pastoral work of the Meeting, attending a joint meeting with CCC at least once a year.
- 5 To provide opportunities, in cooperation with CCC and the Religious Education Committees, for the religious development of the Meeting members.
- 6 To prepare an Annual Report to be presented to the Monthly Meeting with copies to the Quarterly and Yearly Meeting Worship and Ministry Committees.
- 7 To lead and host the Quarterly Meeting Worship and Ministry Committee at designated times.
- 8 To arrange for the appropriate use of Queries and Advices in the Meeting.
- 9 Arrange and plan for the Adult Education program
- 10 Appoint a representative to the Ministerium.

### Members' Responsibilities

1. To seek to deepen their own preparation for religious service.
2. To assume care of Meeting for Worship at designated times.
3. To encourage others in both vocal and non-vocal ministry.
4. To provide leadership for the management of disruptive messages and inappropriate behavior.
5. Keep in loving fellowship with those who are growing in the faith.
6. Make themselves available for individual consultation with members facing religious problems.
7. Hold in the Light all those in need.

## **WELCOMING COMMITTEE**

Panel: 3 panels of 2 members each,

Meeting Time: Not regularly scheduled, usually once per year to assign responsibilities for specific months.

How Clerk Is Chosen: By the committee

### Clerk's Responsibilities:

- 1 Organizes members to get Welcomers. Provides list of scheduled Welcomers to the Meeting Secretary for publication in the weekly bulletin
- 2 Liaison with the CCC committee as needed for advice and assistance.

## SOCIAL COMMITTEE

Panel: 3 panels of 3 members

Meeting Time: Meets at the discretion of the Clerk

How Clerk Is Chosen: The Clerk is selected by the outgoing Clerk.

Reports to Monthly Meeting: March

Clerk's Responsibilities:

1. Record keeping: attendance, expenditures
2. Send instructions for Social Hour procedures to Committee Clerks
3. Report on expenses and prepare yearly budget for Finance Committee

Members' Responsibilities:

1. Provide food services to the Meeting for a simple gathering such as Social Hour.
2. Help with potluck suppers.
3. Respond to the occasional call for food for a group gathering.
4. Provide food for the annual tea in February for Greenleaf residents, Quarterly Meetings, and other assigned special events.
5. Covers special events as requested when food is prepared and served. Table and chairs arranged and tables set; dishes, food and furniture cleaned up after each event.
6. Keeps supplies of food (cookies, juice, coffee, tea, etc.) replenished in the kitchen.
7. Empty trash receptacles and wash tea towels and table clothes, if needed.

Other Pertinent Information

After every Meeting for Worship, Social Hour is held and covered by one or two assigned Meeting committees. This task is undertaken by the Social Committee in the summer.

## AFFILIATED GROUPS

The **Flower group** provides weekly arrangements for the Meeting Room, decorates the Meetinghouse for holiday celebrations, and is allied with, and under the care of, Worship and Ministry.

The **Clothing/Sewing group** meets when needed to sort and distribute contributed clothing. They work with the Peace and Social Concerns Committee, especially when there are special collections.

The **School Committee** is an independent, incorporated body, charged with operating Moorestown Friends School. They make extensive use of the Meeting facilities, are currently contracted with the Meeting to provide cleaning assistance, and seek the help of the Meeting's Nominating Committee when it appoints its own members.

## RATIFICATIONS AND REVISIONS

Ratified at Meeting for Business, Second Month 11, 2007

Committees should review their description yearly especially if it has a new clerk

The whole Plan of Organization should next be reviewed in 2012

## **Responsibilities Of All Committee Clerks of Moorestown Monthly Meeting**

Hold regular meetings to fulfill responsibilities of committee  
Prepare agenda in advance, circulate if possible  
Clerk regular meetings  
Have minutes prepared  
Distribute minutes to Secretary/Clerk & all committee members. Recorder's name should be on the minutes.

Encourage participation of committee members in meetings and/or committee tasks and events  
Do orientation/training of new members – provide materials, meet, demonstrate, etc., along with the Meeting Clerk  
Reminders to members of meetings and events  
Keep attendance or records of participation  
Contact non-participating members to encourage/get feedback

### Nominating

Review involvement of current members  
Give feedback to Nominating on “renewing” of those completing first term  
Give Nominating other names to pursue (ask your committee members)

Develop leadership  
Choosing clerk, leaders for projects/subcommittees  
Process for recording

### Property issues

Obtaining keys: Building, office (who needs and for what)  
Scheduling meetings and events (Tory, master calendar)  
Using building for meetings (opening/closing/heat/)  
Using building for events (room setup, kitchen use, meetinghouse use, Social Committee support, etc.)  
Insurance considerations

### Finance issues (Finance has done this info for committee clerks)

Submit requests for reimbursement or having bills paid, getting a check in advance  
Monitor expenses according to budget, correct as needed  
Submit special requests if unusual circumstances  
Fall: Review current expenses, plan for next year and submit budget request (who/how/deadlines)

Attend informational/educational sessions offered (PYM, HQM, etc.)

### Using office services

Office hours  
Secretary: Appropriate requests, how to ask for something extra, when to consult Office Oversight  
Scheduling meetings and events  
Publicity/Communications: Getting things in bulletin and News Notes (Friday after business meeting) (deadlines, length)  
Copier use  
Appropriate use of email broadcast, special mailings  
Phone/fax/email/Internet info and appropriate use  
Getting committee lists, membership lists

### Report/communicate with meeting as a whole

Monthly reporting – MFB  
Annual reports: Advance publishing in News Notes, presenting in MFB  
Special/one-time concerns: How to bring for consideration (pre-publish minute if possible?)

**Calendar for Reports and Appointments  
Moorestown Monthly meeting**

Every month – as appropriate

- Committee on Community Care and Contact
- Interim Meeting
- Peace & Social Concerns
- Treasurer’s Report (September, December, February and May)
- Finance Committee

<u>September</u>	Mount Laurel Nurture & Support Committee
<u>October</u>	Finance Committee (First Budget Presentation) Religious Education Committee (short report)
<u>November</u>	Finance Committee (Final Budget Presentation) School Committee Annual Report
<u>December</u>	Education Grant Committee Worship & Ministry Annual Report
<u>January</u>	Appointment of representative to Yearly Meeting Sessions
<u>February</u>	Audit Committee Treasurer’s Annual Report Recorder’s Committee
<u>March</u>	Property Committee Annual Report Social Committee
<u>April</u>	Appointment of Naming Committee (for Nominating) Library Committee Annual Report Nominating Committee (First Presentation)
<u>May</u>	Nominating Committee (Final Presentation) Naming Committee Report Peace & Social Concerns Annual Report
<u>June</u>	Annual Report to Quarterly Meeting Meeting Secretary’s Annual Report Office Oversight Committee Annual Report Religious Education Short Report
<u>July and August</u>	No regularly scheduled Monthly Meeting