

User's Manual Corvallis Monthly Meeting

July 2010



This manual is designed to serve as an ongoing guide and reference source for information and policies of Corvallis Monthly Meeting.

For more complete information on Friends' beliefs and practices please see North Pacific Yearly Meeting's manual titled *Faith and Practice*. The online version can be found at http://www.npym.org/NPYM/org_info/f_p/index.html

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An Introduction to Quakers

Who are the Quakers?

Founded in 1652 by George Fox, Quakers (The Religious Society of Friends) spread from England to America, Europe, and every continent in the world. The Friends' way of life emphasizes simplicity and humility.

Quakers made up a major part of the population in several of the early American colonies. The influence of Friends can still be seen in our Constitution and form of government.

Friends' deep spirituality has been, and still is, a source of profound social activism. Over the centuries this activism has included early equality for women and active opposition to slavery, along with the major Friends' concerns for religious freedom and avoidance of war. Friends strive to "live in such a way as to take away the occasion of all war." These and similar concerns continue today, with Friends still active with regard to peace and social equality.

How do Quakers worship?

As in other unprogrammed Meetings, Corvallis Friends gather for worship in silence. When you join us, you will find people sitting quietly. Occasionally someone may speak briefly, after which the Meeting settles back into silence. No designated minister speaks or prays at an appointed time.

What happens in the silence? Each person present shares the responsibility for worship and may share in its blessing. The idea is to open yourself as fully as possible to receive God's messages. Friends strive to attain a "centered" Meeting, in which the presence of God is deeply experienced by the gathered worshippers.

Some Friends meditate. Some consider a phrase, or an image. Others simply wait expectantly. Some try to relax as fully as possible. Some consider a particular problem they or someone else is currently experiencing. Do whatever works best to open yourself to God's presence in our midst.

If you feel led by God, speak to us. However, directly responding to messages of others is discouraged. After someone has spoken, wait a few minutes before speaking yourself.

After an hour of worship, a designated member closes the Meeting by shaking hands with another.

What do Quakers believe?

There is no set creed or belief for the Religious Society of Friends. Each worshipper is responsible for his or her relationship with God, and the experience of each will be different.

The only near-universal belief is that there is an Inward Light, a spark of the Divine, that of God in every person.

Friends do publish Queries, which are not statements of belief, but rather are designed to strengthen our spiritual awareness through questioning. The intent is to bring up important areas of life for examination in the light of God's guidance. Corvallis Meeting considers and answers a set of Queries at each Monthly Meeting for Business. An example: "Do we center our lives in the awareness of the presence of God so that all things take their rightful place?"

Who has authority among Quakers?

Corvallis Friends Meeting has no one person with the authority that a pastor would exercise in a church.

The Meeting does have a Clerk, who presides at Meetings for Business. It also has a number of committees to carry out the necessary business of the Meeting. Members and attenders share in this work. Decisions of committees are reached in accordance with Friends' practices for business.

Meetings for Business are conducted in a spirit of worship with, we hope, God's guidance. Votes are never taken. Decisions are reached through Sense of the Meeting, following a search for unity with regard to proposed action.

The regional body of Friends known as North Pacific Yearly Meeting has written a book titled Faith and Practice which serves as the Meeting's sourcebook of Friends procedures and beliefs. Copies are available in the library.

How is the Religious Society of Friends organized?

No person or group speaks for the Religious Society of Friends as a whole. The Monthly Meeting – such as Corvallis Friends Meeting – is the fundamental unit for Friends' organization. Corvallis Friends also participate in Willamette Quarterly Meeting (Oregon) and North Pacific Yearly Meeting, the latter comprising Friends Meetings in Oregon, Washington, Idaho, and Montana. NPYM is one of several dozen Yearly Meetings which geographically organize Friends throughout the world.

By meeting regularly with Friends from other Meetings throughout WQM and NPYM, or beyond, Corvallis Friends seek to remain in close touch with leadings of Friends elsewhere, and to test our own leadings against a wider group of Friends.

Meeting finances

Everyone is welcomed into the Meeting as member, attender, or visitor without regard to donations.

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Financial needs of the Meeting are met through contributions of members and others taking part. Donations may be made personally or by mail to the Treasurer, or may be placed in the container kept on the table with the visitors' register.

Religious education

Corvallis Meeting's religious education program for children and youth takes place simultaneously with Meeting for Worship, with the young people joining Meeting for the last few minutes. The program each week is led by one or more volunteer teachers from the Meeting. Child care for younger children is also available.

Our religious education program for adults takes place during First Hour, at 9:30 a.m., encompassing a wide range of discussions on spiritual and social topics.

How to join Corvallis Friends Meeting

To participate in the Meeting, simply come. Attenders are always welcome.

After becoming familiar with us, if you wish to apply for membership in Corvallis Friends Meeting, please write a letter to the Clerk of the Meeting stating your request. Meeting will designate a small committee to meet with you and discuss membership, and then report to Business Meeting.

The only belief most Friends hold in common is that there is that of the Divine in every person. There is no standard test or creed required for membership. Rather, it is a matter of seeking God's guidance.

Membership is a two-way commitment of Member to Meeting and Meeting to Member, with the expectation that the Member will continue to search for a better relationship with God (however perceived) and with fellow humans.

Corvallis Friends Meeting welcomes new members, and we hope that those who worship with us and find the Meeting to be a suitable spiritual home for them will so acknowledge, as way opens, by requesting Membership.

History of Corvallis Monthly Meeting

Corvallis Monthly Meeting Early History

Written by Mildred Burck with assistance from Crystalle Davis

When Robert and Lyra Miles Dann came to Corvallis in the 1920's, William and Grace Lawrence were already here. They found a few others and started a Quaker Worship Group. It met twice a month on Sunday evenings. The Unitarians met on alternate Sunday evenings and a few of our group attended there also. Some also went to the combined Congregational-Presbyterian Church on Sunday mornings.

There were also a few Friends {Quakers) in Portland, Salem, and Eugene. Once a month we all met in Salem for Worship, a potluck lunch, and a Meeting for Business. Beginning in 1931, a few Friends attended the annual meeting of the Pacific Coast Association of Friends.

Cliff and Kim Maser and Clarence and Mildred Burck came to Corvallis in the 1940. When Pacific Coast Association of Friends became Pacific Yearly Meeting in 1947, our Salem group became the Willamette Valley Monthly Meeting. We began to transfer r memberships! We also became part of Northwest Quarterly Meeting which included Vancouver and Victoria (British Columbia) Monthly Meetings.

Russell and Beulah Thornburg came in the 1950s. This seemed like a good time to consider the possibilities of a morning Meeting for Worship. We held a meeting of members to plan. We found that we could rent two rooms in the Memorial Union on the OSU campus. When we talked to the rest of the group we offered to continue the evening meetings, but they felt this was unnecessary. A few joined with us in the morning, and others continued in their own churches.

We learned that Westminster House at 23rd and Monroe had space available. We found that the McClean room made a very satisfactory Meeting Room. Paul and Crystalle Davis had moved to Dallas, OR, in 1952. They attended Salem Meeting until they came to Corvallis in 1964. Henry and Jackie Van Dyke moved to Monmouth n 1960 and then to Corvallis in 1963. Ruth Jones and Miriam Albertson came in 1967.

In the Fall of 1969 we began to talk about a place of our own with more satisfactory space for children. Ruth Jones suggested that we might like to look at her rental house which was empty. It was a house with three small bedrooms at 33rd and Polk. We visited and sat around on the floor as we considered. We were able to get some chairs and we moved in. We held Meeting for Worship in the living room while Clarence Burck and Paul Davis worked on converting the double car garage into a Meeting Room. The garage door was replaced with windows and the room was completed with the addition of paneling and baseboard heating, and, later on, some carpet. After Ruth Jones died, her son, Ted Jones, gave the house to our Meeting. It has been a good meeting place for 27 years.

CORVALLIS FRIENDS MEETING CALENDAR OF REGULARLY OCCURRING EVENTS

Revised 09/09/05

September	Planning for Retreat Day - Outings
October	Willamette Quarterly Meeting – often the first weekend in October Corporation report and fee due to Sate of Oregon NPYM Steering Committee Meeting Update meeting address list
November	Payment of one-half of NPYM financial support Payment of City of Corvallis and Benton County – in lieu of taxes Pre-nominating committee needs to meet.
December	Christmas celebration Christmas party New Years Eve or Day
January	Pre – nominating Committee meets to refill nominating comm. vacancies Payment for subscriptions to <u>Friends Bulletin</u> NPYM Steering Committee
February	Second Payment of one-half NPYM support Willamette Quarterly Meeting for Business at Corvallis Meeting House
March	NPYM Steering Committee Meeting Preparation of State of Society report (due at spring Q.M. in May)
April	Easter Celebration Sunrise Service on Easter Morning
May	Willamette Quarterly Meeting – 1 st weekend NPYM Steering Committee Meeting Nominating Committee report preliminary Announcement of annual corporation meeting
June	Annual Meeting of the Meeting Corporation (legal entity) Nominating Committee report Finance Committee presents budget for the next year
July	Beginning of the Meeting Year - July 1 Annual Session, North Pacific Yearly Meeting NPYM Steering Committee Meeting at NPYM
August	

Committees Do Much of the Work of the Meeting

“Committees are tools the Monthly Meeting may use to facilitate its business. Meeting have found that much of their work can be done more appropriately in small groups than in the body of the Meeting or by individuals.

Members of committees need to be carefully selected according to their abilities and concerns. Appointments to a committee are for a definite term of service and often are arranged so that terms overlap, to insure continuity. Meetings customarily appoint experienced and capable members of the Society of Friends to the Committee on Worship and Ministry, the Committee on Oversight, the Nominating Committee, and as clerks of most committees. The purpose is to assign those responsibilities to persons of spiritual depth who are familiar with Friends Faith and ways of organizing and conducting Meeting work. When Meetings identify such persons, even though they may not be members, they may choose to invest them with those responsibilities.

Committees conduct business in the same manner as does a Monthly Meeting, waiting on the Spirit to find direction in their operation and unity in their decisions. It is important that members of committees and clerks especially attend Meeting for Business regularly in order to assure smooth coordination between the committees and the Meeting.

It is important that committees keep minutes of their meetings and report to the Monthly Meeting regularly. All action of committees in the name of the Meeting is subject to approval by the Monthly Meeting. In bring a matter to the Meeting for Business, it is useful for the committee to supply a concise summary of background material and a clear statement of the kind of response wanted from the Meeting. In the Meeting for Business, Friends need to consider carefully the recommendations of a committee, and at the same time not re-do the work of the committee. Mutual trust between the Meeting and a committee and faith in the power of God over all will help achieve the proper balance.

Attention to the above guidelines will aid in making committees useful tools rather than extraneous burdens in carrying out the business of the Meeting.”

NPYM Faith and Practice

New Structure 2005 (Revised 7/10/20)

In an attempt to lessen the number of committees and committee meetings we will be trying a new structure with fewer committees.

The new structure will use a more task oriented structure. In other words some of the tasks which used to fall under committees will now be done by individuals or small task work groups. Many of these tasks will be done by “Resource People”, volunteers who agree to take responsibility for a certain task or set of tasks. Below is a list of some of these tasks which the meeting would like find people to do.

Monthly Meeting for Business

Clerk Recording Clerk Treasurer Corporation Off.		Nominating C. Clerk Nominating Com.		M & O Clerk M & O Committee. <ul style="list-style-type: none"> • Host 		Ed. C. Clerk Ed Committee <ul style="list-style-type: none"> • Librarian Children’s Program 		Clerk P, J, &E Peace, Justice, & Environment Committee (Committee Created Oct. 10, 2010)	
Major Maintenance Volunteer Coordinator <ul style="list-style-type: none"> • Heat • Light • Roof • Painting • Major Repairs 		Grounds Keeping Volunteer Coordinator <ul style="list-style-type: none"> • Lawn Mowing volunteers • Outdoor Workdays 		House & Hospitality Volunteer Coordinator <ul style="list-style-type: none"> • Social Events • Minor Repairs and supplies • Cleaning Service Contact • Indoor Workdays 		Communications Volunteer Coordinator <ul style="list-style-type: none"> • Membership/recorder • Directory • Meeting Users Manual • Newsletter Ed • Newsletter Production/Dist • Website Coordinator • E-mail List Coordinator • Historian/archivist 		Representation to Community Volunteer Coordinator <ul style="list-style-type: none"> • NPYM • WQM Winter Gathering Coordinator • We Care • Stone Soup • AFSC • FCNL • FGC • FCUN • FWCC • FUM 	

The nominating committee will contact members/attenders and there will also be opportunities for individuals to sign up for some of the tasks at the Meeting House.

The acronyms listed in the last column are Quaker groups which we as a Meeting have some relationship with. For most of these groups being a resource person would mean being a contact person (reading mailings) and keeping the meeting posted on their activities and needs. For others like WQM or NPYM it might involve representing us at meetings as well.

Volunteer Coordinators

There are five major areas of meeting activities for which there are Volunteer Coordinators.

1. **Major Meetinghouse Maintenance**
Included in this area of responsibility are: painting, the heating System, roof, lights or other major systemic problems.
2. **Groundskeeping**
Coordinates tasks related to care and maintenance of the plants and grounds.
3. **House and Hospitality**
This person coordinates the hospitality functions, social events, minor repairs, scheduling the meetinghouse, cleaning service and indoor work days.
4. **Communication**
This person sees that membership records, the printed address list and the Meeting Users' Manual are kept current. Volunteers are found to edit and print the newsletter.
5. **Representation**
This person maintains coordinates the resource people who are the meeting contacts with Quaker organizations. Examples of such organizations are the AFSC, FCNL, FCUN, FWCC, FUM, FGC, NPYM, and WQM, as well as We Care and Stone Soup.

Volunteer Coordinators General Task description

1. Collects information and work requests from the Meeting as a whole.
2. Delegates jobs to *resource people* who have volunteered or hires the work done.
3. Gathers special interest meetings for guidance or decision making.
4. Does not perform work, but coordinates the effort of others.
5. Should there be no volunteer available, is gracious enough to let some of the work go undone.
6. Reports to Meeting when needing guidance and every **March** for appraisal of the state of the Society.

Volunteer Coordinators Consult with the Meeting Community

1. It will be important to talk with the meeting treasurer about any **significant** expenditures.
2. The volunteer coordinators will need to inform the clerk each month before business meeting of actions and activity in their area of responsibility.

3. Each volunteer coordinator will submit an annual report of activity in their area of responsibility to the Meeting in preparation for the State of Society Report. This simple document will be most helpful if provided by March at latest.
4. Major changes to established policy or practices of Corvallis will need to come to the Meeting for Business for approval. Volunteer coordinators should consult with the Clerk to determine if this is needed in a particular **case**.
5. Proposed public positions statements on behalf of the meeting will need to come Meeting for Business for approval.

Resource People

Some resource positions are long term assignments. Others may serve for the duration of a special project and end when the project is completed or abandoned. The idea here is to create more flexibility and minimize guilt.

We anticipate that the Nominating Committee will find numerous Friends willing to be listed as Resource People, often for several different functions. This listing does not imply a Friend's commitment to steadily perform a particular function, just her or his willingness to be asked to work on project(s) of that nature.

Corvallis Officers, Volunteers, and Committee Duties

Terms of Office: In most cases the terms of office are from July 1 through June 30.

Clerk and Assistant Clerk

The Clerk:

1. Coordinates with conveners of meeting committees and volunteer coordinators to prepare agenda for Meeting for Business.
2. Presides at Meeting for Business, whether regular monthly meeting or a called meeting. Assures that all Friends who wish to be heard. Formulates sense of the meeting when and if it exists.
3. Calls special Meetings for Business when events require.
4. Handles correspondence, inquiries, and other interactions between Meeting and the wider community as required. This includes putting in place measures to insure that telephone messages left on the Meeting's phone are responded to in a timely manner.
5. Serves ex-officio on Ministry and Oversight Committee.
6. Is available for advice and consultation with members and attenders as a person who is central to the communication process and generally is aware of what is happening in the meeting.

Requirements:

Must be a member of Corvallis Friends Meeting with interpersonal skills and knowledge of Friends practice.

Recording Clerk

The Recording Clerk is responsible for attending the Monthly Meeting for business and preparing minutes which record the significant business conducted.

May also work with the clerk in wording minutes which capture the sense of the meeting on a particular issue.

Attends specially called meeting for business and recording them.

Searches for a substitute on occasions when they are unable to attend a Meeting for Business.

Prepares copies of the minutes and sends them to the Clerk and Newsletter Editor for publication in the meeting newsletter.

Recorder

The Recorder faithfully keeps an accurate record of the membership as provided for on the form recommended by the Yearly Meeting (See page 65 of *NPYM Faith and Practice*).

Such records cover the vital statistics pertaining to the member and the member's immediate family. It is important that changes relating to membership, such as births, deaths, transfers, releases or marriages be promptly recorded.

Each spring the Recorder is responsible for filling out a questionnaire from the Yearly Meeting giving statistical and other information regarding the Monthly Meeting.

The recorder should also make arrangements for other important records to be properly taken care of.

Treasurer and Assistant Treasurer

Duties:

1. Collect contributions, deposit them, pay bills, balance checking and savings accounts, transfer moneys between checking and savings accounts.
2. Prepare monthly reports to the Meeting.
3. Investigate and recommend possible savings vehicles for the Meeting.
4. Prepare annual receipts for contributions to contributors.
5. Occasionally accept and process donations for specific causes (i.e. FOR Bosnian Student Project) and provide receipts for contributors.
6. Prepare annual budget in consultation with Finance Committee. Tracks expenditures against the budget.
7. Keep records of payments made.
8. Prepare the annual Meeting budget for consideration by the Meeting for Business.
9. They also consider various issues related to Meeting finances when so directed by the Monthly Meeting.
10. They may also suggest amendments to the budget in the event of unanticipated changes.

Committee on Ministry and Oversight

1. Is entrusted with oversight of the spiritual life of the meeting
2. Ministers to individuals based on their particular needs
3. Forms clearness committees for membership, marriage, or other decision points in people's lives or at times of interpersonal difficulties
4. Is responsible for special Meetings for Worship for marriage or in memory of people related to Meeting following their death
5. Is responsible for the State of the Society Report for Quarterly Meeting.
6. Gathers information, solicits different points of view, and reflects on important issues facing the meeting. Makes recommendations to the Meeting for Business when necessary.
7. Monitors the general health of the meeting and considers ways to facilitate spiritual growth and harmony in the meeting
8. Forms Care Committees to coordinate pastoral care for friends in times of need.

NPYM Coordinating Committee Representative

1. Attends and represents Corvallis Meeting at the NPYM Coordinating Committee when able.
2. Keeps abreast with the activities of the Coordinating Committee through minutes as other communications from the Coordinating Committee.
3. Reports and explains NPYM business items to Corvallis Meeting and carries back its responses to business if items are referred to local meetings.

Meeting House Use Scheduler

1. Works with the House and Grounds Contact person and resource people in recommending and regulating the use of the Meeting House.
2. Serves as the contact person for scheduling the use of the Meeting house and oversees the collection of fees for house use when this applies.
3. Maintains a record of the scheduled use of the house and keeps a current copy available at the meeting house so members can check on the availability for planning purposes.

Librarian

1. Acquires and catalogs appropriate books and periodicals
2. Makes provision and supervises the circulation of books and periodicals from the collection
3. Recommends reading appropriate to individual interests and needs upon request
4. Makes budget request to budget committee
5. Considers the function of the library, recommends improvements in physical arrangements (shelving), acquisition policy, etc, and makes recommendations to meeting for business

Willamette Quarterly Meeting Winter Hosting Coordinator

Corvallis Meeting is Currently Hosting the Willamette Quarterly Winter business meeting on a Saturday in the Winter.

This means that a person or persons must be found to make arrangements for this event.

Newsletter Editor

The Newsletter Editor is responsible for producing 11-12 newsletters per year. The Newsletter Editor gathers information, places it in Word-processing or Desk-top Publishing format, reproduces, addresses and mails the Newsletter to Friends.

The Newsletter Editor gathers information. The Newsletter contains minutes of the past monthly meeting; calendar information, including the adult-education schedule; reports from activities sponsored by the Meeting; and timely news of interest to Friends.

The Editor sets deadlines and expects to receive this information from Friends, but also must be prepared to send reminders and call Friends for the needed information. Friends appreciate reading of meeting activities in the Newsletter. The editor either writes these reports or finds other Friends to write them.

The Newsletter is usually produced and made available at the Meeting for distribution to Friends on the Sunday before Monthly Meeting. The Newsletters that are not picked up at that time are then mailed. However, the editor can mail all Newsletters if necessary.

The Newsletter Editor maintains the mailing list for the meeting. The Newsletter Editor from time to time should forward address changes that he or she is aware of to the Directory Coordinator. The directory list has at least four components: (1) active members and attenders; (2) inactive members; (3) Friends from afar; (4) other Quaker Meetings and

Organizations. The Newsletter editor remains alert to new attenders who may wish to receive the Newsletter.

In the summer there may be a combined July-August issue.

The Newsletter is usually reproduced at a commercial copy facility. It works well to place it in an 11x 17 format, folded like a book. Sometimes inserts are prepared for special information such as the mailing list, telephone tree, survey from a committee or information from Quarterly or Yearly Meeting. The Newsletter Editor may choose to place addresses on labels or to hand-write addresses.

Religious Education Committee

Mission:

Children's Education

To prepare youth for participation in Quaker meeting for worship; To help youth discover their own leadings; To prepare youth to understand Quaker process and tenets, and to live in the World according to that faith.

At least three members filling a year-long appointment. The committee primarily provides religious education in the broadest sense. Week by week the committee ensures something of value is available for young people in spiritual development, or living out our testimonies as Friends. Beside committee members, other Friends are often recruited to provide one or more sessions.

The committee has a convener, who schedules meetings with members and coordinates its activities, including child care for youngest Friends.

Although appointed in June, the main effort begins in September and generally conforms to school calendar. In Summer the activity level lags.

Adult Education

1. Arranges for adult educational programs before or after meeting for worship
2. Plans and organizes occasional evening programs, discussions, workshops and study groups
3. Consults with individuals, groups, or other committees regarding the coordination of other programs

Prenominating Committee

The Prenominating Committee selects individuals to serve on the nominating committee. This separate committee exists to avoid any problems that might arise from the nominating committee nominating and perpetuating it's self. It meets in November to insure that the nominating committee can start functioning in January.

Nominating Committee

Minute 2005.04.01: Business meeting approved redefining the terms for the Nominating Committee so that the terms will begin in January and end on December 31. The terms will be for 3 years and will be staggered. It is the task of the Pre-Nominating Committee to find members for the Nominating Committee.

November - Pre-nominating Committee Meets.

March Nominating Committee sends out survey as to what people want to do for the following year, emphasizing politely that the requests are for Nominating Committee guidance and not necessarily work orders.

April Nominating Committee works on results of survey if one sent out.

May Nominating Committee submits preliminary report. Should be fairly firm

June Meeting accepts final Nominating Committee report. with only a few questions.

July New people take their places.

We Care Representative

We Care is a cooperative venture of the Friends Meeting with other area religious groups. Mission stated in the enclosed pamphlet. One meeting representative to the group – liaison and promotions function.

What We Care Does

It provides a one-time financial assistance to residents of Benton County in emergency situations when

No other help is available from public or private sources, and

It appears that they will be able to manage successfully after a single assist.

90% of funds distributed help with rent or utilities.

40 – 45% of those affected are children.

Stone Soup Volunteers

A cooperative venture of several organizations (all religious) in the feeding of needy persons in Corvallis. The Corvallis Meeting provides several individuals to serve a dinner meal the 2nd Thursday of each month at St. Mary's Roman Catholic Church.

Directory Coordinator

Maintains and periodically publishes a list of current members and attenders with their addresses and telephone numbers.

House and Hospitality Volunteer Coordinator

This area of work covers a wide range of needs of our Meeting Community. The Volunteer Coordinator needs to maintain good communication with individuals on the Major Maintenance Committee and the Groundskeeping Committee, and with the Corvallis WQM Coordinator. (The WQM Coordinator takes the lead in organizing our hosting of the WQM Business Meeting and potluck usually held in February at the Corvallis Meetinghouse.)

The range of supervision covered here includes:

1. Social events of the Meeting community: Collect volunteers to plan and carry out holiday potlucks, receptions for marriages, and memorials when requested.
2. Minor repairs: Check for light bulbs needing replacement; clean, oil and adjust of equipment and fixtures; find a volunteer to attend to any needed repair or minor cleaning.
3. Monitoring household supplies: Soap, paper towels, toilet paper, coffee/tea/sugar etc. and asking a volunteer to purchase items needed. (Meeting reimburses these costs.)
4. Be in contact with our contracted cleaning service if necessary.
5. Determine when indoor work days are needed and publicize through Meeting channels to recruit volunteers; schedule the day and supervise those who come to help.
6. Coordinate refreshments for social time after Meeting for Worship each Sunday. This includes lining up volunteers to bring snacks, heat water, put out snacks and drinks, and clean up.

Representative to *The Western Friend*

Our Meeting has a long-standing commitment to sustain this regional Quaker publication, and so the policy has been for the Meeting to pay for the subscription of all members and attenders every year. This group sign-up arrangement also gives each subscriber a lower rate than individual subscriptions.

In recent years, we have made several surveys of all members and attenders to let people opt out of receiving the journal, to help folks simplify their mail.

Procedure for the representative:

1. Usually in November, the magazine sends the meeting representative a letter verifying that you are indeed the representative, and, if not, to please pass the information enclosed on to someone who will serve as representative.
2. Among the materials is a computer listing of all our members and attenders who have been on the subscriber list in the past year. You are to go through it and draw a line through the name and address of any person on that list who you know has left Meeting, died or previously indicated they did not want to receive it.
3. Count up the remaining people on the list, multiply by the subscriber rate for group people, and send a small note with those figures, and a copy of the list, to the treasurer of Corvallis Friends Meeting. Ask the treasurer to hold off paying it until you let her know in late December that the list is complete.
4. Meanwhile, get a note in the newsletter as soon as possible inviting people who don't get the magazine to let you know if they'd like to receive it; also invite members/attenders who wish to, to send their subscription money to Wendy to help defray the cost of their subscription to the Meeting, which otherwise pays for it. Personally check with new attenders, especially college people, to invite them to receive the magazine courtesy of Meeting, and if they wish to receive it, add their name to the list as "new subscribers." These are charged a lower rate.
5. In late December, send any additional names you've gathered to Wendy, and tell her it is OK to pay the subscription bill. You should also give her the address where it should be sent. This address may differ from what is in her records, so you should give it to her every year. It is usually somewhere on the last lines of the list of names, but she may not see it.

WQM Winter Business Meeting Coordinator

In recent years Willamette Quarterly Meeting (WQM) has met three times a year. The spring and fall are weekend gatherings of Friends from Oregon, usually held at a camp. (In 2010 it was decided to encourage new types of experimental gatherings in place of the Fall Gathering.) In the winter there is a day scheduled for WQM Meeting for Business at the Corvallis Meetinghouse, usually on a Saturday in February. Part of hosting the meeting is providing refreshments and a noon meal.

The WQM winter quarter meeting date is chosen at Fall Quarterly Meeting, and the information will be passed on to you by an attender or by contacting the WQM Clerk after the October meeting ends. The date should also be available on the WQM Web site, www.willamettequarterly.org or in the minutes posted there.

Duties to prepare for the Winter Quarter meeting:

1. As soon as you know the date, contact the Meetinghouse scheduler to reserve that day for WQM.
2. About Christmastime or early after New Year's, contact a person in Salem Meeting to let them do their planning for their share of the noon meal preparation. Check the NPYM directory to see who the clerk of Salem Meeting is. It helps to let them know of any meal theme, so they can be thinking about what to bring. Generally they bring desserts, salads, finger foods, chips, dips, etc. You can remind them of this list, so they remember they don't have to do main dishes or anything hot/soupy/hard to transport by car. Ask your contact person to pass on to you the name and e-mail address of the person in Salem Meeting who will likely be helping organize this, so you can contact them later on yourself if you need to. In the past, that person has written an e-mail to our coordinator directly, reporting what they plan to do and asking if there is anything else they should know, etc. If they do that, you will know they are on deck and you can stop worrying about that! Contact the clerk of Salem Meeting to coordinate with them.
4. Get notices in CFM newsletter for the February issue and also begin announcing WQM winter quarter date several times in January, continuing into February. The notice should include:
 - a. The date
 - b. A call for volunteers to help prepare main dishes (you need 7 or 8 main dishes, each to feed 8 or more people)
 - c. A request for people who can house WQM attenders Friday or Saturday evening
 - d. The need for people bringing children to notify you at least a week before the week of the meeting date so you can provide child care. If no one tells you this, then you don't hire a baby-sitter.
3. At the same time you do that, write to WQM clerk and tell him/her your same notice (#3 above) and remind him/her to remind other Meetings to let you know early, if anyone coming from them will need childcare or overnight accommodations for Friday or Saturday night.
5. If you need to hire child care, ask around among friends to find out who is a very responsible person (adult or older teen) who can be hired for the day. Contact that person

and arrange for the full 7-hour day, with the agreement that the person comes early to begin with and stays through lunch (free for them) and then they are free after that if in fact no children actually show up as forecast. Guarantee them the morning's pay. Pay that person yourself, and get reimbursed via CFM treasurer, by a note with amount and purpose.

6. As the time approaches the meeting date, check with CFM hospitality person about the condition of supplies: toilet paper, paper towels, etc.; go to the kitchen yourself and scan around for sugar, tea, coffee, stirrers, paper plates, napkins, plastic utensils, hot and cold cups, etc. Don't worry about being green—just don't get into washing dishes for 80-plus people that day!
7. The person in this position generally provides arrival hospitality: coffee, tea water, teas, sugar, creamer, milk, half and half, bagels and cream cheese, napkins. Be sure these are available; get someone to go to Winco early a.m. and get fresh bagels cheap. A week ahead e-mail Jim Flory to see if he'll bring you their "samovar" for hot water dispensing. Be sure to arrive early enough so that you can heat the water and perk the coffee. You need to bring extension cords and power strips and you can't plug both the coffee urn and the tea water into the front room electric socket, as it will blow a fuse.
8. Miscellaneous things that are nice: buy name tags and colored markers for names; colored markers can also be used for people to put their names on their paper cups and set them aside for use through the day.
9. Any purchases you make in the above duties, send for reimbursement from treasurer of CFM, or, if you prefer, consider it a donation.
10. The week ahead, call or e-mail one or two strong men to help you move chairs, benches, etc. early morning on the day of the meeting. If they are coming to the meeting and can stay late after, also ask them to help you restore the Meetinghouse to its usual form, for next morning's Meeting for Worship.
11. Be sure the kitchen is clean, any leftover food still there is in the fridge, no burners are on, etc. Take with you ALL THE TRASH generated by this gathering, and dispose of it at home.
12. At announcement time next Meeting for Worship, let people know how WQM went and thank all the volunteers who helped set up, clean up, and bring food.
13. Write a short report of your experience with suggestions based on your experience for the person who will do the coordinating for this event next year. Place your report in the WQM Coordinator's folder or notebook.

July 2010

Becoming a Member of Corvallis Monthly Meeting

(Modified excerpt from NPYM Faith and Practice – Bold text indicates modified language. Changes are suggested to increase the involvement of Ministry and Oversight in the process and modify language which has troubled Corvallis Friends as reflected in the last discussion about membership at meeting for business.)

A person who is considering joining the Society of Friends should, through consistent attendance and study, come to have a sympathetic understanding of its faith, its way of worship, its manner of conducting business and the responsibilities of membership. Important also is familiarity with the Yearly Meeting discipline, its Faith and Practice, and with the history, principles and testimonies of the Religious Society of Friends.

The **approval of** membership in the Society of Friends is made in a business session of the Monthly Meeting. An applicant for membership writes a letter to the Monthly Meeting expressing a desire to become a member and is encouraged to include reasons for wanting to join the Religious Society of Friends. The letter is given to the Clerk of the Meeting who promptly acknowledges its receipt and forwards it to the Clerk of the Committee on Oversight

The letter should be read to the Monthly Meeting either at the first meeting following its receipt or at the time the overseers report on the application. The Committee on Oversight appoints a clearness committee of two or three Friends, at least one of whom is a member of the Committee on Oversight, to meet with the applicant. This clearness committee, after making sure that the applicant has a copy of Faith and Practice and has become familiar with it, arranges for a time and place for one or more visits with the applicant.

These visits serve to determine the readiness of the applicant and the Meeting for this membership by providing an opportunity (1) for Friends on the clearness committee to become acquainted with the applicant on a deeper level, (2) for the applicant to ask questions and (3) for the visiting Friends to provide any help needed to prepare the applicant and the Meeting for this new membership. The topics below, many of which will appear naturally in the course of conversation, may serve as guidelines for the committee.

1. Motive for Applying
2. Responsibilities of Membership
3. Membership of Children
4. Spiritual and Theological Matters
5. Friends' Practice
6. Friends' Testimonies
7. Relationship to Other Friends
8. Relationship to Christianity and Other Religions
9. Membership and Personal Problems
10. Education
11. Membership Procedure

For more details see http://www.npym.org/NPYM/org_info/f_&p/index.html

These topics are not meant as an examination nor is it expected that there are “right” or “wrong” answers. Their value lies in what they may reveal of the experience of both the counseling Friends and

the applicant in seeking and discovering Truth. Sufficient time should be allowed to insure mutual understanding and trust. The visits should take place in the spirit of a common search.

When the committee and the applicant feel that they have come to clearness it brings it's recommendation to Ministry and Oversight which then makes a recommendation to the Monthly Meeting that the applicant be accepted into membership. Final action on the recommendation is delayed until the following Monthly Meeting to allow Friends and the prospective member to become better acquainted with each other and to give Friends who have questions or reservations about the applicant an opportunity to explore these with the Committee on Oversight. It is customary for the applicant to withdraw from the Monthly Meeting during deliberations about this membership. A member of the Committee on Oversight, other than one who has served on the visiting committee, usually accompanies the applicant. Upon approval of the application, the Meeting minutes its acceptance of the new member, appoints a committee of two or more to provide a warm welcome into the Meeting fellowship and arranges for the completion and filing of the Membership Record. The welcoming visit also gives new members an opportunity to ask questions which may have occurred to them after they met with the visiting committee. The welcoming committee is often responsible for arranging for a Quaker book or periodical as the Meeting's welcoming gift; it reports to the Meeting when its assignments have been completed.

If the clearness committee and Ministry and Oversight agree that the time is not yet right for membership, they may recommend postponing membership. They may encourage a wider exposure to Friends' beliefs and practices and a longer period of participation in the meeting before reconvening the clearness committee. It may recommend additional reading, suggest that the applicant discuss Quakerism with more members of the Meeting and arrange additional visits with the applicant. The Committee on Oversight is kept in formed and does not forward the application to the Monthly Meeting until this is recommended by the **clearness** committee. There may be times when, during this further exploration, it becomes clear to either the applicant or the visiting committee that membership is not advisable, in which case the application is withdrawn.

At the time when the Committee on Oversight takes an application to the Monthly Meeting, if there are Friends with reservations and the Meeting does not feel able to accept the recommendation of the Committee on Oversight, the application is returned to that committee. The Committee on Oversight contacts the applicant about the delay, consults with the Friends who have reservations and explores ways of resolving the situation. It may then decide to recommend that the Monthly Meeting accept the application or that the applicant withdraw the request for member ship.

Corvallis Friends Meeting Host Responsibilities

A. Opening Preparations

1. Arrive a little early to prepare the Meeting House:
 - a) Before 9:30 a.m. on Sundays when adult education discussions are scheduled.
 - b) Before 10:30 a.m. on Sundays when adult education is not scheduled.
2. Unlock the front door.
3. Front room
 - a) Turn on the front room light, if needed.
 - b) Turn up the front room heater wall thermostat to 68° F, if needed.
4. Children's and Junior Friends' Rooms
 - a) Turn up the baseboard heater thermostats in each of the two children's rooms, if needed. Be sure that there are no papers or flammable materials next to the heaters.
 - b) Be sure that there is nothing blocking the emergency back door exit.
5. Meeting Room
 - a) Open the double doors to the Meeting Room
 - b) Arrange the center chairs in a circle, leaving an open space on both the east side (near the double doors, for entry) and on the west side for entry or a wheelchair. Be sure that there is enough space between the outer and inner circles of chairs for easy wheelchair movement.
 - c) The ceiling fan on the west side of the room (away from the double doors) should be off (brown switch); the ceiling fan on the east side should be on unless it is cold.
 - d) Turn on the cupola lights if needed, and the wall lights if needed for First Hour (white switches). The wall lights should be off during Worship.
 - e) While the window blinds should be down, open the blinds on all north-facing windows and on the southwest windows only; the blinds closest to the front door should be kept closed,
 - f) Open a few windows on the north side of the room for fresh air. The windows on the south (street) side should be kept closed (for both noise reduction more warmth on one side of the room).
 - g) Open the overhead motorized windows (2) as needed.
 - To open both windows wide open (summer), press "Open."
 - To open only one of the windows, press either "1" or "2", then press "Open."
 - To only partially open a window, stop any window at the desired point while it is opening by pressing "Stop."
 - h) Do not adjust the wall thermostat.

B. Hospitality

Greet those who come, particularly those new to you. If they are new to Friends, give them a brochure. As you're led, let them know about silent worship. Refer children to child care, religious education program, or meeting for worship.

C. Closing the Meeting House

1. Meeting Room

- a) Close the side windows, leaving 1 only partially open on the north side in the winter, and 2-3 partially open in the summer.
- b) Close both overhead motorized windows in the winter (just press "Close"). During the summer, one or both can be left open.
- c) Close the window blinds.
- d) The ceiling fan on the east side (closest to the double doors) should be left on.
- e) Turn off the wall lights, and the cupola lights.
- f) Check that the rear exit is locked.
- g) Do not adjust the wall thermostat.
- h) Close the double doors to the Meeting Room. (In the summer only, one of the doors can be left open.)

2. Children's and Junior Friends' Rooms

- a) If freezing temperatures are anticipated, turn the baseboard heater thermostats in the two children's rooms to the lowest operating setting. Otherwise, turn both thermostats off.
- b) Make sure the back door is locked and that nothing is blocking it.
- c) Make sure the windows are closed.
- d) Turn off the lights.

3. Library

- a) Make sure the wall heater is off, and that there aren't any flammable materials near it.
- b) Turn off the lights.

4. Front room

- a) Turn off the heater wall thermostat in the summer, or set to 50° F in the winter.
- b) Turn off the lights.

5. Kitchen

- a) Make sure that both the oven and stove top heating elements have been turned "OFF."
- b) During the winter, leave one of the cabinet doors partially open under the sink.
- c) Turn off the lights.

6. Bathroom

- a) Leave the door partially open.
- b) Close the window (until we put a stick, etc. therefore summer use).

7. Leave the front porch light switch on (since it is controlled by both light and motion).

8. Lock the front door.

Conditions For Use Of Facilities

Corvallis Friends Meeting

1. RESPECT

The facilities are to be treated with respect as a place of spiritual growth each day of the week. The Corvallis Friends Meeting shares its facilities for activities that are compatible with Friends' beliefs. Practices that include the use of sacraments, alters, etc. are not compatible with Friend's beliefs.

2. CONCURRENT USE

While the Corvallis Friends Meeting makes its facilities available to the Corvallis community, it reserves the right to schedule concurrent use of unreserved rooms for its own use or that of others.

3. NO SMOKING OR BURNING OF ANY SUBSTANCE

No smoking or burning of any substance (tobacco, incense, etc.) is permitted. Even unscented candles may not be burned, both due to the Fire Marshal's restrictions and to avoid chemical sensitivity problems for our members, attenders, and guests.

4. FOOD

No potlucks or organized food service are permitted, since our kitchen does not meet county health codes. Brown bag meals are permitted. Trash or garbage generated by the user must be removed from the property since the Meeting does not have garbage service.

5. ROOM CONDITION AND DAMAGES

The facilities are expected to be left in the condition in which they are found. A clean-up fee will be charged if deemed necessary. The user is responsible for replacement or repair of damage caused by any user in its group.

6. PUBLICITY

When a group other than a Corvallis Friends Meeting group publicizes a meeting or activity, the advertising shall indicate the location of the event as 3311 NW Polk Ave. The name of the Corvallis Friends Meeting should not be used, and the advertising must not imply that the Corvallis Friends Meeting endorses or sponsors the event.

7. PARKING

One parking spot for vehicles with a Disabled Permit is available next to the Meeting House. Other parking is available on the street in front and on the east side of the Meeting House, and next to the school yard playground. Please respect our neighbors and avoid parking immediately in front of their homes.

8. UTILITIES

Entry to the Meeting House through the front door is wheelchair accessible, as are the hexagonal meeting room, the rectangular front room, and one bathroom. A telephone is available in the kitchen for local emergency use only. Interior lights should be turned off after use. Heat in the hexagonal meeting room is provided through hot-water tubes in the floor, and the thermostat on the wall must not be changed. Heat in the rectangular front room and small class rooms is provided by electric baseboard heaters; thermostats either on the wall or on the heaters in these rooms may be adjusted but must be turned either off or down (see #9 below) before leaving. **Be sure no flammable materials are near these heaters.**

9. CLOSING THE MEETING HOUSE AFTER USE

Hexagonal Meeting Room

Close any side windows that your group may have opened. Replace the chairs and window blinds to the normal position. Make sure the north emergency door is locked and shut tight. One overhead fan may be left running. Shut off all lights. Shut the double entry doors.

a) Rectangular Front Room

Turn the wall thermostat off during the summer and to 50 degrees F. in the winter. Be sure no flammable materials are near the heaters.

b) Small Class Rooms

Turn the baseboard thermostat off during the summer and to "Low" in the winter. Be sure no flammable materials are near the heaters. Be sure the north emergency door is locked and shut tight.

c) Kitchen

Be sure all heating elements of the stove and oven are completely shut off.

d) Interior lights

Shut off all interior lights. The exterior front door light is automatically controlled by a light and motion sensor.

e) Front Door

Close and lock the front door.

10. KEYS

A key to the front door will be issued to the applicant upon approval of the Application For Use Of Facilities. This key must not be duplicated and must be returned to the facilities scheduler within a few days of the last scheduled event.

11. PAYMENT

Fees for use must be **paid in advance**, at the time of key issuance, except for events that are continuing or scheduled for multiple dates. In the latter cases, payments must be **made monthly by the 10th of the month** for activities scheduled during the previous month. Checks must be made out to Corvallis Friends Meeting and sent to the facilities scheduler, who currently is Robert Henderson, P.O. Box 945, Corvallis, OR 97339 (Phone: 754-7047).

12. CANCELLATION

The user is responsible for payment of fees for all times reserved by the user; if cancellation of a specific reservation is necessary, the user must notify the facilities scheduler at least 24 hours in advance. As stated on the application, the Meeting reserves the right to pre-empt any facility use for its own use by giving two week's notice; the need for this is expected to be rare.

13. RENEWAL

Applications for continued periodic use will be mailed out each summer for groups or individuals using the facilities on an ongoing basis. Reservations need to be renewed by October 1st to assure your place in the following October 1 through September 30 period.

14. VIOLATIONS

Violation of any of the above conditions may be sufficient grounds to immediately withdraw permission for the group's use of the facilities and/or deny future use.

Corvallis Friends Meeting:

Policy on Meeting House use for non-Meeting functions

April 10, 2005

Background

On July 14, 2002, a policy was established for Meeting House use for non-Meeting functions. Use for non-Meeting functions was limited to one time per week, both in the evening and during the day. Use on specific days was also addressed.

Experience since that time showed that evening hours were most in demand, with limited use during the day. Thus, after reviewing the policy on April 10, 2005, the Meeting changed the policy to differentiate between daytime hours (8:00 A.M. to 5:00 P.M.) and evening hours (after 5:00 P.M.). The previous policy regarding use on specific days was not changed. The revised policy is summarized below.

Current Policy

1. Reserve either Wednesday or Thursday evening each week for Meeting use.
2. Reserve both Wednesday and Thursday evenings of the week prior to Meeting for Business for Meeting use.
3. Reserve all day Sunday for Meeting use, with limited exceptions.
4. Reserve all day Saturday for non-recurring use only.
5. Recurring use for non-Meeting functions, Monday through Friday:
 - a) 8:00 A.M. to 5:00 P.M.
Groups can request use of the facilities during daytime weekday hours for up to three times per week, or a maximum of 12 hours per week.
 - b) After 5:00 P.M.
Limited to one time per week.

This policy will be reviewed after a period of time to evaluate how it is serving both the Friends Meeting and community groups.

CORVALLIS FRIENDS MEETING

Facility Use Fee Structure (Non-Meeting Use)

The Corvallis Friends Meeting welcomes the sharing of its facilities for activities that are compatible with Friends' beliefs. The facilities are to be treated with respect as a place of spiritual growth each day of the week. Use fees are charged to help maintain the facilities.

Normal use of the facilities is restricted to either of the two largest rooms (hexagonal Meeting room, or rectangular front room), as requested by the user on the application. One room at a time is used. Reasonable use of the restrooms, kitchen space, and telephone (limited short local calls only) is assumed. For recurring activities, facility use is limited to one time per week.

A. For-profit users: \$12./hour

Participants may be charged a fee or expected to pay a donation, and the group, or any individual associated with the group, may benefit financially from an activity using Meeting House facilities.

B. Non-profit users: \$6./hour

Participants must not be charged a fee or expected to pay a donation, and the group, or any individual associated with the group, may not benefit financially from an activity using Meeting House facilities.

C. Non-Meeting use by a Corvallis Friends member:

- 1) Special one-time personal use, non-profit, non-repeating (e.g., a child's party, family gathering, etc.): No charge.
- 2) For-profit use: (Same as A).
- 3) Repeating non-profit use: (Same as B).

D. Fee waiver request by a non-profit group as a special circumstance:***

Our Meeting recognizes that, for some non-profit groups, even the non-profit use rate might be a hardship. Waiver of the fee is possible, upon review by the Friends Meeting for Business.

Non-profit groups starting up or organizing their structure or budget in the beginning phase may apply for a fee waiver. In this special case, they may also request up to three free sessions to avoid delay of their formation process. The Scheduler and the Clerk of the Friends Meeting will jointly consider this special request. Consideration of further fee waiver continuation will follow the normal application process.

To request a fee waiver, any group must complete an application that includes providing information to the Friends Meeting about their mission, budget, and estimated degree of impact of their use on the facility. In addition a brief statement should affirm that paying the fee would create a hardship.

An Application Form for Waiver of the Use-fee for Non-Profit Groups may be requested through the building-use scheduler. Please allow up to two months time for the Friends Meeting to consider your application.

Fee waivers that have been granted will be reviewed annually by the Friends Meeting.

* Fee structure adopted January 2001

** Use frequency policy adopted July 2002

*** Fee waiver policy adopted February 6, with additions (review) adopted March 13, 2005.

Application For Use Of Facilities

Corvallis Friends Meeting, 3311 NW Polk Ave., Corvallis, OR 97339

Please fill out this form and submit it to the facilities scheduler. Space is not reserved or scheduled until this application is returned. A copy will be returned to you confirming the reservation if approved. The Meeting reserves the right to pre-empt any facility use for its own use by giving two week's notice.

Application Type

- New
 Renewal (Covering the period from September 1, 2004, to August 31, 2006.)

Application Date _____

I am applying on behalf of _____

(Name of organization or individual)

for permission to use the specified rooms in the Corvallis Meeting House (check below; fee will vary with number of rooms):

___ Hexagonal Meeting Room; ___ Rectangular Front Room; ___ Small class rooms (circle: 1 or 2).

Usage will be: ___ One time only; ___ Weekly; ___ Monthly; ___ Other _____.

Month and date: _____, Day of the week: _____, Hours: From _____ to _____.

Month and date: _____, Day of the week: _____, Hours: From _____ to _____.

(Use additional sheets if necessary.)

Describe intended usage (If this is a new application, please introduce your group or activity, describing the proposed activities and how they fit into the Friends' desire that the facilities be treated with respect as a place for spiritual growth each day of the week; use the back side of this sheet or additional sheets if necessary.)

Estimated number of persons attending _____. Will a fee be charged, or donations solicited? _____

Person responsible for billing: _____

(Name; address and phone number if different from applicant)

I have read the information titled *Conditions for Use of Facilities* and agree that the facilities will be used in accordance therewith. I also agree to be responsible for the conduct of those coming to or participating in the activity for which this application is made, and for any damage beyond normal wear and tear which may occur as a result of this activity.

(Signature) (Phone No.) (E-mail Address)

(Mailing Address)

Note: Applications should be mailed to the facilities scheduler, Robert Henderson, P.O. Box 945, Corvallis, OR 97339. Checks for payment of the user fees should be made out to Corvallis Friends Meeting and also mailed to the facilities scheduler.

Office Use Only

The fee for facility use specified in this application is: _____

Date key issued: _____ to _____; Date returned _____

Date fee paid in full: _____

Application Form for Waiver of Facility Use-fee for Non-Profit Groups

Corvallis Friends Meeting, 3311 NW Polk Ave., Corvallis, OR 97339

The Corvallis Friends Meeting recognizes that, for some non-profit groups, even the non-profit use rate might be a hardship. Waiver of the fee is possible, upon review by the Friends Meeting for Business.

Non-profit groups starting up or organizing their structure or budget in the beginning phase may apply for a fee waiver. In this special case, they may also request up to three free sessions to avoid delay of their formation process. The Scheduler and the Clerk of the Friends Meeting will jointly consider this special request. Consideration of further fee waiver continuation will follow the normal application process.

To request a fee waiver, any group must complete an application that includes providing information to the Friends Meeting about their mission, budget, and estimated degree of impact of their use on the facility. In addition a brief statement should affirm that paying the fee would create a hardship.

Please allow up to two months time for the Friends Meeting to consider your application. Fee waivers that have been granted will be reviewed annually by the Friends Meeting.

Please fill out this form and submit it, together with the appropriate documentation, to the facilities scheduler.

Date: _____

Name of Group making request: _____

Name, address, and phone number of contact person:

Description of the mission or purpose of your group:

Friends Meeting has particular interest in groups working in areas related to our Testimonies of Peace, Equality, Simplicity, and Community. Please outline ways in which your group's mission or work relate to and may extend our own concerns:

Brief summary of your group's budget; you may attach your most recent financial statement or make a brief summary here:

Briefly describe the use you expect to make of the facility (e.g., number of people, any children, any food use, frequency you expect to need the facility, etc.):

Could your group offer any mitigation for any impact of your use, such as help for extra cleaning, volunteer lawn care help, etc.? If yes, someone will arrange this with you if your application is approved.

Please state in what general way the use fee would be a hardship for your group, to underline the reason you are making this application for fee waiver:

Other Quaker Organizations

Willamette Quarterly Meeting

Willamette Quarterly Meeting is a regional Quaker organization that is composed of the Monthly Meetings in Oregon and a few Meetings from Idaho. It holds a spring and fall gathering for fellowship, sharing concerns and conducting business.

North Pacific Yearly Meeting

North Pacific Yearly Meeting (NPYM) is a regional Quaker organization that is composed of the Monthly Meetings from Washington, Oregon, Idaho, and Montana. It holds an annual session in the summer for fellowship, sharing concerns and conducting business. **It also produces the NPYM Directory which can be found in our library which has contact information for Friends and Friends organizations.**

Internet URL - www.npym.org

American Friends Service Committee

The American Friends Service Committee carries out service, development, social justice, and peace programs throughout the world. Founded by Quakers in 1917 to provide conscientious objectors with an opportunity to aid civilian war victims, AFSC's work attracts the support and partnership of people of many races, religions, and cultures.

AFSC's work is based on the Quaker belief in the worth of every person and faith in the power of love to overcome violence and injustice. The organization's mission and achievements won worldwide recognition in 1947 when it accepted the Nobel Peace Prize with the British Friends Service Council on behalf of all Quakers.

The AFSC is directed by a Quaker board and staffed by Quakers and other people of faith who share the Friends' desire for peace and social justice.

Internet URL - www.afsc.org

Friends Committee on National Legislation

FCNL, the Friends Committee on National Legislation, is a Quaker lobby in the public interest. FCNL seeks to bring the concerns, experiences and testimonies of the Religious Society of Friends to bear on policy decisions in the nation's capital. FCNL's small staff works with a nationwide network of thousands of Quakers and like-minded people to advocate social and economic justice, peace, and good government. Since its founding in 1943, FCNL has witnessed from a basis of spiritual and ethical purpose, as we seek change in both national policy and public opinion.

FCNL's multi-issue advocacy connects historic Quaker testimonies on peace, equality, simplicity and truth with peace and social justice matters which the United States government is or should

be addressing. FCNL advocacy encompasses a wide range of national and international concerns. These include

- Promote arms control and disarmament initiatives and oppose the expansion of military alliances
- Promote nonviolent dispute resolution and the peaceful prevention of armed conflict and genocide, through the United Nations and appropriate governmental and non-governmental organizations
- Shift budget priorities away from military spending and toward providing for human needs and a healthy environment at home and abroad
- Address economic, social, and racial disparity through such measures as adequate, comprehensive, and universal health care; progressive taxation; affirmative action; educational opportunities; a living wage; affordable housing; and assistance for and empowerment of the most vulnerable of society
- Reform the criminal justice system, emphasizing the principles of restorative justice and crime prevention, and eliminate the death penalty.

FCNL's efforts include Capitol Hill visits, congressional testimony, and preparation of educational materials such as the monthly FCNL Newsletter and quarterly *Indian Report*. Through the distribution of educational and advocacy materials, FCNL staff help Friends and others across the U.S. to participate actively in the legislative process. FCNL has the expertise and flexibility to respond quickly to new initiatives, as well as the patience to work for long term change. FCNL works in coalition with many organizations that share similar concerns. In all its work, FCNL seeks to promote dialog and cooperation among those with varied viewpoints.

FCNL and the FCNL Education Fund are committed to using prudent investing as a means of furthering our social, ethical, and political goals. This commitment extends beyond mere avoidance of companies whose policies we find objectionable; it emphasizes a positive search for corporations whose economic behavior reflects elements of our vision of a better world.

FCNL is governed by a General Committee of 240 Quakers, the majority of whom have been appointed by 26 Friends' Yearly Meetings and seven national Friends' organizations. The General Committee meets annually to conduct business. This includes establishing legislative policy and priorities. An Executive Committee and several other subcommittees oversee the program and administration of FCNL between annual meetings. About 20 staff work in Washington, DC. Several other part-time staff work in the field.

FCNL is a public interest lobby, not a political action committee (PAC) nor a special interest lobby. FCNL seeks to follow the leadings of the Spirit as it speaks for itself and for like-minded Friends. Views expressed by FCNL are guided by the Statement of Legislative Policy prepared and approved by the General Committee.

The FCNL Education Fund exists in parallel with FCNL to support the research, analysis and education for which FCNL is known and respected. Thousands of individuals and organizations rely on FCNL's resource materials for both background information on policy issues and legislative details. The FCNL Education Fund is governed by a board appointed by the General Committee of FCNL.

Internet URL – www.fcnl.org

Friends Bulletin

Friends Bulletin is the Official Publication of Pacific, North Pacific, and intermountain Yearly Meetings of the Religious Society of Friends (Quakers).

Internet URL – www.westernquaker.net

Friends World Committee for Consultation

Friends World Committee for Consultation (FWCC) was set up at the 1937 World Conference of Friends in Swarthmore, Pennsylvania, USA, "to act in a consultative capacity to promote better understanding among Friends the world over, particularly by the encouragement of joint conferences and intervisitation, the collection and circulation of information about Quaker literature and other activities directed towards that end."

About 175 representatives, appointed by the almost 70 affiliated yearly meetings and groups, meet together every three years at Triennials, aiming to provide links between Friends as they seek to perceive God's will more clearly, so that they may more effectively make their corporate witness.

An Interim Committee meets annually to continue FWCC's decision making processes and guide the work of the staff between Triennials.

Quaker Online Links Page – quaker.org

Quaker.org is a wonderful compilation of links to all kinds of Quaker organizations and resources.

Internet link – www.quaker.org