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## INTRODUCTION

This handbook records customs of the Meeting and decisions of monthly meeting for business. Its purpose is to help new people get acquainted with the Meeting, and to remind officers and committee members of what the Meeting has decided their duties should be. It is meant to help us avoid “reinventing the wheel” – that is, to keep Meeting from trying to re-decide what we have already decided at past meetings and may have forgotten about. (Of course, Meeting is always free to discuss and decide again, but let us do it knowingly, and with the requisite historical information.) Meeting decisions are typically followed by numbers in parentheses indicating the month and year in which the decision was made.

Copies of this *Handbook* are available in the library, and for sale (a \$5 donation is requested to help with the cost of duplicating it) in the foyer, at the far left corner as viewed from the main entrance to the meetinghouse. The person in charge of the library after meeting for worship will be pleased to help you find what you need. If you cannot find the information you seek within the *Handbook*, ask any Meeting officer or committee clerk (the Quaker term for the person who chairs a committee). In that case, the *Handbook* editors (listed below) will be grateful if you tell one of them what you were seeking, so that the information can be easy to find in the next edition. Names of officers, clerks, and the handbook editors are posted in the foyer, to the right of the entrance to the room where we meet for worship.

The first edition of the *Handbook* was published in 1986, thanks to the initiative of Phyllis Agard, who saw to the publication of revisions every two years until she retired as editor in 2006. The Handbook Committee’s goal is to produce a new edition in the late winter or early spring of even-numbered years, in time for the Nominating Committee to use it in preparing a list of nominees for consideration by the June meeting for business

Please help the Handbook Committee come ever closer to perfection by giving one of its members any corrections or additions.

The 2010 Handbook Committee

Ken Hoffman  
Felicia Sevene  
Miryam Ehrlich Williamson

October 2010

**QUAKERLY ABBREVIATIONS AND TERMINOLOGY**

<b>AFSC</b>	<b>American Friends Service Committee</b>
<b>CVQM</b>	<b>Connecticut Valley Quarterly Meeting</b>
<b>F&amp;P</b>	<i>Faith and Practice of New England Yearly Meeting of Friends, 1985 Edition</i>
<b>FCNL</b>	<b>Friends Committee on National Legislation</b>
<b>FGC</b>	<b>Friends General Conference</b>
<b>FUM</b>	<b>Friends United Meeting</b>
<b>FWCC</b>	<b>Friends World Committee for Consultation</b>
<b>NEYM</b>	<b>New England Yearly Meeting</b>
<b>QM</b>	<b>Quarterly Meeting</b>
<b>YM</b>	<b>Yearly Meeting</b>

## COMMITTEES, OFFICERS, AND OTHER POSITIONS

### Purpose

This section describes duties and qualifications based on descriptions written by Nominating Committees and Care and Counsel over several years, checked by committee clerks, and approved by meeting for business. It is a guide for new committee members, for the Nominating Committee as it looks for suitable people for particular service, and for those who wish to serve. Anyone who wants to volunteer to serve on a committee should speak to the clerk of that committee or to anyone on the Nominating Committee.

### Customary Procedures

The Nominating Committee brings nominations for officers and standing committees to meeting for business in June of even years. A smaller list to fill in rotating committees, such as Ministry and Worship, Care and Counsel, and First Day School, is presented in June of odd years, and other vacancies are filled as they occur (3/04). Nominations may be made from the floor at meeting for business, but these are referred to the Nominating Committee for consideration and recommendation, and presented to meeting for business for final approval (7/78).

#### Technical Details

- Term Start Dates The term of the Treasurer and members of the First Day School and 11:40 Hour Committees begin on June 1. The terms of all other officers and committee members begin September 1.
- Term Lengths Ministry & Worship, Care & Counsel, Young Friends, and First Day School Committees are filled through staggered three-year appointments. Trustees are appointed for six years. Appointments to all other committees and offices are for two years, renewable (up to six years total), except that it is our custom that members of the Nominating Committee and the Presiding and Recording Clerk generally serve single two-year terms.
- Term Limits Usually committee members serve for no more than six years without a break; the Nominating Committee may recommend an exception when they feel there is justification, such as particular experience or specialized training (recommendation of Care and Counsel 3/94, 6/96, 10/97).
- Annual Reports Committees present reports to meeting for business at least once a year; reports are attached to the minutes (*F&P*).
- Minutes Copies of committee minutes and reports may be filed in the office files in the library.
- Committee Lists Up-to-date lists of committee members should be posted on the bulletin board in the lobby by the Nominating Committee or the Clerks (1/89).

Appointments made to fill vacancies, between the regular appointments of committees in even years, are intended to fill out the uncompleted term of the person replaced. See also **Nominating and Appointing Procedures** (page 27).

## Officers

### Clerks

For many years Mt. Toby had only a Clerk and a Recording Clerk. During the 1980's many people began to feel there was more work to be done in a meeting of this size than could reasonably be expected of two people, so sometimes the work has been shared by three clerks; this might be a Clerk, an Assistant Clerk, and a Recording Clerk; or a Clerk and two Recording Clerks; or two Clerks and a Recording Clerk; or a Clerk and two Assistant Clerks. They may agree among themselves who will do which parts of the necessary work, but there should be clear assignment of the presiding and recording functions (3/90). At least one clerk should live reasonably close to the meetinghouse.

### Clerk of the Meeting

The Clerk should be a Friend with sound knowledge of Quaker practice; should be a member of the Meeting with an overview of Meeting activities and needs; and an administrator and facilitator who sees that those things are done that need to be done; and finds channels through which Friends' concerns can receive attention. Duties include:

- planning the agenda of meeting for business, publicizing the date, presiding at the meeting, and working with other clerks to gather a sense of the meeting in a clear minute;
- attending meetings of Care and Counsel and Ministry and Worship and of other committees as needed;
- being a full working member of the Nominating Committee;
- seeing that important announcements are made;
- overseeing the lobby bulletin board in conjunction with Care and Counsel (10/97);
- sending in reports requested by Yearly Meeting;
- receiving and distributing mail;
- overseeing applications, acceptance, and welcoming of new members;
- ensuring that letters of application for, or transfer of, membership are given to the Recorder;
- signing all contracts on behalf of the Meeting (12/09);
- acting as liaison between the Meeting, other meetings, the local community, and the general public;
- attending meetings of the Amherst Clergy if desired, or appointing a representative.

The clerk is responsible, in cooperation with Care and Counsel, for ensuring that each standing committee presents its annual report to meeting for business. Sometimes the Meeting has arranged to reimburse the Clerk for phone and mileage expenses. The Clerk's usual term is two years. See also **Nominating and Appointing Procedures** (page 27).

### **Recording Clerk**

The Recording Clerk writes the minutes of the monthly meeting for business, alone or in conference with other clerks, and distributes them as the Meeting has decided. See also **Minutes of the Meeting for Business** (page 23) for a complete list of duties.

### **Recorder**

The Recorder

- keeps the official records of the Meeting;
- records memberships, births, marriages, deaths, transfers and conscientious objectors;
- proofreads the annual printout of membership from Yearly Meeting and enters corrections on it;
- prepares the annual statistical report for Yearly Meeting, using information from the minutes of meeting for business;
- receives originals of letters of application and transfers from the Clerk and enters them in the files of individual members (4/05).

See also **Membership – Becoming a Member** (page 25) and **Records of the Meeting – Correspondence** (page 34).

### **Treasurer**

The Treasurer

- receives funds, keeps accounts, and pays bills and other commitments of the Meeting;
- serves as the agent of the Meeting for all external financial affairs such as insurance, banking, and taxes;
- provides financial information to the Finance Committee to facilitate development of annual budget and its other responsibilities;
- is a member of the Finance Committee *ex officio*, and works with it in sending out periodic letters to members reminding them of their responsibility to support the Meeting financially;
- makes full quarterly reports (in September, December, March and June) and monthly summary reports to meeting for business (2/09).

Should be a member of the Meeting. Term begins June 1<sup>st</sup>.

## **Committees**

### **General Committee Operations**

#### **Committee Conveners**

When a committee is appointed by the Meeting, the first person on the list is the convener. It is his or her responsibility to call the committee together for its first meeting, when it chooses its own clerk or convener. The choice should be reported to the Clerk and to the Nominating Committee.

#### **Policy to Promote Active Participation**

The life of the Meeting depends on the functioning of its committees. When Friends are asked to serve on a committee, it is important that they be helped to clarity about the responsibilities involved. The responsibility for achieving clarity is shared by the Nominating Committee member delivering the invitation and the Friend receiving it.

Sometimes it happens that a committee member finds it difficult to participate fully, but has trouble expressing this to others. In such a case, ideally the committee's clerk will visit with the member and inquire as to the member's wish to remain on the committee. Where the committee's clerk feels it necessary, the matter may be referred to Care and Counsel.

The purpose of a visit is to remind the member that the Mt. Toby community depends on active participation of committee members so that committees can function in a healthy, vibrant way. The visit is an opportunity for mutual exploration to discern whether the needs of the Meeting may be served by the member's continued participation in a more limited way.

If circumstances are such that reduced participation is not in the best interest of the member or the Meeting, the individual is encouraged to resign, which would allow the Nominating Committee to fill the vacant position. (Approved by C&C 11/07)

### **Burial Committee**

The Burial Committee oversees matters relating to death, burial and the burial ground at Mt Toby. The committee of five people will be constituted of two Burial Ground Caretakers, to be identified by Nominating Committee; one member from Care & Counsel; one from Ministry & Worship; and one from Grounds Committee. In parallel with trusteeship for the meeting, the two caretakers will serve staggered 6-year terms (one of them starting with a 3-year term). The members from Care and Counsel, Ministry and Worship, and Grounds Committees will be appointed by their respective committees, to serve for terms determined by those committees (7/10).

Duties for the Burial Committee include:

- Work with Burial Ground Caretakers and other committees and/or individuals of the meeting to develop and carry out other larger or more general tasks relating to the burial ground and concerns about burial and death at Mt. Toby, including but not limited to the recommendations of the *ad hoc* Committee on Burial (attached to the 7/10 business meeting minutes);
- Serve as back-up to the Caretakers on all at-need matters;
- In collaboration with Burial Ground Caretakers, prepare a handbook for the committee members, to supplement the permanent records the *ad hoc* committee are developing and help to ensure continuity in carrying out tasks of the committee;
- In coordination with Grounds Committee, ensure that the burial ground is appropriately maintained—for example, mowing, removing saplings, clearing/cleaning grave markers, keeping an eye on subsidence of graves if/as it occurs.

The Burial Committee will not take on responsibilities that appropriately belong to other committees or individuals of the meeting.

- Care and Counsel Committee will continue to hold responsibility for writing memorial minutes (or seeing that they are written) and distributing them appropriately; and for providing emotional and practical support to dying persons and their families.
- Ministry and Worship Committee will continue to take responsibility for assisting with and overseeing the memorial meeting for worship, in consultation with family or friends of the deceased.
- Grounds Committee will continue to maintain the grounds around the meetinghouse and burial ground.
- History and Records Committee will continue to maintain the memorial (scrap)book.
- The Recorder will continue to maintain personal files of members.
- The Plantings Keeper will continue to oversee selection, assignment, planting and care of memorial trees.

See also **Burial Ground Caretakers** (page 15) and **APPENDIX II: Use of the Burial Ground**.

### **Cambodian Support Committee**

The Cambodian Support Committee maintains contact with and provides support for the four Cambodian families under the care of the Meeting. It provides guidance in adapting to life in the United States and disburses funds for assistance, education, and other purposes from the Refugee Assistance Fund. It is essential that some of the people who have known the families for years continue on this Committee. See also **Cambodians** (page 38), **Refugee Assistance Fund** (page 35), **Sanctuary** (page 60), And **Refugee Assistance** (page 34).

### Care and Counsel

The Care and Counsel Committee offers pastoral care to the Meeting and has general oversight of the functioning of committees. It meets monthly. The Committee

- holds members and attenders in the Light with particular concern for elderly and children and for those whose names arise or who are known to be dealing with health, aging, conflict, possible leadings, or other life issues;
- receives requests for clearness or support on personal/spiritual matters, for membership, and for marriage;
- greets members, attenders, and visitors each First Day, initiates contact with visitors living in this area, and tends the guest book in the lobby;
- lends one of the quilts in its care to Friends thought to appreciate a bit of extra nurturing in time of trouble or sorrow. See also **Quilts** (page 41).

Specific duties of Care and Counsel include:

- acting on requests for financial aid from the Assistance Fund and the Scholarship Fund. They may solicit contributions for the Assistance Fund if the Fund is running low (7/09).
- assisting family members in arranging a memorial meeting, oversee burial arrangements and the burial ground, write memorial minutes or see that they are written. Two members serve as Caretakers of the burial ground (12/81).
- overseeing (with Ministry & Worship) meeting for business, the annual State of Society Report, and other mutual concerns;
- meeting annually with Ministry & Worship, Child Care, First Day School, and Young Friends committees or advisors to reflect on how we are serving our children. See **Committee On Care Of The Meeting And Its Children** (page 10).
- overseeing bulletin boards with the Clerk. See also **Bulletin Boards** (page 29).
- overseeing the hearing amplification system.
- planning occasional discussions of Friends' beliefs and practices for newcomers.
- overseeing the work of the E-mail Minder and the Web Servant (10/03).
- providing ongoing discernment for how the Meeting will carry forward GLBT issues (1/10).

(Based on duties assigned by meeting for business 1981-2003; reorganized and approved by Care and Counsel 1/06).

Care and Counsel members are encouraged to attend meetings for worship and business regularly. Six members are appointed for staggered three-year terms. Membership in Mt. Toby Meeting is not a requirement (04/76). Minutes of the Committee are sent to Ministry and Worship, Meeting Clerks, and the History and Records Committee. See also **Nominating And Appointing Procedures** (page 27), **Childcare** (page 37), and **Memorial Minutes** (page 33).

### **Care Committee for Upper Valley Worship Group**

In April 2008 we set up this Committee:

- to provide for support as needed to Upper Valley in matters of pastoral care, ministry and worship, membership, youth, and financial questions;
- to maintain close contact and good communication between Upper Valley and Mt. Toby (including through attending worship and intervisitation)
  - a. by having a representative from the Care Committee attend Upper Valley worship and business meeting on a regular basis;
  - b. by designating one of the committee members as a contact person for Upper Valley;
  - c. by considering joint gatherings for fellowship and spiritual sharing;
  - d. by designating a representative who would maintain contact with the Joint Committee of Ministry & Worship and Care & Counsel, including reporting to the Joint Committee meetings and to Mt Toby meeting for business twice a year.
- to keep Mt. Toby and Upper Valley informed about each other's ongoing spiritual health and social events, special projects, or areas of concern.

The committee will consist of three Friends from the Mt. Toby community. Members of the committee should include people with broad knowledge of and involvement in Mt. Toby and with grounding in Quaker practice. Members will be appointed jointly by M&W and C&C to serve renewable two-year terms. One of the three initial members would be appointed for a one-year term, to allow for staggering subsequent terms. Names of new and renewed members of the committee will be reported to Mt. Toby and Upper Valley meetings for business.

The Care Committee can turn to M&W and/or C&C for support if there were matters that seem too large or difficult for the Care Committee to handle on its own. The Care Committee will function until the Upper Valley Worship Group becomes a monthly meeting, is laid down, or until M&W and C&C jointly discern that the Care Committee no longer serves its intended purpose.

### **Child Care Committee**

The Child Care Committee hires and oversees Nursery Caregiver (who cares for young children during meeting for worship, 11:40 Hour, and meeting for business) and activity Leader (who provides aftercare for the primary-aged children during 11:40 Hour and meeting for business).

It manages supplies, ensures safety and cleanliness of toys, coordinates volunteers to help out as needed, develops policies for the nursery and aftercare, and finds substitutes for the caregivers when needed.

It proposes hourly wage and terms of employment for both positions to the meeting for business. (7/05) See also **Child Care** (page 37) and **Committee On Care Of The Meeting And Its Children** below.

### **Committee on Care of the Meeting and Its Children**

This Committee is comprised of the committees of First Day School, Young Friends, Childcare, Ministry & Worship, and Care & Counsel. It was formed in 2003 to consider care of the Meeting and its children. Meetings of the committee will be convened by Ministry & Worship in October of each year and at other times as needed and are clerked by the Clerk of the Meeting. See also **Child Care Committee** above.

### **11:40 Hour Committee**

The 11:40 Hour Committee plans, publicizes, and sometimes records adult First Day programs for the 11:40 hour after meeting for worship. Terms begin in June (5/04), and much of the Committee's work is done during the three summer months. See also **11:40 Hour** (page 39).

### **Fellowship/Hospitality Committee**

The Fellowship and Hospitality Committee is charged with providing opportunities for Mt. Toby people to become better acquainted and for newcomers to feel welcome. To these ends, the committee

- coordinates the refreshments at coffee hour after worship on First Days;
- organizes social events;
- coordinates work at potluck lunches on third First Days;
- oversees kitchen and kitchen area cleanup and arranges for closing the building;
- sees that coffee hour and kitchen cleaning supplies are on hand.

In encouraging many people to both join in its tasks and its fun events, the committee creates the social exchanges that often are the beginnings of deeper spiritual sharing. See also **Coffee Hour** (page 39) and **Fellowship Lunch** (page 39).

### **Finance Committee**

The Finance Committee makes recommendations about the budget, insurance, raising funds, using bequests, and financial planning to meeting for business. It reviews funding requests from committees, serves as consultant to the Treasurer, and sends out financial appeal letters. See also **Budget** (page 19) and **Financial Support of the Meeting** (page 45).

### **First Day School Committee**

The First Day School Committee oversees the religious education program for grades pre-K through 6. It reports on programs and themes of religious education to the Meeting for reactions, questions, suggestions, and support. Frequent communication with Ministry and Worship is desirable. The Committee recruits teachers and ensures continuity of instruction. Teachers have a great deal of flexibility in what and how they teach, but the First Day School

Committee provides resources and support for them throughout the year. We employ materials from FGC and NEYM and also encourage the participation of members of Mt. Toby sharing their personal experiences. On the first Sunday of every month there is programmed worship for all First Day School children, and teachers are free to go to meeting for worship if they choose. Six members are appointed for staggered three-year terms, which begin in June. A balance of age, gender, and parental status should be considered when members are nominated. New Committee members join the Committee in June, and, if possible, departing members stay on until September, allowing the benefit of a three-month overlap (6/03). See also **First Day School** (page 37) and **Committee on Care of the Meeting and its Children** (page 10).

**Gay, Lesbian, Bisexual and Transgender Concerns Committee** (laid down 1/10/2010)

The GLBT Concerns Committee began as a temporary ad hoc committee in December 1997, and became a standing committee – the Gay and Lesbian Concerns Committee – of the Meeting in March 1999. The Committee’s name was changed to its current form in 5/06. Its charge was to keep gay, lesbian, bisexual, and transgender issues visible to the Mt. Toby community; provide a forum for deepening the Meeting’s involvement with issues related to sexual diversity; serve as a clearinghouse for information; facilitate a visible presence at community events in support of gay, lesbian, bisexual, and transgender persons and their families. In January 2010, the Committee asked to be laid down. We approved, asking Care & Counsel to provide ongoing discernment for how the Meeting will carry forward GLBT issues. See also **Policy Statements – Gay and Lesbian Concerns** (page 47) and **Same-Sex Marriage** (page 21).

**Grounds Committee**

The Grounds Committee

- maintains the grounds around the meetinghouse and burial ground;
- maintains equipment needed for their care;
- schedules volunteers for mowing;
- plans and supervises work projects.

At least one or two members should have knowledge of grounds work.

***Handbook* Committee**

The *Handbook* Committee edits the *Handbook*, updates the text stored in a computer, and produces new editions biannually. One may be an *ex officio* member of the History and Records Committee. The Recording Clerk is an *ex-officio* member. Three members (4/04). See also **INTRODUCTION** on page 1.

### **History and Records Committee**

The History and Records Committee

- oversees the preservation of the records of Meeting, according to Collection Policy of the NEYM Archives and Historical Records committee (3/00);
- maintains the Memorial Book on members who have died, other scrapbooks, and collections. (4/05);
- oversees clipping bulletin board in fellowship room (10/97).

The History and Records Committee pays all copying and binding costs from its budget (4/05).

### **Land Use Committee**

The Land Use Committee manages the Meeting's forest and farmland. The Committee

- makes forest management plans;
- prepares tax documents for the towns of Leverett and Sunderland, filing them annually by October 1;
- develops good environmental and forestry practices;
- advises the Meeting on appropriate recreation uses.

One or two members should have experience in conservation and forest management. The Committee tries to encourage and facilitate a physical and spiritual relationship with the land among members of the Mt. Toby community. See also **Land History and Uses** (page 55).

### **Library Committee**

The Library Committee manages the library, including policy-making as approved by meeting for business, and book selection. Members share library duties on First Days and other work of the library. See also **Library** (page 50).

### **Meetinghouse Committee**

The Meetinghouse Committee

- is responsible for care, use, and maintenance of the meetinghouse and its furnishings, and outdoor play equipment (3/03);
- plans work days for housekeeping and repairs;
- recruits and reminds people for weekly cleaning;
- copes with maintenance emergencies;
- is responsible for ordering housekeeping supplies.

Knowledge of construction and repairs is helpful. See also **Meetinghouse** (page 49) and **APPENDIX I: Guidelines for the Use of the Meetinghouse**.

### **Ministry and Worship**

The Ministry and Worship Committee fosters the spiritual life and growth of the Meeting and strives to enhance the religious life and fellowship of the community. The Committee

- has under its care meeting for worship and memorial meetings with the assistance of Care and Counsel;
- has under its care meeting for business;
- appoints one or more of its members to hold and then close meeting for worship on First Days;
- carries special concern for worship groups under Mt Toby's care;
- offers opportunities for adult religious education and spiritual sharing, including sponsoring several 11:40 Hours each year;
- considers requests for travel minutes and makes recommendation to meeting for business;
- considers and responds to requests for appointing committees for the oversight of ministry;
- appoints members of oversight of ministry committees and receives these committees' annual reports and reports on their work to meeting for business;
- considers all applications for membership, transfers, and terminations of membership before presenting them to meeting for business with its recommendations (*F&P*);
- names and convenes clearness committees for membership and welcoming committees;
- keeps in touch with members at a distance and junior members, asking them if their membership at Mt. Toby is still meaningful to them or if they would like to join a Meeting that is near where they live;
- contacts members and attenders living in the area who are absent from Meeting;
- prepares the annual State of the Society Report;
- nominates members of Nominating Committee and brings these nominations to meeting for business for approval

Ministry and Worship meets each month and periodically holds meetings with Care and Counsel. Copies of all Committee minutes are exchanged with Care and Counsel and given to the Clerks and to the History and Records Committee. Meeting is concerned that there be a balance of men and women on this committee. Members should be Friends. Regular attendance at meetings for worship and business is important. Six members are appointed for staggered three-year terms (4/79, 2/94). See also **Nominating and Appointing Procedures** (page 27), **Child Care** (page 37), **Committee on Care of the Meeting and Its Children** (page 10), and **Letters of Introduction** (page 23).

### **Nominating Committee**

The Nominating Committee nominates Meeting members and regular attenders to work on standing committees or to serve as Meeting officers. It may be asked by meeting for business to find members for ad hoc committees or new members for existing committees as need arises. This Committee maintains an up-to-date list of committees on the lobby bulletin board (1/91) (6/03). The Committee announces, by *Newsletter* or announcement at meeting for worship, when nominations will be brought to meeting for business (usually May or June) and posts names of nominees in the lobby before worship on the day the nominations will be heard (3/04). The Meeting acts on all nominations at the same meeting for business at which they are presented (4/04).

Members of the Nominating Committee are nominated by a joint meeting of Care and Counsel and Ministry and Worship and appointed by meeting for business (5/83). Three members serve staggered two-year terms; the Clerk is a full working member *ex officio*. Familiarity with Friends' procedures and a knowledge of Meeting members and attenders is important. Members should also be aware of the strengths and weaknesses of current committees. A balance of sexes is desirable, and membership should be spread as broadly as possible throughout the Meeting. See also **Nominating And Appointing Procedures** (page 27).

### **Peace and Social Concerns Committee**

The Peace & Social Concerns Committee has a threefold purpose:

1. To work on issues which are pressing and relevant to the social concerns of the Meeting;
2. To be a resource for the Meeting to provide people power on specific issues;
3. To provide information on peace and social concern issues.

It sometimes recommends letters to public officials and the media, and brings them to meeting for business for approval and action. It may suggest actions for the Meeting as a whole, or ask for moral or other support for actions of conscience by Meeting members. It may send notices by Peace and Social Concerns mailing list server to notify those interested in promoting pending legislation. See also **Draft Counseling** (page 40), **Peace and Social Concerns Mailing List Server** (page 32), and **Affinity Group** (page 40).

### **Quarterly Meeting Planning Committee**

This Committee is appointed by meeting for business in conjunction with the Clerk in those years in which Mt. Toby is scheduled to host Quarterly Meeting. See also **Quarterly Meeting** (page 58).

### **Trustees of Mt. Toby Monthly Meeting**

The Trustees are legally responsible for “taking, holding, managing or conveying” property of the Meeting in accordance with Massachusetts General Laws #68: 10 & 11. By law, Trustees must be members of Mt. Toby Meeting.

In a smaller meeting, Trustees might be more active in managing property. However, at Mt. Toby, management has been delegated mostly to other committees, such as Land Use, Finance, Meetinghouse, and Grounds.

Trustees maintain all deeds and legal papers (4/05). Currently, copies of all deeds are both in the safe and in the office files.

Six Trustees are appointed for staggered six-year terms. The Trustees may raise or respond to issues around receiving, holding (including leases or insurance), and transferring property, working in conjunction with the appropriate committees. Recommendations are forwarded to monthly meeting for business for action.

Mt. Toby Trustees take legal action as directed by the monthly meeting. Trustees meet at least once a year, in the fall, to review their charge and orient new members. (1/02)

### **Young Friends Committee**

The Young Friends Committee supports the care and ministry of Mt. Toby youth in grades 7 – 12. The Committee meets on a regular basis, as necessary, to fulfill the following responsibilities:

- communicate with likely participants and their parents;
- offer opportunities for fellowship in ways that nurture Quaker values and appeal to this age group;
- recruit and support volunteer youth leaders, resource people, and drivers;
- coordinate and support participation with NEYM Young Friends (9/06).

There are three members, serving two-year terms (10/7).

## **Other Positions**

### **Burial Ground Caretakers**

Duties for the Burial Ground Caretakers include:

- take primary responsibility for maintaining records and providing guidance and oversight of the burial ground;
- be (or become) familiar with Massachusetts law relating to burial and cemeteries;
- develop and maintain liaison relationships with relevant persons in the Town of Leverett, local funeral homes, providers of other funeral services and goods, the regional Funeral Consumers Alliance, and others, as appropriate;
- keep guidelines for use of burial ground (the meeting's equivalent of cemetery by-laws) up to date and available for consultation;
- receive and respond to informational inquiries and at-need calls (committee to provide back-up);

- assign plots as deemed appropriate, following established guidelines and protocols and personal judgment, in consultation with the Burial Committee as appropriate (committee to provide back-up);
- coordinate digging and backfilling of grave (“opening” and “closing”) and setting of gravestone (committee to provide back-up)
- be available at time of burial (committee to provide back-up);
- develop and maintain a permanent record-keeping system, including founding documents, copies of relevant federal/state/local laws and other guidelines, relevant minutes of the Monthly Meeting, and a record of burials in the burial ground;
- inasmuch as our current Guidelines for the Use of the Burial Ground (in the Mt. Toby *Handbook*) permit reserving a single plot for a spouse, develop a system (perhaps a log) for recording such;
- develop and maintain a clear description of the flow of documents relating to burial and the burial ground, e.g., which are to be retained and where they are kept;
- in collaboration with the Burial Committee, develop protocols for use of the burial ground and ensure that they are followed;
- develop and maintain a list of local backhoe operators and/or information on other options for digging of graves;
- delegate above tasks to Burial Committee members as needed.

See also **Burial Committee** (page 6) and **APPENDIX II: Use of the Burial Ground**.

### ***Directory and Mailing List Editor***

The *Directory* and Mailing List Editor produces, once a year, a *Directory* of Meeting members and attenders; maintains a database of names, addresses, email addresses, generates mailing labels for the *Newsletter* and other Meeting committees. The Editor works under the oversight of Care and Counsel (6/07). See also ***Directory*** (page 30).

### **E-Mail Minder**

The E-mail Minder keeps and oversees the Mt. Toby *E-Mail Directory* so that its use is consistent with guidelines adopted by the Meeting. Term two years; may be repeated up to six years total. (7/03) Meeting asks **Care and Counsel** to be responsible for oversight of the E-Mail Minder’s work. (10/03) See also **Electronic Communications** (page 30) and ***E-Mail Directory*** (page 30).

### **Literature Person**

The Literature Person maintains a supply of free literature in the lobby and selects books and pamphlets for sale. Mt. Toby does not display any campaign literature for political candidates.

**Newsletter Editor, Mailers, and E-mail Distributor**

The Editor collects material for, edits, and releases the *Newsletter*. The mailer prepares the *Newsletter* for mailing, using labels provided by the Mailing List Compiler. The Mailer brings the sorted, labeled newsletters to the meetinghouse for recipients to pick up. Mailer mails any newsletters that are not picked up, sends 1 copy to NEYM Archives, and gives 2 copies to the Mt. Toby library (4/05). The E-mail Distributor sends an e-mail version to those who have requested one. See also *Newsletter* (page 31).

**Plantings Keeper**

The Plantings Keeper maintains and oversees the general health of the trees and shrubs on the meeting grounds, facilitates memorial plantings, and oversees and maintains records of the general landscaping plans for the grounds. It is expected that the plantings keeper will work closely with the Grounds Committee to maintain the overall attractiveness of the meeting grounds, and with Overseers to facilitate memorial plantings. It is also expected that the keeper will consult regularly with other members of the meeting community who have strong interests in landscaping questions. See Report attached to Minute 7, 6/11/2000 for more details. See also **APPENDIX III: Guidelines for the Planting of Memorial Trees** and **APPENDIX IV: Meeting Plantings**.

**Representatives to Other Groups**

**Amherst Interfaith Service Council:** Nominated by Nominating Committee and approved by monthly meeting.

**New England Yearly Meeting Ministry and Counsel Committee:** Ministry & Worship and Care & Counsel suggest a name to Nominating Committee, who brings it to meeting for business for approval.

**New England Yearly Meeting Nominating Committee:** Nominated by Nominating Committee and approved by monthly meeting.

### **Scheduler**

The Scheduler

- keeps a calendar of reservations for use of the meetinghouse by groups or individuals;
- makes contracts with outside groups or individuals asking for use of the meetinghouse;
- sets heat controls on Sunday for the coming week's events;
- makes sure a key is available for those using the meetinghouse;
- keeps track of related expenses for reimbursement by the Treasurer.

See also **Rental Fees** (page 52) and **APPENDIX I: Guidelines for Use of the Meetinghouse**.

### **Web Servant**

The Web Servant designs and oversees the Mt. Toby website <http://mounttoby.quaker.org/>. The term is for two years, which may be repeated for up to six years total (7/03). Meeting asks Care and Counsel to be responsible for oversight of the Web Servant's work (10/03). See also **Electronic Communications** (page 30) and **Peace and Social Concerns Mailing List Server** (page 32).

### **Young Friends Coordinators**

The Coordinators coordinate programs for Young Friends, grades 7-12, who meet together regularly for activities and discussions. This is an opportunity to carry on Friends ministry with our older children to help them stay connected to and active in the Meeting. At present, this work is being performed by the **Young Friends Committee** (see page 15). See also **Young Friends** (page 38).

## MEETING STRUCTURES AND PROCESSES

### Budget

The Budget for the fiscal year 6/1 through 5/31 is prepared by the Finance Committee and the Treasurer and presented to meeting for business in April. Changes from the previous budget are recommended after requests from Meeting officers and committee conveners or clerks. The budget with any further changes is approved in May. Recent budget information is posted in the Lobby.

We have chosen to live without a reserve fund.

We plan to spend unrestricted bequests promptly (3/02).

Since the meetinghouse and the grounds immediately around it are not taxed, the Meeting makes a contribution to the Town of Leverett, in lieu of taxes, to help defray cost of services from which we benefit (12/02).

See also **Financial Support of The Meeting** (page 45), **Capital Fund** (page 49), and **APPENDIX V: Budget**.

### Contributions to Other Organizations

Our contributions to outside groups are divided into two categories

- **Friends Structures** These are the larger Quaker bodies to which we have some connection – New England Yearly Meeting (NEYM) (see page 58) and the Yearly Meeting Equalization Fund (see page 35), Connecticut Valley Quarterly Meeting (CVQM) (see page 58), Friends General Conference (FGC), Friends United Meeting (FUM)(though we have not been able to reach unity on contributing to FUM at this point), and the Friends World Committee for Consultation (FWCC).
- **Friends Concerns** There are two sub-categories of other organizations that we support financially.
  - **Local Concerns** These are regional organizations with which we have an ongoing connection – Western Mass. AFSC, Alternatives to Violence Program (AVP) (see page 38), the Amherst Interfaith Service Council, the Amherst Martin Luther King Breakfast, and Woolman Hill (see page 58).
  - **Other Organizations** This consists of groups to which we would like to make a modest contribution to indicate our support for their work. The amount would ideally be the same for each group. It is expected that the bulk of the financial support from the Mt. Toby community for these groups would come from individuals among us. As part of our regular budget cycle, Finance Committee would specify a lump sum for this category. (7/07) Peace & Social Concerns was asked to work out the details and in (11/07) presented the following process for *communicating amongst ourselves about our individual and corporate engagement with these groups*. (1) Each group within the Friends' Concerns portion of our budget should be represented by an advocate or liaison person; (2) the Committee

(P&SC) will schedule two of these groups per month for special treatment; and (3) during the designated month, the advocate will [a] submit an article to the *Newsletter* describing the work of the group; [b] display information about the group on a portion of the Friends' Concerns bulletin board; and [c] present a brief report about the group to meeting for business. For Friends' Concerns that are in the "Other Organizations" category, the Committee may recommend at that time a contribution to that group. If no one is found to advocate for a particular group in the "Other Organizations" category, that group may be dropped from the budget.

### **Tax Exemption**

The Treasurer holds and renews as necessary a *Massachusetts Department of Revenue Certificate of Exemption Form OT-2*, State tax-exempt number 510-192-520. This may be used to avoid paying tax on any item bought for the Meeting or the meetinghouse. Stores need only to be told the number but the Treasurer can supply forms to be used if needed. Also, Mt. Toby has an *IRS Letter of Exemption* under the Internal Revenue Code Section 501(C)(3) which exempts the Meeting from income tax. Federal identification number is #51-0192520.

### **Technical Details**

- All copying and binding costs are included in the History and Records Budget. (4/05).
- Friends charging duplicating expenses on the Meeting's account should save the receipt and give it to the Treasurer.

### **Marriage Under the Care of the Meeting**

It is important for a couple wishing to be married under the care of the Meeting to read carefully the chapter on "Marriage Procedures" in *Faith and Practice* and to start the procedure in time for all steps to be completed in good order; six to eight months is not too much to allow. The couple declare their intention to the Meeting in a letter addressed to the Clerk. This is forwarded to the Care and Counsel Committee without waiting for the next meeting for business (5/82). At their next meeting, they appoint a Committee on Clearness for Marriage (5/82, reconfirmed 1/93). This Committee – usually two men and two women – meets with the couple, separately and together, to "make inquiry as to the qualifications for marriage, such as clearness from other engagements, to make sure as far as possible that there is nothing to interfere with the permanence and happiness of the marriage, and to offer guidance and counsel" (*F&P*).

The Committee reports to the next meeting for business; the couple should be present if possible. If the report is favorable the Meeting sets a date for a meeting for worship during which the marriage will take place, and appoints a Committee on Oversight, suggested by Care and Counsel, to help plan and oversee the marriage. The couple may suggest the time and place of the meeting, and the names of those they would like to have on the Committee on Oversight. The couple is then free to proceed with its plans. Invitations must not be sent out until meeting for business has set the date.

Although members of clearness and oversight committees do not have to be members of the Meeting, meeting for business in 4/93 suggested it is important to have several members who are seasoned in Friends' practices, and that non-members might be appointed in addition to four members who are Friends.

The couple is responsible for getting a marriage license, which in Massachusetts is obtained from the town clerk in any town, and must be returned to the same town clerk after the wedding. Town clerks have information sheets, which outline the legal requirements, including time limits and blood tests. Massachusetts statutes allow specifically for marriages after the manner of Friends. Licenses in the past have been signed by the Clerk or by members of the Committee on Oversight, but current law requires that one signer must be the Clerk or Recorder, and that any signer must be a resident of the state. The Committee on Oversight is responsible for seeing that all legal requirements are met.

Massachusetts has a unique law called "Designation to Solemnize a Particular Marriage on a Particular Day." Anyone may legally officiate at a marriage after filling out the proper forms and paying a \$25 fee. (Legal information from the Town Clerk of Amherst, 1995).

Some Committees on Oversight have felt strongly that a wedding rehearsal is always advisable, especially when some of the wedding party are not familiar with Friends' ways (7/88).

Meeting has had some hesitation about overseeing marriages of people who are not members of the Meeting, especially if they are not Friends (5/77). This can only be decided case by case, as the occasion arises. An alternate arrangement might be for the couple to arrange to use the meetinghouse for their wedding, but not to have it take place under the care of the Meeting. In this case, the license would be signed by a Justice of the Peace or some other authorized person.

### **Same-Sex Marriage**

This subject has had extended consideration at Mt. Toby, as well as in other monthly meetings and in Quarterly Meeting. Ministry and Worship has recommended to Meeting, and the Meeting has celebrated, same-sex marriages under the care of the Meeting, giving the same loving care and consideration as to heterosexual couples. Clearness committees for the marriage of same-sex couples are asked to assist with legal matters such as documents concerning guardianship. The report of an ad hoc committee attached to the minutes of 5/88, suggests queries for use of Care and Counsel and Oversight Committees. (See Gay and Lesbian Concerns Committee for current information on legal aspects of marriage in Massachusetts.) A more extended history of the Meeting's discussions of this matter can be found in *Policy Statements of Mt. Toby Monthly Meeting of Friends* in the library. Update as of 1/06 – Same sex marriage is now legal in Massachusetts (5/17/04).

### **Meeting for Business**

Meeting for business is held at noon on the second Sunday of each month except August. Meeting for business is under the joint care of Care and Counsel and Ministry and Worship

(1/86). Soup and bread are provided after meeting for worship for those planning to stay for business meeting.

Meeting for business is a meeting for worship at which business is conducted. Friends meet in a quiet, worshipful atmosphere and deal with the business of the Meeting, following a prepared agenda. The Clerk's function is to guide the Meeting, keeping it to the issue under discussion unless the Meeting itself decides to change it, and eventually drawing a "sense of the Meeting," which is not necessarily either majority opinion or unanimity, but a course of action with which all present can feel comfortable.

Persons wishing to speak wait to be recognized by the Clerk, and rise to speak, if able, so that they may be heard better, and so that interruptions are discouraged. Sometimes a time limit for discussion may be suggested by the Clerk and agreed to by the Meeting (5&6/78). Minutes recording a sense of the Meeting are formulated by the Clerk, an Assistant or Recording Clerk, or all working together. See also **Minutes Meeting for Business** below.

Generally, meeting for business is a policy-making body, dealing with spiritual and outreach matters, and trusting the details of carrying out business to appointed committees (1/80). It considers matters already formulated into recommendations by committees; only matters that can be put into a clear recommendation by a committee are ready for meeting for business. An issue that doesn't have unity within a committee needs more seasoning there before it is brought up. Meeting feels strongly that "it is essential for informed members of a committee to be present when that committee presents a matter requiring attention by the Meeting" (12/83). Clerks need to be informed in advance of all intended agenda items and to be given a short background – the recommendation, the reason for it, who does it, who pays for it and how much, and coordination with other committees. If possible, copies of written reports should be given to the Clerks in advance, with extra copies for distribution if that seems advisable (1/77). Meeting for business establishes standing committees and lays them down when their work is finished, with the advice and consent of the committee.

Meeting has asked the Clerk to put an agenda in the lobby before meetings and perhaps mention the more interesting items during announcements after meeting for worship the week before (1/88). The Clerk should be notified of agenda items at least 24 hours before a meeting.

Mt. Toby has a long tradition of welcoming non-members to meeting for business, and this was reaffirmed in two meetings in 3/77. Often, visitors may have insights or information from their experience to contribute to a discussion, although in recording a sense of the Meeting a Clerk may consider only the opinion of Meeting members, so that decisions are made by the members. For new attenders, the conduct of meeting for business can offer great insight into the character of a monthly meeting, and of Friends in general. When a large number of non-Friends wish to come to discuss a concern, Meeting has considered whether a discussion meeting might be scheduled to include them, rather than a meeting for business where decisions are to be made. See also **Nominating And Appointing Procedures** (page 27) and **Clerks of the Meeting** (page 4).

### Letters of Introduction

A Friend planning to travel may carry an informal letter of introduction written by the Clerk of his or her home meeting, to be used when visiting other meetings, or when staying with Friends listed in the *Directory for Traveling Friends*. This differs from a travel minute, which is a formal letter granted by the meeting for business and signed by the Clerk, for use by a Friend traveling in the ministry. See also **Ministry and Worship** (page 13).

### Letters on Behalf of the Meeting

Letters to other groups should identify the sender as “Mt. Toby Monthly Meeting of Friends (Quakers)” since many do not realize the terms are practically synonymous. Letters from the Meeting that committees wish to have sent are brought to meeting for business for approval and are signed by the Clerk of the Meeting or the clerk of the committee; they may be sent on Meeting stationery. Letters from individuals should not be on Meeting stationery, and should make it very clear that the writer is speaking as an individual and not for a committee or for the Meeting. When members or attenders wish to write for the religious pages of newspapers, Meeting asks that they obtain the approval of the Clerk and at least one member of Ministry and Worship or Care and Counsel before submitting the article.

### Minutes of the Meeting for Business

Minutes are made available to everyone at least one week before the next meeting for business, by email or by printed copies left in the foyer. Substantive changes thought necessary should be directed to the Clerk before the next Meeting, and only editorial changes should be directed to the Recording Clerk (5/04).

We reaffirm the importance of reading the minutes of a previous meeting together in a prayerful manner after our opening worship. We agree the Clerk will bring proposed changes and those minutes that require further attention to the Meeting and that we will then consider accepting the revised minutes (5/04).

The Recording Clerk makes three sets of Minutes on acid-free paper, with copies of all attachments: one is kept in the office archives and may not be removed from the meetinghouse; one is kept in the library and may be borrowed for up to one week; the third is for NEYM Archives and is sent annually and at the end of the clerks terms (4/05). The Recording Clerk sends copies of the Minutes without attachments to the Clerk, the Clerks of Ministry and Worship and Care and Counsel, the *Newsletter* Editor, the Recorder and posts a copy on the bulletin board in the lobby. A copy with attachments is sent to the *Handbook* Committee. There should also be copies for those attending the next meeting for business. Copies of relevant minutes go to any people or committees that are affected by them (1/90). An extract of the Minutes should be written by the Recording Clerk and given to the *Newsletter* Editor after review by the Clerk.

Minutes are sent annually, and at the end of the Recording Clerk’s term, to the New England Yearly Meeting Archives at the Rhode Island Historical Society, John Carter Brown Library, Providence, Rhode Island (4/05). History and Records Committee recommends

sending records in January, after the January meeting for business at which Minutes for December may have been corrected. See **Electronic Meeting Minutes** (page 32).

### **Report on the State of the Meeting**

Also called Report on the State of the Society. Each spring Ministry and Worship and Care and Counsel, working jointly (3/98), write and bring to meeting for business for approval a report on the state of the Meeting. Usually this follows searching and fruitful discussion by the whole Meeting. Always it involves careful examination of the spiritual strengths and weaknesses and the general health of the Meeting. The Report is attached to the minutes of the Meeting and is forwarded to Quarterly and Yearly Meetings. In 3/98 Meeting approved also sending the Report to non-resident members.

### **Called Meetings for Business**

Special meetings of the Monthly Meeting may be called by the clerk, or by the clerk upon request of three members. Notice shall be given at a regular meeting for worship at least seven days before the date of the special meeting; it shall name the business to be considered and the persons calling for the special meeting. No business may be considered at a special meeting other than the business for which it was called. (F&P)

### **Queries**

Meeting has decided at various times that the Quaker Queries in *Faith and Practice* should be read regularly at meeting for worship. Each time the practice has been observed for short periods and then has fallen into disuse. One Query has been printed in each issue of the *Newsletter* with suggested relevant readings, and has been read at meeting for business. The complete set of Queries is in *Faith and Practice*.

### **Meeting For Worship**

Held each Sunday at 10:00AM, preceded by singing in the Champney Room at 9:40. Meeting is under the care of Ministry and Worship. Friends enter the meeting room quietly and promptly, or even early if possible, and settle into worship. Visitors are always welcome; leaflets on the outer door or in the lobby may be helpful for those who are attending meeting for the first time.

A Greeter appointed by Care and Counsel is in the lobby to welcome all attenders. The greeter is especially attentive to newcomers and visitors, and encourages latecomers to wait quietly in the lobby until all go in together at ten minutes past the hour.

Currently, the First Day School children join the meeting at about 10:50. Nursery children come into meeting just as worship ends and we begin introductions, which take about 10 minutes. After introductions, announcements pertaining to children and families are given. If it is clear that there are still numerous other general announcements, children are invited to leave with an accompanying adult before the general announcements begin.

Parents of nursery-age children have the option of having their children stay in the nursery with the caregiver if they won't enjoy taking part in introductions.

After announcements are finished, Friends are encouraged to leave the meeting room quietly so that those who wish to stay in worship, or in worshipful sharing, may do so.

Friends are aware that there are people who have chemical sensitivities or allergies to perfumed beauty and grooming products. Those attending meeting are asked to refrain from wearing such products to meeting. The Meeting also designates a "fresh air corner" in the south corner near the fire exit door, which may be helpful to those with allergies (10/96). See also **Allergies** (page 43), **Announcements after Meeting for Worship** (page 43), **Coffee Hour** (page 39), and **Meetinghouse Accessibility** (page 49).

### **Memorial Meetings**

A memorial meeting is a meeting for worship at which a recently deceased member of our community is remembered. Memorial meetings are under the care of Ministry and Worship, which keeps in its files a set of guidelines, useful information, and practical suggestions that may be helpful to consider in planning a memorial meeting. For other help available from the Meeting, see **Burial Ground** (page 53), **Memorial Minutes** (page 33), **Care and Counsel** (page 6), and **APPENDIX II-Guidelines for the Use of the Burial Ground**.

A folder giving information about Quaker funerals for attenders at memorial meetings has been written by Ministry and Worship; it can be personalized as desired (3/98).

Meeting members and attenders are invited to register their wishes about funeral arrangements and memorial meetings with Care and Counsel and fill out the new "Information Sheet of Friends' End of Life Wishes." See also **Personal Files** (page 33).

Our policy is not to media record memorial meetings. Recording should be done only in exceptional cases and by request of family members. (Policy set by meeting for business on recommendation of Ministry and Worship 1/95.)

### **Name Tags**

Meeting for business encourages members and attenders to wear nametags. In a large meeting with several visitors each Sunday, this makes it easier to become acquainted. People who have been here a while need help with newcomers, and newcomers need help with everyone's name. Tags are available in the lobby. There is a signup sheet for requesting new tags. If you hate to wear a tag, you don't need to, but remember that wearing a tag makes it easier for other people to learn your name.

## **Membership**

### **Becoming a Member**

It is not necessary to wait to be invited to join a Friends meeting; people decide for themselves when they are ready to commit themselves to membership (9/88). Frequently, recording membership in a monthly meeting of the Society of Friends is only the recognition

of a relationship that has already developed. A person who has been coming to Meeting regularly, who has been learning more and more about Friends through reading Faith and Practice and other Quaker literature, who is becoming active in the life of the Meeting, and who has come to feel at home in the Meeting and among its members, may feel ready to apply for membership. This is the time to write a letter to the Clerk outlining the feeling of being drawn into fellowship with Friends and of being in unity with Friends' principles and testimonies. At Mt. Toby, this letter is read at the next meeting for business as one way of helping the Meeting to become better acquainted with the applicant. The Clerk keeps a copy and gives a copy to Ministry and Worship; the original must go to the Recorder for the files. (4/05) See also **Recorder** (page 5) and **Correspondence with Meeting Members** (page 34).

Ministry and Worship, at its next meeting, appoints a Membership Clearness Committee of two or three individuals. At least one member of this Committee should be a current member of Ministry and Worship. Former members of Ministry and Worship are an appropriate pool for these Committees. In exceptional cases, membership in a membership clearness committee is open to any individual who is a member of the Religious Society of Friends and has sufficient experience with Friends' practice and the Mt. Toby Meeting to properly instruct and guide the applicant. Applicants should look at the guidelines for membership clearness committees, available from Ministry and Worship, before they meet with their Clearness Committee (by request of Ministry and Worship 5/04). The Membership Clearness Committee reports to a future meeting of Ministry and Worship, which makes a recommendation to the next meeting for business (7/03).

When the new member is accepted, meeting for business appoints a welcoming committee, customarily following the recommendation of Ministry and Worship. (Ministry and Worship have asked people who are interested in serving on such committees to let them know – *Newsletter* 10/97). One of the functions of this committee is to help the new member to assume responsibility for both service and support, as way opens. Welcoming committees always include some members, but may also include non-members (2/97). The Clerk may write a note of welcome to the new member. (Adapted from *Faith and Practice*) The new member should be introduced after meeting for worship (1989).

The Welcoming Committee should visit the new member again after about a year to keep in touch and help with any questions or problems (5/81, 3/84).

Ministry and Worship has written guidelines for clearness and welcoming committees and is in the process of developing a packet for people interested in exploring membership.

See also the paper called "*Curious About Membership Among Friends?*" on the literature table in the lobby.

### **Transfer From Mt. Toby**

A member of the Meeting who wishes to transfer to another meeting asks the Clerk to send a certificate of transfer to the new meeting. The Clerk refers the matter to Ministry and Worship and on its recommendation meeting for business directs the Clerk to send the certificate to the new meeting. When the Clerk of the new meeting notifies Mt. Toby's Clerk that the person has been accepted into that meeting, membership in Mt. Toby ceases (*F&P* 1985).

### **Transfer to Mt. Toby**

A certificate of transfer from another meeting requesting a member's transfer to Mt. Toby Meeting comes to the Clerk and a copy is given to Ministry and Worship. The original certificate is given to the Recorder. After investigation they may recommend the new member, and meeting for business may then approve the recommendation. The Clerk of the old meeting is then notified by Mt. Toby's Clerk that the person has been accepted into membership (*F&P* 1985). We decided, as a matter of general practice, not to include phrases from letters of transfer in our minutes. We asked M&W to explore ways of sharing these letters with the larger Mt. Toby community (11/07).

### **Junior Members**

Minor children are enrolled as members on request of one or both parents (see *Faith and Practice* for details). They are encouraged to take an active part in the life of the Meeting.

Meeting has approved the recommendation of Care and Counsel and Ministry and Worship that Mt. Toby follow the procedures in *Faith and Practice* by which junior membership does not extend beyond age 25 unless the youthful member has expressed in writing, an intention to apply for membership in the near future. However, at Mt. Toby, Ministry and Worship usually initiates correspondence with junior members, asking their intentions and reassuring them that, if they do not wish to continue with membership, a later application for membership will always be sympathetically considered. If the person does not wish to continue, if no personal contact is made, or if letters are unanswered, the person is removed from the rolls of the Meeting. In 5/88 Ministry and Worship again recommended reliance on Faith and Practice as our guide. Various yearly meetings have differing terminology and practices on early membership. We have had lengthy discussions, but no decision, on whether young people transferring from other yearly meetings should be recorded as junior members, as their letters of transfer are written, or as they themselves wish. Our past practice has varied (5/80).

### **Nominating and Appointing Procedures**

The various committees and other positions at Mt. Toby are filled through eight different combinations of appointment and approval.

- I. Nomination by a joint meeting of Ministry and Worship and Care and Counsel, appointment by meeting for business (5/83):
  1. Nominating Committee.
- II. Nomination by the Nominating Committee, appointment by meeting for business:
  1. Clerk, Recording Clerk, Recorder, Treasurer, and other officers.
  2. Members of standing committees.
  3. Trustees.
  4. Representatives to Yearly Meeting committees.
    - a) Ministry and Counsel
    - b) Nominating Committee

III. Nomination and appointment by meeting for business:

1. In conjunction with the Clerk, Quarterly Meeting Planning Committee in years when Meeting hosts QM.
2. Quarterly Meeting Clerk and Recording Clerk according to QM rotation.

IV. Nomination and appointment by Ministry and Worship and reported to meeting for business:

1. Membership Clearness Committees.
2. Clearness Committees relating to requests for travel in the ministry and Oversight of Ministry Committees.
3. Welcoming Committees for new members (6/88).

V. Nomination and appointment by Care and Counsel:

1. Committees on Clearness for Marriage (5/82)
2. Clearness Committees for Personal Discernment (11/81)
3. Support Committees

VI. Nomination by Care and Counsel, appointment by meeting for business:

1. Committees on oversight of marriages.

VII. Appointment by Ministry and Worship and/ or Care and Counsel (11/94):

1. Representative to Amherst Interfaith Clergy (if the Clerk does not wish to serve).

We ask individuals to advise the Nominating Committee of their interests; an annual interest form is distributed in January. Committee clerks advise the Nominating Committee of their needs and changes. Friends also recommend that the Committee consider nominating Young Friends to bring in new ideas and provide them with experience in serving on committees (3/94).

Nominations made from the floor at meeting for business are referred to the Nominating Committee for consideration and presentation to the next meeting for business for final approval (7/78).

The nominating process is one of worship and worship sharing. The Committee first reaches clarity about the personal gifts needed for a particular position in the Meeting. Worship periods follow, during which names are spoken of those who are thought to be gifted to carry a position's responsibilities. The Committee also hears the names of those who have advised the Committee of their interests. Names are given without comment. Questions of availability or circumstances are not discussed except to review a person's current extent of Meeting commitments; the Committee focuses on gifts and leadings. By doing this, we try to avoid the pressure of guilt and obligation, which is not an inspiring base for Meeting ministry. The Committee's mission is to call out gifted people to work in line with the Spirit and the spiritual life of the Meeting. People named are contacted and asked if the Committee may present their nomination to monthly meeting for business. Their response may need time for consideration and conversation with others who fill the same position. (Adapted from *Friends Journal* 10/05 and the *Mt. Toby Newsletter*, with thanks for earlier influence of Beacon Hill Meeting, Boston, and Strawberry Creek Meeting, Berkeley, CA)

See also **Nominating Committee** (page 14) and **Membership as Qualification for Service** (page 45).

## **Publications/Communications**

### **Communications at Mt. Toby**

Some suggestions:

1. To open ourselves collectively in attending to the Spirit: to speak and listen faithfully to one another;
2. To speak plainly, i.e., simply, clearly, directly, openly, honestly;
3. To receive communications in a spirit of openness and trust.
4. To be careful in speech, avoiding tale-bearing and detraction, and safeguarding the reputation of others;
5. To allow for the seasoning effects of time, within and between communications;
6. To communicate with all members of a group involved in a matter of common concern;
7. To communicate in a form and manner fitting to the relationship in question, so that all those involved may seek Truth together;
8. In matters of corporate worship and discernment, to seek God's will in the presence of another;
9. To welcome others into Quaker faith and practice.

(Guidelines adopted by meeting for business 7/03.) See also **Electronic Communications** (page 30), *E-Mail Directory* (page 30).

### **Bulletin Boards**

In the Lobby:

A "Welcome to Mt. Toby" bulletin board with items such as Invitations to Worship, the Meeting *Directory*, the latest *Newsletter* and business meeting minutes, guidelines for use of the meetinghouse, financial reports, a current committee list, lists for cleaning and grounds care, a map of meetings in New England, notices of Mt. Toby Meeting and Connecticut Valley Quarterly Meeting happenings. Under the care of Care and Counsel and the Clerk (10/97).

In the fellowship room:

On the southwest wall, also under the care of Care and Counsel and Clerk: items relating to New England Yearly Meeting, conference centers, Quaker organizations, Friends General Conference, personals, and items of general interest.

On the southeast wall, under the care of Peace and Social Concerns Committee: items relating to Friends Committee on National Legislation, American Friends Service Committee, Mt. Toby's particular concerns, and other items.

Also on the southeast wall, under the care of History and Records: newspaper clippings on Friends and Friends' concerns.

Procedure: Anyone may post items. They must be dated. Those over a month old and those on the wrong bulletin board may be removed. Appropriate ones will be saved in Meeting archives.

### **Electronic Communication**

1. Electronic communications should require even more care than in-person communication, because of the reduced richness of electronic communication.
2. Electronic communications are not to be used for the purpose of corporate discernment and decision-making.
3. Neither the Meeting nor groups within it should require or assume the use of electronic communication.
4. All should practice restraint and discernment in sending unsolicited electronic communications, respecting the privacy of others, and consulting with them about this in advance whenever possible.
5. The Mt. Toby *E-mail Directory* is to be used for internal purposes only, for communications directly related to the life of the Meeting.
6. A Meeting Website should be for the purpose of outreach, using Mt. Toby materials which are publicly available and which illustrate our life and faith.

(Guidelines adopted by meeting for business 7/03.) See also **Communications At Mt. Toby** (page 29), ***E-Mail Directory*** (page 30), and **Peace and Social Concerns** (page 14).

### ***Directory***

The *Directory* contains names of adults and children (age 18 and under), addresses, email addresses (at the individual's option), phone numbers, and membership status of members and attenders, using information gathered from individuals and from minutes of the Meeting. It is not the *Newsletter* Mailing List, nor is it the official record of membership, which is kept by the Recorder (see page 5). The *Directory* is updated annually. Extra copies are on the right side of the Lobby. There is a file of previous directories in the office. See also ***E-Mail Directory*** below.

### ***E-Mail Directory***

The E-mail Minder maintains a Directory of the e-mail addresses of members and attenders. To have your name and address listed, or to receive a copy, e-mail the E-mail Minder (Currently Ken Hoffman at [kenhof@earthlink.net](mailto:kenhof@earthlink.net)).

This directory is not used to send blanket mailing to those listed except on rare occasions of wide interest to the Mt. Toby community – deaths, urgent needs, etc. It is expected that those using this list will do so for one-to-one or small group and committee communications. Please avoid the temptation to send large-scale broadcasts about things people “should” be interested in. For mailings of this sort there are three news distribution lists that you can have your name put on: General Mt. Toby news, Gay and Lesbian Concerns, and Peace and Social Concerns. Anyone wishing to have an item distributed to one of these groups or to receive messages under one of these headings should tell the E-mail Minder via e-mail.

### Handbook

The structure and purpose of the *Handbook* are described in the **INTRODUCTION** to this document. The library keeps 2 copies of each edition. Extra copies are kept on the literature shelf in the lobby. The *Handbook* is also available on the Mt. Toby website, subject to the condition that anyone whose last name or contact information appears in the *Handbook* must approve having this information appear in the web-posted version (6/08). See also **Website** (page 32) and **Handbook Committee** (page 11).

### Meeting Email Address

The Meeting has an email address [mounttobyfriends@gmail.com](mailto:mounttobyfriends@gmail.com). Messages sent to this address are automatically forwarded to the current Clerk of the Meeting,

### Meeting Mailing List

This list is maintained for the use of *Newsletter* Mailers and the Finance Committee. On recommendation of Ministry and Worship, Care and Counsel, or others, requests for use of the mailing list by outside groups will be handled on a case by-case decision made by meeting for business (5/89).

### Newsletter

The *Mount Toby Monthly Meeting Newsletter* is published 10 or 11 times a year. (The editor can decide if there is a slow month in the winter to combine two months into one newsletter. There is no *Newsletter* in July). Deadline is set by the editor. The *Newsletter* typically includes a listing of Meeting activities, events and nearby worship groups' times, contact information for several committee clerks, a digest of the minutes of meeting for business that month, any reports and/or announcements the meeting and/or clerks submit, news of members and their families, and other items as space permits. Aside from official business of the Meeting, editors use their discretion about what to include. Meeting for business has suggested the Clerk review the digest of minutes before publication (7/91). Meeting has directed that the minute on harassment called "Nurturing Trust in our Community" be reprinted in the *Newsletter* each October. See **Harassment** (page 44).

The *Newsletter* is e-mailed to those who wish to receive it electronically. Those who request paper copies may pick them up after Meeting; those not picked up then are mailed. Copies go to all active members and, on request, to new and regular attenders. The *Newsletter* is a valuable outreach to new attenders (1/89). People not new to the Meeting who are not regular attenders or contributors may be dropped from the mailing list unless they confirm on request their continued interest in getting the *Newsletter* (11/82, 1/83). Forms for reporting change of address and for asking to receive the *Newsletter* are in the meetinghouse lobby. LARGE TYPE copies of the *Newsletter* may be requested from the *Newsletter* editor.

Extra current issues are put in the main lobby on the wall above the shelf of free information. Paper copies of back issues are kept in our library. Copies of the *Newsletter* are

mailed to the NEYM archives in Providence, Magill Library Serials at Haverford College, Quaker Life, and Friends Journal. See also **Queries** (page 24) and **Accessibility** (page 49).

### **Peace and Social Concerns Mailing List Server**

The Peace and Social Concerns Committee maintains a mailing list server, an automated e-mail mechanism that Friends may subscribe to. E-mail sent to the server by any subscriber is immediately sent out to all other subscribers. It is a fast and efficient way to disseminate announcements, and provides a way to have online “conversations” about a topic (though NOT a means for making decisions). The P&SC server is open to members and attenders of Mt. Toby and Northampton Meetings and the Upper Valley Worship Group only, as a vehicle for peace and justice announcements and discussion. There is more information at <http://mounttoby.quaker.org/listservinfo.html> (duplicated on paper at the meetinghouse) including how to subscribe. Peace and Social Concerns Committee has oversight of the server; the administrator is Roger Conant, 256-4827. (10/05) See also **Communications at Mt. Toby** (page 29) and **Electronic Communications** (page 30).

### **Website**

Mount Toby has a website, <http://mounttoby.quaker.org/>, designed and maintained by a Web Servant (see page 18). The website is primarily for the purpose of outreach, using Mt. Toby materials which are publicly available and which illustrate our life and faith. Every committee at Mount Toby is entitled to have a page on the website for its own purposes. There is a process of ongoing discernment about what information should be available on this site. See also **Handbook** (page 31) and **Electronic Communications** (page 30).

### **Records of the Meeting**

Our goal is to have all important papers in the meetinghouse, not in private homes. Copies should be made for use outside the meetinghouse.

Anything thought to be too personal to be in the Meeting files should be destroyed or returned to the writer. We urge Ministry and Worship and Care and Counsel, especially, not to write in their minutes those things that should not be in a public file — for instance, names of those seeking clearness on personal matters. (Recommendations of History and Records Committee to Meeting for business 11/96).

The office, mentioned as the location of many items, is part of the library.

### **Electronic Meeting Minutes**

Ken Hoffman keeps a searchable electronic file of all monthly meeting minutes from 1938 to the present (though some of the early years are in abstract form). Copies are supplied for others members' computers as desired.

### **Membership Records**

These are kept by the Recorder and filed in the meetinghouse office. For letters concerning membership, see **Correspondence with Meeting members** (page 34).

### **Minutes of Meeting for Business**

Copies with all attachments are in the library (circulating) and the office (non-circulating). A third set goes to the NEYM Archives at the Rhode Island Historical Society, John Carter Brown Library, Providence, RI. As of 4/05 all past minutes of meeting for business have been put on a CD-ROM computer disk.

### **Memorial Minutes**

When a Meeting member dies, Care and Counsel writes a memorial minute or finds someone to do it. It is read at meeting for business, entered in the minutes, and included in the next *Newsletter*; a copy is given to the History and Records Committee for the Memorial Book (4/05). If the person was well known in Quarterly Meeting, the Clerk may forward the minute to the next Quarterly Meeting business meeting where it will be read and entered in the Quarterly Meeting minutes. A memorial minute may be written for a non-member the Meeting feels close to and in contact with (12/94).

### **Memorial Scrapbook**

The Memorial Scrapbook is a permanent record about members and non-members, who the Meeting has felt close to, who have died. It includes all those who have had a Memorial Minute written about them and all who are buried in the Mt. Toby burial ground. It is organized and maintained by the History and Records committee. If a person buried at Mt. Toby was a non-Mt. Toby member, such as a spouse or child of a Mt. Toby member, there will be a notation to explain this in the Memorial Scrapbook.

### **Personal Files**

Each member of Mt. Toby Meeting has an individual file, and some members have asked to have various documents kept there for them. If anyone (especially those with no family members nearby) would like to have kept on file such papers as a living will, a health care proxy, plans for a memorial meeting, a list of persons to notify in case of death, favorite newspaper clippings, or information for a memorial minute (such as a resume), please ask the Recorder to include them in the personal files in the file drawers in the office desk in the library.

### **Miscellaneous Items**

Champney House Records  
are in the office files and in the safe.

Clippings and photos about Meeting members

are kept by the History and Records Committee in the office and the storeroom.

Committee Minutes and Reports

are kept by committee clerks or conveners; they are encouraged to file copies in the office files (11/96). Some old committee papers have been filed in the office. Reports to Meeting are attached to minutes of meeting for business.

Contracts

Are signed by the Clerk and copies are kept in the office files and in the safe.

Conscientious Objectors

The signed registration cards of people recorded in the minutes as conscientious objectors to war are in the meetinghouse safe. Copies are kept by the Recorder.

Copies of Deeds to Meeting Property and Legal Papers

are in the meetinghouse safe, and also in office files under “Deeds.

Correspondence with Meeting members

is filed by the Recorder, in a separate drawer, in the office files. Letters written by current or past Clerks on behalf of the Meeting should be filed in the office. Letters requesting membership or changes in membership, as soon as copies are made for the use of the Clerk and Ministry and Worship, are given to the Recorder to be filed in the office. See also **Recorder** (page 5) and **Becoming a Member** (page 25).

Oral History tapes and tapes of meetings and talks

are in the library.

Safe Combination

The Recorder has the original combination that came with the safe from the manufacturer. The Clerk, the clerk of the Trustees, and the Treasurer have copies.

Scrapbooks

are in the upper cupboard in the office, to the left of the windows in the library. They do not leave the meetinghouse.

## **Refugee Assistance**

The Refugee Assistance Committee helps four Cambodian families who came in 1982 and 1991 and were taken under the care of the Meeting. Members of Mt. Toby and Northampton Meetings took part in a community-wide Sanctuary Committee that helped refugees from Guatemala. See also **Cambodians** (page 38), **Sanctuary** (page 60), **Cambodian Support Committee** (page 6), and **Refugee Assistance Fund** (page 35).

## **Resources – Where to Go for Help**

Although Care and Counsel is specifically charged with pastoral care of the Meeting, the Clerks and the members of Ministry and Worship also stand ready either singly or in groups to help with personal and family problems. Ministry and Worship appoints committees for the oversight of an individual’s ministry. Care and Counsel appoints clearness committees to

help individuals with matters of personal discernment. New members may call on their Membership Clearness Committees and Welcoming Committees for help with problems. Newly married couples may call on their Committees on Clearness for Marriage and their Committees on Oversight. Care and Counsel has an Assistance Fund that is available for loans or grants in case of financial need. See also **Ministry and Worship** (page 13), **Care and Counsel** (page 6), and the section on **Funds and Scholarships** below.

### **Funds and Scholarships**

Except where noted, the Treasurer administers these accounts:

#### Assistance Fund

A confidential fund held and administered by Care and Counsel for small emergency loans and grants to Meeting members, and occasionally to others. Apply in a confidential letter to Care and Counsel Committee.

#### Equalization Fund

A Yearly Meeting fund that pays up to 2/3 of the cost of attending Yearly Meeting. The monthly meeting clerk handles requests on behalf of Young Friends; adults write to the clerk of the Yearly Meeting Equalization Fund.

#### Greenfield Trustees Fund

A fund transferred to Mt. Toby when Greenfield Preparative Meeting was laid down in 2005. There are no conditions on the use of this Fund, though the Greenfield Trustees did suggest that “this sum be used to improve the facilities of our First Day School and/or to benefit other Meeting Activities as the term is used for our budget categories.”

#### Obadiah Brown’s Benevolent Fund and Sarah Swift Fund

Quaker funds independent of Yearly Meeting, administered by a Board of Trustees. Modest grants are available to Friends and Friends' organizations to “enhance the Religious Society of Friends” and spread Friends principles. Apply to the Clerk of Yearly Meeting or any of the Trustees (names are in current Yearly Meeting minutes). Mt. Toby Ministry and Worship and Care and Counsel have guidelines on file. (Information from Permanent Board 1997)

#### Refugee Assistance Fund

Raised to aid refugee Cambodian families under the care of the Meeting. In 2/02 it was combined with the Refugee Scholarship Fund (the Ethel Dubois Fund) that was begun with a bequest to Meeting in 1990; it makes grants for educational purposes to members of immigrant families under the care of the Meeting. The Cambodian Assistance Committee should receive a short application in writing. Held by the Treasurer and administered by the Cambodian Assistance Committee. See also **Cambodian Support Committee** (page 6), and **Cambodians** (page 38).

#### Scholarships for Retreats and Conferences

A fund to assist members and attenders of all ages who wish to go to retreats, conferences, workshops, or other programs sponsored by Quaker organizations such as Woolman Hill, monthly meetings, yearly meetings, or national organizations that encourage spiritual growth. Administered by Care and Counsel under guidelines approved by the Meeting in 7/90. There is no ceiling on how much anyone may request.

Student Loan Fund

A Yearly Meeting fund available, in amounts up to \$3000 per year, to New England Yearly Meeting members and their children. Apply to the Yearly Meeting Student Loan Committee.

## ACTIVITIES AND GROUPS AT MT. TOBY

### Youth Programs

There are a number of different programs and activities for children at Mt. Toby overseen by a number of different committees. These activities are loosely coordinated by the **Committee on Care of the Meeting and its Children** (see page 10), a “supercommittee” that meets once a year. All activities involving children are governed by our statement on **Safe Practices for Working With Youth** (see page 45).

### Celebration of Children

At times we have had a welcome and celebration at meeting for worship as a time of gratitude for the blessing of our lives by our children.

### Child Care

Children under 4 are cared for in the nursery during meeting for worship, 11:40 Hour, meeting for business, and other Meeting programs. There is also K-6 care. Meeting budgets money to hire caregivers under the care of the Child Care Committee. See also **Child Care Committee** (page 9).

### First Day School

First Day School classes are provided for children age 4 ½ through grade 6. Classes for second through sixth grade are held from 10:00AM to 10:45AM. There are one or two classes, depending on circumstances. Children attend meeting for worship for the last ten minutes to help them sense the importance of what goes on in worship (7/94).

The younger children up through first grade are in the Godly Play class from 10:00AM to 10:45AM. There is some flexibility in the age limits for this class.

On the first Sunday of every month during the school year, instead of regular First Day School classes, there is programmed worship for children and any adults who choose to participate. Parents of the younger children are asked to stay with their children. Teachers do not have any responsibility for the programmed worship so they have an opportunity to go to meeting for worship. The programmed worship includes singing, a presentation, an activity, and a short period of silence followed by introductions. The children do not go into the worship room on these Sundays.

There is singing every week at 9:40AM to allow 10-15 minutes of singing before First Day School.

The following Statement of Purpose was published by the First Day School Committee in 11/94 and affirmed by the Committee in 1/00: “To guide young Friends in their learning about the Society of Friends and what it means to be a Quaker, while encouraging the development of characteristics based on Quaker beliefs: to trust the love and wisdom of the Inner Light, truly to listen and respond to the Inner Light in ourselves and in each other, to

respect the equality of all people, to support the principles and practice of non-violence and justice, to enjoy simplicity in life style, to value consensus, to commit to service, and to build a loving, caring community.”

In 1967 meeting for business approved presenting a Bible to each Young Friend on entry into Junior High School, and in 3/95 instructed the First Day School Committee to continue the practice. As of 6/95 a Bible and a copy of *Faith and Practice* have been presented to each Young Friend and regular attender on completion of sixth grade. Any who missed getting these in past years should ask the clerk of the First Day School Committee.

Comments and/or inquiries about curriculum should be directed to the First Day School Committee, as plans vary from year to year. See also **First Day School Committee** (page 10). For children past sixth grade see **Young Friends** (page 38). For pre-school children see **Child Care** (page 37).

### **Welcoming Babies**

In some years, Ministry and Worship has held a celebration of children in our Meeting, and especially welcoming the babies who have been born or adopted in the past year. Babies and their parents are invited to come into meeting for worship for the last 15 minutes or so, when the First Day School children come in. It is a time for all of us to be especially aware of how the children enrich our Meeting community. At the end of worship we like everyone to stay for the introduction of the babies. (*Newsletter* 11/01)

### **Young Friends**

Young Friends in grades 7 – 12 meet and plan their program and activities under the guidance of the Young Friends Committee. They meet from 10:00 to 11:00 on the first and third Sunday of the month. On the second and fourth Sundays they join the Young Friends group at Northampton Meeting. Adults help with transportation and other logistics. (9/02, *Newsletter* 7/05). See also **Young Friends Committee** (page 15).

## **Other Mt. Toby Sponsored Activities and Groups**

### **Alternatives to Violence (AVP)**

This is an educational workshop program in prisons, staffed by volunteers and growing out of Quaker concerns. Coordination of work in several prisons is under the care of Yearly Meeting Peace and Social Concerns Committee. There is a long waiting list of prisoners wanting to take part. Participants sometimes become trainers, empowering both individuals and the prison community.

### **Cambodians**

In 1981 the Meeting sponsored and took under its care two refugee families from Cambodia, or Kampuchea (11/81, 6/82). The Refugee Resettlement Committee helped them find housing, job training, jobs, clothing, home furnishings, medical care, and language

instruction. Both families now have jobs, permanent housing, cars, and driving licenses. Most of the children are doing well in school, and most are U.S. citizens including, of course, the three children born in this country. The Committee still helps with relationships with schools and state and federal agencies, interpreting mail, and filling out forms.

After several years U.S. Citizen family members began the long complicated process of locating relatives still in the refugee camps and sponsoring them for immigration. Contributions and a loan from the Meeting helped with travel expenses. In 1991 two large new families arrived, and very soon another baby was born here. The Refugee Resettlement Committee (now called the Cambodian Support Committee) was revived to help the two Cambodian sponsors with the overwhelming amount of aid needed by the two families. The two new families were taken under the care of the Meeting in 6/92. See also **Cambodian Support Committee** (page 6) and **Refugee Assistance** (page 34).

### **Coffee Hour**

The Fellowship-Hospitality Committee is in charge of serving refreshments in the fellowship room after meeting for worship. The help of volunteers is welcome.

### **11:40 Hour**

The 11:40 Hour programs are held on Sunday after meeting for worship. These spiritually centered hours try to express the Spirit in our midst through sharing our faith and perspectives and through examining issues of our times. The programs are coordinated by the 11:40 Hour Committee who tries to present a balanced mix of programs that build community, enhance our spiritual life, and raise social consciousness. Programs offered by Mount Toby committees, and programs devoted to the spiritual journeys of Friends, have priority; individuals also offer programs. The Committee occasionally develops programs around special concerns in the Meeting but does not take on tasks more appropriately dealt with in other committees. Quakers from other Meetings may offer programs, preferably when sponsored by a Mount Toby committee. Presenters are not paid, and donations may not be solicited. Programs are announced in the *Newsletter*, on the entry doors, and during announcements after meeting for worship. They are offered from early September through mid June, but not on days of meeting for business, fellowship lunch, Quarterly Meeting, or major holidays. (From the Committee, 2/08). See also **11:40 Hour Committee** (page 10).

### **Fellowship Lunch**

A potluck meal is held after meeting for worship, on the third First Day of each month after singing in the Champney Room, at 11:30. Everyone who knows about it brings some food, and everyone at meeting for worship is invited to stay for lunch. The Fellowship-Hospitality Committee is in charge. Volunteers set up tables and chairs after Meeting, and it is hoped that each person will spend ten minutes or so clearing and washing tables, sweeping and mopping floors, washing dishes, or putting away furniture. Bringing our own dishes and taking them home to wash diminishes kitchen chores (3/89).

### **Newcomers/Oldcomers**

Occasionally Care and Counsel schedule a potluck supper and discussion, or a session of the adult discussion program after meeting for worship, at which newcomers can discuss Quakers and their ways with long-time Meeting members.

### **Work Days**

Work days are held on Saturdays, usually in spring and fall, supervised by the Meetinghouse Committee and/or the Grounds Committee. All who are able help with repairs and maintenance. The clerks of Meetinghouse and Grounds Committees welcome suggestions for workday projects.

### **Other Activities and Groups at Mt. Toby**

There are a number of activities at Mt. Toby that groups of individuals have organized. Some of these have been around for many years, while others have had a shorter lifetime, depending on the energy and ongoing interest levels of those involved.

#### **Affinity Group Against the War**

The Group has not met in over a year (1/08), but people are not ready to lay it down. Contact Geoff Lobenstine 256-8647. See also **Draft Counseling** below.

#### **Alternatives to Military Service**

American Friends Service Committee and the Military Recruitment Education Network go into high schools to bring information to young people about the realities of military service and of military recruitment. For more information, contact Peggy Anderson 467-7879. See also **Draft Counseling** (page 40) and **Policy Statements** (page 47).

#### **Draft Counseling**

The Draft Counseling Committee is no longer active, but can be revived if needed. The Peace and Social Concerns Committee can put people in touch with trained draft counselors. The AFSC branch office in Northampton is also a source of information. A counselor may recommend that a person be registered as a conscientious objector in the minutes and other records of the Meeting. Quarterly Meeting has sent a letter to the Canadian Government asking for their support for conscientious objectors from the U.S. Military seeking refuge in Canada (2/05). In 3/05 Peace and Social Concerns reported mail received from Jane Orion Smith, General Secretary of the Canadian Friends Service Committee, welcoming donations to CFSC in appreciation of Canadians Friends' work with U.S. CO's seeking refuge in Canada. See also **Affinity Group** (page 40), **Alternatives to Military Service** (page 40), **Policy Statements** (page 47) and **Records Of The Meeting – Conscientious Objectors** (page 34).

### **G.I. Rights Hotline**

Starting in August 2006, a number of people from our Meeting, together with other peace activists, have been counselors on the National G.I. Rights Hotline. They answer phone calls from GI's in our area, VT, NH, and the Syracuse-Ft. Drum area. Some of the GI's want to get discharged from the military, others are AWOL/UA, and others are going through harassment (sexual, racist, homophobic, and other). A number of people from our Meeting and elsewhere have helped get the word about the Hotline to people in the National Guard and Reserves training at Westover and elsewhere. Contact: Geoff Lobenstine, George Munger, Ann Levinger, or Dave Scott.

### **Hymn Singing**

There is hymn singing on Sundays 9:40 – 9:50 with first day school, and before fellowship lunch in the Champney Room.

### **Friendly Eights**

Each year small groups within the Meeting form with three purposes in mind: to share spiritual discussion; to get better acquainted; to have fun. While we call them “Friendly 8’s,” the groups have been anywhere from seven to fifteen. Most groups meet monthly, often sharing a potluck meal or dessert as well as worship and conversation. Some groups have even taken camping trips. Many groups form with the plan of a year’s commitment together; then they check and decide whether to continue. A few Mt. Toby Friendly 8’s have existed for many years.

### **Quakerism 101**

A structured study course on Quaker history and practice, with a prepared outline and reading list, is facilitated in some years by Meeting volunteers. For more information check the *Newsletter* or ask Ministry and Worship.

### **Quilts**

Care and Counsel has custody of a few hand-made quilts, including one sized for a child, that it lends to Friends who may appreciate a bit of extra nurturing in a time of trouble or sorrow. Friends are asked to bring the names of such people to the attention of the committee. When they are not on loan, these quilts adorn the walls of the Champney Room.

### **Thanksgiving Dinner**

For a number of years, John and Mary Ellen Preston have organized a Thanksgiving dinner at Mt. Toby, open to all Meeting members and attenders, their friends, neighbors, and extended families.



## **MEETING POLICIES AND POLICY STATEMENTS**

Over the years, Meeting has approved a number of policy minutes giving guidance for how we conduct our business and deal with one another and has also approved a number of more general policy statements setting forth our positions on a number of broader social issues.

### **Policies on Meetinghouse Use**

#### **Alcohol Use**

Meeting has agreed that alcohol is never to be used on Meeting property (2/82). An extremely rare exception has been made for an outside group using the meetinghouse for a religious ceremony in which wine played an essential part. See also **Substance Abuse** (page 45).

#### **Allergies**

A few members of the Meeting have serious, possibly even lethal, allergies or sensitivities to perfumes and perfumed products such as hair spray, body lotion, scented hand lotion, aftershave, scented candles, cologne, fabric softeners, room deodorizers, and cleaning chemicals. Even products labeled “unscented” frequently contain a “masking fragrance.” Children are especially vulnerable.

Those with troublesome sensitivities are asked to sit in the south “fresh air corner” of the worship room, near the outside door, and those wearing any perfumed products are asked to sit in the north corner (10/96). There are Health Alert Notices on the worship room and restroom doors. See also **Meetinghouse Accessibility** (page 49).

#### **Smoking**

There is no smoking in the meetinghouse.

#### **Storing Personal Property in the Meetinghouse**

Meeting affirms that the meetinghouse and storage shed are communal space. If any individual needs some of that space for personal storage, he or she must ask the Meetinghouse Committee (9/88).

### **Working with One Another**

#### **Announcements After Meeting for Worship**

The Friend designated by Ministry and Worship to close meeting asks people to remain in the spirit of worship and to hold each person in the light as they introduce themselves. The closer then invites brief announcements pertaining to the life of the Meeting, generally starting with those related to children and families. Short announcements of Meeting

activities and matters of great interest to most people present, such as news of ill or absent members, are welcome. Activities of individual members or other events of general interest are mentioned very briefly, and attention is directed to the appropriate bulletin board for further details (10/89). In order to offer an experience of a variety of ways of leaving worship, Ministry and Worship has designated third Sundays as “no spoken announcements” days (4/07). On these Sundays, a bulletin board is set up in the fellowship room for people to post announcements.

### **Attenders**

Attenders are people who come to Meeting frequently but are not members. They are welcome to take an active part in Meeting activities, including serving on committees and attending meeting for business. As a rule, they do not serve on Ministry and Worship or as Clerks unless they are Friends who are members of other meetings, nor as Trustees or Treasurer, who must by law be members of this Meeting. We encourage active attenders to apply for membership in the Meeting. See also **Membership as Qualification for Service** (page 45), and **Becoming a Member** (page 25).

### **Harassment**

Following a case of harassment within the Meeting, meeting for business approved the following statement on recommendation of Care and Counsel and Ministry and Worship. It is to be published in the *Newsletter* each October, posted in the meetinghouse, and included in the *Handbook*. It was also shared with Quarterly and Yearly Meetings (6/89).

### **Nurturing Trust in our Community**

Our Meeting is a community of people seeking to perfect their love of God and all living beings. We support each other in this quest through our silent worship together and in our relationships with each other. While we accept our human imperfections in interacting with each other, we are bound together by the trust that comes from our commitment to treat each other with love, compassion, and respect. Verbal, physical, and sexual harassment are actions, which destroy this trust and require vigorous counteraction. If anyone in our Meeting feels harassed by another member or attender, the Meeting needs to be informed, usually through Care and Counsel, in order to act to support all concerned, prevent further occurrence, and avoid the isolation of any person.

### **Latecomers**

Those arriving late for meeting for worship wait quietly in the lobby and enter together at ten minutes past the hour (10/94). Moving about or conducting Meeting business during this time is discouraged.

### **Membership as Qualification for Service**

Meeting has held several long discussions about whether membership should be a requirement for appointment to Meeting offices and committees. Meeting membership is a legal requirement for Treasurer and Trustees; membership is also desirable for Clerks and members of Ministry and Worship; other regular attenders, if they were already members of some other meeting, have also been asked to serve. For other positions, either members or regular attenders are qualified (6/75, 2/76, 8/77).

The 1985 *Faith and Practice* states, “Each monthly meeting should ordinarily appoint at least six members to Ministry and Counsel,” and outlines how the appointments should be made. It also says, “Care and Counsel at Mount Toby Meeting is appointed in the same way as Ministry and Counsel” but makes no statement as to whether they should be members (*F&P*, pp. 241 & 244).

The following minute was approved in 8/90 by Yearly Meeting for business: “The Yearly Meeting Nominating Committee may consider for membership on Yearly Meeting Committees any person active in the fellowship of Friends in New England. Lack of formal membership is not necessarily a bar to service. We trust the Nominating Committee to discern those who are truly called to serve.”

### **Safe Practices for Working with Youth**

At the recommendation of an ad hoc committee we decided (6/07) to

- Adopt the policy that two adults be present whenever feasible while working with young people;
- Foster a sense of openness in all gatherings of children by encouraging parents and other adults to attend/drop in as they wish;
- Place the materials gathered by the Ad Hoc Committee in the library.

### **Substance Abuse**

In 1991 Care and Counsel reported that they felt a need to discuss openly substance abuse and addiction within the Meeting so that any who are in need may ask for support and so that Friends may be under the weight of the concern. It is not false urgency to say that it could be a matter of life and death.

## **Structural Policies**

### **Financial Support of the Meeting**

Like most Friends meetings, Mt. Toby does not pass a collection plate; checks or cash may be left in the contribution box in the lobby, or mailed or handed to the Treasurer, whose name and address are in the *Directory* and in the monthly *Newsletter*. Checks should be made out to Mt. Toby Monthly Meeting. Contributions are tax deductible; see **Tax Deductions** (page 46).

The Finance Committee sends letters to contributors and friends once or twice a year reviewing the needs of the Meeting. The Meeting does not ask for pledges for annual contributions.

The Meeting discussed in detail the following principles in its handling of financial affairs (2/02, 3/02/12/02):

1. Mt. Toby chooses to live within a modest budget. We have chosen to live without a reserve fund or endowment, trusting that extra funds will become available if needed (3/02).
2. We are frugal and choose (for spiritual, financial, and community reasons) to perform as much of the Meeting's work as possible ourselves. This includes cleaning and most repairs of the meetinghouse.
3. We consider rental income to be part of the general operating budget. The Land Use Committee may suggest uses for occasional timber sale revenue.
4. When we have needed extra money for special concerns or projects, we have asked for it directly.
5. When we receive an unrestricted bequest, we tend to consider ways to spend it promptly (3/02). We consider recommendations of the Finance Committee, but meeting for business decides what God wishes us to do with the money.
6. In our corporate giving, we identify two levels of obligation: bigger contributions to organizations like New England Yearly Meeting and Friends General Conference which provide us with services and support, and token contributions to smaller groups, assuming that individual contributors will make their own decisions about further support of other concerns.

The budget is considered an estimate of necessary expenditures, and does not set up line-by-line restrictions. The Treasurer, the Finance Committee, and the Clerk are responsible for deciding when any substantial variation from the budget plan requires formal Meeting approval. See also **Budget** (page 19), **Finance Committee** (page 10), and **APPENDIX V – Budget**.

### **Tax Deductions**

For tax purposes the Treasurer will provide a written acknowledgment to anyone who contributes more than \$250. Other contributions will be acknowledged on request. The acknowledgment will include a statement of whether the Meeting has provided any goods or services in return. This may be provided at the time of the contribution, or shortly after December 31st of each year that the law requiring it is in effect.

Contributions to help a specific person, to be deductible, must be made to a standing committee or fund of the Meeting, but may be earmarked for the specific purpose.

### Telephone Tax

The Meeting has consistently refused to pay the federal telephone tax because its purpose is to help wage war.

### Policy Statements

From time to time the monthly meeting records a sense of the meeting on current issues – minutes that it has discussed, approved, and sometimes published alone or in concert with other meetings. The Meeting reaffirmed in 10/76 that the basis of its concerns should always issue from meeting for worship, having been examined in the light of our spiritual heritage. The full text of each statement is in the meeting minutes, in earlier editions of this *Handbook*, and in the loose-leaf booklet *Policy Statements of Mt. Toby Monthly Meeting of Friends* (catalog number 262 Pol, or in the reference collection); these are in the Meeting library. Many are also available on the **Mt. Toby Website** (see page 32).

**Campaign Finance** – on a movement to reform the economics of political campaigns. (9/00)

**Capital Punishment** – in opposition to the death penalty.

**Conscience, Support of Those Led By** – supporting those who have taken a stand against nuclear weapons (10/76), and participation in war (1/05).

**Conscientious Objectors and Non-Registrants** – opposing war, military training, and the draft (7/80).

**Declaration of Conscience** – Calling for people to speak out against government policies in invading Iraq, and deploring recent threats to our freedom and personal liberties. Written by the Western Massachusetts Interfaith Coalition for Peace and Justice, and intended to be a document that could be accepted by a broad range of religious groups. Endorsed and approved by meeting for business on 9/12/04.

**Freedom of Information** – affirming citizens' right of access to government documents (3/83) and affirming the right to know what is in government records and documents (2/80 and 3/80).

**Gambling** – opposing state-supported gambling (7/95; reaffirmed 11/07).

**Gay and Lesbian Concerns and Homosexuality** – affirming the civil rights of all people regardless of sexual orientation, and stating our belief in that of God in every person (1/83); also material for use in public statements, and for internal use for people who wish to know our concerns on this topic (9/97, 1/00). Meeting affirms that all persons are equal, that families take many forms, and that marriage is a spiritual union and commitment (10/97). See also a pamphlet in the Meeting library, *History of Mt. Toby Meeting Gay and Lesbian Concerns*, and *Gay and Lesbian Concerns at Mt. Toby Meeting* on the free literature table.

**Interfaith 350 Statement** – We unite with other faith communities in endorsing the Interfaith 350 Statement (on limiting CO2 concentrations in the atmosphere). We also want to be open to other actions and statements rising from within our own meeting related to care for the earth (9/08).

**IRCA–Immigration Reform and Control Act** – refusing to cooperate in filing required forms on eligibility of employees for employment, and affirming the right of everyone to make a living (3/91).

**Nuclear Power and Weapons and Abolition of Nuclear Weapons** – concern about multiple dangerous effects of nuclear power, and opposing nuclear weapons (10/76, 11/98, 2/01).

**Pacifism** – Friends' testimony against war and violence (1/80).

**Peace** – Statement of the American Friends Service Committee, endorsed after the event of September 11, 2001 (4/19/02).

**Peace Tax Fund** – The Meeting supports creation by Congress of a National Peace Tax Fund as an alternative for those who object to paying taxes that could be used to make war. (1/92)

**Racism** – deploring recent incidents at local colleges (12/92).

**Same–sex Marriage** – offering the same loving care and consideration to both same-sex and heterosexual applicants for marriage under the care of the Meeting. Clearness committees will assist with legal matters (4/87, 5/87, 5/88, 10/97, 11/98).

**Sanctuary** – announcing the intention to provide sanctuary for Central American refugees without papers (3/85).

**Support for Canadian Friends and Canadian Friends Service Committee**

**Tax Refusal, or Non-Payment of Taxes Used for War** – supporting those who are conscientiously opposed to financial support of war (4/84).

## MEETINGHOUSE AND GROUNDS

### Meetinghouse

The meetinghouse was opened in 1964. The Champney Room was added in 1997. Plans of the meetinghouse are in a large roll in the wall cupboard over the phone booth. Listed below are descriptions of various aspects of the operation of the meetinghouse. See also **Storing Personal Property in the Meetinghouse** (page 43), **History of the Meeting** (page 59), **APPENDIX I: Guidelines for the Use of the Meetinghouse**, and **Meetinghouse Committee** (page 12).

### Accessibility

The meetinghouse was designed on one level for accessibility and the Meetinghouse Committee and others have made several improvements. Front and back doors to the fellowship room have had ramps added, special handicapped parking spaces have been designated on the circular drive closest to the building, and the men's room has been made wheelchair accessible by combining two stalls, and adding a raised toilet and grab bars. Curtains have replaced stall doors in the women's room so the doors will not knock off one's kneecaps. More easily usable lever-type door handles have been installed. If there are other ways in which the meetinghouse could be made more easily accessible please tell Care and Counsel or leave a note in the Meetinghouse Committee box in the hall outside of the library. Copies of the *Newsletter* in LARGE TYPE may be requested from the *Newsletter* Editor. (6/01)

Mt. Toby has joined the Accessible Congregations Campaign, which is sponsored by the National Organization on Disability and supported by the NEYM Committee on Aging. Aims are to raise our own consciousness about accessibility and to ensure that everyone can participate fully in the life of the Meeting. Suggestions for projects will be forwarded to relevant Monthly Meeting committees (4/01, 9/01, 1/03). See also **Allergies** (page 43), **Hearing Amplification in the Meeting Room** (page 50), *Newsletter* (page 31) and **Overnight Use Of The Meetinghouse** (page 52).

### Capital Fund

The Meeting maintains a Capital Fund to which we set aside money every year to help cover infrequent, but expensive, major projects for maintaining or improving the meetinghouse and grounds. It is also frequently used for capital purchases of items costing over \$300, rather than putting such items in our operating budget.

### **Cleaning**

This is done by Meeting members and other volunteers, at least two people each week, under the direction of the Meetinghouse Committee. If everyone takes a turn, each person cleans about once a year. The Committee prepares a schedule and posts it on the Meeting bulletin board in the lobby (see also **APPENDIX I: Guidelines for the Use of the Meetinghouse** page 2). They should also remind people of upcoming turns by phone or postcard (11/91). The Fellowship-Hospitality Committee sees that cleanup is done after coffee hour and potluck lunch. There is a list of cleaning chores in Appendix I.

### **Closing the Building**

See **APPENDIX I: Guidelines for the Use of the Meetinghouse**, page 3.

### **Hearing Amplification in the Meeting Room**

Hearing aids are kept in the lobby near the entrance to the worship room for those who have difficulty hearing messages during meeting for worship. Please ask the member of Care and Counsel on duty at the door for instructions for using them. If the system does not seem to be working well, please report this to one of the Care and Counsel committee members, who are responsible for maintenance. (Minutes of Care and Counsel 8/94) In the summer of 2000, supplemental equipment extended sound to the Champney room or elsewhere.

### **Keys**

Clerks, committee clerks, and members of the Meetinghouse and Grounds Committees commonly have keys. Others who feel a need for one should apply to the Clerk of the Meetinghouse Committee.

### **Library**

Provides service to Meeting, Friends, and visitors, and is also available for limited research. The library is open on First Day mornings and at other times by arrangement with the Library Committee.

The chief functions of the library are teaching, ministry, outreach, and support of Meeting activities. Needs of both children and adults are considered. Major Quaker topics are covered in books, periodicals, pamphlets, magazines, and a few audio-visuals. The card catalog lists materials by title, author, and subject.

## LIBRARY CLASSIFICATION

*THE SHELF SYSTEM RUNS IN COLUMNS FROM CEILING TO FLOOR, SET OFF BY WHITE WOODEN DIVIDER BOARDS*

100-229 Philosophy And Religion	260.11-9 Specific Countries
230 Friends Beliefs	262 Business Procedure
.1-.7 Specific	265 Faith And Practice
240 Devotions, Meditations	266 Missions
241 Counseling, Healing	267 Friends Organizations
243 Sermons, Lectures	268 Friends Education
244 Literary & Collected Works	270-900 Social Sciences; Sciences
246 Meeting For Worship	920-950 Adult Biography, Quaker & Other
247 Quaker Ministry	960-990 History
249 Quaker Way Of Life	Children and Youth Fiction, Non-Fiction, and
250 Social Concerns: War; Peace; Racism; Prisons; Economics	Biography: See Color Code
260 Quaker History & Description	

The Library Committee makes two folders each for both minutes of meetings for business and Newsletters to hold them until enough accumulate for binding. One copy is for borrowing, the other for non-circulating archives. *Friends Journal* is packaged annually and shelved in the fellowship room.

The Peace and Social Concerns Committee keeps special issue emphases for loan in the fellowship room. A collection of First Day School materials is shelved in the small Sunday School Room.

See also **Library Committee** (page 12).

### Maintenance

The Meetinghouse is maintained by the volunteer work of members and attenders during scheduled spring and fall workdays and at other times. Sometimes individuals take on special projects that they are concerned about. Special workdays for a new heating plant, painting, and roofing have involved a large part of the Meeting. We agree that our priority for selecting meetinghouse projects will be those that undergird and nourish our worship, and that take into consideration the health of our community and our impact on the earth. We invite those with ideas on improving our 40 year old building to bring them to the Meetinghouse Committee (3/04).

### Office

The office records are in the library, to the left of the windows. The History and Records Committee use the cupboards above for the non-circulating copies of the minutes, the Memorial Books, and other scrapbooks. The lower cupboards hold boxes of archival materials. The Meeting's files are in file drawers in the office desk.

### Outside Groups

Those wanting to use the meetinghouse arrange with the Scheduler. See **Rental Fees** (page 52) for rates. A large group puts a strain on our water and sewer arrangements, so it may need to rent a portable toilet. No tobacco or alcohol may be used, and no foods or lighted candles are allowed in the worship room, lobby, library, or Champney room. As a tax-exempt non-profit organization we are not allowed to charge admission, nor is any other group using the premises. Groups renting space in the meetinghouse are asked, when advertising their event, to include the words “This is not a Quaker Meeting program” (10/01). See also **APPENDIX I: Guidelines for Use of the Meetinghouse.**

### Overnight Use of the Meetinghouse

No one may stay overnight at the meetinghouse without clearing first with the Scheduler. If the Scheduler has any questions, he or she will consult with the Clerk. (11/87) When traveling Friends have come, they have been allowed to stay at the meetinghouse if this did not interfere with already-scheduled use. Others are not allowed to stay unless a member of the Meeting is prepared to stay with them. Either arrangement must be cleared with the Scheduler. (12/87)

### Parking

As parking space is limited, Friends are asked to park close to those cars that are already parked. There are marked handicapped-accessible parking spaces in the drive close to the meetinghouse entrance. Parking is also allowed facing the stone wall along Route 63.

### Rental Fees

(Approved 3/11/07) The use of our facilities is cost-free for groups sponsored by the Meeting, or if expressly approved by meeting for business. Other groups are asked to share in the costs of upkeep of this facility by paying the fees described here.

Separate fees are charged for morning, afternoon or evening use. Kitchen use is on a per-day basis. The library room is not available for use. Total fee is calculated by adding the fees associated with your use. (Example: fellowship room for morning only = \$20; fellowship room and kitchen for morning and afternoon = \$50.)

Space Used	Time of Use		
	Morning	Afternoon	Evening
Fellowship Room or Champney Room	\$20	\$20	\$20
All Rooms except Worship Room & Library	\$30	\$30	\$30
All Rooms (except Library)	\$50	\$50	\$50
Added Charge for Meal-time use of Kitchen		\$10	

The Scheduler is charged with deciding if a group is subject to fees for use of the meetinghouse, and may negotiate reduced fees for outside groups as deemed appropriate. A cleaning deposit may be requested for groups using the meetinghouse for a full day or more,

or an additional fee for cleaning may be requested if the premises are not left in good order. The Scheduler may choose to consult with the Meetinghouse Committee in making these decisions.

Long-term use of the meetinghouse by an outside group (e.g., multi-week educational programs) should be approved by meeting for business. Long-term use proposals should be brought with a recommendation from the Scheduler and the Meetinghouse Committee that includes the recommended fees. Copies of any contracts for long-term use should be provided to the Meetinghouse Committee and the Treasurer.

### **Scheduling**

Meeting and other groups are welcome to use the meetinghouse (11/77). They must arrange with the Scheduler to reserve the space and schedule the heat. To keep slots open for Meeting groups, the Meetinghouse Committee suggested in 8/88 reserving two Saturdays a month and several weekday evenings for Meeting use. See also **Scheduler** (page 18).

### **Telephone**

The telephone booth is opposite the library, by the door to the Champney room. Callers are asked to put \$.25 in a container near the phone for each local call and limit it to five minutes (1/91). Calls to Franklin County numbers and to Northampton are local calls.

## **Grounds**

### **Burial Ground**

The Mt. Toby burial ground is southeast of the meetinghouse. Corners are marked with permanent cement markers. Mowing is arranged by the Grounds Committee. Pastoral care and oversight of burials are under the care of Care and Counsel (11/81, 9/82), and they appoint two of their members as Caretakers of the burial ground (12/85). Burial ground records are maintained by the Caretakers. Permanent records are kept in the meetinghouse safe. Regulations governing use of the burial ground have been determined by the Meeting from time to time and are available from Care and Counsel (8/77, 3/82, 9/97, 3/98). The burial ground is for the use of Meeting members and their immediate families within one generation (spouse, parents, children). Care and Counsel recommends that there be no planting in the burial ground (3/98).

See also **Memorial Meetings** (page 25), **APPENDIX II: Guidelines for the Use of the Burial Ground** and **APPENDIX III: Guidelines for the Planting of Memorial Trees**.

### **Grounds Maintenance**

Maintenance of grounds around the meetinghouse is done by the Grounds Committee and other volunteers. In summer, volunteers take turns mowing (it takes about 3 hours).

### **Memorial Trees and Other Plantings**

When the meetinghouse was built in 1964 a landscape plan was also developed, which Francis Holmes carried out over the next several years. Other trees and shrubs have been added since, many in memory of Meeting members who have died. A map showing the location of the plantings is posted above the mailboxes in the hallway by the library. A policy on plantings was approved on 6/2000. All trees are under the care of a Plantings Keeper appointed by the Meeting. See also **Plantings Keeper** (page 17), **APPENDIX III: Guidelines for the Planting of Memorial Trees**, and **APPENDIX IV: Guide to the Plantings at Mt. Toby**.

## Mount Toby Lands

### Land History and Uses

In 1972 Meeting purchased land outside the site of the meetinghouse. It includes 118 acres of pasture, wetland, and forest, plus a spring, a pond and a section of Long Plain Brook. 108 acres are in Leverett and 10 acres are in Sunderland. The land covers a roughly triangular area with its base along Long Plain Road and the railroad tracks. See the **map on the inside back cover**.

The area immediately surrounding the meetinghouse, including the burial ground, is cared for by the Grounds Committee. The rest of the Meeting's land is administered by the Land Use Committee. In May 1978, after lengthy discussion, we decided that some of the land – the portion north and west of the power lines – should be cut periodically for lumber, while the rest would remain largely unmanaged or for agriculture. In 1983 Land Use Committee's portion was put under conservancy, under Massachusetts Law Chapters 61, 61A, and 61B, for forestry, agriculture, and recreational use, respectively. This gives us reduced tax rates. Approximately 50 acres are in forestry/agriculture including the area northeast of the power lines, the pasture lands southwest of the meetinghouse and a strip of land around the northwest and southwest sides of the wetlands. (As this *Handbook* is being printed, the Land Use Committee is in the process of changing all the land classed as agricultural to being classed as recreational.) The remaining acreage, including the wetlands is classified as recreational. A forest management plan was submitted to the Massachusetts Department of Land Management by the Land Use Committee and the Trustees in 6/94 and in 2004. A new report is made every 10 years. A forestry plan was accepted by the State and a copy was filed with the Assessor of the Town of Leverett in 9/04. The current plan is effective from 2004 to 2014. The Committee may hire a forest management consultant to help with these reports.

Proceeds from selective logging operations in 1979, 1995, and 2001, mainly to remove hemlocks, were put into a “timber fund” to be used for special projects to be decided later (1/80). This Fund was closed in 2010. Some land under Chapter 61A, along Long Plain Brook, has been leased to abutter and Meeting member Brad Archer, for agricultural purposes limited to grazing sheep and haying.

There is an extensive network of trails, some of which are overgrown, but others may be used for hiking and cross-country skiing. Friends are urged to explore the many beautiful nooks and crannies of our lands. A **map of Meeting land** is printed on the inside of the back cover of this *Handbook*. Camping is allowed with the permission of the Land Use Committee. See **Camping on Meeting Property** below.

No swimming is permitted in the pond, as our insurance does not cover that activity. A sign saying “Swimming is not Permitted” has been posted at the pond.

A simple footbridge south of the pond gives access to our land beyond Long Plain Brook. For occasional access by vehicles, including cars, trucks, and equipment, we have an easement with abutters Bob and Micha Strong on a gravel road across a culvert over Long Plain Brook. W.D. Cows lumber company has an agreement with the Meeting for a right-of-way to truck logs across Meeting land from their abutting property on the north (6/90, 2/94). Western Massachusetts Electric Company has a 100-foot right-of-way for a power line

through the property. Abutter Brad Archer has a deeded right to access a spring on Meeting's forested land across Long Plain Brook.

In 4/95 at a hearing in Leverett, Meeting successfully opposed a proposal to declare the land opposite us on Route 63 a General Business Zone; we stated that we expect our land "to remain forever protected from further development." See also **Land Use Committee** (page 12)

### **Camping on Meeting Property**

Camping is allowed with permission of the Land Use Committee (4/78). The Committee feels very strongly that no fires can be allowed on Meeting land (6/79). Leverett zoning by-laws do not allow camping for more than 28 days without adequate sanitary facilities (6/79). Use of meetinghouse toilets and kitchen by campers has been allowed when it does not conflict with previously contracted use (6/79); such use must be cleared with the Scheduler. See also **Overnight Use of the Meetinghouse** (page 52).

## **AFFILIATED ORGANIZATIONS**

### **Other Meetings for Worship**

Small subsidiary groups have been formed from time to time to fill special needs, with the concurrence of Ministry and Worship and meeting for business. They are laid down, when they become inactive, by meeting for business on the recommendation of Ministry and Worship.

#### **Northfield Worship**

Meets at 10:30 on the first Sunday of each month at the home of Don and Judi Campbell. Call (413) 498-0027 for information or directions.

#### **Upper Valley Worship Group (UVWG)**

We have taken the Upper Valley Worship Group under our care in an “affirmed relationship.” (7/8/07) This relationship has the following initial form:

- Minutes will be sent to a designated contact person at Mt. Toby. The interim person is Ruth Hazzard, Mt. Toby Clerk;
- One or two people from UVWG will attend Mt. Toby’s meeting for business on a rotating basis;
- As needs arise, UVWG will contact Mt. Toby and ask for assistance;

A contact person will be designated at both UVWG and Mt. Toby. For now, Aggie Mitchkoski will serve as contact person for UVWG. Any changes to that assignment will be addressed by UVWG in September. Ruth Hazzard is the Mt. Toby contact person presently identified.

#### **Woolman Hill Midweek Worship**

Meets each Wednesday from 5:30 – 6:30. Worship is usually in the meetinghouse – if it needs to be moved, the alternate location will be posted on the meetinghouse door. Contact person: Jim Lyons (548-3940).

#### **Winterberry Farm Family Sabbath Worship**

Meets on the second Friday evening of each month. General visiting with animals and people from 5:00 – 6:00, worship from 6:00 – 6:30, followed by potluck meal. At the home of Jim Lyons and Jill Horton-Lyons. Call for directions or information: 548-3940.

See the *Newsletter* or the bulletin board in the lobby for more recent information on these and other meetings for worship.

## **Quarterly Meeting**

Mt. Toby Meeting is a member of the Connecticut Valley Quarter of New England Yearly Meeting. Friends meet for a day or a weekend three times a year for a planned program, worship, and fellowship. Meeting for business, in conjunction with the Clerk, appoints a Planning Committee in those years in which Mt. Toby is scheduled to be host. The date is announced after Meeting and in the *Newsletter*. Every October, when the program is at Woolman Hill, Mt. Toby has some responsibility for a part of the arrangement, determined by an eight-year rotation schedule. Mt. Toby is also responsible for finding and appointing a Clerk of the Quarter on a regular rotation (the person need not be from Mt. Toby), with a similar rotation for our finding a Recording Clerk.

## **Woolman Hill**

Woolman Hill is an independent Quaker retreat and conference center on Keets Road right off Routes 5 and 10 just north of Old Deerfield. See the bulletin boards or the fellowship room for program announcements. The fall CVQM weekend retreat has been held at Woolman Hill for several years. The Board of Directors includes people from Mt Toby and other monthly meetings within CVQM and NEYM. Mt Toby has traditionally had strong representation on the board, and has a deep connection with the history of Woolman Hill. The Mt Toby Care and Counsel has a scholarship fund that will assist people who want to go to Woolman Hill weekends. A worship group that met here was laid down (6/02).

## **Yearly Meeting**

New England Yearly Meeting is an association of most of the monthly meetings in New England. It holds its annual meeting for business, with workshops and programs for all ages, for several days in the first week in August. All Friends receive announcements in the spring. Several members of the Meeting serve on YM committees. We are expected to appoint representatives to the YM Ministry and Counsel Committee and to the YM Nominating Committee.

## HISTORY OF THE MEETING

The first recorded monthly meeting in the ancestry of Mt. Toby was the Northampton Meeting, which organized as an independent Meeting under the Friends Fellowship Council in Philadelphia in 1939. There had been other occasional worship groups of Friends in the Valley – in Amherst in 1924 and in Northfield in the 1930's – but it was the initiative of a European couple who came to Smith College that led to the formal organization. These Friends had seen war coming in Europe and urged local Friends to join national movement among Friends preparing to witness for peace. At the time, the Northampton group did not want to choose either of the New England Yearly Meetings, which had divided in 1845 over the theologies of John Wilbur and John J. Guerney. But when the Yearly Meetings united in 1945, Northampton and other Friends in Connecticut joined the New England Yearly Meeting with the Connecticut Valley Friends Fellowship (started in 1936) that included Hartford and New Haven Independent Meetings. That group and Providence, RI and Cambridge, MA Independent Meetings made up the third group of Friends forming the new Yearly Meeting.

The new monthly meeting was called the Middle Connecticut Valley Monthly Meeting because it was in the middle of the Connecticut Valley Quarterly Meeting. There were worship groups in South Hadley, Greenfield, Northampton, and Great Barrington. They met together only for monthly meeting for business, often in Sherwood Friends Center, a barn studio given to Greenfield Friends by Mary Champney.

A meeting in Amherst was revived by Francis and Becky Holmes when they came to the University of Massachusetts in 1954. When many more Quaker families came to the enlarging University in the next decade, Amherst became the largest meeting. In 1959 the Monthly Meeting decided to try an “experimental consolidation” and rented the Grange Hall on Main Street in Amherst, to which all Friends came for First Day worship.

This experiment, which allowed for a First Day School for the 50-100 children, was so successful that the Meeting decided to try to build a meetinghouse. They eventually accepted a gift of land on the farm of Ethel Dubois on Long Plain Road in Leverett, and broke ground in 1963. In 1964, a meetinghouse designed by architect Elroy Weber opened. The Meeting was renamed Mt. Toby after the nearby hill.

At the same time, the Greenfield Sherwood Friends Center was taken by the State when Interstate 91 was to be built. Money from the settlement was lent to the Meeting and paid back to a fund under Greenfield Trustees, and later lent to other Meetings. A small loan and grant from the Friends General Conference Meetinghouse Fund has also helped the 25 families meet the challenge of paying for the building, and later buying the 120 acres of Ethel Dubois' farm when she retired. In a few years, the Long Plain Nature Center she ran on the farm moved to Amherst and became the Hitchcock Center for the Environment.

An addition was added to the meetinghouse in 1997, when the Champney Room, designed by Nina Weyl, was added. The kitchen was enlarged and space redesigned. In 1994, Northampton divided off from Mt. Toby, formed a new Meeting, and built a meetinghouse condominium. South Berkshire had left in 1984 and built a meetinghouse in 2001.

The history of Mt. Toby and Friends' peace testimony in World War II and the Vietnam War is another story, some of which can be read in the history up until 1960, (written by Helen Griffiths.) This history is in the Meeting library, or can be purchased from the History Committee; ask Georgana Foster. In fall of 2004 we celebrated the 40<sup>th</sup> anniversary of the meetinghouse.

### **Sanctuary**

In 4/84 the Peace and Social Concerns Committee planned a meeting to discuss the plight of undocumented refugees from Central American countries. In 5/85 Meeting endorsed a Minute on Sanctuary from West Falmouth Monthly Meeting. A large ecumenical committee with many members from Mt. Toby was formed, and we agreed to provide sanctuary to political refugees from Central America. Two brothers from Guatemala were housed in the meetinghouse until a safe house and jobs were found for them. One was later joined by his wife and children. They spoke frequently at public meetings in the area. Letters endorsing our action were received from England and Germany, as well as from many meetings in the U.S. Hartford Monthly Meeting also offered Sanctuary in its meetinghouse. The Sanctuary Committee was disbanded in 1994 and Northampton Meeting Ministry and Counsel assumed responsibility for responding to continuing Central American refugee needs. Sanctuary Committee funds have been turned over to the Northampton Meeting. See also **Policy Statements – Sanctuary** (page 47).

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## APPENDIX I: GUIDELINES FOR USE OF THE MEETINGHOUSE

From the Meetinghouse Committee (2/00); re-approved (4/04):

- The meetinghouse is available for use by any group seeking to develop spiritual growth, enrichment of inner life, better human relations, social concerns, civic responsibility, educational and international understanding.
- Permission for use of the meetinghouse can be obtained from the meetinghouse Scheduler (see the current committee list in the lobby). Keys are available from the Scheduler. The building is fully heated only while it is being used; this requires that the Scheduler be contacted at least a week in advance so that the heat can be programmed. No admission may be charged for any activity in the meetinghouse, although collections for social and religious causes are allowed.
- The meetinghouse is not available to groups practicing discrimination.
- For the schedule of fees charged to non-Meeting groups see the section **Meetinghouse: Rental Fees** (page 52).
- The meeting for worship room has been designed for meetings only; any other use should have prior permission from the Meetinghouse Committee. Please ask before rearranging the benches and return them to their original places when done. No lighted candles, food, or beverages are allowed in the worship room, lobby, or Champney room (small meeting room).
- Please do not allow children to use the library unless there is an adult with them at all times. Do not use the fireplace without instructions from the Scheduler.
- Consistent with Friends' beliefs, there is no smoking in the meetinghouse. People may smoke on the grounds, but are asked to dispose of their own litter and not leave it for others to clean up. No alcoholic beverages may be brought onto the premises.
- Groups renting the meetinghouse are asked to include in any information given to others the words "This is not a Quaker Meeting program."
- The meetinghouse is cleaned weekly by members of the Meeting. Those using the building are expected to clean up after their gathering and leave things as they found them. Groups using the kitchen should wash and put away all dishes unless they have brought and used disposable paper products. Floors should be vacuumed, swept, and mopped as needed. All trash and garbage must be removed and wastebaskets relined. Any damage to the equipment or facilities should be reported to the Clerk of the Meetinghouse Committee. People are asked not to use the furnishings for purposes other than those for which they are intended. Cleaning supplies are in the closet in the storage room.
- After everyone has left, the person responsible for the group should check to see that the instructions for closing the building (**APPENDIX I**, page 3) have been followed.

**CHECKLIST FOR CLEANING THE MEETINGHOUSE**

**General:**

1. Get key from the Meetinghouse Committee's cubbyhole in the corridor outside the library.
2. Supplies are in the storage room, mostly in the closet. A few are in the cupboard in the women's room. Towels and toilet paper are on shelf in corner of storage room. Put a note in the Committee's cubbyhole if any supply is low.
3. Check vacuum cleaner bag and replace if needed.
4. Wet mop is hung just outside the back door: bucket is in storage room.
5. Empty all wastebaskets, put in new liners (corner shelf in storage room), and see that someone takes the trash home.
6. Don't clean the mop in the sink; use a bucket.
7. Water the plants.

**Meeting Room And Lobby:**

1. Vacuum rugs.
2. Dust furniture as needed.
3. If the 15th of the month falls in your week, wipe the windowsills and heating units and vacuum the seat cushions.
4. If the 22nd of the month falls within your week, vacuum the recess under the entrance doormat.
5. Check the coat area for neatness and cleanliness. A lost-and-found box is there for articles that seem homeless.

**Library:**

1. Vacuum rug, wet-mop tiles if needed.
2. Dust shelves, tabletops, and top of divider.
3. Vacuum chair cushions.

**Restrooms:**

1. Sweep, mop if needed.
2. Wash toilets.
3. Wash sinks, clean mirrors.
4. Wipe partitions and sills where needed.
5. Replenish paper towels, toilet paper, cups, and soap.

**Kitchen:**

1. Sweep, mop if needed.
2. Wash, dry, and put away any dishes left out.
3. Wipe counters, stove, and refrigerator.
4. Remove perishables (milk, etc.) from refrigerator and take home or give away. Defrost refrigerator if needed.

**Fellowship Room, First Day School Room, Champney Room:**

1. Sweep, mop if needed, and vacuum rugs.
2. Dust as needed.
3. Arrange furniture neatly.
4. Be sure tabletops are clean.
5. Empty trash.

**CLOSING THE BUILDING:**

Any group which uses the meetinghouse, including Meeting groups, sees to the following (Meetinghouse Committee 10/87).

1. Fire in fireplace out, using a small amount of water if necessary. Glass doors and dampers closed. Ashes cold.
2. All dishes washed and put away.
3. Soiled dishtowels and sponges taken out to be washed and returned.
4. All rubbish removed from building, fresh liners in trashcans and baskets.
5. Floors mopped and swept as needed, wet mop left outside back door, rugs vacuumed if needed.
6. Rooms left as they were found. Tables and chairs put away.
7. All windows closed and tightly latched.
8. All lights off.
9. All ten outer doors closed, latched, and locked. Because of weatherstrips, some must be pushed very hard to be sure they are latched.
10. To save oil, doors to the Champney room and worship room are kept closed when they are not in use in winter. To prevent pipes freezing in cold weather, all other interior doors should be left propped open in winter.
11. Please remember to return your key.

See also **Meetinghouse** (page 49)

APPENDIX I: GUIDELINES FOR USE OF THE MEETINGHOUSE

## **APPENDIX II: Guidelines For The Use Of The Burial Ground**

Taken from two drafts dated 4/5/83 and modified according to Care and Counsel's recommendation to meeting for business 10/97.

### **Use of the Burial Ground**

Burial in the Meeting burial ground is for members of Mt. Toby Meeting and their immediate families within one generation (i.e., spouse, parents, and children), and for locally resident members of other Friends' meetings who have been active in Mt. Toby Meeting. Any exceptions, as well as any other immediate decisions about burial, will be made by one or more available members of Care and Counsel. In view of the urgency and uniqueness of each decision, no exception to the eligibility rule is to be later construed as a precedent that encourages subsequent exceptions.

### **Administration and Responsibility for Services**

Care and Counsel provides counseling and ministry at the time of death or burial.

The Burial Ground Caretakers (see page 15) determine eligibility for and assignment of plots; maintain records of burials; fulfill any legal responsibilities for oversight.

Ministry and Worship has oversight of memorial services and provides assistance in their planning.

Grounds Committee is responsible for maintaining the burial ground and may use funds given to the Meeting for burial and the burial ground. There is no planting in the burial ground.

### **Description of Burial Ground**

Location: The burial ground is a plot of land 70' by 150' located southeast of the meetinghouse as shown in a plan submitted to the Town of Leverett.

Plots: Each grave plot will be 6' by 12'. By law, graves must be dug 5' deep (to the bottom of the coffin). In case of cremation, grave plots may be used for the ashes of more than one person. Members of the same family may choose to have their ashes buried in the same plot. Tops of containers for ashes must be deep enough for markers to be placed above them. No plot may be reserved except for a single plot for the spouse of someone already buried. The plots will be numbered in accordance with the plan submitted to the Town of Leverett.

Plan: The plots are laid out north to south. The long side of a plot is roughly parallel to the highway. The burial ground will accommodate 112 graves in four double rows of 28 graves each. There are three 5' paths between the sections of double rows. Two rows, plot nos. 1 through 28, were marked in May 1986.

Grave markers: There will be no standing markers or headstones, only flat markers about 1' by 2'. Arrangements for markers are made by the family through a monument dealer, who will install them. Markers are, of course, optional.

Charges: There will be no charge for a burial plot, but families will be responsible for expenses of burial and other funeral arrangements. The Care and Counsel will suggest a suitable donation to the burial ground fund, which will pay for the maintenance of the burial ground and associated expenses.

### **Making Arrangements for Use**

The Caretakers (members of Care and Counsel) assign plots and keep a record of burials and a plan of the grave plots. They return the burial permit to the town official who issued it. Caretakers are legally responsible for being sure that the legal documents for cremation and burial have been obtained, although the funeral director usually obtains them.

See also **Burial Ground** (page 53), **Records of the Meeting** (page 33), **Memorial Meetings** (page 25), and **APPENDIX III -- Memorial Tree Planting Policy**.

### **APPENDIX III: Guidelines for the Planting of Memorial Trees**

Adapted from a report submitted to business meeting on 6/11/2000. The recommendations in the report were approved, with the exception of those relating to plantings around the burial ground due to the concerns of one Friend. Those concerns were subsequently withdrawn. Details of possible locations and species are contained in the report.

#### **Introduction**

When a member of our community dies, there is sometimes a desire to plant a tree or shrub on the meeting grounds to remind us of the role that person played in our lives. The following policies are designed to establish clear procedures for such plantings.

#### **Policies**

1. *Who is eligible for a memorial planting?* Anyone for whom we write a memorial minute is eligible for having a memorial tree or shrub. In its discussions with the family, Overseers will provide information about our policies for such plantings. The Meeting may want to act on its own initiative in some cases.
2. *Who pays?* In general, the family should pay. In cases of financial hardship, the meeting may assist in the cost, either through the budget (up to \$50), or through the discreet solicitation of contributions.
3. *Who plants and maintains the memorial?* If the family desired, they could plant the memorial in their own ceremony. Otherwise, this could be part of spring workday, or a special meeting event. Trees planted around the burial ground would need to be protected from sheep. Maintenance will be the responsibility of the plantings keeper (see below).
4. *Only memorial trees?* To ensure enough sites for memorial trees, we recommend that no other trees be planted.
5. *Who chooses the site?* The plantings keeper, in consultation with the Grounds Committee, will take into account the landscaping needs of the meeting to suggest a site. There will be no effort made to correlate the “weightiness” of the Friend being memorialized with the location.
6. *Who chooses the tree?* The family will be provided with a list of trees consistent with the landscaping at Mt. Toby from which they can choose. Otherwise, the plantings keeper, in consultation with other interested parties, will make the choice.
7. *Who administers this policy?* Overseers will have general responsibility for ensuring the functioning of memorial plantings as part of their overall care when a member dies. The details of the policy will be the responsibilities of the plantings keeper see **Plantings Keeper** (page 17).

## APPENDIX IV: Trees and Shrubs on Meetinghouse Grounds

The letters in parentheses correspond to the code used in the accompanying map.

Trees marked with a (\*) were planted over the years by Francis and Becky Holmes in honor of their parents Joseph Charles and Frances Brown Bequaert, and Francis Oliver and Ruth Deem Holmes.

### Trees and shrubs planted according to the landscape plan developed in 1964 by S. W. Fletcher, Jr. (Sue Fletcher's father-in-law).

<i>Acer saccharum monumentale</i> (As)	*Sugar Maple
<i>Fagus sylvatica asplenifolia</i> (Fs)	*Fernleaf European Beech
<i>Ilex glabra compacta</i> (Ig)	Inkberry, Low Gallberry
<i>Picea pungens glauca</i> (Pp)	*Colorado Blue Spruce
<i>Pieris floribunda</i> (Pif)	Mountain Andromeda
<i>Pinus strobus</i> (Ps)	White pine
Planted by John Zahradnik in early 70's	
<i>Pseudotsuga menziesii</i> (Psm)	*Douglas-Fir
<i>Quercus macrocarpa</i> (Qm)	Burr Oak, Overcup Oak
Planted in the early 70's in memory of Helen Griffiths	
<i>Rhododendron roseum elegans</i> (Rr)	Rose Rhododendron
<i>Syringa japonica</i> (Sj)	*Japanese Tree Lilac
<i>Taxus cuspidata nana</i> (Tc)	Dwarf Japanese Yew
<i>Tilia cordata</i> (Tic)	*Littleleaf Linden
<i>Tsuga canadensis</i> (Tsc)	*Hemlock
<i>Viburnum carlesii</i> (Vc)	Korean Viburnum
<i>Viburnum tomentosum mariesi</i> (Vt)	Maries' Double-file Viburnum

### Other memorial trees or trees of known provenance:

<i>Amelanchier canadensis</i> (Ac)	Shadbush, Serviceberry
Planted in 1994 in memory of Mary Taylor	
<i>Buxus sempervirens</i> (Bs)	*Box
<i>Cercidiphyllum japonicum</i> (Cj)	*Katsura
<i>Cladrastis lutea</i> (Cl)	*Yellowwood
<i>Cornus florida</i> (Cf)	Flowering Dogwoods
The three surviving dogwoods along the southwest edge of the parking lot were planted on April 29, 1984. From east to west they are in memory of George Taylor, David Leonard, and Philip Woodbridge. Three other dogwoods planted in this area in memory of Marion Woodbridge, Ruth Woodbridge, and Christopher Scott have not survived. A replacement dogwood (planted by Fritz Kaufhold) for Chris Scott is in the island.	
<i>Crataegus viridis</i> "Winter King" (Cv)	Green Hawthorn
Planted during the building of the extension, 1998	
<i>Ginkgo biloba</i> (Gb)	Ginkgos planted 2010
<i>Gleditsia triacanthos</i> (Gt)	Honey Locust
Planted on Earth Day, 1990.	

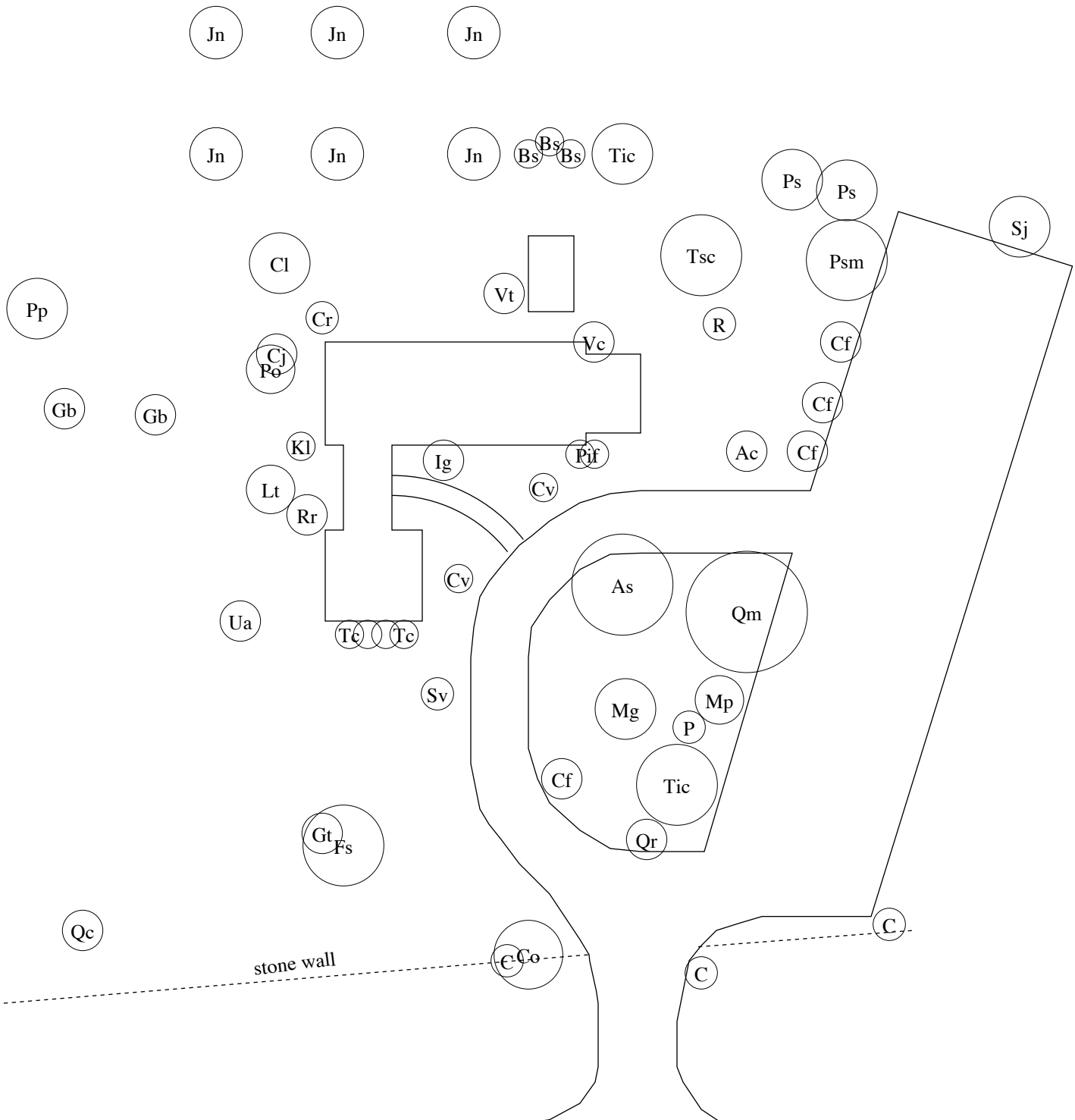
<i>Juglans nigra</i> (Jn)	Black Walnut
These six trees were planted c. 1980 by Karl Davies.	
<i>Kalmia latifolia</i> (Kl)	Mountain Laurel
Planted in memory of Jill Holden, a Young friend who died in the 60's.	
<i>Liriodendron tulipifera</i> (Lt)	Tulip Poplar
<i>Metasequoia glyptostroboides</i> (Mg)	Dawn Redwood
Planted in 2004	
<i>Platanus occidentalis</i> (Po)	Sycamore
This and the Tulip Poplar were planted on Earth Day, 1990.	
<i>Quercus coccinea</i> (Qc)	Scarlet Oak 2010
Planted in memory of Tom Hancock	
<i>Q. rubra</i>	Red Oak – volunteer 2008
<i>Rhododendron sp.</i> (R)	*Rhododendron
<i>Syringa vulgaris</i> (Sv)	Lilac
Planted by Laura Robinson	
<i>Malus x purpurea</i> (Mp)	Purple Crab
Planted in 1982 by Dale Wenner in memory of Courtney Faith Bergstrom	
<i>Picea glauca</i> 'Conica'. (Pg)	Dwarf Alberta Spruce
This tree was planted May, 1983, in memory of all children who have died.	
<i>Ulmus americana</i> (Ua)	American Elm 2010
Planted in memory of Francis Holmes	
Other trees and shrubs. An (!) indicates trees that are self-planted, but are worth admiring and protecting.	
<i>Carya ovata</i> (Co)	(!)Shagbark Hickory
<i>Cornus florida</i> (Cf)	Flowering Dogwood (In central island)
<i>Cornus racemosa</i> (Cr)	(!)Gray Dogwood
<i>Crataegus sp.</i> (C)	(!)Hawthorn
<i>Tilia cordata</i> (Tic)	Littleleaf Linden (West of meetinghouse)
Crocuses planted around the Philip Woodbridge dogwood in 1994 in memory of Mary Link and William Spademan's unborn child.	

collated by Ken Hoffman

# Trees and Shrubs around the Mt. Toby Meetinghouse

May 2010

(See attached key for tree names)





**APPENDIX V: Mt. Toby FY11 Operating Budget**

<b>Income</b>	
Contributions	\$48,405
Interest	450
Use of Building	1,000
Other	
<b>Total Income</b>	<b>\$49,855</b>
<b>Expenses</b>	
Meeting Activities	
General Administrations	\$1,300
Telephone	560
First Day School	400
Nursery and Child Care	2,200
Grounds	450
<i>Newsletter</i>	900
Library	400
Hospitality	400
Supplies	150
Recorder/History & Records	100
Peace & Social Concerns	250
Literature/Outreach	100
Young Friends	150
Land Use	440
Music	50
GLBT Concerns	0
Assistance Fund	500
Scholarship Fund	2,300
<b>Total Meeting Activities</b>	<b>\$10,65</b>

Property Operations	
Heating Oil	\$4,000
Electricity	1,300
Repairs/Maintenance	1,500
Snow Plowing	1,200
Taxes	250
To Leverett in Lieu of Taxes	600
Insurance	3,150
Capital Improvement Fund	4,4000
<b>Total Property Operations</b>	<b>\$16,400</b>
Friends Structures	
New England Yearly Meeting	\$18,650
NEYM Equalization Fund	550
Conn. Valley Quarterly Meeting	25
Friends General Conference	1,500
Friends United Meeting	0
Friends World Commi. for Consult.	100
<b>Total Friends Structures</b>	<b>\$20,825</b>
Local Concerns	
GI Rights Hotline	\$100
Western Mass. AFSC	330
Alternatives to Violence Program	250
Amherst Interfaith Service Council	0
Amherst Martin Luther King Breakfast	50
Woolman Hill	500
<b>Total Local Concerns</b>	<b>\$1,230</b>
Other Organizations	\$750
<b>Total Expenses</b>	<b>\$49,855</b>

