



OHIO VALLEY YEARLY MEETING

The Religious Society of Friends

YEARLY MEETING HANDBOOK



As of July 2019

TABLE OF CONTENTS

1.0.	Monthly Meetings	1
1.0.1.	Representatives to Yearly Meeting Annual Sessions	1
1.0.2.	Annual Statistical Report.....	1
1.2.	Worship Groups.....	1
2.0.	Quarterly Meetings.....	1
2.1.	Whitewater Quarter	2
2.2.	Miami Quarter	2
2.3.	Responsibilities of both Quarterly Meetings to Yearly Meeting:.....	2
2.4.	Responsibilities of Miami Quarterly Meeting (only):	2
3.0.	Yearly Meeting.....	2
3.1.	Staff	3
3.1.1.	Youth Secretary	3
3.1.2.	Administrative Secretary	4
3.2.	Officers.....	5
3.2.1.	Presiding Clerk	5
3.2.2.	Assistant Presiding Clerk.....	6
3.2.3.	Recording Clerk.....	7
3.2.4.	Treasurer.....	8
3.2.5.	Assistant Treasurer	8
3.3.	Administrative Positions	8
3.3.1.	Quaker Quill Editor	8
3.3.2.	Publications Coordinator	10
3.3.3.	Records Coordinator.....	11
3.3.4.	Statistician	11
3.3.5.	Website Administrator.....	12
3.4.	Responsibilities During Annual Sessions.....	13
3.4.1.	Epistle Summary	13
3.4.2.	Epistle Committee and Friends Journal Reporter.....	13
3.4.3.	Memorial Committee.....	13
3.5.	Committees.....	14
3.5.1.	Religious Nurture and Education Committee.....	14
3.5.2.	Auditing Committee	15
3.5.3.	Budget and Finance Committee	15
3.5.4.	Children's Program Committee	16
3.5.5.	Support Committees for Staff.....	16
3.5.5.1.	Administrative Secretary Committee	16
3.5.5.2.	Youth Secretary Committee	16
3.5.5.3.	Clerk's Support Committee.....	17
3.5.6.	Executive Committee	17
3.5.7.	Nominating Committee	18
3.5.8.	Peace and Social Concerns Committee	20
3.5.9.	Personnel Committee.....	20
3.5.10.	Earthcare Committee	21
3.5.11.	Teen Activities Committee	21
3.5.12.	Adult Young Friends Committee	22
3.5.13.	Yearly Meeting Planning Committee	23
3.5.14.	Development Committee	24
3.6.	Representatives to Other Organizations	25
3.6.1.	American Friends Service Committee (AFSC) Corporation.....	25
3.6.2.	Friends Committee on National Legislation (FCNL).....	25
3.6.3.	Friends General Conference (FGC) Central Committee	25
3.6.4.	Friends for Lesbian, Gay, Bisexual, Transgender, and Queer Concerns.....	26

3.6.5.	Friends Peace Teams	26
3.6.6.	Friends World Committee for Consultation (FWCC)	26
3.6.7.	Quaker Earthcare Witness (QEW)	26
3.6.8.	William Penn House National Consultative Committee	27
3.7.	Ministries	27
3.7.1.	Braddock Fund for Prison Ministry	27
3.7.2.	Friends Music Camp.....	29
4.0.	Appendices	30
4.1.	The Benevolent Fund of Ohio Valley Yearly Meeting	30
4.2.	The Cincinnati Fund of Miami Quarterly Meeting.....	30
4.3.	Miami Quarterly Meeting Burial Lots at Spring Grove Cemetery	31
4.4.	Budget Policy	32
4.5.	Personnel Policy	34
4.5.1.	Introduction	34
4.5.1.1.	Statement of Personnel Philosophy	34
4.5.1.2.	Purpose of Manual.....	34
4.5.1.3.	Development of Policy	35
4.5.1.4.	Implementation of Policy	35
4.5.1.5.	Employment Contracts	35
4.5.2.	Employment Practices and Conditions.....	35
4.5.2.1.	Prohibition Against Discrimination.....	35
4.5.2.2.	Supervisory Committee	36
4.5.2.3.	Employment of Personnel	36
4.5.2.4.	Classification of Employees	36
4.5.2.5.	Terminating the Employment Relationship.....	36
4.5.2.6.	Grievance Procedure.....	37
4.5.2.7.	Personnel Records	37
4.5.2.8.	Exceptions to the Policies.....	37
4.5.3.	Compensation	37
4.5.3.1.	Employee Salary Schedule	37
4.5.3.2.	Interim Salary Adjustment.....	37
4.5.3.3.	Reporting the Hours Worked.....	38
4.5.3.4.	Definition of Hours.....	38
4.5.3.5.	Overtime	38
4.5.4.	Performance Evaluation	38
4.5.4.1.	Performance Evaluation	38
4.5.4.2.	Employee or Service Provider Statement of Evaluation	38
4.5.5.	Fringe Benefits	38
4.5.5.1.	Health Insurance	38
4.5.5.2.	Leave	38
4.5.5.3.	Professional Development.....	38
4.5.6.	Standards of Conduct.....	39
4.5.6.1.	Security of Information	39
4.5.6.2.	Outside Employment	39
4.5.6.3.	Political Activity.....	39
4.5.7.	Reimbursement for Expenses	39
4.5.7.1.	Travel.....	39
4.5.7.2.	Office.....	39
4.5.7.3.	Procedures for Reimbursement	39
4.5.7.4.	Advances	39
4.5.8.	Summary of Responsibilities.....	40
4.5.8.1.	Yearly Meeting in Session or Executive Committee.....	40
4.5.8.2.	Personnel Committee.....	40
4.5.8.3.	Supervisory Committee	40

4.5.8.4.	Treasurer.....	41
4.5.8.5.	Budget and Finance	41
4.5.8.6.	Yearly Meeting Presiding Clerk	41
4.5.8.7.	Employee or Service Provider	41
4.6.	Policy on Reimbursement for Travel.....	41
4.7.	Policy on Retention of Meeting Records.....	43
4.8.	Nominating Committee Guidelines	43
4.9.	Site Specifications for Yearly Meeting Sessions.....	44
4.10.	Guidelines for Teen Activities.....	45
4.11.	Expectations and Duties for OVYM Teen Program Staff and Assistants	45
4.12.	Youth Staff Confidentiality Guidelines	47
4.13.	Policy on Abuse Prevention	47
5.0.	Forms.....	48
5.1.	Expense Report.....	49
5.2.	Travel Advance Request.....	50
5.3.	Travel Expense Report	51
5.4.	Statistical Report	53
5.5.	OVYM Application Form (Volunteer).....	56
5.6.	OVYM Application Form (Paid).....	57
5.7.	Meeting Membership Record	59
5.8.	Retreat / Program Planning Worksheet	61
6.0.	Revisions	62

PREFACE TO THE CURRENT EDITION

The rewriting of the OVYM Handbook was begun in October 2014 to correct section and sub-section numbering due to some section numbers not being used or used twice, and where new sections had been added over time. The paragraph and font formatting have been standardized throughout the document. Additionally, the references have been updated from the 1978 edition of the OVYM *Book of Discipline* to the in-progress [OVYM Faith & Practice](#), which is the PDF version maintained on the website. Finally, the last pages contain the Revisions made to sections since 1998.

The OVYM Secretary maintains a hard copy and revision documents. The electronic 2010 Handbook will remain available on the Website for historic purposes. As with the Faith and Practice document, the website version of the Handbook will be maintained as the most current version as a work in progress.

NOTE: This Handbook contains references to the OVYM Faith and Practice document, a copy of which may be downloaded from the [Documents and Minutes Page of the OVYM Website](#).

1.0. MONTHLY MEETINGS

1.0.1. Representatives to Yearly Meeting Annual Sessions

Each Monthly Meeting shall appoint representatives to attend sessions of the Yearly Meeting. These representatives shall perform whatever duties the Yearly Meeting or the Meeting which appoints them may assign. It is advised that they make reports to their respective Monthly Meetings of important action taken by the Yearly Meeting.¹

1.0.2. Annual Statistical Report

It is directed that annual reports shall be made by the Monthly Meetings to the Quarterly Meetings and from the Quarterly Meetings to the Yearly Meeting, containing all needed information on a form provided by the Yearly Meeting for the purpose. These forms will be prepared and supplied by the Executive Committee.

The information asked for should include data as to membership (Births, Deaths, Admissions, Removals, etc.), First-day Schools, attenders of Friends Schools, changes in times and places of Meetings, care of record books, reading of queries, etc.

The information shall be for the fiscal year as established by the Yearly Meeting. The Yearly Meeting may from time to time ask for additional information not included on the form.²

1.2. WORSHIP GROUPS

Friends are encouraged to hold Meetings for Worship wherever a sufficient number of interested persons can be gathered together for this purpose. If it seems desirable to hold regular Meetings for Worship at places where no Meetings for Business are held, they should be placed under the care of the most convenient Monthly Meeting (or Meetings, if thought desirable, when more than one is represented in the group). Committees of oversight should be appointed by the Monthly Meeting or Meetings. Meetings thus organized are called Indulged Meetings.³

2.0. QUARTERLY MEETINGS

The Quarterly Meeting is designed to bring together for inspiration and counsel a larger group, and to consider more varied interests than any single meeting embraces. It is composed of constituent Monthly Meetings, each of which shall appoint representatives to attend it.

Its form of organization should be similar to that of the Monthly Meeting. It is to receive and forward reports from Monthly Meetings to the Yearly Meeting, and to appoint representatives thereto. It may hold property and trusts and appoint for specific services committees over which it shall have original and final jurisdiction. Its most helpful function should be to aid and encourage the Monthly Meetings composing it to greater interest and service, and to give its members an increasing vision of the truth. It should be diligent in seeking opportunities to gather together groups which may be organized into meetings and should always be ready to help Monthly Meetings whenever they ask for advice or assistance.⁴

¹ *Faith and Practice*, The Yearly Meeting

² *Faith and Practice*, Annual Statistical Report

³ *Faith and Practice*, The Establishment of Meetings

⁴ *Faith and Practice*, The Establishment of Meetings

2.1. Whitewater Quarter

Officers: Clerk, Recording Clerk, Treasurer
Schedule: January, April, and October, 2nd Sundays.
Bloomington Friends Meeting, Bloomington, IN
Clear Creek Friends Meeting, Richmond, IN
Fall Creek Friends Meeting, Pendleton, IN
Ft. Wayne Friends Meeting, Ft. Wayne, IN
Hopewell Friends Meeting, IN
Lafayette Friends Meeting, N. Lafayette, IN
North Meadow Circle of Friends, Indianapolis, IN
White Rose Friends Meeting, Marion, IN

2.2. Miami Quarter

Officers: Clerk, Recording Clerk, Treasurer, Committee of Two
Schedule: Third First Day (Sunday) October, February, May
Campus Friends Meeting, Wilmington, OH
Community Friends Meeting, Cincinnati, OH
Dayton Friends Meeting, Dayton, OH
Eastern Hills Friends Meeting, Cincinnati, OH
Englewood Friends Meeting, Englewood, OH
Green Plain Friends Meeting, Springfield, OH (meets by request)
Lexington Friends Meeting, Lexington, KY
Louisville Friends Meeting, Louisville, KY
Miami Friends Meeting, Waynesville, OH
Oxford Friends Meeting, Oxford, OH
Yellow Springs Friends Meeting, Yellow Springs, OH

2.3. Responsibilities of both Quarterly Meetings to Yearly Meeting:

Collect State of Society reports from each Monthly Meeting in April or May of each year and forward copies to the Yearly Meeting Clerk
Forward items of business to the Executive Committee or to the Yearly Meeting in session
Accept Benevolent Fund interest payments from Yearly Meeting Treasurer each year and use the money in accordance with the stipulations of the fund (ref: [Section 4.1. The Benevolent Fund of Ohio Valley Yearly Meeting](#)).
Approve officers: Clerk, Recording Clerk, Treasurer

2.4. Responsibilities of Miami Quarterly Meeting (only):

Approve officers: Clerk, Recording Clerk, Treasurer, and Committee of Two.
Maintain and apportion Cincinnati Fund money in accordance with the stipulations of the fund (ref: [Section 4.2. The Cincinnati Fund of Miami Quarterly Meeting](#)).
Oversee use of the Spring Grove Cemetery property (ref: [Section 4.3. Miami Quarterly Meeting Burial Lots at Spring Grove Cemetery](#))

3.0. YEARLY MEETING

The Yearly Meeting shall be composed of its constituent Quarterly or Half-Yearly Meetings and Monthly Meetings. All members of constituent Monthly Meetings are also members of the Yearly Meeting and have the same privileges as the representatives.⁵

It shall receive written reports from its committees and from its constituent meetings, signed by the proper officers. It shall review the state of the Society and consider communications addressed to it. It shall hear and act upon the concerns of its members pertaining to the work and influence of the Society of Friends.

It should exercise a general oversight and care of subordinate meetings in things pertaining to the welfare of the Society in general.⁶

3.1. STAFF

3.1.1. Youth Secretary

APPOINTMENT:

OVYM reserves the right to enter into a contract for services for those responsibilities contained in this Section or may employ a Youth Secretary as a member of its paid staff. The Teen Activities Committee will interview for the position and recommend a final service provider or final candidate for staff to be approved by Yearly Meeting in session or by the Executive Committee.

This is a two-fifths time position and assumes 832 hours of annual service, including assigned hours during annual sessions of the Ohio Valley Yearly Meeting and any other field trips or work camps as designated by the Clerk of the Teen Activities Committee.

PURPOSE:

To provide programs and to coordinate activities for young Friends of high school ages at Yearly Meeting level and in Whitewater and Miami Quarterly Meetings including the offering of new experiences, spiritual nurture and opportunities for service and leadership.

RESPONSIBILITIES:

- Work with Teen Activities Committee and with designated youth leadership in Whitewater and Miami Quarterly Meetings to organize and publicize youth activities at the Yearly Meeting level and
- to attend such sessions and youth activities.
- Attend appropriate committee meetings and work with the Middle Youth Committee to assist transitional activities for twelve and thirteen year old children.
- Provide assistance and leadership in organizing work camps, service projects and other special opportunities.
- Organize and attend teen retreats and other related activities.
- Encourage youth participation in wider Friends youth activities and coordinate with other area Friends youth workers.
- Maintain communications with youth activities and needs in monthly Meetings of OVYM and be available to assist and visit.
- Assist and lead in the spiritual nurture of Young Friends in OVYM.
- Directly assist teen age members of OVYM to work within their communities; to network with each

⁵ *Faith and Practice*, The Yearly Meeting

⁶ *Faith and Practice*, The Yearly Meeting

- other throughout Yearly Meeting; attain an understanding and vision of Quakerism; develop activities; be a mentor.

QUALIFICATIONS:

- Active membership in the Religious Society of Friends.
- A working knowledge of the Bible and Friends' testimonies, writings, *Faith and Practice*, and other procedures as developed by OVYM.
- Aware of Friends' social concerns and organizations and be adept at understanding concerns of teen age youth.
- Exhibit the ability to interact effectively with teen age youth.
- Experience with all major Friends' traditions and an understanding of religious diversity.
- Bachelor's Degree or equivalent course work and experience.
- Access to an automobile, available for weekend travel and be able to accept overnight hospitality.
- Energetic, friendly and able to have fun and be serious. Leadership qualities are required.
- Submit to a background check as designated by OVYM and any periodic background checks which OVYM may determine to be appropriate.

3.1.2. Administrative Secretary

APPOINTMENT:

OVYM reserves the right to enter into a contract for services for those responsibilities contained in this Section or may employ an OVYM Clerical Staff Person as a member of its paid staff. An ad hoc committee, consisting of the OVYM Presiding Clerk, Assistant Clerk, Treasurer and a member at large, will interview and select the service provider or staff member. Supervision: The OVYM Clerical Staff will work under the supervision of the YM presiding clerk.

This is a one-fifth time position and assumes 416 hours of annual service, including assigned hours during annual sessions of the Ohio Valley Yearly Meeting.

PURPOSE:

To perform clerical and administrative support for OVYM officers, representatives and committees.

RESPONSIBILITIES:

- Establish and maintain a Yearly Meeting office either at home or in a donated space which may be a Meetinghouse.
- Maintain OVYM files, electronic as well as hard copy.
- Help maintain the OVYM calendar posted on the OVYM Internet site.
- Receive and distribute mail(email and hard copy) to officers, representatives and committee clerks.
- Conduct general correspondence including the transmission of epistles and responses to routine correspondence.
- Maintain the OVYM data base including mailing labels and email distribution lists for the use of OVYM clerks, treasurers, committees, and to distribute the Quaker Quill. Maintain addresses and contacts for yearly meetings throughout the world and other world-wide Quaker organizations.
- Generate a printed directory from the database for distribution at OVYM annual sessions.
- Assist the publications coordinator as required.
- Assist OVYM clerks and committees by duplicating materials, distributing minutes, typing reports, and maintaining rosters.

- Collect and disseminate reports and documents between monthly meetings. Conduct follow-up to ensure information flow is achieved including State of Society Reports, Statistical Reports, Memorial Minutes and other material and information.
- Assist Presiding Clerk and others in preparation of materials for Executive Committee meetings and OVYM annual sessions.
- Assist the OVYM newsletter editor to edit, produce, and distribute the Quaker Quill. Take on these functions when there is no editor.
- Maintain the OVYM handbook on the OVYM website and, as needed, produces and distributes paper copies.
- Attendance at OVYM annual sessions.

QUALIFICATIONS:

- Possess basic computer skills including word processing; experience with data bases; spread sheets; web publishing; and other skills as required.
- Knowledgeable about the Religious Society of Friends and Quaker practices. Membership in the Society is preferred.

3.2. OFFICERS

The Yearly Meeting shall provide for the appointment of necessary officers, including clerks, and treasurer.⁷

3.2.1. Presiding Clerk

All letters and papers addressed to the Yearly Meeting, regarding which the clerk desires counsel, may be referred to the Executive Committee, which should consider them and report whether it is advisable to have them presented for the consideration of the Yearly Meeting.⁸

APPOINTMENT:

Name brought by Nominating Committee to be approved by the Yearly Meeting in session. Term is for two years as Presiding Clerk.

ROTATION:

A Friend will first serve one year as Assistant Clerk, then two years as Presiding Clerk, followed by one final year as Assistant Clerk. At the beginning of the third year of this Friend’s service, another Friend would begin the first year of his or her four-year term of service.

RESPONSIBILITIES:

- Plan the agenda and preside at the business sessions of the Yearly Meeting.
- Work with Yearly Meeting Recording Clerk to gather necessary documents for Yearly Meeting Minutes.
- Works with Publications Coordinator to collect and arrange material to be included in the official minute booklet of the annual session.
- Preside at Executive Committee meetings and perform the following functions as Executive Committee Clerk:

⁷ *Faith and Practice*, The Yearly Meeting

⁸ *Faith and Practice*, The Yearly Meeting

August/November/April

- Regularly schedule Executive Committee (EC) meetings
- Britain Yearly Meeting's *Faith and Practice*, Chapter 3: General Counsel on church affairs, Sections 3.12 through 3.21 are very helpful⁹
- Arrange for meeting space
- Send notices about 3 weeks in advance. Notices go to MM clerks, EC representatives, YM clerk & treasurer, and Advancement Committee clerk
- You can coordinate meeting notifications with the mailing of the minutes of the previous EC meeting.

Feb or March

- Notify appropriate MM clerks that their EC representatives are due to be named. Monthly Meetings need to make their EC appointments and notify you by May. The new representatives become active at end of annual Yearly Meeting sessions.

June

- EC sometimes meets during YM session to take care of matters arising from the floor of business sessions

General

- Encourage standing committees to report to EC during the year. This, in some cases, simply encourages them to meet and conduct their business and allows EC to take action if a clerk is not convening a committee which has been asked to carry out business on behalf of the YM.
- Sit ex-officio on all Yearly Meeting committees. Attend at least some Yearly Meeting Planning Committee meetings.
- Receive and respond to communications to the Yearly Meeting throughout the year.
- Forward necessary correspondence to Yearly Meeting committees.
- Provide counsel to Monthly Meetings and clerks upon request.
- Gather State of Society reports from the Monthly Meetings.
- In cooperation with Clerical Staff, respond to a miscellany of requests from within and without the Yearly Meeting.
- Maintain contact with committee and Quarterly Meeting clerks and keep aware of issues and concerns within the Yearly Meeting.
- Work with clerk of Nominating Committee and Clerical Staff to notify outside organizations of OVYM representatives to their organizations.
- Prepare Clerk's Page for at least two issues of the Quaker Quill

3.2.2. Assistant Presiding Clerk

APPOINTMENT:

Name brought by Nominating Committee to be approved by Yearly Meeting in session. Term is for two years as Assistant Clerk.

⁹ *Quaker Faith and Practice*, (1999, The Religious Society of Friends (Quakers) in Britain

ROTATION:

A Friend will first serve one year as Assistant Clerk, then two years as Presiding Clerk, followed by one final year as Assistant Clerk. At the beginning of the third year of this Friend's service, another Friend would begin the first year of his or her four-year term of service.

DUTIES:

- Sit ex-officio on Yearly Meeting committees as determined in liaison with the Presiding Clerk. Sit ex-officio on Religious Nurture and Education on a regular basis. Work with Presiding Clerk and Nominating Committee to assure that committees are functioning in good order.
- Serve as Presiding Clerk on occasions when Presiding Clerk may be called away from his/her duties.
- Assist Presiding Clerk (PC) in preparing and sending mailings such as: contacting OVYM representatives to wider Quaker circles, sending out Executive Committee minutes, and soliciting communications needed for OVYM Annual Reports (i.e. State of Society reports, Statistical Reports, and Memorial Minutes).
- May assist PC in compilation of annual reports as listed above.
- Assist PC with follow-up from Executive Committee meetings. After April meeting, contact persons named to serve on Nominating Committee.
- Clerk Executive Committee meetings when PC may be called away from her/his duties.
- Serve as liaison with Memorial Committee, ensuring that memorial minutes are collected and included in Reports in Advance.
- Assist PC in preparing the agenda for Yearly Meeting sessions.
- May assist PC in contacting persons responsible for preparing reports for YM sessions.
- Serve as Reading Clerk during Yearly Meeting sessions.
- Write article for the Clerk's page for an issue of the Quill.
- Share attendance at meetings of Miami and Whitewater Quarters with PC.
- May visit some Monthly Meetings during the year (in coordination with A&N).
- Work closely with the PC and Recording Clerk, assisting in other responsibilities as needed to assure right order of YM business.

3.2.3. Recording Clerk

APPOINTMENT:

Name brought by Nominating Committee to be approved by Yearly Meeting in session.

ROTATION:

A Friend will first serve one year as Assistant Recording Clerk, then two years as Recording Clerk, followed by one final year as Assistant Recording Clerk. At the beginning of the third year of this Friend's service, another Friend would begin the first year of his or her four-year term of service.

DUTIES:

- Take minutes at Yearly Meeting business sessions and prepare them for publication.
- Take minutes at Executive Committee meetings and prepare them for publication.

3.2.4. Treasurer

APPOINTMENT:

Name brought by Nominating Committee to be approved by Yearly Meeting in session.

ROTATION:

A Friend will first serve one year as Assistant Treasurer, then four years as Treasurer, followed by one final year as Assistant Treasurer.

DUTIES:

- Keep Yearly Meeting financial records.
- Disburse payments throughout the year according to Yearly Meeting/Executive Committee instructions.
- Make financial reports to Executive Committee and to Yearly Meeting sessions.
- Cooperate with Auditing Committee in its annual audit of the Yearly Meeting books. Keep records of the Benevolent Fund. Invest the monies of the Benevolent Fund and distribute interest to the Quarterly Meetings. Cooperate in the auditing of Benevolent Fund records.
- Keep records of other funds initiated by the Yearly Meeting, as directed by the Yearly Meeting.
- Serves as the alternate for the Administrative Secretary for the processing of background checks.
- Serve as ex-officio member of Executive Committee, Personnel Committee, and Budget & Finance Committee.

3.2.5. Assistant Treasurer

APPOINTMENT:

Name brought by Nominating Committee to be approved by Yearly Meeting in session. Term is for four years as Assistant Treasurer.

ROTATION:

A Friend will first serve one year as Assistant Treasurer, then two years as Presiding Treasurer, followed by one final year as Assistant Treasurer. At the beginning of the third year of this Friend's service, another Friend would begin the first year of his or her four-year term of service.

DUTIES:

- Work closely with Treasurer to function in his/her place should that be necessary.
- Attend Auditing Committee meeting.
- Serve as clerk of Budget and Finance Committee.

3.3. ADMINISTRATIVE POSITIONS

3.3.1. Quaker Quill Editor

APPOINTMENT:

Named by Nominating Committee and approved by Yearly Meeting in session. Term is one year renewable.

RESPONSIBILITIES:

- Arranges for a bulk mailing permit for the yearly meeting
- In cooperation with the Clerical Staff, update the mailing list regularly. Annually send a copy of the listed names and addresses for each meeting to the person who maintains its mailing list and asks for corrections, additions, and deletions. Make the changes in the YM mailing list database.
- In cooperation with the Clerical Staff, generate a printed directory from the database in July for distribution at YM sessions.
- Solicits materials from monthly meetings, officers, committee clerks, and representatives to be published in newsletter
- Compiles and lays out newsletter three times a year
- Arranges for duplication and distribution of newsletter

SUGGESTED PROCEDURES:

- About two weeks before each deadline (January 15, May 15, September 15), send a reminder to each Monthly Meeting Quill correspondent, each YM or QM Clerk, and each committee clerk asking for news items, reports, calendar items, etc.
- Be sure that there is enough money in the bulk mailing account to cover the cost of the mailing. Be sure that the annual fee is paid.
- Collect all the submitted items, and determine that all current activities are covered (i.e. Quarterly Meeting reports, upcoming Yearly Meeting sessions, Young Friends activities, etc.) Augment submitted items with information from newsletters and correspondence received.
- Using word processing or desktop publishing software, format all the information under the standard masthead rotating different Meetinghouse drawings in each issue. Print return address and bulk mailing information halfway down on last page, and leave the rest of the page blank for the mailing label.
- Get mailing labels printed in zip code order, and determine how many copies of the newsletter will be needed. Get a count of the total number, the number of foreign addresses, and the number of Cincinnati area addresses (zip codes 410xx, 470xx, 450xx, 451xx, 452xx). Have the material copied (or printed) onto 11x17 sheets, folded into a booklet. Sixteen pages (four folded sheets) is a manageable size, but twenty is also possible. Occasionally, there may be inserts (e.g. YM registration is usually inserted in the June issue).
- Fold each issue in half, staple, and attach label. Sort according to bulk mailing regulations in bundles of no fewer than ten, putting together all those with the same 5-digit zip codes, the same 3-digit zip codes, and others. Separate the Cincinnati area zip codes into their own tray. Complete the appropriate form and deliver to the post office.
- Submit an itemized account of expenses to the treasurer for reimbursement.

SUGGESTED SCHEDULE OF NEWSLETTER CONTENTS:

October issue (reminder cards sent 9/1; deadline for submissions 9/15):

Cover: epistles

Report of Yearly Meeting sessions

Approved nominations

Approved budget

Monthly meeting reports

Announcements: outside organizations, availability of new directory
Calendar: fall meetings of outside organizations, upcoming Quarterly Meetings (if timely), Executive Committee meeting, other committee meetings, youth activities

February issue (reminder cards sent 1/1; deadline for submissions 1/15):

Cover: clerk or Religious Nurture and Education
Fall Quarterly Meeting reports
January Whitewater Quarterly Meeting announcement (if timely)
Fall Quaker organizations reports (FCNL, FGC, AFSC, etc.)
Preliminary Yearly Meeting sessions announcement
Youth Secretary report
Monthly meeting reports
Announcements: outside organizations, availability of minutes
Calendar: FWCC annual meeting, Executive Committee meeting, other committee meetings, Yearly Meeting sessions, youth activities

June issue (reminder cards sent 5/1; deadline for submissions 5/15):

Cover: Yearly Meeting program
Yearly meeting registration
Quarterly Meeting reports (Whitewater April meeting; Miami February and May meetings)
FWCC annual meeting report
Monthly meeting reports
Announcements: outside organizations
Calendar: Executive Committee meeting (if timely), other committee meetings, retreat, Yearly Meeting sessions, youth activities

Other things to be included as received and as space allows:

Religious Education Committee report; reports from representatives to other organizations such as FCUN, YFNA, FGLC, QUN, etc; Friends Home/Quaker Heights; Friends Music Camp.

3.3.2. Publications Coordinator

APPOINTMENT:

Named by Nominating Committee and approved by Yearly Meeting in session. Term is one year renewable.

RESPONSIBILITIES:

- Collect, collate, duplicate, and distribute reports prepared in advance of the annual session.
- Collect material to be included in the official minute booklet of the annual session; arrange the material, edit as necessary, and prepare the copy for printing; arrange for printing of the appropriate number of copies.
- (Announcements requesting the collection of materials for the Advanced Reports and minute book are done by the clerk and clerical staff. Printing of copies of the advanced reports and the minute book may be done in cooperation with the Quaker Quill Editor who holds the bulk printing agreement and mailing permit for the Yearly Meeting.)
- Distribute copies of the Yearly Meeting Minutes to monthly meetings, nearby yearly meetings, Quaker and state libraries, Friends General Conference, and Friends World Committee for Consultation.
- Maintains OVYM Website, if another person has not volunteered to do so.

3.3.3. Records Coordinator

APPOINTMENT:

Named by Nominating Committee and approved by Yearly Meeting in session. Term is one year renewable.

RESPONSIBILITIES:

- Work with the staff of the Wilmington College S. Arthur Watson Library on questions relating to the Quaker Collection.
- Work with the Monthly Meetings and their appointed records coordinators to facilitate the preservation of Meeting records (ref: Section 4.7. [Policy on Retention of Meeting Records](#)).
- Maintain a current listing of monthly meeting records that have been deposited at the Watson Library
- Notify monthly meetings that have not filed records within the past five years
- Periodically provide articles to the Quaker Quill on topics of historical interest.
- Serve as a liaison on behalf of the Yearly Meeting to the Quaker Heritage Center, the Clinton County Historical Society, and other bodies holding monthly or Yearly Meeting records.

Records may be deposited and arrangements may be made for consulting deposited records by contacting Wilmington College Library at:

Wilmington College Library Quaker Collection
S. Arthur Watson Library
Pyle Center Box 1227
1870 Quaker Way
Wilmington, OH 45177
(937) 382-6661 or 1-800-341-9318 Wilmington College
Library: ext. 345 Fax: (937) 383-8571

3.3.4. Statistician

Faith and Practice provides that OVYM shall circulate and compile an Annual Statistical Report.¹⁰ The Discipline since at least 1892 has described some of the items to be included, leaving the final form to be determined by the Executive Committee. Faith and Practice also includes various cross-references to the statistical report, such as under "Youth Membership" on page 31 and under "Method of Appointment" [of the Executive Committee] on page 41, which could determine some of the information to be included.

Starting in 2002, the Executive Committee accepted a member's offer to act as a separate Statistician to circulate and collect statistical reports from the monthly meetings. For at least 20 years prior to that time, the Yearly Meeting Clerk compiled the statistical reports and presented the full report to the Yearly Meeting sessions. The basic form was revised in 2006 to collect additional classes of information on children and adults and on regular attenders.

The Executive Committee has the authority to make further changes in the form. The treatment of children as members and the determination of the assessment based on the Statistical Report have raised issues that continue under discussion. The Statistician should from time to time bring to the attention of the Executive Committee and the Yearly Meeting any changes that seem desirable in light of the responses received from the monthly meetings.

¹⁰ *Faith and Practice*, Annual Statistical Report

3.3.5. Website Administrator

APPOINTMENT:

Named by Nominating Committee and approved by Yearly Meeting in session. Term is one year renewable.

RESPONSIBILITIES:

The Ohio Valley Yearly Meeting Website Administrator is responsible for the construction and maintenance of OVYM.Quaker.org. This includes regular updates to the calendar, news, and other pages as requests, events, and articles are submitted. In support of this, the administrator will:

- Obtain a user login and password from Friends Publishing to access the Quaker.org server.
- Contact Friends Publishing upon change of Website Administrator to arrange for the email aliasing (redirect) for Webmaster@ovym.quaker.org to redirect to the email of the new administrator.
- Maintain the website, keeping pages and information current by regular updates as requested from those with authority to do so. This includes Monthly Meeting representatives requesting updates to the individual Monthly Meeting Pages.
- Administer and promote the OVYM FaceBook Page, making postings as requested. Admin on this account is shared with the OVYM Secretary and will be transferred to the incoming Administrator when the position is transferred.
- Encrypt email addresses and take other actions to assure reasonable security for the personal information visible on the website.
- Rebuild the website periodically to add new features as changes in technology allow. Test the rebuild by uploading to a beta folder and checking functionality and display on a variety of web browsers and devices (e.g., tablet and smartphone).
- Provide an annual report on the website to OVYM for Reports in Advance and provide a verbal report during OVYM Annual Sessions, and make occasional reports to Executive Committee.
- Photograph Annual Sessions and other special events and post the photos via Google Picassa or similar service or application.
- Maintain Statistics of monthly visits via Google Analytics or other similar service and include the trends in the annual report to OVYM. Administrator will create and maintain a user account for Analytics.
- Maintain the OVYM Handbook in Coordination with the OVYM Admin Secretary and Yearly Meeting Clerk. Publish updated versions of the Handbook to the Website in PDF format.
- Maintain the Faith and Practice in coordination with the Faith and Practice Committee and publish updated copy to the Website in PDF format.
- Convert requested documents to PDF when website publication is requested. Link event announcement to documents as requested.
- Coordinate with the OVYM Admin Secretary and Registrar to create a fill-in PDF and formatting it to the save and email format. Publish that PDF to the website and add a link on the Annual Sessions Page.
- Maintain the OVYM Forms using Adobe Acrobat, updating as requested by the Treasurer, Statistician, and the OVYM Admin Secretary so that fillable forms are current on the Forms Page.
- Research and resolve issues reported by users.
- Maintain Events and News Headlines information on the Home Page.
- Maintain the events calendar for the OVYM Calendar Page using Google Calendar or other service. For this, administrator will create a user account and link information for that calendar copied to the Calendar Page.
- Edit/preview recordings as provided on CDs from Annual Sessions and Special Events and load them to the server with appropriate links. Maintain the Annual Sessions and Special Events recordings on the site for three years, then remove the links from the Annual Sessions/Special Event Pages and MP3 files from the server to conserve space.
- Maintain backups of all files to deal with unexpected losses of files.

3.4. RESPONSIBILITIES DURING ANNUAL SESSIONS

3.4.1. Epistle Summary

The Yearly Meeting shall provide for the due consideration of epistles and of minutes of Friends from other Friends Yearly Meetings.¹¹

APPOINTMENT:

Named by Nominating Committee and approved by Executive Committee in the March meeting. Term is for the annual session only; renewable.

RESPONSIBILITIES:

In advance of YM session, read all epistles received by OVYM from other yearly meetings during the year and prepare a written summary of them to be read at the first business session of the annual sessions. May wish to call the YM's attention to epistles of particular power.

3.4.2. Epistle Committee and Friends Journal Reporter

APPOINTMENT:

Nominated by Nominating Committee and approved by Yearly Meeting in session during which the work is completed.

RESPONSIBILITIES:

Seek to capture the spirit and concerns of the Yearly Meeting in an epistle that goes out to Friends worldwide from OVYM. An epistle is different from a report, in that it seeks to say to Friends the word that God may give us to speak abroad to others. The draft is submitted for the approval of the YM at the final business session. Submits the Epistle to Friends Journal.

3.4.3. Memorial Committee

APPOINTMENT:

Nominated by Nominating Committee and approved by Executive Committee at the March meeting.

RESPONSIBILITIES:

- Plan the memorial meeting for worship of the YM session.
- Obtain names from YM assistant clerk and directly from Monthly Meetings if necessary.
- Open and close memorial meeting for worship; read the names out of the silence.
- Executive Committee representatives of Monthly Meetings which have lost members through death are encouraged to request their Meetings to provide to the YM, for use by the Memorial Committee, a biographical statement and any testimonials about deceased Friends

¹¹ *Faith and Practice*, The Yearly Meeting

3.5. COMMITTEES

The Yearly Meeting may organize its work through the appointment of committees necessary for the effective carrying out of its concerns. It is cautioned against becoming over-organized and thus expending in merely maintaining a mechanical system, energies which should be conserved for the advancement of truth.¹²

3.5.1. Religious Nurture and Education Committee

(Advancement and Nurture and Religious Education merged 2/2012)

APPOINTMENT:

Twelve members (six from each Quarterly Meeting with broad representation from the monthly meetings) nominated by Nominating Committee and approved by Yearly Meeting in session for staggered three-year terms, renewable.

GUIDELINES FOR THE SPIRITUAL NURTURE FUND:¹³

The Spiritual Nurture Fund developed from a bequest from Eileen Bagus to Ohio Valley Yearly Meeting. The fund is to be used for the spiritual nurture of the Ohio Valley Yearly Meeting community and its constituent meetings. For example, the funds might be used to develop initiatives focused on nurturing small meetings, developing the quality of worship of our meetings, understanding eldership and clerkship, outreach and inreach programs, religious education in local meetings, and increasing the inclusiveness of our meetings, including diverse spiritual experiences and social diversity. This list is not exhaustive, but indicates some of the needs identified by Religious Nurture and Education Committee when the fund was set up.

The fund is overseen by the Religious Nurture and Education Committee. Programs may be initiated by the Religious Nurture and Education Committee or suggested by individual Friends, monthly or quarterly meetings. These requests will be carefully and prayerfully discerned by the committee and granted under the guidance of the Spirit. The fund is not intended for individual education, except in instances where a Friend intends to use their experience to benefit the Yearly Meeting as a whole, such as traveling within the Yearly Meeting to address a widely felt need. The Religious Nurture and Education Committee will evaluate and share widely the record of funded activities through reports to the Yearly Meeting, *The Quaker Quill*, and/or intervisitation.

MISSION:

Ohio Valley Yearly Meeting's Religious Nurture and Education Committee has a variety of areas for which they are responsible. Religious education has been a core value of Ohio Valley Yearly Meeting since its inception. The goal of the Religious Nurture and Education Committee is Quaker spiritual development for adults, youth and children. Their mission is to provide empowerment and guidance for Quaker spiritual development at the monthly and quarterly meeting levels, as well as within individual Friends. They make workshops, retreats and curriculum materials available to the Yearly Meeting and its quarterly and monthly meetings. The committee is served by those who have a sense of call for travel in the yearly Meeting and have gifts of loving presence and listening. The Nominating Committee is always open to those who have sensed a call to this sort of work or who have been identified with these gifts by their meetings.

RESPONSIBILITIES:

The Religious Nurture and Education Committee will discern, identify, and respond to the spiritual and educational needs of the Yearly Meeting. This charge includes educating children and adults in Quaker spiritual practices. To accomplish this, the tasks of the Committee may include:

¹² *Faith and Practice*, The Yearly Meeting

¹³ Added - Minutes of the Executive Committee, 10/3/2015

- Provide support, consultation, and materials for children’s and youths’ religious education to all levels of OVYM, Monthly Meetings, Quarterly Meetings, and Yearly Meeting¹⁴
- Visitation of Monthly Meetings
- Support diversity and inclusion within the body of the Yearly Meeting
- Support Yearly Meeting members with particular leadings to ministry within and beyond the Yearly Meeting
- Encourage and support inter-visitation and traveling ministry
- Offer outreach and consultation to Monthly Meetings in response to their needs and concerns

At Yearly Meeting sessions, the Committee will serve as Ministry and Counsel Committee for the sessions. These duties include:

- Provide support to the Yearly Meeting clerks
- Consult with authors of the Yearly Meeting Epistle
- Offer workshops
- In advance of Sessions, read Monthly Meeting's State of the Meeting reports and prepare the State of the Society reports.

3.5.2. Auditing Committee

APPOINTMENT:

Two members nominated by Nominating Committee to be approved by Yearly Meeting in session for staggered two-year terms.

RESPONSIBILITIES:

- At the end of the fiscal year (June 30) and prior to YM session (preferred), but no later than the first session of Executive Committee (October), audit the books of the YM Treasurer.
- Report the condition of the books to the YM.

3.5.3. Budget and Finance Committee

It [the Yearly Meeting] shall determine, annually, a budget necessary for its expenses and assign to each Monthly Meeting its quota for collection based on total membership.¹⁵

APPOINTMENT:

Three members nominated by Nominating Committee and approved by Yearly Meeting in session for three-year staggered terms. Treasurer and Assistant treasurer are members ex officio.

RESPONSIBILITIES:

- Develop the YM budget for the coming year to be approved during YM session (ref: Section [4.4. Budget Policy](#))
- Recommend the amount of the YM proportional share for the coming year

¹⁴ Added 10th Month 1st, 2016 upon request of the OVYM Executive Committee

¹⁵ *Faith and Practice*, The Yearly Meeting

- May be charged with additional responsibilities of discerning/defining OVYM fiscal priorities
- Refer to the Proposed Guidelines for Budget Process approved at the 1991 OVYM session, (ref: Section 4.4. [Budget Policy](#)).¹⁶
- Generally meet in late spring or summer

3.5.4. Children's Program Committee

APPOINTMENT:

Nine to twelve members nominated by Nominating Committee for approval by Yearly Meeting in session to server staggered three-year terms.

RESPONSIBILITIES:

- Clerk serves as member of YM Planning Committee.
- Arrange for program content and leadership (and child care, as needed) for children ages 0-10 during Yearly Meeting session.
- Provide liaison to Teen Activities Committee and Middle Youth Committee for purpose of planning for Yearly Meeting sessions.
- Meet 3-5 times each year.
- Appoint one member to be representative to Executive Committee.

3.5.5. Support Committees for Staff

3.5.5.1. Administrative Secretary Committee

APPOINTMENT:

Three members: One of whom is an officer of the YM, one who is an at large person selected by the employee, and one who is a member of the monthly meeting support committee or other body serving in this role. Approved by Executive for a one year term.

3.5.5.2. Youth Secretary Committee

APPOINTMENT:

Three members: One of whom is a member of the Teen Committee, one who is an at large person selected by the employee, and one who is a member of the monthly meeting support committee or other body serving in this role.

RESPONSIBILITIES:

- Offers spiritual and practical support to staff through the year as needed
- Meets as needed during the year

The Practice has been for the committee to meet twice. Once to deal with management issues related to the position (i.e. relationship with the supervisory committee, others; equipment needs; time needs; personal needs that are in conflict with responsibilities, etc) At this meeting the convener asks the staff person to speak out of the silence as to their needs. Friends respond as led.

¹⁶ Minutes of the business sessions of Ohio Valley Yearly Meeting 1990, Minute 35.

The second meeting focuses on nurture. The focus of the meeting should be prayer and worship. The convener introduces the questions or readings that lead into worship, worship sharing, or prayer.

-Possible queries:

- ...What is your sense of God's presence in the work you are doing for the YM?
- ...How do you care for yourself after an event, presentation, work, or committee meeting?
- ...Are you having difficulties or issues that you feel are taking you away from that centered place that is necessary for anyone seeking to serve others?
- ...Are there issues within the YM that are making it difficult for you to do your work?
- ...Are you open to prayer, scripture, images, or phrases that may be a source of guidance for you? (Person shares theirs, group shares from their experiences)

3.5.5.3. Clerk's Support Committee

APPOINTMENT:

Three members: One of whom is a member of the and Education Committee, one who is an at large person selected by the Clerk, and one who is a member of the monthly meeting support committee or other body serving in this role. Approved by Executive Committee for a one-year term.

RESPONSIBILITIES:

- Offers spiritual and practical supports to presiding, assistant and recording clerks both during annual session and through the year as needed
- Meet during annual sessions and as needed during the year

Practice has been for the Presiding Clerk to convene the committee as needed. Prior to annual sessions the member representing the Religious Nurture and Education Committee works with the at large member to host a day long retreat for the clerks. That retreat has included worship, a time for sharing concerns, and a time for reflection and affirmation.

3.5.6. Executive Committee¹⁷

COMPOSITION OF THE COMMITTEE:

The Committee will consist of yearly meeting officers, monthly meeting representatives, representatives from Yearly Meeting Committees, Quarterly Meeting clerks or representatives, and paid staff. Any Friend from the Yearly Meeting is welcome to attend.

Monthly Meeting Representatives: Each Monthly Meeting shall appoint two representatives to serve a term of two years on this committee. It shall designate one person the Representative and the other the Alternate. It is expected that one of these will represent the Monthly Meeting at each meeting. Such representation may be by participating in person or electronically. In the event the Representative is unable to participate, the Alternate shall represent the Monthly Meeting.

The clerks of the Yearly Meeting shall serve as clerks of the Executive Committee by reason of their appointments. In addition, each Yearly Meeting committee shall designate one of their members to serve a one-year term on the Executive Committee. These committee representatives shall report on their committees' work to the Executive Committee and serve as liaisons between their committees and the Executive Committee.¹⁸

¹⁷ *Faith and Practice*, The Executive Committee

¹⁸ Minutes of the business session of Ohio Valley Yearly Meeting 1997, Minute 27.

DUTIES:

It is the ultimate responsibility of this committee to work under the guidance of the Spirit without regard to time constraints or other situations that may push the committee to act outside of the tradition of Quaker Worship. This committee shall transact business for the Yearly Meeting between its annual sessions in all cases where the welfare of our Society makes this desirable, and shall carry out instructions given it by the Yearly Meeting.

In general its duties should include ensuring that individuals who have particular assignments and committees are fulfilling their responsibilities as outlined in the handbook. The Executive Committee shall have the responsibility for overseeing the maintenance and updating of a Yearly Meeting Handbook so that it accurately reflects the practices and procedures of the Yearly Meeting. This Committee shall keep in close and sympathetic touch with other committees appointed by the Yearly Meeting and help to coordinate their work. It may act for the Yearly Meeting in all matters when that body is not in session, except that it shall not make changes in the *OVYM Faith and Practice* or issue any statement of faith.

The Executive Committee shall appoint the members of the Personnel Committee. The Executive Committee also receives the names of those persons named to support committees for staff and those presiding at the Clerks' Table (Presiding Clerk, Assistant Clerk, and Recording Clerk).

MEETINGS:

Executive Committee will establish and publicize a regular schedule of meetings that coordinate with Annual Sessions at least four times a year. The committee may fix its own times of meeting, except that its clerk shall call special meetings upon the request of three members of the Committee. The clerk of the Yearly Meeting shall notify all Executive Committee members and Monthly Meeting Clerks of scheduled meetings and request agenda items in advance of the meeting date. The agenda will be sent out well in advance of the scheduled meeting.

MINUTES:

The committee shall keep full and complete minutes and render to the Yearly Meeting reports of all business transacted.

FUNDS:

Drafts may be drawn against the treasury of the Yearly Meeting under proper authorization.

3.5.7. Nominating Committee¹⁹

APPOINTMENT:

Six to twelve members, by the monthly meetings and approved by executive committee.

Note: When the monthly meetings in a quarterly meeting aren't adequately represented on the nominating committee, the clerk of the nominating committee will ask the presiding clerk to contact the clerks of the monthly meetings that aren't represented. Those monthly meetings will be asked to nominate a representative to the nominating committee.

If those monthly meetings do not approve a Friend to represent them by the next Executive Committee meeting, the presiding clerk will follow up to determine where they are in the process of approving a representative and to discover what is needed to facilitate the approval process.

¹⁹ Approved Executive Committee 4/6/2019

When quarterly meetings are adequately represented, monthly meetings that do not name a member to the committee may be represented by a liaison from the committee. Committee members from the same quarter who are most familiar with the monthly meeting to be represented are recommended.

Three-year staggered terms. Two three-year terms are recommended, however members may step off and monthly meetings may appoint a new representative after one three-year term. If a Friend has served two or more terms, the Friend may continue to serve additional terms if the Friend, the monthly meeting and executive committee are all clear.

If a member of the nominating committee misses two committee meetings without notifying the clerk in advance of the meetings, the clerk will discuss with them whether they are clear to remain involved with the committee. This practice is consistent with our testimony of integrity—Friends should do what they promise.

If a Friend has a history of intermittent attendance during a year, the clerk will discuss this with the Friend prior to their term being renewed.

MISSION:

The primary work of the Yearly Meeting Nominating Committee is to discern the names of Friends to bring forward for service as Yearly Meeting officers and representatives and for service on most of the Yearly Meeting's committees. A crucial aspect of this discernment process involves worshipful discussions with Friends about the gifts, skills, and responsibilities associated with various service opportunities. It should be understood that Yearly Meeting Nominating Committee brings forward names for Friends; consideration. Final approval rests with the Yearly Meeting gathered at annual sessions or with Yearly Meeting Executive Committee between annual sessions.

RESPONSIBILITIES:

- Fill open officer, representative and committee member positions (See guidelines below.)
 - Review yearly meeting guidelines and consult with officers and committee clerks to determine needs
 - Draw upon knowledge of monthly meeting members to discern appropriate candidates for open positions
 - Ask nominees who have been approved by the committee if they are willing to serve
 - Report all nominees to the Yearly Meeting in session, or to Executive Committee between sessions, for approval (Monthly meeting representatives will ensure nominees are aware of approval.)
 - Report approved representatives to outside organizations
- Appoint one member, usually the clerk, to be representative to Executive Committee

GUIDELINES:

1. The Nominating Committee seeks individuals who will accept service to the yearly meeting and the Society of Friends as part of their ministry. After consulting with yearly meeting guidelines, officers and committee clerks to determine needs, committee members will identify Friends within their meeting and other meetings whose gifts, skills, and interests facilitate Yearly Meeting functioning. In addition to their abilities, members should also consider nominees' openness to divine guidance, willingness to collaborate, conscientiousness, prior effectiveness, and availability.

2. For yearly meeting committees, nominating committee members will check with committee clerks to learn about their needs for the upcoming year, determine whether committee members who are finishing a term of service should be considered for renewal, and know whether any committee member has been unable to serve.

3. The OVYM Handbook describes the duties of officers, representatives and committee members. In order to keep these descriptions up-to-date, nominating committee members will seek feedback from persons who are completing their terms of service. Committee members will ask if the duties are the same as those described and get estimates of time and money expenditures required for each position.

3.5.8. Peace and Social Concerns Committee

APPOINTMENT:

Nine members, nominated by the Ohio Valley Yearly Meeting Nominating Committee, terms shall be staggered. The Committee shall meet in person at least twice a year, other meetings can occur by phone or e-mail.

RESPONSIBILITIES:

- To discern how Friends are led on issues of peace, social and environmental concerns
- To consult and share information with Peace and Social Concerns liaisons and/or Committees within Ohio Valley Yearly Meeting Monthly Meetings,
- To bring proposed minutes on peace, social justice, and environmental issues to Yearly Meeting sessions.
- To speak publicly on behalf of the Yearly Meeting, providing our position on an issue is consistent with one of the following: 1) it is an historic testimony of the Religious Society of Friends; 2) it is included in the Statement of Legislative Policy of the Friends Committee on National Legislation, or 3) it is subject of a minute approved by the Yearly Meeting or the Ohio Valley Yearly Meeting Executive Committee.
- To assist Ohio Valley Yearly Meeting's representatives to other organizations that are concerned with peace and social concerns.
- To administer and promote The Peace Witness Fund.

BUDGET:

The proposed FY 03 budget for this Committee is \$100. It is anticipated that this will be mostly for copying and postage.

The Committee was established in the 182nd Annual Session held at Earlham College in 2002.²⁰

3.5.9. Personnel Committee

APPOINTMENT:

Consists of the YM Treasurer and two members appointed by the OVYM Executive Committee. Of the two members appointed at large, one will be designated to serve as Clerk, and this member will be a member of the Executive Committee. The two at large members will serve a two year term.

The Personnel Committee will meet as necessary. Meetings may be in person, by telephone, or in an electronic format that is acceptable to members. At least one meeting must be conducted in-person annually.

²⁰ Minutes of the business sessions of Ohio Valley Yearly Meeting 2002, Minute 27.

DUTIES:

- Will coordinate and make recommendations regarding employment matters including employment contracts and other related legal responsibilities.
- Will develop personnel, contract and employment policies pursuant to [3.5.9. Personnel Committee](#).

3.5.10. Earthcare Committee**RESPONSIBILITIES:**

Earthcare Committee appoints members and informs Nominating Committee of appointments.

MISSION:

We of the Earthcare Committee are deeply troubled by the growing world-wide crisis in our human relationship with the Earth. We unite with the vision of our yearly meeting sustainability minute and our book of discipline in seeking harmony with Creation, and the flourishing of all living beings, as a central religious challenge of this century. This challenge is inseparable from the challenges to right sharing and social justice.

RESPONSIBILITIES:

Our goals include educating ourselves and the rest of the yearly meeting, especially as ecological disharmony manifests itself in our ways of life here in the central Ohio River watershed, our home landscape. We want to seek right relationship with Creation in the ways we function in our buildings and grounds, including energy use, transportation, food services, and waste management. This involves embodying right relationship for its own sake as well as for inspiring others to do likewise.

FOCUS:

Areas of general focus toward which we have been led include:

- cultivating local food economies
- conserving our water
- fostering ecological design
- working for government legal and policy change is also part of our work.

We remain open to other leadings as the Spirit moves us.

3.5.11. Teen Activities Committee**APPOINTMENT:**

Nominated by Nominating Committee for approval by Yearly Meeting in session. Nine members serve staggered three-year terms and three teen members serve one-year terms

RESPONSIBILITIES:

- Develop a program of activities for OVYM teens that supports the following overall vision and goals:
- Provide opportunities for teens to reflect on their own spiritual development and to listen with openness to the reflections and beliefs of others;
- Intentionally reinforce Quaker testimonies and values in terms of who we are and what we believe;

- Provide opportunities to hear from Friends who have lived according to their Quaker beliefs and can share their witness with teens;
- Provide guidance and experience in Quaker process and decision-making in order to develop future Quaker leaders;
- Provide opportunities for building lasting relationships with other Quaker teens;
- Provide opportunities for service;
- Provide connections to the wider circle of Friends.
- Provide supervision, support, resources and active assistance to the Youth Secretary in developing activities for high school aged teens during Yearly Meeting sessions which fulfill the above goals;
- Assist the Youth Secretary and the teens themselves in planning overnights and retreats throughout the year in cooperation with Whitewater and Miami Quarterly Meetings;
- Work with the Yearly Meeting Planning Committee to ensure that sites and facilities selected meet the needs of the teens and that the teen schedule coordinates with the adult schedule;
- Recruit paid staff and volunteers to assist with teen group activities during Yearly Meeting sessions;
- Keep the Yearly Meeting informed about the teens' activities, nurture mutual respect between teens and adults through intergenerational activities, and encourage appreciation of the many gifts that teens bring to the Yearly Meeting;
- The committee clerk or another representative will serve on Executive Committee and Planning Committee;
- Perform an annual evaluation of the Youth Secretary and recommend pay adjustments to Personnel Committee.

3.5.12. Adult Young Friends Committee

COMMITTEE MEMBERSHIP:

This committee will be composed of a minimum of four maximum of seven of members including members just out of high school, AYF, the teen secretary, and elders from the yearly meeting. There should be at least one member of each sub group included on the committee. Committee membership will be composed of Friends appointed by the yearly meeting, and will be open to any AYFs interested in attending committee meetings. Membership to this committee will be nominated through the AYF business meeting and the Nominating Committee.

COMMITTEE CHARGE:

The AYF (or YAF, depending) Committee is charged with sustaining a community of Young Adult Friends in Ohio Valley Yearly Meeting through events and activities such as retreats, mentorship (both with older Friends and younger Friends), programming at Yearly meeting, establishing intergenerational events, communication through email and face book, etc.

We feel the need not only for fellowship but also to develop our ministries and emerge as a spiritual community. Therefore, the goal of the activities is to discern and develop spiritual gifts, develop the next generation of Quaker leaders, provide role models for Young Friends, provide a safe space for YAFs going through difficult transitions in life and create a loving environment welcoming to all. By first developing our talents among ourselves we will come to realize what we can offer the Yearly Meeting and the world.

The Committee should set up events that the YAF community can execute, and make it a point to look for developing gifts within the YAF community for planning and implementing these events.

FINANCES:

A source of funding would allow AYFs the opportunity to both participate in and host Quaker-related events and workshops that lack of finances might otherwise place out outreach. Possible uses of financial support could include the reimbursement of travel to: FGC workshops and events, Pendle Hill retreats, events like Quaker Spring, FCNL lobbying opportunities, service trips, and inter-visitation among other Yearly Meetings.

The skills and experiences acquired through these travels could then provide the basis for AYF-led workshops at OVYM events and individual meetings. In addition, a source of funding would allow the reimbursement of expenses for speakers at AYF-specific retreats, providing a richer experience than might otherwise be possible.

RELATIONSHIP WITH OTHER COMMITTEES:

Due to our ministerial related functions we will develop an intentional relationship with Religious Nurture and Education. Depending on leadings we will contact other committees such as Teen Committee, Middle Youth, Peace and Social Concerns and Earthcare Witness. The Teen Secretary will be serving as the committee liaison to Executive Committee and Yearly Meeting Planning Committee, another person can be named if the Teen Secretary does not wish to fulfill this role.

3.5.13. Yearly Meeting Planning Committee²¹

APPOINTMENT:

Nine members total, three of whom are representatives from the Teen Committee, Children's Program Committee, and Middle Youth Committee. Six members, who serve staggered three year terms, are nominated by Nominating Committee and approved by Yearly Meeting in session.

RESPONSIBILITIES:

- Plan Yearly Meeting program: i.e. choose theme, secure speakers, workshop leaders, and worship sharing leaders with written confirmation, determine proper remuneration for speakers.
- Oversee bookstore.
- Oversee and coordinate planning with the Children's Program, Middle Youth, and Teen Activities Committees.
- Appoint one member to be representative to Executive Committee.
- Appoint a registrar to serve Yearly Meeting Sessions.

POLICY CONCERNING HONORARIA & EXPENSES:

1. Ohio Valley Yearly Meeting members or attenders should not be reimbursed for travel and living expenses since they might reasonably be expected to attend Yearly Meeting anyway, but should be offered an honorarium of \$300 if they are plenary presenters. They should not be offered an honorarium as workshop leaders.

2. People from outside of Ohio Valley Yearly Meeting should be offered travel expenses of up to \$500 and an honorarium of \$200 if they are plenary speakers. Those who are being asked to lead workshops may be offered travel and room and board expenses if needed, unless they are attending as representatives of some other organization.

²¹ Section revised for minor changes approved by Yearly Meeting Planning Committee on 9/27/2014 per Executive Committee Minutes for 4/4/2015.

3. Exceptions to the above policy may be made by the Yearly Meeting Planning Committee as discerned appropriate. YMP must always keep in mind the overall effect on its budget and the cost of operating OVYM sessions.
4. Let Executive Committee know estimated expenses of visitor compensation.
5. Notify registrar in advance of anyone for whom the Yearly Meeting is covering expenses.
6. Visitors should each fill out their own registration form.

3.5.14. Development Committee²²

APPOINTMENT:

At least three members, nominated by the Ohio Valley Yearly Meeting Nominating Committee, terms shall be staggered. Initial membership may be filled by present members of Ad Hoc Development Committee who are willing to continue service.

MISSION:

To encourage those with the resources to give annually in support of our Yearly Meeting and to remember us in their wills. To provide additional support for Annual Sessions and the general fund. To encourage Ohio Valley Yearly Meeting to be viable, flexible, and responsive to the leadings of the Spirit by providing funds beyond our budget to expand existing projects and committees and encourage new ministries.

RESPONSIBILITIES:

To put together an annual year-end appeal to every OVYM member and attender for financial support. To visit our Meetings to educate members about the opportunities to support us. To meet personally with individuals who may be open to including OVYM in their wills. To educate others about the possibility of making restricted donations to designated funds.

Currently these designated funds are:

- Braddock Fund for Prison Ministry
- Teen Committee Fund
- Spiritual Nurture Fund.
- Peace Witness Fund to help those who suffer due to war tax resistance.

TRAVEL:

Committee members can be expected to do much of their committee work by email or other electronic means. However, as fund raisers on behalf of the Yearly Meeting, some or all of the members are expected to travel to our affiliated Meetings to speak to Meetings as a whole and also to meet, face to face with individuals who are being solicited.

BUDGET:

Initial budget of \$500 to cover costs of annual appeal and printing of brochures. Travel expenses are already covered under Committee Travel category; currently recommended to be no more than \$250 per committee person per year.

²² Minutes of the business sessions of Ohio Valley Yearly Meeting 6/21/2019..

3.6. REPRESENTATIVES TO OTHER ORGANIZATIONS

It [the Yearly Meeting] shall appoint representatives for participating in the work of Friends General Conference and of Friends World Committee for Consultation, American Friends Service Committee and Friends Committee on National Legislation, and to other committees as the need arises.²³

3.6.1. American Friends Service Committee (AFSC) Corporation

APPOINTMENT:

Four representatives nominated by Nominating Committee and approved by Yearly Meeting in session for staggered three-year terms.

RESPONSIBILITIES:

- Attend the annual AFSC Corporation meeting (Job Description is available from AFSC).
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

3.6.2. Friends Committee on National Legislation (FCNL)

APPOINTMENT:

Six representatives nominated by Nominating Committee and approved by Yearly meeting in session for staggered three-year terms.

RESPONSIBILITIES:

- Attend annual meeting in November in Washington, D.C. (Materials are available from FCNL)
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

3.6.3. Friends General Conference (FGC) Central Committee

APPOINTMENT:

Three representatives nominated by Nominating Committee and approved by Yearly Meeting in session for staggered three-year terms.

RESPONSIBILITIES:

- Provide needed communication between the YM and FGC
- Serve on one FGC committee
- Attend annual meetings in October, generally in the Philadelphia area; committees may meet at other times during the year (Materials are available from FGC)
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

²³ *Faith and Practice*, The Yearly Meeting

3.6.4. Friends for Lesbian, Gay, Bisexual, Transgender, and Queer Concerns

APPOINTMENT:

One representative nominated by Nominating Committee and approved by Yearly Meeting in session for one-year term renewable.

RESPONSIBILITIES:

- Attend annual meeting
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

3.6.5. Friends Peace Teams

APPOINTMENT:

One representative nominated by Nominating Committee and approved by Yearly Meeting in session for one-year term renewable.

RESPONSIBILITIES:

- Attend annual FPT meeting and monthly phone meetings of the FPT Board. Join the FPT board email list.
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports on FPT activities

3.6.6. Friends World Committee for Consultation (FWCC)

APPOINTMENT:

Four representatives nominated by Nominating Committee and approved by Yearly Meeting in session for staggered three-year terms renewable. Yearly Meetings are encouraged to reappoint active representatives for more than one term; however, Friends may not serve more than three consecutive terms. OVYM sends two of the four representatives to Triennial in the summer of 1997, 2000, 2003, etc.

RESPONSIBILITIES:

- Attend annual meeting of the Section of the Americas in March
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

3.6.7. Quaker Earthcare Witness (QEW)

APPOINTMENT:

One representative nominated by Nominating Committee and approved by Yearly Meeting in session for one-year term renewable.

RESPONSIBILITIES:

- Attend annual meeting
- Communicate QEW concerns to OVYM and OVYM concerns to QEW
- (Material available from QEW)
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports.

3.6.8. William Penn House National Consultative Committee

APPOINTMENT:

One representative nominated by Nominating Committee and approved by Yearly Meeting in session for one-year term renewable.

RESPONSIBILITIES:

Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

3.7. MINISTRIES

3.7.1. Braddock Fund for Prison Ministry²⁴

APPOINTMENT:

Three committee members will be nominated by Nominating Committee and approved by the Yearly Meeting for staggered three-year terms, renewable. If possible, one member shall be a descendant or the spouse of a descendant of Raymond and Sara Braddock. Such family member must be 21 years of age, is not required to be a member of Ohio Valley Yearly Meeting, but must be able and willing to carry out the duties and responsibilities of the committee.

HISTORY OF THE BRADDOCK TRUST:

The Raymond W. and Sara Underwood Braddock Charitable Trust was announced at the memorial service of Raymond Braddock in April 1990. Initial donations of \$3300 were received from family members. Further donations were received, and the documents establishing a tax-exempt charitable trust under the care of Ohio Valley Yearly Meeting were approved at the 1993 annual sessions.

The trust was established to provide funding for educational scholarships for recently released inmates from the Lebanon Correctional Institution, where Raymond Braddock had taught classes from 1965 to 1970, or from the Warren Correctional Institution. It was later amended to include current inmates and women.

The Trustees, including Byron Branson, Barbara Fischer, and Ramona Braddock Buck oversaw the Trust, and six scholarships were awarded to deserving applicants during the period of 1996 through 2000. By 2010 the Trust value had increased to about \$23,000.

By direction from the Braddock family, in 2014-2015 the Braddock Trust, then valued at about \$68,000, was dissolved and the funds were transferred to a new Braddock Fund for Prison Ministry, under the care of the

²⁴ Revised - Minutes of the Executive Committee Meeting, 10/3/2015

Treasurer of Ohio Valley Yearly Meeting. A new committee of Wilhelmina Braddock Branson, Christine Hadley Snyder and Treasurer Wilson Palmer were named, and they were charged by the Yearly Meeting and the Braddock family to revise the Braddock Fund mission statement and to develop new policies for the administration of the fund.

MISSION STATEMENT:

The mission of the Braddock Fund is to provide support for activities and projects for prison inmates that will promote their successful re-entry into their communities.

The Braddock Fund for Prison Ministry assets shall be disbursed by the Committee to:

- a. Fund scholarships for educational or vocational training for recently released inmates, upon recommendation of prison staff
- b. Fund courses, projects, and materials for inmate education and training
- c. Provide financial support to individuals, Monthly Meetings and Quaker or related organizations that are willing to carry out prison ministry to provide visitation, support, guidance, skills and education to prison inmates to prepare them for their release.

DUTIES AND RESPONSIBILITIES OF THE COMMITTEE:

The Committee shall meet at least annually, and meet in person or by electronic communication at other times as needed to carry out the work of the Fund. A Presiding Clerk and Recording Clerk shall be appointed within the committee

The Committee shall collaborate with the OVYM Treasurer in the oversight and investment of the monies in the Fund.

The Committee shall educate themselves and the Yearly Meeting on the issues of incarceration and work to identify opportunities for prisoner ministry through the use of the Braddock Fund. It shall prepare materials on the Braddock Fund to be distributed to the Wardens or other staff members of prisons and correctional facilities.

The Committee shall encourage donations to the Braddock Fund, and prepare a brochure to be distributed to potential donors.

The Committee shall create and make available grant application forms and set criteria for funding and reporting.

The Committee shall approve the grants it deems worthy, and will instruct the OVYM Treasurer to disburse the funds as approved.

The Committee shall require periodic reports from grantees, and evaluate and minute the results of each grant.

The Committee shall provide an annual report to the Yearly Meeting of all activity.

POLICIES:

Requests for funding for scholarships, projects and services in any prison facility in or near the communities where the Monthly Meetings of the Ohio Valley Yearly Meeting are located shall be considered.

A Braddock Fund Grant Application Form, available on the OVYM website, shall be completed by each applicant and submitted to the Committee for consideration.

Grants may be requested by incarcerated individuals, prison staff, individual Quakers, Monthly Meetings, and Quaker or related organizations involved in prisoner education and rehabilitation.

Grants of up to \$3000 for one year may be requested, and renewal may be requested annually.

The Yearly Meeting Treasurer shall keep account of the Fund as a separate entity, and include such information in the annual Treasurer's Report of Ohio Valley Yearly Meeting. The funds shall be held or invested by the Treasurer consistent with the socially responsible investment policy adopted by the Yearly Meeting.

Donations to the Braddock Fund will be made payable to Ohio Valley Yearly Meeting, designated for the Braddock Fund. The Treasurer shall report to the Committee any donations to the Fund, and the Committee shall record and acknowledge such donations.

EXAMPLES OF FUNDING POSSIBILITIES:

The Committee will consider requests for funding the expenses incurred in providing educational courses to recently released as well as current inmates, providing library books, educational materials, mediation services and training, tutors, visitation programs, etc. It will also collaborate with and consider outright donations to other Quaker organizations that are working on prison issues, recidivism, and enhancing employability. Project grants to students in the Wilmington College degree program in Criminal Justice shall be encouraged. Programs or projects at Halfway Houses will be considered.

3.7.2. Friends Music Camp

MISSION STATEMENT:

Friends Music Institute, Inc. operates Friends Music Camp, a 4-week summer program for youth aged 10-18. Friends Music Camp emphasizes musical growth through private lessons and group activities; Quaker values, worship, and group decision by consensus; and caring community.

SHORT HISTORY:

Friends Music Camp began in 1980, organized and directed by Peg Champney and Jean Putnam. It has met, since its inception, on the campus of Olney Friends School in Barnesville, Ohio. Seventeen campers attended the first season. The number of campers has gradually increased over the years. In the 1990s around 75 campers and 20 staff people have attended each summer. Enrollment is open to young people of any race or religion. The number of Friends has ranged from 50-85%. In recent years, they have come from about 20 states and several foreign countries.

RELATIONSHIP TO OHIO VALLEY YEARLY MEETING:

Ohio Valley Yearly Meeting has sponsored the operation of Friends Music Camp throughout the camp's existence. The Yearly Meeting makes an annual contribution to the camp's scholarship fund. A Board of Directors to govern the operation of Friends Music Camp is appointed by Ohio Valley Yearly Meeting. According to the Friends Music Institute by-laws, the Board of Directors should include 5 members appointed by the Yearly Meeting. One or two are selected each year; they serve 3-year staggered terms. A report is made about Friends Music Camp annually at Yearly Meeting.

RESPONSIBILITIES OF THE BOARD MEMBER:

Attend annual meeting held in Yellow Springs, OH in early fall

Address: PO Box 427, Yellow Springs, OH 45387
Telephone: 937 767-1311 FAX 937 767-7550
Contact: Peg Champney

4.0. APPENDICES

4.1. The Benevolent Fund of Ohio Valley Yearly Meeting

In 1876, the Yearly Meeting accepted a bequest of \$5,000 from Jason Evans, a former Clerk of the Yearly Meeting and a member of Cincinnati Monthly Meeting at his death. The fund was to be held by three trustees, the income (interest) apportioned annually by the Yearly Meeting to the quarterly meetings, and the quarterly meetings instructed to apportion that income among the monthly meetings "for the benefit of the poor among their members." The original bequest was augmented by adding the earlier Alban Fawcett bequest of almost \$2,000, but there have also been various investment losses over the last 115 years. The principal, invested by the Yearly Meeting Treasurer, stands today at \$5,800.

For many years, the Yearly Meeting has used an automatic apportionment of the annual interest between the quarterly meetings on the basis of membership as reported in the most recent statistical report. The two quarterly meetings have used a variety of methods over the years to apportion the income among their monthly meetings, but currently each quarterly meeting has the quarterly meeting treasurer hold the income received from the Yearly Meeting until there is a particular member in need for whose benefit it is expended.

Miami Quarterly Meeting established a procedure for distributions of its accumulated Benevolent Fund income between Quarterly Meeting sessions. That procedure is:

"Distributions from the account containing accrued Benevolent Fund interest should be discussed and approved by the Quarterly Meeting in session. However, whenever a Monthly Meeting requests a distribution for one of its members between Quarterly Meeting sessions, the request may be approved by the Presiding Clerk and the Treasurer. Such a request should ordinarily be honored if the amount requested is no more than \$500. Where the amount requested is in excess of \$500, the Presiding Clerk and Treasurer should consult with each of the Monthly Meetings before approving the distribution. A full report of the request and any distribution should be made at the next session of the Quarterly Meeting."

Whitewater Quarterly Meeting established following procedure:

"The clerk of a member Monthly Meeting makes requests for distribution of Benevolent Funds from the Whitewater Quarterly Meeting account on behalf of individuals within her or his Monthly Meeting to the clerk of Whitewater Quarter. The clerk and treasurer of Whitewater Quarter may approve requests in amounts of \$200.00 or less. The Quarterly Meeting must approve amounts greater than \$200.00. Additionally, six-month, no-interest loans in amounts of \$500.00 or less may be approved by the clerk and treasurer of the Quarter. A report of requests for funds and distributions will be included with the Treasurer's Report at the next Quarterly Meeting."

4.2. The Cincinnati Fund of Miami Quarterly Meeting

In 1896, Miami Quarterly Meeting laid down Cincinnati Monthly Meeting (at its request) and received the proceeds from the 1895 sale of the Cincinnati Meeting property on West Fifth Street. This started the Quarterly Meeting's "Cincinnati Fund." The original principal amount of almost \$15,000 has been reduced by contributions to the Friends Boarding Home in Waynesville and the Lauramoore Friends Home in Richmond and by losses on certain investments. The principal has been augmented from time to time by transfers of accumulated interest. Since 1986, the principal has been maintained at \$12,000.00, \$8,000.00 of which is invested with The Meetinghouse Fund, Philadelphia.

The interest on the Cincinnati Fund has been used by the Quarterly Meeting at its discretion for such matters as subscriptions to Friends Journal and its predecessors, subsidizing children's attendance at Yearly Meeting sessions, and assisting Friends to attend conferences. Disbursements have been authorized by the Quarterly Meeting in session, by the Quarterly Meeting Treasurer (for administrative expenses or the standing approval of paying one year's subscription to Friends Journal for each new member family), or, since 1962, by the "Committee of Two." The Committee of Two approves subsidies for conference expenses and authorizes the Treasurer to send a check, in recent years limiting the per-person subsidy to \$200.00. Each conference subsidy or other expenditure is reported to the Quarterly Meeting as part of the Treasurer's report at the next session.

4.3. Miami Quarterly Meeting Burial Lots at Spring Grove Cemetery

Miami Quarterly Meeting established the Cincinnati Monthly Meeting in 1815, and the Monthly Meeting purchased property on West Fifth Street (now under the Interstate 75 bridge approach) for a meetinghouse and burial ground. Following the 1828 division, both branches of the Monthly Meeting continued to meet and bury their dead on that property. In 1834, the two branches bought (adjacent) lots north of Freeman for additional burials, but they stopped burials around 1857 and sold those properties. In 1859, the two branches executed a series of deeds dividing the ownership of the Fifth Street property, and in 1861 the Hicksite branch purchased burial Lots 101 to 119 in Section 43 of the Cemetery of Spring Grove north of town in the Mill Creek valley. The Monthly Meeting moved all remains from Fifth Street and reinterred them at Spring Grove sometime in the 1860s.

In 1895 the (weak) Monthly Meeting sold the Fifth Street property. In 1896, Miami Quarterly Meeting laid down Cincinnati Monthly Meeting and attached its members and property to Miami Monthly Meeting in Waynesville. Miami Monthly Meeting arranged no burials at Spring Grove after 1900, though it appointed special trustees for the Spring Grove burial lots for a few more years. When Friends discovered this ownership again in 1984, Miami Monthly Meeting transferred all rights to Miami Quarterly Meeting. Miami Quarterly Meeting decided to ask its two Cincinnati-area meetings, Community and Clifton [now Eastern Hills], to appoint two trustees each.

The Trustees formulated and the Quarterly Meeting adopted in 1985 the following:

POLICY REGARDING BURIAL IN THE CEMETERY OF SPRING GROVE

Miami Quarterly Meeting of Ohio Valley Yearly Meeting has appointed Trustees to hold the title to the burial lots in the Cemetery of Spring Grove in Cincinnati, in Section 43, Lots 101 to 119, inclusive. These lots were bought for the use of the members of the then-existing Cincinnati Monthly Meeting of Friends, under Certificate of Ownership No. 3359, dated 7/16/1861 from the Proprietors of the Cemetery of Spring Grove to Thomas Carroll, John L. Talbott and Susan Evans as Trustees for the use of the "Friends Society of Cincinnati, Ohio."

Our Trustees, by any of them after consultation with at least one other of them, are authorized to admit to interment therein the remains of the following persons:

- A. Any person or member of the immediate family of any person who is a member of any meeting affiliated with the Ohio Valley Yearly Meeting of the Religious Society of Friends;
- B. The spouse, parent, child or any member of the immediate family of any person who has been buried in those lots;
- C. Any member of the Society of Friends who has died while visiting, traveling, or on business within 50 miles of the Cemetery of Spring Grove; and
- D. Such other persons whom the Trustees determine are within the spirit though perhaps not the letter of the foregoing.

The Trustees are directed to report to the Quarterly Meeting in February of each year as to all requests received by them during the year for admission of remains to interment in the subject lots, and their disposition of those requests.

4.4. Budget Policy²⁵

BACKGROUND:

This is an attempt to put into a sensible, logical guideline the procedure for handling each and every line item of the OVYM yearly budget--each and every year. The purpose is to regulate the process to one which is consistent and known to all. These guidelines strengthen the committee's responsibility to do the detail work as assigned by the yearly meeting and to report their work to the yearly meeting for action. It also provides that controversial problems may be referred to this or another committee for further deliberation, with key persons invited to help in resolving the specific problem.

OUTLINE OF THE BUDGET PROCESS:

I. Committee Purpose

II. Yearly Meeting-related Programs

III. Contributions/Outreach Items

(Note: In this document the term "yearly meeting" includes the yearly meeting in session or actions of the OVYM Executive Committee.)

IV. OVYM Budget Calendar

I. COMMITTEE PURPOSE:

The Budget & Finance Committee's (B&F) basic purpose is to prepare and present a proposed annual budget to Ohio Valley Yearly Meeting at its annual session. It adjusts yearly meeting program needs following program requests to the best of the committee's ability. The committee responds to specific minuted actions of the yearly meeting pertaining to the budget. The committee will use the OVYM budget calendar to guide its work in bringing a budget forward to the Yearly Meeting. The Budget & Finance Committee presents its initial proposed budget at the beginning of OVYM's annual sessions or earlier, modifying the proposal as a result of discussions in the yearly meeting. Problems are referred to the Budget and Finance Committee or another committee of the yearly meeting for further deliberation. The Budget & Finance Committee will invite key persons and will welcome attenders to speak to the various sides of a matter referred for resolution.

II. YEARLY MEETING OPERATING EXPENSES:

This applies to all OVYM committees and programs. Basic to this section is to accommodate the requested action of the OVYM committees, program persons, and ultimately the yearly meeting.

a. On-Going Programs: Review and adjust on-going budget line items to respond to requested or changing conditions. Committees and people responsible for a specific program are expected to give advice and counsel to the committee for deliberations.

b. Temporary Programs: Adjust per the yearly meeting's direction with input from those involved with each temporary program. "Temporary" is defined as a new program with a separate line item dollar figure that is designated as temporary or has a specific short life identified.

²⁵ Minutes of the business sessions of Ohio Valley Yearly Meeting 1990, Minute 35.

c. New Programs: Requests for new programs will be added if the OVYM Executive Committee recommends it. The Budget & Finance committee will await action by the yearly meeting before proposing (adding) a line item for the new program.

III. CONTRIBUTIONS :

This section is limited to reviewing and adjusting line items approved by the yearly meeting and as stipulated below.

a. Affiliated Friends Organizations (e.g., AFSC, FGC, FCNL, FWCC): This section is our priority contributions area – Friends. This section will be supported at the highest level of contributions. In the event of a monetary shortfall or the urgent need to divert monies to some other worthy purpose, the Budget and Finance Committee may reduce the amounts donated to the Outside Quaker Organizations by the same percentage by which the overall budget is to be reduced. Favoritism may not be shown: contributions to each of the Outside Quaker Organizations will be reduced by the same percentage.

b. Other Quaker (e.g., Friends boarding schools, Music Camp, Indian Affairs, Lauramoore Home, Friends Journal, QVW, FLGC, Managua Friends Center, YFNA, IFCL): Retain, adjust, remove per guidance from the yearly meeting. Giving levels to be lower (generally) than for “Affiliated Friends Organizations.”

c. Religious--non-Quaker (e.g., Council of Churches, US Peace Tax Fund): Retain, adjust, remove per guidance from the yearly meeting.

d. Non-religious (e.g., political, human causes such as Pro-Nica, re-settlement support, El Salvador): It has been a general practice of the yearly meeting that someone in our yearly meeting be an advocate for the group being supported. The Budget and Finance Committee (B&F) will annually submit the list of such line item contributions to the OVYM Executive Committee 60-120 days before yearly meeting sessions. Adjust giving per OVYM Executive Committee guidance.

e. New Contributions: New proposed giving through the yearly meeting’s “Contributions” section of the budget will be referred first to the Executive Committee for its action. A request from a monthly or quarterly meeting, accompanied by a minute supporting the cause, is the most desirable and appropriate Friends business procedure to use. If the proposal occurs at the sessions of the yearly meeting, it is to be presented to the Presiding Clerk before this committee takes any action on the proposed new item. The Clerk may, among the possible options, bring the matter to a yearly meeting session or ask the Executive Committee to meet and give advice to the yearly meeting. Then guidance will be given by the yearly meeting to the Budget and Finance Committee.

IV. OVYM BUDGET CALENDAR:²⁶

Step 1: At the fall Executive Committee Meeting (or, about October first, if there is no fall meeting), the Budget & Finance Committee announces the beginning of the budget-setting process. Following the meeting, B&F sends a request for expense estimates to yearly meeting clerks, committees, and others.

Step 2: Committees and clerks respond by January 15.

Step 3: By January 31, the treasurer fills in any missing information, compiles a draft budget, identifying any policy issues and associated costs. B&F reviews the draft and makes any changes necessary.

Step 4: In the morning of the winter Executive Committee session (or, about February first, if there is no winter meeting), there is a Public Budget Meeting to discuss the first draft budget and collect any comments. Everyone in the yearly meeting is invited to attend. In the afternoon, (or the next Executive Committee Meeting if none is

²⁶ Revised - Minutes of the Executive Committee Meeting, 08/25/2018

scheduled for that day) Budget & Finance Committee meets with the Executive Committee seeking advice on the draft budget any policy issues.

Step 5: By February 28, Budget & Finance Committee revises the draft budget, as necessary, and sends it to the monthly meetings.

This mailing includes:

- Summaries of the current year budget and the proposed budget.
- Descriptions of any changes between the current and proposed budgets, with reasons for changes, especially any policy issues.
- The amount of the suggested proportional share per member for the coming year and how much that would be for the meeting, based on the most recent Statistical Report.
- A request for monthly meetings to commit to support for the yearly meeting.
- An offer that a Budget & Finance Committee member can meet with the monthly meeting as needed.

Step 6: By April 30, monthly meetings review the budget, discern how much they can donate to the yearly meeting, and respond to Budget & Finance Committee.

Step 7: By May 15, Budget & Finance Committee prepares a final budget proposal taking into consideration updated financial statements, monthly meeting responses, and further input from committees. That document is published in the Advance Reports.

Step 8: At the annual sessions, yearly meeting acts.

4.5. PERSONNEL POLICY

4.5.1. Introduction

The name of the employer/contractor is the Ohio Valley Yearly Meeting of the Religious Society of Friends (OVYM). The testimonies, general principles, and procedures of OVYM can be found in the *Faith and Practice* of the Ohio Valley Yearly Meeting Religious Society of Friends.

4.5.1.1. Statement of Personnel Philosophy

First and foremost, OVYM's policies are guided by the principles and testimonies of Friends described in the *OVYM Book of Faith & Practice*. It is the policy of OVYM to hire or contract with, train, and retain outstanding employees and service providers fully capable of assisting in carrying out OVYM's goals, implicit in the *OVYM Faith & Practice*. To effect this policy, a continuous effort will be made to develop, implement, and interpret sound personnel practices. OVYM will meet those State and Federal laws applicable to its employees and will provide working conditions, salaries, and other benefits which facilitate the achievement of shared goals. Therefore, OVYM will strive to provide a work climate through its policies which will assure commensurate rewards for all OVYM employees and service providers.

4.5.1.2. Purpose of Manual

The purpose of this manual is to provide a concise reference to the administrative policies and organizational functioning of OVYM. This manual applies to all employees and service providers who have a long term relationship with OVYM. It describes the responsibilities of both OVYM and the employee or service provider in this relationship. This manual is not intended or considered to be a contract. Employment with OVYM is considered an Employment at Will relationship.

4.5.1.3. Development of Policy

OVYM reserves the right to develop, modify, amend, or delete its policies, benefits, or to add additional approved policies or procedures, as it deems appropriate. Changes to this policy can be recommended by the Personnel Committee, but are subject to the approval of the Executive Committee. All changes to this document will be distributed to all OVYM employees.

4.5.1.4. Implementation of Policy

Personnel policies and procedures are administered by a Personnel Committee named by and accountable to OVYM's Executive Committee. This committee interprets the policy, ensures that it is understood, and verifies that it is being followed.

4.5.1.5. Employment Contracts

OVYM reserves the right to employ individuals as staff of the organization or contract for services with qualified service providers. It is the intention of OVYM to conduct its employment and contractual relationships in a legal and ethical manner. The Personnel Committee will recommend the appropriate employment relationship, staff member or contracted service provider. In the case of a contractual relationship, the Personnel Committee, in cooperation with the appropriate supervising committee, will develop the terms of the Provider Agreement for approval by the Executive Committee and the parties to the contract. The Employment Agreement will contain a specified set of responsibilities and deliverables to be provided to OVYM. It will also outline the qualifications of the Provider, fee schedule, length of contract, waivers and other matters of mutual agreements and understandings.

A contracted provider receives a fee for services. Therefore OVYM does not provide contributions pursuant to Social Security and Medicare, any fringe benefits, or paid employment leave. No federal, state or local income tax will be withheld. Payments to a provider will be reported to the Internal Revenue Service using Form 1099-MISC. Payments for travel, lodging and associated costs will be outlined in the agreements with providers and will be consistent with established OVYM reimbursement policies. Payment of any other expenses will be by mutual agreement of OVYM and providers.

Initial agreements and renewal agreements with providers will be developed by the Personnel Committee in cooperation with the appropriate supervising committees. The supervising committee will conduct the recruitment and selection process for contracted providers in collaboration with the Personnel Committee. The supervising committee is responsible for the day to day supervision of contracted providers. When necessary, the supervising committee will consult with the Personnel Committee to invoke cancellation of an Agreement which must be approved by the OVYM Executive Committee.

Entering into a renewal agreement with a provider is at the sole discretion of OVYM. The Personnel Committee will develop renewal agreements with providers following consultation with the supervising committee. Contracted providers are not subject to OVYM personnel policies. Nevertheless, Personnel Policies # 3.1 and 3.2 may be considered, at the discretion of OVYM, as a guide in the establishment of fee arrangements for renewal agreements. It is important that supervising committees complete an evaluation of the services provided in order to arrive at a fair determination of fee payments for renewal agreements. Such recommendations will be reviewed by the Personnel Committee which will submit proposed renewal agreements to the Executive Committee for final approval.

4.5.2. Employment Practices and Conditions

4.5.2.1. Prohibition Against Discrimination

OVYM is an equal opportunity employer. OVYM provides for equal opportunity without regard to race, color, sex, sexual orientation, national origin, age, marital status, handicap or disability in any of the terms and conditions of employment which include recruitment, selection, classification, training, compensation, promotion, termination, layoffs, privileges, and other related benefits. OVYM intends that its employees and service providers are members of the Religious Society of Friends.

4.5.2.2. Supervisory Committee

For every paid position, the Yearly Meeting will designate a committee to supervise that employee. This committee is the primary representative for OVYM in the employment relationship. The specific duties and responsibilities of this committee with regard to this Policy are summarized in Section [4.5.8.3. Supervisory Committee](#).

Furthermore, the supervisory committee will appoint one of its members to be its liaison with the employee. This is the supervisor, the person to whom the employee or service provider reports and who receives a record of hours worked.

4.5.2.3. Employment of Personnel

Once a position is approved by the Yearly Meeting, the designated committee recommends to the Executive Committee a person to fill that position. If the Executive Committee approves hiring that individual, the Executive Committee sends an offer letter.

4.5.2.4. Classification of Employees

4.5.2.4.1. Time Worked

Full-time - Those employees who work an average of 40 hours a week for 48 weeks during a year.

Part-time - Employees who work less than 40 hours per week for 48 weeks a year, as defined in the description of the position.

4.5.2.4.2. Treatment of Overtime

Exempt - Those employees paid on a salaried basis, who do not receive overtime pay for work performed beyond 40 hours per week. The duties of such employees are executive, administrative, or professional.

Non-exempt - Those employees paid on an hourly basis, who receive overtime pay at one and one-half time their regular hourly rate for those hours worked that exceed 40 hours per work week. Duties are other than executive, administrative, or professional.

4.5.2.5. Terminating the Employment Relationship

4.5.2.5.1. Termination by OVYM

In accordance with the at-will employment relationship, termination is at the discretion of OVYM. Although it is not required, OVYM will attempt to give at least 30 days notice to the employee or service provider of termination.

The Yearly Meeting, in its annual session, can decide to discontinue the position. In this case, the Yearly Meeting decides when the position is terminated, and what severance pay, if any, is offered to the employee.

The supervisory committee can also recommend that an employee or service provider be dismissed. Such a dismissal requires approval of the Personnel Committee and the Presiding Clerk of the Yearly Meeting. Once approved, dismissal can be immediate, at the discretion of the Personnel Committee and Presiding Clerk. In this case, severance pay, if any, is at the discretion of the Executive Committee.

4.5.2.5.2. Resignation

Although it is not required, OVYM asks that the employee or service provider give at least 30 days notice of intent to resign.

4.5.2.6. Grievance Procedure

All employee or service provider grievances must be relayed to the Personnel Committee in writing, within 14 calendar days of the occurrence. If the employee's supervisor is serving on the Personnel Committee, the supervisor will be excluded from the grievance process. The Personnel Committee must respond to the grievance in writing, within 30 calendar days. If the grievance is not resolved to the satisfaction of the aggrieved employee or service provider in the above procedures, a written appeal must be submitted to the Executive Committee of OVYM, by the aggrieved employee, signed dated and submitted within 10 calendar days of the Personnel Committee's response. The Executive Committee shall send a written decision to the Personnel Committee, the Supervisory Committee, and the employee or service provider within 30 calendar days of the next regularly scheduled meeting of the Executive Committee following the submission of the grievance

4.5.2.7. Personnel Records

Personnel records are maintained by the Treasurer, with a copy maintained by the supervisory committee. The personnel record of each employee or service provider shall contain the employee's application/resume, references, letter of employment evaluations, salary ratings, promotions, dismissals, resignations, and any other correspondence. Employees and service providers may, upon request, access their personnel file.

4.5.2.8. Exceptions to the Policies

The Executive Committee may approve temporary exceptions to any policy.

4.5.3. Compensation

4.5.3.1. Employee Salary Schedule

Employees are paid by the Treasurer on a regular basis as determined by the Personnel Committee. The Personnel Committee will establish an entry pay rate plus two additional salary steps, to provide increased compensation for employees who provide service longer than one year. The entry level pay rate, as well as the two salary steps, will be increased annually by an estimate of the cost of living. After one year of service, employees will receive a step increase plus a cost of living increase. After the second year of service, employees will receive an additional step increase plus a cost of living increase. In succeeding years, employees will only receive the cost of living increase. These pay increases are given to all employees, contingent only upon completion of the annual employee or service provider evaluation process.

Service providers are paid by the Treasurer on a regular basis as determined by the Personnel Committee and specified in their Service Agreement.

4.5.3.2. Interim Salary Adjustment

If the supervisory committee deems that some interim adjustment in compensation is warranted for a salaried employee or service provider based on the actual hours worked, they can submit a recommendation to that effect

to the Personnel Committee. Personnel Committee may recommend the adjustment to Executive Committee for final approval.

4.5.3.3. Reporting the Hours Worked

All hourly or salaried employees and service providers will report the time spent working to their supervisor and to the Treasurer by the 10th of each month. The purpose of reporting hours for a salaried employee or service provider is to provide accountability to the supervisory committee and to permit an evaluation of the fairness of the compensation. Failure to meet this requirement may result in a delay in monthly payment.

4.5.3.4. Definition of Hours

Reported time includes preparation time, clerical work, travel on behalf of OVYM, and time “on duty” at OVYM events. It does not include time sleeping and time “off duty” at OVYM events. Questions concerning “on duty” should be resolved with the supervisory committee.

4.5.3.5. Overtime

Overtime must be approved in advance by the Supervisory Committee.

4.5.4. Performance Evaluation

4.5.4.1. Performance Evaluation

The Supervisory Committee will evaluate in writing the performance of the employee or service provider after the first 90 days and annually on the anniversary of the employee’s date of hire. The written review will be signed by the employee or service provider who may append to it any comment.

4.5.4.2. Employee or Service Provider Statement of Evaluation

The employee or service provider will be asked to make a written self-evaluation before the annual evaluation with the Supervisory Committee. This becomes part of the employee’s permanent record.

4.5.5. Fringe Benefits

4.5.5.1. Health Insurance

OVYM offers no health insurance or financial assistance for medical insurance premiums.

4.5.5.2. Leave

There is no paid leave time. Employees and service providers have a large degree of control over when they work. They make take days away from their work at their discretion. Such time off is not included in the hours reported for compensation. The employee is expected to inform the supervisory committee in advance of any plans for extended time away from work. Rates of compensation reflect the fact that there is no paid leave time. In unusual circumstances such as extended illness, the Personnel Committee may make exception to this policy and provide some compensation to the employee.

4.5.5.3. Professional Development

OVYM recognizes the importance of continued education for its paid staff. To the extent that the budget allows, OVYM will pay the expenses of the employee's or service provider's professional development. Such expenses must be approved in advance by the Supervisory Committee.

4.5.6. Standards of Conduct

4.5.6.1. Security of Information

Employees and service providers must use discretion and tact when representing or discussing OVYM. Employees and service providers cannot communicate, outside of appropriate OVYM committees and other staff, information which has not been made public. No staff can use any information gained during the course of his/her duties for private advantage.

4.5.6.2. Outside Employment

Outside employment is any paid activity in addition to a paid job with OVYM. The outside employment:

- Cannot interfere with job performance;
- Cannot involve conflict of interest;
- Cannot involve duties which the employee should perform as part of employment with OVYM; and
- The Personnel Committee must be informed.

4.5.6.3. Political Activity

Political activity on the part of employees and service providers on behalf of OVYM is governed by the Executive Committee.

4.5.7. Reimbursement for Expenses

4.5.7.1. Travel

When on approved yearly meeting business, employees and service providers will be reimbursed for reasonable expenses, including meals, lodging, transportation, and parking. Mileage by private car is reimbursed at the federal IRS rate.

4.5.7.2. Office

Employees and service providers will be reimbursed for all duplicating, postage, telephone, and stationary expenses incurred performing OVYM duties.

4.5.7.3. Procedures for Reimbursement

The employee will submit expenses to the Treasurer and to the Supervisor. It is the responsibility of the Supervisory Committee to make sure that these expenses are consistent with the Yearly Meeting Budget.

4.5.7.4. Advances

In anticipation of major expenses, an employee or service provider may request an advance. Such a request should be submitted through the Supervisory Committee to the Treasurer.

4.5.8. Summary of Responsibilities

4.5.8.1. Yearly Meeting in Session or Executive Committee

- Approves the existence of the position [ref: Section [4.5.2.3. Employment of Personnel](#)]
- Approves funding for the position, including compensation [ref: Section [4.5.3.1. Employee Salary Schedule](#)]
- Approves any changes to this Personnel Policy [ref: Section [4.5.1.3. Development of Policy](#)]
- Approves the individual to be hired and writes the letter of hire or service agreement. [ref: Section [4.5.2.2. Supervisory Committee](#)]
- Approves temporary exceptions to any policy [ref: Section [4.5.2.8. Exceptions to the Policies](#)]
- Authorizes severance pay in the case of dismissal of the employee [ref: Section [4.5.2.5.1. Termination by OVYM](#)]
- Final arbiter of a grievance [ref: Section [4.5.2.6. Grievance Procedure](#)]
- Approves interim salary adjustments [ref: Section [4.5.3.2. Interim Salary Adjustment](#)]

4.5.8.2. Personnel Committee

- Recommends any changes to Personnel Policy [ref: Section [4.5.1.3. Development of Policy](#)]
- Administers the Personnel Policy [ref: Section [4.5.1.4. Implementation of Policy](#)]
- Approves dismissal of the employee [ref: Section [4.5.2.5.1. Termination by OVYM](#)]
- Handles Grievances [ref: Section [4.5.2.6. Grievance Procedure](#)]
- Determines schedule of pay [ref: Section [4.5.3.1. Employee Salary Schedule](#)]
- Grants sick pay [ref: Section [4.5.5.2. Leave](#)]
- Receives notification of other outside employment [ref: Section [4.5.6.2. Outside Employment](#)]
- Recommends interim salary adjustments to Executive Committee [ref: Section [4.5.3.2. Interim Salary Adjustment](#)]

4.5.8.3. Supervisory Committee

- Recommends the person to be hired [ref: Section [4.5.2.3. Employment of Personnel](#)]
- Recommends dismissal of the employee [ref: Section [4.5.2.5. Terminating the Employment Relationship](#)]
- Maintains a copy of the Personnel Records [ref: Section [4.5.2.7. Personnel Records](#)]
- Resolves questions of what “on duty” means at OVYM events [ref: Section [4.5.3.4. Definition of Hours](#)]
- Can recommend interim salary adjustments to Personnel Committee [ref: Section [4.5.3.2. Interim Salary Adjustment](#)]
- Evaluates the performance of the Employee [ref: Section [4.5.4.1. Performance Evaluation](#)]
- Approves expenditures for Professional Development ref: Section [4.5.5.3. Professional Development](#)]
- Approves requests for Advances [ref: Section [4.5.7.4. Advances](#)]

4.5.8.3.1. Supervisor

- Provides direct day-to-day supervision [ref: Section [4.5.2.3. Employment of Personnel](#)]
- Receives report of hours worked [ref: Section [4.5.3.3. Reporting the Hours Worked](#)]

4.5.8.4. Treasurer

- Maintains Personnel Records [ref: Section [4.5.2.7. Personnel Records](#)]
- Pays compensation to all employees and service providers [ref: Section [4.5.3.1. Employee Salary Schedule](#)]
- Receives report of hours worked ref: Section [4.5.3.3. Reporting the Hours Worked](#)]
- Receives all expense reports and reimburses for the expenses [ref: Section [4.5.7.3. Procedures for Reimbursement](#)]
- Receives from the Supervisory Committee requests for Advances and pays them [ref: Section [4.5.7.4. Advances](#)]

4.5.8.5. Budget and Finance

- Receives annual compensation recommendations [ref: Section [4.5.3.1. Employee Salary Schedule](#)]
- Includes in annual budget submitted to the Yearly Meeting:
 - Compensation
 - Expenses
 - Funds for Professional Development

4.5.8.6. Yearly Meeting Presiding Clerk

- Approves dismissal of the employee [ref: Section [4.5.2.5.1. Termination by OVYM](#)]

4.5.8.7. Employee or Service Provider

- Accepts employment offer (employee) or signs Service Agreement (service provider)
- Notifies OVYM of intent to terminate the relationship [ref: Section [4.5.2.5.2. Resignation](#)]
- Reports hours worked to the Treasurer and Supervisor [ref: Section [4.5.3.3. Reporting the Hours Worked](#)]
- Signs and, if desired, comments on Performance Evaluation [ref: Section [4.5.4.1. Performance Evaluation](#)]
- Writes Self Evaluation. Submits it to Treasurer and Supervisory Committee [ref: Section [4.5.4.2. Employee or Service Provider Statement of Evaluation](#)]
- Notifies Supervisory Committee of planned absences [ref: Section [4.5.5.2. Leave](#)]
- Keeps private information confidential [ref: Section [4.5.6.1. Security of Information](#)]
- Notifies Personnel Committee of other employment [ref: Section [4.5.6.2. Outside Employment](#)]
- Submits expenses to the Treasurer and the Supervisory Committee [ref: Section [4.5.7.3. Procedures for Reimbursement](#)]
- Requests Advances from Supervisory Committee [ref: Section [4.5.7.4. Advances](#)]

4.6. Policy on Reimbursement for Travel

OVERVIEW:

This describes OVYM's policy concerning reimbursement for travel. It also provides instruction to the Treasurer, who is responsible for writing the checks.

In general, OVYM reimburses people for travel expenses incurred on behalf of the Yearly Meeting. It does not normally cover travel to attend OVYM functions such as the annual sessions or Executive Committee meetings,

but expenses for attending OVYM committee meetings, or attending meetings of other organizations as a representative of OVYM are covered based on the following guidelines.

Travel in one's personal vehicle is covered at the current business rate approved by the IRS.

PAID STAFF:

Travel by paid staff is covered by the budget supporting that staff.

SPEAKERS AND WORKSHOP EVENTS:

When OVYM invites someone from outside the Yearly Meeting to serve the Yearly Meeting in some capacity, such as a plenary speaker or workshop leader, the travel is covered using the budget for that event. The committee making the invitation should make this clear when it extends the invitation.

In exceptional circumstances, travel by OVYM members to OVYM events can be reimbursed. For example, the Teen Committee might decide to use part of its budget to cover travel expenses incurred providing transportation for a teen event. The committee responsible for the event can decide how the money allocated in the OVYM budget for such events can best be used. If travel is to be covered, the committee needs to authorize the treasurer, in writing, before he or she can reimburse people for such travel.

FWCC TRIENNIAL TRAVEL:

Travel by members who are representatives of OVYM to the FWCC Triennial is supported, though not necessarily covered in full, by the FWCC Triennial Travel fund. Money is put into the fund each year, and in most cases, the money is spent during the year of the Triennial. There are no formal procedures for allocating the money among the representatives, though in cases where the Triennial occurs in a distant location, the money available in the fund is divided equally among the representatives.

REPRESENTATIVE TRAVEL FUND

Persons who are appointed representatives of the Yearly Meeting to affiliated organizations will upon request be reimbursed for their expenses for travel, lodging, meals, and registration fees. The Yearly Meeting will cover the representative's expenses for trips to meetings of the affiliated organization and for trips to meetings of any subcommittee to which the representative is appointed.

Normal reimbursement is limited to \$250 per trip. In cases where the representative needs more than \$250 in order to be able to serve, the Yearly Meeting will cover cost up to the entire expense of the trip. The goal is to make it possible for all persons to serve.

OVYM will also support the travel of members who are co-opted by the organization, even if the person is not the official OVYM representative. (Frequently, a representative takes on a responsibility that extends beyond his or her term as an OVYM representative.) The maximum amount that OVYM will supply co-opted members is \$250 per trip.

COMMITTEE MEMBERS TRAVEL FUND

OVYM has set aside a travel fund to assist individuals who might not otherwise be able to serve. The fund is intended to be applied to travel to and from committee meetings or for service at special events sponsored by committees. Such a request will be honored if the amount does not exceed \$300 during a one-year term of service. For requests that exceed \$300, the Treasurer and Presiding Clerk should consult with the clerks of the monthly and Quarterly Meeting.

Funding will be recommended by the Budget and Finance Committee based on requests from the yearly meeting committees. Recommended changes to limits that might be set should be brought to Yearly Meeting sessions as part of the Yearly Meeting budget.

RELIGIOUS NURTURE AND EDUCATION COMMITTEE

Travel by members of Religious Nurture and Education on behalf of the committee can be reimbursed in full, funded by the budget for that committee.

YEARLY MEETING CLERKS

Travel by the Clerk and Assistant Clerk is reimbursed in full through funds requested in the budget for Administration.

4.7. Policy on Retention of Meeting Records²⁷

The Yearly Meeting has arranged for the storing of the records of the Yearly Meeting and its subordinate meetings in the facilities of the Quaker Collection, housed in the Wilmington College Library. This statement will guide meetings and their officers in considering what to send to Wilmington and when.

The following records should be deposited as soon as they are no longer needed for the business of the Meeting, which will normally be within three to five years:

- Minutes of the meetings.
- Minutes of the preparative meetings, the Committees on Ministry and Counsel, and the like.
- Membership, statistical, marriage and burial records.
- Official correspondence of the meetings.
- Deeds or other similar documents relating to any property.
- Newsletters or bulletins.
- Any other Sunday School or committee records.
- The treasurer's records.
- Photographs, slides, tapes, etc. of meeting events.
- Correspondence to or from the meeting or the Clerk, except routine printed communications such as annual reports from Friends organizations.

These records will remain available for withdrawal for additions to or updating of the records upon presentation to the Curator of a letter of authorization from the Clerk of the meeting making the deposit or its successor. Thus, meetings are encouraged to store records in the fire-resistant vault at the College even if the records may be needed at some time in the future.

4.8. Nominating Committee Guidelines²⁸

1. The Nominating Committee will seek individuals who will accept particular service as part of their ministry to the Society of Friends. The Nominating Committee will assign a member to coordinate contacts with each of the monthly meetings, to consult with weighty Friends in the assigned meeting to identify Friends at the local level with skills and interests to assist the Yearly Meeting.

2. A member of the Nominating Committee will check with the clerk of each committee to determine whether any member of the committee finishing a term of service or any other member of that committee has been unable

²⁷ Minutes of the business sessions of Ohio Valley Yearly Meeting 1984, Minute 12

²⁸ Minutes of the business sessions of Ohio Valley Yearly Meeting 1996, Minute 7

to serve and may wish us to replace him or her. A member of the Nominating Committee will talk with each committee member finishing a term to determine what lessons that person has learned that could help others on the committee and to determine whether that person would accept nomination to a further term. The Nominating Committee expects to talk to each person finishing a term of service whether or not we ask that person to accept another term.

3. The Nominating Committee received from the Executive Committee job descriptions for Yearly Meeting offices and committees and from various outside groups the expectations for representatives to those groups. In discussions with persons finishing a term of service, for the benefit of persons asked to serve we will seek to update that information and also to confirm the actual time and money demands in each position.

4. The Nominating Committee will assume a maximum of six years of service as the norm or guideline on any committee or in any office. Only in rare circumstances will the Nominating Committee ask any person to serve further after completing two full three-year terms.

4.9. Site Specifications for Yearly Meeting Sessions

Facilities are needed from Wednesday noon to Sunday 2:00 p.m. for an attendance of approximately 200 people. Air conditioning is preferred wherever possible, but especially in large meeting spaces and in workshop rooms. Air conditioning for our youngest children would also be a boon.

SITE REQUIREMENTS:

- Auditorium or other large gathering space suitable for 150 people for business sessions, worship and keynote addresses. Piano needed. Air conditioning highly preferred.
- 6 smaller spaces for groups of up to 30 people on Thurs, Fri, Sat (for workshops and worship sharing).
- Registration area
- Space for bookstore (which can be locked) near large gathering space.
- Recreational facilities:
- Pool hours with lifeguard
- Use of a gym (hours can be negotiated, if necessary)
- Use of at least one open field
- Tennis courts
- Others?
- Will all recreational facilities be included in the per diem charge?
- Space with piano for talent show, Sat. evening
- Five separate areas for children's program. At least one and preferably two need to be close to restrooms and water. Groups are infants to age 3; ages 4 to early grade school; late grade school; junior high school; and senior high school.
- Overnight accommodations for approximately 160.
- Maximum occupancy will be Fri and Sat nights
- Some rooms accessible without use of stairs
- Is there any space on campus for tent or RV camping, perhaps near showers? If not, can you recommend campsites near campus?

FOOD SERVICE:

- Wednesday dinner through Sunday lunch
- Vegetarian entrees needed at all meals

- Would highly prefer to have an area designated for our group for the half-hour to 45-minute dining period so that we can sit together
- Ability for attenders to purchase either full meal plan or meal by meal. We are happy to use your meal-by-meal system

4.10. Guidelines for Teen Activities

The Teen Committee of the Ohio Valley Yearly Meeting of the Religious Society of Friends has approved the following minute on guidelines for the conduct of teen activities under its care. We urge parents and teens participating in these activities to read and discuss these guidelines when registering, and to understand that by registering and attending, teens agree to follow the guidelines. The Teen Committee created these guidelines to fulfill its legal responsibilities and to clearly and equally express its expectations to all concerned.

Teen events sponsored by the Ohio Valley Yearly Meeting are open to all teens connected to the Yearly Meeting and their invited guests. The goals of these gatherings are: to nurture and strengthen the Quaker identity of Yearly meeting teenagers, to have fun and establish friendships, to worship together, and to participate in service projects. It is our expectation that all those who participate in these events will be guided by the following principles:

Games, movies, discussions and other activities will be consistent with Quaker values of equality, simplicity, integrity, peace, and service to others.

Participants will not bring or use drugs (except for appropriate medications), tobacco, or alcohol at teen events.

Participants will not engage in sexual activity at teen events.

Participants will focus on inclusive behavior and will avoid exclusive relationships in order to build a unified group.

Participants will not bring or use fireworks, weapons, or other objects of a violent or harmful nature at teen events.

Participants will be respectful of the buildings and property of retreat hosts.

Participants agree to abide by further group-generated guidelines appropriate to a particular event.

All participants - teens, guests, youth leaders, and volunteers - will share in the responsibility of establishing and maintaining an atmosphere of respect, trust, safety, and community.

By signing a parental consent form, parents indicate that they retain their responsibility and liability for any injuries sustained at any event sponsored for their teens by the Yearly Meeting.

4.11. Expectations and Duties for OVYM Teen Program Staff and Assistants

The optimum environment for spiritual growth is one in which both youth and adults feel they are physically, mentally, and emotionally safe. Assuring a safe and healthy environment for teenagers can be challenging. The information in this section is intended to prepare youth workers for the seriousness of youth work. If we are prepared, we can be present in the energy, happiness, concerns, and distress of our youth with the knowledge that we will do our best for them. Youth work is both joyous and serious.

The following describes appropriate adult behavior with youth:

A critical aspect of health and safety is assuring appropriate adult behavior. We Quakers tend to hug each other a lot. It is appropriate for adults and teenagers to openly show affection and openly hug each other. However, always avoid private encounters with youth. If you find yourself alone with a teenager, go immediately with him or her to a public place. Teenagers need adults to confide in. However, all private or confidential conversations between adults and teenagers should take place in open and public places. Be aware that the teens are the focus of OVYM teen activities and while personal sharing between adults and teens is appropriate, adult staff must be careful not to burden teens with their own personal problems.

When talking in confidence with a youth, remember that your promise of confidentiality to a youth is binding unless the information you have received from him or her may endanger someone else's life, health, or safety, or if the information reveals the possibility of physical or sexual abuse. If there is the possibility of physical or sexual abuse, you must report that information immediately to the Child Protective Services Agency in your locality. In some jurisdictions, it is illegal for an adult not to report, within twenty-four hours, the knowledge of the possibility of sexual abuse of a minor (a youth less than eighteen years of age).

Working with youth can put adults into difficult situations. Always talk over complicated or questionable situations with other adult youth workers. If you anticipate that your behavior in a particular situation could be in question, tell the other youth workers the details of what occurred. Write a description of the incident, date and sign it, give a copy to the adult clerk of the planning committee, and keep a copy for your records.

When talking with a troubled youth, being sympathetic is appropriate. Do not, however, do anything that would suggest you are providing mental health treatment. If you feel that therapy may be necessary, contact an accredited counselor immediately.

Be alert to the possibility that other adults may not be familiar with the standards for appropriate adult behavior and coach them or find training for them if they seem unaware of potentially questionable situations.

The following is an aid to identifying emotionally troubled youth:

Be especially alert to highly emotional teenagers, as their behavior may suggest a serious problem. Similarly, be alert to unusually withdrawn teenagers. Be alert to young people who continually seek you out, who stare at you, or expect or request a disproportionate amount of your time. Such behavior may suggest a sexual attraction. If you suspect that is the case, kindly but firmly discourage the teenager and inform other adults of your concern.

Be alert for hints of suicide, including verbal bequeathing of possessions to others, suggestions from the youth that he or she may not be around at some point, suggestions that people will not have to worry about him or her, and sudden cheerfulness after a long depression. She or he may have set a date and determined a means of committing suicide, a decision that has relieved his or her depression. After hearing any hint of suicide, ask directly if the youth is feeling suicidal. This will not encourage suicide if he or she is not suicidal. Say, for example, "I'm concerned about you. I need to know if you have ever thought about suicide or if you have ever had thoughts about harming yourself in any way?" (Some youth do not intend to kill themselves, but want attention or help.)

If you suspect suicidal behavior, call 911 immediately and stay with the youth until help arrives. Inform the parents of the child's suicidal threats or behavior and follow up actions taken. Failure to inform the parents of any hints of suicide could put you in liability risk.

Document any unusual behavior. Describe what the youth did, and what you did. List witnesses' names. Sign and date the document. Send a copy to the clerk of your planning committee, and keep a copy. In serious cases, have witnesses sign and date the document.

Duties for Staff Assistants will depend on the nature of the event and the gifts and interests of the assistant. They may include:

- Assisting the Youth Secretary with leadership and supervisory duties
- Leading small group discussions or worship sharing
- Participating in teen activities
- Assuming primary responsibility for the teen group in the event of an emergency
- Transporting teens

For each event, the Youth Secretary will discuss particular duties with each staff member.

4.12. Youth Staff Confidentiality Guidelines

The Ohio Valley Yearly Meeting Teen Committee recognizes that young members are growing up in a culture which glamorizes sexual promiscuity, violence, and substance abuse and in which many families may be under strain without adequate resources. Therefore, teenage members of our community, in their efforts to come to terms with these challenges, may at times want to make confidential statements to leaders of teen activities. The Teen Committee expects the Youth Secretary and other adult resource people to maintain this confidentiality as long as the young person so desires within the following guidelines:

1. The Youth Secretary or another adult resource person will break this confidentiality in the event that the Youth Secretary or other adult resource person feels that the young person is in danger of harming her/himself or another.
2. The Youth Secretary or another adult resource person will seek the advice of a professional counselor or therapist in instances when she or he is uncertain what advice, intervention, or nonintervention would benefit the young person. This consultation need not break the confidentiality between the teen and the adult. The Teen Committee will provide a current list of counselors and therapists from within the Yearly Meeting who are willing to donate their consultative services in this way.

The intention of this confidentiality guideline is to provide young members with safe, low-threshold opportunities to discuss their problems and difficulties. As always, the Teen Committee expects the Youth Secretary and other adult volunteers to abide by Quaker values and to point young people toward healthy and informed choices.

4.13. Policy on Abuse Prevention

Ohio Valley Yearly Meeting will take all reasonable precautions to insure the safety of the children and youth at all Yearly Meeting sponsored events. To that end, we will provide appropriate screening of all staff and volunteers working with children and young people.

It is the policy of Ohio Valley Yearly Meeting to follow the procedures outlined below. This policy and procedures apply to everyone who works with children and young people under 18, whether they are 1) paid, 2) compensated by work grants or fee waivers, or 3) volunteers.

1. All applicants for youth and child care positions shall provide three references to the committee clerk or other designated person. Preferably one of the three references should come from a person within the Yearly Meeting and another from a person who has direct experience of the person's work with children. Family members should not be used as references. References will be checked, and written records of reference calls kept on file.
2. Paid staff for the Teen and MY program must be affiliated with or have a thorough knowledge of the Religious Society of Friends. Children's Committee members will provide Quaker education instead of requiring paid childcare workers to have an affiliation with the Religious Society of Friends. This shall be verified by references or active participation in a monthly meeting.

3. All youth workers and others who will have supervisory roles (youth secretary, middle youth coordinator, members of Teen, Middle Youth, or Children's Committees). or who will have overnight responsibility for children or young people (Friendly presences, parents), or who may be alone with young people (volunteers), will consent to a criminal and/or child abuse background check. The checks will be performed by the Yearly Meeting Administrative staff unless an applicant can provide a current background check performed by local law enforcement offices or similar database services in other states. The YM Administrative staff will keep records of all background checks and will notify the appropriate committees of any concerns. The checks will be repeated every four years for continuing workers.
4. All information from references, background checks will be held in the strictest of confidence. Files will be held in the Yearly Meeting offices for up to 20 years (until the youngest child reaches majority plus 2 years) in a secure file. Access to these files will be limited to committee clerks and officers of the YM. These files are the property of OVYM. Upon written request to the Yearly Meeting Clerk, workers shall have access to their files except for letters of reference, which are confidential and not available to the worker. The file is not available to others outside of OVYM.
5. Workers who have not undergone the more thorough screening, including "walk in" volunteers, will be supervised at all times. Under no circumstances will these workers be left alone with a child other than their own.
6. Should a committee have a question or concern about information revealed during the screening procedures, they may discuss this information with the applicant and ask for further clarification. In the event the individual is hired, the committee should document their reasons for overriding the detrimental information.
7. All youth workers, including those who have supervisory roles (teen secretary, middle youth coordinator, members of Teen, Middle Youth, or Children's Committees), those who will have overnight responsibility for children or young people (Friendly presences, parents), and those who may be alone with young people (volunteers), shall be trained in abuse prevention prior to working with children or youth. OVYM shall provide at no cost to the youth worker abuse prevention training that meets the standards of our insurance company and Quaker values. There will be an assessment at the end of the training to make sure participants comprehend the content and objectives of the training. Friends in supervisory roles will insure that staff, volunteers and committee members review abuse prevention guidelines (appended) prior to YM events.
8. The abuse prevention training shall take place prior to YM and be coordinated by Religious Nurture and Education. Abuse prevention training materials shall be available year round to youth workers who have met all other qualifications for work with children and youth. In addition, abuse prevention materials shall be available on request to Monthly Meetings. Youth and children's committees will provide, as needed, youth and child care workers with additional procedures, restrictions, and guidelines.
9. Any allegations of abuse will be taken seriously. All such allegations are to be reported immediately to the appropriate supervisor and/or YM Committee Clerk, the Presiding Clerk, and the Assistant Clerk of the Yearly Meeting. Ohio Valley Yearly Meeting shall comply with all legal requirements for reporting of abuse.
10. Policy will be reviewed every three years by Executive Committee in consultation with all youth committees appointed by the Yearly Meeting.

5.0. FORMS

The most recent versions of the OVYM Forms are maintained on the OVYM Website Applications and Forms Page (http://ovym.quaker.org/index_files/Forms.htm) as PDF files that can be downloaded, filled in and saved with the information, and either printed or emailed.

5.3. Travel Expense Report

TRAVEL EXPENSE REPORT		OHIO VALLEY YEARLY MEETING 3960 Winding Way Cincinnati, OH 45229
NAME		ADDRESS
ACTIVITY AND THE DATE IT OCCURRED		CITY/STATE/ZIP
		TELEPHONE
		EMAIL
ITEMS		AMOUNT
AIRFARE:		
GROUND TRANSPORTATION:		
LODGING:		
MEALS AND TIPS:		
REGISTRATION:		
OTHER FEES:		
MILEAGE REIMBURSEMENT	MILES:	
OTHER COSTS (Please Describe):		
TOTAL COSTS:		
MINUS ADVANCE (If Any):		
AMOUNT DONATED TO OVYM:		
REIMBURSEMENT AMOUNT:		
SIGNATURE		DATE
INSTRUCTIONS		
Submit this form and all receipts for expenditures over \$25 to: If you do not have receipts (purchases under \$25), you may submit this form via email without your signature. Type your name into the Signature space. If you have receipts, print this form, sign and mail it.		Wilson Palmer – OVYM Treasurer 821 Dunore Road Cincinnati, OH 45220 wilsoncp@fuse.net

OVYM FORM 3 (APR 2014)

Travel Expense Report Instructions

How to Fill Out the Travel Expense Report:

Please give your full name and full address. Phone and email are optional, but will allow the treasurer to contact you if necessary.

If you are traveling on committee business, please include the name of the committee on the “Purpose of Travel” line.

If you are an OVYM representative, be sure you include the name of the organization and the activity (e.g., FGC Executive Committee) in the “Purpose of Travel.”

If you donate your costs, the reimbursement rate for use of your own car is 14¢ per mile. If you ask for reimbursement, the rate is 51¢ per mile.

Please attach receipts for all expenditures over \$25.

Reimbursement Options

There are three options:

- Reimbursement. Fill out the form and the YM treasurer will write you a check.
- Donate: Fill out the form and indicate how much you wish to donate on the second last line. The treasurer will give you a check for the balance.
- Reimburse and donate back. Fill out the form, get a check, and make a donation directly to the YM.

If you donate travel costs (all or in part) to OVYM, you get a tax-deduction. The treasurer will send you a letter acknowledging your contribution in January.

Some things to remember:

OVYM considers \$300 to be the normal amount for reimbursement, but will reimburse as much as you need to serve the yearly meeting.

For OVYM committee travel, maximum total reimbursement is \$300 per year.

For Representative Travel, maximum reimbursement is \$300 per event.

Why to Fill Out the Travel Expense Report:

The yearly meeting covers the cost of official travel for representatives and committee members and it is important for us to know the true cost of our organization’s activities. This is the best way to get that information.

If you have questions, call or send email to the Treasurer.

4/2011 Executive Committee approved update on reimbursement for mileage and representative travel.

NUMERICAL STATISTICS			
MONTHLY MEETING NAME	REPORTING FOR THE YEAR ENDING		
Item	Prior Year	Current Year	
ADULTS			
Members and Attenders ages 19-25:			
Members and Attenders ages 26-34:			
Members and Attenders ages 35-64:			
Members and Attenders ages 65+:			
TOTAL ADULTS:	0	0	
YOUTH			
Members and Attenders Under age 10:			
Members and Attenders ages 10-13:			
Members and Attenders ages 14-18:			
TOTAL YOUTH:	0	0	
MEMBERSHIP CHANGES (January 1, 2014 TO December 31, 2014)			
	Adults	Youth	Total
TOTAL MEMBERSHIP AS OF DECEMBER 31 LAST YEAR:			0
Corrections to last report by addition			0
Births to/Adoptions by Members			0
Children received by parent request			0
Members received by conviction (except next line)			0
Youth Members accepted as Adult Members			0
Members received by transfer			0
TOTAL GAINS:	0	0	0
Corrections to last report by subtraction			0
Members deceased since last report			0
Members removed by request (except next line)			0
Youth Members becoming Adult Members			0
Members removed by transfer			0
Members removed by loss of contact			0
TOTAL LOSSES:	0	0	0
NET CHANGE THIS YEAR:	0	0	0
TOTAL MEMBERSHIP AS OF DECEMBER THIS YEAR:	0	0	0
SITUATION AS OF DECEMBER 31, 2014			
Average weekly attendance at Meeting for Worship: Adult members and attenders			
Average weekly attendance at Meeting for Worship: Children (18 and under) members and attenders			
Average weekly attendance at First Day School			
Average weekly attendance of Non-Member Regular Attenders (excluding visitors)			
Resident membership – Adult			
Resident membership – Associate (Youth)			
Non-resident membership - Adult			
Non-resident membership – Associate (Youth)			

5.5. OVYM Application Form (Volunteer)

VOLUNTEER APPLICATION (For Those Working with Minors)		OHIO VALLEY YEARLY MEETING 3960 Winding Way Cincinnati, OH 45229	
PURPOSE: This form is to be completed for any position involving the supervision or care of minors. This is being used to provide a safe and secure environment for the activities or programs of OVYM. (Approved by OVYM Exec Committee 4/7/2007)			
APPLICANT'S PERSONAL INFORMATION			
FULL NAME		POSITION	
CURRENT ADDRESS		PREVIOUS ADDRESS (If less than 1 year at current address).	
CITY/STATE/ZIP		CITY/STATE/ZIP	
DATE OF RESIDENCE	PHONE	DATE OF RESIDENCE	PHONE
EMAIL		CURRENT OCCUPATION	
WORK PHONE		DRIVERS LICENSE STATE AND NUMBER	
PERSONAL REFERENCES			
REFERENCE NAME	ADDRESS	PHONE	
REFERENCE NAME	ADDRESS	PHONE	
REFERENCE NAME	ADDRESS	PHONE	
REFERENCE NAME	ADDRESS	PHONE	
ADDITIONAL INFORMATION			
Please provide any additional information not covered elsewhere, which will strengthen your application, such as previous work experience related to youth, special achievements, special interests or talents you can share with youth, and what is (or has been) your connection to and/or experience with the Religious Society of Friends (Quakers).			
DECLARATION			
I understand that in serving as a volunteer for the position in this application that I am willing to abide by the policies and procedures set forth by Ohio Valley Yearly Meeting to reduce the risk of child abuse. I understand that child abuse is a serious matter and will do my part in the prevention of child abuse while serving.			
The statements made on this form are complete and accurate. I grant OVYM permission to contact references, schools, and employers. I agree to obtain a background check and to provide a copy of that report if asked.			
SIGNATURE			DATE
PARENT/GUARDIAN SIGNATURE (If applicant is under the age of 18)			DATE

OVYM FORM 5 (AUG 2012)

5.6. OVYM Application Form (Paid)

PAID POSITION APPLICATION (For Those Working with Minors)		OHIO VALLEY YEARLY MEETING 3960 Winding Way Cincinnati, OH 45229	
PURPOSE: This form is to be completed for any position involving the supervision or care of minors. This is being used to provide a safe and secure environment for the activities or programs of OVYM. (Approved by OVYM Exec Committee 4/7/2007)			
APPLICANT'S PERSONAL INFORMATION			
FULL NAME		POSITION	
CURRENT ADDRESS		PREVIOUS ADDRESS (If less than 1 year at current address).	
CITY/STATE/ZIP		CITY/STATE/ZIP	
DATE OF RESIDENCE	PHONE	DATE OF RESIDENCE	PHONE
EMAIL		CURRENT OCCUPATION	
WORK PHONE		DRIVERS LICENSE STATE AND NUMBER	
PERSONAL REFERENCES			
REFERENCE NAME	ADDRESS	PHONE	
REFERENCE NAME	ADDRESS	PHONE	
REFERENCE NAME	ADDRESS	PHONE	
REFERENCE NAME	ADDRESS	PHONE	
EDUCATION			
School Name	Dates	Certificate or Degree	
EMPLOYMENT/WORK EXPERIENCE			
Employer Name/Address	Dates	Job Title	
ADDITIONAL INFORMATION			
Have you ever been arrested for, or charged with, under probation for, or convicted of either a crime of violence or child abuse?			
<input type="checkbox"/> No <input type="checkbox"/> Yes (explain below)			

ADDITIONAL INFORMATION CONTINUED

Please provide any additional information not covered elsewhere, which will strengthen your application, such as previous work experience related to youth, special achievements, special interests or talents you can share with youth, and what is (or has been) your connection to and/or experience with the Religious Society of Friends (Quakers).

DECLARATION

I understand that in serving as a volunteer for the position in this application that I am willing to abide by the policies and procedures set forth by Ohio Valley Yearly Meeting to reduce the risk of child abuse. I understand that child abuse is a serious matter and will do my part in the prevention of child abuse while serving.

The statements made on this form are complete and accurate. I grant OVYM permission to contact references, schools, and employers. I agree to obtain a background check and to provide a copy of that report if asked.

SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE (If applicant is under the age of 18)

DATE

5.7. Meeting Membership Record

MEETING MEMBERSHIP RECORD		OHIO VALLEY YEARLY MEETING 3960 Winding Way Cincinnati, OH 45229		
MEMBER INFORMATION				
MEMBER'S FULL NAME (If married woman, give maiden name in parenthesis)			RECORD NUMBER	
ADDRESS		CITY/STATE/ZIP		
EMAIL			PHONE	
PLACE OF BIRTH			DATE OF BIRTH (Month Day Year)	
ADMISSION				
METHOD <input type="checkbox"/> By Birth <input type="checkbox"/> By Application <input type="checkbox"/> By Certificate of Transfer			ADMISSION DATE	
FROM MEETING (If by Certificate of Transfer)		ADDRESS		
PARENTS				
FATHER'S NAME		MOTHER'S FULL MAIDEN NAME		
ADDRESSES				
Year	Address	City	State	Zip
TERMINATION				
METHOD <input type="checkbox"/> By Birth <input type="checkbox"/> By Application <input type="checkbox"/> By Transfer <input type="checkbox"/> By Release <input type="checkbox"/> By Resignation <input type="checkbox"/> By Death			TERMINATION DATE	
TO MEETING (If by Transfer)		ADDRESS		
DATE OF DEATH (If by Death)		PLACE OF BURIAL		
REMARKS				

MARRIAGE INFORMATION			
SPOUSE'S FULL (MAIDEN) NAME		DATE	MARRIAGE LOCATION
SPOUSE'S MEMBERSHIP		BIRTH DATE	PLACE OF BIRTH
DIVORCE DATE (If Divorced)	PLACE	DEATH DATE (If Deceased)	PLACE
FATHER'S NAME		MOTHER'S NAME	
MEMBER'S CHILDREN			
FULL NAME 1		BIRTH DATE	PLACE OF BIRTH
CHILD'S MEMBERSHIP		SPOUSE'S MEMBERSHIP (If Married)	
SPOUSE'S FULL (MAIDEN) NAME		MARRIAGE DATE	MARRIAGE LOCATION
FULL NAME 2		BIRTH DATE	PLACE OF BIRTH
CHILD'S MEMBERSHIP		SPOUSE'S MEMBERSHIP (If Married)	
SPOUSE'S FULL (MAIDEN) NAME		MARRIAGE DATE	MARRIAGE LOCATION
FULL NAME 3		BIRTH DATE	PLACE OF BIRTH
CHILD'S MEMBERSHIP		SPOUSE'S MEMBERSHIP (If Married)	
SPOUSE'S FULL (MAIDEN) NAME		MARRIAGE DATE	MARRIAGE LOCATION
FULL NAME 4		BIRTH DATE	PLACE OF BIRTH
CHILD'S MEMBERSHIP		SPOUSE'S MEMBERSHIP (If Married)	
SPOUSE'S FULL (MAIDEN) NAME		MARRIAGE DATE	MARRIAGE LOCATION
FULL NAME 5		BIRTH DATE	PLACE OF BIRTH
CHILD'S MEMBERSHIP		SPOUSE'S MEMBERSHIP (If Married)	
SPOUSE'S FULL (MAIDEN) NAME		MARRIAGE DATE	MARRIAGE LOCATION
FULL NAME 6		BIRTH DATE	PLACE OF BIRTH
CHILD'S MEMBERSHIP		SPOUSE'S MEMBERSHIP (If Married)	
SPOUSE'S FULL (MAIDEN) NAME		MARRIAGE DATE	MARRIAGE LOCATION
FULL NAME 7		BIRTH DATE	PLACE OF BIRTH
CHILD'S MEMBERSHIP		SPOUSE'S MEMBERSHIP (If Married)	
SPOUSE'S FULL (MAIDEN) NAME		MARRIAGE DATE	MARRIAGE LOCATION

5.8. Retreat / Program Planning Worksheet

RETREAT / PROGRAM PLANNING WORKSHEET		OHIO VALLEY YEARLY MEETING 3960 Winding Way Cincinnati, OH 45229
EVENT	DATE	
PURPOSE OF THE EVENT	EVENT LOCATION CITY/STATE/ZIP	
	TELEPHONE	
	EMAIL	
PROGRAM OR RETREAT EXPENSES		AMOUNT
Facilitator(s) honorarium or fee:		
Facilitator(s) travel:		
Facilitator(s) lodging:		
Facilitator(s) meals:		
Presentation materials (e.g., pens, paper, activity materials, name tags):		
Conference calls for planning the program:		
Babysitter or other child care provider/facilitator:		
Materials for children's program, snacks, art supplies:		
Children's meals and lodging:		
Meals and lodging for participants on financial aid		
Total cost (excluding individual meal and lodging bills)		
TOTAL PLANNED COSTS:		
INSTRUCTIONS		
<p>This worksheet is used to anticipate expenses for a program or retreat. It is also useful to help plan committee expenses during annual sessions. Listed below are the types of expenses that might be incurred; it is a fairly exhaustive list and not all items will apply to your program.</p> <p>In many cases, participants in the program will approximately cover the program expenses. Often, a registration fee has two components: the program fee, and the food/lodging fee. This worksheet helps calculate the program fee.</p> <p>For the program, net surpluses or net deficits will be absorbed by the yearly meeting. Friends should not be prevented from participating due to lack of funds, but Friends are encouraged to be prudent.</p> <p>Please use a separate copy of this form for each event.</p> <p>To calculate the program fee, divide the estimated total cost by the estimated number of participants paying the full registration fee.</p> <p>In addition to the program fee, Friends will be charged for their own food and lodging costs, particularly when using a retreat center.</p>		

6.0. REVISIONS

Deletions: Middle Youth Committee, Naming Committee, and Quaker Heights

Date of Deletion: 8/18

Section: 3.3.4. Website Administrator

Date of Addition: 8/18

Section: 3.5.6. Executive Committee

Date of Revision: 8/18

Section: 1.2. Worship Groups

Date of Revision: 6/98

Section: 2.0. Quarterly Meetings

Date of Revision: 6/98

Section: 3.7.1. Braddock Fund

Date of Revision: 8/15/98

Section: 4.9. Site Specifications for Yearly Meeting Sessions

Date of Revision: 8/15/98

Section: 4.1. The Benevolent Fund of Ohio Valley Yearly Meeting

Date of Revision: 8/15/98

Section: 3.5.14. Development Committee

Date of Revision: 7/27/2019

Section: 4.10. Guidelines for Teen Activities

Date of Revision: 7/27/2000

Section: 4.11. Expectations and Duties for OVYM Teen Program Staff and Assistants

Date of Revision: 7/27/2000

Section: 3.3.1. Quaker Quill Editor

Date of Revision: 8/2000

Section: 3.5.13. Yearly Meeting Planning Committee

Date of Revision: 8/2000

Section: 3.5.13. Yearly Meeting Planning Committee

Date of Revision: 8/2000

Section: 3.5.4. Children's Program Committee

Date of Revision: 8/2000

Section: 3.2.2. Assistant Presiding Clerk

Date of Revision: 12/2001

Section: 3.5.5.3. Clerk's Support Committee

Date of Revision: 12/2001

Section: 5.4. Statistical Report

Date of Revision: 12/2001

Section: Peace Witness Support (laid down)

Date of Revision: 12/2001

Section: 3.5.7. Nominating Committee

Date of Revision: 12/2001

Section: 3.5.6. Executive Committee

Date of Revision: 12/2001

Section: 3.5.11. Teen Activities Committee: (change clerk as member of YM Planning and removal of responsibility for Middle Youth)

Date of Revision: 7/2002

Section: 3.5.4. Children's Program Committee: (change in Clerk as member of YM Planning)

Date of Revision: 7/2002

Section: 3.5.13. Yearly Meeting Planning Committee: (addition of Clerks of Teen, Children's & Middle Youth)

Date of Revision: 7/2002

Section: 4.7. Policy on Retention of Meeting Records: (addition of new contact info at Wilmington College, loss of Quaker archivist)

Date of Revision: 4/2005

Section: 3.3.3. Records Coordinator: (addition of detail to preserve Meeting records, addition of responsibilities to periodically write article and serve as a liaison, change of address for records at Wilmington College)

Date of Revision: 10/2007

Section: 3.1.2. Administrative Secretary: (addition of work with the QQ editor to update mailing list and print directory plus YM handbook updates and distribution)

Date of Revision: 2/2008

Section: 3.3.2. Publications Coordinator

Date of Revision: 2/2008

Section: 3.5.13. Yearly Meeting Planning Committee: (bookstore under its care)

Date of Revision: 3/2008

Section: 3.5.9. Personnel Committee: (composition)

Date of Revision: 3/2008

Section: 3.5.5. Support Committees for Staff: (formed Youth Secretary support and named composition for others)

Date of Revision: 3/2008

Section: 3.1.1. Youth Secretary: (Appointment)

Date of Revision: 2/2009

Section: 3.1.2. Administrative Secretary: (Appointment)

Date of Revision: 2/2009

Section: 3.2.1. Presiding Clerk: (Added paragraph on rotation)
Date of Revision: 2/2009

Section: 3.2.2. Assistant Presiding Clerk: (Added paragraph on rotation)
Date of Revision: 2/2009

Section: 3.2.4. Treasurer: (Added paragraph on rotation, responsibility for background checks, service on Personnel Committee)
Date of Revision: 2/2009

Section: 3.2.5. Assistant Treasurer: (Added paragraph on rotation)
Date of Revision: 2/2009

Section: 3.5.5. Support Committees for Staff: (rewrite)
Date of Revision: 2/2009

Section: 3.5.5.3. Clerk's Support Committee: (rewrite)
Date of Revision: 2/2009

Section: 3.5.6. Executive Committee: (added responsibility for naming Personnel Committee)
Date of Revision: 2/2009

Section: 3.5.7. Nominating Committee
Date of Revision: 4/6/2019

Section: 3.5.9. Personnel Committee: (rewrite)
Date of Revision: 2/2009

Section: 3.5.11. Teen Activities Committee: (removed responsibility for serving on Personnel Committee)
Date of Revision: 2/2009

Section: 4.5. Personnel Policy: (added paragraph 4.5.1.5 on employment and contract services)
Date of Revision: 2/2009

Section: Indian Affairs Coordinator: (Laid down)
Date of Revision: 2/2009

Section: 3.5.13. Yearly Meeting Planning Committee: (Responsibility of naming the registrar)
Date of Revision: 10/2009

Section: 3.2.3. Recording Clerk: (Rotation added)
Date of Revision: 2/2011

Section: 3.4.2. Epistle Committee and Friends Journal Reporter: (Added responsibility to serve as reporter to Friends Journal)
Date of Revision: 2/2011

Section: 3.2.4. Treasurer: (Rotation revised to include 4 years as Treasurer)
Date of Revision: 4/2011

Section: Lauramoore Friends Home (Laid Down)
Date of Revision: 6/2011

Section: Property Corporation: (Laid down)

Date of Revision: 7/2011

Section: 3.5.10. Earthcare Committee: (New)

Date of Revision: 10/2011

Section: 3.5.1. Religious Nurture and Education Committee: (Joining of Advancement and Nurture and Religious Education)

Dates of Revision: 2/2012, 6/2012, 10/2012, 10/2015

Section: 3.5.12. Adult Young Friends Committee: (Formed)

Date of Revision: 10/2013

Section: 3.7.1. Braddock Fund for Prison Ministry (updated)

Date of Revision: 10/2015

Section: 4.8. Nominating Committee Guidelines: (procedures)

Date of Revision: 4/2014

Section: 4.13. Policy on Abuse Prevention: (updated)

Date of Revision: 10/2014

Section: 3.1.1. Youth Secretary: (updated)

Date of Revision: 10/2014

Section: 3.1.2. Administrative Secretary: (updated)

Date of Revision: 10/2014

Section: 3.5.9. Personnel Committee: (updated)

Date of Revision: 10/2014

Section: 3.5.9. Personnel Committee: (added)

Date of Revision: 6/2019

Section: 4.5. Personnel Policy: (updated)

Date of Revision: 10/2014

Section: 5.4. Statistical Report 4.5. Personnel Policy: (standardized the format as PDF and updated)

Date of Revision: 9/2014

Section: 5.7. Meeting Membership Record: (standardized the format as PDF)

Date of Revision: 8/2012

Section: 5.1. Expense Report: (standardized the format as PDF)

Date of Revision: 1/2013

Section: 5.2. Travel Advance Request: (standardized the format as PDF)

Date of Revision: 1/2013

Section: 5.3. Travel Expense Report: (standardized the format as PDF)

Date of Revision: 4/2014

Section: 5.5. OVYM Application Form (Volunteer) : (standardized the format as PDF)

Date of Revision: 8/2012

Section: 5.6. OVYM Application Form (Paid)

Date of Revision: 4/2014

Section: 5.8. Retreat / Program Planning Worksheet

Date of Revision: 10/2014