

**BEREA FRIENDS MEETING  
OFFICES AND COMMITTEES  
Approved March 18, 2001**

**Revisions approved Apr 13, 2003; Apr 18, 2004; Jan 16, 2005; Dec 10, 2006; Feb 27, 2007; March 16, 2008**

**INDIVIDUAL OFFICES: CORE POSITIONS**

**Clerk** 1 year  
As specified in SAYMA Faith and Practice, the Clerk

“presides at the business sessions of the meeting and carries out the instructions of the meeting on all matters pertaining to the accomplishment of its business. The clerk’s responsibilities include seeing that business meetings are held on a regular schedule and, when necessary, seeing that special sessions are called with reasonable notice, and that meetings for worship are opened and closed; seeing that all offices and committees carry out their tasks, calling for periodic reports, and seeing that appropriate committees are alerted to the special needs of the meeting community (the clerk may attend any committee meeting function); preparing the annual state of the meeting report for yearly meeting; handling matters related to the transfer of membership, marriages, and funerals and memorial meetings; seeing that visitors to meetings for worship are greeted and introduced.”

The clerk is the president of the Meeting corporation and is normally designated as a check signer for banking and investment purposes.

**Recording Clerk** 1 year  
As noted in SAYMA Faith and Practice, the Recording Clerk is

“responsible for the official record of business and special meetings . . . [and] responsible for being present at regular monthly and special meetings for business and recording the proceedings.”

The Recording Clerk maintains the Meeting mailing list with correct addresses and the monthly calendar of Meeting activities. The Recording Clerk also duplicates and distributes the minutes of Meeting for Business; makes an updated Meeting address list available periodically. The Recording Clerk insures that copies of minutes are sent to the various libraries and collections that Meeting for Business has approved. While the Clerk of Ministry and Counsel is responsible for historical data relating to membership, the Recording Clerk assures that changes are reflected in the current Meeting mailing list and membership list used for SAYMA assessment purposes.

The recording clerk is the secretary of the Meeting corporation and is normally designated as a check signer for banking and investment purposes.

**These two officers should see their roles as complementary and coordinate activities. They function as an oversight committee, along with the clerk of Ministry and Counsel, for Meeting for Business.**

**Treasurer** 2 years  
According to SAYMA Faith and Practice, the Treasurer is

“responsible for the custody and disbursement of the funds of the meeting, in accordance with its directions; for (1) assisting in preparing a yearly budget, and presenting it to the meeting for approval; (2) accepting donations (cash, checks and other tangibles) and keeping necessary records; (3) presenting quarterly or interim reports of income and expenses; (4) storing of records and transactions of the meeting’s financial business; (5) making disbursements as directed by the meeting.”

The Treasurer also regularly checks the Meeting mailbox, organizes and delivers mail to appropriate officers, and files or posts mail of general interest. The Treasurer serves on the Friends Fund and Budget Committees.

The treasurer is the treasurer of the Meeting corporation and is normally designated as a check signer for banking and investment purposes.

The treasurer prepares letters documenting donations and files appropriate paperwork with the state and federal governments to maintain incorporation and non-profit status.

### COMMITTEES

**Ministry and Counsel Committee** – 5 At-Large Members 2 years  
Five members will serve on Ministry and Counsel. These positions should include someone with a particular concern for young people and either a Berea College student or someone who is connected with College life. Members of Ministry and Counsel will be selected by that committee to serve on the Friends Fund Committee, on the Nominating Committee, and as the SAYMA Ministry and Nurture Representative.

According to SAYMA Faith and Practice, Ministry and Counsel is

“responsible for the quality of the meeting for worship . . . and for the pastoral care and counseling of the members and attenders . . . Members of the committee keep in loving fellowship with those who are growing in living experimental faith in God, and they are also available for individual consultation with members and with seekers facing religious problems.”

The Clerk of Ministry and Counsel maintains the Meeting membership book with historical data such as births, deaths, marriages, divorces, changes in memberships, and all records relating to membership. Ministry and Counsel coordinates and documents the annual review of local members and attenders, and corresponds with distant members.

Ministry and Counsel offers help in matters related to the death of Friends and their family members. A file is maintained which contains records providing information and instruction for survivors. The Clerk of the Meeting is responsible for the safekeeping of these records, but they can be accessed by the Clerk of Ministry and Counsel if they are needed. Ministry and Counsel encourages members to keep their records in this file up-to-date and provides opportunities at least annually for Friends to establish and review their records.

Ministry and Counsel meets at least monthly, and at times more frequently.

Individuals from Ministry and Counsel will serve on the Nominating Committee and Friends Fund Committee (descriptions below), and as SAYMA Ministry and Nurture Representative. The SAYMA Ministry and Nurture Representative meets with representatives from other monthly meetings to develop activities and programs to nurture the spiritual life and well-being of all meetings and worship groups in the SAYMA region. The SAYMA Ministry and Nurture Committee typically meets during representative meeting and yearly meeting.

**Nominating Committee** *Ministry and Counsel representative, member of the previous year’s Nominating Committee, and 2 at-large members* 2 years

The Nominating Committee is responsible for arranging for members and attenders to serve in the individual offices and committees of Berea Meeting every year, following guidelines established for the Nominating Committee. The Nominating Committee’s slate of offices is presented for approval or modification at April Monthly Meeting, with new officers taking up their duties in time for the May Monthly Meeting. The committee maintains the approved list of Offices and Committees for Berea Meeting, and recommends changes as needed to Meeting for Business. This committee can be reconvened at other times during the year at the request of the Clerk or Meeting for Business to fill vacancies that occur.

**Young Friends Committee** *Young Friends Program Coordinator, Children's First Day School Coordinators* 1 year

The Young Friends Committee is comprised of the *Young Friends Program Coordinator*, and 3 children's First Day School coordinators. The committee coordinates the religious education program of all youth from infants through teens. Specific responsibilities could include: planning inter-age-group events, calling meetings of parents or interested Friends for planning and evaluation, reporting to Meeting for Business,

hiring and supervising paid childcare workers as needed, providing for the staffing of the quiet room during meeting for worship, and deciding on the appropriate age groups for Children's First Day School.

**Peace and Social Concerns Committee**      *QCKL representative and 3 to 4 at-large members*      1 year

The Peace and Social Concerns Committee seeks to create a climate of awareness among members and attenders of injustices and other factors contributing to violence and suffering in Berea, the Appalachian region, the United States, and the world. Responsibilities include making information on peace and justices issues available to Berea Meeting; selecting concerns to be brought to Meeting for Business; drafting and, following approval of Meeting for Business, issuing position statements and letters on peace and justices issues; and coordinating peace and social justice activities undertaken with other groups.

**Friends Funds Committee**      *Clerk, Treasurer, Ministry and Counsel representative*

The Friends Fund Committee meets as needed to consider requests for interest-free loans or gifts to meet financial needs or promote growth, following guidelines established for the Friends Fund.

**Budget Committee**      *Treasurer and 2 at-large members*

This Committee is appointed at the February Meeting for Business with the task of developing a budget for approval at the April Meeting for Business. It includes the Treasurer and at least two other Friends.

**Meeting for Business Oversight Committee – 3 ex-officio members**      1 year

The Meeting for Business Oversight Committee is composed of the clerk, recording clerk, and clerk of Ministry and Counsel. It helps prepare the agenda for each meeting for business and sees that all issues on the agenda are sufficiently seasoned. The committee also helps the clerk plan for dealing with any difficult issues that may arise. It will reflect frequently on the quality of Meeting for Business, both as a decision-making activity and as an expression of worship, and take steps to keep the quality high. The members act as a mutual support group in thinking about their jobs and helping each other in “crunch” times.

**Meetinghouse Care Committee – 4 members**      2 year

The Meetinghouse Care Committee consists of 4 members with responsibilities **including: coordination of rentals, maintenance, cleaning and grounds.** (See separate descriptions of these positions.) The function of the committee as a whole is to implement policy set by Meeting for Business in regard to the meetinghouse. They involve other people from the Meeting as needed to carry out their responsibilities. The committee is the first place to take matters requiring decisions about the meetinghouse. Most such issues should be resolved in the committee, so that only major policy issues or major building changes need come to meeting for business.

The committee will advise the treasurer and finance committee on funds needed for the meetinghouse. It has the authority to spend money budgeted annually for the meetinghouse and can decide to spend money from the meetinghouse repair fund in an emergency. The committee will work out procedures with the treasurer for paying bills and reimbursements.

While committee members have nominal 2-year terms, the needs of the Meeting will best be served when a person doing a good job on this committee continues to serve for several terms.

**Outreach Committee – 2 to 4 members**      1 year

The Outreach Committee will be comprised of two to four members or attenders of the Berea Friends Meeting, including High School or College student, if available. This committee will be responsible for coordinating all BFM activities to relate to or involve outreach to the wider community. It should interpret its responsibility broadly and work with the other committees and individuals in the meeting to enhance Berea Friends Meeting's visibility and presence in the community; and to monitor information about the meeting provided in public spaces and publications.

#### **INDIVIDUAL OFFICES: TO BE FILLED IF POSSIBLE**

**Librarian**      2 years

Acquires new reading materials for the Meeting library within the budget; numbers and catalogues books according to the current system; keeps records of books currently in the library up to date; and provides a list of materials acquired in the past month to the Recording Clerk to be published in the minutes. The librarian re-shelves returned books, keeps the shelves in good order, and maintains basic sign-out/in

procedures and records. Orders and maintains tracts and pamphlets on Quakerism and assembles packets of introductory materials to be given to newcomers.

\*If this position is not filled, the Meeting for Business will address how to handle the responsibilities.

**Archivist**

1 year

Maintains non-current meeting records and arranges to copy records needed by members of the meeting. Insures that records are stored to avoid unnecessary exposure to damage by fire, water, insects, mildew, or other biological agents. The archivist should request for the Meeting files any needed records from clerks, treasurers, and committee clerks.

\*If this position is not filled, the Meeting for Business will address how to handle the responsibilities.

**Communications Coordinator**

1 year

Responsible for forwarding email messages to Meeting members/attenders and to maintain the Meeting website.

\*The position may be filled by the Recording Clerk, but not necessarily.

**Berea Ministerial Association (BMA) representative**

1 year

Attend BMA meetings and participate in association's ecumenical activities.

\*If this position is not filled, the Clerk will notify BMA that there will be no Meeting representative.

**PeaceCraft representative**

1 year

Represents Berea Friends Meeting on board of directors and informs Berea Friends of needs, opportunities for involvement, and activities in the community.

\*If this position is not filled, the Clerk will notify ITF that there will be no Meeting representative.

**Kentucky Council of Churches representative**

1 year

Serves as the Berea Friends observer on the Kentucky Council of Churches, and notifies the Kentucky Council of his/her address and phone number so he/she may be contacted about meeting dates.

\*If this position is not filled, the Clerk will notify the council that there will be no Meeting observer.

**Representative to the Retirement Community** (approved May 2006)

1 year

The Representative will serve on the committee working on establishing a retirement community here in Berea. The Representative will report to meeting for business about needs, opportunities for service, and progress of the retirement community.

**Adult Religious Education Coordinator**

1 year

Plans and implements programs to suit the needs and interests of Meeting adults. After gathering input from members and attenders, the Coordinator schedules sessions and arranges program facilitators while giving consideration to other events on the Meeting's calendar, such as periodic highway trash pickups. Adult First Day School may include, but is not limited to, programs of religious education, social concern, fellowship, and celebration. The Coordinator will also schedule and coordinate mid-week discussion to suit the needs and interests of Meeting adults. The Coordinator's plans for Meeting will be presented for approval to the Meeting for Business.

\*If this position is not filled, the Nominating Committee will schedule a second hour discussion in July and November. The purpose of the July second hours will be discussing potential topics for Adult First Day School and mid-week discussions from September to December, scheduling them, and coordinating volunteers to arrange them. The purpose of the November second hour will be undertaking the same process for January to May.

**Children's First Day School Coordinators**

1 year

Three Children's First Day School Coordinators are each responsible for an age group. (Currently the age groups are 0-2, 3-6 and 7-12. Age parameters are flexible, depending on the individual child.) The coordinator of the youngest age group maintains a sign-up list for baby and toddler care, both during meeting for worship and second hour, and maintains the baby/toddler space. The other two coordinators

serve as teachers for their respective groups and are responsible for enlisting additional teachers as needed. They also plan the curricula for their age groups in consultation with the Religious Education Committee.

**Young Friends Program Coordinator**

1 year

Develops a program with the teenagers of the Meeting, and arranges for Friendly Adult Presences (FAP) for their activities. Facilitates the leadership of the teens in planning programs. In addition to activities that occur on First Days, this program may include joint projects with other Friends Meeting youth, with young people of other local congregations, and involvement in the Southern Appalachian Young Friends (SAYF) program. Works closely with the Children's First Day School and Adult Religious Education coordinators to find ways to involve teens in the life of the Meeting. Maintains contact with Berea young people who are away at school or college.

**Rentals Coordinator**

2 years

This member of the Meetinghouse Care Committee is responsible for renting the apartment and the meeting space, according to rental policies set by the Meeting.

**Maintenance Coordinator**

2 years

This member of the Meetinghouse Care Committee is responsible for maintaining the building and the grounds, acting in accord with Meeting policies. The ideal person will have practical skills in building maintenance as well as knowledge of repair people and services in the community.

**Beauty and Order Coordinator**

2 years

"Beauty and Order" comprises matters relating to the organization and appearance of the meetinghouse, its rooms and surroundings. This person is responsible for seeing that the meetinghouse is kept clean, functional and attractive.

**Grounds Coordinator** (approved December 2006)

2 years

The Grounds Coordinator is responsible for overseeing the upkeep of the meetinghouse grounds. The Grounds Coordinator will perform or delegate others to perform regular, seasonal and occasional tasks required in order to ensure that the meetinghouse grounds are kept in a neat and orderly manner.

The Grounds Coordinator also serves on the Meetinghouse Care Committee, along with the Maintenance Coordinator, Rentals Coordinator Beauty and Order Coordinator.

**SAYMA Representative**

1 year

According to SAYMA Faith and Practice, this individual

"serves on the representative committee of the yearly meeting. Responsibilities include attending SAYMA representative committee meetings and yearly meeting sessions, reporting monthly meeting concerns to SAYMA and SAYMA concerns to monthly meeting."

The SAYMA Representative is responsible for notifying the SAYMA office of changes in Berea Monthly Meeting officers and providing the Southern Appalachian Friend (SAYMA newsletter) with quarterly news about the meeting

**Quaker Committee on Kentucky Legislation (QCKL) representative**

1 year

Attends QCKL meetings and keeps Berea Friends informed of public issues and concerns in Kentucky. Reports regularly to Meeting for Business, and coordinates the telephone tree or other methods when urgent responses are required. Serves on Peace and Social Concerns Committee.