

HANDBOOK

OF

PACIFIC NORTHWEST QUARTERLY MEETING

October, 2007

Note: Changes made since the last distribution of this Handbook are highlighted in **yellow**.

PACIFIC NORTHWEST QUARTERLY MEETING

Pacific Northwest Quarterly Meeting (PNQM), a constituent part of North Pacific Yearly Meeting (NPYM) of the Religious Society of Friends, is an association of Monthly Meetings, Preparative Meetings, Worship Groups, and isolated Friends within Washington State and northern Idaho. Its purposes include:

1. to provide opportunities for religious fellowship for Friends at its regular sessions;
2. to recognize and oversee new Meetings within its area;
3. to provide a forum for the sharing by Meetings and Worship Groups of annual State of Society Reports;
4. to share and season concerns from Monthly Meetings, forwarding appropriate ones to Yearly Meeting;
5. to nurture Junior Friends within its area; and
6. to maintain contact with isolated Friends and Worship Groups, and to encourage their active participation in both Quarterly and Yearly Meeting.

TIME AND PLACE OF SESSIONS - HOST MONTHLY MEETING

PNQM currently holds two sessions annually, a Spring session usually in late April and a Fall session usually in late September. Quarterly Meeting sessions usually begin on Friday evening and conclude following lunch on Sunday. PNQM also sponsors a Silent Retreat weekend during the winter, usually in late January or early February. Smaller regional groupings of Meetings and Worship Groups are encouraged to gather in their areas for fellowship at other times of the year.

PNQM sessions are hosted by the Monthly Meetings of PNQM in a rotational sequence. Smaller Monthly Meetings may co-host with another Monthly Meeting or with one or more Worship Groups or Preparative Meetings. Originally the place of each session was determined by the Monthly Meeting serving as host for that session, but more recently the increased amount of lead time needed to reserve a suitable site has made site selection a duty of PNQM officers and/or the Continuing Committee. All sessions since 1990 have been held at Lazy F Camp and Retreat Center near Ellensburg, Washington. Any Monthly Meeting wanting to select a different site for a session it will be hosting in the future is asked to communicate this preference to the PNQM Clerk or Co-clerk at least two years in advance of the session.

Since sponsorship was undertaken by PNQM, the winter Silent Retreat has been held at Camp Huston in Gold Bar, Washington.

The host Meeting for a regular PNQM session is responsible for overall planning including the theme, worship sharing groups, and other aspects of a session's program that are not specifically assigned, in this handbook, to a PNQM officer or committee. The host Meeting is free to seek help with any aspect of its responsibilities from Worship Groups and/or individual Friends outside of itself.

QUARTERLY MEETING OFFICERS

The activities of PNQM are facilitated by a number of officers, all of whom (except the Archivist and Listkeeper, and except for a slight extension in the case of the Registrar) are appointed for two-year terms beginning after NPYM's Annual Session during the summer. Incoming officers are encouraged to attend the summer Continuing Committee meeting, which occurs at the site of and during Annual Session. Appointments are approved by Quarterly Meeting for Business during the spring of the year in which the appointed officers' terms are to begin. In the event that no qualified nominee can be found in time for the spring session's Meeting for Business, or none is approved, the PNQM Continuing Committee shall have power to appoint a nominee at its summer meeting during NPYM Annual Session. The duties of the individual officers are described in the following section.

DUTIES OF OFFICERS

Clerk (term begins and ends in even-numbered years) or **Co-clerks** (2 Friends with terms staggered so that a new Co-clerk begins serving following NPYM Annual Session each year):

1. Consult with the host Meeting, the Registrar, and the Site Liaison concerning arrangements for Quarterly Meeting sessions as needed.
2. Prepare the agenda for Quarterly Meeting for Business.
3. Preside at Quarterly Meeting for Business and assist the Recording Clerk in preparing minutes as necessary.
4. Review a draft copy of Meeting for Business minutes and return to the Recording Clerk with a list of persons to whom a copy should be sent. Minutes may also be mailed out directly by the Clerk following their approval by the Recording Clerk, if this is more convenient.
5. Carry out instructions to the Clerk as minuted.
6. Convene and preside at Continuing Committee meetings. Notify officers and Continuing Committee members of such meetings, and distribute minutes to them.
7. Notify new officers of their appointments and terms of service.
8. Serve on the NPYM Prenominating Committee (which recruits new members of the NPYM Nominating Committee).

NOTE: Beginning in the year 2000 this job has been shared by two Co-clerks. When this happens the Co-clerks may divide the job chronologically (each serving during an agreed-upon portion of each year) or in whatever other manner they jointly decide.

Recording Clerk (term begins and ends in odd-numbered years):

1. Record and keep the minutes of Quarterly Meeting for Business. Send a draft copy of the minutes to the Clerk for review.
2. When the Clerk has returned an edited draft copy of the minutes, prepare the final minutes. Send a copy to each Quarterly Meeting officer, Monthly or Preparative Meeting Clerk, Worship Group contact person, and Continuing Committee representative member. Minutes may also be mailed out directly by the Clerk following their approval by the Recording Clerk, if this is more

convenient, or by the Listkeeper following approval by both the presiding Clerk and Recording Clerk.

3. Record and keep the minutes of PNQM Continuing Committee, providing a fair copy for review and distribution by the Clerk.
4. Keep copies of current and historical minutes to pass on to the next Recording Clerk.
5. Serve on PNQM Continuing Committee.

Treasurer (term begins and ends in even-numbered years):

1. Keep financial records and present a brief report at each Quarterly Meeting for Business.
2. Disburse funds on request to other officers and committees, and pay bills received on account of PNQM sessions or other Quarterly Meeting business.
3. Prepare a written financial report prior to the winter and summer meetings of the Continuing Committee. The winter report shall include a financial summary of the most recent Fall PNQM session, and the summer report shall cover an entire fiscal year including the most recent Fall and Spring sessions, plus the most recent Winter Silent Retreat.
4. Maintain, with regard to each PNQM session, an account of program expenses itemized by the portion of the program to which they pertain, e.g., Registration, Plenary Sessions, Worship-Sharing/Discussion Groups, Interest Groups, Junior Friends program, Central Friends program, elementary school children's programs, preschool children's program, infants and toddlers child care, and/or special categories as may be required for specific sessions. Provide such information upon request to host Meeting and age-group program planners and to the Continuing Committee.
5. Notify Monthly and Preparative Meetings and Worship Groups, by the time of the Spring PNQM session, of the rate (currently \$1.00 per active adult participant) and due date (normally May 31) of their annual assessments for support of Quarterly Meeting.
6. Upon taking office, perform an audit of the financial records passed on by the preceding Treasurer, as detailed below under **FINANCIAL PRACTICES OF PACIFIC NORTHWEST QUARTERLY MEETING** and report findings to the Clerk or Co-clerks.
7. Serve on PNQM Continuing Committee.

Ministry and Oversight Committee Co-clerks (there are 2 Co-clerks, with terms of service staggered so that one new Co-clerk begins serving following each NPYM Annual Session):

1. Receive annual State of Society reports from Meetings and Worship Groups, consider (with the entire NPYM M & O Committee) what method of sharing them with other groups at NPYM Annual Session would be most appropriate, and work to implement the method chosen. For this purpose, it is expected that one of the two Co-clerks will attend the NPYM Annual Session Ministry & Oversight planning session (which is normally held in Portland concurrently with the May Steering Committee meeting each year), and will serve as a member of the Ministry and Oversight Committee during Annual Session. NOTE: Recently, planning for the Ministry & Oversight component of NPYM Annual Session has become more email-based, to the point where a face-to-face planning meeting in May has not occurred during some years.
2. Report to each Quarterly Meeting for Business on matters of concern to, or actions taken by, the

PNQM Ministry & Oversight Committee.

3. Designate a place for Early Morning Worship on Saturday and Sunday mornings during each PNQM session, inform the Planning Committee in advance of the place chosen, and make sure that it is set up and ready for worship when needed. At least one of the M & O Co-clerks should attend Early Morning Worship (or recruit another Friend for this purpose) and plan to close worship at the appropriate time.

4. After receiving suggestions from the Continuing Committee, recruit a Friend within PNQM who is able and willing to serve on each of the following NPYM committees: Friend-in-Residence, Outreach and Visitation, and (if requested) Financial Aid. Either of the Ministry & Oversight Co-clerks may accept one or more of these committee assignments themselves, as they may feel led.

5. Distribute current job descriptions to Friends recruited to serve on the committees listed above in 3., and notify the appropriate NPYM committee convenors as to the names of the appointees. NOTE: These NPYM committee positions are for one year at a time and do not require the approval of Continuing Committee or of PNQM Meeting for Business.

6. Provide copies of current State of Society Reports, including lists of births, adoptions, deaths, marriages, and new memberships, to the Friends Bulletin Correspondent during or immediately following each Spring Quarterly Meeting session.

7. Serve on PNQM Continuing Committee.

NOTE: The above duties are divided between the two Co-clerks as they jointly decide. Other duties are shared with the entire PNQM Ministry and Oversight Committee, and are detailed below under **QUARTERLY MEETING COMMITTEES**.

Registrar (Term: A new Friend shall begin this responsibility once every 4 QM sessions. The first session for each incoming Registrar will be the same as the final session served by his or her predecessor, and is intended to provide an opportunity for training and dialog between the incoming and outgoing incumbents. Following this initial "overlap" session, the Registrar shall carry on the job alone for the next three QM sessions, and then overlap with his or her successor during the last of five QM sessions so that the overall term length is slightly more than two years. Currently the term begins and ends in even-numbered years, but the ending is following the Fall QM session in September or October, rather than in July or August following NPYM's Annual Session.)

Duties (described much more fully in the separate document, "PNQM Registrar Job Description"):

1. Prepare and distribute QM session information and registration materials to PNQM meetings, worship groups, and isolated Friends. NOTE: This responsibility may alternatively be taken on by the Listkeeper, but in that case the packet should be sent in advance to the Registrar for his or her review and approval.

2. Receive registration forms and fees, keeping records adequate to generate reports needed by program planners, the host meeting's volunteer and worship group coordinators, and other session organizers as requested.

3. Assign housing locations to Friends sleeping in cabins at the QM site.

4. Oversee sign-in of Friends arriving for each QM session, posting or distributing as appropriate the information they need regarding sleeping accommodations, small worship group assignments,

volunteer assignments, camp layout, etc. Some of the information-distribution tasks may be done by members of the host meeting, as arranged with the Registrar.

5. Prepare attendance and financial reports as needed by the Quarterly Meeting, and attendance and meal reports required by the QM Site for final billing after each session.
6. Maintain and update as appropriate the document, "PNQM Registrar Job Description," passing it on to the next incumbent and also periodically to the QM Clerk and Listkeeper.
7. Serve on PNQM Continuing Committee.

Site Liaison (term begins and ends in odd-numbered years):

1. On behalf of PNQM, reserve dates for our QM sessions and negotiate and sign contracts with organizations which operate Quarterly Meeting sites, such as Lazy F Camp and Retreat Center.
2. Serve as primary liaison between the host Meeting, centrally-appointed program planners, the Registrar, and the PNQM treasurer on the one hand, and Quarterly Meeting site personnel on the other.
3. If invited, serve on the Site Advisory Team (or equivalent) of the QM session site.

Junior Friends Advisors (there are at least 2 but not more than 4 Junior Friends Advisors, with terms of service staggered so that at least one new Advisor begins serving following NPYM Annual Session in each year):

1. Overall Purpose

The primary purpose of Junior Friends Advisors is to assist Junior Friends, as needed and requested, in developing their program for QM sessions and in learning and following Quaker practice, where applicable, in realizing that program.

2. Parts of the Job

- Assist the Junior Friends, if and when requested by the Clerk or Co-clerks, in developing a program for Junior Friends during PNQM sessions. The primary responsibility for program development rests with the Junior Friends themselves.
- Join with Junior Friends in their program, helping them establish and follow Quaker Practice in their Meeting for Business and Worship Sharing.
- Act as a secondary liaison between the Junior Friends and the adult community during each QM session and between sessions, and be an advocate for Junior Friends' concerns.
- Stay in contact with the Junior Friends Clerk or Co-clerks and, as requested, with other members of the group, between QM sessions.
- Sleep in the Barn with the Junior Friends if there is no other adult volunteer for this responsibility. Only one Advisor is needed in the Barn for each overnight.
- Participate as part of the Junior Friends community both generally and specifically in regard to the Junior Friends Code of Conduct. If a breach of the Code is observed and the Advisor feels comfortable doing so, s/he may address the concern with the individual involved. Otherwise, or if this action does not resolve the problem, the Advisor should bring the concern to the Clerk or Co-clerks, consulting with them as to the appropriate consequences. In some cases this may lead to the concern being brought to the Junior Friends business meeting for the entire community to discuss. Advisors do not have a duty to enforce the Code of Conduct beyond what is expected of all members of the Junior Friends community.

- Consult with the Junior Friends Clerk or Co-clerks in regard to any other major concern about the Junior Friends program or the behavior of individuals.
- During the Junior Friends Meeting for Business, hold all Junior Friends present in the Light and assist the Clerk or Co-clerks, as either requested or needed, with logistical information and guidance regarding Quaker Practice. Advisors may also, as moved, speak from their personal life experience as it applies to matters being considered.
- Purchase snacks for the Junior Friends. This expense is reimbursed by PNQM.
- Communicate between/among themselves to make sure that at least two Junior Friends Advisors will be attending the next QM session. This should be clarified by the registration deadline. The presiding Clerk for the upcoming QM session should be promptly informed concerning which Advisors will be attending, regardless of the number who expect to attend.
- Serve on PNQM Continuing Committee. It is expected that each Continuing Committee meeting will be attended by at least one of the Junior Friends Advisors.
- Before beginning their service, make contact with one or more previous Junior Friends Advisors in order to get a historical perspective on the program over time. Offer the same assistance to Junior Friends Advisors who follow them.

3. Qualifications

- Enjoys the company of the Junior Friends group.
- Willingness to serve a 2-year term (4 QM sessions) and attend all four QM sessions during that time. An Advisor may skip a QM session if at least two other Advisors will be attending. If, in case of an emergency, only one Advisor is able to attend, then the volunteer assignments person on the host meeting's planning committee must be informed, so that s/he can arrange for a Friendly Adult Presence (FAP) to also be with the Junior Friends at all times. If the emergency arises at the last minute, then the on-site Volunteer Coordinator needs to be advised of the problem so that s/her can recruit additional FAPs as needed.
- Must be at least 21 years of age, so that there is a clear age separation between Junior Friends and their Advisors.
- Acceptance/tolerance of age-appropriate behavior among Junior Friends.
- Recognition that the Junior Friends are largely autonomous within each QM session, with the understanding that the Junior Friends Code of Conduct will be observed and enforced as needed (see procedure, 6th point in "Parts of the Job", above), and that Junior Friends will maintain ongoing contact with the Continuing Committee and the rest of the adult community through their Clerk or Co-clerks and their Advisors.

4. Manner and Timing of Selection

- Unlike most other PNQM officers, Junior Friends Advisors are nominated by the Junior Friends themselves rather than by the Continuing Committee.
- Also unlike other officers, Junior Friends Advisors receive final approval from the Continuing Committee rather than from the Meeting for Business.
- At least one new (or possibly continuing) Junior Friends Advisor is nominated by the Junior Friends during a Meeting for Business occurring at the Spring QM session each year.
- It is the responsibility of the Junior Friends Clerk, or one of the Co-clerks, to inform the QM Co-clerk who is presiding for that session, or the Listkeeper of the name(s) of the nominee(s) prior to the end of that QM session.
- Formal approval is normally given by the Continuing Committee at its summer meeting. Since that Friend's service begins immediately after the NPYM Annual Session (during which the committee holds its summer meeting), it is essential that if the Junior Friends have any doubt

as to their nominee's acceptability, they should also nominate an alternate or backup candidate for Junior Friends Advisor.

NOTE: **Junior Friends** are defined as Quarterly Meeting participants who are in school grades 9 through 12, or are of corresponding age if not in school. Exceptions may be made by agreement among the Junior Friends, their Advisors, and the individual concerned in each case.

Children's Program Coordinator (term begins and ends in odd-numbered years):

The following job description was approved for inclusion in this Handbook by the Continuing Committee, after discussion and seasoning, on 9/24/05:

1. Overall Purpose

The main purpose of the Children's Program Coordinator (CPC) is to ensure that the children who attend Quarterly Meeting (QM) are engaged, as safely and happily as possible, in organized programs during specified times, mostly when there are organized adult programs.

2. Parts of the Children's Program

There are five groups within the coordinating sphere of the CPC:

- Infants and Toddlers (newborn - +/- age 2)
- Preschoolers (+/- ages 3-5)
- Early Elementary (+/- grades K-2)
- Upper Elementary (+/- grades 3-5)
- Central Friends (+/- grades 6-8)

3. Parts of the Job

For each QM session, the CPC is responsible for the following tasks:

- Line up one or two group leaders for each of the Children's Program groups. This task is greatly facilitated by the efforts of people from the two previous host meetings, who have the responsibility to help recruit group leaders. It is the CPC's responsibility to communicate with the representatives from the ex-host meetings, to initiate the search for group leaders.
- Inform the treasurer who the group leaders will be, for disbursement of stipends.
- Consult with all the group leaders about their program ideas, and help them develop their programs as needed. This might include brainstorming, finding resources, creating links between leaders of different groups to facilitate cooperative activities, and/or offering encouragement. The CPC should not be responsible for leading any one program or activity, as this would compromise his or her ability to coordinate effectively.
- Get the enrollment lists from the registrar after registration closes, and notify the group leaders how many children are in each group, as well as any special needs they might anticipate having to deal with.
- Work with the host meeting to line up sufficient adult volunteer helpers for all Children's Program groups.
- Work with the Site Liaison to assign spaces for all Children's Program groups.
- Acquire all necessary program materials and snacks before QM, and get them to Lazy F.
- Help group leaders get situated in their group spaces at the beginning of QM. This includes unpacking and distributing Children's Program supplies stored at Lazy F.
- Lead the Children's Program opening circle on Saturday morning.
- Keep in touch with all group leaders during Children's Program hours, to help prevent or solve problems and maximize everyone's enjoyment of the group sessions.

- Act as liaison between the Children's Program and other responsible parties at QM. This includes carrying a walkie-talkie during all of QM session.
- Serve as a channel for parents and other QM attenders who may have feedback and suggestions regarding the Children's Program.
- Report to Meeting for Business.
- Attend the Continuing Committee meeting. [The CPC is also expected to attend the two Continuing Committee meetings held outside of QM sessions, one during the winter and one held in the summer at the Annual Session site of Yearly Meeting.]
- Pack up and store the Children's Program materials at the end of each QM session, or orient and oversee the work of a volunteer recruited for this purpose.

4. Term

The CPC generally serves for two years, which covers four QM sessions. If possible, an outgoing CPC should have an assistant for the last QM session in his or her term. This assistant would then become the CPC for the next four sessions.

5. Qualifications

The CPC should be organized, creative, flexible, and energetic. S/he should love children, enjoy working with people, and be comfortable with large amounts of responsibility and authority. It's a bonus if s/he knows many of the families who regularly attend QM, but not necessary. If s/he doesn't know them at the beginning of his or her tenure, s/he will by the end of it.

Friends Bulletin Correspondent (term begins and ends in even-numbered years):

1. Request and receive periodic newsletters and State of Society reports from meetings and worship groups in PNQM, in order to keep informed of activities and news of interest from around the entire Quarterly Meeting.
2. Prepare a report for Friends Bulletin, normally twice yearly, summarizing news of Friends' activities in PNQM and/or during the most recent PNQM session.
3. Send information to Friends Bulletin periodically regarding births, deaths, marriages, and membership changes involving PNQM Friends.
4. Serve on PNQM Continuing Committee.

Archivist (appointed for an indefinite term):

1. Collect, put in order, preserve, and make accessible as needed the records of PNQM.
2. The records to be preserved include minutes of all PNQM Meetings for Business and Continuing Committee meetings, programs of PNQM sessions, financial reports, job descriptions for session-related responsibilities (e.g., registrar, child care coordinator), and this handbook.
3. Present an annual report to the PNQM Continuing Committee, during the spring QM session, concerning what information is being stored, where and how it is stored, and any concerns that the Archivist wishes the Continuing Committee to address.

Listkeeper (appointed for an indefinite term):

1. Update as needed and maintain the Quarterly Meeting Handbook.

2. Provide a copy of the Handbook to new officers and committee members when they begin serving.
3. Update as needed and maintain the computer-readable PNQM Session Planning Guide.
4. Update as needed and maintain the Quarterly Meeting Contact List, which includes all officers, Continuing Committee representatives appointed by meetings and worship groups, the clerk of Friends Committee on Washington Public Policy, Convenor and Registrar for the next Silent Retreat, clerk(s) of Planning Committee(s) for upcoming QM sessions, and clerks of other quarterly meetings in North Pacific Yearly Meeting.
5. Update as needed and maintain a list of isolated Friends living, at least part-time, within PNQM's area.
6. Update as needed and maintain other computerized files and documents as may be necessary to the ongoing functioning of PNQM.
7. Create mailing labels and/or mailing label files, as requested, for mailings of PNQM minutes, PNQM session announcements, information/registration materials for PNQM sessions (including the winter Silent Retreat), and other mailings as may be requested by other PNQM officers. Labels required include those for PNQM officers and Continuing Committee representatives, PNQM meetings and worship groups, and isolated Friends.
8. Oversee or conduct the distribution of PNQM documents by email. In this connection, it is the policy of PNQM that all minutes, registration materials and other documents distributed by electronic mail shall, if possible, be in both Microsoft Word and Adobe Acrobat formats. Website links shall not be used as a substitute for attaching document files.
9. Create and update at least annually a backup diskette or CD containing computer files of ongoing value to PNQM (such as the ones mentioned specifically above), and arrange for storage of the backup diskette at a different location from the computer on which the current copies of these files are stored.
10. Present an annual report to the PNQM Continuing Committee, during the spring QM session, concerning what files are being maintained, where and how they are stored, and any concerns that the Listkeeper wishes the Continuing Committee to address.
11. Serve on the PNQM Continuing Committee.

First-aid kit manager: This job may be performed by either one or two Friends, depending on the circumstances. It is recommended that the Friends or Friends performing this job must have a medical background and be familiar with first aid equipment and supplies. Appointment is for an indefinite period and does not require approval of the Meeting for Business. Duties:

1. Take the first-aid kit(s) home following each QM session, and replenish and/or update the contents of the kit as indicated by missing items and/or better equipment or supplies becoming available.
2. Bring the replenished/updated kit back to the next QM session, or if not attending make sure that it is brought back by another Friend and given to the Site Liaison.
3. Submit receipts for materials purchased to the Treasurer for reimbursement.

4. Notify the Site Liaison of any problems involving the first-aid kit or supplies.

Webmaster: This job should be performed by a Friend who has the technical skills and equipment needed to manage and update the PNQM website. Appointment is for an indefinite period and does not require approval of the Meeting for Business. Duties:

1. Pay domain registration and website hosting fees to maintain our website domain name and contents, submitting appropriate documentation to the Treasurer for reimbursement.
2. Update or add content material to the PNQM website as requested by the Listkeeper.
3. Trouble-shoot and fix website problems.
4. Notify the Listkeeper when requested updates have been completed.

Assistant Children's Program Coordinator: This job should ideally be performed by a Friend who is qualified and interested in serving as the next Children's Program Coordinator (CPC). Appointment is by recommendation of the current CPC and approval by the Continuing Committee, and the term of service is the remainder of the CPC's term at the time of appointment. Duties:

1. Assist the CPC, both during QM sessions and between sessions, as requested by the CPC.
2. Learn the details of the CPC's job well enough to either succeed the current CPC or to help train the next one.
3. Attend meetings of the Continuing Committee whenever the CPC is unable to do so.

NOTE: Although all three of the above officers are welcome to attend any meeting of the Continuing Committee (and may be specifically invited or asked to do so at times), they are not members of the Continuing Committee as are other officers whose appointments must be approved by the Meeting for Business.

In addition to the officers described above, the Junior Friends within PNQM usually select their own Junior Friends Clerk or Co-clerks, and these Junior Friends are also considered to be PNQM officers.

Junior Friends Clerk or Co-clerks (term of one year normally begins after the spring QM session; this may be changed by the Junior Friends provided that the Continuing Committee is appropriately informed):

1. Parts of the Job

- Prepare agendas for Junior Friends Meetings for Business during QM sessions.
- Preside over Junior Friends Meetings for Business.
- Review the Junior Friends Code of Conduct during the first business meeting/ orientation on Friday evening of the QM session. The Junior Friends community must approve and promise to adhere to these guidelines during each QM session.
- Discern and communicate guidelines and Queries to be used during the Worship Sharing portion of each QM session. The Clerk(s) may choose the use the Queries developed by the planning committee for the adult program's Worship-Sharing/

Discussion groups, or they may modify them to fit the needs of the Junior Friends group. They may also choose to convene a small committee to discern Queries and/or request assistance from a Junior Friends Advisor, as believed necessary.

- Attend and participate in meetings of the Continuing Committee, both during QM sessions and also in winter and summer each year. If there are Co-clerks, only one of them need attend any particular Continuing Committee meeting.
- Act as the primary contact between the Junior Friends group and adult participants in each QM session, and also as primary contact between Junior Friends and the upcoming host meeting's planning committee and other PNQM officers between sessions.
- Stay in contact with Junior Friends Advisors between QM sessions, especially in order to develop some preliminary ideas concerning the weekend program. The Clerk or one of the Co-clerks is expected to find out whether the Junior Friends Advisors are planning to attend before the registration deadline for an upcoming QM session. If fewer than two Junior Friends Advisors are planning to attend, the Clerk or Co-clerk should inform the QM Co-clerk who will be presiding at the upcoming session. It is the QM Co-clerk's responsibility to recruit a temporary Junior Friends Advisor or to work with the volunteer assignment person to identify enough FAPs to fill in for the Advisor expected to be absent.
- Inform the host meeting's planning committee and/or the Site Liaison, well in advance, of any anticipated events in the Junior Friends program that might impact the adult program, weekend schedule, or any aspect of the registration packet for an upcoming QM session. The name and contact information of the planning committee's clerk or contact person, and of the Site Liaison, are included on the PNQM Contact List which is distributed several times each year.

2. Manner and Timing of Selection

Although considered to be Quarterly Meeting officers, the Junior Friends Clerk or Co-clerks is/are selected solely by the Junior Friends themselves, normally during the QM session held in the spring each year. Co-clerks may serve simultaneous or staggered terms as the Junior Friends may decide. If and when the specific selection process becomes sufficiently routine that there is a perceived need to document it, space in this Handbook is available for that purpose.

QUARTERLY MEETING COMMITTEES

Two committees also play major roles in carrying out the responsibilities of PNQM.

Quarterly Meeting Ministry and Oversight (M & O) Committee consists of one Friend selected by each Monthly Meeting, plus the Ministry and Oversight Co-clerks (see above). When possible, M & O representatives should be Friends with experience serving on a Monthly Meeting M & O committee. In addition, although the responsibilities involved at different levels are not the same, Monthly Meetings are encouraged to consider selecting the same Friend as both Quarterly Meeting and Yearly Meeting M & O representative (or some other arrangement for this purpose) in order to facilitate communication between the two levels.

PNQM M & O Committee normally meets once during each Quarterly Meeting session, but it may gather at other times if necessary or desirable. The M & O Committee's responsibilities include:

1. Help foster and develop the spiritual life of the Quarterly Meeting.
2. Consult with the session host Meeting, Site Liaison, and Quarterly Meeting Clerk concerning

arrangements for and conduct of the Meeting for Worship.

3. Give assistance in resolving problems (particularly those which clearly relate to good order or to Friends' testimonies) which may arise within the Quarterly Meeting or in monthly meetings or worship groups.
4. Nominate members of a Visitation Committee to visit and seek clearness with attenders of any Preparative Meeting or Worship Group asking to be recognized as a Monthly Meeting, or to visit and assist any Monthly Meeting, Preparative Meeting, Worship Group, or isolated Friend requesting help and/or clearness for any other reason.
5. Prepare a list of births and deaths during the last year, as reported by meetings and worship groups, in time for the spring Quarterly Meeting for Business.
6. Facilitate the sharing of annual State of Society reports, including news of births and deaths, during the spring Quarterly Meeting session, and also at Yearly Meeting annual session.
7. The specific additional responsibilities of the M & O Committee Co-clerks are listed above under **QUARTERLY MEETING OFFICERS**.

Quarterly Meeting Continuing Committee consists of the Quarterly Meeting Clerk (or Co-clerks), Recording Clerk, Treasurer, Ministry and Oversight Co-clerks, Registrar, Site Liaison, Junior Friends Advisors, Junior Friends Clerk(s), Children's Program Coordinator, Friends Bulletin Correspondent, and Listkeeper, plus one representative selected by each Monthly Meeting. Preparative Meetings and Worship Groups are also encouraged to select a representative to serve on this committee. Representative members of this committee normally serve a two-year term, with the beginning/end point of the term decided by the group being represented.

PNQM Continuing Committee meets during each Quarterly Meeting session and during NPYM Annual Session, and in addition meets once during the winter of each year. Each winter meeting shall be held at a time and place decided by the Continuing Committee during its preceding fall meeting, with consideration given to the convenience of the upcoming spring QM session host meeting's Planning Committee. Members of the upcoming QM session's Planning Committee are also specifically requested to attend the Continuing Committee meetings in the winter and during NPYM Annual Session. All meetings are convened and clerked by the Quarterly Meeting Clerk (or one of the Co-clerks).

The responsibilities of Continuing Committee are as follows:

1. Generally oversee the affairs of PNQM between Quarterly Meeting sessions.
2. Propose changes in practice or policy for action by Quarterly Meeting for Business after appropriate seasoning by its own members and by Meetings and Worship Groups around PNQM.
3. Assist members of the host meeting's Planning Committee in planning and organizing the upcoming PNQM session, as requested.
4. Assist PNQM officers, as needed or requested, in the understanding and execution of their respective responsibilities.
5. When meeting during a PNQM session, assist host meeting Friends in evaluating the session and identifying information to be added to PNQM's permanent documentation.

6. Assist the Listkeeper in developing and updating documentation describing the jobs of all PNQM officers and major Quarterly Meeting session responsibilities such as child care.
 7. Determine the site of future Quarterly Meeting sessions, except in cases where the scheduled host Meeting has requested, on a timely basis, the privilege of determining the site on its own.
 8. Identify and recruit nominees for most (see NOTE below) Quarterly Meeting officer positions. These nominations are acted upon by Spring Quarterly Meeting for Business or, if this is not possible, by the full Continuing Committee at its summer meeting during NPYM Annual Session.
- NOTE: The process of nominating and confirming Junior Friends Advisors is somewhat different, since Junior Friends are encouraged to participate substantially in the selection of their own advisors. The currently-approved procedure is for the Junior Friends to ask Continuing Committee for pre-approval of a list of adult Friends that they would like to consider inviting to be their advisors. The Junior Friends may then make the final decision from among those adult Friends whose names are reviewed and pre-approved by Continuing Committee. There is normally no review of these appointments by Quarterly Meeting for Business.
9. Appoint one of its members as a Session Coordinator for the next QM session (this is only done during the winter and summer meetings of the Continuing Committee). The Session Coordinator carries a two-way radio during the QM session and speaks for the Continuing Committee in resolving any problems which may arise that require an immediate decision. A second Session Coordinator is appointed by the host meeting's Planning Committee. For details on these jobs, see the last two pages of the PNQM Session Planning Guide.
 10. Related duties at the request of PNQM Clerk and/or Quarterly Meeting for Business.

In addition to the two committees described above, one other body has a close association with Pacific Northwest Quarterly Meeting:

Friends Committee on Washington Public Policy (FCWPP) consists of representatives appointed by PNQM meetings and worship groups in Washington State, plus a number of other members appointed on an at-large basis. The purposes of FCWPP are to promote and coordinate the efforts of Washington Friends to affect public policy, primarily at the state legislative and executive levels, and to help Washington Friends become better educated and effective on public policy issues of concern to most Friends. FCWPP operates independently of PNQM, but is expected to make regular reports to PNQM Meeting for Business regarding its activities and concerns.

FINANCIAL PRACTICES OF PACIFIC NORTHWEST QUARTERLY MEETING

1. A reserve fund, amounting to approximately one-half the expected cost of the next PNQM session, is normally expected to be maintained in the Quarterly Meeting's bank account after all bills and refunds pertaining to the last session have been paid.
2. The fiscal year runs from the conclusion of one NPYM Annual Session to the conclusion of the next such Annual Session, so that each fiscal year will be entirely within the term of service of one Friend as PNQM Treasurer.
3. It is our practice to set suggested fees for attendance at QM sessions and the Silent Retreat, with

the understanding that those who attend may pay what they can and that no Friend will be denied access to a PNQM event for lack of funds. This system is in lieu of a more complex financial aid program, and works well if some of those who can afford it pay more than the suggested fee so that those who cannot afford that amount may pay less.

4. Determining the amount of suggested fees is the responsibility of the Continuing Committee. This responsibility may be delegated to an officer or committee, but only for one event at a time.

5. PNQM shall reimburse travel expenses of Continuing Committee members, upon request, for attending Committee meetings that are not during Yearly Meeting or Quarterly Meeting sessions.

6. Reimbursement for travel by car shall be at the same mileage rate offered by North Pacific Yearly Meeting.

7. An audit of PNQM financial records should be performed at least once every other year. This audit is to be performed by the incoming treasurer or by a designee of PNQM Continuing Committee. Details of checks to be included in the audit:

—For the previous year(s), verify that for all expenses (or a significant number) that there is a receipt or request for payment and that the amount on the receipt, check register, and bank statement are the same.

—Receipt of money is more difficult to monitor. For payments from the semi-annual gatherings and the Silent Retreat, compare the total amount that the registrar received against deposit slips and bank statements.

—For meeting assessments paid, compare a list of payments kept by the treasurer against deposit slips and bank statements and check amounts as being appropriate for the size of the meetings.

—Spot check the amounts on the year-end treasurer's report to the Continuing Committee against the check register.

—Verify the bank balance at year end on the bank statement with the check register and the treasurer's report.

The person performing the audit should write a brief statement of the findings stating the correctness and any lack of documentation, i.e., checks with no receipts or payment request, or no Registrar verification for deposits. File a copy of this statement in the treasurer's records and send a copy to the PNQM Clerk or Co-clerks.

GENERAL PROCEDURES FOR QUARTERLY MEETING SESSIONS

The Meeting for Business is the responsibility of the Quarterly Meeting Clerk or Co-clerks. Early Morning Worship and the closing Meeting for Worship of each session are the responsibility of the Ministry and Oversight Committee and/or its Co-clerks. The Junior Friends' program is the responsibility of the Junior Friends and their Advisors. The Children's Program is the responsibility of the Children's Program Coordinator and of the program leaders/planners s/he recruits. Registration materials and forms (except for an initial page or two concerning the theme and specific program elements), and all other matters concerned with registration and communication with the Quarterly Meeting site for billing purposes, are the responsibility of the Registrar, possibly assisted by the Listkeeper and/or other PNQM officers. Other communication and negotiation with the Quarterly Meeting site is the responsibility of the Site Liaison. All other arrangements and segments of each Quarterly Meeting session's program are under the care of the host Monthly Meeting's Planning Committee, in consultation with the Clerk, Registrar, Site Liaison, Children's Program Coordinator, Continuing Committee, and the Ministry and Oversight Committee as

needed.

Written notice of PNQM sessions, including program information and registration form, is to be sent by the Registrar (or, if mutually agreeable, by the host Monthly Meeting's Planning Committee or the Listkeeper) to the Clerks of Monthly Meetings, correspondents of Worship Groups, representative members of Continuing Committee, and all identified Isolated Friends at least 8 weeks in advance. This notice should, when possible, include the time and place of committee meetings called during the session weekend. Copies of the session notice and schedule should also be added to the Quarterly Meeting Session Planning Notebook.

OBLIGATIONS OF THE MONTHLY MEETINGS TO PACIFIC NORTHWEST QUARTERLY MEETING

1. Serve as host or co-host for PNQM sessions in rotation.
2. The host meetings from the previous two Quarterly Meeting sessions have a responsibility to help in the recruitment of age-group leaders for the Children's Program. These recent host meetings will work with the Children's Program Coordinator, who will determine needs based on returning age-group leaders and numbers of children registering.
3. In the spring, prepare an annual written State of Society report giving a brief account of the life and activities of the Monthly Meeting during the previous year, including a list of births, adoptions, deaths, marriages, and new memberships. Provide a copy to one of the Ministry and Oversight Co-clerks as requested.
4. Appoint representatives (as indicated above under **QUARTERLY MEETING COMMITTEES**) to PNQM Ministry and Oversight Committee and PNQM Continuing Committee. Notify the Clerk promptly of such selections and of any change in its own Clerk or mailing address.
5. Remit its annual Quarterly Meeting assessment to the Treasurer in a timely fashion. (This responsibility also applies to Preparative Meetings and Worship Groups.)

NOTE: The responsibility for preparing and sharing State of Society reports includes Preparative Meetings as well as Monthly Meetings. Worship Groups are also encouraged to prepare them as a way of deepening their spiritual community and relationship to the Quarterly Meeting as a whole.