

# COMMITTEE HANDBOOK OF BROOKLYN MONTHLY MEETING

*Originally Prepared by the*

*Ad Hoc Organization Review Committee*

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## **WHAT SATISFACTIONS AND REWARDS ARE GAINED BY SERVING ON COMMITTEES?**

Committee work is a richly satisfying way to put Quaker principles and beliefs into practice. The work of all committees is conducted in the spirit of worship. Most Friends experience, too, a profoundly rewarding sense that they are helping to perpetuate and renew a fundamental tradition of Quakerism. At the same time, serving on a committee is for many the best way to come to know others in the Meeting and to form meaningful new friendships. Newcomers learn much from old-timers; old-timers find new sources of vitality and hope for the future of Quakerism from their close contact with newcomers to the Meeting.

## **HOW ARE BROOKLYN MONTHLY MEETING'S COMMITTEES ORGANIZED?**

At this time there are 20 standing committees in Brooklyn Monthly Meeting. The business meeting, in its monthly sessions, decides what committees there should be, how many members each committee should have, what terms they should serve, and what each committee's jurisdiction is. Only the business meeting has the power to create a committee; only the business meeting has the power to discontinue (lay down) a committee.

Of the 20 committees, 15 may be composed of members and attenders alike. Five must be composed of Meeting members only. The five are: Committee on Ministry and Counsel; Nominating Committee; Committee to Draft the State of the Meeting Report; Audit Committee; and Finance and Collection Committee. The Meeting has always felt that, because of the nature of the responsibilities laid upon these five committees, they should be composed entirely of members. The Meeting's Clerk and Assistant Clerk, Treasurer and Assistant Treasurer and Co-Recorders must also be members of Brooklyn Monthly Meeting.

The business meeting provides an annual budget to every standing committee to carry out its assigned tasks. Committees are expected to submit an annual report to the Meeting and, at the appropriate time, to make a formal budget request for the following budget year. The Finance

and Collection Committee considers all budget requests and submits its recommendations to the Meeting.

Sometimes, in order to get a special one-time job done, the Meeting authorizes creation of an ad hoc committee. Often such a committee is directed to report by a particular date. Ad hoc committees are generally created for a relatively short time and are laid down when their special job is completed to the Meeting's satisfaction.

## **HOW DOES ONE GET ON A BROOKLYN MONTHLY MEETING COMMITTEE?**

The Nominating Committee is charged with suggesting to the Monthly Meeting names of members and attenders to serve on every standing committee (except itself—the Committee on Ministry and Counsel recommends the names of Friends to serve on the Nominating Committee). Every name must be approved before a member or attender may serve the term for which he or she has been suggested. Sometimes the Monthly Meeting may return a name to the Nominating Committee for further consideration. This is rare, but it can happen when a member of the Meeting questions the appropriateness of a particular nomination. When this happens, Friends who have concerns about nominations are asked to stand and say only, "I have a concern," and then sit down; this will interrupt the process so that the committee can meet with the Friend and hear what the concern is.

The Nominating Committee seeks to spread the responsibility for committee work as widely as possible in the Meeting. However, it does generally hold to certain criteria in making its recommendations. Is the person under consideration fairly regular in attendance at Meeting for Worship? Does he or she show any interest in other Meeting activities and programs, and in the business meeting? Does he or she express an interest in some particular area of Meeting life or activity? Has he or she an inclination, aptitude, or gift for a particular kind of work or service to the Meeting?

While the Nominating Committee tries to become acquainted with everybody who is regularly in attendance at Meeting for Worship, you may unintentionally be missed. Always feel free to speak to any Nominating Committee member, therefore, to make it known you would like to work on a committee. You will always be privately approached by a Nominating Committee member before your name is submitted for approval to the Monthly Meeting. When you are approached, be sure you are fully informed as to what commitments of time and effort you are expected to give when you become a member of any committee—the Nominating Committee is qualified to give you that information. In the meantime you could help out on the committee of your choice as a "co-opted" member and learn the ropes. Committees value the continuity and experience that are gained when their members serve more than one term, and the Nominating Committee routinely asks committee members to agree to be nominated for reappointment to a successive term. But many committees have term limits ("maximum tenure"), and other factors may also be considered with regard to who is nominated for any new term. Committee members who temporarily cannot perform their duties should arrange to be covered. If a more permanent problem prevents them from serving, they should ask the Meeting to be released by sending a letter to the Clerk of the Meeting with a brief explanation

and a request to be released from the committee. The request will be decided at the business meeting. They continue to serve until a replacement has been appointed.

## **WHAT GENERAL OPERATING PRINCIPLES GUIDE THE WORK OF COMMITTEES?**

**Regular Committee Meetings.** Depending on the nature of the committee, meetings may be held as infrequently as once a year (Audit Committee), once a month (as with Nominating or Ministry and Counsel), or more frequently within a short period of time (Winter Holiday Festival or State of the Meeting). While telephone conversations between individual Friends or communication among a group of Friends by email or other electronic means may help a committee attend to details of routine business, every committee should meet periodically to worship together, to reconsider its mission and practices, and to prepare an annual report. Committee meetings follow Quaker business procedures in which decisions are made through worshipful discernment and a search for unity.

**Written Minutes.** Decisions, assignments, and the gist of discussions at committee meetings should always be recorded. They may be written on the spot and read aloud for approval immediately, or prepared in writing and approved at a later meeting. Minutes should be preserved and accessible to all committee members, then passed on to the next committee. The presiding clerk, a recording clerk, or a secretary may record minutes, as each committee wishes. Once approved, a minute may not be changed when transcribed into permanent form—but a committee may always reconsider, revise, or withdraw an earlier minute.

**The Committee Clerk.** The first item of business for every newly formed (or reconstituted) committee is to choose a clerk. If the previous clerk is not serving again on the committee, the Monthly Meeting will choose a committee member who is continuing to serve (or one of the newly appointed committee members) to act as convener. The convener's sole responsibility is to call the committee together for the choosing of a clerk. The name of the new clerk should be communicated promptly to the Clerk of Monthly Meeting and to the clerk of Nominating Committee so that orderly communication can take place.

The clerk of a committee should either assume or delegate the following responsibilities: preside at committee meetings, and make certain that all committee members know when the committee will next meet; make certain that minutes are up to date and copies present at each meeting of the committee; keep track of the committee's expenditures, and authorize reimbursement by the Meeting's Treasurer of expenditures made by a committee member with the committee's approval; make certain that the committee's annual report is drafted and approved by the committee in time for submission to the Monthly Meeting. (Every committee's annual report to the Meeting is due at the time the terms of outgoing members expire—which corresponds to the time the terms of new or reappointed committee members begin.)

Most committees appoint their clerk for one year. A clerk may be reappointed as often as the committee wishes. But, in any case, proper procedure is for the incumbent clerk to step down when the terms of new committee members begin, so that the committee is free either to replace the clerk or reappoint him or her.

**Relations with the Business Meeting.** So that the Monthly Meeting may be kept in touch with the work, hopes, and/or problems of every committee, attendance by committee members at business meeting is important. By the same token, decisions, recommendations, and general views expressed at the business meeting which may affect a particular committee are best conveyed to a committee by those of its members who have been at the monthly business meeting where a discussion took place or a minute was adopted. Whenever a committee is sending a report to the business meeting, attendance by committee members should be felt as an obligation. Committees undertake to do the work in their particular areas of concern. At the same time, any donation is made out of the funds of the whole community. Proposed donations by committees to other not-for-profit organizations should accordingly be brought to the whole meeting for approval.

**Contents of a Committee's Annual Report.** Every committee's report should describe what the committee has done in the year prior to the month of the report (e.g., if the committee reports in October, the report should cover the previous October through September)—its achievements, its shortcomings and its problems. The report should also contain the committee's budget and expenses for the previous fiscal year, what the committee has spent in the current fiscal year, and what the committee expects to spend for the balance of the current fiscal year. If the committee needs an increase in its budget, that should be part of the report. If the report is uninformative in these respects, the Monthly Meeting may send it back to the committee for reconsideration—and new committee members who were due to be considered by the Monthly Meeting will not be approved until the outgoing committee's report is accepted by the Monthly Meeting.

**Common Problems of Committees.** The most common single problem of committees is that of Friends who repeatedly fail to show up for committee meetings or to follow through on assignments. Though this problem afflicts relatively few Friends, it can be burdensome to a committee. In most cases, the problem is resolved by members of the committee agreeing to talk privately with the inactive committee member. Most often, he or she turns out to have genuinely misunderstood a committee decision or schedule, or else to be undergoing personal difficulties that he or she was unable to share with fellow members of the committee.

If a misunderstanding has been at the root of the problem, a private talk generally sets things right. If a continuing personal difficulty is the cause, the inactive member should be urged to confide in the Committee on Ministry and Counsel, and he or she should also be advised that it is appropriate to ask the Monthly Meeting to grant a release from service on the committee in question. Should the inactive committee member be unable to take the latter step, the committee should feel free to ask the Monthly Meeting to release him or her from service on the committee, and to direct the Nominating Committee to seek a replacement. (A minute authorizing committees to make such requests was approved by the Monthly Meeting in June 1983, and remains in force.)

**Revisions to the Committee Handbook.** When an action by business meeting necessitates a revision of the Committee Handbook, the committee or individual making the proposal should also propose the needed changes in language to the Committee Handbook, and the business meeting should consider them. If they are approved, the Clerks of the Meeting are then authorized to revise the Committee Handbook and repost it on-line immediately following the approved action.

## **OFFICERS OF THE MEETING**

### **CLERK**

*Term: 1 year. Maximum tenure: 5 consecutive terms. Reports: December*

Most or all of the Clerk's enumerated tasks are done by the Clerk or the Clerk's designee. The Clerk is responsible for the conduct of all Meetings for Worship with a Concern for Business. The Clerk leads the Meeting by example into worshipful attentiveness to its business. The Clerk prepares an agenda, and sees that attendance is recorded. During Meeting for Business the Clerk ascertains the sense of the Meeting on each issue and proposes a minute which is then approved by the body and recorded. At least once every five years, the Clerk sends a duplicate set of the signed minutes on archival paper to the Friends Collection at Swarthmore Library. The Clerk is responsible for obtaining the key to the Meeting's PO box, collecting the mail, and seeing that the PO box fee is paid each year. At least once a year, the Clerk is encouraged to hold a gathering of the clerks of every Meeting committee, so that their questions about responsibilities and procedures can be aired and answered, and so that guidance may be provided especially to committee clerks who are new to their positions. The Clerk should maintain a record of procedures, reminders, and recommended forms to pass on to the next Monthly Meeting Clerk. Revises the Committee Handbook when authorized by business meeting to do so.

### **ASSISTANT CLERK**

*Term: 1 year. Maximum tenure: 5 consecutive terms*

The Assistant Clerk maintains a supportive worshipful attentiveness to strengthen the Clerk and guide the Meeting in their roles. Remains ready to offer the Clerk documents, information, or suggestions as they may be helpful to developments as the Meeting considers an item of business. The Assistant Clerk has such duties as the Clerk may designate. These may include writing minutes, contacting committees to remind them of upcoming reports, reading in Meeting for Business, and clerking the Meeting for Business when the Clerk steps down to participate in business from the floor, or when the Clerk is unable to be present. Revises the Committee Handbook when authorized by the business meeting to do so.

### **CO-RECORDERS**

*Term: 1 year. Maximum tenure: unlimited. Report: January*

The duties of the Recorders are divided between two individuals as follows:

One Co-Recorder focuses on Meeting members, keeping all paper records of membership, including date of membership in Brooklyn Meeting (whether by application or transfer from another Meeting), birth date, marriages, separations, divorces, date of death, births and/or adoptions of children, and changes of residence, for all Meeting members. Sends current information to both the Quarterly and Yearly Meetings. Prepares an annual report for the Meeting and for the Yearly Meeting office, and corrects as needed the annual computer printout of Monthly Meeting members sent to the Recorder by the Yearly Meeting.

The other Co-Recorder focuses on attenders as well as members, creating, maintaining, and regularly updating the Meeting's electronic database. Lists all members and attenders, with address, phone, email and family information, and enters any changes or additions. Attenders'

names are collected from Ministry and Counsel's information request flyers and from the Meeting guest book so they may be listed in the Meeting directory and may receive regular mailings of interest to them. Names of attenders are deleted from the database only at the request of the person or when mail is returned stamped "undeliverable." Names of members are deleted only at the authorization of the Meeting Clerk at Meeting for Worship with a Concern for Business.

The Meeting authorizes the Co-Recorders to consider eighteen as the age of majority for minor members, and to bring to the attention of the Committee on Ministry and Counsel the attainment of the age of majority by such young persons. The Co-Recorders work in cooperation with committees that require membership information (for example, the Committee on Ministry and Counsel, the Finance and Collection Committee, the Communications Committee, and the NYQM Cemetery Committee) and print out mailing labels, if requested. They provide, on request, and at their discretion, an up-to-date directory of members and attenders. Responsible for periodically printing the Meeting directory.

## **TREASURER**

*Term: 1 year. Maximum tenure: 5 consecutive terms. Reports: February*

Receives documentation from Finance and Collections Committee's deposits and disburses funds. Is governed by such guidelines as the Meeting considers suitable. Keeps the account books and presents two full interim reports (June and November) and a report of account balances (September), in addition to the annual report in February. The reports include a reconciliation of ledger figures and bank account figures; interest income; and restricted funds. Collects receipts from the Treasurer's mailbox in the social hour room. Keeps a tally of each committee's spending. Writes reimbursement checks when request forms are received, making sure each check is marked for the correct committee and keeping a careful record in the ledger of the check number and details. Provides to committees the amounts they have spent twice a year: (1) when the committee's annual report is due; (2) at the end of the fiscal year. Disburses covenant donations to NYYM in three installments approximately four months apart, the last prior to the end of the fiscal year. The Treasurer will withhold \$114 as protest of FUM hiring practices per minute 2008.10.01. When the Audit Committee reports a surplus for the prior fiscal year, the Treasurer shall apportion it to previously agreed upon Quaker organizations or activities. These disbursements will be reflected in the Treasurer's reports. In consultation with the Finance and Collections Committee, manages funds on hand to maximize investment income. The Treasurer serves as *ex-officio* member of the Finance and Collections Committee during discussions about the budget.

## **ASSISTANT TREASURER**

*Term: 1 year. Maximum tenure: 5 consecutive terms*

Has such duties as may be delegated by the Treasurer. These may include balancing the checkbook, writing checks when the Treasurer is unavailable, ordering new checks or deposit slips, and helping to prepare reports to Monthly Meeting. It is hoped that the Assistant Treasurer will train for eventual service as Treasurer. The Assistant Treasurer serves as *ex-officio* member of the Finance and Collections Committee during discussions about the budget.

## **BROOKLYN MONTHLY MEETING COMMITTEES**

### **AUDIT COMMITTEE**

*Number: 2. Term: 2 years. Maximum tenure: 3 consecutive terms. Reports: April*

Audits the Treasurer's accounts at the end of each fiscal year. This audit should include an inspection of: all bank statements and statements of the Meeting's investment account(s); cleared checks written by the Treasurer; the Treasurer's periodic reports of Meeting income and expenditure; and the individual requests for reimbursement submitted to the Treasurer by all those who are authorized to spend Meeting monies. The Audit Committee may elect to use *Friendly Audits* by Elizabeth Muench as a guide for its work. Members of the Audit Committee may not serve simultaneously on the Finance Committee, as Treasurer, or as Assistant Treasurer.

### **BOOK TABLE COMMITTEE**

*Number: 4. Term: 3 years. Maximum tenure: 2 consecutive terms. Reports: April*

Operates a table in the social hour room opposite the kitchen during social hour, featuring a limited assortment of Quaker (and other relevant) books, pamphlets and tracts for sale, and some free leaflets. As new visitors to the Meeting frequently gravitate to the table, members must be prepared to welcome them and answer questions. Sponsors the semi-annual book sale for members. The committee keeps track of its own restricted account in the Meeting's general ledger and prepares its own bank deposits for the Treasurer. It timely submits its suppliers' invoices to the Treasurer, as well accounting for its cash.

### **CARE RELATIONSHIP COMMITTEE FOR BROOKLYN FRIENDS SCHOOL**

*Number: 6. Two people from BMM (one appointed by M & C from M & C and one nominated by Nominating Committee and appointed by BMM), two from BFS Spiritual Life Committee (one faculty member and one parent), and two BFS Board of Trustees members (the clerk of Trustees and the Trustees member who is nominated by BMM).*

*Term: 2 years. Maximum tenure: 3 consecutive terms. Reports: October*

Fosters and coordinates ongoing contacts between BFS and BMM that will include spiritual guidance, regular exchange and participation in each other's activities. Supports distressed BFS Quaker families and BFS faculty and administration with a focus on conflict resolution prevention. Reaches out to potential Quaker students and teachers.

### **CARE RELATIONSHIP COMMITTEE FOR MARY McDOWELL FRIENDS SCHOOL**

*Number: 6. Three appointed by BMM and three appointed by MMFS. Term: 2 years. Maximum tenure: 3 consecutive terms. Reports: October*

Fosters a deeper understanding of MMFS's mission as a Friends school, also fosters and coordinates ongoing contacts between MMFS and BMM that will include spiritual guidance, regular exchange, and participation in each other's activities.

## **CHILD CARE COMMITTEE**

*Number: 3. Term: 1 year. Maximum tenure: unlimited. Reports: May*

Arranges and provides nurturing care for the youngest children so that parents are free to attend Meeting for Worship, Meeting for Worship with a Concern for Business, and other Meeting gatherings as requested by the Monthly Meeting. Duties include scheduling volunteers, hiring and paying a staff person, ensuring that at least two adults are always present, coordinating cleanup of the Child Care room, providing supplies, and planning activities.

## **COMMITTEE ON MINISTRY AND COUNSEL**

*Number: 12. Term: 3 years. Maximum tenure: 2 consecutive terms. Reports: November*

Nurtures the spiritual life of members and attenders, with special attention to the corporate life of the Meeting for Worship. Provides pastoral care of the membership, with particular concern for personal problems, needs, and relationships. Provides oversight and guidance to its subcommittees: currently, adult religious education; LGBTQ concerns; and pastoral care to older members and attenders and their care givers. Oversees weddings, ceremonies of commitment, memorial meetings for worship, and funerals after the manner of Friends. Grants monies from its budget to help Friends and attenders to attend meetings, conferences, and the like to help further their religious development. Limited funds are available to meet acute financial needs of members or attenders. Offers literature to newcomers to help acquaint them with the Meeting, its form of worship, and the Religious Society of Friends generally. Proposes names for the Nominating Committee to the Monthly Meeting.

## **COMMITTEE TO DRAFT THE STATE OF THE MEETING REPORT**

*Number: 3. Term: 1 year. Maximum tenure: unlimited. Reports: February*

Prepares a report on the spiritual condition of the Meeting for the past year. Committee members consider the spiritual state of the meeting as it changes over this time and significant events in the life of the meeting over the course of its term so that this may be reflected in its report. The committee may also wish to take into consideration queries provided by the Yearly Meeting for assistance in preparing the report. The report is presented to the Monthly Meeting in January, so that it may be approved. When the report is approved, the BMM Clerk forwards it promptly to the Yearly Meeting for circulation among meetings and for consideration in the preparation of the Yearly Meeting's State of the Society Report. At least one member of the committee must be a current member of the Committee on Ministry and Counsel.

## **COMMUNICATIONS COMMITTEE**

*Number: 6. Term: 2 years. Maximum tenure: 3 consecutive terms. Reports: March*

Informs members and attenders in the Quaker community of news and events relating to the Brooklyn Monthly Meeting and other Quaker organizations. Provides information to the public at large to facilitate attendance at regular meetings for worship and other Brooklyn Monthly Meeting events. To achieve these goals, the Communications Committee produces and distributes a newsletter, maintains a website for Brooklyn Monthly Meeting, and disseminates a calendar of events. The Communications Committee may also maintain Meeting House bulletin boards and place advertisements and announcements of Meeting activities in other publications.



## **COMMUNITY DINNER COMMITTEE**

*Number: 9. Term: 3 years. Maximum tenure: 2 consecutive terms. Reports: June*

Coordinates free, regularly scheduled meals in the Meeting House for the homeless and other people in need. Provides volunteer opportunities for individuals, families, and school/youth groups. Distributes donated clothing and fresh produce to guests.

## **FINANCE AND COLLECTIONS COMMITTEE**

*Number: 4. Term: 3 years. Maximum tenure: 3 consecutive terms. Reports: February*

The Finance and Collections Committee takes a joyful yet thoughtful attitude towards money, realizing always that while fiduciary responsibilities are important we must never neglect the spirit. With this stance in mind, our work involves the following responsibilities in the service of the Meeting. Encourages and receives contributions to support the activities of the Meeting. Keeps a confidential record of all contributions and sends receipts for donations as required by law. Regularly deposits monies received to the Meeting's bank account. Reports earmarked and/or restricted collections to the Treasurer on a timely basis. Closes its books by the 20<sup>th</sup> of the month following the end of the fiscal year and reports the results to the Treasurer. Communicates with committee clerks to understand their financial needs and prepares a preliminary budget for the next fiscal year. Proposes an amount for the coming year's covenant donation to NYYM for the Meeting's approval in September of each year. This proposal will include a footnote that BMM will withhold \$114 as protest of FUM hiring practices per minute 2008.10.01. Finance and Collections follows up on the Audit Committee's report as follows: when Audit Committee reports a deficit for the prior year, Finance and Collections shall add a line to the current year's budget, "Restoration of Reserves." Finance and Collections reports to Business Meeting according to the following schedule:

February: annual report for the prior fiscal year

June: interim report

September: interim report and NYYM covenant donation proposal

November: preliminary budget for next fiscal year

December: final budget proposal

Sitting *ex-officio*, the Treasurer and Assistant Treasurer are members of Finance and Collections and collaborate during the budget process and exchange financial records as needed throughout the year. The Treasurer and Assistant Treasurer do not otherwise participate in the committee's work. Members of Finance and Collections may not serve on the Audit Committee.

## **FIRST DAY SCHOOL COMMITTEE**

*Number: 10. Term: 3 years. Maximum tenure: 2 consecutive terms. Reports: June*

Oversees the religious education of the children, encouraging the principles and practice of Quakerism and Quaker worship. Arranges periods of attendance at Meeting for Worship.

## **FLOWER COMMITTEE**

*Number: 2. Term: 2 years. Maximum tenure: unlimited. Reports: October*

Purchases or donates flowers for the meeting room, the social hour, the winter holiday festival, and such further uses as the committee wishes. Funds for the exclusive use of the Flower Committee are forwarded to the Monthly Meeting each year by the Quarterly Meeting. These funds are the annual income earned by two endowments established by departed Friends who wanted Brooklyn Meeting always to have fresh flowers in the Meeting for Worship room on First Days. On occasion, when the Flower Fund has accumulated a sufficient reserve, the Monthly Meeting has authorized the use of the monies for such related purposes as renewing or tending the trees and/or plantings in front of the Meeting House or in the Prospect Park Cemetery.

## **HISTORY AND LIBRARY COMMITTEE**

*Number: 6. Term: 3 years. Maximum tenure: 3 consecutive terms. Reports: December*

Maintains the Meeting's archives, informs members and attenders of the Meeting's past, collects materials on Quakers in New York City and Brooklyn, and publishes information. Supervises the Meeting's library on Quakers, Quakerism, and related subjects. Acquires new books and catalogs and displays them; supervises lending and return of books. Accepts selected donations of books.

## **NOMINATING COMMITTEE**

*Number: 6. Term: 3 years. Maximum tenure: 1 consecutive term. Reports: December*

Presents nominations for all offices, representatives, and committees of the Meeting to the business meeting throughout the year unless otherwise provided for. Presents nominations for one BMM appointee to the BFS Trustees and for two NYQM Joint Nominating Committee members all of whom, if approved by BMM, are then presented to NYQM for appointment. Nominates a representative to NYYM Meeting for Discernment. Friends who have concerns about nominations are asked to stand and say only, "I have a concern," and then sit down; this will interrupt the process so that the committee can meet with the Friend and hear the concern. The Nominating Committee itself is nominated by the Committee on Ministry and Counsel. When a member of Nominating is suggested for an appointment to another committee, the Meeting should be advised that she or he is a member of the Nominating Committee. Care is exercised to choose persons who in their skills and personalities can complement each other on a given committee and work effectively for the good of the Meeting. A balance is sought between experienced and inexperienced persons. Members of the Nominating Committee confer with proposed nominees before their names are presented to the Meeting for approval. The Committee regularly prepares an updated committee roster and posts it in the Meeting House. The Committee informs committee clerks and appointees of appointments and releases from committees.

## **PEACE AND SOCIAL ACTION COMMITTEE**

*Number: 6. Term: 2 years. Maximum tenure: 3 consecutive terms. Reports: March*

Assists the meeting in discerning the right relationship between our testimonies and our action in the world. Builds relationships with other groups in developing and carrying out social action and

peace action projects with the approval of the Meeting on sensitive issues. Organizes opportunities for education, dialogue, and action related to peace, justice, and social issues in the local and global communities.

### **PROPERTY COMMITTEE**

*Number: 7. Term: 3 years. Maximum tenure: 3 consecutive terms. Reports: October*

Oversees the care, maintenance, and use of the building and grounds at 110 Schermerhorn Street. Monitors the Brooklyn Monthly Meeting budget designated for this purpose. Participates in the decision making process for major projects and long range planning in conjunction with the Quarterly Meeting, its trustees, its general manager, and its Audit and Budget Committee. Provides oversight of the expenditures of both operating and capital funds assigned to BMM by the Quarter.

### **SOCIAL HOUR COMMITTEE**

*Number: 11. Term: 2 years. Maximum tenure: unlimited. Reports: November*

Provides hospitality during the social hour after the Meeting for Worship every First Day. Prior to Meeting, makes tea and coffee, puts out dishes and food, and heats dishwasher. Orders supplies, accepts donations of food and money to supplement its budget, prepares and serves refreshments, including extra food for business meeting, and straightens up afterwards, including washing the dishes in the dishwasher. Committee members work approximately one shift a month. The shifts are 10:30-11:00 a.m. and 12:15-1:30 p.m. They are also asked to provide an extra dish on First Days when there is business meeting. The committee often assigns duties to its members such as internal treasurer, shopper, and cook.

### **WELCOMING COMMITTEE**

*Number: 5. Term: 2 years. Maximum tenure: unlimited. Reports: April*

Greets regular worshippers and visitors on First Day as they arrive in the Meeting House and directs them to Meeting for Worship. When appropriate, presents newcomers with pertinent information about Quaker faith and practice. Keeps records of attendance at Meeting for Worship, as well as the number of spoken messages, and the state of the weather, in a permanent attendance book. Presents an annual statistical report to the Monthly Meeting, giving the total and the average attendance at weekly Meetings for Worship, including the numbers of adults and minors, and other pertinent data. Coordinates dispersal of the Meeting's newsletter to those visitors wishing to receive it with the editor of the newsletter. Sponsors events to make attenders and the community feel more welcome, in conjunction with other outreach committees.

### **WINTER HOLIDAY FESTIVAL COMMITTEE**

*Number 3. Term: 1 year. Maximum term: 3 consecutive terms. Reports: February. Appointed: September*

Plans and carries out suitable programs during the holiday season. Members co-opt people to serve on subcommittees for collections, supper, Santa Claus, programs, arrange cookie decorating, shop on the day, and set up for the meal along with other volunteers, etc. Funds from the Flower Committee are used to buy the decorations.

