

# **READING MONTHLY MEETING**

## **Officer Job Descriptions and Committee Descriptions**

### **OFFICERS**

#### **CLERK OF THE MEETING**

*The clerk of monthly meeting is considered the “head of the congregation.” The clerk is the meeting’s primary contact to non-Friends, and to other Friends when the meeting structure does not make other provision. The clerk is looked upon as the primary spokesperson for the meeting, particularly for non-routine matters. The clerk of monthly meeting is ultimately responsible for all aspects of the meeting. If a need or function is not being fulfilled otherwise, it is the clerk’s responsibility to see that it is accomplished.*

Specific functions of the clerk are:

1. Conduct monthly meetings for business in the manner of Friends. Carry out instructions of the monthly meeting.
2. Notify the Recorder of any Meeting decision regarding membership. Also notify the treasurer of any new members who should be given subscriptions to the FCNL newsletter and Friends Journal.
3. Write an annual report to be forwarded to the quarterly meeting. (The quarterly meeting should forward it to the yearly meeting.)
4. Review mail received by the meeting and distribute, post, or act upon as appropriate.
5. The monthly meeting clerk is an ex-officio member of all committees.
6. At times of inclement weather or other emergency or special situation, the decision to cancel or reschedule Meeting for Worship is the responsibility of the clerk. The clerk will activate the telephone chain and contact radio station WEEU to provide for an “over the air announcement.”

#### **RECORDING CLERK**

The recording clerk is responsible for the minutes and records of the monthly meeting, except where specified elsewhere. Specific functions of the recording clerk are:

1. Record, minute, in draft form, the proceedings, actions and decisions of the Monthly Meeting for Business in session. Minutes of much significance or requiring exact wording should be finalized at the time of adoption.
2. Submit draft copies of minutes to the clerk and those desiring them at least one week in advance of the next Meeting for Business.
3. Receive suggested corrections to the minutes prior to the next Meeting for Business.
4. At the next Meeting for Business, present the minutes for final corrections and approval. Assure that the clerk and recording clerk signs the minutes.
5. Ensure that the minute book is kept up to date. That is, make sure the minutes are properly bound into the minute book and are accompanied by a copy of the month’s newsletter and whatever else the Meeting for Business has directed to accompany the minutes.
6. Periodically make sure “old minutes” are sent to the Friends Historical Library archives at Swarthmore College for safe keeping, after making a photocopy for Meeting reference.

## ASSISTANT CLERK

*The assistant clerk substitutes for the clerk or recording clerk during the absence of either.*

Specific functions of the assistant clerk are:

1. In the absence of the clerk, conduct monthly meetings for business in the manner of Friends. When there is sufficient prior notice of the clerk's absence, obtain from the clerk any correspondence the clerk deems important, a suggested agenda, and other matters the clerk believes should be brought before the meeting for business.
2. In the absence of the recording clerk, record, minute, in draft form, the proceedings, actions and decisions of the Monthly Meeting for Business in session. Minutes of much significance or requiring exact wording should be finalized at the time of adoption.
3. After serving as recording clerk, submit a draft copy of the minutes to the recording clerk. If the recording clerk's absence is of such duration that the recording clerk will be unable to have the minutes ready for the next month's business meeting, the assistant clerk shall continue to prepare the minutes for the next meeting as defined under the duties of the recording clerk.

If the clerk's absence will be longer than a few days, the assistant clerk should substitute for the clerk until the clerk's return or the business meeting names another clerk.

## RECORDER

*Historically, only the offices of clerk and recorder were considered absolutely necessary for every monthly meeting. Only monthly meetings have the office of recorder. The recorder is expected to maintain absolutely accurate membership records in a manner that assures their permanency.*

Specific functions of the recorder are:

1. Maintain a membership record of every member (in an in-home safe) (original copies of marriage license, death certificate, transfer forms, and letters of application, etc. are kept with the individual's page) including the following
  - a. date of birth
  - b. how membership was achieved (request, transfer in, from associate membership, parental request, or birthright)
  - c. termination of membership (death, transfer out, resignation)
  - d. record the facts of the member's marriage record all births to the member and the membership status of the baby at time of birth
  - e. record date of death and disposition of body or ashes
2. In cooperation with the treasurer and the communication committee, maintain the address list of members. Following a marriage under the care of the meeting, obtain the wedding certificate from the Overseers, make a copy of it to attach to member's page, and see that the certificate is returned to the marriage couple.
3. Complete and submit the yearly meeting member statistics form to the quarterly and yearly meeting clerks. Changes in member information of interest to the yearly and quarterly meetings are forwarded to them throughout the year.
4. Submit a yearly report to Clerk of Monthly Meeting by Eleventh Month Meeting for Business. This report should include the membership details requested annually of the monthly meetings by the form received from yearly meeting.
5. Be in contact annually with the Friends Historical Library at Swarthmore College and send to them records for their archives.
6. Meet annually (or more often if appropriate) with Pastoral Care/Overseers to assist each other with having complete and accurate records.

## TREASURER

*The treasurer has the day-to-day responsibility of the handling of funds and maintaining of records for all of the meeting's funds, as is normally associated with the duties of a treasurer. The treasurer may perform other duties that logically go along with handling the funds. The treasurer shall be a trustee of the meeting and member of the Gifts and Loans committee.*

Some specific functions of the treasurer are:

1. Receives all contributions, rentals, and other income and pays all bills. Issues receipts as requested by contributors.
2. Maintains checking and investment accounts as directed by the trustees.
3. Maintains records of income, expenditures, and of all special and designated funds.
4. Confers with trustees concerning major expenditures and investments.
5. Prepares figures for the trustees' annual budget proposal.
6. Reports to monthly meeting the current receipts and expenditures and status of any other significant financial items. Reports annually the status of all assets and funds.
7. Annually submits books to the Auditing Committee for audit.
8. Sends one-year gift subscriptions to Friends Journal for new members of Meeting (who were not previously members of another meeting). Sends student subscriptions to Friends Journal for members and attenders away at college.

## ASSISTANT TREASURER

*The assistant treasurer shall be prepared to and shall function as the treasurer at any time in the absence of the treasurer for whatever reason. The assistant treasurer may share the duties of the office of the treasurer with the treasurer as they mutually agree. The assistant treasurer shall be a trustee of the meeting.*

## **COMMITTEES**

### AUDITING COMMITTEE

The Auditing Committee performs an annual audit of the financial records of the meeting for the "protection" of both the meeting and treasurers. The membership of the Auditing Committee is expected to remain the same from year to year, to the extent possible. The convener of the Auditing Committee is responsible for setting the date of the audit, usually in April or May, when the treasurer and assistant treasurer are able to "close out the year" and have the accounts ready. The job of convener rotates each year among the members of the committee. For auditing:

1. The treasurer provides all applicable documents.
2. The auditors *compare various documents and the treasurer created records as is customary with auditors. The auditors follow an auditing guideline created and used by the auditing committee*
3. *Report the result of the audit to the monthly meeting.*

## TRUSTEES COMMITTEE

*The Trustees are responsible for the physical and financial assets of the Meeting, and all legal matters. The Trustees are responsible for all four properties under the control of Reading Monthly Meeting. The more routine aspects of this responsibility are performed by the House and Burial Grounds Committees, and by the treasurer. The Trustees bring major decisions before the Monthly Meeting, after consideration. Between Monthly Meetings for Business, the Trustees may take whatever action is necessary to protect the property, assets, and legal position of the Meeting; in emergencies, the clerk may act alone or with the clerk of the monthly meeting, or with minimum consultation with other trustees.*

Specific functions of the Trustees are:

1. Prepare and propose an annual budget and submit to the February Monthly Meeting for Business for modifications, if any, and approval.
2. Correspond with the membership and attenders to inform them of and explain the budget, and to request contributions to the meeting.
3. Annually review insurance policies and Meeting Investments for adequacy and appropriateness.
4. Carry out duties or resolve matters assigned to it by the Monthly Meeting for Business.
5. Consider matters brought to its attention by committees of the Monthly Meeting, or individuals; resolve these or bring them before the Monthly Meeting as appropriate.
6. The Clerk of Trustees should maintain a current awareness of the condition of the meeting's property, assets and legal situation.
7. The Trustees should constantly take a long-range view of the meeting's assets and needs.
8. Make sure the Monthly Meeting adheres to the incorporation by-laws. Arrange for and coordinate with the cleaning service for the meetinghouse interior.

## HOUSE COMMITTEE

*The House Committee shares with the Trustees the responsibility of maintaining the property at 108 North Sixth Street, Reading, PA. The House Committee is responsible for the routine, day to day, season to season, care of this property. The House Committee should be aware of the needs and desires of Reading Friends with respect to the property, and advise the Trustees of these when appropriate. The House Committee should help the Trustees with long-range-needs considerations, - capital needs. The House Committee makes expenditures as necessary for the routine needs, but does not make unusual or large expenditures. The Trustees (and the Monthly Meeting) are responsible for overall policies and major expenditures. The House Committee carries out the established policies and may implement projects at the direction of the Trustees. The exact division of activity and responsibility between the Trustees and House Committees depends, somewhat, on the personnel of the two committees.*

Routine activities include, but are not limited to, the following:

1. Have the building heated whenever heat is needed (set the timers each week for the following seven days).
2. Have the hot water heater turn on whenever hot water is desired (set the timers each week for the following seven days).
3. Set the timers on the parking lots lights at the correct time as the seasons change. Replace the parking lot light bulbs as required.
4. Make sure the meetinghouse is properly opened and closed whenever it is in use.
5. Basement safety: maintain the exit signs and emergency lights, and make sure exit routes are clear.
6. Maintain the hearing assistance equipment.
7. Remove snow and ice from the (a) 6th street sidewalk, (b) rear parking lot south driveway, (c) parking lots, (d) steps to south hall entrance from parking lot, (e) other steps and walks to

- meetinghouse. Priority of removal is the order listed. Make arrangements with a snow plow contractor for snow removal and deicing of the parking lots. Keep snow shovels and deicer available for the walks and steps.
8. Mow the lawn as needed.
  9. Keep the grounds in good condition; "tend the gardens".
  10. Keep the grounds and parking lot clean – pick up trash.
  11. Non-routine cleaning of the building inside and outside.
  12. Maintain the building inside and out--if major expenditures are required, refer to Trustees
  13. Direct "work days" to help accomplish some of the above.
  14. Arrange for the annual inspection of the fire extinguishers (may be done by treasurer).
  15. Arrange for heating system annual service (may be done by treasurer).
  16. Police parking lots for illegal parkers.
  17. Submit a yearly report to Clerk of the Monthly Meeting prior to the eleventh month meeting for business.

## BURIAL GROUNDS COMMITTEE

*The Burial Grounds Committee shares with the Trustees the responsibility for the maintenance and operation of the meeting's three burial grounds. The Burial Grounds Committee is responsible for the routine, day to day, season to season, care of the burial grounds. The Burial Grounds Committee should be aware of needs that may arise and help the Trustees with considerations of major or long-range needs. The Burial Grounds Committee makes expenditures as necessary for the routine needs, but does not make unusual or large expenditures. The Trustees and the Monthly Meeting are responsible for overall policies and major expenditures.*

Routine activities include, but are not limited to the following:

1. Responsibility for the maintenance of the Robeson and Pottsville burial grounds. This includes seeing that the grounds are mowed as needed, that the walls are not endangered by the growth of trees and other vegetation, and the grounds are kept in the condition desired by the Monthly Meeting.
2. Responsibility for obtaining and overseeing paid-for services for the care of the Pottsville and Robeson Cemeteries (may be done by treasurer). Responsibility for the records of the Robeson and Pottsville burial grounds, to the extent they are available.
3. Appointment of a Superintendent and Assistant Superintendent for the Maiden Creek Cemetery, whose duties include the following.
  - a. Maintain up-to-date records and map of the Maiden Creek Cemetery.
  - b. Know how to precisely locate lot and burial locations.
  - c. Be responsible for interments at Maiden Creek. Maintain the needed records of interments.
  - d. Be the contact person with families and businesses involved with burials and grave markers. Be responsible for the sale of lots at Maiden Creek.

The Burial Grounds Committee is not responsible for the upkeep and maintenance of the Maiden Creek property (this is the responsibility of the Maiden Creek resident caretaker and the Trustees).

## HOSPITALITY COMMITTEE

*The Hospitality Committee is responsible for keeping the kitchen in order and handling food or refreshments at meeting sponsored events. Such events are monthly potluck dinners, the "Christmas Tea," the Easter Brunch, First-Day School Picnic, Quarterly Meeting sponsored activities, weddings, memorial services, and other events sponsored by the meeting.*

Activities for which the committee is responsible include the following:

1. The preparation and serving of food at scheduled events. The food is primarily prepared elsewhere by the participants in the event. Preparation, as used here, means minor final "fixing" or warming in a convection or microwave oven.
2. The food is usually served in the dishes in which it arrives.
3. Clean up following food-serving events.
4. Keeping the lower supply closet stocked from the supplies of paper and other goods stored in the upper closets.
5. The committee clerk, or designee, maintains the stock of supplies in the upper closets.

## WORSHIP AND MINISTRY COMMITTEE

*The role of Worship and Ministry is to give continuing thought to the religious life of the Meeting and to the quality of the Meetings for Worship, and to attend to the spiritual needs of individuals within the Meeting. Worship and Ministry should be comprised of Friends of all ages who are concerned for the spiritual life of the Meeting. It should include Friends who are looked to as helpful spiritual counselors and are felt to have spiritual insight and a particular call to the ministry. It should be remembered that Worship and Ministry is the responsibility of everyone in the Meeting.*

In this capacity Worship and Ministry should:

1. Seek to establish a climate of shared spiritual values in which speaking in Meeting is the natural outcome.
2. Seek to exercise true discernment in respect to the vocal ministry.
3. Recognize and encourage the enrichment of life that results from adequate time being given to the disciplines of study, meditation, prayer, and other ways of preparing for worship.
4. Support individual Friends on their spiritual journeys, especially as they face difficulties, by being available to listen or give guidance as needed
5. Give encouragement to those who show promising spiritual gifts and to those who are young or shy about speaking in Meeting.
6. Provide forums and other activities that promote spiritual growth and encourage Friends to participate in such activities in the wider Quaker community such as the Spiritual Formations Program, Pendle Hill Conferences and retreats and others.
7. Promote an atmosphere of acceptance through support of communal activities outside the Meeting for Worship, including those outside of our meeting, such as yearly and quarterly meetings, and the Friends General Conference Gatherings.
8. Listen lovingly to those whose ministry is not helpful. Deal firmly with repeated behavior disruptive of corporate worship or business. Address any concerns about meeting for worship.  
For further guidance, see pages 181 - 183, Faith and Practice, Philadelphia Yearly Meeting, June 2002.

Specific functions of Worship and Ministry are:

1. Worship and Ministry meetings may be held monthly, or at least four times a year, occasionally including Care and Concern and other committees.
2. On Monthly Meeting for Business Sunday, as the Spirit leads, read excerpts from writings of Friends or other appropriate material regarding the spiritual conduct of Meeting for Worship with Attention to Business.
3. Provide opening exercises during two months of the year, currently April and December.
4. Maintain a Friendly presence at the Sixth Street Meetinghouse on First Days during the summer months when most Friends meet at Maiden creek, and at other times when attendance may be very low.
5. The clerk and assistant clerk serve on the Memorial Service Committee.

6. The clerk of the committee should submit an annual report to the clerk of the Monthly Meeting by Eleventh Month.
7. When called to do so, represent the Meeting on interfaith councils or ministeriums and encourage active involvement by the Meeting in faith activities.

## CARE AND CONCERNS COMMITTEE

*The Care and Concerns Committee assumes a leadership role in maintaining a caring community, helping all members nurture each other. Pastoral care and counseling of members and attenders requires dedication, tact and discretion. The committee is comprised of active, concerned members with diverse ages, qualities and gifts.*

Please refer to Faith & Practice (2002), pages 183-186, for details of the responsibilities of this committee. In summary, they are:

1. **Families:** Care and Concerns maintains contact with all members and attenders in a spirit of affectionate interest. The committee welcomes babies born within the meeting community. Social gatherings are encouraged to promote and deepen fellowship and understanding.
2. **Young people:** Care and Concerns supports the work of the Religious Education Committee in nurturing the religious life of children and young people, whether members or attenders. The committee assists in giving young people an understanding of the principles and practices of Friends, and it recognizes the contributions of the children and young people within the meeting.
3. **Marriage:** The Care and Concerns Committee recommends a Clearness Committee to the Monthly Meeting which makes the formal appointment. The Clearness Committee makes sure the marriage is rightly ordered and assists the couple in having the wedding in conformity with Friends procedure and meets legal requirements. More complete details are set forth in Faith and Practice, pages 47 – 56. The committee provides continuing support for the couples whose ceremonies of marriage, union and commitment are conducted under the care of the Meeting.
4. **Divorce:** Care and Concerns explores the possibility of reconciliation, and if that fails, encourages an equitable, non-adversarial separation. When possible, the Meeting's connections to both people are maintained.
5. **Disputes:** The Care and Concerns Committee provides a framework for reconciliation when disputes arise among members.
6. **Illness** or other trouble: Committee members visit the sick and extend sympathy and assistance to families during times of serious illness, bereavement or other trouble. When it's helpful, the Care and Concerns Committee organizes a Circle of Care to involve additional people.
7. **Funerals, Memorial Meetings:** Upon the death of a member or attender, the committee assures that the deceased's wishes as well as those of the family are carried out. The Memorial Service Committee is comprised of the clerks and assistant clerks of Care and Concerns and Worship and Ministry.
8. **Members in material need:** With tact and discretion, the committee helps members in need of financial assistance. Help may range from assistance with living expenses to aid in finding employment or public assistance. Care and Concerns administers the Material Needs budget and related Yearly Meeting Resources with discretion and confidentiality.
9. **Inquirers** attenders and new members: Care and Concerns offers assistance in deepening their knowledge of Friends' beliefs. At the appropriate time, regular attenders are invited to consider applying for membership.
10. **Application for, and transfer of, membership:** The Care and Concerns Committee carefully considers all applications for membership, appoints a Clearness Committee to meet with the applicant, and processes requests for transfer of membership. Care and Concerns brings recommendations for membership to the Monthly Meeting for final action. The Monthly Meeting appoints an official Welcoming Committee for new members. Care and Concerns is responsible for having the new member complete paperwork and giving it to the Recorder.

11. **Membership list:** Care and Concerns maintains an accurate list of members and regular attenders, and compares it annually (in January) to the Recorder's list. Committee members keep in touch with all members, and urge members who have moved away to consider transferring to a meeting closer to their new home. Members who neglect the responsibilities of membership and no longer show interest in the meeting, despite the loving urging of the committee, may be released from the obligations of membership. Care and Concerns meets with the Nominating Committee annually to provide additional insight into members' gifts.
12. **Other activities:** Care and Concerns offers Committees of Clearness to all members and attenders who seek clarity on any given concern. The committee remains aware of community-based and yearly meeting services and resources for professional care and counsel, and provides this information as needed. The clerk receives the Philadelphia Yearly Meeting Pastoral Care Newsletter and distributes it to members of the Care and Concerns Committee. From time to time, usually monthly, Committee members read queries from Faith & Practice at the start of meeting for worship. The committee has a joint meeting with Worship and Ministry at least once yearly, and conducts Opening Exercises in January and May. The committee clerk submits an annual report to the monthly meeting clerk in November.

## RELIGIOUS EDUCATION COMMITTEE

*Monthly Meetings have a special responsibility to bring its children into full participation in the life of the meeting and into an understanding of the beliefs and practices of Friends. The Religious Education Committee is focused on this responsibility by providing a First-Day School Program and supporting the Junior Monthly Meeting.*

Specific functions of the Religious Education Committee are:

1. Plan and implement the First-Day School program for the children:
  - a. Provide curriculum and related materials; be familiar with PYM and FGC resources.
  - b. Arrange for teachers and be supportive of them.
  - c. Maintain a roster of children's names, ages, grades and contact information.
2. Provide for Junior Monthly Meeting, with guidance and resources.
3. Conduct opening exercises on the opening day of First Day School in September and in June.
4. Plan and conduct the First-Day School year-end closing program in June.
5. Provide to the yearly meeting the children's names, ages, grades and contact information.
6. Submit a yearly report to the Clerk of the Monthly Meeting prior to the first month meeting for business in the new year.
7. Help decorate the Meetinghouse at Christmas. Plan and conduct the program the day of the "Christmas Tea," and organize caroling or other activities at the committee's discretion.
8. Provide for other programs such as at Thanksgiving and Easter, at the committee's discretion. An egg hunt at Easter is our tradition, with older young Friends hiding the eggs for the younger children.
9. Plan and coordinate children's activities at the end of the year picnic
10. Support our meeting's representative on the Camp Swatara planning committee by recruiting and coordinating volunteers and providing materials for the children's program as requested by that committee.
11. Maintain a current awareness of, and interact with children's and young Friends programs of the quarterly and yearly meetings.

## PEACE AND SOCIAL CONCERN COMMITTEE

*The function of the Peace and Social Concerns Committee is to facilitate the addressing of peace and social justice issues in the community, state, nation, or world by the meeting or individual members. The range of possible peace and social concerns and activities is very large. Some concerns or issues are:*

*the draft, militarism, diplomacy, racial inequities economic injustices, and environmental threats to peace and social justice. Some activities this committee might take or sponsor are: writing letters to editor of local papers, call radio talk stations, write to elected officials, encouraging members to participate in the work of social change, call for cooperation with other groups and religious bodies in expressing our concerns-such as peace demonstrations, raise and report social concerns and suggest what action the Meeting might take, monthly commentary regarding issues of social concern to be presented to Reading Meeting at rise of meeting during announcements. (See Faith & Practice (2002) pages 186-187.)*

Specific functions of the Peace and Social Concerns Committee include:

1. Review, keep abreast of and display selected literature and information.
2. Maintain Meeting awareness of related activities of PYM, FCNL, and AFSC, along with the representatives to these organizations.
3. Conduct opening exercises for the months of October and February.

## GIFTS AND LOANS COMMITTEE

The Gifts and Loans Committee has the dual functions of distributing contributions from the meeting to other entities, and managing the various aspects of the meeting's education assistance program. The committee consists of three or more persons from the meeting, one of whom must be the meeting Treasurer.

More specifically, the Gifts and Loans Committee:

1. Determines the distribution of the "Unspecified" contributions provided for in the budget and reports this distribution to Meeting.
2. Receives and acts on request for conference assistance and Quaker activity grants from budgeted general funds, according to guidelines established by the Meeting.
3. Receives and acts on requests for grants from the Education Fund in line with policies established by the monthly meeting.
4. Receives and acts on requests for loans from the Education Fund in line with policies established by the monthly meeting.
5. Maintains contact with loan recipients and encourages the responsible repayment of loans according to the guidelines.

## LIBRARIAN

*The librarian is responsible for the operation of the meeting's library. The library's collection includes both print and electronic media.*

More specifically, the librarian:

1. Maintains an awareness of new publications of interest to Friends.
2. Acquires new publications of interest to Friends and within the library budget.
3. Acquires current Friends reference publications such as the Philadelphia Yearly Meeting Directory and Proceedings, FWCC of the Americas Handbook of Meetings, etc.
4. Present articles to the meeting newsletter regarding new acquisitions and other matters of interest to Friends regarding the library.
5. Catalogues or otherwise files the collection.
6. Oversees the circulation of the library's collection.
7. Conducts an annual review of the collection to determine what should be repaired, replaced or discarded.
8. Reports annually to the monthly meeting the status of the library and make suggestions for its improvements.
9. Present a budget request to the trustees prior to their annual budget meeting.

## OUTREACH COMMITTEE

*Outreach is the responsibility of each Friend. All too often, what is everyone's business is no one's business. The duty of the Outreach Committee is to see that there is good outreach by Reading Meeting. Outreach can be thought of as having two aspects. First, to acquaint the wider community with the beliefs and practices of the Religious Society of Friends and the presence of Reading Meeting in the community. Second, to endeavor to make Reading Meeting a place where new attenders are truly welcomed, and where all members and attenders can feel they are full participants in the life of the Meeting. The Outreach committee should be in contact with and cooperate with other committees that also are especially so concerned, particularly Care and Concerns Worship and Ministry, and Religious Education.*

The following are some specific examples of possible Outreach committee activities. This is not a complete listing; they are merely examples.

1. Make sure visitors and new attenders are welcomed and have someone to talk with as they may desire.
2. Follow-up with contacts to visitors and new attenders.
3. Try to assure that each person in the Meeting is participating in the Meeting as they desire.
4. Continue to introduce new attenders to other members and attenders.
5. Provide social activities so that the Meeting becomes a truly supportive community.
6. Keep notices of the Meeting in the local press.
7. Sponsor special activities attractive to the public.
8. Publicize activities that may be of interest to persons outside of the Meeting.

Specific functions of the Outreach Committee include:

1. Have appropriate literature available.
2. Provide good signs for the Meeting site.
3. Make sure the bulletin board in front of the Meetinghouse up to date.
4. Conduct opening exercise in March and November.
5. Submit a yearly report to Clerk by Eleventh Month Meeting for Business.

## COMMUNICATIONS COMMITTEE

*The Communications Committee is responsible for maintaining good communication between the Meeting and all members and attenders of the meeting. The means of communication and the technologies employed are seen as varied and rapidly changing. Major expenditures and significant policy questions should be brought before the Monthly Meeting. The Communications Committee may enhance, but should not replace, the communications carried on by other committees as part of their normal activities.*

Specific functions of the Communications Committee include:

1. Collect, edit, publish and distribute monthly newsworthy items for the Meeting. Support of the newsletter editor is an important function of this committee.
2. Provide for emergency notification to each meeting participant, such as by means of a telephone tree.
3. In cooperation with the Recorder, Treasurer, Overseers/Pastoral Care Committee, and possibly others, facilitate the creation and updating of a mailing, telephone, and e-mail list of meeting participants for their use (not for any non-Friend's use.)
4. Facilitate, as the way opens, an up-to-date, attractive web-site for the meeting.

## NOMINATING COMMITTEE

*The following is from Faith and Practice, Philadelphia Yearly Meeting, June 2002. “Monthly Meeting officers and committee members are given substantial autonomy within their areas of responsibility, so their wise selection is essential to the Meeting’s welfare. “The Nominating Committee bears the important responsibility of discerning the gifts of members, recommending the right people for these and other services to the Meeting, and seeing to their replacement at appropriate intervals by others equally well qualified.”*

The Nominating Committee operates with the following guidelines.

1. The normal term for all positions in Reading Meeting is one year, the calendar year. The annual nominations are presented to the Monthly Meeting for Business in November for consideration and suggestions by the members until the December Meeting for Business. The committee's final list of nominations is presented to the December Business Meeting for approval, or possible revision and approval.
2. The nominations of committee clerks and assistant clerks are included in the annual nominations. The Nominating Committee should consult with and try to follow the recommendations of the applicable committees. Having the “clerks in place” at the time of the annual nominations helps assure a strong clerk for each committee. It is the policy of Reading Monthly Meeting that clerks serve for no more than three consecutive one-year terms. Serving for three consecutive terms is the ideal since this provides for both continuity and renewal.
3. Meeting membership requirements differ between positions and committees.
  - a. Membership in Reading Monthly Meeting is required for the Clerk, Recording Clerk, Assistant Clerk, and Recorder of the Monthly Meeting, and for the Trustees, Auditing, and Gifts and Loans Committees.
  - b. Membership in Philadelphia Yearly Meeting is required for the position of Interim Meeting Member.
  - c. Membership in the Religious Society of Friends is required for the clerks of Religious Education and Peace and Social Concerns, for the Web Site Master and Librarian, for Worship and Ministry, and for the Care and Concerns and Nominating Committees.
  - d. In special cases, the Monthly Meeting can make exceptions to the above requirements.
4. When a vacancy occurs during the year, the nominating committee should bring forth the name of a replacement nominee to the next business meeting.

## DRAFT RESOURCE PERSON

*The Draft Resource Person has the responsibility of maintaining current awareness of the military draft regulations and overall situation so as to keep the meeting members up-to-date and provides “advice” on the draft. The main focus for this are the meeting’s high school students.*

## SWATARA PLANNING

*The Swatara Planning Representatives meet with the representatives of the other Meetings of Caln Quarter two or three times in the months prior to the first Saturday of May for the purpose of planning and implementing the Caln Quarter Spring Family Weekend at Camp Swatara. When it is Reading’s turn to be the “Lead” Meeting, Reading’s Representatives assume the clerkship and lead in planning and implementing the program.*

## SHELTER

*The Shelter Representatives, plan and carry out the preparation of the evening meal at Opportunity House on the day of the month for which Reading Meeting is responsible for the evening meal.*

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### Notes:

- This document was approved originally by Reading Monthly Meeting at a meeting for business in 2008.
- It was amended at meeting for business on March 13, 2011
- The Peace and Social Concerns Committee was renamed in August, 2011
- Revisions to Religious Education Committee and Worship and Ministry Committee responsibilities were approved at meeting for business on February 14, 2016
- Friends are invited to discuss this document in committee, and committees are invited to recommend changes at meeting for business