

Care of the Meeting Committee

Purpose

The Committee for Care of the Meeting is responsible for oversight of the corporate and community life of the Meeting.

Responsibilities

The committee is concerned for the corporate life of the Meeting, clarifying matters involving organizational procedure and Quaker process. It schedules listening, non-decision-making meetings as approved by Monthly Meeting. The committee seeks to be of help in reconciling differences that may come about in the Meeting. It works with the Clerk on issues that need rapid attention/discernment.

The committee welcomes newcomers and attenders, ensures that information concerning Friends is provided to inquirers, and makes clear to prospective members, including young people, the interest of the Meeting in their joining its fellowship. At least annually Care of the Meeting invites newcomers to a brunch as an introduction to Quakerism. The committee also does outreach to the community, as approved by Meeting. Outreach currently includes a newspaper ad and a web page.

The committee considers and recommends action upon requests for membership, associate membership for children of members, and transfer or withdrawal of membership. It appoints a visiting committee (membership clearness committee) to meet with a person requesting membership. Along with First Day School committee, Care of the Meeting committee members are concerned for the nurture of the religious life of young people, their participation in the Meeting and their preparation for membership.

The Clerk serves as a member of the Strawberry Creek Monthly Meeting Corporation Board and shall perform all duties required by the Bylaws of the Corporation. Required regular Board Meetings are held annually during Strawberry Creek's May Meeting for Business, and decisions are arrived at by the Board under the guidance of Spirit.

The committee administers the scholarship and education funds.

Term & Duration: 1 year, June 1 to May 31

The term of membership on the committee is one year; however, since continuity is important, it is anticipated that most members will serve for 2 staggered terms.

Nature and Frequency of Activities

The committee meets at least once a month, and sometimes more frequently if necessary. Members of the committee also convene and serve as Clerks for Membership and other special ad hoc committees.

Mandatory & Desirable Qualifications

The committee consists of up to 7 members of the Religious Society of Friends with experience, empathy, good judgment, discretion, and a solid understanding of Quaker process. Committee members have been active in SCMM for at least 2 years and have successfully served on at least 1 SCMM committee.

Reporting

The committee reads and responds to Advices and Queries as directed by Worship and Ministry Committee and presents a response to Meeting for Business.

Liaison

The clerk or alternate clerk of the Meeting serves as an ex officio member of the Care of the Meeting Committee. The committee clerk works closely with the clerk of Mutual Care.

In caring for the corporate life of the Meeting, it keeps in touch with other committees by checking in with their clerks (through the buddy system), by having an annual joint meeting with Worship and Ministry committee, and by providing one member to the committee that writes the State of the Meeting report. It schedules an annual orientation meeting for newly-nominated clerks and schedules 2 mid-year gatherings of committee clerks, providing time for clerks to bring/discuss matters of concern about

The committee keeps, through coordination with the Database Keeper, an accurate list, with mailing and e-mail addresses and telephone numbers, of all members and regular attenders of the Monthly Meeting. Periodically it reviews the list of members and attenders to continue contact with those distant or no longer attending. It works with the Database Keeper to assure the regular publication of an active list of members and attenders, for Monthly and for Quarterly Meeting Directories. It works with the Recorder to assure good order in the records of Friends.

The committee works with Nominating Committee to develop a short set of check-in queries to ask each Member and attender during the annual process of contacting everyone.

Changeover Process

New and old Committee members normally meet together in either May or June, and the outgoing Clerk passes all committee materials to the new Clerk.

approved 1/06

Name changed from *Care of the Meeting Community* to *Care of the Meeting* on 9/9/07