

2008 HANDBOOK of the EVANSTON MONTHLY MEETING OF FRIENDS

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Section 1.0 Introduction

1.1 Introduction

This Handbook has been prepared for use by members and attenders of Evanston Monthly Meeting of Friends, a community of Quakers bound by our commitments to one another and to the wider community of the Religious Society of Friends.

This Handbook was created as a guide to clarify responsibilities and interrelationships within the Meeting's structure. We hope it will help us get the work of the community done effectively. We believe it should be reviewed annually by the Meeting to ensure that it continues to support the work of the Meeting, changing as appropriate to enable us to be faithful servants of God and loving and responsible members of the Meeting community.

Because we know the Divine Spirit enfolds us—loving, forgiving, teaching, and supporting us, we have the courage to walk (and occasionally skip, run, and dance) together as a very human community. We are not afraid of disappointment and anger, but try to resolve differences and misunderstandings directly and lovingly. We revel in one another's joy and growth, celebrating triumphs, milestones, and openings of the Spirit. We are not perfect, but we know we are a welcome part of God's work in and for the world.

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General Notes:

This handbook will be published on the Evanston Friends Meeting Web Site at www.evanstonquakers.com. This handbook has been arranged to allow for updates to be made without having to reprint the entire manual every time there is a change or revision. The footer of each page contains information that identifies the section and sub-section numbers and the date of the version of the particular sub-section. This means that as a particular sub-section is updated, it can simply replace the old sub-section. As the handbook is updated, we will reprint the table of contents with the list of sub-sections if necessary. In this way, you can be sure that your handbook will always contain the most current information. Changes, updates, and suggestions for future editions should be brought to the Handbook Committee. The Handbook Committee will bring suggested changes and updates to the Meeting for Business.

Section 2.0 Officers

Note: Meeting officers serve one year terms. Tradition has been for clerks of the Meeting to serve three one-year terms and treasurers even longer, due to the complexity of these positions.

2.1 Clerk of the Meeting

Eligibility

Must be a member of Evanston Monthly Meeting of Friends. Serves a one year term. Tradition has been for clerks, upon the request of the Nominating Committee, to be willing to serve up to three consecutive terms. However, this should neither be required nor assumed.

Responsibilities

The Clerk is the servant of the Meeting and has responsibilities as follows:

- To preside at the Monthly Meeting for Business. If unable to be present, the Clerk ensures that a substitute clerk is available and that an agenda and relevant documents are prepared. This substitute clerk must also be a member of the meeting .
- To work as a team with the Recording Clerk to ensure smooth Meetings for Business.
- To convene special Meetings for Business upon the written request of one third of the active resident members or when urgent business must be handled before the scheduled Monthly Meeting for Business. A week's notice must be given stating the topic the Meeting is being called to discuss.
- To keep track of the mail, seeing that it reaches the proper committees and/or is brought to the Meeting for Business. Appeals for funds are referred to Trustees unless the matter is urgent. Check phone calls regularly 2-3 times/week
- To be responsible for the good order of the permanent files of the Meeting. Permanent files should include:
 - such files of letters from organizations and individuals as make informed discussion possible in Meeting for Business.
 - minutes of Meetings for Business, including lists of attenders at said meetings.
 - Treasurer's reports.
 - statements by individuals opposed to military service.
 - marriage certificates.
 - will and funeral arrangement requests.
- To write letters as directed by the Meeting for Business.
- To carry out such actions as the Meeting directs.
- To ensure follow through as appropriate on actions of the Meeting for Business.
- To prepare traveling minutes upon request of member or regular attenders of Evanston Monthly Meeting of Friends.
- To act as an ex-officio member of Ministry and Counsel.
- To sit with other committees, as requested

Schedule

November	To ensure that a budget is brought to Meeting for Business for information.
December	To ensure that a budget is approved.
January	To ensure that the State of Society report comes before the Meeting for Business.
February	To ensure that the Pre-nominating Committee is appointed.
March	To ensure that nominees for the Nominating Committee come to the Meeting for Business for approval.

2.2 Recording Clerk

Eligibility

Must be a member of the Religious Society of Friends.

Responsibilities

- To take the minutes of Meeting for Business, accurately recording the sense of the Meeting and other pertinent items (significant correspondence, transfers of membership, etc.) which come before Meeting for Business. Traditionally minutes have been taken during the course of the Meeting and read back for approval before its close.
- To work as a team with the Clerk to ensure smooth Meetings for Business and follow up.
- To ensure that committees, individuals, and other organizations of the Meeting are aware of decisions which affect them.
- To promptly prepare the permanent printed copy of the month's minutes to be filed with the Meeting's permanent minutes kept in the official Meeting file cabinet. A copy is given to the editor of the Meeting newsletter, Among Evanston Friends, within a week following Meeting for Business for inclusion in the next issue. Minutes are published only after approval.
- To notify individuals of items which affect them.

2.3 Treasurer

Eligibility

Must be an active member of Evanston Monthly Meeting of Friends.

Responsibilities

- To receive, record, and deposit monies from individual contributors, investment earnings, rent, sale of books and literature, and other miscellaneous receipts.
- To make payments as required for operating expenses, for wages of the Meeting's employees, for contributions to other organizations, and for reimbursement to individuals for miscellaneous expenses.
- To comply with state and federal requirements for payroll tax withholding and reporting.
- To establish temporary funds as required, receive contributions for, and make payments to, those funds.
- To prepare financial reports, annually, quarterly, and as required (or requested) showing income and expense, status and changes in the various funds, for the period involved. Copies of these reports are available for Meeting for Business and are published quarterly in the Meeting newsletter.
- To provide money to individuals, upon approval, from the various funds such as Educational Loan, Camp and Conference, etc. (see Funds)
- To maintain income, expense, and fund records from previous years for use by the Finance Committee in preparing the annual budget.
- To work closely with the Trustees in keeping them informed of changes in the financial condition of the Meeting and to attend their meetings when requested.
- To prepare financial reports as required or requested by each Yearly Meeting.
- Send notes of appreciation to contributors to memorial funds and inform family members (of the deceased) that donations were received (and from whom).

Schedule

January	File necessary forms with the State of Illinois to maintain our tax exempt status.
October	Provide income and expense summaries from previous years to the Finance Committee and meet with them to prepare a proposed budget for the coming fiscal year.

All other responsibilities are ongoing.

Notes

Treasurer's term of office, like that of all Meeting officers, is one year. The responsibilities and complexities of the office suggest that Treasurers, upon request of the Nominating Committee, serve for several consecutive terms.

2.4 Recorder

Eligibility

Active participant in Evanston Monthly Meeting of Friends.

Responsibilities

- To keep membership records for the Meeting, entering in the record book the following information about each member:
 - name, date, and place of birth, and names of parents, dates of marriage(s) and divorce(s). residence and current address
 - birth dates for children whose membership is requested by one or both parents.
 - date of becoming a member, either by application or transfer.
 - date of transfer to another meeting, withdrawal from membership, or death.
- To report to Illinois Yearly Meetings:
 - number of resident members and resident associate members.
 - number of non-resident members, and non-resident associate members.
 - number of new members by application, number of new members by transfer, number of members lost due to transfer or withdrawal, number of members lost through death.

Schedule

June Send written report to Illinois Yearly Meeting annually as requested. This report covers membership activity from July 1 of one year through June 30 of the next year.
Report membership statistics at the EFM July Meeting for Business.

Note

Meeting record book is an open document and should be readily available to all.

2.5 Auditor

Eligibility

Member of Evanston Monthly Meeting of Friends with demonstrated financial skills.

Responsibilities

- To annually review the financial records of Evanston Monthly Meeting of Friends to ensure accurate recording of revenues and expenses.
- To prepare and present to the Meeting for Business an annual summary of the audit.

Schedule

April Audit completed for the previous fiscal year and presented to Meeting for Business.

Section 3.0 Committees & Representatives

3.1 General Notes – Committee Years, Clerks, Appointments

Most committee terms begin July.

Nominating Committee terms begin at the rise of the February Meeting for Business, following short-term assignments of several persons to Naming Committee.

Appointments to standing committees are for three year terms. Custom has been for persons to serve no more than two consecutive terms as members of a given committee before stepping down for at least a year.

When a person cannot be identified for a particular position, the Nominating Committee decides whether to let the post go unfilled, lay the position down, or seek a nomination or volunteer from the floor of the Meeting for Business.

Nominating Committee does not designate committee clerks, but selects conveners to call the first meeting of each committee. Committees select their own clerks.

Clerks' Eligibility

One or two persons selected from the committee at its initial meeting in July

New members of a committee may benefit from a year or two of service to become familiar with the committee's distinct responsibilities and functioning. It is strongly recommended that a committee choose as its clerk someone with experience on that particular committee. Also, it is strongly recommended that no one should clerk two committees simultaneously.

Responsibilities

- Schedule meetings as required, but at least four times a year. Preside at meetings or ensure a substitute clerk is available and that an agenda and relevant documents are prepared;
- Receive comments or questions from the general community, and open and handle committee snail mail and emails. Bring all pertinent items to committee for decision/action;
- Ensure appropriate follow-through on actions of committee;
- There are three reasons for the clerk or committee member to bring a report to business meeting:
 - 1) Information about significant issues to share with MFB
 - 2) Input sought from MFB
 - 3) Action sought from MFB
- Nominating Committee will suggest a convener for the first meeting unless the current clerk is continuing on the committee. If the current clerk is continuing on the committee, he/she will convene the first meeting of the committee year, in July;
- Maintain files of the committee. Files include a log/note of meetings held, where possible including minutes, names of persons in attendance, and documents that support decisions. Pass all committee files on to new clerk at end of term(s);

3.2 Naming Committee and Nominating Committee

Information about these two committees is presented as a whole since their work is closely linked.

3.2.1 Naming Committee

Membership/ Eligibility

The Naming Committee will be consist of two persons who are active members of Evanston Monthly Meeting of Friends. They are appointed from the floor of Meeting for Business in January of each year and serve until their work is completed, usually one month.

Responsibilities

- To nominate two people to serve on the Nominating Committee and to fill any other vacancies on that committee that may have occurred during the year.
- To bring those nominations to the Meeting for Business in February.
- If a new convener of the Nominating Committee is needed, to suggest such a person.

Schedule

January	Appointed by Meeting for Business
February	Reports to Meeting for Business and Nominating Committee begins work

3.2.2 Nominating Committee

Membership/ Eligibility

Six persons, each serving three year terms. All must be members of the Religious Society of Friends who have demonstrated commitment and involvement with Evanston Monthly Meeting of Friends. Should be sensitive to the abilities of those considered for nomination as well as to the needs of the committees and responsibilities of the posts to be filled.

Responsibilities

- To list the officer and committee positions to be filled.
- To review eligibility requirements for each position, and to refresh understandings of various committee and office functions.
- May undertake a review of the committee structure to determine if it continues to fit the Meeting's needs. If this task is undertaken, the recommendations must come to Meeting for Business in March for action before proceeding with nominations for the coming year.
- To decide whom to invite to serve in each vacant capacity.
- To contact members and attenders to invite them to serve as decided by the Nominating Committee.
- To designate a member of each committee to convene the first meeting of the committee unless the clerk of that committee will continue on the committee.
- To present the slate of nominations to the Meeting for Business for information and discussion in May and for approval in June.
- To convene as needed to make recommendations to Meeting for Business for filling vacancies that occur during the year.

Schedule

February	Select a clerk. Identify vacancies to be filled.
March	Recommend changes in any committee structure to Meeting for Business for approval.
April	Present recommended slate of Meeting officers and committee members for information and discussion. Ensure that slate is given to Meeting newsletter editor.
May	Present slate for approval. Various committees' new members are encouraged to meet with current members in June
Ongoing	Recommend persons to fill vacancies that occur during the year.

3.3 Finance Committee

Membership/Eligibility

Consists of the Trustees of Evanston Monthly Meeting of Friends, the Treasurer, plus an at-large member selected by the Nominating Committee. All persons must be members of Evanston Monthly Meeting of Friends. Committee is chaired by the clerk of Trustees.

Responsibilities

- To develop Meeting's annual budget for the upcoming year based on...
 - appeals received throughout the year.
 - assessments from various bodies, estimated operating expenses, committee requests for funds for operation.
 - estimated revenue.
- To present the budget to the November Meeting for Business for discussion and information, and to ensure that it is submitted to the Meeting newsletter editor for publication in the December issue.
- To present the budget to the December Meeting for Business for approval.

Schedule

Aug-Sept	Request budget plans be submitted by all committees for consideration by Finance Committee. Ask MFB if other developments require budget considerations.
October	Confer with Treasurer to ensure that documentation on assessments and appeals is available. Obtain from Treasurer historical data for expenditures and revenues, by major categories. Consider changes in operations & activities of Meeting that may have budgetary implications (e.g., hiring, special projects approved by MFB, anticipated major repairs).
November	Prepare and present proposed budget to Meeting for Business for information and discussion.
December	Present budget to Meeting for Business for approval.

Notes

The Clerk of the Meeting is encouraged to meet with the Finance Committee as it prepares the budget. Chair of Finance Committee should ensure that Clerk is notified of time and place of all meetings.

The fiscal year for Evanston Monthly Meeting of Friends corresponds with the calendar year (i.e., January 1 – December 31).

3.4 Trustees

Membership/Eligibility

Meeting bylaws direct that there shall be six Trustees, each of whom serves a three year term or until a successor is elected. Two are elected each year. Trustees must be active members of Evanston Monthly Meeting of Friends.

Responsibilities

- To act on behalf of the religious Corporation known as Evanston Monthly Meeting of Friends, executing legal documents, overseeing the Meeting's assets, and having legal care, custody, and control of the Meeting's real and personal property. Practice has been that Trustees recommend action to the Meeting for Business which approves major capital expenditures, changes in asset holdings, etc.
- To ensure that practices and procedures of the Meeting conform to the Meeting's by-laws, and to recommend changes in the by-laws as appropriate.
- To serve as a committee of the whole, with the at-large member selected by the Meeting and the Treasurer, as the Finance Committee.
- To confer and coordinate activities with House and Grounds Committee for major repairs and improvements of the property, such as painting, roofing, cement work, major appliances, remodeling, etc.
- To handle requests for the use of the Meetinghouse for non-Meeting events according to established policies.
- To ensure the provision of a calendar indicating use of the Meetinghouse, reminding Friends as necessary to indicate events as they are planned.
- To supervise the Educational Loan Fund. (See Section 4.1.4)
- To be responsible for the contents of the safe deposit box. The Clerk and another designated Trustee shall have keys. An inventory shall be developed and kept current.
- To be responsible for issuing keys to the Meetinghouse, and for maintaining a current list of key holders. This list shall be reviewed annually for accuracy.
- To oversee employment of meeting employees, including supervision of the meetinghouse caretaker, in cooperation with the House and Grounds Committee
- To contract for services such as refuse pickup, snow removal, fire alarm system, etc.
- To review and make recommendations concerning appeals for funds that need attention outside the normal budget process.
- To recommend to the Meeting for Business appropriate uses for any surplus which may occur in the Meeting's budget at the close of the fiscal year.

Schedule

(also see Finance Committee Schedule)

July Select a clerk

October Ensure that budgets are requested from committees.

December Review caretaker's job description, provide performance review with House and Grounds and enter contract for upcoming year.

All other responsibilities ongoing

Notes

Trustees are asked to develop and to recommend to Meeting for Business a set of policies on the use of the Meetinghouse, by members and by nonmembers and for Meeting-affiliated activities

and those that are not Meeting affiliated.

Clerk and Treasurer are encouraged to attend Trustee meetings as often as possible.

3.5 House and Grounds Committee

Membership/ Eligibility

Six to nine members or attenders of Evanston Monthly Meeting of Friends. The caretaker is an ex officio member of House and Grounds.

Responsibilities

- General responsibilities are to oversee the Meetinghouse property and to see that the house and grounds are maintained in good and serviceable condition.
- To recommend a budget for repairs and contract services based upon an annual assessment of the status of the Meeting property.
- To recommend to the Trustees repairs or improvements to the property which will cost more than \$500.
- To authorize minor repairs and improvements (those under \$500). Interior decorating and any significant landscaping changes should be brought to Meeting for Business for approval.
- To supervise custodial, snow removal, lawn care, and refuse pickup services, fire alarm service.
- To ensure a clean and sanitary kitchen area, particularly the refrigerator and stoves.
- To confer with nominating committee to appoint someone to be responsible for kitchen supplies. (Need not be a member of House and Grounds).
- To oversee the maintenance and operation of the heating system.
- To provide instructions for operation and maintenance of dishwasher, elevator, boiler, hot water heater, etc.
- To ensure proper maintenance and care of pianos.
- To supervise work of resident caretaker(s) in cooperation with the committee of Trustees.
- To authorize the receipt of donations of equipment or furnishings for the Meetinghouse.
- To authorize the lending of any equipment or furnishings belonging to the Meeting.
- To organize periodic work days in order to clean, maintain or make small improvements to the meetinghouse and grounds (the latter in cooperation with Landscape Committee, as appropriate).
- To work with other Meeting committees as appropriate to enhance usability of the space within the Meetinghouse and the grounds.

Schedule

July	Select a committee clerk
October	Submit monthly budgeted amount to the Treasurer to set aside for repairs and contract services for the coming fiscal year.
Fall	Organize a fall clean up day.
Spring	Organize a spring clean up day.
Ongoing	All other responsibilities.

Notes

Members' initiatives in terms of enhancing our meeting house and grounds are welcomed but must be cleared with the House and Grounds Committee before any actions are taken. This includes the donation of items for the Meetinghouse as well as changing furniture arrangements, planting items in the yard, etc. If major items donated to the Meeting become no longer useful, House and Grounds will check with the donors (if still known) prior to disposing of the items

3.6 Meeting for Learning (Second Hour Programs)

Membership/Eligibility

Two or three members or attenders of Evanston Monthly Meeting of Friends.

Responsibilities

- To prepare an annual budget.
- To plan adult programs/discussions for the second hour every First Day except the First Day designated for Meeting for Business.
- To submit information about planned programs to the Meeting newsletter editor.
- To work with other Meeting committees, especially Ministry and Counsel, to ensure that identified needs and concerns are addressed.
- Any Meeting for Learning planned during Sundays when First Day School is not in session should arrange for extended childcare. (During summer months, child care staff normally is paid only until 11:30 a.m.)

Schedule

October Submit budget to Treasurer

Responsibilities are ongoing, except during the months of July and August when meetings for learning are not regularly scheduled.

3.7 Library Committee

Membership/Eligibility

At least four members or attenders of Evanston Monthly Meeting of Friends.

Responsibilities

- General responsibility is to build and maintain a collection of resources in accordance with the Collection Development Statement (below).
- to oversee procedure for borrowing and return of books in the collection; seeking prompt return of overdue books
- To prepare an annual budget.
- To encourage familiarity of Friends with Quaker resources through the development of reading clubs, book reviews, etc.
- To encourage and receive suggestions for new materials to be acquired in conformity with the Collection Development Statement.
- To maintain the "for sale" literature table and the displays of materials in the entry foyer and the library – as committee resources are available to do this.
- To purchase materials for bench pockets as requested by Ministry and Counsel.
- All other responsibilities are ongoing, particularly continuously informing people about overdue materials.

Schedule

July	Select a committee clerk.
October	Submit budget to Treasurer.

The Collection Development Statement guides the purchase of new materials as well as the acceptance of gifts.

Collection Development Statement: Evanston Monthly Meeting of Friends develops and maintains a collection of materials which reflect Friends' thought and experience, in all aspects of their lives. Materials are also obtained and provided which are by non-Friends but which are relevant to Friends and their concerns, including specifically but not exclusively religion, social concerns, and interpersonal relations. For example:

- By and about Quakers (Friends of the Religious Society of Friends)
- Related to the Quaker testimonies
- Deeply felt books that might be considered in the Quaker tradition known as “continuing revelation”, selected works by Thich Nhat Hanh, and poetry by Gerard Manley Hopkins are suggested as examples of such texts that might be available in the library – even though they could be obtained from other sources.

Note: Loan period for library materials is one month, unless special arrangement is made.

3.8 Ministry and Counsel

Membership/Eligibility

Six to nine members of the Religious Society of Friends.

Responsibilities

Spiritual Health of the Meeting

- To oversee the Meetings for Worship and seek to strengthen the spiritual and temporal lives of the individuals in the Meeting and of the meeting community as a whole.
- To nurture the religious life of the children and young people, their participation in the Meeting, and their preparation for membership, in cooperation with Religious Education Committee.
- To oversee, each spring, the recognition of graduating 8th graders along with an invitation to continue to participate in meeting and to consider membership.
- To encourage members and attenders to develop and share their varied gifts for ministry and service, whether through vocal ministry, teaching, sympathetic listening, or counseling.
- Convening and overseeing clearness committees to help individuals sort out their concerns and leadings through a process of discernment.
- Providing a mechanism for discerning when an individual leading has taken on a corporate focus.
- To provide guidance on challenging issues related to the spiritual life of the Meeting.
- As appropriate, to counsel with persons about their relationship with the Meeting and the inherent responsibilities and behaviors, and elder or encourage where appropriate.
- To arrange retreats, study groups, inquirers' groups, and spiritual sharing groups for the Meeting
- To prepare an annual State of Society report for Evanston Meeting for presentation at Metropolitan Chicago General Meeting, providing copies to Illinois Yearly Meeting and Evanston Meeting's newsletter and permanent files.

Pastoral Care

- To be aware, both individually and as a group, of the pastoral needs of the Meeting, including families in difficulty, those facing illness, death, or separation, or those needing financial assistance. To appoint for personal discernment clearness committees and support committees as requested.
- To respond to known personal or spiritual concerns of individuals, including requests for financial aid from the Sufferings Fund.

Membership

- To meet with prospective members, assist them in their seeking and preparation for membership. When requests for membership are received, to appoint clearness committees. Bring recommendations concerning membership to the Meeting for Business. Note: Meeting for Business has final authority on membership.
- To maintain oversight of the Meeting membership, endeavoring to keep in touch with all members and participants, including non-resident members, and with both regular and new attenders.

Special Events

- To appoint clearness committees for marriages requested to be held under the care of Meeting. To oversee the marriage ceremony.
- To oversee funerals and memorial services. To ensure that written memorials for deceased members are prepared and sent (along with notice of births, deaths, marriages, etc.) to the Yearly Meeting (prior to annual Yearly Meeting sessions) and Friends Journal and Quaker Life, as well as included in meeting archives.
- To keep files in the official Meeting filing cabinet for individuals requesting conscientious objector status, or who wish that the meeting retain, for a later date, specific memorial or funeral arrangements.
- To respond to requests for spiritual celebrations, such as baby welcomings.
- To arrange and oversee Meeting for Worship and hospitality on Christmas Eve.
- To arrange a theme and program for sessions of Metropolitan Chicago General Meeting hosted by Evanston Friends Meeting, in cooperation with MCGM.

Other Activities

- To suggest to the Finance Committee an annual budget for our committee.
- To appoint representatives to the Camp and Conference Fund and the Friendly Hand Fund.
- To select and request the Library Committee to order appropriate literature for the bench pockets.
- To order and keep on hand a sufficient number of copies of Faith & Practice for distribution as appropriate (e.g. 8th graders, inquirers or new members).

Weekly Duties re: Meeting for Worship

- To close Meeting for Worship.

Schedule

July	Select a Ministry & Counsel clerk and representatives to the Camp & Conference Fund and Friendly Hand Fund. Meet with outgoing M&C about carry-over items and the like, to ensure a smooth transition
October	Begin consideration of the State of the Society report Submit the committee's suggested budget to the Treasurer.
November	Start considering theme and program for turn hosting MCGM annual gathering, as appropriate. Begin planning for Christmas Eve service
December	Present a draft of state of the Society report to Meeting for Business.
January	Present the final State of the Society report to Meeting for Business for approval.
February	Submit the State of the Society report to Metropolitan Chicago General Meeting, Illinois Yearly Meeting, the Meeting newsletter, and file in the official Meeting filing cabinet.

All other responsibilities are ongoing.

3.9 Religious Education

Membership/ Eligibility

Six to nine members or attenders of Evanston Monthly Meeting of Friends, at least half of whom are members of the Religious Society of Friends.

Responsibilities

- This committee is entrusted with nurturing the spiritual life of our children; preparing them for responsible, intelligent participation in the life of the Meeting and in their families and communities; and communicating with the children that they are a valuable part of the Meeting community.
- To prepare an annual budget.
- To appoint a representative to the Camp and Conference Fund Committee.
- To arrange appropriate snacks for children each week.
- To oversee furniture, supplies, and physical arrangements of classroom space. Work with House and Grounds to coordinate any major changes in room arrangements or decor.
- To maintain the Religious Education portion of the downstairs bulletin board.

Nurturing

- To prepare the children for the experience of Meeting for Worship.
- To prepare Young Friends for full membership in the Religious Society of Friends.
- To select the curriculum for First Day School.
- To organize First Day classes, including selecting, orienting, and supporting teachers.
- To arrange child care for the small children during Meeting for Worship and to arrange for children's activities during the latter portion of Meeting for Worship. (Any written agreements with hired caregivers should, however, be signed by Trustees.)
- To organize special events involving the children such as the Christmas program and Recognition Day.

Schedule

July	Select a committee chair and a representative to the Camp and Conference Fund Committee.
August	Provide First Day School teacher orientation.
September	Parent-teacher gathering.
October	Submit budget to Treasurer.
October	Organize Christmas program.
December	Present Christmas program
May	Select teachers, child care providers, and curriculum for the following year.
June	Organize Recognition Day (coordinating with Ministry and Counsel).

Notes

Religious Education classes begin the second First Day in September and conclude in mid June.

3.10 Peace, Social Justice and Earth Care Concerns

Membership/Eligibility

Six to nine members and attenders of Evanston Monthly Meeting of Friends, at least half of whom must be members of the Religious Society of Friends.

Mission

The Peace and Social Justice and Earth Care Concerns Committee supports the life of the Meeting with regard to its witness on peace, social justice and care of the earth by serving as a link between the Meeting and individual Friends, other Quaker bodies and kindred organizations, and the larger society.

Responsibilities

Care of the individual

The Committee supports and develops the leadings of individuals in the Meeting with regard to peace, social justice and earth care issues. This includes but is not limited to the following:

- Communicating to the Meeting a clearly defined process for responding to the concerns and leadings of individual Friends.
- Inviting, encouraging, and monitoring the concerns and leadings of individual Friends.
- Convening and overseeing support committees to provide practical advice, assistance, and resource coordination to individuals who are actively pursuing clear leadings.
- Networking among individuals and groups both within and beyond the Meeting that are focusing on similar issues.

Care of the Meeting

The Committee supports and develops the Meeting's corporate peace, social justice and earth care witness. This includes but is not limited to the following:

- Providing periodic updates of the Meeting's involvement in peace, social justice and earth care issues.
- Educating the Meeting about current peace, social justice and earth care issues through maintaining a bulletin board and display space, preparing announcements and reports for Meeting for Business, and organizing Second Hour presentations and discussions.
- Informing the Meeting about issues that develop out of leadings and actions of individual members and attenders.
- Discerning patterns among individual members and attenders that may be indicative of a corporate leading in the area of Peace, Social Concerns and Earth Care.
- Overseeing the development of corporate leadings in the area of Peace, Social Concerns and Earth Care, including collecting and disseminating relevant information, convening task forces and committees to pursue Meeting involvement, taking direct action, organizing events, and laying down such concerns.
- Appointing liaisons to wider Quaker bodies such as Friends Committee on National Legislation, American Friends Service Committee, and Quaker Earth Care to assure that relevant concerns of EFM are brought to the attention of these groups and that issues these groups wish to have communicated to Friends are brought to the attention of EFM.
- Recommend to Meeting For Business a person/organization to receive Meeting's annual Peace Award, based on criteria developed by the committee.

Schedule

- Each July appointing a representative to the Camp and Conference Fund Committee and to the Friendly Hand Fund Committee.
- Each October preparing and submitting an annual budget to the Treasurer.
- Each autumn nominating and awarding an annual Peace Award to recognize the contribution to peace, social justice or care of the earth by an individual or organization.
- During the Christmas season, coordinate the mitten tree project including distribution of mittens.

3.11 Friendship and Hospitality

Membership/Eligibility

Six to nine members or attenders of Evanston Monthly Meeting of Friends.

Mission Statement

The Friendship and Hospitality committee exists to nurture the meeting community by facilitating regularly-scheduled and special events for the entire meeting community and inviting members and attenders to take roles in these events.

Responsibilities

- To prepare an annual budget.
- To arrange for regular Meeting activities including pancake (or other) breakfast (first First Days) and potluck dinner (second First Days). Specific responsibilities include ensuring that all dates are covered, and that lists of supplies and directions are posted in the kitchen.
- To ensure availability of coffee, tea, and/or cold drinks following Meeting for Worship and to maintain adequate supplies for this activity.
- To arrange for simple snacks for adults on Meeting for Business First Days.
- To arrange for meals or refreshments, as appropriate, when Evanston Monthly Meeting of Friends hosts gatherings at the Meetinghouse such as Metropolitan Chicago General Meeting.
- To organize simple refreshments following memorial meetings held under the care of Evanston Monthly Meeting of Friends.
- To coordinate greeters for Meeting for Worship
- To organize periodic social events such as Christmas caroling (in coordination with Ministry and Counsel), refreshments after the Christmas Eve Meeting for Worship, the Halloween/Harvest Festival party, and other events that may be decided upon.
- To assume or assign responsibility for purchasing and maintaining adequate kitchen supplies.

Schedule

July	Select a committee chair.
October	Submit budget to Treasurer. Organize Halloween/Harvest Festival party.
December	Organize Christmas caroling. Provide refreshments following the Christmas Eve Meeting for Worship.

All other responsibilities are ongoing.

Notes

This committee has no assigned responsibilities for receptions following weddings held at the Meetinghouse.

3.12 Communications Committee

Membership/Eligibility

Six or more people including , directory editor(s), webmaster(s), e-mail coordinator(s).

Mission

Our mission is to provide vehicles of communication to be used by EFM members and attenders. Our primary focus is internal Meeting communications, with some occasional focus on external communications. In general we are concerned with conveying information falling within the following categories:

- Calendar of events
- Description of our faith and process
- Resources available relevant to Quaker tradition & testimony
- Sharing of spiritual insights and inquiries
- Description of leadings to action that inspire us

Responsibilities

The Committee maintains many venues of communication that are available to our community including:

Directory

- Annual publication of our Meeting's contact directory

Photo Album

- A photo-directory of members and attenders

Bulletin Board

- Brochures
- Articles of interest
- Announcements

Newsletter

(Under the care of Communication Committee – editor is not necessarily a member of the committee)

- Monthly calendar of events
- Minutes from Meeting for Business
- Short articles on items of interest for our community

Website

- Details of our Sunday schedule & offerings
- Directions to our Meeting House
- Synopsis of Quaker beliefs and description of worship
- Monthly calendar
- Links to PDF documents related to calendar and other items
- Links to Quaker related websites
- Links to the websites of the organizations we support
- Description of each of the Meetings Committees and their respective missions
- Link to PDF documents related to our State of Society & Handbook

List-serve

- Time sensitive announcements & reminders

Local Media

- Periodically update Meeting information in local media and phone directories
- Provide support for posting events in local newspapers

Notes

Value is found when there is diversity of contribution in any of these venues, and so we encourage a wide range of participation from each of the Meeting's committees, members and attenders. Here is a short list of ways any of us can contribute:

Directory - Once a year we all have the opportunity to review the Directory before it is printed. Help us with corrections, additions, and deletions.

Photo Album - If you have a picture you would like to add to our photo-directory please provide it, if you want to add more information to your listing all you need do is ask!

Bulletin Board - Anyone is entitled to post an item on the bulletin board or place brochures and the tables beneath it. Periodically old items are removed to make room for new postings.

Newsletter - Anyone may contribute to our monthly newsletter, but we ask that contributions be limited to around 250 words to preserve space (and paper).

Website - Anyone may contribute to our website with articles, link suggestions, photographs, etc. Space is practically unlimited on the internet, so feel free to be creative!

List-serve - Anyone who is a subscribed member of the List-Serve may post to the List-Serve. To subscribe, please contact a member of the Communications Committee.

3.13 Other Committees

3.13.1 Handbook Committee

Membership/Eligibility

3 members of the meeting

Responsibilities

- Maintain and update handbook as required, at least once a year
- Handbook will be structured in such a way that changes in the printed document can be made without reprinting the entire handbook.
- Oversee posting of handbook on web site
- Changes and updates can only be made with the approval of Monthly Meeting for Business

3.13.2 Music Committee

Music committee's mission is to provide music to the meeting for spiritual enrichment and enjoyment. The committee members have agreed to take turns playing the piano for singers beginning at 9:15 and ending at 9:55 each first day.

3.13.3 Kitchen Supplies

Under the care of House and Grounds, the Kitchen Supplies committee is responsible for keeping the kitchen stocked with supplies for coffee hour, etc.

3.14 Ad Hoc Committees

Ad Hoc committees may be formed as the Meeting for Business sees fit. Currently, there is the only one.

3.14.1 Landscape Committee

Under the care of House and Grounds

Membership/eligibility

six or so persons with interest and/or skills relevant to the project

Responsibilities

Landscape Committee was formed when December 2005 Meeting for Business approved H&G's request to form an ad hoc committee in order to gather ideas about improving the landscaping, oversee the design and installation of landscape improvements, and establish a maintenance plan associated with the improvements.

Schedule

October	Submit budget request to Finance Committee.
Completed	The priority phase of the landscape plan approved by Meeting for Business involved landscaping directly in front of the building; it was completed in 2006.
Ongoing	Side yard improvements await sufficient funding (as of April 2008)

Notes

Guiding the work of Landscape Committee is its Program Statement, which states:

The grounds of our meetinghouse offer us opportunities to:

- *provide for the awareness, appreciation, care, and celebration of nature;*
- *create an attractive, pleasant, well-tended, and welcoming landscaped environment;*
- *provide space for outdoor activities of the meeting community, including for children to play, for the sharing of meals, for relaxation and contemplation, and for special events such as weddings and yard sales;*
- *provide for memorial plants or plaques and perhaps even the disposition of cremated remains, at the discretion of Meeting.*

3.15 Representatives

Eligibility

Member of Evanston Monthly Meeting of Friends.

Representatives to

- Illinois Yearly Meeting Continuing Committee
- Metropolitan Chicago General Meeting Standing Committee
- Interfaith Action of Evanston
- Friends Committee on National Legislation

Responsibilities

- To attend meetings of the designated groups.
- To bring anticipated issues to Meeting for Business for direction and discussion prior to group meeting.
- To present oral and written reports to Meeting for Business, including items requiring actions by the Meeting.

Schedule

Depends on the groups.

Notes

Members designated as Evanston Friends Meeting's official representatives to these groups may apply to the Treasurer for allocated financial support to help cover expenses of their attendance at out-of-town meetings.

**Section 4.0 Funds & Donations
(Not Static)**

4.1 EFM Funds

4.1.1 Sufferings Fund

This fund is administered by Ministry and Counsel. It is for use by individuals or families within the Meeting confronting a financial emergency or having special financial needs. There is no expectation of repayment of grants from this fund and it is always open for contributions.

Requests for funds should be made orally to any member of Ministry and Counsel.

4.1.2 Friendly Hand Fund

This fund is administered by a committee of three, one representative each from Trustees, Ministry and Counsel, and Peace and Social Concerns. It is for use by individuals or families outside Evanston Meeting confronting a financial emergency or having special financial needs. There is no expectation of repayment of grants from this fund and it is always open for contributions.

Requests for funds must be made by an individual within the Meeting who personally knows the intended recipient. Requests for funds should be made orally to any Trustee.

Convened by:	Fund's Representative from Trustees	
Representatives:	Trustees:	_____
	Ministry & Counsel:	_____
	Peace & Social Concerns:	_____

4.1.3 Camp and Conference Fund

This fund is administered by a committee of three, one representative each from Ministry and Counsel, Peace and Social Concerns, and Religious Education. Limited funds may be available for use by individuals within the Meeting requiring financial aid to attend Quaker-sponsored meetings and conferences other than those sponsored by Evanston Meeting.

Requests for funds should be made orally to the treasurer.

Convened by:	Treasurer	
Meeting Treasurer:		_____
Representatives:	Religious Education:	_____
	Ministry & Counsel	_____
	Peace & Social Concerns:	_____

4.1.4 Educational Loan Fund

Educational Loan Fund is an interest free loan fund which is available to members or junior members of Evanston Monthly Meeting of Friends. Written applications are made to Trustees and should contain an explanation of financial need as well as applicant's educational goals which will be aided by use of the loan funds. The loan form which must be signed specifies the repayment schedule. Trustees meet personally with applicants to explain the terms of the loan, and to follow up and monitor repayments. Terms of repayment are to be determined at the time the loan contract is signed.

4.2 Donation and Fund Criteria

General contributions to Evanston Friends Meeting (EFM) in the form of cash, checks, stocks or bonds placed in the offering boxes or given to the treasurer go into the Meeting's operating budget. These offerings are used for heat, light, telephone, insurance, maintenance, newsletters, services of the caretaker and child care workers, committee expenses – all that supports our worship and work together.

A section of the operating budget is allocated to budgeted donations. Donations are planned contributions directly from EFM to Quaker organizations that extend our witness across the nation and throughout the world, and to other compatible organizations that actively involved one or more of our members and attenders. Currently, twenty-three organizations recommended or approved to receive donations are listed on the second page of our annual budget. They receive a minimum of \$100 each as a token of our Meeting's endorsement of their work.

While these contributions are vitally needed, they are more reflective of the types than of the depth of our commitments. They never should be interpreted as substituting for an individual's own donations to charity or as relieving any member's financial responsibility to Meeting. Rather, our list of donations can be taken as recommendations for distributing that portion of our personal incomes that we set aside to support Quaker testimonies in the world at large.

Our Meeting also establishes some special funds as a way of supporting its members' leadings. Funds are approved by Meeting to enable special projects or memorials. Funds may be occasioned by crises such as the bombing of Iraq and Hurricane Katrina, or proposed by a small group of Friends who feel called to a particular mission such as alleviating the suffering of Lakota Indians or helping young Guatemalans to rise from poverty through education. Funds are different from donations in that no money is allocated to them from the general operating budget. (Repair and Maintenance fund and Landscape Fund are exceptions and some money is allocated to them from the general operating budget). These funds provide an opportunity for members and attenders to donate to activities of their choice above and beyond their regular contributions to our Meeting.

To donate specifically to a special fund, please make a note on the bottom left corner of a check or an offering envelope to let the treasurer know that the gift is designated for a particular fund.

Projects associated with funds are under the care of standing committees (e.g., Peace and Social Concerns), ad hoc committees, or subcommittees (e.g., Katrina) composed of Friends who have particular interest in the stated cause. Each committee decides how best to use its fund for the intended goal. Thus, money in funds is not simply "passed through" to other organizations. For instance, Friends of the Lakota Indians may spend from their fund to buy additional blankets for the Lakotas, and/or to mail them the warm clothing Friends have collected, and/or to help supply the Indians with propane fuel. Even when a committee decides that its funds can be used most efficiently in collaboration with a more experienced organization, "hands-on" involvement continues. For instance, the Friends of Latin America's scholarships are awarded and managed by Redwood Forest and Guatemala Friends Meetings. However, Evanston Friends make an effort to communicate with the two students we sponsor, to learn about their backgrounds and educational progress, and to share reports with our Meeting. Similarly, EFM takes an ongoing interest in all projects supported by funds. Reports are made at Meeting for Business or at Second Hours, and amounts actually disbursed from the various funds are reported by the treasurer as "Fund Donations."

4.2.1 Recipients of Budgeted Donations from EFM

Criteria: Evanston Friends Meeting donates to Quaker bodies as well as to compatible organizations in which at least one of our members is actively involved. Our donations are not intended to substitute for or replace gifts from individuals and families. Additional personal gifts to these charities are encouraged.

Friends World Committee on Consultation – This organization fosters worldwide communication and cooperative action among all branches of Quakers. Quaker United Nations offices in Geneva and New York depend upon this international scope. Our IYM representatives to the 2004 Triennial in New Zealand reported that our support is crucial.

Friends Committee on National Legislation – With headquarters across from the Capitol, FCNL publishes a newsletter and web page explaining legislative issues and opportunities for action. FCNL's lobbyists stay close to members of Congress and their staffs, speaking truth to power on our behalf.

Quaker House – Located near Fort Bragg, North Carolina, this center offers counseling and assistance to young people in military service who are seeking discharges as conscientious objectors.

American Friends Service Committee – This long has been the major channel of Quaker voluntary service to war-ravaged and impoverished people around the world. It works to eliminate the causes of suffering as well as to deliver food, clothing, bedding, and hygiene kits to those in need.

Right Sharing of World Resources – Friends' contributions fund self-help grants to entrepreneurs in third world countries who have proven potential to improve the economy in their local communities. Our Simple Lunches and annual used-items sales also support this cause.

African Great Lakes Initiative – This project sends Friends Peace Teams to conduct training in alternatives to violence, healing from trauma, and reconciliation between oppressors and victims of violence, thereby strengthening the witness of Friends in Rwanda, Burundi, and Uganda.

Quaker Earth Care Witness – These Friends advocate policies for an ecologically sustainable world.

William Penn House – This center in Washington D.C. makes overnight accommodations available to Friends who are visiting the nation's capital for educational and related purposes. It also sponsors educational programs and periodic work camps in places such as New Orleans.

Earlham College – This nationally-known Quaker institution of undergraduate education, located in nearby Indiana, is the alma mater of several members of Evanston Friends Meeting.

Earlham School of Religion – This institution offers theological and religious studies to Quakers and others, including recorded ministers and pastors of Friends churches.

Ramallah Friends School – Despite the damage caused by several bombings due to its proximity to Arafat's headquarters, this courageous school in the manner of Friends continues to be an educational beacon of hope for Palestinian children.

IYM Maintenance – The historic meetinghouse owned by our Illinois Yearly Meeting in McNabb, Illinois requires extra funds for upkeep.

Friends Journal – This monthly journal reflects the perspective of Friends General Conference through informational and inspirational articles. Subscriptions pay only partially for publication and distribution.

Christian Peacemakers – Members of Mennonite churches, Brethren churches, and the Religious Society of Friends travel to areas of violent conflict to become a visible physical presence as a witness for peace. Barbara Williamson has participated.

Fisher Memorial Ministries – Conducted by a neighboring African-American church with which EFM has had long-term collegial relations, this project offers the homeless and ex-offenders practical help in returning to productive lives.

Center for Middle East Studies – This component of North Park University sponsors lectures by and dialog among representatives of ethnic groups in the Middle East to further international understanding and diplomacy.

Interfaith Action of Evanston – This association of communities of faith in Evanston co-ordinates services to hungry and homeless people in our city and facilitates interfaith cooperation and dialogue.

Family Matters – This organization teaches and promotes nonviolent conflict resolution among families and youths in the low-income area north of Howard Avenue. It has worked with children and teachers in our First Day School and has received our Peace Award.

North Suburban Peace Initiative – This organization mobilizes religious bodies and peace groups in Chicago’s northern suburbs to act for peace and disarmament. It received EFM’s Peace Award.

Evanston Community Development Association – EFM is a Supporting Member of this coalition to increase the number of affordable homes in the community and provide job training for minority residents by purchasing, renovating, and re-selling houses.

Emergency USA – This independent organization for international war relief operates clinics and hospitals to treat civilians in war zones and areas of prior violent conflict.

Note: For more information, most of these organizations can be located on the Web through Google or your server’s search engine. The treasurer also has a file of all addresses.