

Lake Erie Yearly Meeting

Policies and Procedures

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Lake Erie Yearly Meeting Policies and Procedures

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LAKE ERIE YEARLY MEETING POLICIES AND PROCEDURES

SECTION I: INTRODUCTION

A. OBJECTIVES AND HISTORY

Lake Erie Yearly Meeting (LEYM) began as an Association of Friends Meetings in 1939. After thorough deliberation, a minute adopted in 1963 “allowed the Monthly Meetings who so choose to declare themselves as the Lake Erie Yearly Meeting within the Lake Erie Association.” Since all Monthly Meetings have become part of Lake Erie Yearly Meeting, the Association option is no longer open.

The spirit of the Yearly Meeting is still expressed by the objectives articulated in the early years of the Association:

1. To provide a means of bringing together all Friends, regardless of background, into a gathering for worship, fellowship, inspiration and the consideration of common concerns.
2. To assume our share of responsibilities, felt by all Friends and organizations of the Society, for nurturing new Meetings and Friends’ groups.
3. To maintain an emphasis upon common spiritual experiences, to conduct business in the spirit of worship, and to maintain a simplicity of organization to facilitate our ability to move as a group where the Spirit leads.
4. To hire appropriate staff, supervised by a committee appointed for that purpose, as need or opportunity arises.

B. ORGANIZATIONAL POLICY

1. YEARLY MEETING FUNCTIONS

Matters of policy, changes in procedures, choice of officers, appointment of committee members and committee clerks, approval of the budget, selection of the temporary nominating (or “naming”) committee, and establishment and recognition of new monthly meetings are the responsibility of the meeting for business at the Yearly Meeting. (An exception to the above occurs where a Quarterly Meeting exists; in that case, the Quarterly Meeting has the responsibility for establishing and recognizing new monthly meetings within its geographical area and reports such action to the Yearly Meeting at its meeting for business.)

2. BUSINESS

Items of business are normally handled at the Representative Meeting and at the annual meeting for business. At times between these meetings for business, matters requiring urgent attention are handled by the Executive Committee. Actions by the Executive Committee and the Representative Meeting are reported in the *Bulletin*. The meeting for

business will be asked to approve these reports as a whole rather than item by item, unless the Executive Committee wishes an item to be considered separately. Attention is called to the above terminology. The term “meeting for business” (or “Lake Erie Yearly Meeting for business”) refers only to actual sessions for transacting business held at Yearly Meeting or at Representative Meeting.

3. COMMITTEES

- a. Committees may be set up, recognized, or laid down by the meeting for business.
- b. To keep committee structure simple:
 - (1) *Standing Committees* will be defined as those necessary for the functioning of Lake Erie Yearly Meeting.
 - (2) Other committees (*Committees of Concern*) will be set up as concerns arise and will be laid down when there is no further interest in, or need of, such committees.

4. LEYM ANNUAL RECORDS

- a. The minutes and other records of Lake Erie Yearly Meeting shall be published in an annual booklet form following Yearly Meeting.
- b. Publication of the Annual Records shall be the responsibility of the Publications Committee.
- c. All LEYM documents to be included in the Annual Records should be submitted to the Editor of the Annual Records by June 30, with the exception of the Treasurer’s Report.
- d. The Annual Records shall be published in July.

5. LEYM BULLETIN

- a. The *Bulletin* and *Annual Records* are a primary means of communication within the Yearly Meeting.
- b. Concerns that should be known to the Yearly Meeting and may be discussed at Yearly Meeting for business shall be communicated through the *Annual Records* or the *Bulletin*, e.g., minutes or reports of the Yearly Meeting, approved nominations, the approved budget, registration material and information for Representative Meeting and YEARLY Meeting. Other appropriate material would be reports from Quarterly Meetings, announcements, reports from other Friends’ organizations, reports on youth activities, reports from monthly meetings as they become available, and items of a spiritual nature.
- c. Persons responsible for furnishing material are asked to consult the calendar in the Annual Records and the *Bulletin* for the dates by which material must be received by the *Bulletin* Editor.

d. Distribution of the *Bulletin* involves the following steps:

(1) A copy shall be mailed to each member household, each monthly meeting and worship group, the Friends Historical Library at Swarthmore College, and other libraries and Friends' organizations selected by the Editor.

(2) The Clerk of each meeting shall furnish the Editor, or a designated assistant, annually if not more frequently, a list of names and addresses of members plus any attenders who should receive the LEYM *Bulletin*.

(3) The Editor shall arrange for address changes to be forwarded to Friends General Conference (FGC), the only Friends' organization which may use the Lake Erie Yearly Meeting mailing list for its appeals and other member household mailings.

(4) Other uses of LEYM's mailing list must be approved by LEYM meeting for business.

(5) The Clerk of each monthly meeting or worship group shall furnish the LEYM *Bulletin* Editor with copies of its meeting newsletters.

SECTION II: MEMBERSHIP

A. MEETINGS

1. MONTHLY MEETINGS

a. *Functions.* The monthly meeting, which is the fundamental unit of the Religious Society of Friends, receives and records members, extends them spiritual care and, when necessary, offers other needed support. The authority to take action regarding membership lies with the Monthly Meeting.

The monthly meeting holds regular meetings for worship, provides for the Nurture of marriages, assists members at times of death, collects funds required to carry on the work of the meeting, and provides for holding of titles to property and the administration of trust funds. In addition, the monthly meeting may undertake any action and assume any function consistent with Quaker principles and not specifically the responsibility of another meeting. Special sessions of the monthly meeting may be called by the Clerk of the meeting or the Ministry and Committee(s). Monthly meetings shall supply a State of the Meeting report annually in a timely manner to the Yearly Meeting. Where a Quarterly Meeting exists, the monthly meeting should also report to it.

When a monthly meeting has difficulty fulfilling its functions, the meeting shall, upon its own initiative or that of the Yearly or Quarterly Meeting, receive the care of the Yearly or Quarterly Meeting, which shall appoint a committee for review, nurture and assistance. (For the laying down of a Meeting, refer to "Change of Meeting Status," p. 8, below.)

b. *Officers.* The monthly meeting establishes criteria and procedures for selection and appoints persons to serve the meeting as clerk, treasurer and recorder, for definite terms of service. Other officers may be appointed as needed.

(1) The *Clerk* presides at business sessions of the meeting and carries out meeting instructions on matters pertaining to the accomplishment of its business. Accurate minutes shall be kept. Minutes of decisions about important matters, including dissenting opinions, shall be read and approved at the session in which these decisions are made. The Clerk must be a member of the Religious Society of Friends.

(2) The *Treasurer* is responsible for the custody and disbursement of meeting funds, in accordance with the meeting's directions. The Treasurer shall report regularly to the monthly meeting, and, when appropriate due to the size of the budget, the accounts shall be audited regularly. The Treasurer and the finance committee (should one exist) prepare and submit a budget to the meeting for its suggestions and approval.

(3) The *Recorder* (who may also be the Clerk or Treasurer) keeps records of births, deaths, marriages, divorces and changes in membership, and is responsible for determining the number of members according to which the Yearly Meeting and Quarterly Meeting treasurers determine the recommended share for Yearly Meeting and Quarterly Meeting line items in monthly meeting budgets. Records of preparative and allowed meetings should be included in the records of the responsible monthly meeting reports. Reports on membership are used by Friends' organizations to determine their number of representatives from a Yearly Meeting.

c. *Committees*. Committees shall be appointed according to the needs of the monthly meeting. Generally, a committee of Ministry and Nurture would be the minimum committee structure. As a monthly meeting becomes larger and more complex, additional committees appointed to carry out its work should report regularly to the monthly meeting. Ad hoc committees, such as clearness committees which have a one-time, specific function, may be appointed at monthly meetings for business.

2. NEW MEETINGS

a. Lake Erie Yearly Meeting encourages interested groups to explore the possibility of participation in the Yearly Meeting.

b. The Advancement and Outreach Committee shall assist such groups in preparing to obtain recognition from the Quarterly Meeting or, if no Quarterly Meeting is available, directly from Lake Erie Yearly Meeting for business. The Clerk of the Quarterly Meeting shall forward a minute notifying the Yearly Meeting when it has approved a new Monthly Meeting.

c. To become members of LEYM, Meetings are expected to:

(1) have an organization with officers.

(2) hold regular Meetings for Worship.

(3) have a "discipline" as a guide for orderly procedure. If monthly meetings do not have their own discipline, then Philadelphia Yearly Meeting's *Faith and Practice* shall be the discipline (unless there are compelling reasons to select another), until LEYM has its own *Faith and Practice*.

d. New meetings preparing for recognition as monthly meetings of Lake Erie Yearly Meeting are encouraged to engage in group study on the meaning of membership.

e. Clearness committees for those attenders of the new meeting who are joining the Religious Society of Friends for the first time shall be conducted by members of a monthly meeting; other arrangements may be made under unusual circumstances.

3. PREPARATIVE MEETINGS

a. A preparative meeting is a meeting under the care of a monthly meeting. Preparative meetings, if they so wish, may have their own officers, budget and program. Membership is held in the monthly meeting until such time as the preparative meeting requests and receives monthly meeting status. At that time membership of individuals involved shall be transferred to that new monthly meeting.

b. Since membership is in the monthly meeting, the monthly meeting shall count those members of the preparative meeting on its own rolls for purposes of reporting to the Yearly Meeting and shall notify the preparative meeting of its financial responsibilities.

4. ALLOWED MEETINGS FOR WORSHIP

a. An allowed meeting is one arranged by an established monthly meeting, but at a time and/or place different from the parent meeting.

b. Allowed meetings are usually meetings for worship and join with the monthly meeting for meeting for business.

c. Since membership is in the monthly meeting, the monthly meeting shall count those members of the allowed meeting on its own rolls for purposes of reporting to the Yearly Meeting.

5. WORSHIP GROUPS

a. A worship group is an almost entirely autonomous group which may or may not have much contact with the Yearly Meeting or a Quarterly Meeting. A worship group is not able to grant membership in the Religious Society of Friends or carry out other functions normally reserved for monthly meetings, e.g., marriage.

b. A worship group does not have any financial responsibility to the Yearly Meeting, but if it so desires, it may make a contribution to the Yearly Meeting for its ongoing work.

6. DUAL MEMBERSHIP IN YEARLY MEETINGS

a. Under unusual circumstances, dual membership is possible. Monthly meetings belonging to another Yearly Meeting shall themselves determine how they will report the portion of their membership statistics to the Yearly Meetings.

b. Lake Erie Yearly Meeting expects pro-rated financial support. The Yearly Meeting welcomes fuller support whenever resources allow.

7. CHANGE OF MEETING STATUS

a. When a monthly meeting is considering such possible changes as disbanding or merging with another meeting, this situation should be called without delay to the attention of the Quarterly Meeting Clerk or, in the absence of a Quarterly Meeting, to the attention of both the Clerk and the Advancement and Outreach Committee Clerk of the Yearly Meeting. The purpose of this notification is to obtain assistance in considering alternatives. Consultation

also can help with technical questions, e.g., individual memberships, disposition of records, finances, property, incorporation, etc.

b. The Quarterly Meeting may recognize the change of status and so notify the Yearly Meeting. In the absence of a Quarterly Meeting, the Yearly Meeting may grant this change, taking into account the report of the Advancement and Outreach Committee.

B. INDIVIDUALS

1. MEMBERSHIP

Membership in the Religious Society of Friends is held in the local monthly meeting. Normally, persons desiring membership in the Religious Society of Friends shall:

- a. be familiar with Friends' faith, testimonies, practices and processes;
- b. worship for a suitable period of time with the meeting they are interested in joining;
- c. submit a letter stating the reasons they wish to be a Friend; and
- d. be willing to consider the monthly meeting as their spiritual home and to support the monthly meeting with their time, talents and finances.

2. ISOLATED INDIVIDUALS

a. Isolated individuals wishing to join the Religious Society of Friends should apply by letter to the monthly meeting of their choice (either the nearest or the one with which they feel the closest kinship).

b. These individuals should visit that meeting if possible prior to forwarding their applications for membership.

c. The meeting receiving the application may delegate the interviewing responsibility to Friends who reside near the applicant regardless of the place of membership of the interviewing Friends.

d. Isolated Friends are encouraged to form a worship group if there is no monthly meeting near them.

3. SOJOURNING MEMBERSHIP

a. If Friends are temporarily away from the monthly meeting in which they hold membership, or have good reasons not to change their membership from their current monthly meeting, and desire to be active in a monthly meeting nearer to their new location, those Friends may apply for Sojourning Member status. Their wishes in this connection should be set forth by minute from their home monthly meeting.

b. Sojourning Members are not counted in the records of the parent meeting submitted to Quarterly or Yearly Meetings but are counted by the meeting in which they are sojourning.

4. DUAL MEMBERSHIP IN MONTHLY MEETINGS

- a. Membership in more than one monthly meeting at a time is generally discouraged, but under unusual circumstances may be possible.
- b. The responsibilities of membership in each monthly meeting shall be worked out between the individual and the monthly meetings involved.

5. TRANSFER OF MEMBERSHIP

- a. Because the monthly meeting is primarily a faith community for worship, if Friends move too far away to attend their meeting regularly, they are encouraged to transfer their membership to a monthly meeting closer to their new location.
- b. To transfer membership, a Friend writes to the Clerk of the home monthly meeting and asks that the membership be transferred to the new monthly meeting. The home monthly meeting for business considers the request; unless there are unusual circumstances, it then directs its Recorder to write to the Clerk of the new monthly meeting transferring the individual's membership.
- c. A monthly meeting receiving a transferred member may want to appoint a welcoming committee to meet with the transferred Friend. Unless there are unusual circumstances, the monthly meeting will normally accept the transferred member.

SECTION III: FINANCIAL SUPPORT AND FISCAL POLICY

A. FISCAL POLICIES

1. FISCAL YEAR

The fiscal year runs from July 1 through June 30. The terms of officers, committees and committee clerks begin at the rise of Yearly Meeting.

2. BUDGET

a. The LEYM budget shall include items necessary for the functioning of LEYM such as, but not limited to, estimates for the costs of the *Bulletin*; estimated travel expenses for officers and representatives to Friends' organizations; estimated office expenses; and LEYM's contribution to Friends General Conference.

b. As Yearly Meeting policy, LEYM limits contributions to Friends' national organizations to Friends General Conference. Monthly meetings are encouraged to contribute directly to other Friends' national organizations. On occasion, other Friends' groups within the geographical area of the Yearly Meeting may receive monies upon approval of the Yearly Meeting. All requests for LEYM funds must be brought to the Finance and Budget Committee which will decide whether or not to bring them to the floor of the Meeting for Business.

c. The annual budget shall include one-third (1/3) of the estimated cost of two delegates' expenses for travel to the Triennial Meeting of the Friends World Committee for Consultation.

3. TRAVEL EXPENSES

a. The officers of LEYM may receive reimbursement for transportation expenses for business on behalf of the Yearly Meeting. The rate per mile shall be recommended annually by the Treasurer when the budget is submitted for approval and shall be approved at the Meeting for Business of the Yearly Meeting.

b. LEYM representatives to Friends' organizations may receive the same rate per mile as the officers of LEYM toward travel expenses to their respective Friends' organization meetings. The principal travel cost to be reimbursed is the transportation itself. (If a Friend drives and requests reimbursement, the amount is calculated on a per mile basis, utilizing a figure to be determined annually on the recommendation of the Finance and Budget Committee.)

Officers and representatives are asked to submit reports of out-of-pocket and in-kind expenses to the Treasurer so that the cost of conducting Yearly Meeting business may be more accurately known.

Friends are expected to cover their own food costs and, whenever possible, to arrange lodging with Friends in the area. However, the intent of LEYM is that no one shall be excluded from representing LEYM because of limited financial resources. Therefore, individuals may request reimbursement for additional travel-related expenses incurred.

c. Monthly Meetings are asked to be responsible for travel expenses of monthly meeting representatives to Yearly Meeting committee meetings.

4. REPORTING EXPENSES

Committee members are encouraged to submit a list of expenses (travel, long distance telephone, etc.) to the Treasurer. A committee member may be reimbursed for unusual expenses incurred on behalf of LEYM **if the expenditure is approved in advance and in writing by the LEYM Clerk**. This allows the Treasurer and the Finance and Budget Committee better to assess the true costs of doing the work of the Yearly Meeting.*

B. REMITTANCES FROM MONTHLY MEETINGS

1. HOW DETERMINED

In order to determine what is a fair and equitable share for each of the constituent meetings, and at the same time recognizing the financial obligations of the Yearly Meeting:

* A copy of the Travel Expense Reporting Form appears in Appendix C.

a. Each monthly meeting shall determine the number of persons it wishes its Treasurer to use in calculating its contribution to the Yearly Meeting budget.

b. The LEYM Recording Clerk is responsible for collecting these figures from monthly meetings.

c. The LEYM Treasurer will determine the recommended per-member share for the

monthly meetings based on the final budget approved by the Yearly Meeting for business and on the membership figures supplied by the monthly meeting recording clerks.

d. The Treasurer shall notify each monthly meeting of the per-member share.

2. WHEN DUE

To support the business of the Yearly Meeting in a fitting manner, each monthly meeting is encouraged to make at least one half of its contribution by January.

3. PAYMENTS TO NON-TAX-EXEMPT ORGANIZATIONS

LEYM does not send contributions to non-tax-exempt organizations via the Yearly Meeting, in keeping with our principle of simplicity in bookkeeping and to avoid concomitant budget adjustments because of tax complexities, unless the Yearly Meeting for business directs otherwise.

SECTION IV: ORGANIZATION

A. OFFICERS

The Officers of LEYM shall be a Presiding Clerk, an Assistant Presiding Clerk, a Recording Clerk, a Treasurer, the editor of the *Bulletin* and such assistants as may be desired. **All Officers must be members of the Religious Society of Friends.** Terms of office are completed at the rise of meeting in June of the year specified. In the unlikely event that the Nominating Committee is unable to secure a replacement for any of the officers of the Yearly Meeting, then the person(s) holding such office(s) shall continue until such time as their replacements may be approved by the Yearly Meeting.

1. PRESIDING CLERK

a. *Term of Service.* The Presiding Clerk serves a four-year term, with the first year as Assistant Presiding Clerk to the Presiding Clerk, the second and third years as Presiding Clerk, and the fourth year as Assistant Presiding Clerk. This process provides for continuity in leadership in the Yearly Meeting.

b. *Responsibilities.* The Presiding Clerk has the following responsibilities:

(1) To convene, prepare agendas for, and preside at meeting for business and Representative Meeting.

(2) To see that accurate records of proceedings are kept.

(3) To make sure that instructions of the Yearly Meeting are carried out.

(4) To communicate through the *Bulletin* or other means the concerns received from local meetings to all constituent meetings before meeting for Business or Representative Meeting.

(5) To determine the time and place of Representative Meeting.

(6) To send monthly meeting Annual Statistical Report forms to all monthly meetings.

(Such forms shall include a request for information regarding each meeting's contributions to Friends' organizations.)

(7) (a) To facilitate preparation for Yearly Meeting and LEYM publications, monthly meeting State of the Meeting reports and Quarterly Meeting reports should be completed and made available to the LEYM clerk by June 1.

(b) monthly meeting Annual Statistical Reports should be completed and made available to the LEYM clerk and Finance Committee at Yearly Meeting and to the Editor of the Annual Records by the end of Yearly Meeting.

(8) to appoint the committee to write the Epistle from Lake Erie Yearly Meeting.

(9) to serve *ex officio* on the Friends General Conference Central Committee.

(10) to work with the Yearly Meeting Planning Committee for the coming year to ascertain that convenors of subcommittees are named and that programs are assured.

(11) to secure, in wide consultation with members of the Yearly Meeting, a temporary nominating (or "naming") committee which shall nominate the Nominating Committee. The Naming Committee shall be approved at a session of Yearly Meeting for business.

(12) to send to each Friends' organization, immediately after Yearly Meeting, in consultation with the Nominating Committee, the names, addresses and telephone numbers of the individuals selected to be representatives from Lake Erie Yearly Meeting.

(13) to approve in consultation with the Treasurer reimbursement of unusual expenses of committee members, **provided such approval be requested in advance and in writing.**

(14) to arrange for an audit of Yearly Meeting financial records every four years and when the treasurer changes.

(15) to undertake such other responsibilities or appoint individuals to undertake such responsibilities that are not herein specified which shall provide for the smooth functioning of the organization.

2. ASSISTANT PRESIDING CLERK

a. *Term of Service.* The Assistant Presiding Clerk shall serve a four-year term and be elected two years after the present Presiding Clerk so as to provide for continuity of leadership. The first and fourth years of the term shall be as Assistant Presiding Clerk, and the second and third years shall be as Presiding Clerk.

b. *Responsibilities.* The Assistant Presiding Clerk has the following responsibilities:

(1) to perform the functions of the Presiding Clerk when the latter is absent or unable to perform these duties.

(2) to succeed the Presiding Clerk if that position becomes vacant.

(3) to assist the Presiding Clerk with consultation and special assignments at the request of the Presiding Clerk.

(4) to convene the Epistle Committee and work with it during Yearly Meeting.

3. RECORDING CLERK

a. *Term of Service.* The Recording Clerk shall serve a four-year term, with the first year as Assistant Recording Clerk to the Recording Clerk, the second and third years as Recording Clerk, and the fourth year as Assistant Recording Clerk. This process provides for continuity in the recording of the Yearly Meeting business.

b. *Responsibilities.* The Recording Clerk has the following responsibilities:

(1) To record and keep a file of the minutes of Meeting for Business and Representative Meeting.

(2) To send copies of the Minutes to:

(a) the Presiding Clerk and Assistant Presiding Clerk.

(b) the *Bulletin* Editor for publication.

(c) Friends Historical Library, Swarthmore College, Swarthmore, PA 19081.

(3) To make copies of the LEYM epistle and mail it to other Yearly Meetings.

(4) To compile data on membership for Yearly Meeting records, serve as the Yearly Meeting Recorder, and report membership statistics to the LEYM Treasurer, Friends General Conference, and Friends World Committee for Consultation.

These membership data shall include the following:

(a) Resident members and attenders, comprising adult recorded members, child recorded members, children not recorded but who have a parent recorded, and estimated number of attenders (adults, college students, and children).

(b) Nonresident members including both adult and child recorded members.

(5) To keep the official version of this *LEYM Policies and Procedures* up-to-date, call the attention of the Presiding Clerk to inconsistencies that may arise as procedures are changed, and issue additional copies as needed.

4. TREASURER

a. *Term of Service.* The Treasurer shall serve a one-year term with the expectation that the person holding this position will be able to serve for several terms so as to provide continuity in handling LEYM's fiscal matters.

b. *Responsibilities.* The Treasurer has the following responsibilities:

(1) To receive, record and deposit all income in a bank or other financial institution as approved by the Finance and Budget Committee.

(2) To pay bills as resources allow within the Budget approved by the meeting for business.

(3) To prepare reports for the Annual Meeting for business and Representative Meeting.

(4) To meet with the Finance and Budget Committee and provide advice to it concerning financial policy.

5. LEYM *BULLETIN* EDITOR

a. *Term of Service.* The *Bulletin* Editor shall serve a one-year term with the expectation that the person holding this position will be able to serve for several terms so as to provide continuity in handling LEYM's *Bulletin* matters.

b. *Responsibilities.*

(1) The LEYM *Bulletin* Editor supervises the publication of the *Annual Records* and three issues of the *Bulletin* each year with specific issues to include the following topics:

Summer: The *Annual Records* constitute the summer issue, that will contain the minutes of the Yearly Meeting and the list with addresses, e-mail, and telephone numbers of Yearly Meeting attenders, state of the meeting reports, statistical and other reports and agendas as felt useful;

Fall: Includes other reports of meetings and committees not submitted earlier or are of timely interest;

Winter: Includes reports from Friends' organizations or LEYM committees that are of concern, and information, agendas, and registration for Representative Meeting;

Spring: Includes committee reports, Representative Meeting minutes and reports, and Yearly Meeting plans and registration procedures.

The Clerk of the Publications Committee and the Editor are authorized to make adjustments in this schedule and material and other management decisions as are called for to maximize the effectiveness of available resources.

(2) The LEYM *Bulletin* Editor, or Editor's designee, provides the regular management of LEYM's website with consultation and supervision by Advancement and Outreach Committee and Publications Committee.

B. EXECUTIVE COMMITTEE

1. COMPOSITION. The Executive Committee shall be composed of the officers of LEYM and the clerks of the standing committees.

2. RESPONSIBILITIES

a. The Executive Committee shall have the powers as defined above to act for the Yearly Meeting between meetings for business and Representative Meetings subject to such limits as the LEYM meeting for business may determine.

b. The Executive Committee shall review the committee structure as the need arises and make recommendations for changes at a meeting for business.

3. WHEN CONVENED

The Presiding Clerk shall convene or consult with the Executive Committee as needed.

C. YEARLY MEETING FOR BUSINESS

1. COMPOSITION

The Yearly Meeting is composed of all members of its constituent monthly meetings. All members have a responsibility to attend and participate in its deliberations. It is important that members of each monthly meeting be present at the LEYM meeting for business. Monthly meetings are asked to appoint two representatives, at least one of whom would be present at each session, so that they can report back to their monthly meetings. Attenders of monthly meetings are welcome to participate in Yearly Meeting and its committee work.

2. RESPONSIBILITIES

a. Matters of policy, changes in procedures, choice of officers and committee members and clerks, setting up of new monthly meetings, laying down of monthly meetings, and approval of the budget are actions reserved to Yearly Meeting for business, except where there is a Quarterly Meeting which handles setting up and laying down monthly meetings within its geographical area.

b. Yearly Meeting for business shall consider any item of concern forwarded to it by Representative Meeting, Executive Committee, standing committees, committees of concern, or monthly meetings. Individuals with concerns should take them to their monthly meeting first for seasoning. After due consideration the monthly meeting may forward it to the Yearly Meeting. To expedite matters these concerns should be given to the Clerk in writing before the start of Yearly Meeting. It should be emphasized that all matters of routine business should be brought to Representative Meeting.

c. Brief excerpts and/or summaries of shared themes of epistles received from other Yearly Meetings shall be read early in each meeting for business or during the previous meeting for worship or wherever else the Clerk determines appropriate to deepen our awareness that we are part of a worldwide fellowship of the Religious Society of Friends.

d. Yearly Meeting is to approve the minutes of Yearly Meeting for business. It will also be asked to approve actions of the Executive Committee reported in the *Bulletin* or recent actions reported by the Clerk.

e. The Minutes of Yearly Meeting for Business shall be printed in the *Annual Records*.

D. REPRESENTATIVE MEETING

1. COMPOSITION

a. Officers of the Yearly Meeting.

b. Members of the standing committees.

c. Two members appointed from each constituent meeting for two-year terms (one appointed each year for overlapping terms). Whenever the size of the monthly meeting allows, at least one of these representatives should not be an officer or member of a standing committee.

d. Any concerned Friend or attender who wishes to participate.

2. MEETINGS

Representative Meeting shall meet in late winter at a time and place determined by the Presiding Clerk as being convenient and early enough to allow its minutes to be included in the *Bulletin* preceding Yearly Meeting. In very unusual circumstances, the Clerk may call a special Representative Meeting to consider an issue or situation which could not otherwise be examined in a timely fashion at either the regularly scheduled Representative Meeting or Yearly Meeting for business.

3. BUSINESS

a. Representative Meeting is responsible for all routine items of business as defined above.

b. Concerns from any monthly meeting shall be communicated to the Presiding Clerk in time for inclusion in the Meeting notice season the matter as preparation for members attending Representative Meeting.

c. The preliminary agenda shall be included in the Meeting notice which the Presiding Clerk sends to the Clerks of Monthly Meetings, Preparative Meetings and Worship Groups, officers, and standing committee clerks.

4. POWERS

Representative Meeting shall have the powers of the Yearly Meeting between annual meetings subject to such limits as the Yearly Meeting for Business may determine. Any matter may be brought to the Meeting for Business from Representative Meeting.

5. MINUTES

Minutes of Representative Meeting shall be reported in the *Bulletin*.

E. STANDING COMMITTEES

Members of committees and representatives to Friends' organizations are asked to attend both Representative Meeting in late winter and the Yearly Meeting sessions in June.

Appointments are generally for a three-year term; those accepting appointment are asked to make such an assignment a high priority and be ready to serve throughout its duration.

Representation on committees should reflect the diversity of meetings and members throughout the Yearly Meeting. Length of continuous service on a committee is limited to two three-year terms, with one year off the committee before an individual can be considered for reappointment. Terms of office are completed at the rise of Meeting in June of the year specified.

Each committee shall develop its own set of procedures (in manual form) to guide its continuing work. Copies of these committee manuals shall go to the Clerk of LEYM and all respective committee members. Retiring committee clerks and members are responsible for passing their copies on to their replacements. The procedures may well include times when the committee will meet during the year, and the expected time when a committee report will be written, published, and submitted to the Clerk of LEYM.

If the Nominating Committee is unable to secure a committee clerk or members to fill vacancies on a committee, the current clerk and/or members shall continue until replacement is approved by Yearly Meeting, or until the committee is laid down by LEYM. Individual concerns, including acts of resistance, should be brought to the appropriate committee where they will be discussed before going to either the Representative Meeting or the Yearly Meeting for business. If there is uncertainty about which is the appropriate committee, the concern shall be referred to the Clerk for a decision. This is not meant to preclude either an individual or a meeting from bringing the concern directly to the Yearly Meeting. However, prior notification of the Clerk, seasoning of the concern and adequate documentation are crucial to enable the Yearly Meeting to arrive at a sense of the Meeting.

1. ADVANCEMENT AND OUTREACH

a. *Composition.* The Advancement and Outreach Committee shall be composed of six members with three-year overlapping terms, two members to be named each year.

b. *Responsibilities.* Advancement and Outreach Com. has the following responsibilities:

- (1) To nurture and encourage small meetings, new meetings and worship groups by means of correspondence and personal visits.
- (2) To counsel with groups interested in forming new monthly meetings, arrange for a visiting committee, and submit recommendations to the Lake Erie business meeting regarding those applications for recognition as constituent meetings coming directly to the Yearly Meeting.
- (3) To assist Quarterly Meetings in similar ways as needed in preparing interested groups for recognition as monthly meetings.
- (4) To counsel with meetings wishing to change their status and report on these developments as indicated above under "Change of Meeting Status."
- (5) To assemble an annual directory of local meetings and worship groups within the Yearly Meeting which shall include as a minimum clerks/co-clerks, names, addresses, telephone numbers, and e-mail addresses, information about place and time of meetings, First Day School schedules, and special on-going events, and offer web-site information when applicable.
- (6) The committee will oversee the creation and maintenance of a LEYM web-site to
 - (a) facilitate outreach to the wider community of Friends and interested persons, and
 - (b) inform and facilitate communication between Friends and meetings within LEYM.
 The web page shall be managed by the *Bulletin* editor or the editor's designee in consultation with Advancement and Outreach Committee and Publications Committee.
- (7) To support meetings in attracting and welcoming new members and attenders by sharing helpful resources, providing feedback, and discussing meetings' outreach needs with them when requested.

c. *Meetings.* The Advancement and Outreach Committee meets just prior to

Representative Meeting and Yearly Meeting for business.

2. MINISTRY AND NURTURE

a. *Composition.* The Ministry and Nurture Committee shall be composed of six members with three-year overlapping terms, two members to be named each year, plus one member appointed from each monthly meeting. The clerk of each monthly meeting shall give the name of the appointed monthly meeting member to the clerk of Ministry and Nurture Committee and to the Nominating Committee at the beginning of each appointed member's term.

b. *Responsibilities.* The Ministry and Nurture Committee has the following responsibilities:

(1) To work with and assist committees on Ministry and Nurture in the local Meetings. This may include:

(a) arranging regular Yearly Meeting workshops for, but not limited to, chairpersons and members of local Ministry and Nurture committees.

(b) consulting with local Ministry and Nurture Committees as requested by the local committees.

(2) To arrange for programs for use by local Meetings.

(3) To convene, through its clerk, the Nurture committee for the Nurture Secretary whenever such a position is filled.

(4) To have care for the spiritual life of the Yearly Meeting.

(5) To recommend a nominee for a Cooper Scholarship at the Earlham School of Religion. When an individual has a ministry that involves institutional rules and regulations requiring that the ministry be officially endorsed by a religious body, the individual shall so inform his/her monthly meeting. The monthly meeting is responsible for determining that the ministry of this individual is founded on both spiritual leadings and a basic understanding of situations that may be encountered, and that the individual understands institutional regulations and expectations. If the monthly meeting is led to minute its approval of this ministry, it is then responsible for Nurture. This concern shall be forwarded to the Yearly Meeting Ministry and Nurture Committee for consideration *only* if rules and regulations require the endorsement of a larger religious body. Even if the committee forwards the concern to Yearly Meeting for business and approval is there minuted, Nurture should preferably remain with the monthly meeting.

3. YEARLY MEETING PLANNING

The Yearly Meeting Planning Committee is composed of three separate subcommittees: Arrangement and Site, Adult and Family Program, and Youth and Children Program. The first two of these subcommittees have six members with three-year overlapping terms, two members to be named each year. The Planning Subcommittees meet at Representative Meeting and at Yearly Meeting, and at other times during the year if necessary.

a. Arrangement and Site Subcommittee

The Subcommittee has the following responsibilities:

(1) To set the time and place for Yearly Meeting, completing these arrangements at least two years in advance, and notify the Yearly Meeting. The preferred starting day is the third Thursday in June, with the second choice either the second or fourth Thursday in June, depending in part on the dates of the annual FGC Gathering.

(2) To notify the Clerk immediately if difficulties arise concerning availability of the site or rates or if misunderstandings occur with the host institution during sessions.

(3) To submit registration materials to the *Bulletin* Editor in time for the spring issue.

(4) To conduct registration and ensure that program physical needs are met.

b. Adult and Family Program Subcommittee

The Subcommittee has the following responsibilities:

(1) To establish a theme for the Yearly Meeting.

(2) To arrange for speaker(s), workshops, worship sharing, recreational activities, and, in consultation with the Clerk, the times for Yearly Meeting for business, remembering that spiritual growth, nurture and fellowship are also significant dimensions of our time together.

c. Youth and Children Program Subcommittee

Composition of the Subcommittee:

(1) The Youth and Children Program Subcommittee shall be composed of 14 members named by the Nominating Committee. In addition to the clerk and assistant clerk, for each of the five age groups there will be a leader and an assistant leader. There will also be a Fall Retreat clerk and assistant clerk. Each leader on the subcommittee shall serve two years. Leaders will serve the first year as assistant leader of their chosen age group and the second year as organizer of the program for the same group. (Additional service beyond the two years can be considered by the leaders and the Nominating Committee.)

The Subcommittee has the following responsibilities:

(1) To develop programs for the following groups:

- (a) Preschooler-Kindergarten
- (b) Elementary (Grades 1-3)
- (c) Upper Elementary (Grades 4-6)
- (d) Middle School (Grades 7-8)
- (d) High School (Grades 9-12)

(2) Childcare providers may be hired as needed in consultation with the Treasurer.

(3) The Subcommittee will meet before the rise of YEARLY Meeting for the purpose of discussing the current year's program and planning for the next year's program. Attenders at this meeting will include the present the present leaders and assistant leaders as well as newly named assistant leaders.

(4) a. A Fall Retreat clerk and assistant clerk shall be named by the Nominating Committee. These clerks shall be part of the Youth and Children Program Subcommittee.

b. The Fall Retreat clerk and assistant clerk shall organize the LEYM Youth and Children Fall Retreat.

c. As members of the Youth and Children Program Subcommittee, the Fall Retreat clerk and assistant clerk will serve the same term of service, i.e., two years: the first as assistant and the second as organizer. (Additional service beyond the two years could be considered by the clerks and the Nominating Committee.)

4. FINANCE AND BUDGET

a. *Composition.* The Finance and Budget Committee shall be composed of four members, three of whom have three-year overlapping terms, with one member to be named each year; the fourth member is the Treasurer, who participates *ex officio*.

b. *Responsibilities.* The Finance and Budget Committee has the following responsibilities:

(1) To consult with the Treasurer on financial policies.

(2) To recommend the budget for the following fiscal year to Representative Meeting for consideration and transmittal to Yearly Meeting for Business.

(3) To determine the recommended share per reported member based on the budget accepted by the meeting for business.

(4) To evaluate any unusual requests for expenses and make recommendations to Representative Meeting and the Yearly Meeting for business.

(5) To consult with the three Yearly Meeting Planning Committee Subcommittees to set the registration fee for Annual Meetings.

5. NOMINATING

a. *Composition.* The Nominating Committee shall be composed of six members, each from a different monthly meeting, with three-year overlapping terms, two members to be named each year. New members to the Nominating Committee are presented to the Yearly Meeting for Business by a Naming Committee appointed by the Clerk.

b. *Responsibilities.* The Nominating Committee has the following responsibilities:

(1) To discern and to secure acceptance of, in advance of Yearly Meeting, nominations for officers and such committee and subcommittee members and representatives to other Friends' organizations, including yearly meetings within our Lower Great Lakes region of FWCC, as are called for by current activities of the Yearly Meeting. Thus most of the work is done at Representative Meeting. In addition, those attending Yearly Meeting who desire committee or

other assignments should so state on their application forms; this information and the names of all persons attending LEYM shall be promptly passed on to the Nominating Committee.

- (2) To name, after consulting with current committees, a clerk for each standing committee by the rise of Yearly Meeting.
- (3) To function throughout the year to fill vacancies as they occur or additional positions as they are needed.
- (4) To advise the Yearly Meeting when a committee may need to be laid down.
- (5) To choose which representatives to FWCC may attend the Triennial Meeting. (Selection shall normally be of someone who has not previously attended.)
- (6) To provide, promptly at the close of Yearly Meeting, an accurate, complete list of all appointments to the Yearly Meeting Clerks, the clerk of each standing committee, and the Bulletin Editor.
- (7) To keep accurate records of each individual's initial year of appointment to a committee so that the limit of six consecutive years is not exceeded.

6. PUBLICATIONS AND ARCHIVES

a. *Composition.* The Publications and Archives Committee shall be composed of four members with three-year overlapping terms, two members to be named one year, one in each of the other years. In addition, it shall have the clerk or assistant clerk, the Editor of the *Annual Records*, and the Editor of the *Bulletin*. These last two may be the same person or two people; they shall have one-year, renewable terms.

b. *Responsibilities.* The Publications & Archives Committee has the following responsibilities:

- (1) To coordinate submission of LEYM, monthly meeting, and worship group records to be kept at the Friends Historical Library, Swarthmore College. Items to be submitted include the *Annual Records*, *LEYM Bulletin*, and other print publications of the Yearly Meeting; monthly meeting minutes and treasurer's reports, membership lists including births and deaths, copies of marriage certificates, labeled photos, clippings, clerks' correspondence, etc.
- (2) To revise and update annually an accurate historical account of the life of LEYM to appear in the *Annual Records*.
- (3) To publish and distribute the *Annual Records* and oversee the publication of the *Bulletin* and any other print publications of the Yearly Meeting.
- (4) In cooperation with Advancement and Outreach Committee, Publications and Archives Committee supervises and consults with the *Bulletin* Editor, or the Editor's designee, who is responsible for the regular management of the LEYM website.

7. PEACE

a. *Composition.* The Peace Committee shall be composed of six members with three-year overlapping terms, two members to be named each year. Monthly meetings are encouraged to appoint a representative who can come to Peace Committee meetings and represent their meeting's issues and concerns.

b. *Clerk.* Selection of the Committee Clerk is made by the Nominating Committee. Primary duties shall include presiding at committee meetings and either writing appropriate letters or arranging for them to be written.

c. *Meetings.* The Peace Committee will meet whenever necessary, as well as during the times of Representative Meeting and the annual Meeting for Business.

d. *Responsibilities.* LEYM Peace Committee members have the following responsibilities:

- (1) To exchange information about the actions and concerns on behalf of peace of individual monthly meetings and then to communicate this information to their own local meetings.
- (2) To receive reports from appointed representatives to various Friends' organizations.
- (3) To initiate suggestions and transmit them to monthly meetings and to the Yearly Meeting.

8. HIGH SCHOOL YOUTH PROGRAM COMMITTEE

a. *Composition.* The High School Youth Program Committee shall be composed of five members, three adult members with three-year overlapping terms, one to be named each year, two high school aged members with two-year overlapping terms, one to be named each year.

b. *Responsibilities.* The High School Youth Program Committee holds in concern the spiritual life of the high school aged youth of our individual monthly meetings. In this service the Committee will:

- (1) Coordinate with the Clerk to select and to contract with a private consultant to act as High School Youth Program Coordinator.
- (2) Support and supervise the activities of the High School Youth Program Coordinator. It is expected that consultation between the Coordinator and the Committee (by telephone or e-mail) will occur before and after each retreat.
- (3) Assist the Coordinator in keeping an updated database of eligible youth for the High School Youth Program.
- (4) Identify and nurture Friends in monthly meetings who are interested in working with high school youth.

c. Responsibilities of High School Youth Program Coordinator. In order to nurture the spiritual life of high school youth throughout the Yearly Meeting, the Coordinator shall:

- (1) In consultation with the High School Youth Program Committee, plan, coordinate, and evaluate four (4) youth retreats per year, independent of the Annual Meeting, that are scattered geographically throughout the Yearly Meeting in order to maximize participation of youth throughout the region.
 - (a) The retreats are to be both fun and spiritually nourishing for the youth.
 - (b) The retreats are an opportunity for youth to develop leadership skills by fully participating in the identification of themes, workshops, and workshop presenters.
 - (c) The retreats should seek to utilize individuals throughout the Yearly Meeting who can offer Quaker-related workshops on various topics of religious education.
 - (d) One of these four retreats has historically been “The Quake that Rocked the Midwest,” held over Martin Luther King weekend at the Evanston, IL meeting house in partnership with other Midwestern yearly meetings.
- (2) Build and maintain relationships with other youth workers within LEYM, other yearly meetings, and FGC.
- (3) Maintain an updated database of eligible youth for the High School Youth Program.
- (4) Send eligible LEYM youth timely information about upcoming LEYM and national Quaker youth opportunities and events.
- (5) Make information about all events available to the LEYM webmaster on a timely basis.
- (6) Submit all bills and receipts to the Yearly Meeting Treasurer in a timely manner. Submit a complete financial report annually.

9. EARTHCARE COMMITTEE

- a. *Composition.* The Earthcare Committee shall be composed of six members. Each shall serve a three-year, staggered term, with two new members added each year unless a member whose term has expired is nominated and agrees to serve a second three-year term. Committee meetings are open and other Friends are invited to participate.
- b. *Clerk.* Selection of the clerk shall be made by the Nominating Committee. Primary duties of the clerk shall include presiding at Committee meetings, arranging for telephone conferences if necessary, sending group email messages, and arranging agendas with consultation with other Committee members. S/he shall also write appropriate letters or arrange for them to be written.
- c. *Responsibilities and functions:*

- (1) To help us reflect upon our lifestyles, consider how they might be more earth-friendly, and encourage and help one another reorder our priorities and practices as needed.

(2) To bring information about Earthcare issues, concerns, and actions of monthly meetings to the Committee and inform monthly meetings of Earthcare issues, concerns, and actions.

(3) To receive reports from various Friends organizations and share them with the monthly meetings and Lake Erie Yearly Meeting.

(4) To share resources and information with other faith communities and other organizations in the areas in which monthly meetings are located.

F. COMMITTEES OF CONCERN

When concerns arise and the Yearly Meeting decides to take action on an on-going basis, Committees of Concern may be appointed by the nomination process.

SECTION V: REPRESENTATIVES TO FRIENDS' ORGANIZATIONS

A. RESPONSIBILITIES

1. The representatives to each Friends' organization shall function as a committee, with a named clerk and assistant clerk, in the same manner in which clerks are named to the standing committees. Meetings of the representatives' committees, which may be brief, should not conflict with the meetings of the standing committees.

2. The representatives shall function as liaison between Lake Erie Yearly Meeting and the respective organizations. Their responsibilities include major activities and concerns of the organization and sending a written summary to the *Bulletin*, especially to the issue which appears before Representative Meeting.

3. All representatives are expected, whenever possible, to attend the meetings of the respective organizations to which they are named as liaison, and to take an active part in the business of the organization whether they serve on a committee or not.

4. All representatives to Friends' organizations are asked to attend both Representative Meeting in March and the Yearly Meeting sessions to be helpfully informed about LEYM activities.

5. The clerks shall encourage and support the LEYM representatives in their commitment and service to the Friends' organizations, and will assist the Nominating Committee in determining when new representatives should be appointed.

B. ORGANIZATIONS AND RELATED INFORMATION

1. FRIENDS GENERAL CONFERENCE, CENTRAL COMMITTEE

- a. Appointees must be members of the Religious Society of Friends.
- b. FGC representatives will appoint one of their committee members to be the LEYM representative on the FGC Central Committee.
- c. The number of LEYM representatives to FGC depends upon the size of the yearly

meeting. FGC will inform LEYM how many representatives we are allotted.
 d. A person may be appointed for two consecutive three-year terms, followed by a period off the committee.

2. FRIENDS WORLD COMMITTEE FOR CONSULTATION, SECTION OF THE AMERICAS

- a. Appointees must be members of the Religious Society of Friends.
- b. Representatives to FWCC have three-year overlapping terms.
- c. The number of representatives nominated will be determined according to the allotment available to LEYM from FWCC.
- d. LEYM generally has three FWCC representatives to the FWCC Triennial Meetings. Naming shall be made according to the allotment available to LEYM from FWCC.
- e. LEYM representatives to the FWCC Triennial should be named by the Nominating Committee, in consultation with the clerk of LEYM and the clerk of the FWCC Representatives Committee.
- f. LEYM provides reimbursement funds for representatives' attendance at the annual meeting of the Section of the Americas and the Triennial. In the event that funds are not sufficient to cover travel costs funds will be apportioned according to the stated financial need of the named representatives.
- g. The clerk of the FWCC Representatives Committee, when possible, will coordinate with the clerk of the FWCC Lower Great Lakes Region to assist in creating a regional gathering.

3. AMERICAN FRIENDS SERVICE COMMITTEE CORPORATION, PHILADELPHIA

- a. Appointees must be members of the Religious Society of Friends.
- b. Representatives serve three-year overlapping terms. A Yearly Meeting appointee to AFSC is usually limited to two consecutive three-year terms before going off the corporation for a year. However, when a Yearly Meeting appointee is named to serve on the Board of Directors, the six-year limit may be set aside and the person may be reappointed.
- c. The number of representatives depends on the size of the Yearly Meeting, and AFSC will decide how many LEYM is to send.
- d. Representatives attend the annual meeting in Philadelphia, between the 15th of October and the 15th of November, usually the first weekend in November. Sometimes Corporation members will be asked to serve on national program or administrative committees. Corporation members are strongly encouraged to become familiar with (and, if possible, involved with) AFSC's work in their region.

e. Corporation members are expected to report AFSC activities and concerns to their Yearly Meeting, Quarterly Meeting, and monthly meeting, and to take concerns back to the Corporation. They are also encouraged to interact with other community groups which share goals similar to those of AFSC.

4. FRIENDS COMMITTEE ON NATIONAL LEGISLATION, GENERAL COMMITTEE

a. Appointees must be members of the Religious Society of Friends.

b. Representatives serve three-year overlapping terms. The Annual Meeting is held from Thursday evening through Sunday lunch on the second weekend of November in Washington, DC. A Yearly Meeting appointee is usually limited to two consecutive three-year terms before going off the General Committee for a year. However, when a Yearly Meeting appointee has special attributes or skills needed by FCNL, the six-year limit may be set aside and the person may be reappointed by LEYM, or, within limits of its by-laws, appointed by FCNL itself. FCNL By-Laws also permit direct appointment by the General Committee.

b. LEYM sends six persons, two named each year.

C. OTHER APPOINTMENTS

1. WILLIAM PENN HOUSE, NATIONAL CONSULTATIVE COMMITTEE

a. *Term of Service:* Three years

b. *Number of representatives:* One

c. *Meetings:* Washington, DC, around the time of the FCNL Annual Meeting

2. YOUNG FRIENDS OF NORTH AMERICA

a. *Term of Service:* Three-year overlapping terms

b. *Number of representatives:* Three

c. *Meetings:* Summer gathering and winter planning meeting

3. FRIENDS FOR LESBIAN AND GAY CONCERNS

a. *Term of Service:* One year

b. *Number of representatives:* One

c. *Meetings:* In mid-February and at FGC Gathering

4. FRIENDS COMMITTEE ON UNITY WITH NATURE (Quaker Earthcare Witness)

a. *Term of Service:* One year

b. *Number of representatives:* One representative and an alternate

c. *Meetings:* Annual meeting in the autumn

5. OLNEY FRIENDS SCHOOL BOARD

a. *Term of Service:* One year

b. *Number of representatives:* One representative and an alternate

6. LEYM VISITORS TO NEARBY YEARLY MEETINGS

LEYM members may be appointed to visit the following Yearly Meetings or any other

As an Association, Lake Erie cherished its openness and its role in bringing together Friends of various backgrounds. Among the factors which made us hesitant to change was the presence of several Yearly * Reprinted from *FGC Quarterly*, 1973.

FGC now (2002) has 14 affiliated yearly meetings. Meetings in the same general area. Two Indiana Meetings (FGC and FUM), Wilmington (FUM), and Ohio Conservative are all close neighbors. Ohio Evangelical — now the Evangelical Friends Church (Eastern Region) — overlaps extensively. Should we fragment our Religious Society even more by formalizing yet another Quaker entity? We have sought to continue interactions with nearby Quakers in practical ways. We have welcomed opportunities to take part in several inter-Yearly Meeting activities. Cleveland Monthly Meeting became a united Meeting in 1965 when it joined both Lake Erie and Ohio Yearly Meetings. By 1967, Lake Erie felt clear to proceed with the logical next step — affiliation with Friends General Conference. This was, in many ways, less a change than an acknowledgment of a relationship already at work. Without a written discipline of our own, we look often to *Faith and Practice* of the Philadelphia Yearly Meeting. There were many contacts through visitors, use of publications, and attendance at conferences. We were enriched by the help made available to us by General Conference long before we became a part of it. The degree to which we benefit from being in General Conference is in direct proportion, I believe, to our readiness to *use* its resources as we grapple with problems. Cross-fertilization of ideas and widening horizons stimulate spiritual growth.

Responding to interests of its members, the Yearly Meeting has addressed itself to such matters as witness for peace and support of young men conscientiously resisting conscription; concern for civil rights and human justice; and responsibilities of Friends in education. In the area of education it may be noted that the Detroit Friends School is under the care of Green Pastures Quarter, and members of Cleveland Community Meeting are actively interested in one school already in operation and are seriously considering starting another.

How would I sum up [the] profile of Lake Erie Yearly Meeting? I return to a message given at its first session: “In the new forms for Lake Erie Friends,” said our speaker, “I hope we will cherish two things — simplicity and freshness. The simplicity is suggested by Antoine de St. Exupéry: ‘It seems that perfection is achieved not when nothing more can be added, but when nothing more can be taken away.’ And Rufus Jones, in his concern that Quakers should not be just another sect, said, ‘The “open” type of religion for which I am pleading, the movement-type, is uncongealed, fresh, free, formative, and in vital contact with the creative stream of divine life.’” This is how Lake Erie seeks, by God’s grace and our Lord’s example, to move.

Isabel N. Bliss - 1973

History and Description of Lake Erie Yearly Meeting

2004 Update Submitted to:

Quakers Around the World — FWCC Handbook of the Religious Society of Friends (FWCC World Office, London) Lake Erie Yearly Meeting (FGC)

Established: Association of Friends Meetings, 1939; Association and Yearly Meeting, 1963; Yearly Meeting with Associate Members, 1969

Membership: 900+

Meetings: 20 Monthly, 2 preparative, 6 worship groups

Central Address: Lake Erie Yearly Meeting, Ann Arbor Friends Meeting, 1420 Hill Street, Ann Arbor, MI 48104

Publications: *LEYM Bulletin* — 3 times a year; *Annual Records* — annual; *LEYM Directory* — biennial; extensive website: www.quaker.org/leym

Lake Erie Yearly Meeting began in 1939 as an association of Friends Meetings in Ohio, Michigan, Western Pennsylvania, and West Virginia. It became a yearly meeting within the Association in 1963, and changed to a yearly meeting with associate meetings in 1969. All associated meetings are now part of the Yearly Meeting. The annual meetings, normally held in June, are for inspiration and fellowship, with business meetings for consideration of basic policies; committee reports and responses to concerns brought by committees; and the naming of officers, representatives to Friends' organizations, and the standing committees. A Representative Meeting is held in early March for committee meetings and to prepare the work of the annual meeting. At present, the following standing committees are active: Advancement & Outreach, Arrangements & Site, Executive, Finance & Budget, High School Youth Program, Ministry & Nurture, Nominating, Peace, Program, Publications & Archives, and Youth & Children. These committees meet and consult throughout the year to carry on the work of the Yearly Meeting. Committees of concern are set up as the occasion arises, made up of those persons under the weight of that concern, and are laid down when their work is complete. Committees and representatives to Friends organizations report to Annual Meeting and through the *Bulletin* and *Annual Records*. Electronic distribution of the *Bulletin* is in the experimental stage. *The Lake Erie Yearly Meeting Policies and Procedures* (39 pages) is revised from time to time. Since 1985, all member meetings have been invited to participate in an annual process of responding to a set of queries developed by the committee on Ministry & Nurture on concerns arising from the membership. Summaries of the responses are published in the *Bulletin* and *Annual Records*. All member meetings and worship groups are encouraged to make contributions directly to Friends' organizations so the Yearly Meeting budget reflects a minimum of expenses, comprising only the *Bulletin* expense, stipend for a part time Youth Secretary, an allowance for travel for clerks and representatives to Friends' organizations, and scholarships for youth to attend Quaker youth activities. The Yearly Meeting budget also includes support of the Friends School in Detroit and Olney, the Friends School in Barnesville, Ohio. This Yearly Meeting values and interacts with the work of the local meetings as well as national and world wide Quaker organizations; accordingly, it has not developed an administrative structure requiring a paid staff. The one quarterly meeting within LEYM, Green Pastures Quarterly Meeting, consisting of the eight monthly meetings and four worship groups in lower Michigan, shares some program activity with Lake Erie Yearly Meeting. GPQM has chief administrative responsibility for and ownership of Friends School in Detroit; oversight of the Michigan Friends Center in Chelsea, Michigan; and financial and interactive relationships with the Michigan Area office of the American Friends Service Committee in Ann Arbor.

Committee which rewrote this entry: Thomas Taylor, Michael Fuson, Clémence Mershon, and David Bassett, 2004.

APPENDIX B

POLICY FOR REPORTS OF CHILD ABUSE MADE AT YEARLY MEETING

Adopted 6/17/1995

The Task Group is recommending that the below listed guidelines be adopted by the Yearly Meeting. While our Yearly Meeting has not had any complaints of abuse of our children brought to its attention, guidelines will be helpful to all concerned should a report be made. We have reviewed Ohio law and have considered the realities of the limited time we spend together at Yearly Meeting. We have also considered the singular role that the Monthly Meeting has in the lives of each of us, a role the Yearly Meeting cannot hope to duplicate. We are aware that an accusation of abuse may be false. We are also very aware of the need for our children to be safe and to feel safe. We considered more complicated and involved approaches, but concluded that given the context of the Yearly Meeting these would not work well. We adopted a simpler approach, one that we believe could help **and** place control where control needs to be placed — into the hands of the parents. (If the parents should be accused, then alternatives are provided.) The legal process, if invoked, is complicated and the Yearly Meeting should not assume that it has the expertise to substitute for or meddle with it. Although the purpose of the guidelines is to allow a reasoned and rational response, as a Yearly Meeting we should be mindful of the stress that the people involved will be experiencing. Thus the Clerk should be sensitive to the need for support that **any** of the involved adults may wish to have. He or she should be prepared to help the adults who become involved and who request this support (recognizing that some will want and some will not want this support). The Clerk may need to appoint someone to help him or her in this endeavor and should be mindful of his or her role in the Yearly Meeting and not attempt to do everything alone. The members and attenders of the Yearly Meeting also need to recognize that gossip and rumor are forms of violence. These guidelines have attempted to balance the right to privacy and the safety of children. Thus, if a member or attender wishes to determine that action is being taken, please be prepared to accept a “yes” without expecting further details. As a Yearly Meeting we recognize that the feelings of others may be stirred up by this and ask that other members and attenders be willing to listen, recognizing that we are a religious body, not one empowered to do therapy.

GUIDELINES AND PROCEDURES

1. Have at least two adults assigned to each group of children in the Yearly Meeting Program. This two adult policy will help clarify situations and prevent problems; there is also the advantage of having a second adult should an emergency of any sort occur. (An exception may be the high school youth while on the site of the Yearly Meeting.)
2. If a child makes a report of an incident of sexual or physical abuse to an adult, that adult will notify both the parents of the child (or the adult appointed by the parents as being responsible for the child while at Yearly Meeting) and the Clerk of the Yearly Meeting. It is then up to the parents to determine whether other agencies should be contacted.
3. Should the child indicate that her or his parents are abusing her or him, the adult approached is responsible for notifying the Yearly Meeting Clerk and calling the Child Services Board.
4. The Clerk of the Yearly Meeting will be responsible for deciding how to inform the Yearly Meeting of what has transpired and for deciding whether or how to inform the accused person’s Monthly Meeting of the accusation.
5. The Clerk will consult with the parents and others he or she deems necessary in order to determine the next step to be considered by the Yearly Meeting. If it is deemed advisable after these consultations, the Clerk is empowered by the Yearly Meeting to ask the accused person to leave the site of the Yearly Meeting.

6. The Clerk of the Yearly Meeting will notify the person accused, if the person accused is attending the Yearly Meeting. The local phone number of the Child Services Board in Allen County, Ohio, is 227-8590. The area code is 419.

**APPENDIX C
TRAVEL EXPENSE REPORTING FORM**

Name and address: _____

Note: If any of the items listed are to be regarded as donations to LEYM, please mark each item to be so considered in the right hand column after the D?.

1. Purpose of travel (e.g., meeting attended) _____

2. Dates of travel: _____

3. Auto transportation:
From to _____ miles at cents/mile = \$ D? _____ miles at _____ cents/mile = \$ D? _____

4. Plane fare, other public transportation, and/or highway tolls (Submit copies of plane tickets or other major items). Itemize below:

\$ D?

\$ D?

\$ D?

5. Other travel-related expenses: (It is the policy of LEYM that Friends provide their own meals and find their own overnight accommodations, hopefully with Friends, leaving only the cost of travel itself to be covered by LEYM. However, if such cost-free accommodations cannot be found, and Friends feel that they require assistance in covering such costs in order to serve as LEYM representatives, the costs incurred are to be itemized below for reimbursement. Please include copies of receipts of major expenses such as overnight accommodations.)

\$ D?

\$ D?

\$ D?

TOTAL TO BE REIMBURSED \$ TOTAL DONATION IN KIND \$ _____

Reimbursement/advance made or donation acknowledged ___/___/___

_____ LEYM Treasurer