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# Handbook of the Meeting

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Abington Monthly Meeting of the Religious Society of Friends



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# **ABINGTON MONTHLY MEETING HANDBOOK**

## **PREFACE**

The Nominating Committee presents this revised Meeting Handbook to both new and longtime members of Abington Monthly Meeting community.

The main purpose of this booklet is to provide information about how the business of our Monthly Meeting is accomplished. Descriptions of the organization of Meeting Committees, the responsibilities of the Meeting's officers, and general information about aspects of our community are included. As members of the Monthly Meeting, we are also members of Abington Quarterly Meeting and Philadelphia Yearly Meeting and there are short sections about our relationship with them.

In preparing this Handbook, each committee provided information, which was reviewed and approved at Monthly Meeting for Worship to Attend to Business, and which was then adapted to a single format. Therefore, the writing style may vary but the format is consistent. The specifics of what a committee is currently doing, as well as particular ways it is operating, are held within the committee records. Such information is kept in the minutes and other reports which should be passed on from clerk to clerk.

Friends should realize that, when dealing with procedures such as we set forth here, we are still guided by the Light, not by rules and forms.

(Also see "Faith and Practice" of Philadelphia Yearly Meeting.)

## **MEMBERS, ATTENDERS, CORRESPONDING FRIENDS**

- **Member** – a person who has established a mutual commitment with the Meeting, as recognized and recorded during Meeting for Business. Membership commits the Meeting to provide a spiritual home for its members and corporate support for their efforts to live in harmony with the faith and practice of Friends. Members participate in Meetings for Worship and for Business, offer financial support to the Meeting, and serve on Meeting committees.  
Members of Abington Meeting are also considered members of Abington Quarter and Philadelphia Yearly Meeting.
- **Associate Member** – consistent with a Member, an Associate Member has established a mutual commitment with the Meeting, and this designation has been recognized and recorded during Meeting for Business. This is a designation parents/caregivers can choose for minors. This designation concludes when the Associate Member turns 21. At that time, the adult can choose to solidify the relationship and become a Member, or choose a different course, such as becoming an Attender or Corresponding Friend.
- **Attender** – community member who is active in the life of the meeting, but who has not initiated or completed the process of applying for membership.

- **Corresponding Friend (CF)** - reserved for those who have had some connection with Abington Meeting and want to stay connected, but (generally) do not attend Meeting for Worship or other activities, usually due to distance. CF's are welcome to attend worship and events, if they wish. If the CF is able to attend fairly regularly, then their status might be changed to Attender. CFs are included in our database, for our Meeting's use only; they would receive mailings and information. CFs would not be expected to join committees or contribute to the Meeting, unless they feel led to do so.  
Corresponding Friends are not eligible to apply for financial assistance that is designated for members of Abington Meeting, Abington Quarter, or PYM support.

## COMMITTEES and COMMITTEE CLERKS

Committees are the means by which we divide up the responsibilities of the Meeting. It has been our experience at Abington Meeting that committee service brings us into closer contact with one another, thus enhancing our sense of community. Appreciation and understanding of different individuals, devotion to the Meeting, and close friendships are often the rewards of this service. This is fully as important as the work accomplished.

While a smooth ordering of the way the system works is necessary, we are not governed by a set of rigid regulations but by an open and flexible set of guidelines which allow the spirit behind them to be free to keep or change our practices. Those of us who have been in the Meeting a considerable time must guard against letting tradition become hallowed, while those of us new to the Meeting must be patient with the sparseness of written rules.

### Clerks of Committees:

A Quaker Meeting depends not only on its members' willingness to serve on committees but also on developing leadership (clerking) abilities of its members. This entails a willingness of individuals to serve as clerk and a mindfulness on the part of committee members not to overburden those who accept clerkship.

Clerks are responsible at committee meetings for offering an agenda, keeping the group on track and setting a reasonable time limit for each meeting. Minutes and records should be kept in good order and information shared with all members of the committee. Different clerks may have different styles of operating, but we are all guided by the "same light," leading us to get things done in a Quakerly way. A clerk should never feel that the work of the committee is solely his/her responsibility but is shared by the whole committee. The way to achieve this ideal is everyone's concern.

Committee clerks must be chosen every year. Too often the procedure of picking a clerk is automatically to reappoint the present clerk for another year. The more effective a clerk is, the more pressure may be put on that individual to serve again. The result may be that the clerk may continue sometimes with a diminished enthusiasm and energy while there may be on the committee another person who could bring new life to the clerking. Also, when a long-serving clerk has to leave the committee, there may be no one experienced or ready to take over the clerkship.

With the exception of those committees that require Meeting membership for committee membership, either Meeting members or long term attenders who attend Meeting for Business and Meeting for Worship may serve as committee clerks. According to the School Committee bylaws, the clerk of the School Committee must be a member of the Religious Society of Friends. **When any**

**Meeting committee selects a new clerk, regardless of whether the nominee is a member or attender, the prior committee clerk shall send the committee's selection to the Nominating Committee.**

**The following suggestions are guidelines for choosing and accepting clerkship:**

- It is wise to consider having two persons sharing the responsibility, either as co-clerks or as clerk and an assistant clerk.
- Those who have experience in clerking (particular committees) should be ready to help those clerking for the first time.
- Clerks' burdens are greatly reduced when each committee member accepts responsibility not only to attend meetings faithfully but to take a portion of the necessary work involved.
- It is important to be sure that a new clerk is provided with guidance and committee materials by the outgoing clerk.
- New clerks should be provided with a list of available resources about "clerking" – written materials from Yearly meeting and Friends General Conference, and information about groups that often run workshops or retreats, such as Pendle Hill.

**General responsibilities of committee clerks:**

- Be sure that all members actively participate; delegate responsibilities; keep track of attendance.
- Maintain committee records (such as minutes, communications, actions by Monthly Meeting regarding the work of the particular committee) in good order.
- Keep other clerks and appropriate officers of the Meeting (clerk, treasurer, recording clerk), and Meeting administrator, as needed, informed of activities and plans.
- Participate with other clerks at the meetings of Committee clerks held as needed (see "communication" below).
- Report as needed to Monthly Meeting for Business and prepare in good order the committee's annual report (see Reporting Schedule, Page 3).
- Be aware of and take advantage of information and resources beyond the monthly meeting such as the Quarter, the Yearly Meeting, Friends General Conference (FGC) and Pendle Hill.
- Follow guidelines and procedures for handling any financial affairs or other actions for which the committee is "accountable".
- Update any materials within the committee records which will be useful for future clerks.

**Communication:**

- Committees need to communicate with each other and with the Meeting membership:
- Between Committees – try to keep other committees informed of your activities, especially those which interact with another committee. Suggestion: share committee minutes.

With the Meeting membership: -

- 1) *Notices in the Meeting Newsletter:* Committee members should be aware of the timing of the Newsletter when submitting items for it. If an event is for the beginning of the month, it should go in the preceding month's Newsletter. The Meeting Administrator is greatly helped by carefully written advance notice. (Electronic versions are preferred.) When this is not possible the absolute deadline is the Monthly Meeting for Business (usually the second Sunday of the month).
- 2) *Announcements at Meetings for Worship:* These should be emailed to the Meeting Administrator. They should be as short and concise as possible, and clearly written.

**Yearly Reports:** Each Committee is assigned a month in which to give an annual report to Monthly Meeting. These are presented orally, and the text should be emailed in advance to the Administrator, Clerk of Meeting and Recording Clerk. Committee clerks are urged to conform to the schedule. If not ready to do so, the Clerk of the Meeting should be informed so the report can be rescheduled. Short, informal reports or requests are always welcome at other times but the Meeting Clerk should be notified in advance.

**Reporting Schedule for Monthly Meeting for Worship to Attend to Business:**

<b>January:</b>	Clerk's Report to AQM (State of the Meeting)
<b>February:</b>	Treasurer's Report Finance Budget Approval Nominating (for JB Trustees) Abington Quarterly Meeting
<b>March:</b>	Care of Members AMM Trustees, Inc. Membership Records Library
<b>April:</b>	Property John Barnes Trustees, Inc. Nominating (committee and officer nominations for approval)
<b>May:</b>	Peace & Social Justice Nominating (committee and officer nominations for approval) Abington Quarterly Meeting Engagement & Stewardship <i>Archives (if active)</i>
<b>June:</b>	Adult Education Family Programming Audit
<b>July:</b>	[None]
<b>September:</b>	PYM Annual Sessions Abington Quarterly Meeting
<b>October:</b>	Funeral Worship & Ministry
<b>November:</b>	School Committee Hospitality
<b>December:</b>	Nominating (AQM, PYM) AMM Budget/Finance Annual Meeting of the Corporation

\*The preliminary Monthly Meeting budget is presented in December to take effect January 1. (January 1<sup>st</sup> to December 31<sup>st</sup> fiscal year was approved in June 1999.) Final approval is made in February.

\*\*Nominating Committee does not make an annual report. It brings its slate of nominees to Monthly Meeting as indicated in the Reporting Schedule. Individual replacements are made throughout the year as needed.

## **Monthly Meeting Reactions to Committee Reports**

Whenever a committee presents a report to Monthly Meeting (whether an annual report or other report), the committee requests that the Monthly Meeting react to the report, or to specific items in the report, with either ACCEPTANCE or APPROVAL:

ACCEPTANCE: A committee reports some information to the Meeting. The Meeting is asked to "accept" the information (that is, to acknowledge receipt of the information).

- By "accepting," the Meeting does not grant permission for any action.
- The Meeting will nearly always accept the information, even if the information itself is unpleasant.

APPROVAL: A committee proposes to take some specific action in the future. The Meeting is asked to "approve" the proposed action. The committee will not perform the proposed action unless the Monthly Meeting gives its approval.

It should be noted that, sometimes, a committee may report on a proposed future action that had been approved at a previous Monthly Meeting for Worship to Attend to Business. For example, the Meeting may have previously given approval for a committee to undertake a certain project to achieve a goal, and the committee may be reporting on specific steps that they intend to take toward achieving that goal. In such cases, the Meeting simply "accepts" the report.

## **General Information about the Committee Structure & Appointment of Officers**

The length and number of consecutive terms of service for each committee's members have been established so that a proportion of new or repeating members (a panel) are generally brought forward by the Nominating Committee each year (the few exceptions to this yearly procedure are noted under the committee descriptions).

Decisions to change these limits are made periodically with an approval of Monthly Meeting. Agreeing to lay down a committee or create a new one is a more important decision. This requires a process of clearness by the committee and the Meeting.

All changes of this sort are made by the Monthly Meeting but a committee may change the way it organizes itself, start new initiatives or lay down old procedures without going to the Monthly Meeting for approval. It should make sure, however, that these are made known to the whole Meeting and be sensitive to what might be perceived as needing Meeting approval.

Membership in the Meeting is required only for the following: officers of the Meeting as well as the Trustees of Abington Monthly Meeting, Inc., John Barnes Trustees, Inc., Nominating, Worship and Ministry, and Care of Members committees. All other committees are open to active attenders.

There is no set ratio of members/attenders with the exception of the School Committee, but it is important to have on each committee enough experienced and committed Meeting members to insure continuity of leadership as well as knowledge of procedure and of our Quaker mission. Therefore, the Meeting members on any committee will normally be the majority. There is no rule about how long a person must be a member of the Meeting before being nominated to a committee. Such decisions depend on the individual case. A committee may always co-opt a person for a specific task, informing the Meeting when it does so.

### **Appointment Procedure:**

All appointments for the Meeting committees are made by the Monthly Meeting for Business.

- Before asking a person to accept a nomination, a member of the Nominating Committee questions individuals about skills and committee preferences. The Nominating Committee also asks committee clerks for names of people their committee might like. However, none of these inquiries should be taken as an assurance of being nominated.
- Neither self-nominations nor a committee nomination to its own committee is the way the Meeting handles its appointments. It trusts the Nominating Committee to make the choices based on an array of factors and whether there is an opening at the time. For details of the working procedures, refer to the section of the “Nominating Committee”.

#### Nominating Procedure:

- Individuals are contacted by the Nominating Committee and asked to consider service on a particular committee;
- If the person agrees, the nomination is brought to the Monthly Meeting which must approve the appointment.
- After appointments have been approved, it is the responsibility of the Clerk of the Meeting (may be delegated) to send written notification to all individuals on the new panel (including those reappointed); also to tell the committee clerks the names of their new members.
- It is the responsibility of the committee clerks to welcome members new to their committee, to further inform them of the committee responsibilities and current activities and to invite them to their first committee meeting.
- An appointed member of a committee is considered a part of that committee until his/her term normally ends or until his/her written resignation (addressed to the Monthly Meeting clerk) is accepted by Monthly Meeting. Appointments to fill positions made vacant by death or resignation are made as close to announcement of the vacancy as possible.

#### Exceptions to the Procedure:

- Nominations for the Nominating Committee are handled by a Naming Committee; appointed each spring by the Monthly Meeting (see “Naming Committee”);
- The Meeting Administrator and the Meeting Secretary are under the care of our Care of Members Committee.
- Our Child Care workers and First Day School teachers are under the care of our Children’s Religious Education Committee.
- Appointments to a subcommittee will be made by the committee that oversees it.
- If personnel issues arise, the clerk of Meeting will convene an ad hoc Personnel Committee as needed with representation from the committees or officers involved.

#### Appointments of Officers of Meeting:

Most Officers of Meeting will be nominated to their positions with terms beginning June 1<sup>st</sup>. The exceptions to this would be the Treasurer, Assistant Treasurer, and Recording Treasurer, whose terms begin January 1<sup>st</sup>. The Nominating Committee will develop a succession plan and begin conversations, explorations, and discernment early enough to allow the nominating process to unfold with adequate time. This process will begin at least a year in advance. The committee will identify a rising clerk and a rising assistant clerk during the year before the current terms expire. The rising clerk may be the current assistant clerk but this is not a given. When the clerk and officers are nominated, this information will be made known in advance, in a communication noting the importance of this content.

The Nominating Committee will report nominations as early as possible in the year the current terms expire (fall if possible) but definitely by the March MfB of the transition year. This will allow the nomination to be held over for one month for comments before a final request for approval at the April MfB.

## **ABINGTON MEETING APPOINTMENTS TO ABINGTON QUARTERLY MEETING AND PHILADELPHIA YEARLY MEETING**

Members of Abington Monthly Meeting (AMM) are also members of Abington Quarterly Meeting (AQM) and Philadelphia Yearly Meeting (PYM). The terms Monthly, Quarterly and Yearly denote how often these bodies meet for business.

### Philadelphia Yearly Meeting (PYM):

Philadelphia Yearly Meeting (PYM) is a Quaker faith community, an association of over 100 Quaker meetings, and an organization - all working together to nurture Quaker faith and practice in today's world. Members come together in annual or special sessions for assessment of the life of the Society, the conduct of business, spiritual refreshment and commitment, and the renewal of the bonds of friendship.

Yearly Meeting annual sessions are held over several days' time in a residential setting, filled with vital, exciting, spiritually nourishing experiences.

PYM has its own nominating process to fill committee positions as well as appointments to other Quaker organizations. Appointments to the PYM Nominating Committee are made through the Quarterly Meetings.

### Yearly Meeting Annual Sessions:

Individuals are asked to serve as official representatives to any called session of the Yearly Meeting, to report at the following Monthly Meeting for Business. These representatives are called PYM Bridge Contacts.

### Abington Quarterly Meeting (AQM):

AQM is made up of 9 Monthly Meetings. Quarterly Meetings for Business are presently held four times a year, including an annual picnic gathering. The Quarterly Meetings take place at one of the Monthly Meeting sites.

The purpose of these meetings is not only to attend to the business of the Quarter but to support and unite on wider Quaker concerns. By attending the sessions and serving a Quarterly committee, individual friendships are formed that forge support for one another through an understanding of each meeting's needs and strengths. Appointments to Quarterly Meeting's committees are made by the monthly meetings. A brief summary of these and the PYM Interim Meeting follow.

### Abington Quarter Committees include:

1. AQM Representative Committee: 1 (or 2) persons, 1-year term, renewable (Dec.); Attend both business and representative meetings; report back concerns and activities of the Quarter to the Monthly Meeting.

2. Incorporated Trustees of AQM: 2 persons; three 4-year terms (Dec.); has stewardship of Quarterly meeting funds. Members participate fully and faithfully. Meet twice per year. Members participate fully and faithfully in all Quarterly meetings.
3. Home and Care Committee: 2 persons, renewable 3-year terms (Dec.); Keeps abreast of assistance needs of elderly in the Quarter; members attend meetings and offer willing service as needed.
4. Youth Programs Oversight Committee, Junior and Middle School Conferences: Several persons, 3-year terms, renewable; provides oversight for the summer programs that serve children of the Quarter. Members attend meetings and act as liaison for AMM, particularly the Religious Education Committee and Care of Members to request financial support.

All members and attenders are encouraged to attend sessions of Quarterly and Yearly Meeting, just as they are for Monthly Meeting for Business.

## STANDING COMMITTEES OF ABINGTON MONTHLY MEETING

Nominations are brought to the April or May Meeting for Business where appointments are made, with terms beginning June 1<sup>st</sup> (unless otherwise noted in committee description). Most committees are open to active attenders as well as members.

### **ADULT EDUCATION COMMITTEE**

Size: 9 persons or more

Terms: two 3-year terms

Meetings held: As needed, monthly during the school year

General Criteria of Membership: A member or attender of Meeting who attends Adult Class and/or is interested in the continuing religious education of the adult members of the Meeting. Members or attenders who will add a diversity of interests and talents to the whole.

Description: The Adult Education Committee plans the program of the Adult Class. The program may be speakers from within or outside the Meeting, panel discussions, or special programs for holidays. The committee has a budget to allow paid speakers to be brought in. Committee members need to be regular attenders at Adult Class. The committee makes use of a wide range of interests and talents so that programs will be varied. It keeps itself aware of the special issues that arise in the Meeting so that programs can be planned that will address these issues. Committee meetings are a combination of brainstorming for new programs and feedback about past programs.

Goals and Mission:

1. To provide each year a program which is educational, both spiritually and intellectually;
2. To utilize as fully as possible the talents within Abington Monthly Meeting;
3. To maintain a balance in each year's program in the following ways:
  - a. The Adult Education Committee calls on Meeting members or attenders to share in their talents, experience and knowledge on a variety of topics in the form of presentation to those in attendance at Adult Classes. At times, Meeting members and attenders present on matters of spirituality and faith, including descriptions of individual "spiritual journeys." to Quakerism. The committee also invites speakers from outside the Meeting to broaden the Meeting's experience or when the need arises for an outside perspective or an expertise that does not exist in the Meeting.
  - b. By choices of subject matter. While all programs may come under a broad Religious Education aegis, it is desirable to balance those which deal with social concerns and actions with those dealing with worship and individual spiritual growth, including Bible topics;
  - c. By providing a mixture of lecture-type programs and participatory ones.
4. To keep foremost in mind the fact that the Adult Class is often the main articulation of Quaker beliefs and practices for new members and attenders and may be a large factor in bringing attenders into membership and maintaining the interest of new members;
5. To critically evaluate any request for a certain program in light of the goals and mission of adult education. The adult class committee may decide that some topics or programs may be best served by referring them to another committee for consideration or sponsorship.

Work involved:

1. Attending committee meetings regularly to give ideas about programs and receive assignments;
2. Volunteering to contact speakers and make follow-up arrangements for their presence;
3. Organizing the Adult Class program, including scheduling, setting up, hosting and introducing;

4. Arranging for sound amplification when needed and recording of programs when desired.

Rewards: Fellowship with other committee members. A chance to meet inspirational and provocative speakers from outside. Insight into the collective consciousness of the Meeting by considering the needs of the Meeting and providing for its spiritual and intellectual growth.

## **CARE OF MEMBERS COMMITTEE**

Size: 15 persons (membership in the Meeting is required)

Term: 3 terms, 3 years

Meetings held: Monthly, September to July

General criteria for membership: A member who exhibits one or more of the following characteristics: empathy and understanding toward others; a nurturing concern for the overall health of the Meeting community; an ability to listen sympathetically to others and to be trustworthy and discreet with what is heard; a willingness to enlarge his/her fellowship circle by reaching out widely to members and attenders.

Description: “Pastoral Care” is the charge given to Care of Members and each member is called to do a share. An important service is setting up “clearness committees” for those who apply for membership. Problems that individuals and/or families are experiencing are often brought to committee members who provide spiritual and financial help through the Meeting in the strictest confidence. Allotment of school financial aid is also under their care. The committee has a seat on the Finance Committee and endeavors to ensure that members and attenders contribute to the Meeting to the best of their abilities. With the Property Committee, COM considers requests from members and non-members for the use of the meetinghouse or its grounds and work to reach appropriate solutions. Although service to those who are sick, homebound, or in need of extra love and attention is a concern of all Meeting members, COM is responsible for informing the Meeting and coordinating long-term efforts to make sure no one is forgotten or neglected. The committee must also try to be sensitive to any disputes or misunderstanding between members or between other committees, standing ready to provide careful mediation and loving peacemaking. Care of Members also provides supervision and support for the Meeting Administrator and Secretary.

Goals and Mission:

To be familiar, collectively, with the current status of all members and to offer pastoral care;

To be a body of people in whom those in need can trust and confide in safely;

To bring a rootedness in Quaker testimonies as set down in *Faith and Practice* to all deliberations and actions.

Work involved: Being as active as possible in all Meeting activities so that knowledge of the membership will be enhanced; attending Monthly Meetings for Business and Care of Members meetings to keep abreast of current life; volunteering for any of the tasks described above. This includes specifically: letter-writing, phone calls, pastoral visits, participating in discussions and brainstorming knotty problems, allocating funds appropriate to members in need, as well as supporting and collaborating with other committees and inviting clerks of other committees to visit the Care of Members Committee when information is needed for special decisions

Rewards: The enjoyment to be gleaned from close personal contact with a variety of people; personal spiritual growth.

## **ENGAGEMENT & STEWARDSHIP COMMITTEE**

Size: minimum of 5

Term: 1 - 3 years, length to be determined when a member joins the committee

Meetings held: Monthly and/or as needed

Annual Report to Meeting for Business: May

Description:

The committee's purpose is to engage Friends in ways that are grounded in integrity and trust, focusing on:

- making visible the work being done in the Meeting and the ways friends can contribute time, talents, and treasures to that work;
- listening, visioning, and planning for medium- and long-term priorities and stewardship of resources to fulfill those priorities, including keying in on future projects and/or prospects, which can deepen our understanding of community needs, resources, and benefits;
- promoting community engagement and education, focused on building a culture of transparency, ownership, and stewardship;
- introducing 'giving' into the spiritual life of the Meeting; and,
- helping to deepen the Meeting's understanding of the spirituality of giving.

Criteria for membership: Any active member or attender can join the Engagement & Stewardship Committee. Members of the committee need to have:

- active listening skills, and
- the ability to hold information with discretion.

Beyond these two requirements, each member will meet some of the following criteria so that when taken as a whole, the membership of the committee will reflect the following characteristics:

- Representation of the various identities of members and attenders in Abington Monthly Meeting (e.g. age, family/marriage status, employment status, socio-demographic features, etc.)
- Optimism and excitement about the future of AMM
- Strong relationship-building skills
- Knowledge about, openness to, and/or experience with Quaker practice
- Comfort with and willingness to engage in discussions and practices related to finance, including talking about money, requesting funding and other resources, understanding budgets, etc.
- Experience with fundraising, including seeking out and applying for grants and donor stewardship

Mission and Goal:

Mission: to unite our spiritual and material gifts into a vital community so that monetary and fiscal awareness and stewardship becomes part of spiritual accountability.

Goals: to foster communication and engagement among members of the Meeting, to be responsive to community needs, and to be responsible for the stewardship work that aims to meet those needs.

Work involved:

- Amplifying the spiritual gifts of the Meeting as a way to promote and support engagement
- Engaging the community, including Abington Friends School, by opening avenues of outreach – activities, events, sessions, etc – and promoting hands-on participation that encourages giving of time, energy, talents, skills, and financial resources
- Creating and maintaining close relationships with Finance Committee, John Barnes Trustees, Abington Meeting Trustees, and other finance-affiliated committees
- Keeping current on meeting resources and making funding requests as needed for engagement and stewardship efforts
- Resourcing other committees and individuals willing to take ownership of events and tasks that support the work of the Engagement & Stewardship Committee
- Enabling research and information gathering on engagement in and stewardship of the Meeting from among members and attenders, and relaying this information to the Meeting

- Enabling research and information gathering on outside resources that could support the Meeting and relaying this information to the Meeting

Rewards:

- Make contributions that support Abington Monthly Meeting, which, in doing so, supports our local and worldwide communities
- Gain a sense of deepening connection and stronger ties with others in the Meeting.
- Generate an alive and active Meeting that enables the sharing of Quaker values
- Discover the ways in which individuals can offer valuable time, energy, talents, and skills that may support the Meeting
- Develop a sense of appreciation for the gifts we have been granted, the gifts we can share, and the practices of stewardship
- Access to opportunity for practicing eldership (at any age)
- Gain sense of hope for our meeting and future generations of Abington Monthly Meeting

## **FAMILY PROGRAMMING COMMITTEE**

Size: Minimum of 6

Term: 2 terms, 3 years each

Meetings held: Once monthly, August to May, and as needed

Annual Report to Meeting for Business: annually in June

Description:

The Youth & Family Programming Committee develops and implements inclusive and intergenerational programming, meant to foster the spiritual lives of youth and families in the Abington Monthly Meeting. This can include (but isn't limited to):

- Oversee and guide the offering of First Day School and other Children's and Young People's Gatherings, which includes managing the recruitment and clearance process for First Day School leaders and childcare staff
- Promote and provide educational experiences that enhance understanding of Quaker testimonies, faith, and practice among youth and families in the Meeting
- Promote and support the participation of children and youth in Meeting for Worship
- Develop and promote programming that cultivates connection among families and the AMM community, and supports parent participation in the life of the Meeting
- Liaise between Abington Monthly Meeting, Quarterly Meeting, and Yearly Meeting with regards to youth and family programming
- Oversee and manage the childcare program, including staff the childcare program
- Oversee and coordinate with the Youth & Family Programming Coordinator, when this position is staffed
- Develop and offer intergenerational programming, including:
  - A fall opening program and a spring closing program
  - Holiday programming, including a Christmas and Easter Program

Criteria for Membership: A member or attender of Meeting who is interested in cultivating and fostering youth and family engagement with the AMM community. Members do not need to have children, but should be interested in developing programming and cultivating an inclusive environment that helps to foster participation in the life of the meeting and knowledge about and a commitment to Quaker values and the testimonies.

Due to the nature of this committee's work, if a member is also interested in working with and/or supervising minors, those committee members need to either have or be willing to obtain the following free documents:

- [Pennsylvania Child Abuse History Clearance](#)
- [Pennsylvania State Police Criminal History Clearance](#)
- [Federal Bureau of Investigations \(FBI\) Criminal History Clearance](#)

(required for volunteers who have lived outside of the Commonwealth in the last 10 years)

#### Mission and Goal:

To promote an environment within the Meeting where children and families feel welcome and spiritually nurtured, to provide connections for children and families to the life of the Meeting, and to provide education about and understanding of Quakerism.

- To provide a nurturing environment and opportunities whereby youth and families in the meeting can explore and expand their understanding of and commitment to Quaker values and testimonies
- To provide opportunities for youth and families to contribute to and participate in the life of the Meeting
- To cultivate a feeling of belonging in the AMM community

Work involved: Regularly and consistently attend Committee meetings and be actively involved in one or more of the items listed above. This allows for people with all areas of expertise and comfort to play an active role on the committee.

#### Rewards:

The knowledge that your work:

- Nurtures the life of the Meeting by working with our children and our families,
- Helps to introduce youth, and possibly their families, to Quaker beliefs and values;
- Builds intergenerational connections within the Meeting

## **FINANCE COMMITTEE**

Size: Up to 5 appointed members and, ex-officio, the Clerk of the Meeting, Property and Care of Members clerks, Treasurer and Assistant Treasurer, Meeting Administrator; Clerk of this committee should be one of the *appointed* members.

Term: 3 years, two terms, for appointed members.

Meetings Held: Typically held 4 times each year from September through February

General Criteria of Membership: For appointed members, at least two of:

1. Experience with spreadsheets, particularly Excel
2. Experience in making financial decisions
3. A general understanding of the Meeting budget and budget process

Description: The committee prepares the annual budget and also brings to the Meeting any interim budgetary issues, contacts members and attenders (including those active in the meeting but who haven't recently made a contribution and aren't in difficult financial circumstances) explaining our financial needs and asking for contributions, monitors income and expense flows to ensure that the Meeting stays within budget, and, in general, watches over Meeting finances.

Goals and Mission: To consider the Meeting's short and long term financial income and needs. The committee is the primary point of fiscal responsibility and stewardship. Its goal is to keep income and expenses balanced so that the Meeting always lives within its means.

#### Work involved:

1. Request, review, and revise all committees' budget requests

2. Request future restricted trust income estimates from the AMM Trustees
3. Insure that restricted trust income is spent only for the purposes restricted by the donor
4. Prepare an annual budget as close to balance as possible for February Meeting approval
5. Draft fundraising letters and make limited, confidential contacts with individual donors who are not in difficult financial circumstances

Rewards: Feeling personal satisfaction in service and stewardship to insure that our Meeting can financially continue to provide a broad range of benefits to our community.

## **FUNERAL COMMITTEE**

Goal: The Funeral Committee is charged with providing for the bereaved, comfort and assistance in planning and carrying out a Memorial Service and/or a graveside service if requested by the family.

Size of Committee: 8 to 10 members

Term: 3 terms, 3 years

Meetings Held: This is a committee called into service at irregular intervals and it has no set time for committee meetings. Members will be made aware of the responsibilities by the co-clerks and are called upon at the time of a Memorial Service.

General Criteria of Membership: A Meeting member or attender who is known to a wide circle of the membership; is familiar with a Friends' Memorial Service and has a willingness to use it for this purpose.

Description: Notification comes from the Meeting Administrator and/or Caretaker to the clerk(s) of this committee. Through the Meeting Administrator and the Funeral Committee, all members of Meeting will be notified when a death occurs. The committee works as a team, dividing up the responsibilities, primarily for the reception following the Memorial Service. If the need arises, the committee turns to the Meeting membership for additional help.

Goals and Mission: To serve the bereaved in a loving, caring way; to give advice and help with arrangements appropriate to the needs of the particular person or family. We encourage, in the manner of Friends, at the time of the Memorial Service, a worshipful sharing and appreciation for the life of the person who has died.

Work Involved: Clerk(s) contacts the family after we are notified of the death. Clerk(s) finds out the family's preference for the reception. Committee notifies Meeting members who do not receive email from Administrator. Committee provides, if asked, food and beverage for a simple reception after the Memorial Service and attends at the service whenever possible. Committee members are encouraged to offer services which include 1) graveside or private services and/or Meeting Memorial Service 2) catered or meeting supplied reception, 3) and ushering or seating as needed. Flowers for the service are provided by the family.

Rewards: The close association with those losing a loved one brings unity and love and a profound sense of serving the Meeting family under the care of the Divine Spirit.

## **HOSPITALITY COMMITTEE**

Size: up to 15 persons

Meetings held: as needed

Terms: 3 terms, 3 years

General criteria of membership: Anyone willing to work with others providing needed hospitality for the Meeting and visitors to the Meeting. A member or attender who enjoys this kind of service to others. Anyone who does not shun kitchen chores.

Description: The Committee provides hospitality (coffee and snacks) at those times when it is not provided by another committee or by individuals, for example at Sunday Meeting for Business, at Quarterly Meeting, and the World Day of Prayer. It also works with and supports other committees when the hospitality needs are heavy, such as providing a clean-up crew after the Christmas breakfast. Additionally, this committee oversees the scheduling of coffee hours. Beauty for the soul as well as food for the body is answered by this committee by taking responsibility for flowers in the Meeting House Sunday mornings.

Goals and Mission: To provide a warm and welcoming atmosphere at Meeting functions, to render the kind of hospitality that brings our community closer together, to provide simple but attractive fare when needed; to pay loving attention to the presentation of food as well as the food itself; to perform the above service graciously and lovingly.

Work involved: Members must be willing to give the time and energy needed for setting up, serving and cleaning up at Meeting for Business and otherwise, as needed. This committee especially needs members who can be counted on to show up regularly.

Rewards: Getting to know others on the committee; the kind of fun and camaraderie that is especially experienced when doing hands-on work together; an unequaled opportunity to get acquainted with people in the Meeting.

## **LIBRARY COMMITTEE**

Size: up to 3 members

Terms: Three three-year terms

Meetings Held: One Sunday per month or else a Saturday morning work day. Several members, if they can, meet on a mid-week morning

General Criteria of Membership: A concern for our Quaker library and a desire to make books available to all who wish to use it. Our committee needs someone who is willing to work steadily at the process of keeping the library in order.

Description: The committee's first concern is for the order of our library by checking books out and in, and placing returned books on their proper shelves. We try to do a regular reordering of shelves, discarding books that are duplicates or in poor condition in order to make room for new additions. The library consists of books, pamphlets, and periodicals relevant to Quakers, videos and tapes, and children's books. We try to add regularly to our collections by purchasing new books, replacing those that are lost, selecting new additions from donated books that are relevant to our library and in good condition. The committee tries to find ways to bring books and materials to the attention of our members and attenders: encouraging them to peruse our shelves, reminding them of new or particularly interesting books and materials.

Goals and Mission: Since reading is one of the important methods used by Quakers in their search for truth, we try to have materials readily available particularly for our members, attenders, and their children, but also for the school under our care and those who desire more information on Quakerism, both its faith and its practice. Hence, we have as wide a selection as possible on Quakerism, spirituality, different religions, as well as books and materials on the study of the Bible and the life and teachings of Jesus. We also keep books and materials relevant to our Quaker world in the fields of social concerns, literature, and art. Our chief concern is to aid readers who are Seekers.

Work involved: For one or two months of the year, each member is responsible for keeping the library in good order: checking books in and out, shelving books and materials, and straightening the downstairs library and the room upstairs. The whole committee takes on a variety of tasks over the year: selecting new books and materials, reminding readers of overdue books and materials, sorting

and evaluating gifts, accessing new additions and gifts, reordering shelves. We share the fun of inventing new ways to bring the library to the attention of others.

Rewards: We ourselves discover books and materials new to us, enjoy each other's company as we work together, and take great pleasure in discovering what particular books and materials appeal to our readers.

## **NOMINATING COMMITTEE**

(Membership in the Monthly Meeting is required for service.)

Committee Size: 6 persons (three panels of two persons); ex officio Meeting Administrator

Terms: 4 years, one term, not renewable.

Meetings Held: As needed

Requirements of Membership:

One of the following:

- A member of meeting actively involved in the worship, work and fellowship of the Meeting.
- A member who has exhibited sensitivity and judgment as they have participated for some years in the life of the Meeting.
- A newer member who expresses interest in knowing the gifts of others and a desire to know more about the Meeting.

(Also see "Naming Committee" to read about the goals for appointments to the NC committee.)

Description of Work: The work of the Nominating Committee is centered in the idea of growth in faith through service to our Quaker community, leading to growth in faith for the community as a whole.

The Nominating Committee makes all nominations required by the Monthly Meeting. Members of the Nominating Committee should have a strong sense of, and ability to maintain, confidentiality and discretion in the discernment process of putting forward names for committee membership.

Nominations help determine the long-term life and spirit of the work done by the Meeting's committees.

In addition to being aware of the purpose and needs of committees, it is also Nominating Committee's responsibility to be mindful in the choice of persons for committees as vacancies arise.

Various methods are used to gain knowledge of the skills, interests, enthusiasm and present assignments of members and attenders. This knowledge helps to place individuals where they will contribute their gifts on a particular committee. Some of these methods include presenting the work of the Nominating Committee to the meeting from time to time in an Adult Class, surveys both (formal and informal) about service on committees in the life of the meeting.

The Nominating Committee should be aware of members and active attenders who are potential nominees for committee service. While it is likely that some Nominating Committee members will not know everyone in Meeting, it is desirable that the majority of the Nominating Committee members know a wide range of Meeting members, to assure that the committee members together have a broad knowledge of our Meeting community.

It is the responsibility of the Naming Committee each year to see that this collective knowledge is maintained. (See "Naming Committee")

Goals and Mission:

1. To discern the gifts and talents of members and attenders and support and nurture those gifts for the work of supporting the life of the Meeting;
2. To be mindful of not overloading or under-using people in the work of the Meeting;
3. To work toward committees balanced in gender, age and length of time in membership;

4. To respond to special needs of particular committees at various times;
5. To keep informed about the functioning of each committee and to remedy weaknesses or maintain strengths by wise and responsible counsel and appropriate nominations.

Work Involved: Interviews in person or by telephone or electronic media with members and attenders to gather information and/or ask for acceptance of nominations; attend full committee meetings to share insights and findings and to discuss and weigh factors governing each choice of an individual to fill a vacancy.

The Nominating Committee reports the results of its work to Monthly Meeting. The types of actions reported by the Nominating Committee are as follows:

- A. NOMINATIONS - The Nominating Committee proposes to put someone onto a specific committee. The Nominating Committee asks for Meeting APPROVAL.
- B. COMMITTEE SERVICE
  - AT THE END OF A FINAL TERM: a person nearly always "steps off." The Nominating Committee asks for Meeting ACCEPTANCE.
  - AT THE END OF A NON-FINAL TERM:
    - A person may "step off": the Nominating Committee asks for Meeting ACCEPTANCE.
    - A person may "renew" for another term: the Nominating Committee asks for Meeting ACCEPTANCE.
  - RESIGNATION: When a person resigns from a committee (not at the end of a term), the Nominating Committee asks for Meeting ACCEPTANCE.

Rewards: Discerning and nurturing the gifts of members of the meeting; an enhanced understanding of the proper workings of the Meeting and the contributions of its members; fellowship with other committee members.

NOTE: Nominations to the Nominating Committee by a Naming Committee appointed at the March Meeting for Business. (See description of Naming Committee for details.)

Queries to consider:

1. What qualities would you see to be necessary in doing the work of Quaker nominating? Which spiritual gifts would you pray for if you were asked to serve in this way?
2. Can you identify the strengths and weaknesses you bring to working with other people? Are you able to humbly place your whole self in the Light? When you do, what happens?
3. If you were asked to advise the meeting on a difficult nominations matter, on what guiding principles would you rely?

## **PEACE AND SOCIAL JUSTICE COMMITTEE**

Size: minimum of 6 with no maximum

Mission:

As witnesses to both the Peace and Equality Testimonies, members of the committee are dedicated to the pursuit of peace and nonviolent efforts to advance social justice. As Friends we recognize "that of God" in each and every person and we are called to speak to the wrongfulness of human suffering. The pursuit of lasting, sustainable peace requires the elimination of the causes of conflict, such as poverty, exploitation and intolerance. Social justice rejects all forms of discrimination whether based on race, gender, religion, nationality, ethnicity, age, sexual orientation, class or ability (physical and/or mental). It is also incumbent upon this committee to be attentive to the proper stewardship of Earth's resources by promoting, among other actions, energy conservation, recycling, reducing waste and investing in Green technology.

Goals:

- To witness against war and all signs of outward and inward violence.
- To alert the Meeting to opportunities for expressing its opposition to war and violence.
- To speak out against all forms of discrimination, intolerance and oppression.
- To promote Meeting and individual involvement in support of activities that further social justice.
- To make recommendations to protect the environment and support sustainability.
- To be attentive to the leadings of others and the Meeting that may direct the committee's work.

General Criteria of Membership:

Member or attender with a commitment to become actively involved in the work of social justice, the right sharing of the world's resources or with a special concern for the Peace Testimony.

## **PROPERTY COMMITTEE**

Size: 7 or more persons

Terms: 3 terms, 3 years each

Meetings Held: as needed

General Criteria of Membership: A person interested in the grounds and buildings, preferably also with experience with aesthetic, structural, historical, financial or construction aspects of property.

Description: The Property Committee is responsible for the general care of the Meeting's buildings and surrounding grounds, including burials and graveyard maintenance. It interfaces with the Barnes Trustees and the School, Finance, Graveyard, Library, and Funeral committees as needed.

It is responsible for:

1. Overseeing the Site Manager and Property Coordinator work and hiring those roles, as is infrequently needed;
2. Making decisions or recommendations on all housekeeping and maintenance matters;
3. Setting criteria and guidelines, with Meeting approval, for the use of Meeting facilities by persons or groups not in the Meeting or School community;
4. Making short and long-term plans for the maintenance and improvement of the property, including the development of a budget which will be presented to the Finance Committee for modification and inclusion in the annual Meeting budget;
5. Cooperating and coordinating certain property maintenance responsibilities with the School.

Goals and Mission:

1. To maintain the property in a manner conducive for worship and fellowship;
2. To utilize the talents of committee members and Meeting members and attenders;
3. To work harmoniously with other committees and the School as needed;
4. To communicate to the Meeting community what is being done.

Work involved:

1. Attendance and participation in committee meetings;
2. A concerted effort to familiarize oneself with the present status of buildings and grounds and observe any need for changes;
3. Discussion and evaluation of work to be done and any bids from contractors to do the work;
4. Being available when possible to meet with contractors as needed.

Rewards: Personal impact on the upkeep of these beautiful historical grounds and buildings; increased commitment to our religious community.

## **SCHOOL COMMITTEE**

Size: 15 to 21 persons with a simple majority of Friends

Term: 3 years with a 3 term limit; Committee clerks and officers may serve an additional 4<sup>th</sup> 3-year term

Meetings Held: 4 4-hour meetings (September, November, January, April) with subcommittee meetings throughout the year

General Criteria of Membership: One or more of the following: interest in the School, involvement in the past as teacher or parent, a current parent, experience in school administration, law, business or financial management, a commitment to Quaker education.

Description: Abington Friends School is an institution whose day to day operation is delegated to the people hired for that purpose. The School Committee acts in the capacity of a governing board of trustees, responsible for policy-making and oversight. This makes it much different from other Meeting committees. Its responsibilities lie in two directions, to the School and to the Meeting. To carry out its governance it is organized into a number of standing sub-committees to which members are assigned according to their skills and interests.

### Goals and Mission:

1. To assure that the School continues to offer an education to children and youth that stresses the Quaker values of humanism, service, integrity as well as intellectual achievement;
2. To oversee the administration of the School academically and financially, keeping within the guidelines of committee governance;
3. To be a voice for the School to the Meeting and the community, stressing our unity of purpose for the work being done;
4. To evaluate regularly the state of the School in light of the above.
5. To support, evaluate, and hire Heads of School.

Work involved: Attendance at committee meetings as well as involvement in one or two of the sub-committees; attendance at major school functions such as dramatic or musical presentations, fund-raising events, baccalaureate and graduation; being present for any scheduled event combining School and Meeting; acting as a supportive spokesperson for the School when the need arises; and supporting the School financially to the extent one is comfortable.

Rewards: Reinforced love and admiration for this 300-year-old school, comradeship of working beside others for common purposes.

## **WORSHIP AND MINISTRY**

Size: up to 15 persons (membership in the Meeting is required)

Term: 3 terms, 3 years each

Meetings held: Monthly except December

Annual Report to Meeting for Business: October

### General criteria for membership:

A member of Meeting who:

1. Faithfully attends Abington's meetings for worship.
2. Takes opportunities for spiritual formation and growth.
3. Has shown a gift for the spiritual nurture of others.
4. Has a basic understanding of Quaker practice and faith.
5. Has an openness and sensitivity to the wide diversity of Friends' cultural backgrounds and spiritualities and the expression of that diversity in vocal ministry.
6. Uses discretion in their communications with others in the Meeting.

Description: The committee is responsible for nurturing the meeting for worship and vocal ministry and for fostering the spiritual development of members and attenders. It seeks to encourage spiritually alive ministry. At times, it may also collaborate with Care of Members, Adult Education, and other committees on overlapping concerns for strengthening the spiritual life of the Meeting and building beloved community. The monthly meeting for worship to attend to business is within the committee's area of concern.

Goals and mission:

1. Encourage spiritual growth within the Meeting community.
2. Encourage spiritually alive meetings for worship.
3. Nurture and support members and attenders in their spiritual journeys and their spiritual gifts and Spirit-led ministries.

Work involved:

1. Helping to "kindle" the worship of others by arriving and settling into worship a little earlier.
2. Holding the other worshippers in prayer and love, and being willing at times to respond to inappropriate messages or behaviors, with an emphasis on helping the meeting for worship get re-grounded in the Spirit.
3. For regular meetings for worship, arranging for facing-bench Friends (conveners)—who focus on holding the MfW in the Light; asking at the appropriate time for prayer requests, joys, and sorrows; closing the meeting, welcoming newcomers; and reading announcements.
4. Appointing spiritual anchors for meetings for business, who focus on holding the clerk and the MfB in the Light.
5. For online meetings for worship, arranging for tech-hosts who also monitor online participation.
6. Seeking openings to develop friendships with all who attend meetings for worship and who at any time may be given vocal ministry by the Spirit.
7. Appointing and occasionally serving on confidential clearness committees for others' spiritual concerns and anchor committees providing spiritual support and accountability for others' active ministries.
8. Maintaining the children's corner of the meeting room.
9. Encouraging the vocal ministry of women, people of color, LGBTQIA+ folks, and any whose voices may be under-represented at meetings for worship.
10. Hosting other opportunities for meeting for worship as led or as requested by the Meeting, including on Christmas Eve.
11. Having the care of meetings for singing.
12. Outside of meeting for worship, providing opportunities for newcomers and the Meeting community to explore Quaker spirituality.
13. Setting up spiritual nurture groups.
14. Arranging for representation of the Meeting in ecumenical and interfaith groups.
15. Supplying introductory tracts and literature on Quaker spirituality, including *Faith and Practice*.

Rewards: The sharing of religious experiences and aspirations with other members of the committee, which brings support on our spiritual paths and growth; a heightened commitment to meeting for worship and our Meeting family; an increased knowledge of fellow committee members' strengths and needs; the joys that come from loving and helping each other and heeding the promptings of the Inward Light.

## CLARIFICATION OF OFFICERS & TRUSTEES

Clarification regarding use of the words *Officers* and *Trustees* within Abington Monthly Meeting:

- In 2006, our Abington Monthly Meeting became incorporated. So, we now exist as an **Incorporated Meeting**. All the members of our Meeting are the members of the corporation. The officers of the Meeting are also the Officers of the Corporation. (We do not refer to these officers as trustees.) Because we are a corporation, we have to *elect* the officers of the corporation, just as we *nominate and approve* officers of the Meeting. These are the same people and because the positions are essentially the same, when we elect officers, we are simply designating the corporate identity in addition to the Meeting role for each officer. Because we are a corporation, we have an annual meeting of the corporation, and we have by-laws, which are maintained by the corporation (officers and members of Meeting).
- **The AMM Trustees, Inc.** function similarly to a Meeting committee. This group of trustees manages the trusts held by Abington Monthly Meeting. This group was incorporated in 1946, which is why they are sometimes referred to as "the incorporated Trustees." The use of "incorporated" in their name refers to the fact that they themselves are incorporated, NOT to the incorporated Meeting. The AMM Trustees have their own officers (they don't call it clerking) called president and treasurer. These trustees are not the officers of the Meeting, nor are they the officers of the AMM corporation. (See full description below.)
- **The John Barnes Trustees, Inc.** also function similarly to a Meeting committee, and they have their own officers, called president, vice president, secretary, and treasurer. The JB Trustees manage the trust (property holdings and investments) that was given by John Barnes for the creation of a Meeting and the creation and maintenance of a School. The JB Trustees are also incorporated. These trustees are not the officers of the Meeting, nor are they the officers of the AMM corporation. (See full description below.)

### ABINGTON MONTHLY MEETING TRUSTEES, INC.

Size: 7-9 (membership in the Meeting required)

Term: 3 years (unlimited, December or January appointment for term beginning February 1)

Meetings Held: At least twice a year

General Criteria of Membership: Some financial experience is helpful; interest in investments; a solid grounding in Quakerism and an ability to work amicably in a team spirited approach with others in arriving at decisions.

Goals and Mission: To fulfill the requirements as prudent investors within the bounds of Quaker standards as stewards of some of the Meeting's financial capital.

Description: This is a non-profit corporation formed by the Meeting for the purpose of receiving and holding property, making prudent investments for the Meeting, and disbursing the funds according to the donors' wishes.

Work involved: The committee meets to evaluate the performance of the investment providers, to approve changes in the portfolio or the portfolio advisors, to monitor the growth of investments and to see that the yield and return is within the guidelines of responsible stewardship by a Quaker body.

Rewards: Impact on the Meeting's long-term financial well-being and supporting the Meeting's long-term financial goals.

## **JOHN BARNES TRUSTEES, INC.**

Size: 9 (membership in the Meeting is required)

Term: 15 years (unlimited), February nomination

Meetings Held: As needed

Description: The Barnes Trustees was formed to hold in trust for the Meeting and School the land deeded February 1697 for a meeting house and school. Also included are investments made with funds received from land sales over time. The trustees administer the assets under the original trust guidelines, with the principal purpose being to provide support for Abington Friends School.

Criteria of Membership: Interest in the School and the Meeting. Individuals should be comfortable discussing business, legal and financial matters as they relate to the Meeting, the School, property ownership and leasing, and investments.

Goals and Mission:

1. To manage assets to obtain a sound financial return for Abington Friends School within the framework of sound Quaker tenets;
2. To listen and be sensitive to the needs of the School and to maintain friendly relations with the School administration and School Committee and the Meeting.
3. To report regularly to the Monthly Meeting for Business.

Work involved: Attendance at meetings and taking a fair share of the work as it comes up. This includes using one's personal skills in the following areas: education, finance, business, legal, real estate, and secretarial.

Rewards: Fellowship within the committee and the knowledge that one is making an important contribution to the Meeting and School.

The John Barnes Trust provides financial support to Abington Friends School through its relationship to Abington Monthly Meeting as an activity of the Meeting. To ensure compliance with its 501(c)2 designation by the Internal Revenue Service as a tax-exempt entity, the John Barnes Trust will distribute funds to the Incorporated Trustees of Abington Monthly Meeting to support its activity, Abington Friends School. The Incorporated Trustees of Abington Monthly Meeting will subsequently distribute said funds without any withholding directly to Abington Friends School without delay.

## **OTHER COMMITTEES**

The following committees perform important services for the Meeting, but their functions are more specific and limited in scope than the standing committees.

### **AD HOC ARCHIVES WORKING GROUP (Inactive when work is not required)**

Size: 2-5 persons

Term: 3 years, no limit

Meetings held: as needed

General Criteria of Membership: Anyone interested in preserving and cataloging memorabilia of the Meeting.

Description: In coordination with Meeting Administrator, the committee reviews Meeting materials and determines which items should be placed in the Friends Historical Library archives at Swarthmore College.

Goals and Mission: To gather information of Abington Friends Meeting to ensure that it is safely preserved. Most information is available at the Friends Historical Library at Swarthmore College for

historical research and review. Certain information is available only on application and approval by appropriate Meeting officers.

### **AD HOC GRAVEYARD COMMITTEE**

The John Barnes Trustees and the Property Committee each choose two of their members to be appointed to this committee when needed.

Purpose: This group convenes when necessary to act as a liaison between the John Barnes Trustees and the Property Committee in addressing specific matters that may arise requiring attention involving our graveyard. This committee addresses unusual questions concerning graveyard maintenance, regulations, or oversight, and brings suggestions for changes to existing Policies and Regulations to the John Barnes Trustees and the Property Committee. A form with complete information concerning Policies and Regulations for our graveyard is available in the Meeting Office and is also issued with each application for purchase of a plot.

### **AUDIT COMMITTEE**

Size: 3 persons – preferably committee members with accounting or finance background

Term: 3 years, two terms

Purpose: The purpose of the Audit Committee is to review the accounts and the reports of Abington Monthly Meeting, the Trustees of Abington Monthly Meeting, Inc. and the John Barnes Trustees, Inc. The reviews may be handled separately by individual committee members. The committee will look for accounting processes that reflect adequate controls and checks and balances, as well as file balances that match those of bank statements. Any material inadequacies or recommendations will be reported to Meeting for Business.

### **NAMING COMMITTEE**

Size: 2-3

Purpose: The Naming Committee has the purpose of nominating people to the Nominating Committee.

Length of Term: Naming Committee appointments are made at the March Monthly Meeting for Business. The clerk of Meeting asks for volunteers, and those volunteers must be approved. This is a short term commitment, with work concluding in May.

General Criteria for Membership: An active member or attender who understands the make-up of the Nominating Committee (as described below)

Work Involved: Each year, two members of the Nominating Committee conclude their terms on that committee, and the Naming Committee identifies two persons to be nominated to the Nominating Committee to replace them. (The Nominating Committee does not nominate its own members.)

Recommendations for the new nominations to the Nominating Committee must be presented at the May Monthly Meeting for Business.

The Naming Committee is urged to select persons who will maintain a broad knowledge of our Meeting members and attenders. While it is likely that some Nominating Committee members will not know everyone in Meeting, it is desirable that the majority of the Nominating Committee members know a wide range of Meeting members, to assure that the committee members together have a broad knowledge of our Meeting community. It is the responsibility of the Naming Committee each year to see that this collective knowledge is maintained.

The Nominating Committee should consist of six people, in panels of two who have the same term limit.

A flexible requirement is that the six Nominating Committee members consist of: one from Care of Members, one from Worship & Ministry, one from Religious Education, one from School Committee, one from Adult Class, and one at-large.

## **YOUTH COMMITTEE**

This is the name given to our high school age First Day (Sunday) School class so that they will have a “committee experience.”

Every high school aged Friend who participates in First Day School automatically becomes part of the Youth Committee, and the curriculum for this age group includes learning about Quaker process and how a committee functions within a Quaker meeting. The Youth Committee may aid other committees with projects and activities.

This is not a standing committee, so there are no nominations or annual reports. If the Youth Committee wishes to report to meeting for worship to attend to business, they may request doing so at any time.

## CLERKS/OFFICERS AND ABINGTON MONTHLY MEETING APPOINTMENTS

### **CLERK OF THE MEETING** (up to three terms of 1 year each)

“Faith and Practice” of Philadelphia Yearly Meeting has a great deal of useful guidance for the Clerk of the Meeting. Reading it will inform the Nominating Committee, persons considering being clerks of the Meeting, persons nominated to this position and all members of the Meeting whose support the Clerk needs in carrying out her/his duties. It clarifies the demands and responsibilities of the position. This handbook excerpts some text from PYM’s “Faith and Practice”, 1997 edition. (*Note: there is an updated edition currently being prepared to be available online at [www.PYM.org](http://www.PYM.org).*) All members are encouraged to read the full document.

#### The Role of the Clerk

*Ideally, the clerk is both servant and leader who thoughtfully prepares for the meeting; maintains a worshipful spirit in the meeting; sets a helpful pace; discerns the sense of the meeting when it is present; and expresses it clearly or identifies those who can do so. Such a clerk sensitively searches for the right course of action and helps maintain the meeting’s spiritual unity. All these tasks are accomplished in an active, informed, helping spirit, facilitating but never dominating, carefully free from partisanship.*

*When nominated and appointed by members of the Meeting, the clerk accepts the obligation to focus time, energies, and gifts in the fulfillment of that trust.*

*The clerk helps the Meeting move through the agenda with efficient but unhurried dispatch, keeping the members’ attention on the matters to be considered. The clerk listens, learns, and sifts, searching for the sense of the meeting, possibly suggesting tentative minutes or periods of silent worship to help clarify or focus Friends’ leadings. The clerk encourages those who are reluctant to speak, and, in like manner, restrains those who tend to speak at undue length or to speak too often.*

*When the sense of the meeting seems to be clear, the clerk lays it before the Meeting. If there are objections or reservations, the clerk opens the way for further seeking and refinement. When there are no further objections or refinements, the clerk directs that the sense of the meeting be so recorded. It is especially important that the clerk make clear what previous decisions or customs have been established on a given issue since lack of unity on a proposed change normally means that the status quo will be preserved.*

*When the sense of the meeting seems elusive, the clerk should be sensitive to the potential benefit of deferring the matter to a later time, to a different body, or to a different forum.*

*The clerk should be careful to refrain from opinionated participation in the discussion. Further, the clerk should be alert to those occasions when his or her ability to read the sense of the meeting may be blurred by deep personal convictions. In that event, the clerk stands aside and asks the Meeting to recognize someone else as clerk for the moment.*

*After the meeting is concluded, it is the clerk’s duty to ensure that those charged by the Meeting with new tasks or specific actions are informed of their responsibilities. The clerk also takes care that matters held over appear in a later agenda. Finally, letters or documents whose drafting has been entrusted to the clerk are promptly dispatched.*

Preparations:

*The clerks or other designated persons prepare the agenda and, if appropriate, distribute the agenda and other essential information in advance. They may need to remind persons who are to bring matters before the meeting to come prepared. They must be careful to call members' attention to issues of special moment.*

In addition, in the Abington Meeting Clerk's Book are instructions written by past clerks, which gives more useful information. They should be read and referred back to from time to time.

Much of the Clerk's time is spent handling the mail, responding to incoming requests and concerns, and keeping in touch with committee clerks on concerns of the Meeting.

The Clerk may plan to have meetings of all the committee clerks to maintain good communications among the committees.

The Clerk needs to work closely with the Recording Clerk to see that the minutes are carefully kept in the permanent book.

Note: suggested reading for the Nominating Committee, incoming clerks and persons preparing for or considering clerkship: Michael Sheeran, Beyond Majority Rule.

**ASSISTANT CLERK OF THE MEETING** (up to three terms of 1 year each)

The Assistant Clerk shall be, as the name implies, an assistant to the Clerk of the Meeting as the latter asks. The Assistant Clerk may:

1. assist the Clerk during Meetings for Business, for example replace the Clerk on a temporary basis when the Clerk wishes to respond personally to an issue or help draft specific minutes of decisions taken by the Meeting of approval by the Meeting at the time of decision;
2. take the place of the Clerk at Meetings for Business when the Clerk is not available;
3. become familiar with the several duties of the Clerk of the Meeting by helping the Clerk between Meetings for Business.

Being an Assistant Clerk does not automatically mean being nominated as the next Clerk of the Meeting. She/he would be considered by the Nominating Committee but only from among other qualified members.

**RECORDING CLERK** (up to three terms of 1 year each)

The Recording Clerk's primary duty is to prepare a draft of the minutes of the Business Meetings for the Clerk's correction and approval. She/he may perform other duties as asked by the Clerk.

**ASSISTANT RECORDING CLERK** (up to three terms of 1 year each)

The Assistant Recording Clerk's primary duty is to take the place of the Recording Clerk when she/he is not available. This may include preparing a draft of the minutes of the Business Meetings for the Clerk's correction and approval.

**TREASURER OF THE MEETING** (unlimited terms of 2 years each)

The Treasurer is an officer of the Meeting and an ex-officio member of the Finance Committee. In conjunction with the Finance Committee, the Treasurer is responsible for the oversight of the financial health and viability of the Meeting.

Work Involved: Receive money from various sources including, but not limited to, income from trusts, bequests, capital campaigns; handle payments for use of property and miscellaneous purchases through the Meeting, etc. and account for contribution deposits made by the Assistant Treasurer; handle payment of employee salaries including the Meeting Administrator, the Caretaker, and Child Care providers; handle payment of office expenses, Caretaker's house expenses, Meeting property maintenance, upkeep and special projects; handle normal operating expenses of the Meeting committees within their budgets and money raised by the Meeting for the purpose of donating to other organizations; transfer ear-marked money to Abington Friends School and Quarterly and Yearly Meeting; pay monthly and quarterly Federal, State and Local taxes; and, annually, process payroll tax forms. Maintain employment forms for all employees. In some instances manage accounting and distribution of money from bequests. Several times throughout the year provide the Meeting's financial position to guide the Finance Committee in decision making and interpretation; prepare the Meeting's annual budget in cooperation with the Finance Committee for approval in December; and report to the Meeting the previous year's actual financial results in the month of February. The Treasurer is required to participate in called Finance Committee meetings several times per year. Annually prepare materials and respond accordingly for audit. When asked by a member of the Meeting, provide access to accounts, with the following exceptions: the specific contributions of members and attenders which are normally known only by the Recording Treasurer and Assistant Treasurer who receive them and, on rare occasions, a few members of the Finance Committee.

General Criteria for the Position: The Treasurer should be a member of the Meeting and have significant experience in financial matters and business management. Basic knowledge of accounting and banking equivalent to high quality management of personal accounts and an ability to work with numbers is necessary. Skill in explaining financial matters to others is very important. Familiarity with computers, Excel, Money and QuickBooks software, and the Internet are very important. The work is sometimes arduous and time-consuming depending on the time of the year, requiring accuracy, faithfulness and reliability in keeping track of finances and maintaining good records.

Rewards: The work reaches into every aspect of the Meeting's life and provides opportunities for knowledge and interaction with many facets of the Meeting community. For someone who likes working with numbers and making them come out right, there is additional satisfaction.

**ASSISTANT TREASURER OF MEETING** (unlimited terms of 2 years each)

The Assistant Treasurer will: 1) maintain familiarity with all aspects of the Treasurer's duties in order to assist and consult with the Treasurer as needed, and also to be a back-up for the Treasurer on the Meeting's QuickBooks system; 2) approve year-end IRS letters sent to all donors, as prepared by the Meeting Administrator; and 3) provide accounting back-up to the Meeting Administrator as needed in bookkeeping for the Meeting.

**RECORDING TREASURER** (unlimited terms of 2 years each)

Receives incoming mailed donations and prepares deposit slips for Assistant Treasurer. Copies all

checks and once deposit is made by the Assistant Treasurer, verifies that the bank deposit receipt matches Recording Treasurer's records.

### **BOOKKEEPER** (part of Meeting Administrator's responsibilities)

*These duties are supervised by the Meeting Treasurer and Assistant Treasurer.*

#### **Treasurer Support**

- Work with the Meeting Treasurer as needed, and complete varied tasks as directed by the Treasurer.
- Process incoming check requests and requests for reimbursement.
- Process and pay incoming bills and vendor invoices using QuickBooks and Bill Pay Online.
- Prepare letters/emails for use of property including fees charged, confirm requests and invoices are authorized correctly. This includes payment for weddings, special events, memorial services and burials.
- File bills and other financial paperwork as directed by the Meeting Treasurer.

#### **Assistant Treasurer Support**

- Donation processing, recording, and verification (checks, credit card through PYM, Venmo)
  1. Receives scan of deposits, as logged by Recording Treasurer.
  2. Records the contributions received into Donations Software Database.
  3. Prepares appropriate reports for Treasurer and Assistant Treasurer.
- ACH – VANCO - automatic monthly (electronic) deposits
  1. Keeps donor records and sets donors up into the system (Vanco Services).
  2. Receives notification from Vanco that a deposit will occur in a few days.
  3. Enters the specifics into the Donations Database.
  4. When necessary, adds or edits current automatic donors.
  5. Responds to periodic requests from VANCO for verification of donor records, etc.
  6. Runs appropriate reports for Treasurer and Assistant Treasurer
- Donation Database maintenance
  1. Keeps donor records up to date – updates addresses, e-mails, etc.
  2. Back up of Database onto multiple thumb drives.
  3. For new donors or for changes of address or other information, update the information in the FileMaker Pro membership database (regular membership database).
  4. Keeps other info as up to date as possible (e.g. new Members, Attenders, gift allocations, etc.)
  5. Notifies Treasurer when annual license payment is due for Donations Database software (June of each year).
  6. Produces excel spreadsheets compiled from Database reports to Treasurer to track appropriate allocation of money to various Meeting funds (e.g. School, Trusts, Memorials).
- YEAR END
  1. Generate tax receipts and mailing labels for all donors using the Donations Database.
  2. Prepare and mail or email tax receipts to donors, with approval of Assistant Treasurer.
  3. Provides completed reports to Treasurer in preparation for annual budget work.
- Appeal Letters
  1. Assist Finance Committee as needed in preparing annual appeal mailing.

- Analysis for Finance Committee

1. Customized reports may be requested and are provided upon request.

Serve as ex officio on Finance Committee, in the Bookkeeper position.

**MEMBERSHIP RECORDER** (unlimited terms of 2 years each)

Gathers and records membership statistics (births, adoptions, deaths, marriages, divorces, transfers, resignations, releases), then prepares and presents an annual report to AFM Meeting for Worship to Attend to Business in March of each year. Also on a yearly basis, PYM will provide the membership recorder with a statistical form that must be completed and returned by May 1<sup>st</sup>. The membership recorder needs to work closely with Meeting administrator and secretary to ensure all records and statistics are accurate. A procedural manual is kept in the membership data file, and it should be reviewed yearly for changes.

## **GUIDELINES FOR USE OF ABINGTON MEETING BUILDINGS & GROUNDS**

Abington Meeting welcomes your group to use the Meetinghouse space with the understanding that the space will be returned to its former state upon conclusion of the event or activity. Please remember that this is a place of worship and treat it as such, being respectful of all of the grounds and buildings knowing that Friends and visitors often come here for quiet and contemplative time. Due to the frequent use of this space and the historical value of our buildings and their contents, these guidelines should be followed when using the Meeting's space:

### **Scheduling**

- All use of space must be arranged through Cathy Callan (Meeting Secretary) at 215-884-2865 or [MeetingOffice@abingtonfriends.net](mailto:MeetingOffice@abingtonfriends.net). In addition, a contact person may be assigned from the Property Committee. A Request Form, a Hold Harmless Agreement, and an Insurance Certificate will be required for all groups using our space. Please contact your group's insurance company and send us a Certificate of Liability Insurance, naming Abington Monthly Meeting of the Religious Society of Friends as co-insured.
- Please be aware that we offer the use of our facilities as is. Our Meetinghouse and John Barnes Room have some furnishings, such as folding chairs stacked in the corner and antique furniture along the walls, which cannot be removed. We do our best to make the room welcoming and spacious, and we invite you to visit our buildings prior to your service to ensure that our facilities meet your expectations.
- Most uses of our space require a fee, and our office staff can provide information about the fee for your specific event.
- It is crucial to have a good estimate of the number of people who will be attending your event in order to anticipate and address any special needs. The buildings have maximum capacities for safety and comfort, which must be considered. If your anticipated attendance exceeds our safety limit, we may not be able to accommodate your event. Please discuss this with our Administrator, Loretta Fox, prior to your event.
- If your meeting or event is cancelled, please contact Cathy or your contact person from the Property Committee in advance.
- When you reserve space, please be sure to reserve the time needed for set-up and clean-up. Keep in mind that the space is used frequently, and your space may not be available earlier than your reserved time. Likewise, another event or activity may be scheduled to follow yours. Set-up and clean-up for your meeting or event must be arranged in advance.

### **Set-up/Clean-up**

- It is expected that the space will be returned to the state in which it was found when your event/activity is completed. We do not offer custodial service.
- If you are approved to use a caterer, please have your caterer make arrangements with one of the Meeting representatives prior to the event.

- At departure, please check the following:
  - 1) Are all surfaces clean?
  - 2) Are all beverage bottles and cups picked up, rinsed, and in the correct recycling container?
  - 3) Is all the trash picked up?
  - 4) Are the kitchen and bathrooms in the same condition as they were on arrival?

### **Restrictions & Expectations**

- An adult over age 18 must be present to supervise any minors (under age 18) while on the property.
- The Meetinghouse balcony is CLOSED due to safety issues and may not be used.
- We are NOT air conditioned. We do have some fans for use in warmer weather.
- No food or drink may be taken into the Meetinghouse itself (worship room with benches). Food and drink are permitted ONLY in the John Barnes Room and kitchen, or outdoors.
- The following are not permitted on Meetinghouse grounds:
  - No weapons.
  - Smoking is not permitted on Meetinghouse grounds. This includes all exterior spaces. You are responsible for informing your guests/participants.
  - No open flames (no fireplace use; no candles).
  - No red or dark juices may be served.
  - No chewing gum is permitted in the Meetinghouse.
  - Children may use sidewalk chalk outdoors, but paint and other mediums are not permitted
  - Guests are asked to be respectful of our antique furniture. No jumping or climbing on furniture is permitted at any time.
  - The pianos may not be used without prior permission.
- If items, carpets or furniture at the Meetinghouse are damaged, please be aware that a fee may be assessed.
- Hallways and doorways must remain clear at all times.
- If you wish to use our small audio system (microphone), this must be requested in advance through Cathy Callan. If you have a small audio system, you are welcome to bring your own microphone instead.
- When visiting or walking through our graveyard, please be aware that there is an expectation of respectful behavior.

### **Parking**

- Our meetinghouse driveway is One Way. Please enter by Greenwood Avenue, and exit only onto Meetinghouse Road. One Way signs are posted along the driveway.

- Parking at the Meeting is generally available on the curb along the Grove from Greenwood Avenue to Meetinghouse Road. While *A Step Up Academy* (tenant of our East Wing building) is in session, and during summer camp, the lower parking lot is not available. All parking must be scheduled to anticipate the needs of the Meeting and any other event preceding or following your event.
- If additional parking is needed, it may be reserved by Cathy through Abington Friends School at the Triangle Building parking lot, and additional persons may need to be appointed to assist with parking. If you anticipate over 120 people attending your event, parking assistance will be needed at an additional fee to be determined. If you have over 175 people attending, the auxiliary police are required to be present, which increases the fee.
- Please do not park on the grass.

Please direct any questions to the Meeting Secretary [MeetingOffice@abingtonfriends.net](mailto:MeetingOffice@abingtonfriends.net) or to the Meeting Administrator at [AMM@abingtonfriends.net](mailto:AMM@abingtonfriends.net).

## **GRAVEYARD**

Information concerning the purchase of a graveyard plot may be obtained from the Meeting Administrator, or visit our website AbingtonQuakers.org.

## **POLICIES FOR GRANTING SCHOLARSHIP AND ASSISTANCE FUNDS (CARE OF MEMBERS COMMITTEE)**

### **Background:**

The Funds for assisting Abington Monthly Meeting families and individual members on a need basis for attending Independent Schools and for assisting those in financial need have been established over a period of more than 200 years. These funds are available, upon application to the Care of Members Committee, to those who are members in good standing. It is expected that to meet the definition of "member in good standing", the family or individual would probably include having been: a member of Abington Meeting for some years; an active participant in various committees of the Meeting; an attender at First Day School, Meeting For Worship and Meeting for Business; and generally part of the ongoing Spiritual Life and Support to others in the Meeting. While financial contributions to the Meeting are highly desirable, there will be cases when that is not or has not been possible; past contributions should have been commensurate with personal financial resources and other obligations. Due to the application process there is likely to be some time before substantial assistance or scholarship aid could be granted.

### **Scholarship Assistance:**

Income from the following Funds held by the Trustees of Abington Monthly Meeting of Friends, Incorporated, are available for scholarship assistance:

Abington Meeting Scholarship Fund

Joseph Lukens Fund  
Michael Alden Scholarship Fund  
Penrose Hallowell Scholarship Fund  
William T. Taylor Scholarship Fund

Abington Meeting is also income beneficiary of the Chandler Weaver Trust, which Abington Monthly Meeting has currently designated for scholarship aid.

Assistance has also been available from various Funds disbursed through Philadelphia Yearly Meeting programs. Friends schools often coordinate total grants between monthly meeting and other sources (such as Philadelphia Yearly Meeting). A third party program for determining general need is currently used; in some cases this form has worked to the disadvantage of certain families, so Care of Members has urged Abington Friends School to consider carefully individual situations of Abington Meeting members.

Due to the lengthy process of application and granting of financial aid, income is often fully committed more than a year in advance. Families need to be aware of this fact. The deadline for applications is February 15 for the academic year beginning the following September. Care of Members Committee feels that the Meeting's first priority for scholarship assistance should be for those currently enrolled in Friends schools who are receiving assistance from the Meeting.

### **Assistance Funds:**

When families and individuals are in transitional need of assistance, Care of Members has wide discretion in offering assistance. Assistance may be in the form of outright grants or loans that would be repaid to the Fund. Some grants have been made over lengthy periods, but it is the general hope that these situations would be somewhat unusual. These Funds should not be considered a substitute for financial planning by families or individuals. Due to changing circumstances of other Abington Meeting members it is not possible to make either long term or open-ended assurances of the availability of assistance. Other sources of funds within the broad oversight of Philadelphia Yearly Meeting or Abington Quarterly Meeting may be available for longer-term situations.

Adopted 12/5/04, minor revisions 2/7/06.

## **ABINGTON MEETING TRUST FUNDS**

This summary has been prepared to bring to the attention of members of Abington Meeting and other interested persons the existence of "Trustees of Abington Monthly Meeting of Friends, Incorporated," referred to as "AMM Trustees." It supplies information about the trusts now being administered by the AMM Trustees. Since the AMM Trustees are also empowered to receive additions to many of the trusts and to accept new trusts, information is also included on ways in which this may be done.

Members of Abington Meeting and other interested persons are encouraged to make use of the services of the AMM Trustees for the purposes stated in its charter and quoted herein. Requests for additional information should be directed to the Trustees of Abington Monthly Meeting of Friends, Inc., 520 Meetinghouse Road, Jenkintown, PA 19046, or to any individual Trustee. Their names are included in the Meeting list of Committee members.

The AMM Trustees group was created as a non-profit corporation by decree of the Montgomery County Common Pleas Court dated May 10, 1946. The Meeting caused this to be done in order to

provide a permanent Trustee for the numerous trusts in which the Meeting is interested with the exception of the trust covering the meeting house and school properties which is administered by a similar but separate corporate trustee known as "John Barnes Trustees, Inc."

The AMM Trustees may carry out trusts for the benefit of Abington Meeting or for any other purpose which comes within the statement of powers of its charter, which reads as follows:

"The Corporation [AMM Trustees] is formed for the purpose of receiving and holding property, both real and personal, of and for Abington Monthly Meeting of the Religious Society of Friends, which holds its meetings at its meeting house in Abington Township, Montgomery County, Pennsylvania, any subordinate Meeting and any association organized in sympathy with and in aid of its or their religious, charitable, educational, or benevolent object under control of the Monthly Meeting or any subordinate Meeting and to execute trusts thereof..."

In the exercise of these powers, the AMM Trustees are currently administering the various trusts which are described in this summary. A number of these are open accounts or funds to which additional contributions may be made. Members, attenders or any other interested persons are encouraged to make lifetime gifts or bequests by will to these trusts as their interests dictate. They are also encouraged to create special trusts to be carried out by the AMM Trustees consistent within the purposes quoted above.

### **How to use the services of The AMM Trustees**

Gifts and bequests may be made simply by paying or directing payments to "Trustees of Abington Monthly Meeting, Inc." and stating the fund to which the gift or bequest is to be added or the purpose for which it is to be used by the AMM Trustees. Following are examples of forms of bequest (wills):

"I give \$ to Trustees of Abington Monthly Meeting of Friends, Incorporated, to be added to Abington Monthly Meeting Trust #1 (unrestricted) the income to be paid to Abington Monthly Meeting with the right of the Monthly Meeting to withdraw principal in its discretion."

"I give \$ to Trustees of Abington Monthly Meeting of Friends, Incorporated, to be added to Abington Monthly Meeting Trust #2 (restricted), the income to be paid to Abington Monthly Meeting."

"I give \$ to Trustees of Abington Monthly Meeting of Friends, Incorporated, to be added to (indicate here any one of the applicable Trusts or Funds described on the following pages)."

"I give \$ to Trustees of Abington Monthly Meeting of Friends, Incorporated, in trust for (here state the terms of the Trust which is to be established)."

### **Gifts of stock or Negotiable Securities**

Gifts of stocks or negotiable securities may be readily made to the Incorporated Trustees. Such gifts may be added to existing Funds or Trusts, or they may be used to create new Funds or Trusts for purposes designated by the donor.

In order to handle such transactions expeditiously, contact the Meeting Administrator, who will provide the officer(s) of the AMM Trustees with contact information. They will then outline mutually acceptable procedures which can be taken to complete the transaction.

### **Gifts are tax exempt**

The AMM Trustees have obtained a ruling from the Treasury Department that it is an organization operated exclusively for religious, educational, and charitable purposes and that gifts to it are deductible for tax purposes. The IRS identifying number is 23-6256626.

### **Investment of Trust Funds**

Investment of the funds held by the AMM Trustees is under the supervision of the Investment Committee of the Board of Directors. With some exceptions, investments of the various trusts are pooled in a single investment account in which each trust has its proportionate share in principal and resulting income. This simplifies the handling of small trusts and permits the AMM Trustees to diversify its investments for them.

The AMM Trustees charges only for expenses incurred by it for investment, custodial services and out-of-pocket expenses. It makes no charge for its services as Trustee. It reports to Abington Monthly Meeting annually and its accounts are audited (as of 1/2006) by the Audit Committee of Abington Monthly Meeting.

## **TRUSTS MANAGED AND ADMINISTERED BY THE AMM TRUSTEES, INC.**

### **Abington Friends School Memorial Fund**

A combination of the former Libby Memorial Fund, the Zurn Fund, and numerous other memorial funds, all of which are individually recorded by the School and inscribed on a suitable plaque maintained by the School. Income is payable to the School for general School purposes, and the principal is available for like purposes at the discretion of the School Committee. Gifts may be added to this fund.

### **Abington Friends School Speakers Fund**

Income only payable to the School, for use in bringing speakers, artists, authors, scientists and similar notable persons to the School. Gifts may be added to this fund.

### **Abington Friends School Williams Fund**

Income for “schooling of children of the inhabitants in general within one mile and a quarter of Abington Friends School.” (will of Anthony Williams probated August 27, 1793)

### **Michael Alden Scholarship Fund**

Income for aid of members or children of members attending Abington Friends School, as determined by Care of Members. Gifts may be made to this fund.

### **Abington Monthly Meeting Graveyard Trust**

Income for the maintenance of the graveyard on the Meeting grounds. Gifts for graveyard purposes may be made to this fund. (A portion of the purchase fee of graveyard plots is distributed to this fund by the John Barnes Trustees.)

### **Abington Monthly Meeting Scholarship Fund**

This fund, principal and income, shall be available for scholarship purposes for the assistance of

members, and children of members, as determined by Care of Members (formerly Overseers) on such terms and subject to such conditions as the Care of Members shall direct, whether as a loan or a grant.

#### **Abington Monthly Meeting Trust #1 (unrestricted)**

Composed of funds received from various individual donors or testators, or from the Meeting itself. Income payment to the Meeting. Use of principal requires approval of the Meeting after advisement by the Finance Committee. Unrestricted gifts to the AMM Trustees for the use of the Meeting may be added to this trust.

#### **Abington Monthly Meeting Trust #2 (restricted as to principal)**

Same as Trust No. 1 but restricted to payment of income to Abington Monthly meeting. Gifts to the AMM Trustees for the benefit of the Meeting, but restricted to the use of the income only, may be added to this trust.

#### **Assistance Fund**

Principal and income may be used for assistance of members of the Meeting at the discretion of Care of Members. Gifts may be made to this fund.

#### **Bothwell Reparations Fund**

In honor of Abington Meeting's history of great abolitionist heroes, especially Benjamin Lay. This particular Meeting had a leading to work to hasten the end of slavery in the United States. It is the intent of the initial donor to use this Fund to make reparations to African Americans and Native Americans, according to guidelines approved in 2020. Gifts may be made to this fund.

#### **Cheltenham Graveyard Fund**

Income for the maintenance of the Cheltenham Graveyard (1554 Ashbourne Road, Elkins Park, PA 19117) and for Meeting purposes. (Deed of Abraham Shoemaker, May 1, 1912, to carry out the will of Richard Wall, probated December 28, 1697)

#### **Penrose Hallowell Scholarship Fund**

Established under the will of Martha Hallowell and received by the AMM Trustees in 1968. Income to be used annually at the direction of Care of Members. Gifts may be made to this fund.

#### **Library/Anna P. K. Stapler Fund**

Established under the will of Anna P. K. Stapler and received by the AMM Trustees in 1969. A memorial library fund to which others are encouraged to contribute. Income to Abington Meeting to use for library purposes for members and attenders.

#### **Joseph Lukens Fund**

Income to be "applied to the schooling of poor children or for the relief of the poor without regard to nation or color at the discretion of said meeting." (Under will probated July 18, 1825.)

#### **Property Reserve**

Unrestricted funds currently designated by the Meeting for the specific purpose of providing funding for major building projects that are beyond typical routine maintenance. Fund income may be used as determined by Property Committee. Principal may be used with Meeting approval on the recommendation of Property Committee. While not a formal policy, it has been the historical practice to maintain at least \$100,000 in this reserve.

### **Right Sharing Fund**

Unrestricted fund currently designated by the Meeting for a specific purpose. Currently, this fund is used to support and empower people in the local community with whom the Meeting will be establishing an ongoing relationship. The Right Sharing Fund is not an emergency fund. Therefore, all applications for using the fund will be considered simultaneously, and applications are made available to Meeting members annually.

### **San Pietro Quaker Scholarship Fund**

Established in 2006, income from the Fund will be used to provide financial assistance to Quaker students attending first grade or higher at Quaker schools (any Friends Council on Education member school, any other primary or secondary school deemed to be a Quaker school, or Earlham or Guilford Colleges). Any assistance provided should focus on our neediest families and must be truly additive, not causing any reduction in any assistance provided to that student from other sources. To qualify for assistance, a student or one of his parents must have been a Member of Abington Monthly Meeting of Friends for at least three years and be a regular attender at weekly Meeting for Worship. If, in any year, income from the Fund cannot be spent in accordance with these constraints, it may be used the following calendar year for any purpose designated by the Abington Monthly Meeting of Friends.

### **Charles Saunders Trust**

Income to assist the ministry, to defray traveling expenses of members of any other Friends Meeting visiting Abington, and for the use of Abington Monthly Meeting, as it may seem proper, also in spreading the principals of the Society of Friends.

### **F. Palin Spruance Fund**

Established under the will of F. Palin Spruance and received by the AMM Trustees in 1973. Income to be used for maintenance of buildings and grounds.

### **Alice T. Sullivan Fund**

Principal and income to be used as the Meeting shall determine. Donor suggested that income only be used for young people's activities. Gifts may be added to this fund.

### **William T. Taylor Scholarship Fund**

Income to be used on a loan or grant basis at the discretion of Care of Members for education of Friends' children. Gifts may be added to this Fund.

### **Jane Thomson Fund**

Income payable to the First Day School.

## **FUND NOT UNDER THE DIRECTION OF THE TRUSTEES**

### **Chandler Weaver Trust\***

Established under the will of Chandler Weaver in 1979. Income to be used at the direction of Care of Members for "health and education" purposes. (Administered by the Bank of Denver. Abington Meeting Treasurer handles transactions.)

*\* Trustees hold distributions from the Weaver Trust to facilitate payment for scholarships (determined by Scholarship Subcommittee).*

## FREQUENTLY MENTIONED QUAKER ORGANIZATIONS

**Pendle Hill** is a Quaker center for study and contemplation in Wallingford, PA. It offers a variety of opportunities, from three-term residential programs, shorter courses of a week or two as well as sojourning stays, many weekend events and Monday-night lecture series. Our Worship and Ministry Committee encourages and gives financial support for members to experience these. Pamphlets and books published by Pendle Hill are available in the Meeting Library. Contact [www.pendlehill.org](http://www.pendlehill.org).

**Friends General Conference (FGC)** is an association of those American and Canadian Friends who follow the tradition of the un-programmed Meeting for Worship. It serves as a major publishing resource for Friends through its bookstore in Philadelphia (catalog available). It also holds a week-long “Yearly Gathering” at different locations at the end of June/beginning of July. There have always been participating members from Abington Meeting at these Gatherings. [www.quaker.org/fgc](http://www.quaker.org/fgc)

**Friends Journal** published in Philadelphia, is a bi-monthly magazine focusing on Quaker events and concerns. It welcomes new subscribers. Copies are available in the Meeting Library.

*Listings and more information about these and other Friends' organizations, as well as information about PYM including a Directory of the organization, are available through Philadelphia Yearly Meeting – [www.pym.org](http://www.pym.org)*

*The Meeting Administrator can also provide helpful information and refer members and attenders to other resources.*