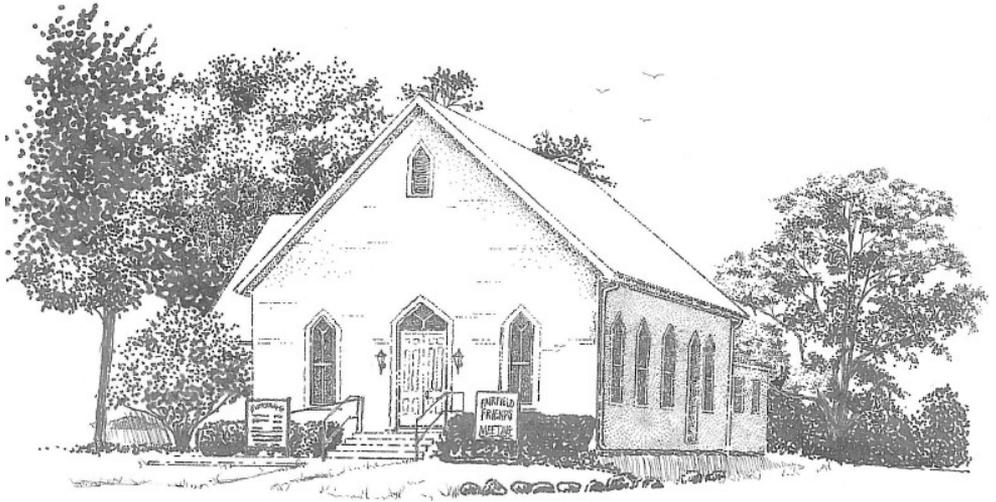


# Fairfield Friends Meeting

*Est. 1826*



# Handbook

*Revision 2019*

## **Fairfield Friends Meeting**

10441 East County Road 700 South

PO Box 45

Camby, Indiana 46113-0045

(317) 856-3121

[www.FairfieldFriends.org](http://www.FairfieldFriends.org)

**TABLE OF CONTENTS**

<b>Part I – Overview</b>	<b>3</b>
Introduction	3
Mission Statement and Slogan	3
Monthly Meeting	3
<b>Part II – Monthly Meeting</b>	<b>4</b>
Fairfield Monthly Meeting of Friends	4
<b>Part III – Meeting Officers</b>	<b>5</b>
Presiding Clerk	5
Recording Clerk	5
Treasurer	5
Statistical Secretary	6
Required Attendance at Monthly Meeting	6
<b>Part IV – Committee Overviews</b>	<b>7</b>
<b>Part V – Committee Clerk Responsibilities</b>	<b>9</b>
Committee Clerk Responsibilities	9
<b>Part VI – Standing Committees</b>	<b>10</b>
Caring Friends Committee	10
Christian Education Committee	11
Communications Committee	12
Decorating Committee	13
Finance Committee	14
Housekeeping Committee	15
Landscaping Committee	16
Literature & Library Committee	16
Ministry & Counsel Committee	17
Music Committee	19
Nominating Committee	20
Nominating to the Nominating Committee	21
Outreach Committee	22
Peace & Social Justice Committee	23
Property Trustees	24
<b>Part VII – Auxiliary Groups</b>	<b>26</b>
Young Friends	26
United Society of Friends Women (USFW)	26
Fairfield Men’s Fellowship	26
<b>Part VIII – Additional Documents</b>	<b>27</b>
Document Retention Policy	27

## **PART I – OVERVIEW**

### **Introduction**

Welcome to Fairfield Friends Meeting, Camby, Indiana. The purpose of this handbook is to provide a description of the structure of our Meeting. It includes job descriptions for various Meeting officers, purposes and responsibilities of committees, as well as other helpful information. It is hoped that this will prove beneficial for both the newer member who is unfamiliar with our Meeting and the established member who has questions about the Meeting.

Please note, this handbook is not a description of the beliefs of our Meeting. Fairfield Friends Meeting is a member of Western Yearly Meeting of Friends Church (located in Plainfield, Indiana), and, as such, we acknowledge their *Faith and Practice*. For more information on specific beliefs, please consult [www.westernyearlymeeting.org](http://www.westernyearlymeeting.org).

### **Mission Statement and Slogan**

*Fairfield Friends Meeting is a diverse Quaker community that lives and shares the peace, love, and Light of God in the world.*

*Fairfield Friends Community Welcomes, Accepts, and Serves.*

Mission Statement and Slogan approved by Fairfield Monthly Meeting of Friends at called Monthly Meeting on 10<sup>th</sup> Month 4, 2015.

### **Monthly Meeting**

“Our meetings for church affairs are held in the spirit of worship. This does not mean that laughter and a sense of humour should be absent from them. It does mean that at all times there should be an inward recollection...We meet together for common worship, for the pastoral care of our membership, for needful administration, for unhurried deliberation on matters of common concern, for testing personal concerns that are brought before us, and to get to know one another better in things that are eternal as in things that are temporal.”

*Church Government, London Yearly Meeting of the Religious Society of Friends.*

## **PART II – MONTHLY MEETING FOR WORSHIP WITH A CONCERN FOR BUSINESS**

### **Fairfield Monthly Meeting of Friends**

Fairfield Monthly Meeting of Friends consists of all members of Fairfield Friends Meeting. It shall meet monthly for the transaction of business. Each member has the right and obligation to participate in the business of the Meeting. Non-members are encouraged to attend Monthly Meeting and are welcome to participate in the discussions. Business shall be conducted according to The Faith and Practice of Western Yearly Meeting of Friends.

The following remarks are from Eden Grace. Her entire remarks can be found at [www.EdenGrace.org/quakerbusiness.html](http://www.EdenGrace.org/quakerbusiness.html).

“...Quaker business practice is...of central importance to Friends. It is rooted in our deepest theological affirmations, and is one of our highest spiritual experiences. To ask a Quaker to describe the Meeting for Business is to ask for a testimony of the core of our faith.

“Based on this theology, Friends commit themselves to discovering and implementing the will of God. This is the purpose of the Quaker Meeting for Business. ‘Since our method of transacting business presumes that in a given matter there is a way that is in harmony with God’s plan, our search is for that right way, and not simply for a way which is either victory for some fraction, or an expedient compromise (Faith and Practice of New England Yearly Meeting of Friends).’ What we call “the Sense of the Meeting” is not the collected wisdom of those present, but the collective discernment of God’s will. There is no place for activities such as motions, seconds, amendments and votes in our process of collective discernment. Our bold affirmation is that God does indeed have a will for us, that God is actively trying to communicate that will, and that we are capable, through corporate prayer, to discover that will. A sign that we have achieved our goal of discerning God’s will is the experience of Unity which is recognized and affirmed by those gathered.”

## PART III – MEETING OFFICERS

### Officers of Fairfield Monthly Meeting of Friends

#### Presiding Clerk

**Membership:** Monthly Meeting Membership Required

**Term:** 3 years

**Maximum:** 6 years consecutive

#### **Responsibilities:**

The Presiding Clerk of the Meeting shall be the convener of the Monthly Meeting for Business and shall facilitate the business conducted at the meeting. This Clerk shall also sign documents on behalf of the Meeting.

#### Recording Clerk

**Membership:** Monthly Meeting Membership Required

**Term:** 3 years

**Maximum:** 6 years consecutive

#### **Responsibilities:**

The Recording Clerk shall keep the minutes of the business conducted at the meeting. This Clerk will also record births, marriages, deaths, and transfers of membership in the minutes as they occur. The Recording Clerk is also responsible for the care of the Monthly Meeting minutes and the minutes of the standing and ad-hoc committees. Archiving shall be coordinated with the Literature & Library Committee.

#### Treasurer

**Membership:** Monthly Meeting Membership Required

**Term:** 3 years

**Maximum:** No Maximum

#### **Responsibilities:**

The Treasurer(s) shall keep accurate records of all financial transactions for the Meeting and shall promptly pay all authorized expenses. He/she shall make a financial report at each Monthly Meeting for Business.

### **Statistical Secretary**

**Membership:** Monthly Meeting Membership Required

**Term:** 3 years

**Maximum:** No Maximum

#### **Responsibilities:**

The Statistical Secretary shall maintain all statistical information for the Meeting and shall forward appropriate information to the Yearly Meeting on a timely basis. He/she shall keep statistical records in a place where they will be safe from damage or loss and shall make a statistical report at each Monthly Meeting for Business.

### **Required Attendance at Monthly Meeting**

It is encouraged that all members attend Monthly Meeting for Worship with a Concern for Business in order to be fully aware of the life of the Meeting. The following individuals shall have required attendance:

- All Meeting officers
- Clerks of all committees or their designee in order to report on the actions of their committees, present committee recommendations, and carry concerns of the Meeting back to the committee for further consideration.
- Members of Ministry and Counsel, as the elders of the Meeting shall regularly attend Monthly Meeting.
- Administrative Council Representatives or their designee.
- The Pastor(s) shall attend Monthly Meeting and present a report on the month's activities.

## PART IV – COMMITTEES OVERVIEW

“There are varieties of gifts, but the same spirit. There are varieties of service, but the same Lord...in each of us the Spirit is manifested in one particular way for some useful purpose. It is a responsibility of a Christian community to enable its members to discover what their gifts are and to develop and exercise them to the glory of God. Many of our gifts are latent. A particular appointment may enable a Friend to exercise abilities he did not know he possessed...”

*Church Government, London Yearly Meeting*

1. Appointment to all standing committees (except to the Nominating Committee) will be made by the Nominating Committee and approved by the Monthly Meeting. Appointments to ad hoc committees, project teams, or task forces may be made by either the Monthly Meeting or by a particular committee with the approval of the Monthly Meeting.
2. For term and membership information, as well as duties, please look under the individual committees. If an individual wishes to resign from a committee, he/she must submit this request in writing to the Clerk of the Committee who, in turn, will present it to the Monthly Meeting. When a person is appointed to fill the unexpired term of another person, the appointment shall be only for the unexpired term remaining of the original appointment.
3. Each committee will meet prior to the 2<sup>nd</sup> Month Monthly Meeting for the purpose of reviewing the work of the past year, setting goals for the coming year, and selecting a Clerk and Recording Clerk.
4. An annual report which includes both a summary of the work done during the previous year and the goals/plans of the new year will be prepared and presented to the 2<sup>nd</sup> Month’s Monthly Meeting. A written copy of the report will be kept in the Committee handbook.
5. Minutes shall be taken at each committee meeting and kept in a committee notebook. Copies of the minutes/reports shall be given to the Recording Clerk of the Meeting for record keeping purposes.

6. Only Ministry & Counsel and Trustees should present a report at every Monthly Meeting. Other committees need only present action items. If any committee wishes to present a recommendation to the Monthly Meeting for approval, a clear, concise statement of the proposal, including the background and reason for it, must be given to the Presiding Clerk prior to the Monthly Meeting. If the proposal will involve any expenditure of funds, this must be indicated along with a realistic estimate of the amount required.
7. All committees will prepare a budget proposal for the next fiscal year in the 4<sup>th</sup> Month. This shall be presented to the Clerk of the Stewardship and Finance Committee no later than 4<sup>th</sup> Month 30. If a committee does not anticipate any expenditures, then this should be communicated to the above Clerk as well.
8. All committees should observe good stewardship of their resources and strive to stay within their budgeted allotment.
9. The Pastor(s) and Presiding Clerk will serve as ex-officio members of all committees as a function of their roles. The Presiding Clerk should use discretion when sensitive matters are brought before a committee in determining his/her attendance in consideration of maintaining objectivity for the Meeting. For other ex-officio committee members, please consult the individual committee descriptions.

## **PART V – COMMITTEE CLERK RESPONSIBILITIES**

### **Committee Clerk Responsibilities**

1. The Committee Clerk will call the committee together on a regular basis for the purpose of conducting the business of the committee.
  - a. This may occur monthly or, at the least, quarterly depending on the responsibilities/tasks delegated to the committee by the Monthly Meeting.
  - b. The Committee Clerk is responsible for communicating the date, time, and place of the meeting to all committee members at least a week in advance.
  - c. Special meetings may be called upon the request of three members of the committee. The only business to be conducted at a called meeting is that which was stated as the purpose for the calling of the meeting. This may be accomplished over the telephone/email if the situation warrants.
  - d. All committee meetings should begin with devotion/worship.
  
2. Each committee Clerk or designated committee representative shall attend each session of Monthly Meeting to bring items for approval, respond to questions directed to the committee, and/or take Monthly Meeting direction back to the committee.

## **PART VI – STANDING COMMITTEES**

*Listed in alphabetical order*

### **A. Caring Friends Committee**

Membership:	Not required
Term:	3 years (may be asked to serve additional terms)
Maximum:	No maximum
Composition:	As needed

#### **Responsibilities:**

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Remember those who are hospitalized, suffering major illnesses, in nursing homes or are otherwise homebound.
3. Send flowers, afghan, or a donation to a favorite charity to honor the memory of a deceased member, attender, or immediate family member.
4. Send congratulations to parents of new babies who are members or attenders of the Meeting.
5. Coordinate the preparation and distribution of Holiday Cheer Bags to those members and attenders who need spiritual care at this time.
6. Coordinate funeral dinners as needed.
7. Coordinate meals for members and attenders during times of need including injury and illness.
8. Keep aware of the needs of members and attenders, particularly those who are aged or infirm, and coordinate ways to help them as needed.

## B. Christian Education Committee

Membership:	Monthly Meeting Membership Required of at least 3 committee members and Committee Clerk
Term:	3 years (may be asked to serve one additional term)
Maximum:	6 years consecutive
Ex-Officio:	Young Friends Representative Nursery Coordinator

### Responsibilities:

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Define goals for the total Christian Education program for the Meeting.
3. Stimulate participation in the program of Christian Education and promote attendance at all Meeting activities.
4. Review and select materials to be used in the Christian Education program which are consistent with the teachings and beliefs of the Religious Society of Friends.
5. Organize, coordinate, and maintain a Sunday School for all ages of members and attenders. Including the selection, encouragement, and equipping of teaching staff.
6. Plan, coordinate, and implement a Vacation Bible School program as desired by parents and youth.
7. Encourage attendance at Quaker Haven Camp for both campers and counselors.
8. Promote attendance and participation in other Friends-sponsored educational activities including Yearly Meeting sessions.
9. Plan and/or direct social functions such as the Easter Egg Hunt, Halloween Party, Christmas Program, and Mother’s Day/Father’s Day, and other special days.
10. Provide for and oversee the Young Friends program including the selection, support, and encouragement of youth leaders and nurturing the gifts and development of the youth of the Meeting.
11. Provide and oversee the Nursery program ensuring that nursery supervision is available during Sunday School and Meeting for Worship.
12. Discard unsafe or unsuitable toys and purchase new items as needed.

13. Clean nursery articles as needed.
14. All teachers/youth leaders/nursery supervisors must sign the child safety and criminal history policy.
15. Administer the Muloy Fund. This is an educational fund which faithful attenders may apply for in order to help further their education. Individual donations may be directed to this fund.

**C. Communications Committee**

Membership:	Not required
Term:	No specific term
Maximum:	No maximum
Composition:	As needed

**Responsibilities:**

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Coordinate all communications with Meeting members and attenders.
3. Maintain an email list of members and attenders and a calling list for those without an email address to inform members and attenders of important events/activities in the Meeting.
4. Maintain a website and Facebook page.
5. Publish and print a weekly bulletin
6. Publish, print, and distribute a monthly newsletter.
7. Publish, print, and distribute a yearly fellowship list with the assistance of the Statistical Secretary and the Recording Clerk.

#### D. **Decorating Committee**

*Subcommittee of the Property Trustees Committee and the United Society of Friends Women (USFW)*

Membership: Not required  
Term: No specific term  
Maximum: No maximum  
Composition: As needed.

##### Responsibilities:

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Coordinate the upkeep, placement, and purchase of Meetinghouse furnishings, pictures, etc.
3. Maintain an inventory of Meetinghouse furnishings.
4. Present budgetary requests to the Property Trustees Committee.

**E. Finance Committee**

Membership: Monthly Meeting Membership  
Required of all committee members

Term: 3 years (may be asked to serve one additional term).

Maximum: 6 years consecutive

Composition: Minimum of 6 members

Ex-Officio: Treasurer(s)

Responsibilities:

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Recommend to the Monthly Meeting at the 11<sup>th</sup> Month’s Monthly Meeting an individual or individuals who are a member of the meeting to serve as the Treasurer(s) for the following fiscal year.
3. Oversee an accurate and simple system of accounting for all income and expenses of the Meeting.
4. Keep members and attenders informed through regular reports of the financial affairs of the Meeting.
5. Oversee and/or coordinate fundraising projects for the Meeting that are reflective of the philosophy of the Meeting.
6. Encourage voluntary giving and extend to every member and attender an opportunity to make regular and systematic contributions.
7. Request and receive budget recommendations from the Monthly Meeting committees and prepare a tentative budget of the Monthly Meeting for the new fiscal year. This should be presented to the Monthly Meeting in 5<sup>th</sup> Month.
8. Facilitate the yearly review of all financial ledgers of the Monthly Meeting.

F. **Housekeeping Committee**

*Subcommittee of the Property Trustees Committee*

Membership: Not required

Term: 3 years (may be asked to serve one  
Additional term).

Maximum: 6 years consecutive

Composition: Minimum of 3 members

Responsibilities:

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Procure and maintain cleaning supplies and other articles necessary for routine maintenance and housekeeping.
3. Coordinate periodic cleaning of the Meetinghouses.
4. Organize a major cleaning of the Meetinghouses twice a year in the spring and the fall, and more often as necessary.
5. Make recommendations to the Property Trustees for items necessary for the upkeep of the Meetinghouse interior that are not covered in the committee’s budget.
6. Coordinate the upkeep of the kitchen with the United Society of Friends Women (USFW).
7. Supervise, direct, and evaluate any housekeeping activities that are done on a for-pay basis.
8. Monitor weekly cleaning activities which include the following:
  - a. Dusting of all furniture and windowsills.
  - b. Vacuuming of all carpeted areas, dry-mopping of all other floors, and wet-mopping where needed.
  - c. Thorough cleaning of restrooms including replacement of necessary items.
  - d. Replace and straighten Bibles and hymnals in pews.
  - e. General picking-up and straightening throughout the interior.
  - f. Empty all wastebaskets and trash cans and replace trash bags where needed.
  - g. Maintain the bulbs in the window candle lights (this can be accomplished through a candle committee).

## **G. Landscaping Committee**

*Subcommittee of the Property Trustees Committee*

Membership: Not required  
Term: No specific term  
Maximum: No maximum  
Composition: As needed

Responsibilities:

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Coordinate the landscaping of the Meetinghouses and grounds.
3. Present projects to the Property Trustees.
4. Propose a budget for activities to the Property Trustees.

## **H. Literature & Library Committee**

Membership: Not required  
Term: 3 years (may be asked to serve one additional term).  
Maximum: 6 years consecutive  
Composition: Minimum of 6 members

Responsibilities:

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Maintain and administer the Meeting library.
  - a. Purchase new materials to keep the library current with the needs of members and attenders.
  - b. Maintain and communicate a system for checking out materials.
  - c. Contact the clerks of various committees to ascertain the needs of the committees.
  - d. Communicate timely information via the bulletin board, bulletin, newsletter, or oral presentation.
  - e. Review current Friends’ Journals for items of interest.
  - f. The Library Committee is also responsible for maintaining policies for the collection/archiving/maintenance of committee and Monthly Meeting minutes. The Document Retention Policy is located in Part VIII of this handbook.

## I. **Ministry & Counsel**

Membership:	Monthly Meeting Membership Required of all committee members
Term:	3 years (may be asked to serve one additional term).
Maximum:	6 years consecutive
Composition:	Minimum of 6 members.
Responsibilities:	

The chief responsibility of the Ministry & Counsel Committee is to nurture the spiritual life of the Meeting. Ways in which Ministry & Counsel can fulfill this responsibility include:

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Oversee the Meeting for Worship.
  - a. Be aware of ways to strengthen the Meeting for Worship.
  - b. Attend regularly and participate as led in Meeting for Worship.
  - c. Encourage and nurture the vocal ministry and spiritual gifts of others.
  - d. Provide meaningful worship for all ages such as Children’s Messages and Children’s Meeting for Worship.
  - e. Provide individuals to serve as greeters, ushers, and presiders during Meetings for Worship.
3. Provide support for all people connected with the Meeting.
  - a. Eldering should include guidance, counsel, and encouragement to those in need.
  - b. Be aware of ways to encourage the pastor(s) in his/her service to the Meeting and act as a support group for him/her.
4. See that newcomers to the community and visitors to the Meeting receive a warm welcome and an invitation to attend Meeting for Worship.
5. Communicate with each member of the Meeting at least once a year by a visit, letter, email, phone call, or other personal contact.
6. Prepare a written memorial for deceased members and submit to Fairfield Monthly Meeting.
7. Prepare an annual State of Society Report for Western Yearly Meeting.

8. Share with other standing committees the planning and presentation of special events contributing to the spiritual and moral enrichment of the Meeting such as Christmas and Easter services and workshops.
9. Attend Monthly Meeting on a regular basis.
10. Oversee the membership process for the Meeting:
  - a. Offer a Quakerism class at least yearly.
  - b. Appoint representative(s) to visit with the prospective new member and report back to the committee.
  - c. Send approved application for membership to the Monthly Meeting.
  - d. Coordinate the public recognition of new members at a Meeting for Worship with the Pastor(s) and the Monthly Meeting.
  - e. Appoint membership coordinator(s) to guide interested friends through the process of membership.
11. Give regular, periodic, and prayerful consideration to the performance and continued service of the Pastor(s).
  - a. Submit recommendation concerning the pastor's service to the Monthly Meeting for the coming year during 4<sup>th</sup> Month. (Any change of service shall be communicated to the Pastor at least three months in advance. Likewise, the Pastor is obligated to give three months' notice of any change).
  - b. Submit Pastoral salary recommendations to the Finance Committee no later than the last day of 3<sup>rd</sup> Month.
12. Oversee the interviewing and hiring process of new Pastors.
13. Provide opportunities for the expression and cultivation of the gifts of ministry in members and attenders. If the committee is so led, a person's gifts may be recommended for recording by following the process outlined in Western Yearly Meeting Faith and Practice.
14. In conjunction with the Statistician, manage the membership list and complete annual reviews and updates.

## J. **Music Committee**

### *Subcommittee of Ministry & Counsel*

Membership:	Not required
Term:	3 years
Maximum:	6 years consecutive
Composition:	Minimum of 6 members
Ex-Officio:	Pianist(s) Choir Director

#### Responsibilities:

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Encourage participation of all interested individuals in musical activities.
  - a. Promote the organization of a choir including appointing a Choir Director.
  - b. Promote the organization of a children’s choir when possible.
  - c. Provide a pianist and song leader for Meeting for Worship.
  - d. Recognize, promote, and encourage the talents of members and attenders of the Meeting.
  - e. Schedule persons to share special music during Meeting for Worship.
3. Provide for the care, repair, and inventory of all music, including hymnals.
4. Provide for the care, repair, and upkeep of all Meeting musical instruments.
5. Provide additional music upon request.

## K. Nominating Committee

Membership: Monthly Meeting Membership  
Required of all committee members

Term: 3 years

Maximum: 6 years consecutive

Composition: Minimum of 6 members

Responsibilities:

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Nominate members/attenders of the Monthly Meeting to fill vacancies created by expiration of term or as directed by the Monthly Meeting.
  - a. Consider the interest, concerns, and abilities of the members of the Meeting when nominations are made.
  - b. Check with the Clerk of each committee before re-nominating a person for a second term of his/her committee.
  - c. Contact each prospective nominee to determine his/her willingness to serve in the proposed capacity before submitting their name to the Monthly Meeting.
  - d. Inform the nominee of the duties and responsibilities of the role for which he/she is being nominated.
  - e. An interest survey distributed to members and attenders might prove helpful.
3. Present an annual report to the 11<sup>th</sup> Month’s Monthly Meeting and present other required responsibilities at the next regular Monthly Meeting following notification of vacancy.
4. All nominations are subject to Monthly Meeting approval.
5. Nominations by the Nominating Committee shall not abridge the right of any member to suggest additional recommendations to the Monthly Meeting for Business.

## L. **Nominating to the Nominating Committee**

Membership: Presiding Clerk of the Meeting  
Clerk of Ministry & Counsel  
Clerk of Christian Education

Term: N/A

Maximum: N/A

Composition: N/A

Responsibilities:

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Nominate members of the Monthly Meeting to fill vacancies on the Nominating Committee.
  - a. Contact each prospective nominee to determine his/her willingness to serve before submitting the name to the Monthly Meeting.
  - b. Inform the nominee of the duties and responsibilities of committee membership.
3. All nominations are subject to Monthly Meeting approval.
4. Nominations by the Nominating to the Nominating Committee shall not abridge the right of any member to suggest additional nominations in the Monthly Meeting for Business.

## M. **Outreach Committee**

Membership: Monthly Meeting Membership  
Required of at least 3 committee  
members and Clerk.

Term: 3 years

Maximum: 6 years consecutive

Composition: Minimum of 6 members

Responsibilities:

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Provide the Meeting with information about the work and accomplishments of our Friends United Meeting (FUM) missions and field staff and promote continued support of these activities.
3. Be aware of opportunities in the community to fulfill the Meeting’s responsibility for missions at a local level including providing a coordinator for Family Promise of Hendricks County.
4. Keep informed of mission opportunities and information on the Yearly Meeting level. This includes supporting the Board on Christian Outreach’s yearly Special Project.
5. Promote the participation of members in activities relating to missions.
6. Administer allotted monies with prayerful consideration.
7. Promote positive and supportive relationships with other local Meetings, especially those that are new or that need encouragement.
8. Promote awareness of the activities of Quaker service organizations and other service organizations.

## N. **Peace & Social Justice Committee**

Membership: Monthly Meeting Membership  
Required of at least 3 committee  
members and Clerk.

Term: 3 years

Maximum: 6 years consecutive

Responsibilities:

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Provide the Meeting with information about the work and accomplishments of Friends organizations such as the American Friends Service Committee (AFSC), Friends Committee on National Legislation (FCNL), Indiana Friends Committee on Legislation (IFCL), and others.
3. Keep informed of social issues that may have an impact on the Meeting or its members and share this information with the Meeting via written materials or oral presentations.
4. Promote the participation of members in activities relating to issues pertaining to social justice.
5. Administer allotted monies in keeping with the beliefs of the Religious Society of Friends.
6. Keep members informed on major legislative and social issues in Congress and state and local government units and encourage member communication with elected officials.

## O. Property Trustees

Membership:	Monthly Meeting Membership Required of all committee members
Term:	3 years
Maximum:	6 years consecutive
Composition:	Minimum of 6 members
Ex-Officio:	Cemetery Trustee Cemetery Treasurer Clerk of Housekeeping Committee Clerk of Decorating Committee Clerk of Landscaping Committee

### Responsibilities:

1. See information on responsibilities to the Monthly Meeting under “Part IV – Committee Responsibilities,” # 6.
2. Observe the requirements of the statutes of the State of Indiana in the administration of their trust.
3. Evaluate, plan, and coordinate repairs and upkeep for all property as directed by the Meeting.
4. Obtain approval from the Monthly Meeting for all action outside of their approved budget, except in emergency situations.
5. Oversee insurance carried by the Meeting.
6. Develop guidelines for and coordinate the use of the Meetinghouses and property by groups or persons who are not members or regular attenders of the Meeting.
7. Administer the Fairfield Cemetery Fund. (This is a trust which was established in 1899 for the preservation and maintenance of the land and graves ad infinitum regardless of what happens to Fairfield Monthly Meeting of Friends. It is a separate entity from the meeting and its actions are NOT subject to the approval of the Monthly Meeting).
  - a. Coordinate the layout, selling of lots, and general maintenance of the grounds.
  - b. Abide by the stipulations of the original trust and also those of wills and bequests which have been directed to the Cemetery Fund.
  - c. Prepare and present an annual report the 2<sup>nd</sup> Month’s Monthly Meeting.
  - d. Maintain accurate and complete records of all activities.

8. Administer the Lick Branch Cemetery Trust (Fairfield Monthly Meeting was the Mother Meeting to Lick Branch Meeting which was laid down. The cemetery was moved from what is now part of the Indianapolis International Airport to a portion of the Fairfield Cemetery in 2004 at the cost to the airport. No one had been buried in the Cemetery since the early 1900s. The Property Trustees oversaw this process and were compensated \$400,000, out of which they paid the expenses of the moving of the grave and the setting up of the cemetery. In 2011, the Lick Branch Cemetery Trust gave \$141,466.77 to the Meeting which was used in the building of the 2012 Meetinghouse. The remaining \$75,000 was kept in Trust to continue the operation of the Lick Branch Cemetery in perpetuity since no additional monies will be given to that fund with the exception of interest earned).
  - a. Abide by the stipulation of the original trust.
  - b. Coordinate the maintenance of the grounds.
  - c. Prepare and present an annual report to the 2<sup>nd</sup> Month's Monthly Meeting.
  - d. Maintain accurate and complete records of all activities.
  - e. Enter into contracts to facilitate the above mentioned responsibilities.

## PART VII – AUXILIARY GROUPS

### A. **Young Friends**

Fairfield Friends Meeting sponsors three youth groups:

- a. The Younger Young Friends Group is open to all youth in grades 2-6.
- b. The Young Friends Group is open to all youth in grades 7-12.
- c. The Young Adult Group is open to all young Friends from post high school – age 35 (predominately college students).

Youth are encouraged to participate in Friends activities such as Quaker Haven Camp, Yearly Meeting events, and retreats. The Young Friends meet regularly, host social activities, and sponsor fundraisers. The Young Friends are generally responsible for the Mother's Day Service and the Christmas Eve Service.

The Young Friends groups are coordinated by the Young Friends Leadership Team. The Young Friends Leadership Team is responsible for naming, assisting, and encouraging a Youth Group Leader or Leaders. They are also responsible for outreach to the Meeting's college students.

### B. **United Society of Friends Women (USFW)**

*Local component of the United Society of Friends Women International (USFWI)*

The USFW is composed of all women within the Meeting. They meet monthly, and through study and active participation in the programs of USFWI, they increase their awareness of the world as well as local needs. They extend care and compassion for the Meeting through cards, baskets, etc. They also supervise funeral dinners with the coordination of the Caring Friends Committee. The USFW also organizes the kitchen and purchases kitchen supplies and materials as needed.

### C. **Fairfield Men's Fellowship**

The Men's Fellowship is open to all men in the community. They do not have to be members/attenders of Fairfield Friends Meeting. They meet periodically, elect officers, and host social activities. Their main fundraiser is a Fish Fry in 4<sup>th</sup> Month at the Meetinghouse.

## **PART VIII – ADDITIONAL DOCUMENTS**

### **A. Document Retention Policy**

The following Fairfield Monthly Meeting minutes and records shall be preserved permanently:

- a. All Monthly Meeting minutes
- b. All committee minutes
- c. All statistical records
- d. All cemetery records.

The following Fairfield Monthly Meeting minutes and records shall be preserved for ten (10) years:

- a. All task force minutes
- b. All ad-hoc committee minutes
- c. All other minutes and records as designated by the Monthly Meeting.

Procedure:

- a. The above listed minutes and records shall be submitted by email attachment to the Recording Clerk immediately after approval of the minutes by the Monthly Meeting or Committee.
- b. The Recording Clerk shall maintain each set of minutes in an appropriate document storage form.
- c. At the end of each calendar year, the Recording Clerk shall print one set of minutes and records on acid free paper. This set shall be signed by the Monthly Meeting Clerk and the clerk of each committee for which minutes and records are submitted.
- d. In February of each year, a copy of the signed set shall be sent to the Friends Collection of the Lilly Library at Earlham College, Richmond, Indiana.
- e. The signed set shall be archived in the designated location in the Meeting Library by the clerk of the Library Committee.