

## Sample Forms, Letters, Minutes, & Reports

### To accompany *Quaker Process for Friends on the Benches*

Often, the best way to learn a new task is to see how someone else has done the job. In writing *Quaker Process for Friends on the Benches*, it seemed that, in addition to the descriptions in the text, sample minutes and letters would be useful to Friends, particularly those writing them for the first time. This, then, offers such samples in a format hoped to be widely accessible. Made-up names for meetings and people have been used frequently. They are meant more for reference than as templates – to give Friends an idea of the task rather than texts to be copied. Some forms for common tasks such as annual receipts for donations and membership records have also been included. In using these materials, Friends are urged to adapt them to their own circumstances and purposes.

To keep extraneous information off pages Friends may want to use as is, explanations of likely uses and sources of information are included below.

#### **Annual or Biennial Checklist for Monthly Meetings**

To be used by the Clerk, Ministry & Oversight, Overseers, or others to assess a meeting's spiritual, financial, and comunal health. From Philadelphia Yearly Meeting.

#### **Finances [link to 1st page, A Bequest]**

##### **A Bequest [link to page]**

To be included in a will. From New York Yearly Meeting *Faith & Practice* rev. 1974

##### **Year-End Receipt & Request for Information [etc.]**

Used by the Treasurer to report total contributions to individuals for their information and tax purposes. May also be used to solicit information on coming year donations.

#### **First Day School Registration Form**

#### **Healthcare and Final Affairs**

##### **A cover letter for Final Affairs Form**

This letter and the accompanying forms might be sent to members and regular attenders every five years, so that they can update the appropriate information.

##### **Information and Instructions on Final Affairs (Forms)**

##### **Memorial Minutes**

#### **Marriage**

This section on marriage includes details of the traditional Quaker marriage procedure beyond those included in *Quaker Process for Friends on the Benches*. Friends are encouraged to consult that book for descriptions of the more basic processes.

##### **Letters asking to be married under the care of a meeting**

##### **Queries for couples to consider before applying for marriage**

From Baltimore Yearly Meeting Discipline

##### **Responsibilities of the couple to be married**

##### **A report from a clearness committee for marriage**

**The Marriage Oversight Committee**

**Responsibilities of a Marriage Oversight Committee**

**A Quaker Marriage Certificate**

**Procurement of a Quaker Marriage Certificate**

**Samples**

**A Marriage Certificate ready to be signed**

**Meeting for Business: Sample Guidelines**

From Lake Erie Yearly Meeting

# Annual or Biennial Checklist for Monthly Meetings

Friends have found that the regular consideration of these inquiries is helpful for maintaining good order as the Meeting community fulfills its responsibilities.

## State of the Meeting

- Is the Meeting in a reasonable state of health, its problems manageable with its own resources? If not, has it considered calling on the quarterly or yearly meeting for assistance?

## Committees

- Do committees have clear responsibilities assigned by the Meeting? Are they functioning in ways that meet the needs of the Meeting, and do they report regularly to the Meeting?

## Economic Resources

- Are endowments and working capital invested in a socially responsible way? Does the Meeting employ the services of the Friends Fiduciary Corporation? Is the income of restricted endowments put to the uses specified or the concerns indicated by the donor?
- Is title to real property:
  - Held by the Meeting as a permanent corporate body, as recommended by the yearly meeting?
  - Held by the Friends Fiduciary Corporation? If so, is the Meeting aware of the potential inconveniences?
  - Held by trustees? If so, are the trustees all living and competent to serve?
- Are fire and liability insurance in good order?
- Is real property managed with care for nature's integrity? Are burial grounds simple in style and carefully maintained, with accurate records in the hands of a responsible committee?
- Are policies and practices for hiring and dismissal of employees consonant with Friends' belief? Do employees receive caring oversight and equitable compensation?
- Are patterns of spending and consumption socially and environmentally responsible?

## Finance

- Does the monthly meeting have a long-term financial plan? Does it establish clear policies, through an annual budgetary process, for the raising, custody and spending of money?
- Are routine operating budgets financed by the living?
- Are the accounts of custodians of Meeting funds regularly audited, and reports made to the monthly meeting? Does the Meeting require bodies under its care to undergo regular audits and to send the auditors' reports to the Meeting?
- Have the Meeting's treasurer and Finance Committee observed all state and federal regulations governing the handling of their finances? Where there is doubt, has the yearly meeting or legal counsel been consulted?
- Is the burden for financial support spread equitably within the Meeting?
- Does the Meeting have a process for extending financial aid to members suffering as a result of a witness to Friends testimonies, or experiencing hard circumstances?
- What activities or programs strengthen the Meeting's ability to devote financial resources to good works?

## Records

- Are official membership records in the hands of a competent recorder? Are they reviewed at least annually by overseers?
- Are informal records of members and attenders kept in a computer data base or data bases, from which can be drawn useful information for building the Meeting community, such as newsletter mailing labels, lists of children by age group, and telephone numbers?
- If the Meeting is incorporated, are its records maintained and its corporate procedures conducted in accordance with good practice and legal requirements?
- Are minutes of the monthly meeting and of significant committees accurately and neatly kept on acid-free paper and retired from time to time to a designated depository?

## A Bequest

I hereby bequeath to \_\_\_\_\_ Yearly Meeting of the Religious Society of Friends with an office at [mailing address] \_\_\_\_\_ the sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) and request that it be used, insofar as practical to \_\_\_\_\_ and to further the general activities of the Religious Society of Friends.

## Year-End Receipt & Request for Information

Dear Friends,

Thank you for your financial support of \_\_\_\_\_ Monthly Meeting during the \_\_\_\_\_ calendar year. Our records show that your financial support of the Meeting totaled \$ \_\_\_\_\_\*, which can be reported to the IRS as a charitable contribution.

Below is an anonymous and completely nonbinding estimate of changes in support you anticipate for the coming year. This is solicited for budget and planning purposes only and is seen only by the meeting treasurer [and/or Finance Committee]. If you are willing, please fill it out, tear it off at the line below, and return it to the Treasurer.

Thank you,

Treasurer

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To the treasurer, \_\_\_\_\_ Monthly Meeting

I expect my/my family's financial support for \_\_\_\_\_ Meeting in [year] to:

\_\_\_\_\_ Increase by \$ \_\_\_\_\_

\_\_\_\_\_ Decrease by \$ \_\_\_\_\_

\_\_\_\_\_ Remain approximately the same

\*Some monthly meetings provide a breakout of contributions for particular purposes and then show the total.

# First Day School Registration Form

School Year (20\_\_ – \_\_)

Religious Education Committee

\_\_\_\_\_ Friends Meeting

Name of young Friend \_\_\_\_\_

Birth date \_\_\_\_\_

School grade fall \_\_\_\_\_

Medical concerns or other things Religious Education Committee should know:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parents, Grandparents, Partners:

\_\_\_\_\_

During class we will be \_\_\_\_\_

\_\_\_\_\_  
(where responsible party can be found)

[Date]

Dear Friend,

Many Friends meetings support their members by having them share information that will be helpful at the time of their death. It is a loving act to communicate these wishes to their family and spiritual community. We hope the following information will be helpful.

The questionnaire attached is from the Grief and Bereavement Committee of \_\_\_\_\_ Monthly Meeting and seeks to learn what you would like the meeting to do in the event of your death. How would you direct the meeting to act with respect to notification of others, obituary information and arrangements for memorial or funeral services and burial or cremation? You may need additional paper to include all that you wish. Please return the questionnaire to [address]. If you prefer to use a computer document via e-mail, you may request a copy from [emailaddress@something.net].

If you find that the information sought does not cover areas you wish covered, please add what you wish. You may leave some questions unanswered because they are not important to you. If you have questions, you may contact any member of the Committee.

In seeking this information, the meeting wishes to be helpful but not to intrude. After your death, your survivors would be responsible for contacting the meeting to confirm your wishes as you have recorded them here. Your survivors would not be bound by this document. It is not a contract, but a simple set of preferences.

*[Additional information about possible local arrangements for simple burial or cremation may be provided here.]*

Grief and Bereavement Committee

\_\_\_\_\_, Convener

## Information and Instructions on Final Affairs

Name \_\_\_\_\_ Meeting \_\_\_\_\_

The information below may help the Meeting carry out my wishes:

1. Persons to notify immediately (next of kin, local contacts, executor, etc.): Use back of form for additional names.

Name _____	Name _____
Address _____	Address _____
Telephone _____	Telephone _____
Email _____	Email _____
Relationship _____	Relationship _____

2. Member of Memorial Society: Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

3. Disposal of Body: Burial \_\_\_ Cremation \_\_\_ Medical research \_\_\_ Organ donation \_\_\_

Disposal of Ashes \_\_\_\_\_

Cemetery Preferred \_\_\_\_\_ Common plot \_\_\_\_\_ Family plot \_\_\_\_\_

Location of Deed \_\_\_\_\_ Location of Release papers \_\_\_\_\_

Undertaker Preferred \_\_\_\_\_

4. Burial Insurance: Company \_\_\_\_\_ Policy No. \_\_\_\_\_

If no insurance, the expenses will be met as follows: \_\_\_\_\_

5. Memorial Meeting for Worship desired? Yes \_\_\_ No \_\_\_

Special requests: \_\_\_\_\_

6. Flowers accepted: Yes \_\_\_ No \_\_\_ Where \_\_\_\_\_

In lieu of flowers, contributions may be made to: \_\_\_\_\_

7. Special instructions if death is distant from home: (over)

8. Location of Will \_\_\_\_\_

Location of insurance policies \_\_\_\_\_

9. If no surviving parent, instructions on care of minor children: (over)

10. Information for Death Certificate (must agree with legal records and policies):

Full Legal Name \_\_\_\_\_

Present Address \_\_\_\_\_

Birth date \_\_\_\_\_ Birthplace \_\_\_\_\_ Citizenship \_\_\_\_\_

Occupation \_\_\_\_\_ Present Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

Father's Full Name \_\_\_\_\_

Mother's Full Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Received for the Meeting by \_\_\_\_\_ Date \_\_\_\_\_

## Information and Instructions on Health Care Decisions and Final Affairs

Name

Date

Address

- yes  no I have completed a Durable Power of Attorney for Health Care Decisions.  
 yes  no I have completed forms to be an organ donor.

A copy of my DPAHCD and/or organ donor form is located:

The information below may help the Society of Friends carry out my wishes. (Please write on back of form when there isn't enough room on the front.)

I request that the Society of Friends carry out the following upon my death.

1. Persons to notify immediately (next of kin, executor etc.):

Name  
Phone number  
Address  
Relationship

Name  
Phone number  
Address  
Relationship

Is there an individual who is prepared to assume direction of affairs after your death (family member or friend, lawyer)? Name and address?

Is there something the Friends Meeting should do?

Who is able to see to dependent children or others in need?

2. I am a member of \_\_\_\_\_ Memorial Society.

Address  
Telephone  
Location of contract

3. Disposal of body

burial  cremation  medical research

Preferred site for disposal of ashes

Cemetery preferred:  common plot  family plot

Location of deed  
Location of release papers  
Undertaker preferred

4. Burial insurance

Insurance Company Policy Number  
If no insurance, the expenses will be met as follows:



5. Services desired, and who should conduct the services:

Memorial Meeting for Worship

Special Requests:

Wishes Concerning a Memorial Service:

Do you want a Friends memorial service at the Meetinghouse? (We can only accommodate xx number of people here.) Would you want a larger gathering or a more private event for your closest friends or family? Do you want to suggest special mementos or photos of your life? Would you like to have music (what suggestions)? Would you like flowers? The more specific you are, the fewer decisions your loved ones will need to make. Please write detailed requests on the back of the form.

Ongoing Remembrance:

Do you want your loved ones to plant a tree in your honor, to make a charitable donation in your name, to gather for an annual reunion at a favorite spot, or some other form of continuing remembrance?

6. Flowers will be accepted  Where: \_\_\_\_\_

In lieu of flowers, contributions may be made to:

7. Special instructions if death is distant from home:

8. My will and/or other legal documents are located:

9. If no surviving parents, instructions on care of minor children (over)

10. Information for death certificate (must agree with legal records and policies)

Full legal name \_\_\_\_\_

Present address \_\_\_\_\_

Date of birth \_\_\_\_\_

Birthplace \_\_\_\_\_

Citizenship \_\_\_\_\_

Occupation \_\_\_\_\_

Present employer \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Father's name \_\_\_\_\_

Mother's name \_\_\_\_\_

Received by Meeting \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

You may use additional pages as desired or necessary.

#### 11. Biographical information for obituary

Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_

Father's Name \_\_\_\_\_

Mother's Name (include maiden name if desired) \_\_\_\_\_

Education Information (schools attended and dates, degrees or certificates awarded):

Marriage(s) (date and name of spouse, indicate whether this is a current marriage):

Children (Name, birth date, and address or contact information):

Other relatives (parents, siblings, and significant relatives, including address or contact information; also indicate significant deceased relatives who are important):

Employment & Occupation Information (either usual occupation, or longer list, including years if desired):

Military history (if applicable) (veterans might include branch of service and service number, ranks and dates):

Special interests, activities, and achievements (include community involvement, hobbies, organizations, etc.):

#### **Recent Life**

How long in this area, and relations to the community:

Residential history (if desired) (other communities in which significant time & events occurred):

What media do you want contacted for obituary notices? (Specify newspapers in selected communities, professional newsletters, alma mater, and/or other.)

You are invited to begin drafting your obituary notice if you feel inclined to do so. You also might give some thought to the dispersal of your personal possessions and communicate those wishes to several people.

Barbara Neal, 1921 – 2007

Barbara Ruth Holly Neal was born on April 11, 1921 in Des Moines, Iowa, and died on October 17, 2007 in Minneapolis, Minnesota. During those 86 eventful years, she lived a fruitful life of service. Barbara's mother wrote plays and scripts for a radio show and often engaged her two girls in acting and other lively activities; her father ran a law practice. Unfortunately the depression of the 1930s was a difficult time for the family, and her mother died while Barbara was still young. Barbara was awarded a scholarship to Grinnell College, joined the Society of Friends during her students years, and met Bruce Neal while she was taking tickets for an American Friends Service Committee conference. Within three days Bruce, not one to hang about, had proposed marriage, and Barbara accepted within the week.

Barbara and Bruce were married in December 19742, and within a year Barbara graduated from Grinnell with a degree in sociology, the first married woman to graduate from that college. The couple moved to Denver, and though Barbara began graduate school in social work, she paused to bear four children (Doug, Holly, Marybeth, and Robert) and resumed her studies. The family resettled in Des Moines in the early 50s and Barbara carried on devoted care of her children as well as of her grandmother. She enjoyed being a homemaker, which included financial management, childcare, and sewing. After the family moved to Ridgewood, New Jersey in 1957 for Bruce's new job in Manhattan, Barbara helped start a nursery school at Ridgewood Friends Meeting, which is still in existence today.

In 1964 Bruce took a job with Ford Motor Company and the family moved to Ann Arbor. Once the two youngest children could carry their own backpacks, the family began a series of adventures in canoeing and backpacking, often in the Colorado Rockies. At home Barbara immersed herself in volunteer work of many kinds, usually in connection with Quakers. At the Ann Arbor Friends Meeting she was particularly active with the Religious Education Committee, serving on it most years between 1964 and the mid-80s (often as convener) and usually teaching a class of young folks as well. She was Clerk of the Meeting in 1983-84 and Trustee from 1981 through 1985. In her wide-ranging way she also served at one time or another on the following committees: Ministry and Counsel, Youth Group Advisory, Nominating, Hospitality, Library, Use of the Fireplace Room, Quaker House, Visitation and Care, Christmas Bazaar, Jackson Fund, Friend Lake Community Long-Range Planning; in addition she served terms as representative to Lake Erie Yearly Meeting and clerked the LEYM Youth & Children's program for several years. Her affection for the Ann Arbor Meeting continued throughout her life, and she returned in 1996 to help celebrate the 160th anniversary of its founding.

Barbara's concern for the education of children inspired her to become one of the founders of Friends School in Detroit, and she served as Clerk of the Board in 1973-76, a difficult time of growth and change of School Head. She also acted on her deep concern for the welfare of the human race when she worked on several committees for AFSC, serving as Clerk of the Executive Committee of the Dayton Regional Office for a stint.

Bruce and Barbara sold their Ann Arbor home in 1987 and moved to Colorado to be next door to Holly's family, where they lived until after Bruce's death in 1995. During that decade Barbara served on several Intermountain Yearly Meeting committees and realized a life-long dream of getting to know Friends in other parts of the world as a Yearly Meeting representative to Friends World Committee for Consultation. By 1994 Barbara was experiencing symptoms of dementia, but she was deeply involved in IMYM's hosting of an FWCC Triennial at Ghost Ranch, New Mexico, and in 1998, was able to go on a European trip with Holly and her son, Jeffrey. In 1999 Marybeth began caring for Barbara in Minneapolis, and she continued this labor of love up until Barbara's death.

Quakerism was a cornerstone of Barbara's life. The silence of meeting for worship was a vital living source from which she drew an abiding sense of peace. Even after she was trapped in dementia, her life seemed to continue speaking to Friends. Witnessing the love that radiated from mother and daughter became a source of inspiration and healing for the entire St. Paul Meeting. Those in Ann Arbor Meeting who knew her remember that she never failed to recognize the comic side of apparently dire situations. We give thanks for the delight she took in working with children, and her unfailing good humor and faith in the human race.

## Memorial Minutes

### **Sample 2.** Kalamazoo Monthly Meeting

Tom Todd

A dear Friend and world peacemaker, Tom Todd died peacefully in his sleep, April 19, 2005, in Kalamazoo, Michigan, where he was born April 2, 1924.

Tom was always on a mission to find a way to promote world peace and cooperation. He was a member of the World Citizens Assembly, the World Federalist Association, the World Government Organizations Coalition, the Campaign for the Earth, and the World Future Society. Locally, he was active in the Kalamazoo Friends Meeting, the Kalamazoo Area Coalition for Peace and Justice and the United Nations Association. In addition to these affiliations, Tom was active in supporting many peace projects around the world.

Tom will be remembered as a humble, articulate, opinionated, generous, sensitive, and humorous, not to mention cantankerous, Friend, who always put the needs of the greater good before those of his own. His quest for knowledge, truth and equality was a model for us all. Tom, you will be greatly missed.

### **Sample 3.** Pittsburgh Monthly Meeting

Mary Gillen

Pittsburgh Friend Meeting minutes its appreciation of the many gifts that our member Mary Gillen brought to our Meeting community, from the beginning of her participation in Meeting life in 1999 to her death on May 7, 2007. Mary shared with us her keen intellect, her sense of humor, her faithful service on Outreach and Clearness and Care committees and her willingness to hold the Meeting accountable when she herself was in great need. Mary's authentic presence was especially appreciated by the members of her spiritual formation group. She is greatly missed.

Letters asking to be married under the care of a meeting  
**Sample 1**

To Appleton Monthly Meeting:

After prayerful consideration we, the undersigned, intend marriage with each other and we ask for the approval of the Meeting.

*Mary H. Young*  
*Samuel Jackson*

**Sample 2**

To Appleton Monthly Meeting:

We, the undersigned, propose taking each other in marriage, and we hereby request the approval of the meeting.

*Mary H. Young*  
*Samuel Jackson*

**Sample 3**

To Appleton Monthly Meeting:

Trusting in God's guidance and the approval of Friends, we intend marriage with each other. We should like to be married under the care of Appleton Monthly Meeting.

*Mary H. Young*  
*Samuel Jackson*

## **Queries for couples to consider before applying for marriage**

- Have we considered the traditional roles of husband and wife, our attitudes toward them and toward modern variations, and are we aware that one can impose a role expectation on another without being aware of it?
- Do we know each other's habits, likes and dislikes? Are we ready to make adjustments in our personal living to meet, with kindness and understanding, areas of possible conflict?
- Do we have the willingness to listen to each other and to seek openness of communication?
- Have we explored our attitudes and visions for family life including:
  - Our attitudes toward sexuality?
  - Whether we want children; and if so, how many?
  - How we might jointly plan and take responsibility for our family's growth in size?
  - Whether we might consider adoption or foster care?
  - Our ideas about the sharing of family responsibilities?
  - The availability of family, Meeting and community support?
  - How our family might reflect Friends' testimony of simplicity and concerns for the environment and world population?
- Do we understand and have sympathy for, if not harmony with, one another's religious convictions?
- How do we feel about each other's economic and cultural background?
- How do we react to each other's parents, friends, and relatives? Have we discussed continuing friendships with members of the opposite sex following marriage?
- Do we share each other's attitudes on earning, spending and saving money, and the handling of finances?
- Do we share interests which we can enjoy together? Do we respect each other's individual interests?
- Have we considered together how we will work to reconcile inevitable differences? Are we willing to make a strong commitment to permanence in our marriage?
- Are we secure in the knowledge of the guidance of God in our lives and in our plans to establish a home?
- Do we know each other well enough to have considered all of the above questions frankly and openly? If not, should we wait—six months, a year—before proceeding with marriage?
- Why are we asking the approval and oversight of the Meeting? Are we aware that oversight of our marriage by the Meeting involves a continuing concern for our life together and the values established in our home? Will we welcome the continuing concern of the Meeting?
- How significant to us are the promises made in the presence of God and of our family and friends as stated during the wedding?

## **Responsibilities of the couple to be married**

- If asked, propose the names of some Friends to serve on the oversight committee.
- Meet with the oversight committee to discuss plans for the wedding and any reception and to agree on the wording of the promises to be made.
- Have a Quaker marriage certificate prepared in ample time and arrange for it to be brought to the wedding along with pens with permanent ink for signing.
- Fulfill legal requirements.
- Commit to memory long before the wedding day the promises to be made to each other.

## A report from a clearness committee for marriage

Ministry and Counsel formed a Clearness Committee for Mary Young and Sam Jackson composed of Brevin and Anna Waite, Marty Johansen, and Caroline B. Smith. We met with Mary and Day on Wednesday evening, April 5th, in the Waites' home, where we were treated to home baked goodies.

We enjoyed getting to know Mary better and had a lively discussion on the responsibilities of marriage. Mary and Day met three years ago in a class their freshman year at college, and have been friends ever since. They hope to marry at the end of August after they have graduated. Mary grew up in Middlefield Monthly Meeting in Connecticut, while Day's family joined our meeting over ten years ago. They feel that involvement with a spiritual community that will support and nurture them individually and together is an important part of sustaining a healthy marriage.

We recommend that the Meeting take their marriage under its care.

### **The Marriage Oversight Committee**

The oversight committee is responsible for overseeing the wedding itself and any reception. The committee should remind the couple of the Quaker regard for reverence, dignity, and simplicity; request that photographs not be taken during the meeting for worship\*; and express the meeting's hope that simplicity will be observed at any reception held. They should remind the couple that any meeting held at the meetinghouse is open to all who wish to come and worship.

Laws regarding Friends marriage vary from country to country. Within the U.S., laws vary from state to state. The oversight committee needs to inform the couple of the legal requirements and to make sure that the meeting fulfills its part in meeting those requirements.

Traditionally, there are no special decorations, no attendants, and no ushers or designated seating other than for the bride, groom, and members of the oversight committee. The clothes worn are suitable to wear on other occasions. While many Quaker weddings do include some or all of the elements of a contemporary Protestant wedding, the committee should emphasize the value of keeping things reasonably simple, without undue expense or ostentation.

The committee is also responsible for seeing that any reception is held in a manner appropriate for Friends, without unduly boisterous revelry. This does not mean that people shouldn't enjoy themselves; it just means that the prevailing atmosphere should be one of joyful celebration rather than wild carousing.

\*One way to accommodate would-be photographers is to ask them to refrain from taking photographs during the worship service but offer that afterward the bride and groom will pose for the picture-takers as they were when they said their vows.

## Responsibilities of a Marriage Oversight Committee

The committee of oversight should:

- Verify the availability of the meetinghouse (if the wedding is to be held there) for the time selected for the wedding and the rehearsal, if one is to be held. For a wedding with attendants, a rehearsal with the entire wedding company present is desirable.
- Ensure that weights for the certificate, a portable table, and appropriate pens with permanent ink are available, and that someone is appointed to assist those present to sign the certificate after the wedding.
- Check the suitability of proposed decorations, music, or any arrangements desired by the couple that affect the nature of a Friends' meeting for worship.
- Verify that the person selected to read the certificate has had an opportunity to see and read it in advance.
- Attend the rehearsal.
- Attend the wedding.
- Attend the reception.

The committee of oversight should work with the couple to decide on the following arrangements:

- Who will open and close the meeting.
- If there will be many non-Friends at the wedding, what initial explanation of the meeting for worship would be appropriate and who will make it.
- Who will read the certificate. This is often done by a family member. It need not be a member of the meeting or of the oversight committee.
- Who will take charge of the certificate and see that it gets to the couple after the wedding.
- The number of attendants, if desired.
- Special seating arrangements, if desired, for families and friends of the couple. In many Christian churches, friends and family of the bride sit on one side of an aisle and friends and family of the groom sit on the other.

The committee should make sure that:

- The couple is procuring a marriage license and Quaker wedding certificate, needed signatures can be obtained for the license, and all legal requirements will be met.
- The wording of the vows has been finalized and communicated to the person preparing the certificate, and the couple is working on memorizing them.
- The couple has decided about any changing of last names.

After the wedding, the committee should:

- Obtain the needed signatures on the marriage license.
- Deliver or mail the license to the proper authorities. If there is a copy for the meeting records, deliver it to the meeting's recorder.
- Report to the monthly meeting that the wedding was held in good order, that the legal requirements have been satisfied, and that meeting records have been updated.
- If the wife has assumed her husband's last name or any other name change has been made, report these for entering in the minutes and into the meeting records.



## Procurement of a Quaker Marriage Certificate

A traditional Quaker marriage certificate is written in calligraphy on parchment. A number of Quakers advertise their services to custom-make a certificate in Quaker magazines. Any calligrapher can make one, given detailed directions. A custom-made certificate takes time and is expensive. Depending on the calligrapher, it can take 4-8 weeks after an order is placed to create one from scratch, and it can cost several hundred dollars. The couple and the committee of oversight should agree on the wording of the vows before placing an order.

### Quaker Marriage Certificate

#### Sample 1. Baltimore Yearly Meeting

WHEREAS, Mary Higham Young of Middlefield, Connecticut, daughter of George and Joan Young of Middlefield, Connecticut, and Samuel Kevin Jackson of Adamsville, Wisconsin, son of Franklin E. and Sara Jackson of Adamsville, Wisconsin, having declared their intentions of marriage with each other before Appleton Monthly Meeting of the Religious Society of Friends, held at Appleton, Wisconsin, according to the good order used among them, their proposed marriage was allowed by that Meeting.

Now these are to certify to whom it may concern, that, for the accomplishment of their intentions, this twenty-seventh of August, in the year two thousand and eleven, they, the said Mary Higham Young and Samuel Kevin Jackson, appeared in a public\* meeting of the Religious Society of Friends, held at Appleton, Wisconsin; and Samuel, taking Mary by the hand, did on this solemn occasion, declare that he took her, Mary Young, to be his wife, promising with Divine assistance to be unto her a loving and faithful husband as long as both should live; and then, in the same assembly, Mary did in like manner declare that she took Samuel to be her husband, promising with Divine assistance to be unto him a loving and faithful wife as long as they both should live. And moreover, they, the said Mary Young and Samuel Jackson, she, according to the custom of marriage, assuming the surname of her husband, did, as a further confirmation thereof, then and there, to these presents set their hands.

*Mary Y. Jackson*

*Samuel K. Jackson*

We, whose names are also hereunto subscribed, being present at the said marriage have, as witnesses thereto, set our hands the day and year above written.

*Caroline B. Smith*

*Brevin Waite*

*Anna Waite*

*Marty Johansen*

*George Young*

*Joan Young*

*Sara Jackson*

*Franklin E. Jackson*

*etc.*

\*If the wedding is held at a private house, instead of the words "in a public meeting of the Religious Society of Friends, held at [place]", write "at a meeting held in the home of [full names] in the \_\_\_\_ of \_\_\_\_."

Quaker Marriage Certificate

Sample 2. Western Yearly Meeting

Whereas Mathilda Martha Navias, of Honeoye Falls in Monroe County, State of New York, daughter of Elaine Olivia and Robert A. Navias, also of Honeoye Falls and Dan Kermit Bell of Sheridan in Hamilton County, State of Indiana, son of Marilyn W. and John D. Bell, also of Sheridan, declared their intentions of marriage with each other to the Clear Creek Monthly Meeting of the Religious Society of Friends, held at Richmond in Wayne County, State of Indiana, on the fourteenth day of the first month of the year nineteen hundred and seventy-nine; and nothing being found to obstruct, they were set at liberty by that Meeting to accomplish their intentions.

Now these are to certify that, for the accomplishment of their marriage, the said Mathilda Martha Navias and Dan Kermit Bell, appeared in an appointed meeting on the tenth day of the sixth month of the year nineteen hundred and seventy-nine, held at Stout Meetinghouse under the oversight of Clear Creek Monthly Meeting in the presence of a committee thereof appointed for that purpose; and Dan, taking Mathilda by the hand, declared that he took her to be his wife, promising, with divine assistance, to be unto her a loving and faithful husband as long as they both should live; and then Mathilda did in like manner declare that she took him to be her husband, promising, with divine assistance, to be unto him a loving and faithful wife as long as they both should live.

And in further confirmation thereof, they did then and there to these presents sign their hands.

*Mathilda Martha Navias*                      *Dan Kermit Bell*

And we, having been present at the solemnization of the marriage, did as witnesses thereto set our hands.

*Margaret S. Lacey*  
*Sirkka T. Barbour*

*Letitia A. Kolp*  
*Marilynn Bell*

*Alan L. Kolp*  
*John D. Bell*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ *etc.*

Quaker Marriage Certificate

Sample 3. Britain Yearly Meeting

Anthony Mansour, son of Ibrahim and Marta Mansour, and Julia Margaret Mangum, daughter of Harold J. Mangum and Eleanor T. Haviland, having made known their intention of taking each other in marriage and public notice of their intention having been given, the proceedings were allowed by the proper officers of Cottingham Monthly Meeting of the Religious Society of Friends.

This is to certify that for the solemnisation of their marriage, Anthony and Julia were present at a duly appointed public meeting for worship of the Society at 147 Hall Street in Cottingham, England, this 20th day of April of the year 2010.

Taking each other by the hand, Julia declared: I take you, Tony Mansour, to be my husband, promising with Divine assistance to be a faithful and loving wife while we live; and Anthony declared: I take you, Julia Mangum, to be my wife, promising with Divine assistance to be a faithful and loving husband while we live.

In confirmation of these declarations they have in this meeting signed this certificate of marriage.

*Julia Margaret Mangum*      *Anthony Mansour*

We having been present at the above marriage have also subscribed our names as witnesses the day, month and year above written.

*Harold J. Mangum*      *Elise Mangum*      *Eleanor T. Haviland*  
*George W. Haviland*      *Ibrahim Mansour*      *Marta Mansour*  
\_\_\_\_\_  
\_\_\_\_\_ *etc.*

Sample 4. Australia Yearly Meeting

A. B. of [1] and C. D of [2] have made known their intention of taking each other in marriage and the public notice of this intention has been given. The proceedings have been allowed by the proper representatives of [Name] Regional Meeting of the Religious Society of Friends.

This is to certify that: For the Solemnisation of their marriage A. B. and C. D. were present at a duly appointed public Meeting for Worship at [3] on [4].

Taking each other by the hand A. B. declared [5] and C.D declared [5]. In confirmation of these declarations they have in this Meeting signed this certificate of marriage.

A. B.[6]

C. D.[6]

We have been present at this marriage and have signed our names as witnesses on the date written above.

- (1) Here inscribe address and parentage or other sufficient description of agreed first speaker.
- (2) Here inscribe address and parentage or other sufficient description of agreed second speaker.
- (3) Here insert address of Meeting House or other place at which the ceremony was held.
- (4) Here insert the full date of the ceremony.
- (5) Here insert the exact words used.
- (6) Usual signature used before this ceremony.

A Marriage Certificate ready to be signed  
[need graphic; or of a signed certificate]

[need graphic of a certificate ready for signing or of a signed certificate]

## Guidelines for Meeting for Business

Meeting for worship with attention to business provides an opportunity for Friends to practice several of our testimonies as we carry out the practical work of maintaining our faith community. We seek to be Spirit-led in our work, with as much efficiency as possible, achieving a sense of what Friends call “right order,” and so ask that you use the following guidelines.

1. When a person speaks in meeting for worship with attention to business, receive the words as you receive vocal ministry in meeting for worship – with an open heart and calm mind.
2. When you need to speak, ask the clerk to recognize you by raising your hand.
3. When you speak, please stand, speak to the clerks’ table, and keep your comments to the point.
4. To affirm something someone has said, simply nod or use the phrase “This Friend speaks my mind.” Please don’t ask to be recognized so that you may express the same thought in other words.
5. Friends will not generally be recognized to speak on any given issue more than once, except to acknowledge a personal change of perspective during the meeting.
6. When the recording clerk is developing a minute, sit in worship, and hold him/her in the Light. Please refrain from conversation with your neighbor.
7. If you feel that the gathering needs a break or a stretch, it is appropriate to ask to be recognized so that you may ask the clerk for one.

# Monthly Meeting Membership Record

Member's full name \_\_\_\_\_  
First Middle Last (Maiden)

Birth date \_\_\_\_\_ Birth place \_\_\_\_\_

## Admitted To Meeting Membership

Date \_\_\_\_\_ By application \_\_\_\_  
By request of parents \_\_\_\_  
By birth \_\_\_\_\_  
By certificate of transfer from \_\_\_\_\_ Monthly Meeting

## Parents

Father's name \_\_\_\_\_

Mother's name \_\_\_\_\_

## Address & Phone

Year	Street	Town	State	Zip	Phone
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

## Removal

Date membership ended \_\_\_\_\_  
By death \_\_\_\_  
By release \_\_\_\_  
By transfer to \_\_\_\_\_ Monthly Meeting  
By resignation \_\_\_\_

Date Record Closed \_\_\_\_\_

### Marriage or Ceremony of Commitment

To whom \_\_\_\_\_

Date \_\_\_\_\_ Place \_\_\_\_\_

### Spouse

Membership (where) \_\_\_\_\_

Birth date \_\_\_\_\_ Place \_\_\_\_\_

If deceased: Date \_\_\_\_\_ Place of burial \_\_\_\_\_

Date separated or divorced \_\_\_\_\_

Parents of spouse:

Father's name \_\_\_\_\_

Mother's name \_\_\_\_\_

### Children (include last name)

Name \_\_\_\_\_ Membership (where) \_\_\_\_\_

Birth date \_\_\_\_\_ Birth place \_\_\_\_\_

Date of marriage \_\_\_\_\_ To \_\_\_\_\_

Name \_\_\_\_\_ Membership (where) \_\_\_\_\_

Birth date \_\_\_\_\_ Birth place \_\_\_\_\_

Date of marriage \_\_\_\_\_ To \_\_\_\_\_

Name \_\_\_\_\_ Membership (where) \_\_\_\_\_

Birth date \_\_\_\_\_ Birth place \_\_\_\_\_

Date of marriage \_\_\_\_\_ To \_\_\_\_\_

Name \_\_\_\_\_ Membership (where) \_\_\_\_\_

Birth date \_\_\_\_\_ Birth place \_\_\_\_\_

Date of marriage \_\_\_\_\_ To \_\_\_\_\_

Letter applying for membership

324 Maple Ave.  
Bridgewater, MA 02379  
March 29, 1994

Beverly Staib, Clerk  
Eastside Monthly Meeting  
363 High Street  
Taunton, MA 02379

Dear Beverly Staib,

I am writing to request consideration for membership in Eastside Monthly Meeting and, by extension, in the Religious Society of Friends.

I am drawn to Friends by [particulars].

I consider Eastside Monthly Meeting to be my spiritual community, and this request is an indication of my desire to continue and strengthen my commitment to spiritual growth as a Friend.

*Edwin H. Farraday*



## Report of clearness committee

The Clearness Committee for Membership for Ed Farraday, consisting of Noah Burgess, Alan Steinbaugh, Bonnie Stark, Doris Lester, and Sandy Pahls, met with Ed at his home in Bridgewater on Saturday afternoon on April 2, 1994.

We had a [description of meeting, with any special observations].

We feel that Ed has a deep yearning for a more centered life [replace with pertinent comments]. He has been attending Eastside Monthly Meeting for over two years and has recently begun helping with the newsletter [replace with info].

We recommend that he be taken into membership.

## Letter of welcome to new member

From clerk, recording clerk, clerk of Ministry and Oversight committee, or other

June 7, 1994

Dear Ed Farraday,

As you know, after discussion and exploration with you, Eastside Monthly Meeting acted on your request for membership in its meeting for business on May 27, approving a minute recording you as a member in the Religious Society of Friends. On behalf of the meeting, I would like to welcome you as a member. As a member of the Religious Society of Friends, you should feel welcome and comfortable in meetings wherever you might visit.

Our meeting would like to acknowledge your membership with a gift of a copy of *Faith and Practice*\*.

In friendship, peace, and love,

*Beverly Staib*

\* Some monthly meetings give a book, a subscription to *Friends Journal* or *Quaker Life*, a copy of *Faith and Practice*, or another item.

## Membership transfers

In transferring a membership to another meeting, a monthly meeting may write a letter or use a standard form with blanks, which may be called a Certificate of Transfer or Certificate of Removal. The letter or form should be on the letterhead of the Meeting, if available, and should contain a full mailing address for reply. Spouses and minor children may be included on one form, but separate certificates are required in other cases.

The receiving meeting, on acceptance of the transfer, should promptly notify the issuing meeting news of its action, either in a letter or on a form. The completed documents become part of the permanent records of the respective meetings. The member remains on the rolls of the requesting Meeting until the transfer is completed.

Letter requesting a transfer

43 Merriweather Street  
Louisburg, KS 66053  
October 4, 2011

Zeke Cahoon, Clerk  
Mountain Monthly Meeting of Friends  
132 Upper Lane  
Buena Vista, CO 81251

This is to request the transfer of my membership in Mountain Monthly Meeting to Middleplains Monthly Meeting in Louisburg, Kansas. I have been attending Middleplains Meeting regularly for the last several years, sharing with them in Meeting for Worship and Meeting for Business and serving on a committee. I now feel the leading to join in membership with them.

The clerk of Middleplains Monthly Meeting is Susan Meyers. The mailing address is 352 State Route 47, Louisburg, KS, 66053.

*Mary Downing*

Mary Downing

**Mountain Monthly Meeting of Friends  
132 Upper Lane  
Buena Vista, CO 81251**

Nov. 20, 2011

Susan Meyers, Clerk  
Middleplains Monthly Meeting  
352 State Route 47  
Louisburg, KS 66053

Dear Susan Meyers:

During the Meeting for Business at Mountain Monthly Meeting of Friends on Nov. 14, 2011, we approved the request for transfer of membership for Mary Downing to Middleplains Monthly Meeting. It is with deep regret that we approve this action, as Mary was a vital member of our Meeting for many years, serving in many capacities. I know she will enrich your fellowship with her faith, her wisdom, and desire to serve.

*Zeke Cahoon*

Zeke Cahoon, Clerk

**Middleplains  
Meeting**

**352 State Rte 47**

**Louisburg  
Kansas  
66053**

Jan. 6, 2011

To Mountain Monthly Meeting of Friends

Dear Friends:

We have received your Letter of Transfer dated Nov. 21, 2011, and have accepted Mary Downing into membership with us.

Signed on behalf of Middleplains Monthly Meeting of Friends, held at Louisburg, Kansas on December 14, 2011.

*Suzanne Batesman*

Suzanne Batesman  
Recording Clerk

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**River Raisin Monthly Meeting • 5302 Monrow Street • River Raisin, MI 48158**

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March 21, 2009

Middleplains Monthly Meeting  
352 State Route 47  
Louisburg, KS 66053

Dear Friends:

At our Monthly Meeting held on March 18, 2009, we approved the request of the following full member(s) in good standing of our Meeting for transfer of membership to your Monthly Meeting:

Andrea and Todd Freeman

This request for transfer also includes the following child(ren) who is/are associate members of our Meeting:

Darlene Andrea Freeman  
Madelyn Marie Freeman  
Jason Frey Brickner

We commend [him/her/them] to your loving care. We enclose the appropriate Recorder's information for your records. We would appreciate receiving your acknowledgment of this request and notice of your action upon it.

On behalf of River Raisin Monthly Meeting,

*DeWon Johnson*

DeWon Johnson, Recorder

**Middleplains  
Meeting**

**352 State Rte 47**

**Louisburg  
Kansas  
66053**

May 4, 2009

River Raisin Monthly Meeting  
5302 Monrow St.  
River Raisin, MI 48158

Dear Friends:

In accordance with your request, the following were accepted as full members of our Monthly Meeting by transfer from your Meeting on April 14:

Todd Freeman  
Andrea Freeman

Also accepted at that time as junior members were the following children:

Darlene Andrea Freeman  
Madelyn Marie Freeman  
Jason Frey Brickner

On behalf of Middleplains Meeting,

*Susan Batesman*

Susan Batesman  
Recording Clerk

Letter transferring membership  
**Sample 3**

[Date]

To [Name of receiving] Monthly Meeting of Friends

Dear Friends:

[Full name], [a member/members] of this Monthly Meeting, having moved with [his/her/their] minor [child/children], [full name/s], [has/have] requested a transfer of membership to your Meeting. Consideration has been given to this and there appears to be no obstruction to granting the request. We, therefore, recommend [him/her/them] to your loving care and remain, in love, your friends.

Signed on behalf of [Name of issuing Monthly Meeting] of Friends, held at [place] on [date].

[signature]

Clerk

**CERTIFICATE OF TRANSFER**

Date \_\_\_\_\_

To \_\_\_\_\_ Monthly Meeting

Address \_\_\_\_\_

Dear Friends:

This Certificate of Transfer has been requested by a member of this monthly meeting who now resides in your area. We have given consideration to this request, and, no obstruction appearing, we recommend \_\_\_\_\_ to your Christian care and remain with love your friends.

Removal minute (date) \_\_\_\_\_ by the \_\_\_\_\_ Monthly Meeting.

Address \_\_\_\_\_

\_\_\_\_\_  
(Signature of monthly meeting clerk)

Enclosure: Acceptance of Transfer form, **partially** filled in by us. Only when you complete this form and return it to us will the transfer be concluded. Please keep a copy for your records.

-----  
**ACCEPTANCE OF TRANSFER**

Date \_\_\_\_\_

To the\* \_\_\_\_\_ Monthly Meeting,

Address\* \_\_\_\_\_

Dear Friends:

This is to inform you that your Certificate of Transfer dated\* \_\_\_\_\_ for\* \_\_\_\_\_, who now resides within our area, was read and accepted by our monthly meeting on [date] \_\_\_\_\_.

On behalf of the\* \_\_\_\_\_ Monthly Meeting,  
Address\* \_\_\_\_\_.

\_\_\_\_\_  
(Signature of monthly meeting clerk)

\*Monthly meeting clerk preparing transfer certificate should fill in these blanks before sending the form to the new meeting.



**Mountain Monthly Meeting of Friends  
132 Upper Lane  
Buena Vista, CO 81251**

July 3, 2011

Dear Colleen Rhoads,

Thank you for your letter of June 17 requesting to resign your membership in Mountain Friends Meeting. Although we are sorry to see a member drift from us and the Society when we remember your vibrant participation in Mountain Friends Meeting, we recognize the truth that Quakerism may not always satisfy one's spiritual needs, especially at a distance. The Oversight Committee considered your request and felt united in recommending to the Meeting that you be released from membership. In its meeting for business on June 26, Mountain Friends Meeting of the Religious Society of Friends approved a minute releasing you from membership.

We hope that your future spiritual journey will be fruitful, whatever direction it may take. If you should find that you are drawn into membership in your local Friends meeting, do write to us so we may forward your membership record to them. Of course you are always welcome to worship with us if you are in this area.

With love,

*Zeke Cahoon*

Zeke Cahoon, Clerk

**Mountain Monthly Meeting of Friends  
132 Upper Lane  
Buena Vista, CO 81251**

October 23, 2011

Josie Weingard  
422 72nd Street, Apt. 16  
Brooklyn Heights, NY 11201

Dear Friend:

At Mountain Monthly Meeting held on October 14, 2011, your name was brought before the Meeting as that of a member to whom repeated communications sent to your last known address had been without reply for a period of over five years.

The book of *Faith and Practice* with which you are familiar advises that members failing to show any interest in their Meeting for such a length of time shall be no longer considered members and in accordance with this advice the Meeting regretfully approved having your name removed from its list.

You are therefore no longer a member of the Religious Society of Friends, though, if at any time you should desire to renew your membership, you are at liberty to make application.

Signed on behalf of Mountain Monthly Meeting,

*Zeke Cahoon*

Zeke Cahoon, Clerk

## A minute for recording a minister

The Yearly Meeting having received a recommendation from the Meeting on Ministry and Counsel based upon satisfactory minutes from subordinate meetings and the favorable judgment of the Committee on Training and Recording of Ministers to the effect that [Full name] has achieved suitable preparation for the completion of the recording process in the ministry of the Gospel, Western Yearly Meeting, being in accord with the recommendation, now officially records [Full name] a minister and liberates [him/her] for such services and responsibilities as are usually accorded to ministers among Friends.

Transcripts of this recording minute are directed to be sent to the clerks of the Monthly and Quarterly Meetings concerned therewith, and to the Secretary of the Committee on Training and Recording of Ministers.

**Mountain Monthly Meeting of Friends  
132 Upper Lane  
Buena Vista, CO 81251**

May 2, 2010

Dear Friends,

Our member Eleanor Petrie is traveling under a concern for undocumented immigrants. Our meeting has worshiped with her many times as we considered this issue and her leading to travel among Friends. We have no doubt that she is genuinely called to be with you and seek new Light with you about God's intentions for undocumented immigrants in this country.

We entrust Eleanor to your care, and pray that you and she feel the presence of the Light as you meet together.

Signed,

*Zeke Cahoon*

Zeke Cahoon  
Clerk, Mountain Monthly Meeting of Friends

Minute of Religious Service

October 1997

Dear Friends,

With this travel minute, we ask that you welcome and care for our member \_\_\_\_\_  
\_\_\_\_\_. \_\_\_\_\_ will attend the Eighth Assembly of the World Council  
of Churches in Zimbabwe in December as a delegate from Friends United Meeting. On her  
return, she will visit Friends around the United States under a concern for Friends ecumenical  
involvement. She will report on the Assembly, and share her vision of a vital role for Quakers  
in the worldwide Christian fellowship. \_\_\_\_\_ Friends Meeting unites in recognizing  
\_\_\_\_\_’s leading, and in supporting her work.

\_\_\_\_\_ believes that Christians should not be divided, and that therefore  
it is vital to reach out to one another in love, across denominations. But ecumenism, one means  
of making such connections, has not historically been a priority for Quakers. In her travels,  
\_\_\_\_\_ will listen to Friends’ convictions and doubts about their role in the  
Christian community, and share her own light on this subject.

For several years, \_\_\_\_\_ has worked under a leading to help Friends  
bridge their differences. She has devoted much time to learning and teaching about the historical  
and Biblical bases for the importance of this wholeness. \_\_\_\_\_ reaches  
out in respect and love to all, and her ministry of unity is a vital part of the life of her spiritual  
community. We know that she will bring an open heart and a message of Christ’s healing love to  
every consideration of Friends’ role among Christians, and our love and prayers go with her.

In the Light,

\_\_\_\_\_ (Clerk)

for \_\_\_\_\_ Friends Meeting

Approved by \_\_\_\_\_ Monthly Meeting [date]

Approved by \_\_\_\_\_ Quarterly Meeting [date]

Approved by \_\_\_\_\_ Yearly Meeting Permanent Board [date]

## Endorsement of a Travel Minute or Minute of Religious Service

### Sample 1

May 18, 2010

Friends, We greet you in love and peace. We welcome James Mbala and are enjoying his presence among us. We thank you for sharing him and his gifts with us. We pray a continued blessing on him and on his attendance to the Spirit, wherever he travels and in all that he does. He has planted seeds of truth, spirit and love within our community and we praise God in deep gratitude.

*Olivia Heyward*

Olivia Heyward, Clerk  
South Central Monthly Meeting

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### Sample 2

June 24, 2010

We were deeply blessed by James Mbala's presence with us at our Yearly Meeting. His gifts of ministry to us opened our hearts – with humor, warmth, respectfulness, and messages we needed to hear.

With great gratitude,

*George N. Newman*

Clerk, Southern Yearly Meeting

**Middleplains  
Meeting**

**352 State Rte 47**

**Louisburg  
Kansas  
66053**

January 14, 2010

Beloved Friends:

Todd and Andrea Freeman and their children, Darlene Freeman, Madelyn Freeman, and Jason Brickner, are traveling to New Jersey and Pennsylvania, where they hope to meet with other Friends gathered for worship. It is through them that we send you our greetings.

Though we are scattered around the world, the presence of distant Friends among us reminds us of our common experience as Friends of the Truth. When the Freeman family returns, we shall be eager to learn from them of your activities and concerns, and to share through them your insights into the living testimonies of Quakers today.

On behalf of Middleplains Meeting,

*Leona Hoskins*

Leona Hoskins, Clerk

## 2011 Nominations for Positions in the Meeting

Names in bold are new appointments

Clerk	<b>Sally Kotz</b>	2011-2013
Recording Clerk	Patty O'Keefe	2010-2012
Treasurer	Shelly Sommer	2010-2012
Recorder	Regula Carpenter	2010-2012
Database Keeper	Berch Kummer	2011-2013
Newsletter Editor	<b>Bill Waitely</b>	2011-2013
Web Master	Dana Greenberg	2011-2013

### Committees

Ministry and Nurture	Clerk	Mary Mott Greg Meyers <b>Aran Smith</b> <b>Janet Reinhart</b>	2010-2012 2010-2012 2011-2013 2011-2013
Finance	Clerk	Diane Bell <b>Dan Mott</b> Regula Carpenter <b>Jon Kummer</b> Shelly Sommer, Treasurer (ex officio)	2010-2012 2011-2013 2010-2012 2011-2013
Web	Clerk	<b>Robert Downes</b> Jane Marks Dana Greenberg, Web Master (ex officio)	2011-2013 2010-2012
Nominating	Clerk	Donna Satterwhite <b>Jim Rodriguez</b> Susan Szilagye	2010-2012 2011-2013 2010-2012
<b>Representatives to YM</b>		<b>Linda Carpenter</b> Judy Satterwhite	2011-2013 2010-2012
<b>Contact People</b>			
AFSC		<b>Jim Greenberg</b>	2011-2013
FCNL		<b>John Davis</b>	2011-2013
FGC		<b>Patty O'Keefe</b>	2011-2013
FWCC		<b>Claire Templin</b>	2011-2013



# Officers, Committee Members, & Representatives 2011

## Nominating Committee Report

*Terms begin/end at rise of annual YM sessions*

Year of Service   End Year

<b>Officers</b>				
Presiding Clerk	Peggy Starbuck, Appleton MM	3	2013	
Assistant Clerk	Becky Dale, Appleton	1	2012	
Recording Clerk	Peter Morehouse, Eastside	1	2015	
Treasurer	Eric Daub, Mountain	4	2012	
<b>Communications</b>				
Bulletin Editor	Les Warters, Eastside	1	2012	
Webmaster	Bill Walden, Middleplains	1	2012	
Database Manager	Peggy O'Keefe, River Raisin	7	2014	

### **Committees:**

#### **Advancement & Outreach**

<i># of Members:</i>	6	<i>Years of Term:</i>	3
Dolores Smith, Mountain	2	2012	
Janet Avner, River Raisin	3	2012	
Mike Niedzwiecki, South Central, Clerk	5	2013	
Carol Hinshaw, Redwood Forest	5	2013	
Ellerie Reichenbach, Middleplains	4	2014	
Seth Brownfain, Broadmead	3	2014	

#### **Earthcare**

<i># of Members:</i>	6	<i>Years of Term:</i>	3
Philip Crowfoot, Middleplains, Co-Clerk	6	2012	
Jim Clappitt, Appleton	6	2012	
Valerie Greenberg, Redwood Forest	1	2013	
Judy Grozmann, River Raisin, Co-Clerk	4	2014	
Jane Small, River Raisin	1	2014	
Tom Downes, Redwood Forest	1	2014	

#### **Finance & Budget**

<i># of Members:</i>	3	<i>Years of Term:</i>	3
<i>Treasurer serves ex officio</i>			
Barbara Meyer-Morehouse, Broadmead	6	2012	
Steve Warrington, Appleton, Clerk	2	2013	
Jeff Balderston, Middleplains	1	2014	

### **High School Teen Retreat Program**

*# of Members:*

3 adults with 3 year terms + 2 high schoolers with 2 year terms			
Joyce Cooper, South Central	3	2012	
Clemence Stanford, Mountain	3	2013	
Mary Mershon, Valley, Clerk	1	2014	
Meaghan Pratt, Circleville, HS	5	2012	
Jody Diffenderfer, Eastside, HS	5	2012	

### **Ministry & Nurture**

<i># of Members:</i>	6	<i>Years of Term:</i>	3
Don Wilson, Pine River, Clerk	6	2012	
Elaine Nagler, Appleton	3	2012	
Richard Deming, Valley	5	2013	
Paula Lee, Middleplains	2	2013	
Connie Miller, South Central	4	2014	
Scot Bimber, Bridgewater	1	2014	

### **Nominating**

*# of Members:* 6 (Named by YM thru Naming Committee)

<i>Years of Term:</i>	3		
Ann Post, Eastside	3	2012	
Mark Sprague, Bridgewater	3	2012	
Phil, South Central	5	2013	
Dale Balderston, Eastside	2	2013	
Thomas Pratt, Appleton, Clerk	4	2014	
Peggy O'Keefe, River Raisin	4	2014	

**Bookstore:** Valerie Taylor, Redwood Forest 9

### **Representatives to Other Quaker Organizations**

AFSC Corp.	Joann Taylor, Valley	3	2012
AFSC	Thomas Neuroth, Appleton	4	2013
AFSC	_____	1	2014
FGC Cntl Cttee	Sally Barnes, River Raisin	2	2012
FGC	Marvin Lockledge, Middleplains	2	2013
FGC	Laura Sommer, Circleville	1	2014
<i>(Reps appoint rep to FGC Executive Committee)</i>			
Q Earthcare Wtns	Al Penn, Appleton	9	
FLGBTQC	Su Connor, Valley	3	
Wm Penn House	Ellerie Reichenbach, Middleplains	4	
Oliney Friends School	Greg Brownfain, River Raisin	4	

Note: Some committees & appointments have been left out on this sample.

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**Southern Yearly Meeting of the Religious Society of Friends**  
**502 Morrow Drive • Sun City, AZ 85351**

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August 21, 2009

Dear Friends of New York Yearly Meeting,

We send you warm greetings with our member Henry Lodgett.

Henry has recently written a biography of Dan West, one of the founders of the Heifer Project. He currently clerks our yearly meeting committee on Peace & Social Justice. We find the combination of his global perspective on life and his in-depth knowledge of Quakerism a wonderful asset to our yearly meeting. We are confident you will enjoy his presence at the annual sessions of your yearly meeting.

We look forward to hearing from him about how the Spirit is moving among Friends in New York.

In peace,

*Sol Newcomb*

Solomon Newcomb, Clerk  
Southern Yearly Meeting

**Mountain Monthly Meeting of Friends  
132 Upper Lane  
Buena Vista, CO 81251**

May 14, 2010

Dear Friends,

Please welcome Frances Shearman as she travels among you. Frances is a member of our Meeting in good standing. We send you our loving greetings, and commend Frances to your loving care during her journey.

In peace,

*Rachel Boatwright*

Rachel Boatwright  
Recording Clerk, Mountain Monthly Meeting

**Mountain Monthly Meeting of Friends  
132 Upper Lane  
Buena Vista, CO 81251**

March 7, 2011

Jamie Eggleston, Clerk  
Redwood Forest Friends Meeting  
P.O. Box 1831  
Santa Rosa, CA 95402

Dear Friend:

Sandy Fremont has requested that her membership at Mountain Meeting be changed to that of a sojourning member of Redwood Forest Friends Meeting in Santa Rosa, California.

She left Colorado in 2004 but has continued her membership at Mountain Meeting while living in Marin County, California, Boulder, Colorado, and now in Santa Rosa.

Many of her friends at Mountain Meeting have fond memories of her and wish her well in her present home. She anticipates moving to Corvallis, Oregon, within the next year and will then request a transfer of membership to that meeting.

In peace,

*Rachel Boatwright*

Rachel Boatwright  
Recording Clerk, Mountain Monthly Meeting

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**Redwood Forest Monthly Meeting • PO Box 1831 • Santa Rosa, CA 95402**

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May 24, 2011

Mountain Monthly Meeting  
132 Upper Lane  
Buena Vista, CO 81251

Dear Friends:

We have received your sojourning minute for Sandy Fremont and accepted her as a sojourning member of Redwood Forest Monthly Meeting at our meeting for business held May 6. We are glad to welcome her as a sojourning member. Ever since she and her son began attending our meeting, they have been much loved. She has been involved with the children and young people of our meeting, and her care and attention in this regard is greatly appreciated. We know that she will probably be moving on in a year, but are glad of her presence while she is with us.

With loving greetings,

*Jamie Eggleston*

Jamie Eggleston, Clerk

A letter to ask a monthly meeting to take a worship group under its care

263 Burlington Street  
Hillsdale, KS 66036  
October 28, 2010

Jerome Robinson, Clerk  
Middleplains Meeting  
352 State Route 47  
Louisburg, KS 66053

To Middleplains Friends,

Greetings from the Hillsdale Worship Group. Some of you have met us. We have been meeting regularly for worship since August of 2008. We are a small group (usually around 8-12) but are eager to grow both in numbers and in our understanding of Quakerism. Some of our attenders are very active in peace activities. Jose and Rosario Estebos are members of Honey Brook Monthly Meeting in Philadelphia Yearly Meeting; the rest of us are new to Friends. We meet in the Estebos' living room Sunday mornings at 10:00.

We would like to ask if you would be willing to explore the idea of our group being taken under your care.

In the Light,

*Jose Estebos*  
Jose Estebos

*Rosario Estebos*  
Rosario Estebos

*Nathaniel Green*  
Nathaniel Green

*Kate Simmons*  
Kate Simmons

*Frankie D'Angelo*  
Frankie D'Angelo

*Marie Ustable*  
Marie Ustable

*George V. Stevens*  
George V. Stevens

*Marianne Stevens*  
Marianne Stevens

*Jacques LeGrand*  
Jacques LeGrand

*Marie Houdon-LeGrand*  
Marie Houdon-LeGrand

*Percy White*  
Percy White

*Darcy Moore*  
Darcy Moore

## A minute taking a worship group under a monthly meeting's care

Middleplains Monthly Meeting agrees to take under its care the worship group meeting in Hillsdale, Kansas.

## A minute to establish a preparative meeting

[Name] Monthly Meeting of the Religious Society of Friends, held at [place [city/town, state], hereby establishes as a Preparative Meeting under its care the [Name] Preparative Meeting to be held at [city/town, state].

## A letter from a preparative meeting asking for monthly meeting status

[Name] Preparative Meeting hereby requests to be recognized and embraced as a monthly meeting within [Name] Quarterly Meeting and [Name] Yearly Meeting. We first met as a worship group [when] under the care of [Name] Monthly Meeting. On [date], we became a preparative meeting under [Name]'s care.

[Name] Friends have gathered weekly for worship, First Day School, and fellowship for [length of time]. We have met monthly for the conduct of business for [length of time]. The meeting has attracted seekers from within and without the Quaker community. The meeting has forged alliances with local community organizations and has reached out to participate in the wider Quaker fellowship. We have developed a deeply shared sense of identity as a spiritual community. Love, unity, and mutual nurture abide among us. We give thanks for our Quaker community that has taken root and thrived in [place].

After a period of reflection, discussion, and spiritual discernment, we have recognized that we have been effectively functioning as a monthly meeting. We have considered the responsibilities and implications of taking on monthly meeting status, and we feel clear that we are prepared to embrace them.

We are deeply grateful to [Name] Monthly Meeting for encouraging us to start our meeting and for nurturing and supporting us as we grew and developed. We feel we are now ready to release them from this responsibility and to join the community of Quakers as a monthly meeting.

*Signature*

Clerk, [Name] Preparative Meeting

A minute approving monthly meeting status from the meeting which held the preparative meeting under its care

[Name] Monthly Meeting of the Religious Society of Friends accepts the report of the ad hoc committee on the status of [Name] Preparative Meeting and recommends the establishment of [Name of New] Monthly Meeting as a separate member of [Name] Quarter and of [Name] Yearly Meeting. We have heard the processes used by the preparative meeting in discerning their future and their readiness to request monthly meeting status. We have also considered the functioning of the preparative meeting and its growth in size and in understanding of Quaker practices. We are clear that the [Name] Preparative Meeting is ready to meet the responsibilities and to join the fellowship of monthly meetings within [Name] Yearly Meeting.

The following agreements were reached on particular issues of past joint responsibility and of ongoing concern.

**Memberships:** [Details of transferring memberships from the established monthly meeting to the new monthly meeting, and of transferring memberships from other monthly meetings to the new monthly meeting once it is established.]

**Finances:** [Details of coordinating future payments to the yearly meeting to meet the current year's appropriation. Details of getting a Tax ID Number, new signature cards, and establishing a separate bank account. Details of separating any other joint finances such as insurance premiums.]

**Use of the Graveyard:** [If the established meeting has a graveyard, details of whether the new meeting may use it and any other pertinent arrangements.]

[Depending on the circumstances, there may be other details that need to be worked out to separate the two groups.]