

# Westerly Monthly Meeting - 2020

## **General Responsibilities for Committees:**

Members of each committee agree to communicate with each other regarding the work of the committee either in a meeting or via email at least 3 times a year

Members of the committee agree to have a face to face meeting within a month of the committee's formation

One member of the committee will agree to serve as the convener for the first meeting

A clerk for the committee will be decided upon during the first meeting.

At least one member of each committee will present a report of activities for each Meeting for Business during the course of the year.

Approved by Meeting for Business - Westerly Monthly Meeting - Westerly, R.I. - January 14, 2018

## **Book and Tract:**

### General Responsibilities

1. Members of the committee agree to communicate with each other regarding the work of the committee either in a meeting or via email at least three times a year
2. Members of the committee agree to have a face to face meeting within a month of the committee's formation
3. One member of the committee will agree to serve as the convener for the first meeting
4. A clerk for the committee will be decided upon during the first meeting
5. At least one member of each committee will present a report of activities for each Business Meeting during the course of the year

### Specific Responsibilities

1. maintain the library
2. purchase books for the library
3. maintain pamphlets for distribution
4. help select books for new members
5. guide meeting in choosing reading materials for discussions

## **Building and Grounds:**

### General Responsibilities

1. Members of the committee agree to communicate with each other regarding the work of the committee either in a meeting or via email at least three times a year
2. Members of the committee agree to have a face to face meeting within a month of the committee's formation
3. One member of the committee will agree to serve as the convener for the first meeting
4. A clerk for the committee will be decided upon during the first meeting

5. At least one member of each committee will present a report of activities for each Business Meeting during the course of the year

#### Specific Responsibilities

1. Monitor the physical condition of the building on an on-going basis and recommend repairs
2. Recommend expenditures and procedures as necessary, including capital expenditures, to the Meeting at large
3. Solicit bids from outside contractors and upon approval of the Meeting, award the contracts and supervise the performance of work
4. Order fuel and monitor deliveries and charges
5. Arrange for the shoveling of walks and the plowing of the driveway and parking area as needed.
6. Coordinate maintenance of the lawn and plantings of the Meeting
7. Oversee major landscaping projects
8. Oversee the Friends Burial Ground located in Hopkinton and makes arrangements for its care and upkeep.

### **Communications Committee:**

#### General Responsibilities

1. Members of the committee agree to communicate with each other regarding the work of the committee either in a meeting or via email at least three times a year
2. Members of the committee agree to have a face to face meeting within a month of the committee's formation
3. One member of the committee will agree to serve as the convener for the first meeting
4. A clerk for the committee will be decided upon during the first meeting
5. At least one member of each committee will present a report of activities for each Business Meeting during the course of the year

#### Specific Responsibilities

1. Distribute the minutes of the monthly meeting for business; Share news of the community; Distribute announcements of upcoming events and relevant weather or emergency communications.
2. maintain the Meeting address list, the Meeting website and social media (Facebook, email, etc.) to encourage a sense of community and participation in the work of the Meeting

### **Finance Committee:**

#### General Responsibilities

1. Members of the committee agree to communicate with each other regarding the work of the committee either in a meeting or via email at least three times a year
2. Members of the committee agree to have a face to face meeting within a month of the committee's formation
3. One member of the committee will agree to serve as the convener for the first meeting
4. A clerk for the committee will be decided upon during the first meeting

5. At least one member of each committee will present a report of activities for each Business Meeting during the course of the year

#### Specific Responsibilities

1. To consist of the Treasurer, and at least three other members at large
2. Ascertain the financial strengths and needs of the Meeting
3. Recommend to the Meeting the adoption of the annual budget
4. After adoption, follow the progress of such budget
5. Prepares reports to the Meeting and to its members so that all may gauge the adequacy of their support

### **First Day School Committee: (Approved May 10, 2025)**

#### General Responsibilities

1. Members of the committee agree to communicate with each other regarding the work of the committee either in a face to face meeting, virtual meeting or via email at least three times a year
2. Members of the committee agree to have a face to face meeting or virtual meeting within a month of the committee's formation
3. One member of the committee will agree to serve as the convener for the first meeting
4. A clerk for the committee will be decided upon during the first meeting
5. At least one member of each committee will present a report of activities for each Business Meeting during the course of the year

#### Specific Responsibilities

1. Develop programs for children attending meeting and related events which foster an understanding of the SPICES (Simplicity, Peace, Integrity, Community, Equality and Service) and of our Quaker traditions such as silent worship and seeking the Inner Light.
2. Responsible for caring for our youngest children during Meeting for Worship
3. Develop and maintain a First Day School program for the other children.
4. Develop and maintain a series of programs for teens to meet occasionally during the course of the school year

### **Greeter Committee:**

#### General Responsibilities

1. Members of the committee agree to communicate with each other regarding the work of the committee either in a meeting or via email at least three times a year
2. Members of the committee agree to have a face to face meeting within a month of the committee's formation
3. One member of the committee will agree to serve as the convener for the first meeting
4. A clerk for the committee will be decided upon during the first meeting
5. At least one member of each committee will present a report of activities for each Business Meeting during the course of the year

#### Specific Responsibilities

1. Ensures that the Meetinghouse is open for worship at the designated time

2. Greet Friends and welcome guests as they arrive for worship.

## **Housekeeping Committee:**

### General Responsibilities

1. Members of the committee agree to communicate with each other regarding the work of the committee either in a meeting or via email at least three times a year
2. Members of the committee agree to have a face to face meeting within a month of the committee's formation
3. One member of the committee will agree to serve as the convener for the first meeting
4. A clerk for the committee will be decided upon during the first meeting
5. At least one member of each committee will present a report of activities for each Business Meeting during the course of the year

### Specific Responsibilities

1. Dust, vacuum and perform other routine and usual housekeeping chores
2. Repair and replace pew cushions as necessary
3. Clean the kitchen and bathroom areas
4. Purchase and replenish supplies of toilet paper, soap, napkins, tea, coffee, sugar, juice for First Day School, etc.
5. Work with the Building Committee as needs are perceived

## **Outreach Committee:**

### General Responsibilities

1. Members of the committee agree to communicate with each other regarding the work of the committee either in a meeting or via email at least three times a year
2. Members of the committee agree to have a face to face meeting within a month of the committee's formation
3. One member of the committee will agree to serve as the convener for the first meeting
4. A clerk for the committee will be decided upon during the first meeting
5. At least one member of each committee will present a report of activities for each Business Meeting during the course of the year

### Specific Responsibilities

1. Responsible for contact and concern with members and attenders on a regular basis including contact with sick and infirmed members
2. Directs the Meeting's energies to local concerns and community needs.

## **Peace and Justice Committee:**

### General Responsibilities

1. Members of the committee agree to communicate with each other regarding the work of the committee either in a meeting or via email at least three times a year
2. Members of the committee agree to have a face-to-face meeting within a month of the committee's formation

3. One member of the committee will agree to serve as the convener for the first meeting
4. A clerk for the committee will be decided upon during the first meeting
5. At least one member of each committee will present a report of activities for each Business Meeting during the course of the year
- 6.

#### Specific Responsibilities

1. ALL MEMBERS AND ATTENDERS HAVE A RESPONSIBILITY FOR MAKING PEACE AND JUSTICE A REALITY IN OUR WORLD
2. Help bring the Meeting as a whole and individuals in the Meeting to be aware and take appropriate actions on their callings (e.g.; prison awareness, meeting the needs of homeless, environmental awareness, draft counseling, etc.)
3. Meet, on a monthly basis (as able), with the Westerly Area Peace and Justice Group to create and implement presentations, vigils, discussions, projects that advocate for and develop peace and justice in our community
4. Maintain a bulletin board in the Meetinghouse that provides information on issues and news pertaining to peace and justice concerns
5. Report on peace and justice activities in our region and beyond.
6. Recommend to the Meeting contributions to groups and individuals whose efforts are in harmony with Quaker concerns for peace and justice issues.

#### Ministry & Counsel:

##### Description and Responsibilities

Based on that given in NEYM Faith & Practice (1985)

The Ministry and Counsel Committee oversees and nurtures the spiritual life of the meeting. It strives to be especially attentive to the quality of the meeting for worship. Humility of spirit and confidence that the power of God will work in each person are essential to this service.

##### Duties

- Meet regularly on a monthly basis, generally from 9-10:30 a.m. on the first First Day of each month (except August)
- Have oversight of membership changes
- Care for educating the Meeting, its members and attenders in Quaker faith and practice
- Compose the annual State of the Society report
- Oversee the pastoral care for the Meeting, its members and attenders
- Compose memorial minutes and oversee recognition of other life cycle events (births, marriages, etc.)
- Oversee other ministries under care of the Meeting