



**ORANGE GROVE MEETING
JOB AND COMMITTEE
DESCRIPTIONS
2016**

COMMITTEE AND JOB DESCRIPTION MANUAL

ORANGE GROVE MONTHLY MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS

REVISED 2015

We have different gifts, according to the grace given to each of us. If your gift is prophesying, then prophesy in accordance with your faith; If it is serving, then serve; if it is teaching, then teach; If it is to encourage, then give encouragement; if it is giving, then give generously; if it is to lead, do it diligently; if it is to show mercy, do it cheerfully.

ROMANS 12: 6-8 (New International Version)

INTRODUCTION

Members and attenders are encouraged to explore Meeting by participating in committees. An unprogrammed meeting cannot operate without volunteers, and it is through the work of the committees that Friends can come to know one another and build our community by practicing our faith together. If committee work is approached in a spiritual way, it can be as nourishing as meeting for worship.

This manual of Job Descriptions has been written by recent committee members and Nominating Committee to clarify the opportunities and responsibilities of each position. Each position and committee has necessary business to accomplish, but the descriptions are structured for continuing growth and change.

The underpinning advices concerning many of these jobs can be found in the *Faith and Practice* of Pacific Yearly Meeting which can also be used as a resource. There is no one right way to do anything; and we encourage different styles and leadings in our clerks and committee members. The job descriptions should be read as guidelines to our practices, rather than as rules.

Officers, committee clerks, and representatives should review their job descriptions annually and advise Nominating Committee whenever changes should be made to the written description.

Nominating can provide oversight of the corporate body to the committees and ensure that there is continuity and refreshing change. As the need arises, it may be desirable to expand or contract the committees and incorporate the duties of one committee into another.

All the tasks performed for the Meeting are interdependently related and contribute to the well-being of us all. It is hoped that members and attenders will take an active interest in the responsibilities of the Meeting and that no service will be considered greater or less than any other. With all our varying insights and talents, this Meeting is what Friends make it.

GENERAL ADVICE ON TIME

We hope that Friends will take their commitments to meeting seriously, and honor the time they have committed. In the interest of new voices and new ideas, we believe that a Meeting works best when leadership is passed from one Friend to another.

Unless otherwise noted, positions are held for two year terms. A Friend may continue in a position for three terms. After six years however, we find that it is freshening to move on to something new and return to committee after at least one term away. If you feel called to stay on a committee, please discuss it with Nominating.

The exceptions to the three term limit are:

- a) The Clerk of Meeting - two terms.
- b) The Clerk and Member of Nominating Committee – two terms
- c) The Treasurer - no term limits but should be renewed every two years
- d) Meeting Jobs in general have no term limits, but must be renewed every two years
- e) Adhoc and special interest committees have no term limits

The human resources of an unprogrammed meeting are limited and we ask that Friends try to avoid Co-clerking without a specific reason. Co-clerking may be taken on intentionally to help someone new to clerking transition from a committee member to a clerk or if a clerk knows that he or she will be absent part of the year.

MEETING ORGANIZATION

MEETING OFFICERS

Clerk
Assistant Clerk
Minute Clerk
Treasurer
Recorder

- Database Manager (Communications)
- Resident Friend (Resident Friend Support Committee)
- Site Manager (Property)
- Record Editor (Communications)
- Website Clerk (Communications)

STANDING COMMITTEES

Children's Education (suspended)
Fellowship
Finance
Nominating
Peace and Social Concerns
Property
Pastoral Care
Worship and Ministry

MEETING REPRESENTATIVES

Pacific Yearly Meeting
Southern California Quarterly Meeting
FCL
FCL CA
FWCC, Friends in Deed, Union Station

AD HOC COMMITTEES

Ad Hoc committees are generally under the care of a standing committee

- Burial Committee (Pastoral Care)
- Library Committee (Worship & Ministry)
- Animal Kinship (Peace and Social Concerns)
- Communications (Pastoral Care)

MEETING JOBS

Jobs are performed by individuals for meeting. They are often under the care of a standing committee or the Clerk of Meeting;

- Archivist (Clerk)
- Adult FDS Coordinator (Worship & Ministry)
- Children's Education Coordinator (CEC Support Committee)
- Corresponding Clerk (Clerk)

PROVISIONAL COMMITTEES

Meet as needed.

ORANGE GROVE MEETING CORPORATION

BOARD OF DIRECTORS

OFFICERS:

President: Clerk of Meeting
Vice President- Assistant Clerk
Secretary – Minute Clerk
Treasurer – Treasurer of meeting

DIRECTORS: Recorder, Clerks of Pastoral Care, Worship and Ministry and Finance.

Meets annually as required by the State.

NAMING COMMITTEE:

Clerk of Meeting, Clerk of Pastoral Care and Clerk of Worship and Ministry (Asst. Clerk of Meeting). Job: name members and clerk of the Nominating Committee

COMMUNICATIONS COMMITTEE

Record Editor, Archivist, Website and Database Manager. Job: provide each other with feedback and support.

PROPERTY STEWARDSHIP COMMITTEE

Clerks of Property Committee, Finance Committee, and Worship and Ministry Committee, Site Manager, Resident Friend and the Clerk (s) of the Meeting. Meet as needed to discern overall issues with the Property.

GRANT AND SHARING FUND

Clerk and Asst. Clerk of Meeting, Clerks of Worship and Ministry and Pastoral Care.

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ADULT EDUCATION COORDINATOR

(Position under the care of Worship and Ministry - Revised May, 2015)

Purpose: Schedule people to lead Adult Education

Term: 2 years –allowed to serve three terms

Qualifications: Active member or attender of Meeting. A member of Worship & Ministry if possible.

Specific Duties:

1. Ascertain what topics or people the Meeting is interested in learning about.
2. Contact people to lead sessions for the Adult First Day School.
3. Schedule these people in appropriate order of topics
4. Provide Announcement Clerk with list of topics. (These are announced three weeks in advance.)
5. Provide list of scheduled topics to the Record Editor and the E-mail List.
6. Make sure that, when appropriate, sessions are recorded and stored.
7. Be present to facilitate sessions or appoint someone else when necessary.

ANNOUNCEMENT CLERK

Purpose: Ensure the smooth operation of Meeting for Worship. Make appropriate announcements after Meeting and answer questions at rise of Meeting.

Term: 1 month Position under the care of Worship and Ministry.

Duties:

Before Meeting:

1. Arrive early enough to sort new announcements. Meeting and Quaker related items have first priority. Put "nice to know" items on the bulletin board and remove outdated information. Make sure you have some blank name tags and pens and donation envelopes. Plan to stay after to answer any questions Friends may have. If you cannot stay, find a seasoned Friend who can.
2. On Monthly Meeting First Days, put copies of the Query for the Month on the benches. (Queries are in the library closet. Please gather and return after Rise of Meeting)
Read the Query for the Month during the first 15 minutes of Meeting for Worship. Arrange to have a young person, if present, read the children's version of the query.

After Meeting:

-Just before the end of Meeting, rise and without breaking meeting, ask those who have joys or sorrows to share them. Ask that Friends speak briefly out of the silence.

-Break Meeting for Worship by shaking hands. Introduce yourself as the Announcement Clerk for the month of ____.

Cover the following as circumstances dictate. Make every effort to finish by quarter past the hour.

- CHILDREN - Ask if the children have anything to present from First Day School
- WELCOME - Welcome visitors and anyone back after a long absence. Ask them to introduce themselves briefly. Repeating their names helps. Pass around the makings for name tags and encourage them to sign the guest book.
- ANNOUNCEMENTS - Keep them brief and encourage Friends to look at the bulletin board or sheet for details. If members or attenders raise their hands to make announcements which aren't urgent (such as the illness of a member or a time sensitive issue), remind Friends how they can put announcements in the basket before Meeting for Worship.
- Remind Friends of Business Meeting, Potlucks and Adult and Children's Education sign ups.

As you have time:

- Indicate that Worship and Ministry members are available to answer questions about Quakerism at rise of meeting. Ask those members present to raise their hands.
- Announce the availability and location of the Meeting Library and literature rack.
- Remind Friends that donations are appreciated and needed to run the Meeting.
- Remind Friends of the procedure for getting a permanent nametag.

CLOSE by inviting Friends to share refreshments and fellowship in the social room and send them on their way. Stay by the table and answer any questions that may come to you as best you can or direct the questioner to someone who might be able to help them.

ARCHIVIST
(Faith and Practice, pp. 110, 217)
 2003

Note: This job may be combined with that of the Recorder.

Purpose: Preservation of Orange Grove Monthly Meeting's permanent records and other documents.

Term: Two years. It may be useful for one person to hold this position for several terms.

Qualifications: Member of Meeting. Interest in preservation of Meeting's permanent records.

Specific Duties:

1. On an annual basis, contact the officers listed below and collect the following:
 Official Minutes over three years old, including Treasurer's reports and letters sent by the Meeting. [Minute Clerk]
 Minutes of the meetings of the Corporation of Orange Grove Monthly Meeting. [Minute Clerk]
 Membership list [Recorder]
 A copy of questionnaire sent to PYM's Statistical Clerk [Recorder]
2. Ensure that Meeting's legal documents, such as deeds, legal correspondence, contracts, etc. are in order, and arrange an accessible means of archiving them.
3. Determine the best means of organizing and storing our archived documents.
4. Consider the need for an electronic archive of the items above, and any other meeting documents, such as the meeting newsletter, the Record, the Meeting Directory, etc.

See "General Responsibilities of Committee Clerk." [*Faith and Practice*] Appendix page 42

ASSISTANT CLERK

The purpose and duties of this job may vary depending on Meeting's needs at the time. Nominating Committee should consult with the Clerk in deciding what the needs of Meeting and/or the Clerk appear to be for the coming term. There may be times when this position need not be filled.

Purpose: Serve as interim Clerk in the absence of the Clerk. Assist the Clerk of Meeting. Can be on-the-job training for potential Clerk of Meeting or function as a mentor and/or resource person for an inexperienced Clerk. If the Asst. Clerk is a potential Clerk of Meeting, emphasis should be placed on participating in those duties which will develop knowledge and skills needed to clerk the meeting, such as helping to prepare the agenda, formulating minutes, attending meetings of Worship & Ministry and Pastoral Care Committees,

Term: Two years.

Qualifications: Active member of Meeting, either with experience as Clerk or potential as future Clerk of Meeting. Familiarity with Pacific Yearly Meeting's *Faith & Practice*.

Specific Duties:

1. Act as Clerk in the Clerk's absence, or when the Clerk should not preside. (See *Faith and Practice* on this issue.)
2. Assist Clerk of Meeting, specific duties to be determined by Clerk and Assistant Clerk.
3. If the Clerk wishes, serve as a member of the Naming Committee.*
(See Clerk's job description, page 11, item 12.)
4. If the Clerk wishes, serve as a member of Grant and Sharing Funds.*
(See Clerk's job description, page 11, item 13.)
5. The Assistant Clerk is a member of Property Stewardship Committee.

Note: Experience as Assistant Clerk may or may not lead to future nomination and service as Clerk of Meeting. Nominating Committee should consider all qualified persons when recommending a new Clerk of Meeting.

See "General Responsibilities of Committee Clerk." [*Faith and Practice*] Appendix page 42

BURIAL COMMITTEE
 (Subcommittee of Pastoral Care Committee)
 (*Faith and Practice* pp. 162-166, 251-253)

Purpose: Provide advice and assistance to members, attenders, and their families in caring for the body at the time of death.

Term: Members are appointed by Pastoral Care Committee.

Qualifications: Active member or attender of Meeting.

Specific Duties:

1. Advise members and attenders and help them clarify procedures for care of the body at the time of death.
2. Maintain files of burial request forms.
3. Encourage members and attenders to record their wishes on forms provided by the Burial Subcommittee.
4. Assist in burials in the common Plot:
 - a) Help arrange for delivery of ashes, if desired.
 - b) Arrange for someone to dig a hole 18” deep in the common plot. A posthole tool is useful for this.
 - c) Help with graveside service, if desired.
 - d) Send completed burial form to State Department of Health and Social Services.
 - e) Maintain records of burial.
5. Develop and update a brochure explaining the functions of the Committee and the procedures of Meeting with respect to burial and memorial services.
6. Present requests for burial of non-members in the Meeting burial grounds to Monthly Meeting for approval. Maintain records of such approvals.
7. Report each burial in the Meeting burial grounds to Monthly Meeting.
8. Make annual report to Meeting for Business in May (optional).

See “General Responsibilities of Committee Clerk.” [*Faith and Practice*] Appendix page 42

CHILDREN'S EDUCATION COMMITTEE

[Temporarily laid down 2015]

Purpose: Provide children with the loving care of the Meeting and nurture their spiritual lives.

Term: 2 years starting July 1.

Qualifications: Active member or attender of Meeting, interest in children's education and promoting Friends' values.

Specific Duties:

1. Organize classes, working out age division and pupil placement (when enough children attend).
2. Schedule and assist First Day School teachers.
3. Hire and supervise the Children's Education Coordinator. (*Currently done by Support Committee*)
4. Develop and plan curriculum to nurture the spiritual lives of the Meeting's children and to advance their understanding of Friends' values, history and action.
5. Supervise smooth running of the First Day School.
6. Provide teaching materials and supplies for volunteers assisting in the First Day School.
7. Maintain the children's religious education library.
8. Provide childcare for Meeting-sponsored activities such as business meetings, retreats, and other special events as called upon.
9. Meet with Worship and Ministry regarding the enrichment of the spiritual lives of the Meeting's children.
10. Call upon members or attenders of Meeting to volunteer to share their spiritual insights with the children. Encourage all adults in Meeting to connect with and welcome our children into the life of the Meeting.
11. Make annual report to Meeting for Business in June.
12. Communicate with the parents of children in FDS about the program, projects, volunteer opportunities and any other issues.
13. Share resources and materials, as appropriate, with Quarterly and Yearly Meetings.
14. Plan and coordinate holiday events near Christmas and Easter.
15. Recognize and celebrate newborns.

See "General Responsibilities of Committee Clerk." [*Faith and Practice*] Appendix page 42

CHILDREN'S EDUCATION COORDINATOR

Purpose: The purpose of the First Day School is to nurture the spiritual lives of our children and teach them what it means to be a Quaker. The FDS includes infants and toddlers, elementary school, middle and high school aged children and adolescents.

The First Day School (FDS) Coordinator directs the First Day School working closely with his or her support committee to help the children of Orange Grove Monthly Meeting learn about and experience Quaker values in a positive and creative environment.

The position is part-time, requiring an estimated 7-10 hours per week and carries a small stipend, which is \$5301 for Budget Year 2016. (The Meeting pays employee taxes for Social Security/Medicare and Finance Committee determines salary adjustments.)

The FDS Coordinator is provided with four weeks of paid vacation per year to allow for planned absences from First Day School.

Specific responsibilities include:

- Create a curriculum for the year and recruit volunteer teachers to implement it, occasionally teaching.
- Manage the FDS budget and purchase supplies, communication with Finance Committee as needed
- Supervise and arrange child care for Meeting during social events, committee meetings and meeting business.

Curriculum Development:

- Establish a quarterly meeting with involved parents for feedback and support.
- Our library contains several suggested curriculums for First Day School. Curriculum can be as simple as asking teachers to develop lessons focused on each month's Query and providing supporting materials such as songs, stories, famous Quakers who were involved with a specific query, or suggesting an art activity. Other kinds of monthly themes have been used: Quaker concerns and activism, Quaker Committees, Bible stories and basic texts and stories from other religions, Famous Quakers (Quaker Superheroes). A month or six weeks can be devoted to creating a play or video based on a Friendly folk tale or story, or longer art projects such as ceramics which need a four week period to complete.
- Set up a meeting with older children in meeting and their parents. Developing a program for our preteens/teenagers works best if they are involved with the development. Often they prefer an activity – feeding the homeless, rehearsing a play, making movies – rather than attending a weekly class.
- Review proposed curriculum and scheduling with support committee.

(CEC continued)

RUNNING THE FDS

- Recruit volunteer teachers or assistant teachers from the OGMM community and provide support on lessons and activities, as requested. Back up teachers as necessary; teach as led.
- Based on your knowledge of the children divide FDS school groups up accordingly. It is not necessary to provide a program for toddlers.
- Children come into meeting at 11:50. Tell the teachers to start bringing the children to the library at 11:45.
- Promote curriculum to meeting and to children to build attendance. With long term projects such as the holiday program consistent attendance will involve engaging parental support.
- Maintain the children's library and make suggestions for purchases of books or media.
- Oversee or actively ready the classroom or supplies for teachers.
- Coordinate the FDS schedule and respond to changes and cancellations, including last minute absences because of illness, with alternative lessons and staffing.
- Record the purpose and success of lessons and maintain a reference file.
- Greet new families and tell them about OGMM's First Day School and childcare provisions

CHILDCARE

- Hire and supervise childcare workers and ensure proper reporting of their time to the Treasurer.
- Serve as contact person for special requests for childcare during Committee meetings and other OGMM events and coordinate the schedules of childcare workers.
- Work with support group to determine if changes are appropriate to hourly wage rates or rates for childcare workers.
- Make sure that the childcare workers are present for Adult Education and First Day School.

Qualifications: Strong preference is given to candidates who have served on CEC, or have experience teaching or working with children.

CHILDREN'S EDUCATION COORDINATOR SUPPORT COMMITTEE

Purpose: To support the Children's First Day School and the Coordinator

Term: Two years.

Specific Duties:

1. Support and supervise the FDS Coordinator
2. Facilitate and filter communications between the Meeting and the FDS Coordinator
Provide mediation if necessary.
3. Update and maintain the job description of the FDS Coordinator.
4. Meet on an as needed basis (at least once a year). The Coordinator shall attend any meetings of the Committee at the request of either of the two parties.
5. When necessary function as Hiring Committee for new Co-coordinator

Search for a new Children's FDS Coordinator Process:

1. Appoint and oversee an ad hoc committee to search for and interview candidates for the position. Bring forward a selection of candidates to be considered by the Support Committee. At least one or two members of the Children's First Day School Support committee should serve on this ad hoc search committee.
2. Recommend a candidate for Children's FDS Coordinator to the Monthly Meeting.
3. Facilitate the orientation of the new Coordinator with input from the prior Coordinator.

CLERK OF MEETING

Purpose: Preside at all business sessions and carry out Meeting's instructions on matters pertaining to its business. See that a full and correct record of all proceedings is kept. (See *Faith and Practice* pp. 130-135, 136-138)

Term: 2 years starting July 1. Renewable for one more term.

Qualifications: Active member of Meeting who "enjoys the confidence of its membership," has the capacity to gather the sense of the Meeting, pays attention to details. Familiarity with *Faith and Practice*.

Specific Duties:

1. Use Pacific Yearly Meeting's *Faith and Practice* as a guide in carrying out the business of Meeting.
2. Prepare the agenda and conduct Monthly Meeting for Business in good order.
3. See that the action minutes are formulated and read before the conclusion of Business Meeting. Sign the minutes.
4. Call on the Assistant Clerk or any qualified member of Meeting to act as Clerk in the Clerk's absence, or in a situation in which the Clerk should not preside. (See *Faith and Practice* on this issue.)
5. Initiate and preside at called Meetings for Business when necessary.
6. Advise the Meeting of matters of business. Allocate responsibilities to appropriate committees and follow up on these assignments.
7. Create and circulate the Annual Calendar for the coming term (July-June). Circulate revisions when necessary.
8. Sign all official letters and documents on behalf of the Meeting.
9. Occasionally attend each committee meeting, especially those of Worship and Ministry and Pastoral Care committees.
10. Make sure that each Welcoming Committee has met with new members.
11. Serve as trustee and President of the Corporation; make sure that the annual meeting of the Corporation is held each year.
12. Call and clerk the ad hoc Naming Committee (composed of the Clerk, the Assistant Clerk*, and the clerks of Pastoral Care and Worship & Ministry) to recommend new members and the Clerk of Nominating Committee. Bring recommendations to the March Business Meeting.
13. Serve as a member of Grant and Sharing Funds with the Assistant Clerk* and the clerks of Pastoral Care and Ministry & Worship.
14. Ensure that Meeting's activities are coordinated with those of Southern California Quarterly Meeting and Pacific Yearly Meeting.

*If the job of Assistant Clerk has not been filled, the Ad Hoc Naming Committee and the Grant and Sharing Funds will consist of the Clerk and the Clerks of Pastoral Care and Worship & Ministry.

See "General Responsibilities of Committee Clerk." [*Faith and Practice*] Appendix page 42

**CORRESPONDING CLERK
2015**

Purpose: Write letters for and in the name of the Meeting and the Corporation.

Term: 2 years starting July 1.

Qualifications: Active member/attender of Meeting, expressiveness in writing; word processing skill is an asset.

Specific Duties:

1. Send a written welcome to all who sign the guest book.
2. Write Letters of Introduction and Travel Minutes approved by Meeting and forward these letters to the Clerk for signature and mailing, as needed. [See a sample Travel Minute in *Faith and Practice* – Page 243]
3. Write other letters at the request of Business Meeting or the Clerk.

See “General Responsibilities of Committee Clerk.” [*Faith and Practice*] Appendix page 42

DATABASE MANAGER

Purpose: Maintain a current database of requested information of all members and attenders. Distribute information as requested by committees and others. Maintain and send authorized messages on meeting's e-mail account.

Term: 2 years starting July 1.

Qualifications: Computer literacy, or commitment to learn.

Specific Duties:

4. Check e-mail account and send out messages received as needed. Provide for back-up coverage when not able to monitor account.
5. Update database and e-mail address book.
6. Send mailing labels and/or copy of database upon request.
7. Generate rosters for committees upon request. Generate a roster of Meeting children in the fall for Children's Education Coordinator.
5. Receive names of new attenders who sign directory or ask for nametags, and enter their information in the Meeting database.
6. Send electronic version of updated directory at least quarterly to Meeting website programmer. Verify membership information with Recorder on an ongoing basis*.
7. Generate data for SCQM Directory in April or May.
8. Receive copies of the SCQM Directory. OGMM Treasurer will pay the invoice.
9. Send *Guidelines for Electronic Communications* and *Procedures for Using OGMM's E-mail List* to new Clerks and Representatives (July)
10. Update Western Friends subscription list (arrives in October), verify with Recorder, and return to Western Friends editor.
11. Contact those in the Meeting directory periodically asking for a positive response in order to remain listed.
12. Serve as a member of the Communications Committee.

*Some distinction should be made between members and attenders in the Directory Listings

See "General Responsibilities of Committee Clerk." [*Faith and Practice*] Appendix page 42

GUIDELINES FOR ELECTRONIC COMMUNICATIONS
Revised August, 2015

1. Messages are sent to the entire Meeting email list as blind copy (bcc).
2. In case of a potentially disturbing message, both phone calls and personal email will be the means of initial communication. Database may be used after initial round of connections made.
3. The Database Clerk will forward all email messages that go to the entire Meeting list. A member of the Communications Committee will serve as backup to the Database Clerk for this task.
4. To assure appropriate seasoning, messages should be sent to the entire Meeting mailing list only if they come from a committee of the Meeting and are presented by its Clerk to the Database Clerk (or substitute). Committees are encouraged to create a seasoning process that will allow for timely dissemination of properly seasoned messages. The Clerks of the Meeting may submit messages without committee involvement if necessary.
5. A monthly list of Meeting announcements will be sent out on the email list as well as announced after the rise of meeting. The initiator of any message is responsible for getting the message to the Announcement Clerk.

If anyone is unwilling to accept Meeting communications, a message to the Database Clerk would be appropriate

FELLOWSHIP COMMITTEE

Purpose: To nurture the community of Orange Grove Meeting by encouraging and facilitating fellowship* among members and attenders.

Term: 2 years

Qualifications: Active member or attender of Meeting; interested in fellowship activities.

Specific Duties:

1. Greet visitors to Meeting for Worship. This responsibility is shared with Worship and Ministry and Pastoral Care committees.
2. Arrange for refreshments at rise of Meeting.
3. Facilitate potluck meals at meeting functions, especially prior to the Monthly Meeting for Business. Recruit people for involvement in clean up, food preparation, and other community building tasks.
4. Plan and arrange social occasions for Meeting.
5. When possible, plan an event or acknowledgement of people moving away, significant birthdays, births, and other milestone occasions.
6. Facilitate requests for hospitality.
7. Send a representative to serve on Ad Hoc Committees to host Quarterly and PYM Representative Committee Meetings, Memorial Meetings, and on Wedding Committees when Orange Grove Meeting is to be used for the reception.
8. Make an annual report to Meeting for Business in May.

* Fellowship: friendliness, camaraderie, comradeship, community.

See “General Responsibilities of Committee Clerk.” [*Faith and Practice*] Appendix page 42

FINANCE COMMITTEE:

Purpose: Allocate and manage funds to meet the needs of Meeting

Term: Two years, starting July 1.

Qualifications: Active member or attender of Meeting, business acumen.

Specific Duties:

1. Develop a budget for Meeting to be presented to Meeting for Business in November and approved in December. Discuss committee budgets with each clerk in September.
2. Manage the Meeting funds and investments.
3. Provide for financial appeals for support of the Monthly Meeting to members and attenders as becomes necessary.
4. Provide oversight for funds managed on behalf of other organizations such as Afghan Girls Schools and Casa de los Amigos.
5. Provide financial oversight for worship groups under the care of OGM.
6. Oversee all reviews of the financial records.
7. Oversee the work of the Treasurer.
8. Maintain active communication with the Meeting's Property Committee.
9. Oversee bequests made to OGM.

CLERK OF FINANCE COMMITTEE

Qualifications: Must be member of the Meeting. Ability to work closely with the Treasurer.

Term: Maximum of 6 consecutive years.

Specific Duties:

1. Maintain communication with all members of Finance Committee (usually by email). Call FC meetings when necessary (usually about four times each year).
2. Review the monthly reports received from the Treasurer and resolve any questions related to these reports. Prepare a monthly financial statement which is distributed to FC and (when appropriate) to Monthly Meeting.
3. Regularly review (through direct on-line access) the balances and recent transactions of our bank accounts.
4. Prepare a complete financial report at the end of each calendar year. Review this report with FC and present to MM in February. (Treasurer will include this report in the report to the Corporation.)
5. Mail end-of-year acknowledgement letters to all contributors in co-operation with the Treasurer.
6. Oversee ad hoc sub-committees as needed.
7. Consult with professional accountant when legal and procedural questions arise.
8. The Finance Clerk is a member of Property Stewardship Committee.
9. Serve as a trustee of the Corporation.

See "General Responsibilities of Committee Clerk." [*Faith and Practice*] Appendix page 42

LIBRARY COMMITTEE

Purpose: Maintain the Meeting's Library

Responsible to: Worship and Ministry

Term: 2 years

Qualifications: Active members or attenders. A love of books and an interest in maintaining them. Interest in Quaker literature, as well as other religious literature

Specific Duties:

1. Catalog and shelve the Meeting's books, magazines, pamphlets, and tapes in an orderly manner. Add the names of new acquisitions to the list of OGM books at www.librarything.com*.
2. Maintain the older and historic collections in the glass encased shelves with special loving care.
3. Do minor book repair as becomes necessary. Extensive repairs to meeting's more valuable books may require professional attention. Meeting has a notebook on minor book repair stored in the library closet.
4. Decide how to spend the funds allocated to this committee. If advice is needed, consult with Worship and Ministry Committee.
5. Ascertain which donated books are appropriate for the library and arrange disposal of remaining books to thrift stores, etc. If the committee is unclear, consult with Worship and Ministry.
6. Encourage members and attenders to make use of library materials. Maintain the checkout box to keep track of borrowed books, magazines, pamphlets, and tapes.
7. Post announcements about conferences and schedules from other Meetings and Quaker organizations on the bulletin board. Remove old announcements and discard.
8. Make annual report to Meeting for Business in October.

*www.librarything.com/catalog.ogmlibrary

Name: ogmlibrary

Password: one1firstday1one

See "General Responsibilities of Committee Clerk." [*Faith and Practice*] Appendix page 42

MINUTE CLERK

Purpose: Record all business of the Monthly Meeting sessions and business of the Corporation. (*Faith and Practice* pp. 138-139, 219-220)

Term: 2 years

Qualifications: Active member of Meeting, talent for concise written expression, word processing skills.

Specific Duties:

1. Take minutes at each Monthly Meeting for Business and write them up as expeditiously as possible. A draft is emailed to the Clerk for review; once the minutes are finalized, copies are to be distributed as follows:

Two hardcopies –

First copy: (official copy, on acid free paper) signed by the Clerk (indicating agreement with the minutes as written) and the Minute Clerk, and added to the Minute Book, together with other documents pertinent to the Minutes.

Second copy: to be placed in the unofficial minute notebook kept in the library for all to review.

Third copy: Send a copy to the Website manager for distribution to email list.

The remaining copies may be either electronic or hardcopies, as needed/desired, and should be distributed as follows:

Excerpts to those officers, committee clerks, or representatives who need to receive copies of specific Minutes, e.g. the Recorder should receive a copy of Minutes related to new members, the clerk of a committee should receive a copy if a matter is referred to that committee, etc.

2. Provide for storage of previous years' Minute books. Those more than three years old are to be stored with the Meeting's archives.

3. Minutes should be numbered consecutively throughout the year – 02-1, 02-2, etc.; the first two digits indicate the year the decision was minuted and the number following the dash indicates the numerical order in which the decision was made during the year.

4. Call on any qualified member of Meeting to act as Minute Clerk in your absence.

5. Periodically check Meeting's permanent membership records to be sure that they are in good order. This is to ensure that two people in the Meeting are aware of these records; the other member being the Recorder.

6. Serve as trustee and Secretary of the Corporation.

See “General Responsibilities of Committee Clerk.” [*Faith and Practice*] Appendix page 42

NOMINATING COMMITTEE

(*Faith and Practice* pp. 112-114)

Purpose: Recommend personnel for jobs in Meeting; maintain *Job Description Manual*.

Term: Two years starting July 1. (Terms should be staggered)

Qualifications: Active member or attender of Meeting, knowledge of the gifts and interests of members and attenders and the ability to discern how those gifts might best serve Meeting. A majority of the committee should be members of Meeting.

Annual Duties:

1. Meet in winter to determine needs of meeting, and generate names of officers, clerks, and representatives.
2. Report to Monthly Meeting in March. Post all nominations in a conspicuous place before approval of Meeting is requested and send a copy for circulation to the Meeting e-mail list.
3. Meet in March to nominate committee members. Report to Monthly Meeting in April. Continue to meet until complete slate is accepted by Monthly Meeting.
4. Meet in October to nominate PYM Observer, whose term begins January 1.
5. Meet as needed throughout the year to fill new or vacant positions.

GENERAL

1. Maintain current list of committee clerks, members, and representatives. Publish in *Orange Grove Record*, the *Orange Grove Directory* and send to Database Clerk to distribute to the e-mail list. Send the list of officers and Representatives to the Database Clerk for publication in the SCQM Directory.
2. Advise new committee members, clerks, officers, and representatives concerning their responsibilities. If new to a committee, give them copies of their specific job description. Make clear that Nominating Committee will serve as a resource when requested.
3. Give each clerk and job holder a copy of the *Job Description Manual* for review by the committee.
4. As needed, consider the necessity of laying down inactive or unnecessary committees or other Meeting jobs. After appropriate seasoning, bring to Business Meeting for consideration.
5. Periodically ask clerks to advise Nominating Committee of any changes that should be made to their job description. Maintain and revise *Clerk and Committee Job Description Manual* as necessary, incorporating any changes approved by Meeting as well as those recommended by job-holders.
6. Keep an updated copy of the Manual available in the library. Additional copies may be given to active members and attenders upon request.
7. Encourage inactive committee members to participate or move on to a committee they feel called to.

See “General Responsibilities of Committee Clerk.” [*Faith and Practice*] Appendix page 42

Note: The Clerk and members of the Nominating Committee are nominated by the Naming Committee.

MINUTED NOMINATING COMMITTEE GUIDELINES

Ad hoc committees changing to standing committees:

95-27 Ad hoc committees may change to standing committees after five years of activity and with a solid core of four or five members.

Nominating Committee members restricted from nominating themselves:

99-40 Nominating Committee should not recommend one of its current members to serve as Meeting Clerk or as Clerk of Oversight or Worship & Ministry Committees unless they feel strongly led to do so.

Term limits:

99-48 Clerk of Meeting and members of Nominating Committee serve no more than two consecutive two-year terms; members of Pastoral Care and Worship & Ministry Committees serve no more than three consecutive two-year terms. Other officers and committee members might choose to serve more terms if their skills and interest lead them to do so, but Nominating Committee recommends that they be mindful of Meeting's desire that its members serve in various positions, in order to gain an understanding of how the Meeting's work is done, and so that each of Meeting's jobs shall have the benefit of the talents and knowledge of the greatest number.

Note: the numbers preceding these items are Meeting for Business minute numbers.

PASTORAL CARE

Purpose: Provide pastoral care of the Meeting. Help members and attenders care for one another.
(*Faith and Practice* pp. 116-118, 225-226)

Term: 2 years starting July 1.

Qualifications: Active member of Meeting, good judgment, compassion, discretion.

Specific Duties:

1. Work with the Recorder and the Database manager to maintain a list of current members and active attenders.
2. Provide nurture and support to members and attenders in times of joy or need. As appropriate, make such occasions known to the Meeting Community so that they can be involved.
3. For those who wish it, arrange an active spiritual relationship (Friend-friend) with another member or attender of meeting. Provide oversight of the Friend-friend relationships. Provide traditional oversight for those who prefer a relationship which functions in times of joy or need.
4. Using the Pacific Yearly Meeting's *Faith and Practice* as a guide, form ad hoc Clearness Committees for the purposes of membership or marriage, and to help members and attenders find clarity in their personal lives. Upon request, form ad hoc Support Committees for those who have ongoing concerns.
5. Arrange for marriages and memorial services and work with Burial Subcommittee to arrange burials. Give loving attention to transfers or release of members.
6. Help greet guests on First Day. Seek to answer questions concerning the good order of Friends.
7. Provide for visitation and counsel with members who cannot attend Meeting.
8. Report births, deaths, marriages, and divorces, with the consent of those involved, to *Western Friend*, *Friend's Journal*, and other appropriate publications.
9. Propose memorial minutes for Meeting approval.
10. Appoint members of the burial Subcommittee.
11. Hold joint meeting with Worship & Ministry Committee at least once a year to discuss over-all care of Meeting, and any other issues of joint concern.
12. Appoint a member to serve on the Ad Hoc Communications Committee.
13. Make annual report to Meeting for Business in January.

Specific Clerk Responsibilities:

1. Serve as a member of the ad hoc Naming Committee (see Clerk's job description, page 11, item 12).
2. Serve as a member of Grant and Sharing Funds.
3. Serve as a trustee of the Corporation. Serve as *ex officio* member of the Burial Subcommittee.

See "General Responsibilities of Committee Clerk." [*Faith and Practice*] Appendix page 42

PEACE AND SOCIAL CONCERNS COMMITTEE

Purpose: Assist the Meeting in taking appropriate and timely actions relevant to its testimonies on peace, equality and community.

Term: Two years, starting July 1st.

Qualifications: Interest in the peace and social concerns of the Meeting.

Specific Duties

1. Use the Pacific Yearly Meeting's *Faith and Practice* as a guide to working for peace and social concerns.
2. Carry out the instructions of Meeting in regard to peace and social action.
3. Keep Meeting advised of current matters pertaining to peace and social concerns and recommend actions as appropriate.
4. Decide how to spend the funds allocated to this committee.
5. Recommend allocation of Meeting's outreach funds to Meeting for Business in September.
6. Take advantage of local resources, such as the American Friends Service Committee, the representatives of FCLCA and FCNL, and other appropriate groups, so that the information maybe be shared with the Meeting.
7. Ensure that a designee representative is sent to committee meetings of the Peace and Social Order Committee of Southern California Quarterly Meeting.
8. Make an annual report to Meeting for Business in March.
9. Representatives to AFSC, FCLCA, FCNL, and the Ecumenical Council should be ad hoc members of this committee. Receive annual reports from them and include highlights in annual P&SC report.

See "General Responsibilities of the Committee Clerk"

AFSC's website: <http://www.afsc.org>.

FCNL's website: <http://www.fcnl.org/index.htm>

FCL's website: <http://www.webcom.com/~peace/PEACTREE/fcl/fclhome.html>

See "General Responsibilities of Committee Clerk." [*Faith and Practice*] Appendix page 42

PROPERTY COMMITTEE

- Committee's purpose:** Care and maintenance of the property owned by the OGMM
Members' Term: 2 years
Members' Qualifications: Member or attender of the Meeting with active interest in the stewardship of the Meeting's property (including the cemetery)

Job Duties

1. Identify tasks required for maintaining the property owned by the Monthly Meeting. (The Property Committee works in tandem with the Property Stewardship Committee and the Monthly Meeting to determine the best uses of the OGMM's property.)
2. Alert the Property Stewardship Committee to uses of the property that may affect its physical condition or pose liability concerns and make recommendations accordingly.
3. Coordinate and participate in the maintenance of the property. (The Committee may ask individual members to take responsibility for doing preliminary work on projects it proposes.)
4. Establish procedures by which the members will maintain the property and carry out capital repairs and improvements.
5. Ask the Orange Grove Business Meeting for discussion, discernment, and approval of any prospective substantial purchase or repair. As a general rule, the committee will come to the Meeting for Business for approval of any purchase or repair costing more than \$5,000. It will also come to the MfB for approval of purchases and repairs that cost more than \$2,000 if that cost seems significantly large in any given instance. Obtain at least two bids for any purchase or repair costing \$2,000 or more.
6. Working closely with the Site Manager and the Resident Friend, hire and supervise maintenance and repair persons and contractors, and supervise volunteers as needed on matters relating to the property.
7. Organize workdays as necessary.
8. Report to the Finance Committee by mid-October each year on expenses that the Committee incurred during a past year, and propose a new budget for the next year.
9. Develop and present to the Monthly Meeting long range plans for the maintenance of, and capital improvements to the property.
10. Maintain the Meeting's cemetery.
11. Make an annual report to the Corporation and Meeting for Business in February.
12. The Property Clerk is a member of Property Stewardship Committee.

See "General Responsibilities of Committee Clerk." [*Faith and Practice*] Appendix page 42

PROPERTY STEWARDSHIP COMMITTEE

Committee's purpose: Coordinates discernment on issues relating to use of the Meeting's property and facilities.

Clerk: Clerk of Meeting [or designee]

Membership: Clerks of Property Committee, Finance Committee, and Worship and Ministry Committee, Site Manager, Resident Friend and the Clerk (s) of the Meeting.

Specific Duties:

- Discuss and make recommendations to the Site Manager and Resident Friend and, when advisable, to the Meeting for Business regarding the selection of lessees/renters, the renewal of their leases, and the terms of their leases, generally based on the initial recommendations of the Site Manager.
- Develop and implement guidelines for the establishment of fair and sustainable rental rates.
- Upon request, help resolve differences of agreement relating to property usage and management issues.
- Ensure an appropriate balance between remuneration and community service in the ways the property is used, maintaining the spirit of the Advices and Queries on Right Sharing of Resources approved by the Meeting for Business at the April 16, 2005.

In addition, any member of the Committee is encouraged to seek the Committee's advice on property-related issues that might benefit from the different perspectives of the Committee members.

See "General Responsibilities of Committee Clerk." [*Faith and Practice*] Appendix page 42

OGM Meeting for Business approved March 10, 2013

Property Stewardship Committee Revised September 19, 2014

RECORD EDITOR

Purpose: To provide a newsletter which builds the meeting community and enhances our connection with those who are not physically able to participate in meeting.

Term: Two years (renewable)

The Editor of the Orange Grove Record must be a self-motivated individual with an interest in creating a magazine which reflects and reports Orange Meeting's activities, concerns, and personal achievements.

Required skills:

1. Take an interest in telling the story of Orange Grove. Be able to initiate projects and report events of the meeting which people would like to see.
2. Solicit written copy from members of the community
3. Create copy
4. Computer skills: be able to design and produce a magazine or newsletter which can be delivered to the meeting electronically through the email
5. Produce a limited number of physical copies for those in Meeting who do not use the internet

The frequency and distribution of the editions of The Record are determined by the time and energy of the Editor.

6. The Record Editor serves on the Communications Committee.

RECORDER

Note: This job may be combined with that of the Archivist.

Purpose: Keep an accurate and complete record of the membership of the Orange Grove Monthly Meeting.

Term: 2 years starting July 1.

Qualifications: Active member of Meeting, interest in records, and accuracy.

Specific Duties:

1. Maintain faithful and accurate records of membership on forms provided or approved by Pacific Yearly Meeting (PYM). Such records cover vital statistics pertaining to the member and his or her immediate family. Promptly record any changes to the membership, such as births, deaths, transfers, releases, or marriages.
2. Complete an annual questionnaire from the Statistical Clerk of the Pacific Yearly Meeting, providing required statistical information (new members, deaths, transfers or resignations). Keep a copy of this questionnaire for Orange Grove Meeting's permanent records.
3. Share Member information and updated membership lists with Pastoral Care Committee, as requested.
4. Furnish the Treasurer (immediately following the end of the calendar year) with an accurate count of the members so that we may pay our annual quota to Pacific Yearly Meeting
5. Make an annual report in May to Meeting for Business, including the statistical report to PYM.
6. Follow the procedures otherwise recommended by the Pacific Yearly Meeting's *Faith and Practice*.
7. Serve as a trustee of the Corporation.

See "General Responsibilities of Committee Clerk." [*Faith and Practice*] Appendix page 42

REPRESENTATIVES

Orange Grove Meeting sends representatives to various larger Quaker Organizations. The general responsibilities of a representative are to attend and represent Orange Grove's point of view at meetings and events sponsored by the larger organization and then report back the decisions, recommendations and findings to Orange Grove meeting either at the Adult Education Hour or by presenting a report at Monthly Meeting for Business.

We normally have one member or attender of meeting whose job it is to keep us connected to AFSC, Casa de los Amigos, FCL (Friends Committee on Legislation) FCL CA (FCL, California) Friends in Deed, Friends World Committee on Consultation, and Union Station.

Following are the general job descriptions of the specific job descriptions of the Pacific Yearly Meeting and Southern California Quarterly Meeting representatives. The SCQM Rep should have an alternative. The PYM rep has an observer who takes over the position following the rep's term.

GENERAL JOB DESCRIPTIONS FOR REPRESENTATIVES

Purpose: Keep the Meeting informed regarding the activities of the specific organization and report to the Peace and Social Concerns Committee each month.

Qualifications: An interest in the peace and social concerns aspect of the Meeting.

Specific Duties:

1. Become an ex officio member of the Peace and Social Concerns Committee.
2. Sign up for and receive regular emails from the specific organization. Pass on appropriate emails to the Meeting as a whole through the data base manager.
3. Attend meetings and activities of the organization whenever possible.
4. Include a yearly report of a sentence or two in the Peace and Social Concerns annual report which is given in March.

(Representatives, continued)

PACIFIC YEARLY MEETING (PYM) REPRESENTATIVE

Purpose: Serve as a liaison between Pacific Yearly Meeting and Orange Grove Meeting.

Term: 2 years starting July 1*

Meeting sends one representative and one observer to the Representative Committee Meeting (Rep Com) and to Pacific Yearly Meeting. The observer becomes the representative the following year.

Qualifications: Active member or attender of meeting; able to participate in the Annual Session of the Yearly Meeting and Representative Committee Meeting in March of each year. Familiarity with, or prior attendance at, the Annual Session is helpful. Access to e-mail is useful.

Specific Duties:

1. The representative attends the Representative Committee Meeting in March and the Annual Session of PYM bringing concerns from the Monthly Meeting to the Yearly Meeting, if needed.
2. Reports on Pacific Yearly Meeting at October Meeting for Business at Orange Grove.
3. Orients the next PYM representative and observer to the PYM website and relevant documents.

Suggested Tasks:

- Represent the experience, concerns, and needs of the Monthly Meeting at PYM Rep Com, the Annual Sessions and directly to the committees and officers of PYM.
- Participate in seasoning and decision- making of the Rep Comm. and the Annual Session.
- Carry the business and communications of PYM back to the Monthly Meeting for its consideration, involvement and action.
- Educate the Monthly Meeting on the workings and purposes of the Yearly Meeting.
- Encourage participation of Monthly Meeting members and attenders to PYM and help facilitate their attendance by assisting with transportation and scholarship needs.
- Remain informed about and engaged in the life of the both the Monthly Meeting and the Yearly Meeting.

PYM's website: <http://www.quaker.org/pacific-ym>.

(Representatives, continued)

SCQM REPRESENTATIVE AND ALTERNATE

Purpose: Serve as liaison between Orange Grove Monthly Meeting and Southern California Quarterly Meeting (SCQM).

Term: 2 years – the first year as alternate, second year as representative.

Qualifications: Active member or attender of Meeting and an interest in the fellowship of the broader community of Friends.

Specific Duties:

1. Attend all gatherings of the Quarterly Meeting, including the Quarterly Meetings for Business. Participate as the Spirit leads. Arrange for an alternate to represent Orange Grove Monthly Meeting if unable to attend.
2. Listen and respond to concerns with attention to the Spirit. Raise any concerns that rise up.
3. Report to Orange Grove Monthly Meeting the concerns, views, and positions of the SCQM.
4. Announce all upcoming SCQM events to Orange Grove Monthly Meeting and encourage members and attenders to attend these events.
5. Receive extra copies of the *SCQM Report* and distribute them to persons who did not receive one through the mail or via SCQM's e-mail distribution list. Alert members and attenders to watch for the mailed copies of the *SCQM Report*.
6. Consult with SCQM regarding any further specific duties.

SCQM's website: <http://scqm.org/>

RESIDENT FRIEND COMMITTEE

Purpose: Provide for smooth communication between Meeting and Resident Friend.

Term: 2 years, starting July 1

Qualifications: Active member or attender. At least some members of this committee should have experience in supervision and/or mediation.

Specific Duties:

1. Facilitate and filter communications between the Meeting and the Resident Friend.
2. Provide for mediation if necessary. Supervise and support Resident Friend. Update and maintain the job description of the Resident Friend.
3. Meet on an as needed basis (at least once a year).
4. The Resident Friend shall attend any meetings of the Committee at the request of either of the two parties.
5. Report to Meeting for Business annually in June. Site manager should be an ex officio member of this committee.

From time to time, it may become necessary for the Committee to act as a hiring committee. The committee may recruit other members for meeting to serve on the committee.

Search for a new Resident Friend:

- Appoint and oversee an ad hoc committee to search for and interview candidates for Resident Friend. Bring forward a selection of candidates to the Resident Friend committee. At least one or two members of the Resident Friend committee should serve on this ad hoc search committee.
- Recommend a candidate for Resident Friend to the Monthly Meeting. In consultation with the new Resident Friend, write a contract between Resident Friend and Meeting.
- The contract shall be signed by the Clerk of Meeting, the clerk of the Resident Friend Committee, and the Resident Friend.
- Train the new Resident Friend, including input from the prior Resident Friend.

See “General Responsibilities of Committee Clerk.” [*Faith and Practice*] Appendix page 42

RESIDENT FRIEND JOB DESCRIPTION

Job duties:

A. Provide a Quaker presence on Meeting property

1. Answer Meeting phone, direct callers appropriately and provide information, as needed.
2. Serve as a liaison with tenants and groups that use Meeting property.
3. Represent the Meeting to the immediate neighborhood.
4. Interact with visitors, neighborhood children, etc., during non-Meeting times.
5. Work with site manager to complete user agreements.

B. Organizational Ability/Assist with Meeting activities

6. Sort and distribute Meeting mail.
7. Serve as ex officio member of Fellowship, Property and Property Stewardship Committees.
8. Open and close the Meetinghouse and other buildings each day.
9. Maintain the master calendar for use of Meeting property.
10. Resolve any problems (e.g. regarding cleaning up or locking up) resulting from the use of Meeting property through discussions with the appropriate contact person(s) and/or the Site Manager.
11. Maintain lost and found.
12. Report on site activities to Meeting for Business annually.

C. Responsibility for daily property maintenance and functions

13. Make sure the Meetinghouse and grounds are clean and ready for all meetings and events to be held on the premises, and the buildings are secure and locked when not in use; take out trash barrels when necessary.
14. Supervise gardeners and cleaning crews.
15. Arrange for routine repairs in accordance with protocols established by Property Committee and report other needed repairs to Property Committee so they may be addressed in a timely manner. Develop and maintain a list of competent repair persons.
16. Work with Property Committee to arrange appropriate and convenient times for meeting workers hired by Property Committee; meet with Resident Friend Committee and Site Manager as needed.
17. Do minor maintenance as needed (e.g. replace light bulbs, assure pilot lights are on and off at appropriate times, replace batteries in smoke detectors, etc.).
18. Serve as the first line of response in the event a situation on the property requires action. For example, if a person who is homeless is on the property, report to Site Manager and Property Committee; if a tenant or user reports a problem, pass the information on to the appropriate person/committee in a timely manner.

Minimum Qualifications:

- Understanding of and commitment to Quaker values and procedures.
- Flexibility, patience, good judgment, and a sense of humor.
- Good interpersonal skills.
- Basic computer skills
- Some property management skills.

Desirable:

- Knowledge of Pasadena-area social services and emergency services. (The Resident Friend Committee will provide a list of resources.)
- Ability to perform CPR
- Basic conversational Spanish

SITE MANAGER

Purpose: Coordinate and manage use of Orange Grove Meeting (OGM) facilities.

Term: 2 years, starting July 1st

Qualifications: Regular member or attender of Meeting with interest in property use and property maintenance.

Specific Duties:

1. Respond to requests for use of OGM facilities.
2. Determine the specific mission of the user to make sure it is not in conflict with the beliefs of OGM.
3. Follow the guidelines as approved by the Meeting.*
4. Review and complete the Site User Agreement form with the user.*
5. Maintain current contracts and agreements with lessees.
6. Make sure that lessees' insurance is current.
7. Coordinate scheduling the use of the property with the Resident Friend.
8. The Resident Friend and/or the Site Manager approve short-term and/or one-time users, as stated in *Issues to Consider for the Right Use of OGM Property*, approved by Meeting for Business May 2015.
9. Site Manager is a member of Property Committee, Resident Friend Committee and Property Stewardship Committee.
10. Site Manager makes monthly reports to Property Committee.
11. Yearly report to OGM Meeting for Business regarding use of OGM property during the preceding year.

Following items are attached:

- Guidelines for the Site Manager – Page 2
- Rules for OGM facilities - Page 2
- Occupants and Compatibility with Orange Grove Friends' Values – Page 2

GUIDELINES FOR THE SITE MANAGER

RENTALS

1. No charge to members or attenders using space for Quaker business, i.e. committee meetings, etc. All meetings must be scheduled with Resident Friend so that they are on the calendar.
2. No charge for Quaker related organizations using space, unless they are moved to make a donation.
3. Donation expected from members or attenders using space for a purpose other than Meeting business.
4. Site Manager will contact Property Stewardship Committee if there are any concerns or questions.

Rules for use of facilities

1. No smoking inside any building.
2. No alcoholic beverages anywhere on the premises.
3. After use clean the rooms according to posted guidelines [posted in pantry].
4. No food or beverages to be left in the room.
5. Empty all trash into the dumpster on the west side of the premises.

Occupants and Compatibility with Orange Grove Friends' Values As referred to in contracts and agreements and the OGM Website

Orange Grove provides spaces for programs and meetings that have missions that are compatible with the values of both our Friends Meeting and the current occupants. We also encourage those who are housed in Orange Grove spaces to reach out to and include the local community in their programs. Include a review of any community outreach in annual report.

TREASURER

Purpose: Receive and disburse funds for Orange Grove Monthly Meeting

Term: no limit

Qualifications: Active member of Meeting, skill in bookkeeping, interest in finance.

Specific Duties:

1. Pay all bills and obligations as authorized by Monthly Meeting, committee clerks and Meeting officers. Receive all payments to OGM. Deposit funds to our bank accounts and reconcile bank statements, etc.
2. Account for funds. Enter financial transactions into an automated accounting system (QuickBooks), conforming to standard accounting principles and practices.
3. Provide to Clerk of Finance Committee at the end of each month: 1) report on the income and expenses for that month, 2) report on the income and expenses for the year-to-date, and 3) current balances of bank accounts and all reserve funds (e.g., Property, Self-Insurance, and Travel & Scholarship).
4. Maintain individual records of contributions by members and attenders. Acknowledge each contribution exceeding \$250 when received. At end of year in cooperation with the FC Clerk send an acknowledgment letter to each contributor who gives \$250 or more.
5. Prepare reports for governmental agencies (IRS, LA County Assessor) and insurance company (Guide One). Prepare and submit quarterly and yearly payroll tax reports to state and federal agencies and employees as required. File for County property tax exemption in February. Interface with state and local financial, tax and regulatory agencies on a timely basis as necessary. Renew State Registration and Pasadena Business License as required. Fill out and return to insurance company Workers Compensation audit and policy renewal surveys.
6. Prepare reports for Monthly Meeting. This responsibility is shared with the Clerk of Finance Committee.
7. Attend meetings of Finance Committee and serve as an ex-officio member.
8. Handle mail relating to Treasurer's duties.
9. Prepare reports to committee clerks as requested.
10. Serve as Trustee and Treasurer of the Corporation.

WEB SITE MANAGER

Purpose:

1. To maintain the Orange Grove Monthly Meeting's website on the Internet so that it is visible to attenders, members, and visitors
2. Design webpages that meet the needs of the Meeting and assist attenders and members to reach their purposes
3. Coordinate with the OGMM Communications Committee or a similar OGMM group, which expresses the needs and purposes of the OGMM.

Term: No term limit.

Qualifications: Regular member or attender of Meeting with the ability to maintain the website, create new pages as needed, keep website posted and visible on the Internet, ability to sense and meet the needs and purposes of the Meeting, particularly through coordination with the Communications Committee

Specific Duties:

1. Select and periodically evaluate service provider to host the OGMM website.
2. Maintain the Meeting's domain name
3. Keep the website posted on the Internet and visible to visitors.
4. Maintain links and other functions of the website.
5. Maintain website security as well as security of contact info of members and attenders on webpages.
6. Design new and revised pages as needed by the Meeting.
7. Coordinate with others who provide edited content for webpages (Minutes, OGMM Record, Directory of Members, etc.)
8. Provide copyedited content for pages such as the homepage when there is no other Friend whose responsibility it is to provide the content.

See "General Responsibilities of Committee Clerk." [*Faith and Practice*] Appendix page 42

WORSHIP AND MINISTRY COMMITTEE

Purpose: Foster and strengthen the spiritual life of the Meeting. (*Faith and Practice* pp. 114-116)

Term: 2 years

Qualifications: Active member of Meeting, sensitivity to the leading of the Spirit.

Specific Duties:

1. Using the Pacific Yearly Meeting's *Faith and Practice* as a guide, strengthen the spiritual life of the Meeting through example, education, retreats, eldering and other appropriate means.
2. Act as a liaison between Friends Western School and Orange Grove Meeting.

First Days:

3. Provide written copies of the Adult and Children's Queries in Meeting on the first First Day of every month.
4. Coordinate Adult Education.
5. Recruit and orient Announcement Clerks.
6. Be available after meeting to greet visitors and answer questions about the Religious Society of Friends.

Support Members:

7. Encourage members and attenders to visit other Meetings on their travels and carry letters of introduction or travel minutes.
8. Encourage members and attenders to go to Yearly and Quarterly Meetings and other gatherings of Friends.
9. Allot monies from the Travel and Scholarship funds to those who request them to attend Quaker-related events or classes. Report use of these funds to Monthly Meeting.

Strengthen Meeting Relationships:

10. Plan retreats approximately every two years.
11. Oversee and visit with Worship Groups and Preparative Meetings that are under the care of the Monthly Meeting.
12. Occasionally hear reports from committee liaisons to W&M. (Adult Ed, Pastoral Care)

Meeting Business:

13. Make an annual report to Meeting for Business in June.
14. Prepare the annual State of Meeting report in time for approval at the April Business Meeting. First reading at OGM Business Meeting is traditionally in February or March.

Specific Clerk Responsibilities:

1. Serve as a member of the Naming Committee.
2. Serve as a member of the Grant and Sharing Funds.
3. Serve as a member of the Property Stewardship Committee.
4. Serve as a trustee of the Corporation.

See "General Responsibilities of Committee Clerk." [*Faith and Practice*] Appendix page 42

APPENDIX

ANNUAL CALENDAR

July	New Officers, Clerks and Committees begin Instruct PYM Rep; note PYM attenders in July Business meeting minutes <i>Annual Report: Children's Education</i>
August	No Business Meeting. (Depending on PYM date)
September	First Day school begins. Treasurer requests input from committees on their budgets. P&SC presents first reading of Outreach Budget for following year. <i>Annual Reports: Resident Friend and Site Manager.</i>
October	Committee budgets submitted to Finance Committee. Southern California Quarterly Meeting. P&SC presents Outreach budget for approval. <i>Annual Report: Library</i>
November	Finance committee presents budget to Business Meeting.
December	Second reading of Budget for approval.
January	<i>Annual Reports: Property Stewardship, and Pastoral Care.</i>
February	Annual Meeting of the Corporation including a brief Treasurer's and end of year Financial Reports and Property Report. Meeting for Business: <i>Annual Reports: Afghan Girls' Schools and Communications committees</i>
March	Nominating Committee presents names of new officers, clerks and representatives to Business Meeting. Naming committee presents names for Nominating Committee. Worship & Ministry presents the first reading of the State of the Meeting Report. <i>Annual Report: Peace and Social Concerns. (Includes summary reports from Representatives)</i>
April	For approval: Nominating Committee's proposals from the Third Month. Nominating presents committee members' names. Second reading of the State of the Meeting Report. <i>Annual Reports: Animal Kinship, Union Station.</i>
May	For Approval: Nominating Committee report from Fourth Month; further nominations as needed. Southern California Quarterly Meeting. <i>Annual Reports: Casa de los Amigos, Recorder.</i>
June	First Day School ends. For Approval: Nominating Committee proposals from Fifth Month. <i>Annual Reports: Worship and Ministry, Friends Western School.</i>

**BY-LAWS OF THE CORPORATION
OF
ORANGE GROVE MONTHLY MEETING OF FRIENDS
OF PASADENA**
Revised, March 2015

1.0 MEMBERS

- 1.1 All members of the Orange Grove Monthly Meeting of Friends that at present holds its meetings at 520 East Orange Grove Avenue, Pasadena, California, shall be members of the Corporation of Orange Grove Monthly Meeting of Friends of Pasadena (hereafter referred to as the Corporation).

2.0 DIRECTORS

- 2.1 The following officers of the said Orange Grove Monthly Meeting of Friends shall serve as Directors of the Corporation: Meeting Clerk, Assistant Clerk (when there is one), Minute Clerk, Treasurer, Recorder, and the Clerks of Pastoral Care, Worship and Ministry, and Finance Committees. These Directors shall constitute the Board of Directors of the Corporation. The majority of these Directors should be members of the Orange Grove Monthly Meeting of Friends.
- 2.2 The Directors shall be appointed automatically when the said officers and committee clerks of the said Orange Grove Monthly Meeting of Friends have been approved and assume office.
- 2.3 Any Director shall cease to be a member of the Board of Directors immediately upon ceasing to be one of the above mentioned officers or committee clerks of the said Orange Grove Monthly Meeting of Friends. Any vacancy in the membership of the said Board shall be filled by the successor officer or committee clerk appointed by Orange Grove Monthly Meeting of Friends.
- 2.4 The Board of Directors shall have and exercise all powers and authority granted by law to the Corporation. However, they shall only take action and carry out Corporation transactions on behalf of the Corporation as may be directed by or with the approval of the said Orange Grove Monthly Meeting of Friends, including the receiving and disposition of real and personal property, securities, and investments and trusts, consistent with the purposes laid out in the Articles of Incorporation.
- 2.5 The Board of Directors shall obtain a review of financial procedures and all funds held by the Corporation at least every four years. The Clerk in consultation with the finance committee will determine the nature and the extent of the review.

3.0 OFFICERS

- 3.1 The officers of the Corporation shall consist of a President, Vice President, Secretary and Treasurer.

- 3.2 President. The President shall be the Clerk of the said Orange Grove Monthly Meeting of Friends and shall preside at all meetings of the Corporation and Board of Directors.
- 3.3 Vice-President. The Vice-President shall be the Assistant Clerk (when there is one) or the Pastoral Care Clerk (when there is no Assistant Clerk) of the said Orange Grove Monthly Meeting of Friends and shall, in the absence or inability to act of the President, perform the duties of the President
- 3.4 Secretary. The Secretary shall be the Minute Clerk of the said Orange Grove Monthly Meeting of Friends and shall keep a record of all proceedings of all meetings of the Corporation and of the Board of Directors.
- 3.5 Treasurer. The Treasurer shall be the Treasurer of the said Orange Grove Monthly Meeting of Friends and shall (1) collect and receive all monies paid to the Corporation, (2) deposit the same in the name of the Corporation in such depositories as shall be designated by the Board of Directors, (3) pay out monies only by check and in accordance with the annual budget or other directions of the said Orange Grove Monthly Meeting of Friends, and (4) maintain careful records of all incoming and outgoing monies.
- 3.6 The President, Vice-President, and Treasurer shall have custody of any deeds to real property and of securities in which the respective trust funds shall be invested.

4.0 MEETINGS

- 4.1 The annual meeting of the Corporation shall be held on the second First day of the Second month of each year at 1:15 p.m. in the Meetinghouse at 520 East Orange Grove Avenue, Pasadena, California. This date is selected to coincide with the regularly scheduled Second month Meeting for Business of the said Orange Grove Monthly Meeting of Friends, and should the day, place, and/or time of this Second month Meeting for Business be changed, the annual meeting of the Corporation shall likewise be changed so as to immediately precede it.
- 4.2 Special meetings of the Corporation or of the Board of Directors may be called by the President at any time or at the written request of not less than three members of the Corporation.
- 4.3 At all Corporation meetings, the members present shall constitute a quorum. At all meetings of the Board of Directors, a majority of the Directors shall constitute a quorum.
- 4.4 Written or electronic (e-mail) notification of special meetings of the Corporation shall be sent to all members at the addresses last furnished by those members to the Database Manager of Orange Grove Monthly Meeting of Friends. These notices of special meetings shall state the objects for which they are called as well as the date, time, and place of the special meeting, and be sent at least five days prior thereto.

5.0 AMENDMENTS

- 5.1 These By-Laws may be amended at any annual meeting or special meeting of the members of the Corporation with due notice of such special meeting by announcement at a Meeting for Business or by e-mail.

GENERAL RESPONSIBILITIES OF COMMITTEE CLERKS

(adapted from *Faith and Practice* pp. 110-112)

Conduct all committee meetings in good order, waiting on the Spirit to find direction; seeking unity in all decisions.

Specific Duties:

1. Orient new committee members.
2. Call and clerk committee meetings at regularly established times. Notify committee members of time and place of each meeting.
3. Ensure that minutes of committee meetings are kept.
4. Delegate responsibilities or tasks to members of the committee; advise and follow up on these assignments.
5. Authorize the Treasurer to pay for committee expenses, within allocated funds.
6. Attend Monthly Meetings for Business and submit written reports on work of the committee to Clerk and Minute Clerk when appropriate.
7. In bringing a matter for approval to the Meeting for Business, provide concise background and a clear description of the response desired from the Meeting, such as a draft minute. If the proposal involves an expenditure not already in the budget, contact the Clerk of Finance to determine what fund(s) money should be drawn from. Contact the Clerk of Meeting to request a place on the agenda, indicating the topic and approximate amount of time needed.
8. Submit budget to Finance Committee by Business Meeting of October.
9. With your committee, prepare an Annual Report to the Meeting and present it at Meeting for Business in the scheduled month. (See the Annual Calendar, page 39)
10. Send announcements about activities of your committee which would be of interest to the Meeting community to the Record Editor and Database Manager for email distribution.
11. Review *Job Description* at the beginning of every year with Committee. Make recommendations for changes to Nominating Committee.

**From *PACIFIC YEARLY MEETING FAITH AND PRACTICE*
(Pages 129-130)**

On Good Business Practice

Friends Process for Making Decisions

Friends developed their way of making decisions in the late 1660's in response to the sufferings of Friends in prison and the crucial needs of their families. A crisis of leadership had arisen within the Quaker movement. It became clear to George Fox – himself in prison at the time – that Friends needed to take collective responsibility for decisions, rather than depend on a few outstanding leaders. Fox worked out a system of Monthly, Quarterly and Yearly Meetings through which Friends could deal with matters of corporate concern and responsibility.

PRINCIPLES

The Quaker method for reaching decision is based on religious conviction. (See Meeting for Worship for Business p. 31) Friends conduct business together in the faith that there is one Divine Spirit, which is accessible to all persons. When Friends wait upon, heed, and follow the Light of Truth within them, its spirit will lead to unity. This faith is the foundation for any corporate decisions.

Friends do not resort to a vote to settle an issue. Friends expect to find unity. This unity transcends both consensus, which retains only the views common to all present, and compromise, which affirms none of the positions presented. Unlike a decision resting upon a majority vote, one made according to a true “sense of the Meeting” can avoid overriding an unconvinced minority. It allows unforeseen insights to emerge and it enables Friends to modify previously held opinions. They may then agree on a new view of the matter under consideration. Until the Meeting can unite in a decision, the previous policy remains unchanged or no action is taken on new business, as the case may be.

Friends begin Meetings in which decisions are to be made with a time of silent worship. In the stillness, they recall that a business or committee meeting is, in fact, a Meeting for Worship to deal with certain matters of importance.

Friends try to seek divine guidance at all times, to be mutually forbearing, and to be concerned for the good of the Meeting as a whole, rather than to defend a personal preference. Thus, having once expressed a view, a Friend is expected to refrain from pressing it unduly, at length or repeatedly. The grace of humor can often help to relax the tensions of a Meeting so that new light comes to it.

The authority and responsibility for decisions on the affairs of the Meeting reside with the members, and those present at a regular monthly Meeting for Worship for Business have the authority to make decisions for the Meeting. Until the Meeting can unite in a minute, the previous policy remains unchanged.

Most Meetings for Business proceed without distinction between members and non-members, and this benefits the Meeting. On occasion, a decision may call for invoking this distinction. At such times, non-members should not respond to the Clerk's call for affirmation of a proposed minute, and the Clerk may so remind the Meeting.

Friends' way of conducting business is of central importance. It is the Quaker way of living and working together. It can create and preserve the sense of fellowship in the Meeting, and from there it can spread to other groups and decisions in which individual Friends and Meetings have a part. Thus it contributes to the way of peace in the world.

George Selleck, New England Yearly Meeting *Faith and Practice*, 1966