COMMITTEE AND JOB DESCRIPTION MANUAL

Orange Grove Monthly Meeting
of the Religious Society of Friends

REVISED 2019
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; 7 If it is serving, then serve; if it is teaching, then teach; 8 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 participate 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 individual roles. Each position and committee has necessary responsibilities, but the descriptions are structured for continuing growth and change. Unless otherwise noted in this manual, terms are for two years and start July 1st.

The underpinning advices concerning many of these jobs can be found in the Faith and Practice of Pacific Yearly Meeting. 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. Clerks are particularly encouraged to read “General Responsibilities of Committee Clerk.” In the Appendix to Faith and Practice.

Officers, committee clerks, and representatives should review their job descriptions annually and inform Nominating Committee whenever job descriptions need to be updated.

Nominating can provide oversight to the committees and ensure that there is continuity and refreshing change. As the need arises, certain duties may need to pass from one committee to another.

All the tasks performed for the Meeting are interdependently related and contribute to the well-being of us all. 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
   d) Meeting Jobs in general have no term limits, but must be renewed every two years
   e) Ad hoc and special interest committees have no term limits
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# Meeting Organization

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<td>Assistant Clerk</td>
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<tr>
<td>Minute Clerk</td>
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<tr>
<td>Treasurer</td>
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<td>Recorder</td>
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## Standing Committees

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<td>Communications</td>
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<td>Fellowship</td>
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<td>Finance</td>
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<td>Library</td>
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<td>Nominating</td>
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<td>Peace and Social Concerns</td>
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<td>Property</td>
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<tr>
<td>Pastoral Care</td>
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<tr>
<td>Worship and Ministry</td>
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## Meeting Representatives

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<tr>
<th>Representative</th>
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<tbody>
<tr>
<td>Pacific Yearly Meeting</td>
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<tr>
<td>Southern California Quarterly Meeting</td>
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<tr>
<td>Friends Committee on National Legislation</td>
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<td>Friends Committee on Legislation of California</td>
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<tr>
<td>Friends World Committee for Consultation</td>
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<tr>
<td>Friends in Deed</td>
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## Ad Hoc Committees

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<th>Committee</th>
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<tr>
<td>Animal Kinship</td>
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<tr>
<td>Union Station Homeless Service</td>
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## Meeting Jobs

*Jobs are performed by individuals for meeting.*

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<th>Job</th>
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<tr>
<td>Archivist</td>
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<tr>
<td>Adult First Day School Coordinator</td>
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<tr>
<td>Children’s Education Coordinator</td>
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<tr>
<td>Corresponding Clerk</td>
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<tr>
<td>Database Manager</td>
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<tr>
<td>Resident Friend</td>
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<tr>
<td>Site Manager</td>
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<tr>
<td>Record Editor</td>
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<td>Website Manager</td>
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January 2019
## Provisional Committees

*Meet as needed.*

### Orange Grove Meeting Corporation, Board of Directors, Officers

*Meet annually to prepare report for State.*

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>President</td>
<td>Clerk of Meeting</td>
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<tr>
<td>Vice President</td>
<td>Assistant Clerk or Co-clerk</td>
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<tr>
<td>Secretary</td>
<td>Minute Clerk</td>
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<tr>
<td>Treasurer</td>
<td>Treasurer of meeting</td>
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<tr>
<td>Directors</td>
<td>Recorder, Clerks of Pastoral Care, Worship and Ministry and Finance</td>
</tr>
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</table>

### Naming Committee

*Name members and clerk of the Nominating Committee*

<table>
<thead>
<tr>
<th>Member</th>
<th>Position</th>
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<tbody>
<tr>
<td>Clerk of Meeting</td>
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<tr>
<td>Clerk of Pastoral Care</td>
<td></td>
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<tr>
<td>Clerk of Worship and Ministry</td>
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<tr>
<td>(Asst. Clerk of Meeting)</td>
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</table>

### Communications Committee

*Provide each other with feedback and support.*

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
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<tbody>
<tr>
<td>Record Editor</td>
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<td>Website Manager</td>
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<td>Database Manager</td>
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</table>

### Property Stewardship Committee

*Meet as needed to discern overall issues with the Property.*

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
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<tbody>
<tr>
<td>Clerk of Meeting</td>
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<tr>
<td>Site Manager</td>
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<tr>
<td>Resident Friend</td>
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<tr>
<td>Clerks of Property Committee, Finance Committee, and Worship and Ministry Committee</td>
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### Grant and Sharing Fund

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<th>Role</th>
<th>Position</th>
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<tr>
<td>Clerk of Meeting</td>
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<td>Clerk of Worship and Ministry</td>
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<tr>
<td>Clerk of Pastoral Care</td>
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</table>
JOBS & COMMITTEES
Adult Education Coordinator
(Position under the care of Worship and Ministry)

Purpose
Schedule people to lead Adult Education

Term
No term.

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

Specific Duties
1. Ascertain what topics or people the Meeting are interested in learning about.
2. Contact people to lead sessions for Adult Education.
3. Provide Announcement Clerk with list of topics.
4. Provide list of scheduled topics to Worship and Ministry, Database editor and person posting on the OGM website calendar.
5. Make sure that, when appropriate, sessions are recorded and stored.
6. Be present to facilitate sessions or appoint someone else when necessary.
7. Make sure to provide a balance of spiritually-inclined sessions (worship sharing, singing, spiritual journeys) and social justice sessions.
Announcement Clerk

**Purpose**
Ensure the smooth operation of Meeting for Worship. Welcome visitors. Make appropriate announcements after Meeting for Worship.

**Term**
One month.

**Qualifications**
Active member or attender with good judgment and a loud voice. Appointed by Worship and Ministry Committee.

*Note: Worship and Ministry provides specific directions, which may change periodically.*

**Duties before and during meeting**
1. Arrive early to read through and sort announcements placed in the basket or on the front table into two groups: Group 1 is OGM announcements / events and wider Quaker community events; Group 2 is other social action or political announcements. Put extra copies of the monthly announcement sheet in the library.
2. Update the bulletin board, removing outdated information and arranging those items that directly pertain to Meeting business.
3. On the First Day of the month, place copies of the Query for the Month on the benches; read the Queries for the Month during the first 15 minutes of Meeting for Worship; return the Queries to the library cabinet next to the restroom.

**Duties after meeting**
1. Introduce yourself as the Announcement Clerk for the month of ______.
2. Ask if the children have anything to present from First Day School.
3. Welcome visitors and anyone back after a long absence. Ask them to introduce themselves and tell where they are from. (Repeat their names.)
4. Pass around the little box with temporary name tags in it. Note that name tags help all of us to greet each other more easily.
5. Ask new people to sign the guest book and tell them that if they want to receive the Meeting’s newsletter, they should write “yes” in the last column of the guest book, and make sure that their email address is legible.
6. Read the Quaker announcements (Group 1); read it all. Use good judgment if announcements for Quaker events are offered from the floor. For Group 2 social action announcements, read the title, the date, and the name of one proponent. Ask the proponent(s) of the announcement to raise their hands so that interested parties may approach them for conversation during fellowship.
7. Ask members of Worship and Ministry and Pastoral Care to raise their hands, so they can greet newcomers during fellowship. Announce also that on the third First Day, there will be “After Words” at 12:45 in the meeting room, when members of Worship and Ministry will be available to answer questions about Quakers in general and OGM in particular.
8. Remember to ask for donations occasionally and always invite everyone for refreshments and fellowship in the social room. Return the basket and name tag box (and queries, if applicable) to the cabinet in the library.

January 2019
Archivist

(Faith and Practice, pp. 110, 217)

This job may be combined with that of the Recorder. This job may also be split between two co-archivists, particularly when one is more focused on the electronic/computer aspects of the position.

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 any of the following and deposit them in Pacific Yearly Meeting’s archives at Whittier College Library.
2. Minute Clerk: Official Minutes over three years old, including Treasurer’s reports; letters sent by the Meeting; Minutes of the meetings of the Corporation of Orange Grove Monthly Meeting
3. Recorder: Membership list, copy of questionnaire sent to PYM’s Statistical Clerk
4. Ensure that Meeting’s legal documents, such as deeds, legal correspondence, contracts, etc. are collected, and arranged in an accessible means of archiving them.
5. Review our historical archives. As led, provide consolidated or summarized versions of our history, such as the history of our minuted actions developed for the Centennial.
6. Determine the best means of organizing and storing our archived documents.

Electronic Archivist
Develop and maintain an electronic archive of the items above, and any other meeting documents, such as the meeting newsletter (the Record), the Meeting Directory, etc.
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. The job of Assistant Clerk in 2018-2019 is described below.

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 18, item 12.)
4. If the Clerk wishes, serve as a member of Grant and Sharing Funds.* (See Clerk’s job description, page 18, 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.
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
No term.

Qualifications
Active member or attender of Meeting.

Specific Duties
1. Advise members and attenders and help them clarify procedures for the 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 Committee.
4. Assist in burials in the common plot.
5. Help arrange for delivery of ashes, if desired.
6. Arrange for someone to dig a hole 18” deep in the common plot. A posthole tool is useful for this.
7. Help with graveside service, if desired.
8. Send completed burial form to State Department of Health and Social Services.
10. Develop and update a brochure explaining the functions of the Committee and the procedures of Meeting with respect to burial and memorial services.
11. Present requests for burial of non-members in the Meeting burial grounds to Monthly Meeting for approval. Maintain records of such approvals.
13. Make annual report to Meeting for Business in May.
Children’s Education Committee

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

Term
Two years.

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. Secure 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 the 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 to communicate 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.
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.

**Term**
Two years.

**Qualifications**
Knowledge of Friends’ practices, aptitude and interest in children’s education, ability to work with a support committee, organization and budgeting skills. Strong preference is given to candidates who have served on Children’s Education Committee, or have experience teaching or working with children.

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 is paid 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.
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 childcare workers are present for Adult Education and First Day School when requested.
Children’s Education Coordinator Support Committee

Purpose
To support the Children’s First Day School (FDS) and the Coordinator

Term
Two years.

Qualifications
Knowledge of Friends’ practices, interest in children’s education. Hiring experience on the part of some members of the Committee is desirable.

Specific Duties
1. Support and supervise the FDS Coordinator.
2. Facilitate and filter communications between the Meeting and the FDS Coordinator.
3. Provide mediation if necessary.
4. Update and maintain the job description of the FDS Coordinator.
5. 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.
6. When necessary function as Hiring Committee for new Co-coordinator.

Process for Hiring a new Children’s FDS Coordinator
1. Appoint and oversee an ad hoc committee to search for and interview candidates for the position which will bring forward a selection 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
Two years, 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. Serve as Director and President of the Corporation; make sure that the annual meeting of the Corporation is held each year.
11. 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.
12. Serve as a member of Sharing Funds with the Assistant Clerk* and the clerks of Pastoral Care and Worship & Ministry.
13. 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 Sharing Funds will consist of the Clerk and the Clerks of Pastoral Care and Worship & Ministry.
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 email account.

Term
Two years.

Qualifications
Computer literacy, or commitment to learn.

Specific Duties
1. Check email account and send out messages received as needed. Provide for back-up coverage when not able to monitor account.
2. Update database and e-mail address book
3. Send mailing labels and/or copy of database upon request.
4. 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 name tags, 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. Send Guidelines for Electronic Communications (see Appendix) and Procedures for Using OGM’s Email List to new Clerks and Representatives (July)
9. Update Western Friend subscription list (arrives in October), verify with Recorder, and return to Western Friend’s editor. Advise the Treasurer to send check to Western Friend.
10. Contact those in the Meeting directory periodically asking for a positive response in order to remain listed.
11. Serve as a member of the Communications Committee.

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

Two to four Friends (members or attenders) with an interest in nurturing the community of Orange Grove Meeting by encouraging and facilitating fellowship* among members and attenders.

**Purpose**

Organize the weekly fellowship at rise of meeting and provide support or coordination for special events.

**Term**

No term.

**Qualifications**

Active member or attender of Meeting; interested in fellowship activities. Friends can serve in general or take on one or more specific duty.

**Specific Duties**

**Weekly Fellowship (1 or 2 Friends):**

1. Organize the weekly fellowship at rise of meeting by soliciting volunteers (through a sign-up sheet, announcements, the Orange Grove Record and/or email list) and reminding Friends via email of their commitments.

**Special Events (1 or 2 Friends):**

1. Organize, or assist in promoting, annual events such as the Christmas Potluck, Easter Egg hunt, Fall swim party, or other events.
2. For special events such as weddings, funerals, member welcoming, SCQM or PYM events, answer questions and/or acquaint the Friends or Committees sponsoring the event with the layout, practices and Fellowship resources of Orange Grove. Coordinate with the Resident Friend or Site Manager(s) on opening and closing the property. As led, assist in the event itself.
3. As lead, initiate and promote new events, clubs, Friendly 8’s, Solstice or other seasonal celebrations and parties such as Baby Welcomings or birthdays,

**Larder (1 Friend):**

1. Keep the pantry and kitchen supplied with paper goods and necessities such as cups, napkins, coffee, cream, etc.

*Fellowship: friendliness, camaraderie, comradeship, community*
Finance Committee

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

Term
Two years.

Qualifications
Active member or attender of Meeting, business acumen. The Clerk of the Finance Committee (FC) must be a member of Orange Grove Meeting and have the ability to work closely with the Treasurer.

Specific Duties
1. Discuss committee budgets with each clerk in September. Develop a budget for Meeting to be presented to Meeting for Business in November and brought back for approval in December.
2. Manage the Meeting funds and investments.
3. Provide for financial appeals for support of the Monthly Meeting among members and attenders as becomes necessary.
4. Provide oversight for funds managed on behalf of other organizations such as Casa de los Amigos.
5. Provide oversight for funds of 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.

Additional duties of the Clerk of the Finance Committee:
1. Maintain communication with all members of FC (usually by email). Call Finance Committee 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 Meeting for Business in February. (Treasurer will include this report in the report to the Corporation.)
5. Mail end-of-year acknowledgement letters to all contributors in cooperation 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 Director of the Corporation.
Library Committee

Purpose
Maintain the meeting Library in consultation with Worship and Ministry.

Term
Two 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](http://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](http://www.librarything.com/catalog.ogmlibrary)
Name: ogmlibrary
Password: onefirstday1one
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
Two 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:

   Hardcopies
   1. Official copy, printed on acid free paper and signed by the Clerk (indicating agreement with the minutes as written) and the Minute Clerk. Added to the Minute Book, together with other documents pertinent to the Minutes.
   2. Placed in the unofficial minute notebook kept in the library for all to review.

   Electronic copies
   1. Emailed to all officers of the Meeting including the Website manager who is responsible for distribution to email list.
   2. Uploaded to the Meeting’s archives on the cloud.
   3. Provide for storage of previous years' Minute books. Those more than three years old are to be stored with the Meeting's archives.
   4. 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.
   5. Call on any qualified member of Meeting to act as Minute Clerk in your absence.
   6. Serve as a Director and Secretary of the Corporation.
Nominating Committee

(Faith and Practice pp. 112-114)

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

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.

General
1. Determine needs of meeting, and generate names of officers, clerks, and representatives.
2. Names are presented for a first reading, then held over for a month to allow concerns to be expressed to Nominating Committee. If no concerns have been raised or any raised concerns have been addressed, the names are read for a second time at a subsequent Monthly Meeting.
3. Begin reporting 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 email list. Continue reporting each month until all positions have been filled.

Specific Duties
1. Maintain a current list of committee clerks, members, and representatives. Publish in Orange Grove Record, the Orange Grove Directory, and distribute to the email 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. Advise Pastoral Care Committee to bring these recommendations to Meeting.
5. Periodically ask clerks to advise Nominating Committee of any changes that should be made to their job description. Maintain and revise Job Description Manual as becomes 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 resignations and replacements of non-active committee members.

See Minuted Nominating Committee Guidelines in the Appendix.
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
Two years.

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 with another member or attender of meeting. Provide oversight of the 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 Clearness Committees for the purposes of membership or marriage, and to help members and attenders find clarity in their personal lives. Upon request, form 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 Committee.
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 Communications Committee.

Additional Duties of the Clerk of Pastoral Care
1. Serve as a member of the Naming Committee.
2. Serve as a member of Sharing Funds.
3. Serve as a Director of the Corporation.
4. Upload Pastoral Care documents for archival purposes.
Peace and Social Concerns Committee

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

Term
Two years.

Qualifications
Interest in the peace, environmental, and social concerns of the Meeting.

Specific Duties
1. Conduct P&SC meetings and actions in the Spirit of worship, be open to the leadings of the Spirit and use the Pacific Yearly Meeting’s Faith and Practice as a guide.
2. Facilitate discernment, encourage dialogue, and recommend action to the Meeting. Carry out the instructions of Meeting in regard to those recommendations.
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 (AFSC), the representatives of Friends Committee on Legislation in California (FCLCA) and Friends Committee on National Legislation (FCNL), and other appropriate groups, so that the information may 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. Representatives to AFSC, FCLCA, FCNL, Union Station, and the Friends in Deed should be ex officio members of this committee.
9. Make an annual report to the Meeting for Business in March. Include in this report highlights from the reports made to P&SC committee by the representatives to AFSC, FCLCA, and FCNL.

AFSC’s website is http://www.afsc.org.
FCNL’s website: http://www.fcnl.org/index.htm
FCL’s website is http://www.webcom.com/~peace/PEACTREE/fcl/fclhome.html

January 2019
Property Committee

Purpose
Care and maintenance of the property owned by the Meeting.

Term
Two years.

Qualifications
Member or attender of the Meeting with an active interest in the stewardship of the Meeting’s property (including the cemetery).

Specific 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 Meeting’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 (significantly large) purchase or repair. As a general rule, the committee will come to the Meeting for Business automatically for any purchase or repair costing more than $5,000. But it will also come to the Meeting for approval of purchases and repairs that cost more than $2,000 if that cost seems significantly large in any given instance. (Members understand that the Meeting has delegated responsibility for maintaining the buildings and grounds to the Property Committee and that the Meeting does not wish to micro-manage the process.)
6. Obtain at least two bids for any purchase or repair costing $2,000 or more.
7. Hire and supervise maintenance and repair persons and contractors, and to supervise volunteers as needed.
8. Work closely with the Site Manager and the Resident Friend on matters relating to the property.
9. Organize workdays as necessary.
10. Report to the Finance Committee by mid-October each year on expenses that the Committee incurred during the past year, and propose a new budget for the next year.
11. Develop and present to the Monthly Meeting a long-range plan for the maintenance of, and capital improvements to the property.
12. Maintain the Meeting’s cemetery.
13. Make an annual report to the Corporation and Meeting for Business in February.

The clerk of the Property Committee is ex officio on the Property Stewardship Committee.
Property Stewardship Committee

(Approved by Meeting for Business March 10, 2013)

Purpose
Coordinates discernment on issues relating to use of the Meeting’s property and facilities.

Term
Ex officio membership.

Qualifications
Committee is composed of ex officio members

The Clerk of Meeting serves a clerk of the Committee. The other members of the Committee are the Clerks of Property Committee, Finance Committee, and Worship and Ministry Committee; Site Manager; and Resident Friend.

Specific Duties
1. 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.
2. Develop and implement guidelines for the establishment of fair and sustainable rental rates.
3. Upon request, help resolve differences of agreement relating to property usage and management issues.
4. 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.
5. At times, other property-related issues might be addressed by Property Stewardship Committee before going to Meeting for Business.

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.
Record Editor

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

Term
Two years.

Qualifications
Self-motivated individual with an interest in creating a magazine which reflects and reports Orange Meeting’s activities, concerns, and personal achievements. The Editor must be able to design and produce a newsletter which can be delivered in hardcopy to the Meeting electronically through the email list.

Specific Duties
1. 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 and edit into newsletter form.
4. 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.

The Record Editor serves on the Communications Committee.
Recorder

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
Two years.

Qualifications
Active member or attender 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, whether or not they are members of the Meeting. Any changes to the membership, such as births, deaths, transfers, releases, or marriages, shall be promptly recorded.
2. Complete an annual questionnaire from the Statistical Clerk of PYM, 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 information covering the number of members in order that the assessment to PYM may be figured and budgeted.
5. Make annual report in May to Meeting for Business, including the statistical report to PYM.
6. Follow the procedures otherwise recommended by PYM’s Faith and Practice.
7. Serve as a Director of the Corporation.
Resident Friend Support Committee

Purpose
Provide for smooth communication between Meeting and Resident Friend.

Term
Two years.

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

The Site Manager is an ex officio member of this committee.

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. Request that the Resident Friend attend meetings of the Committee as necessary.
5. In consultation with the Site Manager, arrange for coverage should the Resident Friend become ill and unable to perform his/her duties.
6. Confer with Resident Friend in February of the contract renewal year regarding renewal plans and report the results to Meeting for Business.

When the current Resident Friend’s contract will not be renewed, the Committee forms and oversees an Ad Hoc Hiring Committee. Friends do not need to be members of the Resident Friend Committee in order to serve on the Ad Hoc Hiring Committee, however, at least one member of the Resident Friend committee should serve on the Ad Hoc Hiring Committee.

Specific Duties of the Ad Hoc Hiring Committee
1. Conduct a search and interview candidates for the Resident Friend position. Once a suitable candidate has been identified, bring the candidate’s name to the Resident Friend Committee for their consideration.
2. Once approved by the Resident Friend Committee, bring the candidate’s name to Meeting for Business.
3. Once approved by the Meeting for Business, develop a contract between the Resident Friend and the Meeting in consultation with the approved candidate.
4. Have the contract signed by the Clerk of Meeting, the Clerk of the Resident Friend Committee, and the Resident Friend.
5. Train the new Resident Friend, including input from the prior Resident Friend.
Resident Friend

Purpose
Provide a Quaker presence on the Meeting property, including assisting with Meeting activities and oversight of routine property maintenance.

Term
Depends on length of contract.

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; ability to use a fire extinguisher. Also desirable are knowledge of Pasadena-area social services and emergency services, ability to perform CPR, and basic conversational Spanish.

The position includes a rent-free, unfurnished, two-bedroom apartment on the Orange Grove property, including stove, refrigerator and utilities. The Meeting will provide local phone and internet service within the apartment. The Resident Friend shall have three weeks of vacation each year. Meeting will make a contribution toward health insurance coverage, if necessary.

Specific duties
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 obtain user agreements.

Assist with Meeting business and activities
1. Sort and distribute Meeting mail.
2. Serve as ex officio member of Fellowship, Property, and Property Stewardship Committees.
3. Unlock and lock the Meetinghouse and other buildings each day.
4. Maintain the master calendar for use of Meeting property.
5. Resolve any problems resulting from the use of Meeting property (such as issues with cleaning up or locking up) through discussions with the appropriate contact person(s) and/or the Site Manager.
7. Report on site activities to Meeting for Business annually.
8. Ensure that a substitute has been arranged for during vacation or other absences and that a memo of duties has been completed and given to the substitute. In addition, notify all tenants of forthcoming absence.

Responsibility for routine property maintenance and functions
1. Make sure the Meetinghouse and grounds are clean and ready for all meetings and events to be held on the premises, and that buildings are secure and locked when not in use; take out trash barrels when necessary.
2. Supervise gardeners and cleaning crews.
3. 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.

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4. Work with Property Committee to arrange appropriate and convenient times for meeting workers hired by Property Committee.
5. Meet with Resident Friend Committee and Site Manager as needed.
6. Do minor maintenance as needed (replace light bulbs, assure pilot lights are turned on and off at appropriate times, replace the batteries in smoke detectors, etc.).
7. Set up tables and chairs for Potluck Sundays.
8. Serve as the first line of response in the event a situation on the property requires action. For example, report to site manager and Property Committee if a person is loitering, camping, or otherwise making inappropriate use of the property; if a tenant or user reports a problem, pass the information on to the appropriate person/committee in a timely manner.
9. Purchase supplies as needed (paper towels, light bulbs, toilet paper, kitchen supplies, etc.) Arrange for reimbursement with relevant committee clerks.
Site Manager

Purpose
Coordinate and manage the use of Orange Grove Meeting facilities.

Term
Two years.

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

Specific duties
1. Respond to requests for use of Meeting facilities.
2. Evaluate the appropriateness of requests for use of Meeting facilities in accordance with Issues to Consider for the Right Use of OGM Property, approved by Meeting for Business May 2015 (see Appendix).
3. Follow other guidance as approved by the Meeting (see Appendix).
4. Work with potential users to complete the Site User Agreement form. Review completed forms.
5. Maintain current contracts and agreements with lessees.
6. Make sure that lessees’ insurance is current.
7. Coordinate scheduling the use of the facility with the Resident Friend.
8. Present monthly reports to Property Committee.
9. Present yearly report to Meeting for Business regarding use of Meeting facilities during the preceding year.
10. Serve as an ex-officio member of Property Committee, Resident Friend Committee, and Property Stewardship Committee.
11. In consultation with the Resident Friend Support Committee, arrange for coverage should the Resident Friend become ill and unable to perform his/her duties.
Treasurer

Purpose
Receive and disburse funds for Orange Grove Monthly Meeting

Term
No term.

Qualifications
Active member of Meeting, skills 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 Meeting bank accounts, reconcile bank statements, and maintain needed records.
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 the 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 the end of the year, in cooperation with the Clerk of the Finance Committee, 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 and 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 each Meeting for Business. This responsibility is shared with the Clerk of the Finance Committee.
7. Attend meetings of the 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 a Director and Treasurer of the Corporation.
Website Manager

Purpose
To maintain the Meeting’s website on the Internet so that it is visible to attenders, members, and visitors.

Term
Two years.

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 providers to host the Meeting website.
2. Maintain the domain name in the ownership of the Meeting.
3. Keep the website posted on the Internet and visible to visitors.
4. Increase visits to the website using the techniques of Search Engine Optimization.
5. Maintain links and other functions of the website.
6. Maintain website security against hacking as well as security of contact info of members and attenders on webpages.
7. Design new and revised pages as needed by the Meeting.
8. Coordinate with content-providers and provide member/attender access to periodic publications like the Orange Grove Record, Member Directory, Minutes for Meeting for Business, and so on.
9. Provide copy-edited content for pages such as the homepage when there is no other Friend whose responsibility it is to provide the content.
10. Serve as ex officio member of Communications Committee.
Worship and Ministry Committee
(Faith and Practice pp. 114-116)

Purpose
Foster and strengthen the spiritual life of the Meeting.

Term
Two years.

Qualifications
Active member of Meeting with sensitivity to the leadings of the Spirit.

Specific Duties
General:
1. Strengthen the spiritual life of the Meeting, using the Pacific Yearly Meeting’s Faith and Practice as a guide, by example, educational programs, retreats, eldering and other appropriate means.
2. Act as a liaison between Friends Western School and Orange Grove Meeting.
First Days:
1. Provide written copies of the Adult and Children’s Queries in Meeting on the first First Day of every month.
2. Coordinate Adult education.
3. Recruit and orient Announcement Clerks.
4. Be available after meeting to greet visitors and answer questions about Friends.
Support Members:
1. Encourage members and attenders to visit other Meetings on their travels. Encourage members to carry letters of introduction or travel minutes.
2. Encourage members and attenders to go to Yearly and Quarterly Meetings and other gatherings of Friends.
3. Allot moneys from the Travel & Scholarship and Special Grants funds to those who request them to attend Quaker-related events or classes. Report use of these funds to Monthly Meeting.
Strengthen Meeting Relationships:
1. Plan retreats approximately every two years.
2. Oversee and provide inter-visitation with Worship Groups and Preparative Meetings that are under the care of the Monthly Meeting.
3. From time to time listen to reports from committee liaisons to W&M.
Meeting Business:
1. Make annual report to Meeting for Business in June.
2. Prepare the annual State of Meeting report in time for approval by the April Business Meeting. First reading is traditionally in February, with a revised report in March, and if necessary a final report for approval in April. Once approved, forward a copy of the report to the SCQM Ministry & Counsel Committee to be read at spring Quarterly Meeting (usually held in late April).
Additional Duties of the Clerk of Worship & Ministry:
1. Serve as a member of the Naming Committee.
2. Serve as a member of the Sharing Funds.
3. Serve as a member of the Property Stewardship Committee.
Serve as a Director of the Corporation.

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REPRESENTATIVES

Orange Grove Meeting sends representatives to various larger Quaker Organizations. The general responsibilities of a representative is 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 the Meeting connected to FCL (Friends Committee on Legislation) FCL CA (FCL, California) Friends in Deed, Friends World Committee on Consultation, and Union Station.

The following are descriptions of the jobs of the Pacific Yearly Meeting and Southern California Quarterly Meeting Representatives.
Pacific Yearly Meeting Representative and Observer

(Faith and Practice pp. 2001)

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

Term
Two years starting after PYM Annual Session (usually held in July). The first year as Observer, the second year as Representative.

Qualifications
Active member or attender of meeting; able to participate in the Annual Session of the Yearly Meeting during the summer and Representative Committee Meeting in March of each year. Familiarity with, or prior attendance at the Annual Session is helpful. Facility with and accessibility to email is essential.

Specific Duties
1. The Representative attends Representative Committee Meeting in March and the Annual Session during the summer, bringing concerns from the Monthly Meeting to the Yearly Meeting, if needed.
2. Reports on Annual Session at the October Meeting for Business.
3. Serves as a liaison between Pacific Yearly Meeting and Orange Grove Meeting. This may involve bringing items from various PYM committees to OGM for consideration and feedback.
4. Encourage participation of Monthly Meeting members and attenders in the work and activities of the Yearly Meeting.

Suggested Tasks
1. Represent the experience, concerns, and needs of the Monthly Meeting at RepCom, Annual Session, and directly to the committees and officers of PYM.
2. Participate in seasoning and decision-making of RepCom and Annual Session.
3. Educate the Monthly Meeting on the workings and purposes of the Yearly Meeting.
4. Help facilitate Orange Grove Friends’ attendance at PYM events by assisting with transportation and scholarship needs.
5. Remain informed about and engaged in the life of the Monthly Meeting and the Yearly Meeting.

PYM’s website: https://www.pacificyearlymeeting.org/

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Southern California Quarterly Meeting Representative and Alternate

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

**Term**
Two years. The first year as Alternate, second year as Representative.

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

**Specific Duties**
1. Attend all gatherings of the Quarterly Meeting, including meetings of the Quarterly Meetings for Business. Participate as the Spirit leads. Arrange for the Alternate to represent Orange Grove Monthly Meeting if unable to attend.
2. Listen and respond to concerns with attention to the Spirit. Voice any concerns that arise.
3. Announce all upcoming SCQM events to Orange Grove Monthly Meeting and encourage members and attenders to attend these events.
4. Report to Orange Grove Monthly Meeting following each SCQM event.
5. Serves as a liaison between Quarterly Meeting and Orange Grove Meeting. This may involve bringing items from various SCQM committees to OGM for consideration and feedback.

SCQM’s website: [http://scqm.org/](http://scqm.org/)
APPENDICES
# Annual Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Events and Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>New Officers, Clerks and Committees begin. Instruct PYM Rep; note PYM attenders in July Business meeting minutes. <em>Annual Report: Children’s Education</em></td>
</tr>
<tr>
<td>August</td>
<td>No Business Meeting. (The business meeting schedule for July/August dependent on PYM schedule)</td>
</tr>
<tr>
<td>September</td>
<td>First Day school begins. Treasurer requests input from committees on their budgets. P&amp;SC presents first reading of Outreach Budget for the following year.</td>
</tr>
<tr>
<td>October</td>
<td>Committee budgets submitted to the Finance Committee. Southern California Quarterly Meeting. P&amp;SC presents Outreach budget for approval. <em>Annual Report: PYM Representative</em></td>
</tr>
<tr>
<td>November</td>
<td>Finance committee presents budget to Business Meeting. <em>Annual report: SCQM Representative.</em></td>
</tr>
<tr>
<td>December</td>
<td>Meeting Budget Approval. FCL Representative’s report. <em>Annual Report: Pastoral Care</em></td>
</tr>
<tr>
<td>January</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Annual Meeting of the Corporation (Includes brief Treasurers and end of year Financial Report.) Meeting for Business: <em>Annual Report: Property and Communications committees</em></td>
</tr>
<tr>
<td>March</td>
<td>Nominating Committee presents slate to Business Meeting for first reading. Naming committee presents names for Nominating Committee. Worship &amp; Ministry presents first</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>Nominating Committee presents slate to Business Meeting for approval. Second reading of the State of the Meeting report. <em>Annual Report: Animal Kinship, Union Station</em></td>
</tr>
<tr>
<td>May</td>
<td>Approval of the Nominating Committee report from Fourth Month. Further nominations as needed. Southern California Quarterly Meeting. <em>Annual Report: Burial Committee.</em></td>
</tr>
<tr>
<td>June</td>
<td>First Day School ends. Approval of the Nominating Committee report from May. <em>Annual Report: Worship and Ministry, Resident Friend</em></td>
</tr>
</tbody>
</table>
General Responsibilities of Committee Clerks

(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 the 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. Attend Monthly Meetings for Business and submit written reports on the work of the committee to Clerk and Minute Clerk when appropriate.
6. 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.
7. 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 the 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 51.)
10. Send announcements about the 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.
12. See also “General Policies Relating to Meeting Jobs”
General Policies Relating to Meeting Jobs

The numbers attached to some of these items are Minute numbers.

**Bringing matters for action to Meeting for Business**
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.

**Ending term of service**
When your term of service ends, pass all minutes and other data on to incoming job holder.

**Mail folders**
All officers, representatives, and committee clerks: check and empty your mail folder frequently.

**Meeting Work Days**
99.40 No other activities or meetings are to be scheduled on Meeting workdays.

**Updating Job Descriptions**
Advise Nominating Committee of any changes in your (your committee’s) job and of any written guidelines and/or procedures that might be usefully included in our Job Description Manual.
Guidelines for Electronic Communications

Revised August, 2015
Initial editors, Jane & Dan

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.

6. If anyone is unwilling to accept Meeting communications, a message to the Database Clerk would be appropriate.
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 the Nominating Committee serve no more than two consecutive two-year terms; members of Oversight* 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 interests 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 Committee
Guidelines for Site Manager

Rentals
- 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.
- No charge for Quaker related organizations using space, unless they are moved to make a donation.
- Donation expected from members or attenders using space for a purpose other than Meeting business.
- 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. In June of each year we review and discuss the success of community outreach.