

NEW GARDEN FRIENDS MEETING

Monthly Meeting Handbook 2011

(as of June 5, 2011)

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The Monthly Meeting Handbook is an attempt to clarify the way the meeting functions and raise the consciousness of all members and attenders about how our various ministries can be enhanced.

A Friends meeting is ideally more Spirit-led than organized and is not bound by a particular set of rules and regulations. However, George Fox, our founder, had a strong sense of the way meetings could operate effectively without restricting the freedom of the Spirit, and some of these ideas are still apparent in our present structures. Following the Quaker way does require some familiarity with the historic procedures.

Sixth Month, 2011

TABLE OF CONTENTS

I. Monthly Meeting	4
II. Monthly Meeting Officers	4
III. Representatives	5
IV. Meeting on Ministry and Counsel	6
V. Committees:	6
A. Tenure	6
B. Directions to Committees	7
C. Committee Duties	7
1. Coffee Fellowship	7
2. Finance and Stewardship	8
3. Grounds	8
4. Hospitality	9
5. House	9
6. Investments	9
7. Literature/Library	10
8. Long Range Planning	10
9. Memorial Receptions	11
10. Music	11
11. New Garden Cemetery Association	12
12. Newsletter	12
13. Nominating	13
14. Personnel	12
15. Quaker Relations	13
16. Religious Education	13
Young Friends	
Little Friends	
Adult Education	
17. Scholarship	15
18. Social Concerns	15
Earth Care	
19. Special Events	16
20. Trustees	16
21. Ushers, Greeters and Sound System	16
22. Website	17

I. MONTHLY MEETING

- A. The Monthly Meeting, consisting of all persons who are recorded upon its lists of members, holds monthly sessions for the transaction of business. Each member has the privilege and obligation to participate in the deliberations and work of the Meeting.
- B. The practice of holding meetings for business following a period of worship opens the way for a continuation of the state of religious fellowship experienced during such a period. The same reverent waiting that operates in the meetings for worship is also helpful in seeking divine guidance and unity of spirit and action in the transaction of business.
- C. The Monthly Meeting is charged with the administration of the affairs of the Meeting, and has authority to adopt and carry out measures for the nourishment of the spiritual life and work of the body; to receive, transfer and dismiss members; to consider and act upon all questions affecting the membership; and to hold and administer real estate and other property for the use of the Meeting.
- D. All business of the Meeting is acted upon by the Monthly Meeting. It may delegate matters to various committees for study and recommendations, but the Monthly Meeting retains the authority to supersede the action of these committees.

II. MONTHLY MEETING OFFICERS

TENURE: Officers of the Monthly Meeting shall be appointed annually. In order to avoid prolonging unduly the services of officers, there shall be in most cases a limitation of five consecutive years in one office.

The **PRESIDING CLERK** presides at regular Monthly Meeting for Business, assures that the business is properly presented to the Meeting for its consideration, announces decisions when made, and signs documents on behalf of the Monthly Meeting.

The **ASSISTANT PRESIDING CLERK** assists the Presiding Clerk and serves as substitute in the Clerk's absence.

The **RECORDING CLERK** keeps an accurate set of minutes, showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in a permanent file.

The **ASSISTANT RECORDING CLERK** assists the Recording Clerk and serves as a substitute in the Clerk's absence.

The **TREASURER**, working closely with the Office Manager, collects all moneys coming into the Meeting from all sources, makes deposits, oversees the receipt and disbursements of all funds for the annual budget and special gifts in consultation with the Finance and Stewardship Committee; keeps a regular account of money so

received and disbursed and presents an operating statement to Monthly Meeting each month and a financial statement at the end of the fiscal year; also serves as an additional member of the and Stewardship Committee and the Investments Committee.

The **ASSISTANT TREASURERS** assist the Treasurer.

The **HISTORIAN** is available to answer questions relating to the history of the Meeting, do relevant research, file memorials and other materials of historical significance appropriately.

III. REPRESENTATIVES

Representatives are appointed to several organizations. They stay in touch and report back on needs and relevant information. Persons appointed as representatives to North Carolina Yearly Meeting, New Garden Quarterly Meeting, Friends Committee on National Legislation (FCNL), American Friends Service Committee (AFSC), Piedmont Friends Fellowship (PFF), and Quaker House need to report to the New Garden Quaker Relations Committee at least quarterly. It would be best if a representative could attend a Quaker Relations meeting to do this, but a written report would be acceptable. If there is more than one representative to an agency, such as Quaker House, it would be fine for just one to attend the Quaker Relations meetings. Representatives to Rockingham Friends Preparative Meeting and the Shepherd's Center report to Monthly Meeting for Business, preferably at least twice a year. Representatives named to North Carolina Yearly Meeting Ministry and Counsel are named directly by New Garden Meeting on Ministry and Counsel and report back to Meeting on Ministry and Counsel.

In appointing representatives, the Nominating Committee tries to follow the guidelines of the specific organizations with respect to the number of representatives requested and length of tenure.

1. North Carolina Yearly Meeting
2. New Garden Quarterly Meeting
3. Friends Committee on National Legislation
4. American Friends Service Committee
5. Piedmont Friends Fellowship
6. Quaker House
7. Rockingham Friends Preparative Meeting
8. Shepherd's Center
9. North Carolina Yearly Meeting Ministry and Counsel

In appointing representatives, the Nominating Committee follows the guidelines of the above organizations with respect to number of representatives and tenure.

IV. MEETING ON MINISTRY AND COUNSEL

- A. The Meeting on Ministry and Counsel is composed of 12 individuals nominated by the Nominating Committee and approved by Monthly Meeting. The Nominating Committee should assure that nominees represent a diversity of age, gender and New Garden experience. These appointees serve for a three-year period with four rotating off each year according to length of service. The clerk, assistant clerk and recording clerk are selected for each following year by the outgoing members.
1. The pastoral minister and the Meeting clerk also serve on this committee.
 2. Recorded and ordained ministers in the Meeting may serve as appointed or unofficial members on Ministry and Counsel and participate as they feel led.
- B. It is the responsibility of this body to have general care of the spiritual welfare and religious work of the Meeting. The members should be especially concerned with the ministry of the Meeting and be sensitive to special problems within the Meeting and its membership, providing counsel when appropriate. The following oversight responsibilities will contribute support to the Meeting on Ministry and Counsel Committee as it pursues its broader responsibilities:
1. Meeting for Worship programs
 2. Nurture of the pastoral minister
 3. Caring Friends programs which supplement pastoral care to members and attenders
 4. Preparation of an annual "Meeting Spiritual Condition" Report
 5. Preparation of written memorials
 6. Consider new member requests and make recommendations to Monthly Meeting
 7. Plan retreats as the Committee feels led
- C. Meetings of Ministry and Counsel are held on Wednesday evenings immediately before the next Monthly Meeting.
- D. The Ministry and Counsel Recording Clerk is responsible for recording adequately detailed written minutes of each meeting and making them available for comment to the Committee within a reasonable time frame following the subject meeting. After approval, the Recording Clerk should send a final copy of the minutes to the Meeting Office Manager who will place a copy in a permanent file and send additional copies to Quarterly and Yearly Meetings.

V. COMMITTEES

A. TENURE

Committee clerks shall (in most cases) be appointed for a period of one year. It is the North Carolina Yearly Meeting policy for the clerk to serve no longer than five years. Committee members shall serve for a period of three years, one-third being appointed each year. Rotation in office and to different committees is recommended to contribute to the training of new members and the spreading of responsibility

among the membership. The committee year runs from July 1 to June 30.

B. DIRECTIONS TO COMMITTEES

All committees are encouraged to hold an organizational meeting within thirty days after the beginning of the year (July 1) and after their approval by Monthly Meeting. Such a meeting should be reported to the next regular Monthly Meeting.

The clerk should make clear the committee's responsibilities in the following areas:
The nature and extent of the work to be done.

The resources that the committee has at its disposal.

The amount of decision-making authority delegated to the committee.

Each committee should:

- ♦ Clear with the Meeting office its meetings and program dates.
- ♦ If funding is approved by Monthly Meeting for Business, submit an annual budget to the Finance and Stewardship Committee as part of the fall budget request process.
- ♦ Present regular reports to Monthly Meeting and refer special projects to Monthly Meeting for approval.
- ♦ Present vouchers to the office as authorization for expenditures.
- ♦ Keep minutes of meetings and a record of all expenditures.

Monthly Meeting for Business has strongly recommended that committees refrain from holding meetings on First Day (Sunday) mornings between 9:30 and 10:30 when Religious Education programs are being held. If a committee must hold an *ad hoc* "called" meeting at that time, it should be for "some timely matter that needs attention before your next scheduled regular meeting." Meetings should not be scheduled then just for convenience. A better time would be following the rise of Meeting for Worship, about 12 noon.

C. COMMITTEE DUTIES

1. COFFEE FELLOWSHIP COMMITTEE

On First Day (Sunday) mornings committee members set up the coffee station, prepare coffee and hot water for tea and cocoa for the 10:30–11:00 fellowship time in Friendship Hall. Members: a) put tea, cocoa mix, sugar, sweeteners, and cookies from the pantry onto the coffee station table, b) bring out cups, and c) provide half-and-half/milk in a pitcher, and d) provide juice when available. A basket is also set out for donations for the Free Market Coffee. Donations are then given to the Religious Education Coordinator as she purchases the supplies. Members clean up the station, run the cups and carafes through the dishwasher, and return supplies to the pantry. Each member of the Committee should be available to cover two months of each year on a rotating schedule. Members may seek substitutes as necessary or swap with each other.

The Coffee Fellowship Committee has one organizing meeting each July to train members in procedures.

2. FINANCE & STEWARDSHIP

The Finance and Stewardship Committee:

- A. Reviews and evaluates spending requests from committees; evaluates spending requests from within and without the Meeting and formulates financial plans that reflect the available financial resources of the Meeting; and proposes annual financial plans to Monthly Meeting.
- B. Promotes regular, systematic giving, by organizing various methods to encourage contributions through the Stewardship Communication Subcommittee.
- C. Coordinates the Stewardship Communications Subcommittee. This subcommittee is composed of three regular members of the Finance and Stewardship Committee. The subcommittee communicates with the Meeting about financial matters and encourages giving by writing the messages to accompany mailings of the quarterly statements and by writing items for the Newsletter as needed.
- D. Promotes efficient record keeping and analysis of financial data, monitoring the total financial holdings of the Meeting, including occasional internal audit and best practices reviews.
- E. Coordinates with the Meeting Office Manager, treasurer and Investment Committee to properly carry out the financial obligations of the Meeting as determined by Monthly Meeting.
- F. Reviews the Meeting's insurance coverage.
- G. Clerk (or designated representative from the Committee):
 1. Reports regularly (at least quarterly) to Monthly Meeting.
 2. Serves on the Personnel Committee as an advisor regarding the availability of funds for staff salaries and fringe benefits.
 3. Serves as a representative to the Long Range Planning Committee.
 4. Serves on a review committee for Sampson grants.
 5. Determines sources of funds—when timing factors make it necessary—for special expenditures approved by Monthly Meeting but not included in annual financial plans.

In addition to the regularly named members, the Treasurer and Officer Manager also serve on this committee.

The Finance and Stewardship Committee meets monthly.

3. GROUNDS

The Grounds Committee is responsible and has primary oversight for all decisions of planning and maintenance of grounds, including the sidewalks and parking lot, and short term and long term planning. The Committee:

- A. Oversees the grounds at New Garden Friends Meeting.
- B. Reviews proposals to make additions or changes.
- C. Promotes function, aesthetics, and stewardship of our landscape.
- D. Serves as the initial receiver of all inquiries of changes regarding grounds.
- E. As part of the fall budget request process, submits an annual budget and funding request to the Finance and Stewardship Committee.

The Grounds Committee meets as needed.

4. HOSPITALITY

The Hospitality Committee is responsible for coordinating and staffing Monthly Meeting Meals. This committee also cooperates with the House Committee in maintenance of the kitchens. The Clerk of the Committee coordinates the work of the members on the designated day: trains members of the Committee to use the stove, oven, dishwasher, and coffeemaker and provides basic instructions on set-up and clean-up.

As part of the fall budget request process, the Committee submits an annual budget and funding request to the Finance and Stewardship Committee for general pantry supplies and refreshments.

The Hospitality Committee does not have scheduled meetings. Currently, the Office Manager of New Garden Friends Meeting makes out the assignment sheet for the year and emails or mails reminders to members prior to Monthly Meeting Sundays.

5. HOUSE

The House Committee cares for the Meetinghouse, including the parsonage. The Committee:

- A. Arranges janitorial services for the Meetinghouse.
- B. Provides for building upkeep as follows:
 - Normal maintenance and repairs are made at the discretion of the committee and funded from the budget.
 - Expenses of a large or unusual nature, or major structural changes in the building shall be referred to the Finance and Stewardship Committee or Monthly Meeting for approval.
 - The House Committee should work in coordination/consultation with the Grounds Committee on large or related projects.
- C. Regulates building usage. Works with the Office Manager and other staff to ensure proper scheduling of events on the office calendar and to set fees.
- D. Meets annually meeting with the janitor to discuss facility needs and performance.
- E. Participates in long range planning.
- F. Ensures parsonage maintenance, and considers its current and future use.
- G. Conducts environmental impact and energy efficiency improvement planning.
- H. As part of the fall budget request process, submits an annual budget and funding request to the Finance and Stewardship Committee.

The House Committee meets monthly; the date and time are determined by the Committee at the outset of each new year.

6. INVESTMENTS

The Investments Committee manages the investments of the Meeting in accordance with the "Investment Leadings" that were adopted by Monthly Meeting. Quarterly reports to Monthly Meeting are recommended but at a minimum an annual report should be provided to Monthly Meeting.

The Investments Committee meets quarterly with additional meetings on occasion to address special issues.

7. LITERATURE/LIBRARY

The Literature/Library Committee:

- A. Selects the Librarian.
- B. Updates literature racks in the Foyer of the Meeting House.
- C. Selects new book, video, and journal titles to be kept in the Library
- D. Encourages the reading of books from the Library by means of Newsletter articles.
- E. In the fall of each year, presents a budget request to Finance and Stewardship for the upcoming year.
- F. Reports to Monthly Meeting for Business on an annual basis.

The librarian:

- A. Makes the Library a warm, friendly place where children, youth, and adults can find books and other materials about Quaker history, faith and practice, information about the Quaker testimonies, religion, and limited general interest subjects.
- B. Manages the routine activities of the Library.
- C. Authorizes purchases of supplies for the Library.
- D. Renews: a) journal subscriptions, including Quaker Life, Pendle Hill Pamphlets, Quaker Theology, and others, and b) memberships in organizations such as the North Carolina Friends Historical Society.
- E. Maintains the catalog, inventory, circulation records, and the checking out of books, videos, and other materials.
- F. Suggests titles for acquisition and authorization that have been approved by the Literature/Library Committee.
- G. Reviews all donated materials and, with the assistance of the Committee, determines which ones belong in the Library's collection. The remainder are placed in the book section of the Flea Market in Norvell Hall.

The Literature/Library Committee meets quarterly.

8. LONG-RANGE PLANNING

The Long Range Planning Committee serves New Garden Friends Meeting externally and internally. Externally, it assists the Meeting with land and physical development issues related to the areas adjoining the Meeting's property.

Internally, it helps the Meeting establish a long range vision statement and review progress in addressing issues identified in the statement. This may entail reporting to Monthly Meeting about work being done by various committees related to the goals identified in the statement, recommending the establishment of special committees as needed, or proposing modifications to the statement.

In addition to the regularly named members, representatives from the following also serve on this committee: House, Grounds, Finance and Stewardship, and the Clerk of Monthly Meeting.

The Long-Range Planning Committee meets as needed.

9. MEMORIAL RECEPTIONS

The Memorial Receptions Committee is charged with planning, preparing, serving, and cleaning up after funeral or memorial service receptions. The Committee does not usually serve full meals, although this has been arranged on occasion. It usually serves refreshments fitting to the season and the time of day. The Committee:

- A. Makes sure that the Fellowship Hall is set up beforehand, moves tables and chairs, places cloths on the tables, etc.
- B. Arranges for someone to bring flowers for the tables.
- C. Calls volunteers to bring food such as cookies, nuts, cheese, crackers, and fruit and buys anything that cannot be donated. Receipts for purchases may be reimbursed.
- D. Makes coffee, ice water, and some other cold beverage such as tea or lemonade.
- E. Calls volunteers to place the food, plates, and napkins on the tables and to be there to serve drinks and replenish the tables as needed.
- F. Arranges for volunteers to clean up the dishes and put them back in the center hall closet and wash table cloths as needed.

As part of the fall budget request process, the Memorial Receptions Committee submits an annual budget and funding request to the Finance and Stewardship Committee.

Currently, the Memorial Receptions Committee does not have regular meetings. The co-clerks of the Committee are notified by the Office Manager or Pastoral Minister. Then telephone calls are made and the memorial service is organized.

10. MUSIC

The Music Committee is responsible for the total music program. It should be sensitive to the needs of the Meeting as a whole and consider suggestions from groups and individuals about the type of music that would meet those needs. The Committee:

- A. Oversees the hiring of the Music Director and Organist, subject to the approval of the Personnel Committee and Monthly Meeting, and to oversee their work.
- B. As part of the fall budget request process, submits an annual budget and funding request to the Finance and Stewardship Committee for the salaries of the Music Director and the Organist and for the Music Committee's general budget.
- C. Recruits new choir members, both for the adult and children's choirs.
- D. Cooperates with the Pastoral Minister, the Meeting on Ministry and Counsel, and with other committees in arranging appropriate music for Meeting for Worship and for special services.
- E. Arranges to have pianos tuned and organs repaired when necessary, to be funded by Music Committee budget and special funds.

The Music Committee meets as needed.

11. NEW GARDEN CEMETERY ASSOCIATION

The New Garden Cemetery Association maintains the cemetery grounds, cemetery records, sells plots, and stewards the finances of the Association.

The Association selects its own officers and members at its annual meeting which is typically held in September or October of each year. The Association meets at other times as needed. New and continuing members of the Association are approved by New Garden Monthly Meeting for Business following the annual meeting of the Association in which they are named. The Nominating Committee will provide new names as candidates for the Cemetery Association as vacancies occur. Upon the request of the Association, made a month prior to their annual meeting, the Nominating Committee will meet and recommend 3–4 new names as replacements for the vacancies just prior to the annual meeting.

The New Garden Cemetery Association normally meets once a year in the fall. Occasionally a called meeting will be held.

12. NEWSLETTER (Editing and Circulation)

A. The Newsletter Editing Committee is responsible for the content of the publication, which comes out twice a month on paper and via the internet. An effort is made to see that various activities of the Meeting are covered in a timely fashion, including: special programs, committee plans and projects, and activities of Quaker organizations, other meetings, Quarterly Meeting, and Yearly Meeting.

In addition to the regularly appointed members, a representative from the Website Committee also serves on this committee.

The Newsletter Editing Committee meets as needed.

B. The Newsletter Circulation Committee meets bi-weekly 9–10 AM Wednesday mornings to fold, label, and bundle the Newsletter for bulk mailing.

13. NOMINATING

With the exception of appointing the clerks for Meeting on Ministry and Counsel, the Nominating Committee recommends officers, representatives, committee clerks, and committee members to the Monthly Meeting for its consideration. The Nominating Committee also recommends persons to fill vacancies that occur during the year. The Committee strives to identify the talents and interests of individuals and to match them with the needs of the committees and of the Meeting as a whole, with a view toward inclusiveness and diversity of membership. The Committee is also responsible for educating members and attenders about the duties and responsibilities of officers, representatives, and committees and to promote participation in leadership and committee positions. In addition to the concentrated efforts of the Nominating Committee, any member or attender may independently make nominations to the Committee or to Monthly Meeting. The Nominating Committee also coordinates changes and revisions to the Monthly Meeting Handbook, as needed, and keeps Monthly Meeting informed of any changes. The Nominating Committee meets on a biweekly basis or as needed, March through

May to prepare its annual report for the June Monthly Meeting for Business. It meets at other times of the year on an as-needed basis.

14. PERSONNEL

The Personnel Committee oversees all personnel issues of the Meeting at the direction of the Monthly Meeting, including the hiring, compensation, and termination of employees. The Committee is also responsible for receiving and resolving grievances involving Meeting employees and for reporting its activities to the Monthly Meeting.

The Personnel Committee consists of the following members:

- Permanent members: Clerks of Monthly Meeting, Ministry and Counsel, Finance and Stewardship.
- As-needed members: Pastoral Minister, Clerks of Religious Education, Music, House, and Grounds, and at least one other appointed for a three-year term.

The Personnel Committee meets each fall to review personnel compensation and benefits for all Meeting employees and to make recommendations to the Finance and Stewardship Committee for the upcoming fiscal year. At other times, it meets as-needed.

15. QUAKER RELATIONS

The Quaker Relations Committee:

- A. Educates the members and attenders of New Garden Meeting about the purposes and activities of those Friends' organizations that we support.
- B. Recommends to the Finance and Stewardship Committee the amount of money for the Affiliations budget.
- C. Administers and implements a way to assist New Gardeners with travel expenses to attend meetings, events, or other activities of Quaker organizations that are out-of-town.
- D. Explores how to expand our connections with wider groups in the Quaker world.
- E. As part of the fall budget request process, submits an annual budget and funding request to the Finance and Stewardship Committee.

The membership of the Committee consists of the Meeting's Representatives to North Carolina Yearly Meeting, New Garden Quarterly Meeting, Friends Committee on National Legislation (FCNL), American Friends Service Committee (AFSC), Piedmont Friends Fellowship (PFF), and Quaker House and perhaps other Quaker organizations such as the Friends Center at Guilford College, plus at-large members assigned by the Nominating Committee.

The Quaker Relations Committee meets approximately eight times each year.

16. RELIGIOUS EDUCATION

The Religious Education Committee:

- A. Oversees the hiring of the Religious Education Coordinator, subject to the approval of the Personnel Committee and Monthly Meeting, and oversees the Religious Education Coordinator's work.

- B. Consults with the Finance and Stewardship Committee and Personnel Committee concerning the salary of the Religious Education Coordinator and the Religious Education budget.
 - C. Oversees First Day School and its leadership training, supplies, equipment, and literature.
 - D. Provides childcare during programs.
 - E. Coordinates special worship and Religious Education programs involving adults, youth, and children such as Quaker Lake Weekend, Summer Program, etc.
 - F. Appoints one or more of the members of each of its subcommittees, i.e., the Young Friends Committee, the Little Friends Committee, and the Adult Education Committee, and oversee their work.
 - G. As part of the fall budget request process, submits an annual budget and funding request to the Finance and Stewardship Committee.
- The Religious Education Committee meets every other month from August to May.

A description of Religious Education subcommittees follows.

16-A. YOUNG FRIENDS (a subcommittee of the Religious Education Committee) meets monthly during the school year.

Members are composed of: parents and youth group representatives appointed by the Young Friends Subcommittee; the Religious Education Committee Clerk; at large members appointed by the Nominating Committee; Youth Leaders; and the Religious Education Coordinator.

The Young Friends Subcommittee:

1. Plans and coordinates youth activities. Reports to the Religious Education Committee any special needs, problems, etc.
2. Cooperates with the Religious Education Committee and Personnel Committee in finding suitable Youth Leaders by interviewing candidates for new Youth Leader positions and making recommendations to the Religious Education Committee and to Personnel.
3. Assists youth leaders in planning for youth programs and activities, in arranging for regular meetings in proper age groups, and in arranging planning retreats and sessions including all middle and high school youth.
4. Evaluates the work of each Youth Leader on an on-going basis and responds appropriately.
5. Offers support and encouragement to Youth Leaders.
6. Assists in providing materials and equipment for Youth Fellowship programs and activities.
7. Cooperates with the Pastoral Minister and other committees in finding ways to involve the young people in the life and service of the Meeting.
8. Provides opportunities for Young Friends to attend youth activities, such as Young Friends Yearly Meeting, conferences, Quaker Lake Camp, etc.
9. Provides opportunities for Youth Leaders to attend Yearly Meeting conferences and workshops. Cooperates with the Religious Education Committee in planning for New Garden Friends Meeting leadership training.
10. Cooperates with other Youth Groups in the larger Quaker community.
11. Keeps accurate records of youth activities and finances.

12. Oversees the use of the Coble Youth Conference Fund.
The Young Friends Subcommittee meets quarterly.

16-B. LITTLE FRIENDS (a subcommittee of Religious Education with a clerk who is appointed by the Nominating Committee):

1. Oversees and directs the Little Friends Program, a co-op playgroup and learning program for two-year-olds.
2. Works with Little Friends teacher/director, offering support and direction.
3. Communicates with parents throughout the year.
4. Seeks new students each year from within the Quaker community and the wider surrounding community.

The Little Friends Subcommittee meets three or four times a year.

16-C. ADULT EDUCATION (a subcommittee of the Religious Education Committee which is appointed by the Religious Education Committee):

1. Plans First Day school classes for adults, year-round, based on input from the New Garden community.
2. Plans programming for adults outside of First Day, including the Seekers Group, book studies, discussion groups, or other programming requested by the community.
3. Keeps in contact with the Religious Education Committee.

The Religious Education Coordinator is a member of the Adult Education Subcommittee.

The Adult Education Subcommittee meets quarterly.

17. SCHOLARSHIP

The Scholarship Committee:

- A. Informs students of the scholarship funds we have available.
- B. Selects recipients from those who apply.
- C. Encourages individuals to consider making donations to the Scholarship Funds.
- D. Notifies applicants of award decisions.
- E. Encourages recipients to contribute back by making financial contributions when they are able.

The Scholarship Committee meets in the spring each year.

18. SOCIAL CONCERNS

The Social Concerns Committee's responsibilities are education and action in significant traditional and emerging Quaker concerns such as peace, poverty, race relations, human rights and human potential, the environment, and integrity. The Committee:

- A. Promotes these special concerns within the Monthly Meeting.
- B. Keeps the membership informed of social needs.
- C. Motivates the membership to be sensitive and responsive to these needs.
- D. Manages Meeting resources allocated for these concerns including the Newlin Fund.
- E. As part of the fall budget request process, submits an annual budget and

funding request to the Finance and Stewardship Committee for the distribution of funds for outreach programs and projects.

Oversees the work of its subcommittee, the Earth Care Committee, and of the Social Concerns' ad hoc committees formed from time to time.

- F. Encourage participation in local and national issues of public policy related to human rights and conflicts.

The Social Concerns Committee meets monthly.

18-A. EARTH CARE (a subcommittee of Social Concerns) encourages the Meeting and individuals to be good stewards of the earth through education, service, and advocacy activities.

19. SPECIAL EVENTS

The Special Events Committee provides hospitality in the form of a meal or refreshments for events other than Monthly Meeting Meals and Memorial Receptions. This includes soliciting food donations, recruiting assistance, serving and cleaning up after meals. The Special Events Committee coordinates several annual events such as: the annual picnic, the progressive dinner for Guilford College students, lunch after the Guilford College Choir presentation, and refreshments for Christmas Eve. Additionally, they support periodic needs such as: newcomers' lemonade and cookies, lunch for Quarterly Meeting attenders, etc. As part of the fall budget request process, the Committee submits an annual budget and funds to the Finance and Stewardship Committee.

The Special Events Committee does not have regularly scheduled meetings.

20. TRUSTEES

The Trustees maintain the legal deeds and records of all property of New Garden Monthly Meeting. Only the Trustees have the legal authority to act on transfers of deeds of property as directed by the Monthly Meeting.

The Trustees meet once a year or as needed.

21. USHERS, GREETERS and SOUND SYSTEM

The members of the Ushers, Greeters, and Sound System Committee serve at regularly scheduled meetings for worship. The Committee:

- A. Provides a cheerful, quiet greeting to all as they arrive for meetings.
- B. Encourages visitors to sign the Guest Book.
- C. Is available before and after meetings to provide help and answer questions if needed.
- D. Distributes bulletins and other materials when appropriate.
- E. Assures sufficient seating, especially to latecomers.
- F. Maintains comfortable heating, cooling, and lighting during services.
- G. Assures adequate distribution of hymnals.
- H. Operates the public address and recording system.

The Ushers, Greeters, and Sound System Committee meets as needed.

22. WEBSITE

The Website Committee:

- A. Oversees the design and content of the websites of the Meeting and its groups to ensure, among other things, consistency of design.
- B. Facilitates the Meeting's use of the Internet and ensures that WiFi operates throughout the building as needed.
- C. Advises the Meeting and its constituent groups as to general technical issues.
- D. Educates the Meeting regarding technical and Internet issues.

The Website Committee meets as needed and as frequently as monthly.