

## Descriptions of Duties of Committees and Officers of Monadnock Monthly Meeting

### Presiding Clerk:

- Presides at Monthly Meeting for business.
- Receives and disseminates mail for the meeting.
- Represents the meeting to the "outside world"
- Serves ex-officio on Ministry and Counsel.

### Recording Clerk:

- Records and keeps permanent records of Monthly Meeting for business. Forwards a copy of corrected minutes (on archival paper) to NEYM Archives, and retains a copy locally in the minute book (on archival paper).
- Provides the newsletter editor with a copy of the minutes in a timely manner.

### Recorder:

- Maintains records of membership, addresses, and telephone numbers.
- Prepares statistical report for NEYM.

### Treasurer:

- Receives all income and pays all bills for the Monthly Meeting.
- Keeps financial records of the Monthly Meeting.
- Provides written financial statement to Monthly Meeting.
- Prepares monthly summary reports and detailed quarterly reports to be presented at monthly business meeting by the finance committee.
- Serves ex-officio on the finance committee.

### Newsletter Editor:

- Prepares newsletter to include minutes of Monthly Meeting for business, a calendar of upcoming meetings, and news and information of the Meeting community.
- Circulates the newsletter.
- Maintains the mailing list.
- Appoints assistants to carry out the above tasks as needed.

### Librarian:

- Maintains the collection of books and other media owned by the Meeting.
- Receives and catalogs books, pamphlets, and other media.
- Acknowledges gifts of books, pamphlets, and other media.
- Designs and maintains an appropriate loan system.
- Facilitates the circulation of materials owned by the Meeting and its members. Informs Meeting about materials that are available through the Meeting.
- Develops and maintains a collection of tracts, newsletters, pamphlets, and other literature to be displayed at Meeting activities and offered to those wishing to learn more about Friends.

### Publicity Coordinator:

- Coordinates information to be provided to area newspapers, Quarterly Meeting newsletter, NEYM editor, and Quaker journals. Information includes such things as times and places of Meeting for Worship, "first hour" programs, and special events.

### Coordinator of First and Second Hours

- Checks monthly with all committees to provide coordination and avoid scheduling overload.
- Forwards information to newsletter editor.
- Coordinates arrangements with Meeting House Scheduler.

### Duties of Adult Religious Education Committee

- Plans, implements, and evaluates the Adult Religious Education program of the Meeting. Makes suggestions and provides resources for Religious Education needs of adults within programs and without.
- Communicates with Meeting about existing Adult Religious Education programs of the Meeting and future needs in programming.
- Encourages member participation in Religious Education workshops.
- Encourages adults to participate in Quarterly Meeting and NEYM sessions and weekend gatherings.
- Communicates with the Religious Education committees of NEYM and Quarterly Meeting.
- Coordinates materials with the Meeting library.

### Duties of Youth Religious Education Committee

- Plans, implements, and evaluates the First Day program at the Meeting. Makes suggestions and provides resources to parents for home use. Makes recommendations of appropriate materials in consultation with teachers/leaders for children.
- Encourages children and their families to participate in Quarterly Meeting and NEYM sessions and weekend gatherings.
- Encourages member participation in Religious Education workshops.
- Encourages children and their families to participate in opportunities within the Yearly Meeting and in other youth camp and school experiences.
- Coordinates materials with the Meeting library.
- Supports staffing needs for Quaker youth work.

### Childcare Coordinator:

- Coordinates childcare for young children during Meeting for Worship, and for children of all ages during first-hour programs and Monthly Meeting for Business.
- Coordinates childcare for children of all ages during summer.

### Financial Reviewer:

- Reviews financial affairs of the Meeting on annual basis.
- Reports to the Finance Committee.

### Meeting House Scheduler:

- Coordinates and schedules the use of the building by the Meeting and other organizations.

### Representatives to NEYM committees:

- Represent the Monthly Meeting to a NEYM committee and keep Monthly Meeting informed of NEYM business. Attendance is expected at four or five meetings per year. See Faith and Practice for details.

**Ministry and Counsel Committee:**

Provides oversight of the spiritual life of the Meeting.  
Follows the suggestions and expectations of MMM, NEYM Faith and Practice and NEYM Ministry and Counsel Committee.  
Represents Monthly Meeting at Quarterly Meeting Ministry and Counsel Committee Meetings.  
Provides for supportive care for all members and attenders.  
Recommends new nominating committee member to Monthly Meeting in December.  
Recommends member for New England Yearly Meeting M & C Committee.

**Peace and Social Concerns Committee:**

Recommends to Monthly Meeting issues that may be of concern for support and/or action.  
Coordinates with other groups with similar concerns in the area.  
Appoints representation to AFSC-NH Support Committee and FCNL Meeting contact.~  
Coordinates with Peace and Social Concerns Committees of Yearly and Quarterly Meetings.  
Recognizes individual involvement in areas of peace and social concerns, and encourages Monthly Meeting to support these concerns

**Religious Education Committee:**

Oversees First Day School program of the Meeting. Makes suggestions and provides resources to parents for home use. Makes recommendations of appropriate materials in consultation with teachers/leaders for children.  
Oversees adult education program of the Meeting.  
Encourages member participation in Christian Education workshops.  
Encourages children and adults to participate in Quarterly Meeting and NEYM sessions, camp, and weekend gatherings.  
Communicates with the Religious and/or Christian Education Committees of NEYM and Quarterly Meeting, Young Friends, China Camp, Junior Yearly Meeting.

**Finance Committee:**

Prepares Monthly Meeting budget for the fiscal year (September 1 through August 31) to be approved by Monthly Meeting for Business.  
Holds legal ownership of property for the Meeting.  
Makes recommendations to the meeting about major expenses as requested by the meeting.  
Presents monthly balances and quarterly detailed financial reports to the Monthly Meeting for Business. These are prepared by the Treasurer in writing.  
Maintains contact with Quarterly Meeting and NEYM Finance Committees.  
Raises budgeted funds as needed.  
Applies for grants and loans as needed.

**Meetinghouse and Grounds Committee:**

Oversees the maintenance of the Meetinghouse. This includes such things as making sure the house is heated when needed.  
Oversees the maintenance of the Meetinghouse grounds. This includes such things as seeing that the lawn is mowed,

arranging for snowplowing, clearing walkways of snow, planning and planting gardens and maintaining outdoors facilities and outbuildings.  
Recommends and enforces fee schedules, conditions, and other rules for the use of the Meetinghouse by outside groups.  
Plans and oversees the execution of capital improvements to the Meetinghouse.  
Drafts and enforces a security policy for the Meetinghouse and grounds.  
Oversees subscriptions to utilities, delivery schedules, etc.  
Coordinates internal furnishings of the Meetinghouse.  
Coordinates volunteer activities such workdays.  
Arranges for compensated labor or labor-exchange when needed.  
Helps oversee work of Meeting House Scheduler.  
Appoints one person to maintain Meetinghouse vestibule in a dignified manner.

**Hospitality Committee:**

Informs Newsletter Editor of persons wishing to receive newsletter.  
Acknowledges visits to the meeting, by sending a note or post-card.  
Arranges overnight hospitality as needed.  
Oversees the provision of refreshments following Meeting for Worship and at other Meeting events.  
Keeps the Meeting House committee informed of needed equipment such as dishes and appliances.  
Sees to it that routine cleaning is done and basic supplies are restocked.  
Arranges for greeting of people arriving for Meeting for Worship.  
Helps oversee work of Meeting House Scheduler.

**Nominating Committee:**

Recommends names of members and attenders to fill the positions of officers and committee members (except Nominating Committee). Recommends representative to NEYM Nominating Committee.

**Representative to The Meeting School Board:**

Represents MMM at 4 to 6 TMS board meetings per year reports on TMS to MMM annually

**Each Monthly Meeting committee:**

Informs the Presiding Clerk of all meeting dates and agenda items to be considered.  
Receives and sends information to NEYM committees and Quarterly Meeting committees as appropriate.  
Keeps newsletter editor informed of upcoming dates, meetings, and events.  
Reports to Monthly Meeting in writing.  
Names its own clerk  
Reports inactive members to the Clerk of the Meeting and the Nominating Committee.  
Posts their meeting times on the Meetinghouse calendar, especially if they will be using the Meetinghouse.  
Should set up a regular meeting schedule at the beginning of each committee year based on the schedules of the committee members.

