

Orlando Monthly Meeting of Religious Society of Friends, Inc. (OMM)

Meeting for Worship with Attention to Business (MfB)

Tenth Month, First Day 11 October 2015

Minutes submitted by Stephanie Preston

Meeting opened with a period of silent worship at 12:00pm

Review of Minutes—Reading of Minutes from Ninth Month Meeting for Worship with Attention to Business by OMM Recording Clerk Stephanie Preston

Clearness Committees for Membership Reports—Clearness committee for Membership for John Margerum (consisting of Minerva Glidden, Liz Jenkins, and Stephanie Preston) recommended his approval for membership in OMM (SEE ATTACHED DOCUMENT A).

MINUTE 1- Meeting joyfully approves John Margerum for membership in the Orlando Monthly Meeting of the Religious Society of Friends. We acknowledge that John will sojourn at Pendle Hill during calendar year 2016. Meeting will hold John tenderly in the Light during that time as we share responsibility for nurturing his continued faith journey with our trusted Friends at Pendle Hill. The matter will be laid over for one month (as is custom among Friends) for final approval at Eleventh Month Meeting for Worship with Attention to Business on 8 November 2015.

MINUTE 2- Meeting joyfully gives final approval of membership for Ray Jenkins to the Orlando Monthly Meeting of the Religious Society of Friends.

Naming Committee Report- The Naming Committee (consisting of Vicki Carlie, Tom Ensign, Kay Lesnick, and Bil Meeler) recommended the names of four individuals and one alternate to serve on the next Nominating Committee.

MINUTE 3 – Friends approve Martha Morris, Vicki Carlie, Liz Jenkins, and Minerva Glidden to serve on the new Nominating Committee for a two year term beginning in January 2016 and concluding in December 2017. Bil Meeler will serve as an emeritus member as needed to provide transitional guidance from the current Nominating Committee.

MINUTE 4- Friends express their gratitude for the expedient work of the Naming Committee.

First Day School Committee Report-Report from Clerk of First Day School Committee Liz Jenkins on recent 9/27/15 committee meeting. (SEE ATTACHED DOCUMENT B)

MINUTE 5-Friends express gratitude for work of First Day School (FDS) in preparing the proposal for FDS Policies & Procedures. Further action will be laid over for one month to allow f/Friends to engage in further discernment on the matter. The Communication committee will share the document outlining the proposed changes via available digital means.

Report from Current Nominating Committee-Member of Nominating Committee Tom Gottshalk brought forward the name of friend Stephanie Preston for approval as clerk.

MINUTE 6-Meeting approves Friend Stephanie Preston to serve a two year term in the role of Clerk of the Orlando Monthly Meeting of the Religious Society of Friends beginning in January 2016 and concluding in December 2017. This will leave the position of Recording Clerk vacant for which the current Nominating Committee continues to engage in discernment.

Report on SEYM Fall Interim Business Meeting-Clerk Bill Carlie shared information regarding additional discernment work that SEYM has engaged in regarding the Field Secretary for Earthcare position (SEE ATTACHED DOCUMENT C). Clerk gave brief verbal overview summarizing the details of the documents, noting that they are procedural and non-controversial in nature. Stephanie Preston reported that SEYM is still seeking a Children's Coordinator for the upcoming SEYM Annual Gathering during Easter 2016. There is uncertainty about what activities/program will be available for children and teens unless a friend is identified to assume responsibility. Vickie Carlie shared that travel scholarship funds are available from SEYM to pay for individuals who wish to attend but have financial limitations.

MINUTE 7-Meeting approve Clerk to share with f/Friends and Attenders (via Quaker Notes e-mail listserv) updated info about the Field Secretary for Earthcare position for further discernment. Friends are encouraged to share any suggested updates, questions or concerns with Bill Carlie who is a member of the SEYM Earthcare Committee.

Treasurer's Report-Tom Gottshalk reviewed FY2015 budget to date (SEE ATTACHED DOCUMENT D). Friends were reminded that there were sizeable capital expenses that went over budget in 2015 due to previously delayed property maintenance projects. It is expected that next year's property budget for FY2016 will be significantly less than the current year.

MINUTE 8-Friends approve the Treasurer's report as submitted with gratitude.

There was short discussion about whether it may be beneficial for OMM to have a finance committee in the future. Response was given to inquiries about the current process for handling additional monetary requests from committees should they arise after the annual budget is approved.

Intergenerational Holiday Activity in December-Friends discussed dates for our holiday activities.

MINUTE 9-Meeting approves the date of 20 December 2015 to be used for the annual OMM Holiday Potluck and fun intergenerational activities after rise of meeting in place of Conversation to Explore. Details to be further planned by Hospitality, First Day School, and other interested f/Friends who are led.

A friend suggested that in the future, membership clearness committees consider providing a paragraph of introduction about the new members to be read aloud at MfB so the meeting as a whole may better get to know them. No action minute brought forward as further discernment may be needed.

Meeting closed with a period of silent worship at 1:20pm

The following Friends/Attenders (15) were present for all or part of the meeting: Bill Carlie, Stephanie Preston, Liz Jenkins, Frances Stacey, Tom Gottshalk, Michael Luke, Ray Jenkins, Bil Meeler, Ingrid Swenson, Minerva Glidden, Cathy Gaskill, Ann Jerome, Eduardo Ysern, Tom Nicholson, Vicki Carlie.

LA

Subject: Re: John Margerum Clearness Minute
From: william carlie (williamcarlie@embarqmail.com)
To: minervaglidden@gmail.com;
Cc: elizabethjenkins1@gmail.com; scpreston@yahoo.com; johnmargerum@hotmail.com;
Date: Sunday, October 11, 2015 6:55 AM

Received, thanks

From: "Minerva Glidden" <minervaglidden@gmail.com>
To: "Bill Carlie" <williamcarlie@embarqmail.com>
Cc: "elizabeth a jenkins" <elizabethjenkins1@gmail.com>, "Stephanie Preston" <scpreston@yahoo.com>, "John Margerum" <johnmargerum@hotmail.com>
Sent: Friday, October 9, 2015 4:45:11 PM
Subject: Fwd: John Margerum Clearness Minute

Dear Bill,

John Margerum's clearness would like to present it's recommendation for John's membership tis at this First Day's MFB. Please put on the agenda. The Minute is below.

The clearness committee composed of Minerva Glidden, Liz Jenkins, and Stephanie Preston joyfully unites in recommending John Margerum for membership in the Orlando Monthly Meeting of the Religious Society of Friends. We acknowledge that John will sojourn at Pendle Hill during calendar year 2016. We ask that meeting to hold John tenderly in the Light during that time as we share responsibility for nurturing his continued faith journey with our trusted Friends at Pendle Hill.

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Orlando Monthly Meeting of the Religious Society of Friends

First Day School Policies and Procedures

Purpose: The purpose of First Day School is to provide a religious education in the manner of Friends and in accord with the values of the Meeting and with the Faith and Practice of the Southeastern Yearly Meeting of the Religious Society of Friends. Orlando Monthly Meeting of the Religious Society of Friends ("the Meeting") seeks to provide a safe and secure environment for the children who participate in First Day School and in all of our programs and activities.

Definitions: For purposes of this policy:

Child/Children: All persons who are under the age of eighteen years.

Paid Staff: Child care providers who receive financial compensation for hours worked on behalf of the Meeting.

Regular Volunteers: Members and attenders of the Meeting who serve on an unpaid basis as First Day School teachers and helpers, typically, more than twice in twelve months.

Guest Speakers: Members, attenders and guests of the Meeting who serve on an unpaid basis to speak to children in First Day School about their experiences in relation to First Day School curriculum, typically, no more than twice in twelve months.

Authorized Adult: The parent, legal guardian or other adult authorized by the parent or legal guardian to bring a child or children to First Day School, pick up the child from First Day School and be responsible for decisions related to the child's welfare while on the property of the Meeting.

First Day School Teachers: The Paid Staff and Regular Volunteers who serve as teachers and helpers for the First Day School program and supervise both the activities of the children and the Guest Speakers and any visitors present.

Preamble

We implement the policies and procedures listed below to protect the children of the Meeting from incidents of misconduct or inappropriate behavior while also protecting our Paid Staff, our Regular Volunteers and our Guest Speakers from allegations of misconduct.

Recruitment and Selection of Paid Staff:

a) Six Month Rule for Paid Staff

Persons eighteen years and older who have been stable and regular participants in the life of the Meeting for a minimum of six months will be considered first for any paid position in the Meeting involving care of children. This time of interaction between our community and that person provides time for deeper and more accurate evaluation of the suitability of this person for working with children and more time for the person to discern a clear leading to work with the children. When no such applicant is available, the Meeting will seek suitable applicants from outside the Meeting with an established record of appropriate care for children.

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First Day School Policies and Procedures

b) Application Packet for Paid Staff

Application Form

All persons seeking to work with children in a paid staff position must complete and sign a written application using the Meeting job application form. The application form includes space for the applicant to report relevant education, training and experience for the position, basic contact information and disclosure of any prior criminal record related specifically to Level 2 Background Screening clearance. Copies of the blank form will be kept as part of the **First Day School Policy and Procedure Manual** maintained in Webster Cottage on the Meeting property.

Good Moral Character and Criminal Record Check

Applicants must sign an authorization for a background check to be considered for a paid position working with children. Applicants for paid positions will be required to provide a signed, notarized Affidavit of Good Moral Character and documentation of Level 2 Background Screening clearance. The Meeting will follow the listing on the Florida Department of Children and Families Affidavit of Good Moral Character to determine what constitutes a disqualifying offense. The Meeting reserves the right to set a higher standard provided that the standard is applied fairly and equitably to all applicants. Failure to disclose a relevant criminal record on the application form will also be a disqualifying event. Copies of the Affidavit of Good Moral Character will be kept as part of the **First Day School Policy and Procedure Manual** maintained in Webster Cottage on the Meeting property. The Affidavit of Good Moral Character is also available electronically at <http://ccrain.fl-dcf.org/documents/6/78.pdf#page=1>.

Professional References

Applicants must also list at least two professional references from employers or supervisors who have knowledge of the applicant's work with children in the past. Personal or family references are not acceptable. At least two references must be verified by a member of the First Day School Committee.

Complete Application Packets

The application packet will not be complete until all the listed documents have been received. The complete application packet including results of Criminal Records checks and documentation of reference checks will be kept in confidential files in the Meeting Archives.

c) Interview

When the application packet is complete, a suitable candidate for a paid staff position working with the children will have a face to face interview with at least two members of the First Day School Committee to confirm their suitability, discern the best candidate for the open position and give each candidate the opportunity to better understand the expectations for working with the children in the Meeting.

Recruitment and Selection of Regular Volunteers:

a) Four Month Rule for Regular Volunteers

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Only persons eighteen years and older who have been stable and regular participants in the life of the Meeting for a minimum of four months will be considered for a Regular Volunteer position in the Meeting involving care of children. This time of interaction between our community and that person provides time for deeper and more accurate evaluation of the suitability of this person for working with children and more time for the person to discern a clear leading to work with the children.

b) **Affidavit of Good Moral Character**

All Meeting persons who are led to volunteer to work with the children after the minimum four month period will complete and sign a notarized Affidavit of Good Moral Character.

c) **Orientation for Regular Volunteers**

The Meeting encourages members and attenders aged 18 and older who meet the standard of the Affidavit of Good Moral Character to consider serving the children of the Meeting through teaching First Day School on a regular basis. All suitable persons volunteering for this work will have a face to face orientation with at least one member of the First Day School Committee to give them an opportunity to better understand the expectations for working with the children.

Recruitment and Supervision of Guest Speakers:

a) **Recruitment of Guest Speakers**

The Meeting encourages members, attenders and guests of the Meeting aged eighteen years and older who have experience related to living Quaker testimonies to serve on an unpaid basis to speak to children in First Day School about their experiences in relation to First Day School curriculum.

b) **Supervision of Guest Speakers**

Either a Regular Volunteer or the Paid Staff will supervise all Guest Speakers when with the children during First Day School.

Safe Supervision of the Children

a) **Visibility and Security**

Whenever children are in care, curtains will be kept open and windows will be kept clear of decorations or other obstructions so that the windows can be used for observation. Due to the urban nature of our location the door of the First Day School building may be secured from the inside for the protection of children, paid staff and volunteers.

b) **Drop off, Sign-in and Sign-out**

Family members will bring children to the Meeting House for drop off and sign-in for First Day School and child care. This will ensure that the Paid Staff and Regular Volunteers have a complete attendance roster of children present in case of emergency. It is the policy of the Meeting for family members dropping off a child for First Day School and child care to remain with their child until appropriate care and supervision is available. The Paid Staff will ensure that

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First Day School Policies and Procedures

- family members also sign-out their children at the end of First Day School or child care provided by the Meeting.
- c) **Children Not Under the Supervision of the Meeting**
Before children are signed into First Day School and child care and after children are signed out of First Day School and child care, they are not under the supervision of the Meeting. They are under the supervision of their parent, legal guardian or authorized adult who is responsible for their safety at these times.
 - d) **Supervision of One Child or Groups of Preschool Children**
It is the policy of the Meeting to provide two adults to supervise one child or a group of preschool children, other than that adult's own child.
 - e) **Supervision of Groups of School Age Children**
It is the policy of the Meeting to provide two adults to supervise groups of school age children whenever possible.
 - f) **Age of Persons Supervising Children**
Persons supervising children during First Day School and related activities will be aged eighteen or older. Children will not be used to supervise children.
 - g) **Bathroom Use**
Only one child may use the bathroom at a time. The Paid Staff may assist a child in the bathroom. At this time, she or he will keep the bathroom door open for safe supervision. Regular Volunteers and Guest Speakers will not assist children with bathroom needs.

Sexual Offender Registry

The Meeting seeks to be welcoming and inclusive to all, while maintaining a safe environment for all. The Clerk of the First Day School Committee and the Clerk of the Meeting will check the Sexual Offender Registry when a concern arises in relation to anyone who attends the Meeting. When the Clerks find that an attender or member is listed on the Sexual Offender Registry, they will inform and consult with the other members of the First Day School Committee as well as informing the parents and legal guardians of children attending First Day School. The Meeting will follow all legal requirements regarding following injunctions against contact between registered sexual offenders and children or other vulnerable persons.

Responding to Allegations of Child Abuse

The Meeting follows the legal requirements detailed in the Florida Department of Children and Families publication "Reporting Abuse of Children and Vulnerable Adults" available at: <http://www.dcf.state.fl.us/programs/abuse/publications/mandatedreporters.pdf> . When a person caring for children at the Meeting becomes aware of abuse or neglect of a child under the care of the Meeting, this person will document and report their observations as required by law. When an incident of abuse or neglect is alleged to have occurred at the Meeting, the appropriate persons will follow the procedures below:

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1. The Clerk of the First Day School Committee and/or the Clerk of the Meeting will notify the parent or guardian of the child.
2. The Clerk of the First Day School Committee and/or the Clerk of the Meeting will immediately place the person alleged to be the perpetrator of the misconduct on leave from contact with the children in the Meeting pending an investigation and instruct the person to remain away from the Meeting during the investigation.
3. The Clerk of the First Day School Committee and/or the Clerk of the Meeting will make a report to the Florida Abuse Hotline. The Meeting will fully cooperate with the investigation by the Child Protective Services, Law Enforcement and other civil authorities.
4. The Clerk of the First Day School Committee and/or the Clerk of the Meeting will notify the insurance company for the Meeting and will complete an incident report and immediately forward any documents relating to the allegations to the insurance company.
5. The Clerk of the Meeting will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. The Meeting will seek the advice of legal counsel before responding to media inquiries or releasing information to the Meeting as a whole. All other members and attenders of the Meeting will be requested to refrain from speaking to the media.
6. Care and Community Committee will be available for pastoral visits as requested.
7. The Meeting will permanently remove any persons from care and supervision of children on behalf of the Meeting, when an allegation is substantiated by the official investigation.

Child Health

a) Communicable Disease

In order to provide a healthy environment for all children in attendance, it is the policy of the Meeting to provide care for children who shows no signs of a communicable disease. First Day School personnel will not admit any child who shows symptoms such as a fever of 101 degrees or higher, vomiting, diarrhea, rash, head lice, pink eyes, uncontrolled coughing, or other signs of communicable disease. When a child begins to show signs of a communicable disease while in care, the Paid Staff and Regular Volunteers will separate the child from the other children and immediately contact the parent, guardian or authorized adult to pick up the child. The parent, guardian or authorized adult who brings the child to First Day School may provide written confirmation from a physician unrelated to the child that it is safe for the child and others for the child to attend First Day School.

b) Medications

The Meeting will not administer medications for non-emergency situations. The Clerk of First Day School Committee will develop a written Individual Plan of Care with parents and guardians for any child who may need emergency treatment for life threatening situations such as asthma or severe allergic reactions.

c) Special Needs and Medical Conditions

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The Meeting welcomes the participation of children with special developmental needs and medical conditions. Paid Staff and Regular Volunteers will use Universal Precautions in responding to all accidents and injuries. The Clerk of First Day School Committee will develop a written Individual Plan of Care with parents and guardians for any child who may need individualized care for special needs or medical conditions.

Education, Guidance and Discipline

a) Approach to Guidance and Discipline

In harmony with our Quaker values, discipline and guidance of children’s behavior under the care of the Meeting will be respectful and never employ physically hurtful methods. Guidance and discipline will be intended to provide safety for the individual and the group and to encourage the child’s own self-regulation.

b) Expectations for Safe Behavior at First Day School

The Meeting recognizes that children are in the process of learning safe, effective and appropriate behavior. The following expectations serve the purpose of First Day School as shown above, serve the safety of all the children and are designed to support the process of learning safe, effective and appropriate behavior.

- Follow the First Day School Agreements
 - Safe hands and feet
 - Helpful words and deeds
 - Whole body listening
- Once signed-in stay with the First Day School Teachers in the First Day School area. Stay where you can see and hear the Teachers and they can see and hear you. Follow the safety directions of the Teachers. It is their job to keep you safe. It is your job to help them keep you safe.
- In harmony with Friends’ values, weapons are not welcome at First Day School. This includes “play” weapons. Keep such items away from First Day School.
- Keep electronic devices silent or turned off. The Teachers will let you know if it is appropriate to use your device for brief research, appropriate music or an emergency.
- Understand that First Day School Teachers are not responsible for any item you bring to First Day School. You are responsible for any item you bring to First Day School.

c) When Children Struggle with Safety and Behavioral Expectations

First Day School Teachers will consult with the Clerk and members of the First Day School Committee when a child struggles to meet the safety and behavioral expectations for First Day School. First Day School Teachers will seek to work with the child and with the parents and guardians of the child when further discernment is needed regarding a child or children’s behavior during First Day School and child care. However, when a child consistently struggles with behavioral expectations to a level that threatens harm to themselves or others and impedes fulfillment of the

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purpose of First Day School, the Meeting reserves the right to refuse attendance at First Day School until the child is able to commit to the safety and behavioral expectations.

Accidents and Incidents

1. The First Day School Teachers will provide First Aid for any injury resulting from an accident or an incident between two or more children.
2. The First Day School Teachers will contact the parent or guardian without delay for any injury requiring follow up medical treatment.
3. The First Day School Teachers will immediately contact emergency medical services for any life threatening or severe injury and then contact the parent or guardian without delay.
4. The First Day School Teachers, assisted by any witnesses, will write an incident report for any and all injuries resulting from accidents or incidents while a child is in the care of the Meeting. The Meeting will use the accident/incident report form downloadable at <http://ccrain.fl-dcf.org/documents/6/94.pdf#page=1> from the Department of Children and Families website at <http://www.myflfamilies.com/service-programs/child-care/forms-and-applications> . Copies of the blank form will be kept as part of the **First Day School Policy and Procedure Manual** maintained in Webster Cottage on the Meeting property.

Training and Orientation

- a. The Clerk of First Day School Committee and designated First Day School Committee members will provide training and orientation to all new Paid Staff and Regular Volunteers. This training and orientation will include reviewing this child protection policy and general guidelines on working appropriately with the children in accord with our Quaker values. The Clerk of First Day School Committee and designated First Day School Committee members will provide additional training for all involved in the care and supervision of children at the Meeting as needed and appropriate.
- b. The Meeting encourages all Regular Volunteers and others interested in working with children under the care of the Meeting to participate in the Southeastern Yearly Meeting Child Abuse Prevention Program training (CAPP), which is provided at various times and Quaker Meeting locations throughout the state of Florida including at Winter Interim Business Meeting and at Yearly Meeting. Winter Interim Business Meeting is held at Orlando Meeting House.

Approved by First Day School Committee 09-27-2015

Subject: SEYM Field Secretary for Earthcare
From: Vicki Carlie (office@seym.org)
To:
Cc: williamcarlie@embarqmail.com; brstocker@yahoo.com;
Date: Sunday, October 11, 2015 7:19 AM

LC

Dear Clerks & Correspondents of SEYM Meetings & Worship Groups, and SEYM Friends,

The SEYM Executive Committee has approved forwarding these attached draft documents regarding the new Field Secretary for Earthcare (FSE) position to all SEYM Monthly Meetings for their discernment in advance of Winter Interim Business Meeting.

Please take these documents to your Meetings for Business for review. Please send your Meeting's questions or comments to Earthcare Committee co-clerk Brad Stocker <brstocker@yahoo.com> and Bill Carlie <williamcarlie@embarqmail.com> **by December 21st.** The Earthcare Committee will revise the draft documents as based on input from Meetings, and bring them forward for **approval at Winter Interim Business Meeting.**

Thanks!

Vicki Carlie, secretary SEYM
office@seym.org
407-739-4150
p.o.box 4024, Winter Park, FL 32793

Attachments

- seymFSE.10-11-15.pdf (267.61KB)

Southeastern Yearly Meeting *of the Religious Society of Friends*

SEYM Field Secretary for Earthcare

Documents In Advance • 10-11-15

Dear Friends,

You have probably heard by now that the 2014 Yearly Meeting Gathering approved the Minute on Climate Change. Perhaps, too you have known that the last YM Gathering (2015) approved five minutes to establish a Field Secretary for Earthcare (FSE) to follow through on the leadings in the Climate Change Minute.

Since then there have been three more documents approved by the Executive Committee. All of these documents are included in this package. The SEYM Minutes are for context and background and have been approved by the body. The supporting documents, Job Description, Anchor Committee, and Search Committee, have been approved by the Executive Committee and need the seasoning of SEYM members (see attachments.)

Concurrent with the development of the supporting documents for the FSE there has been money raised for the financial support of the work of FSE. This money has come from individuals, Meetings, worship groups, and the Trustees. We are making progress towards the goal of \$40,000.

The Earthcare Committee (EcC), in conjunction with the Clerks of SEYM and Executive Committee, has worked to outline the next steps towards the establishment of the FSE. It is with their guidance that we of EcC are sending you these documents. It is our desire to hold all of us within SEYM in the process and to keep all informed of what has been done up to now.

We ask that your Meetings and Worship Groups give careful and expeditious attention to these documents. We wish to have them finalized and ready for WIBM. So, we ask that you bring this package forward for discernment as soon as you can. We are requesting that the outcome of your group's discernment be returned by December 21, 2015 to the two EcC members listed below.

We humbly ask that your Meeting or Worship Group facilitate the seasoning process by calling a special meeting for this particular work, if needed. Many of us within SEYM are feeling the effects of Climate Change as we write and have a deep sense of urgency. Though we are cognizant that no one Friend can turn the tide, we do have a need to implement this ministry and this work as soon as we can.

Along with your discernment of the documents, we ask that you consider what your group can do to help fund this important position of Field Secretary for Earthcare. Individuals and groups have made a significant impact on the underwriting of this position but there is still a need. If so led, please, make checks payable to SEYM with a note that it is designated for the Field Secretary for Earthcare. As you will see from one of the SEYM Minutes there is a separate fund and accounting for the FSE.

There are Friends within SEYM who are willing to come to your meetings to speak with you about the FSE and the process. If you desire that one of us should come, please reach out.

Please send your conclusions, questions, or comments to both

- **Bill Carlie** williamcarlie@embarqmail.com
- **Brad Stocker** brstocker@yahoo.com

In the Light,

Barbara Letsch, co-clerk EcC and Brad Stocker, co-clerk EcC

Attached:

- SEYM Minutes: 5 Minutes for Field Secretary for Earthcare (2015); on Climate Change (2014)
- FSE Job Description, Anchor Committee, & Selection Committee: drafts approved by FIBM and forwarded to Meetings & Worship Groups for needing discernment.

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SEYM Minutes

On Climate Change & the Field Secretary for Earthcare

2015 Yearly Meeting Minutes

Field Secretary for Earthcare

15YBM03 Southeastern Yearly Meeting of the Religious Society of Friends establishes the new position of Field Secretary for Earthcare. The purpose of the Field Secretary for Earthcare will be coordination, inspiration, and communication within SEYM and facilitation of interaction with others to encourage Friendly, Spirit-led action for the caring of the Earth. The Field Secretary will be working under the guidance of the Spirit, energized by the person's individual leadings. Description of the duties, responsibilities, and supervision will be provided by the Earthcare Committee of SEYM in concert with the Executive Committee as Personnel Committee through its clerk, and grounded in the loving interest and care of the Yearly Meeting.

15YBM04 Duties for the position of Field Secretary for Earthcare in SEYM:

- Provide focus and coordinate efforts on environmental work in the SEYM region.
- Perform visits to Monthly Meetings and Worship Groups within SEYM to help them discern their leadings in care of the Earth, and to provide information and coordination among Meetings.
- To be a Quaker Presence at specific events, including those arranged by others.
- To assist the Youth of SEYM in their Earthcare projects, to be an inspiration and model for them; to be a presence and resource for Young Adult Friends.
- To communicate and collaborate our regional concerns with national organizations including Quaker Earthcare Witness (QEW), Earth Quaker Action Team (EQAT), Friends Committee on National Legislation (FCNL), and Friends General Conference (FGC).
- To serve as SEYM's public presence for Earthcare and to serve as a liaison with other like-minded organizations at the direction of the Earthcare Committee of SEYM in concert with the Executive Committee as Personnel Committee through its clerk, and grounded in the loving interest and care of the Yearly Meeting.

15YBM05 Funding Plan for the position of Field Secretary for Earthcare in SEYM:

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- Southeastern Yearly Meeting establishes a restricted fund within the SEYM accounts for support of the Field Secretary for Earthcare position. All donations received will be sent to the Yearly Meeting so that they may be recorded and placed in that restricted fund for the committee's use and to ensure right ordering for 501(c)3 tax accounting.

- A total of \$500 will be included in the SEYM 2015-2016 budget for the Earthcare Committee operations to provide for administration of the work of the Field Secretary for Earthcare, and to continue the Committee's business between sessions of the Yearly Meeting.

- The implementation plan, including financing, will be a working document subject to improvement once funds have been received.

Donation of Support from SEYM Trustees

15YBM06 Southeastern Yearly Meeting requests that the Yearly Meeting Trustees donate \$10,000 for initialization of the position of Field Secretary for Earthcare in SEYM. This would be a one-time donation in the 2015-2016 fiscal year into the restricted fund.

Minute for Field Secretary for Earthcare Program Evaluation

15YBM07 The Field Secretary for Earthcare will have goals and objectives that are established in conjunction with the Earthcare Committee and the Executive Committee of SEYM. These goals and objectives will serve as the basis for continuing evaluation of program progress. The Field Secretary for Earthcare will submit a report of attainment of goals and objectives and other unanticipated activities and accomplishments for SEYM's discernment at the annual gathering.

2014 Yearly Meeting Minutes • Minute on Climate Change

14YBM08 – Southeastern Yearly Meeting of the Religious Society of Friends, brings this minute forward at a time when climate change is undeniable. The realities and impacts have become obvious as levels of CO₂ continue to rise past 400 ppm and are causing widespread global disruptions. As Floridians, we personally face catastrophic environmental damage from sea level rise, salt-water intrusion, and pollution of our aquifers, rivers, lakes and springs.

We as a religious community are called to respond now. We recognize we may feel overwhelmed and fear that humankind may not be equal to the task ahead. Many of us have used denial to protect us from what we see is coming. We understand with compassion that this is our attempt to protect ourselves from feelings of helplessness and hopelessness.

We need to remind ourselves that hope can be found in our Quaker faith and practices, in the unfailing presence of the Light, in our testimonies that guide us and clarify behaviors asked of us. We value the process of discerning leadings to give us the joy and

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determination to carry on. We find in our history that many Friends have found the resolve to bring attention and intention to the daunting work they faced, as we can.

We acknowledge, with gratitude, the many individual efforts and changes Friends have already made, and the deep spiritual concern that motivates them. It is time we collectively address local, regional, and global climate issues. We can put our faith, completely, in the guidance of the Light to sustain and direct us.

We commit ourselves as a community to the following:

1. We resolve to see clearly the slow moving emergency of climate disruption, to educate ourselves and to seek to see the work that is ours as individuals and as communities.
2. We commit to seeking the Light to guide us in our efforts, to bringing the wisdom of our knowledge and the deep wisdom of our hearts to this work.
3. We commit as monthly meetings to discern our particular leadings and undertake them, especially joining locally with other groups who share our commitment.
4. We commit to provide emotional, practical and spiritual support to those who work to care for the Earth.
5. We will strive to create right relationships with and within Earth.
6. We commit ourselves to the well-being of our children and future generations of all beings whose lives will be so profoundly affected by what we do.

Job Description:

SEYM Field Secretary for Earthcare (FSE)

August 17, 2015

Description of Position:

This position is focused on assisting Southeastern Yearly Meeting, its Monthly Meetings and members of such Meetings in discernment of their Earthcare leadings, guiding monthly meeting youth and adults to projects and activities within their communities that promote care for the earth and linking SEYM efforts with the wider Quaker world.

Requirements of Position:

Individual should be:

- Grounded in thorough familiarity with SEYM's Quaker *Faith and Practice*, willing to seek the guidance of the Spirit in their work, in unity with Friends' testimonies on the environment, and witness to the sacredness of our Earth.
- Knowledgeable of Quaker process and Friends organizations, particularly with regard to Earthcare issues.

Individual should have:

- Sufficient education or work experience in either science and/or environmental studies to allow understanding of the scientific and mathematical components of environmental issues, especially in our yearly meeting region.
- Sufficient maturity, training and/or work experience to allow individual to work productively with individuals, youth and Monthly Meetings in discerning personal leadings and group leadings on environmental issues and activism related to those issues.
- Strong verbal and written communication skills.
- Ability to work well with a wide variety of people.
- Individual will provide their own work space.
- Individual must have a reliable computer, phone, printer and automobile (for travel to various locations in Florida). Individual will be required to provide documentation of license and automobile insurance. Individual will be compensated for automobile travel at the IRS set rate. When FSE travels to SEYM Monthly Meetings and Worship Groups (and other organizations), these groups will be asked to pay for travel compensation and to provide mutually agreeable overnight hospitality and meals. FSE will be compensated for partial use of home for office, use of phone, computer and printer. Office supplies will be compensated.

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- Individual must have the ability to financially pay for expenses when incurred and be able to wait for monthly compensation.
- Individual must have the physical and emotional stamina to allow person to perform the required duties of the position with reasonable accommodation. Individuals with disabilities are encouraged to apply.

Duties of Position:

- Provide focus and coordinate efforts on environmental work in the SEYM region.
- Perform visits to Monthly Meetings and Worship Groups within SEYM to help them discern their leadings in care of the Earth, and to provide information and coordination among Meetings.
- To be a Quaker Presence at specific events, including those arranged by others.
- To assist the Youth of SEYM in their Earthcare projects, to be an inspiration and model for them; to be a presence and resource for Young Adult Friends.
- To communicate and collaborate our regional concerns with national organizations including Quaker Earthcare Witness (QEW), Earth Quaker Action Team (EQAT), Friends Committee on National Legislation (FCNL), and Friends General Conference (FGC).
- To serve as SEYM's public presence for Earthcare and to serve as a liaison with other like-minded organizations at the direction of the Earthcare Committee of SEYM in concert with the Executive Committee as Personnel Committee through its clerk, and grounded in the loving interest and care of the Yearly Meeting.
- Employee will provide monthly reports to the FSE Anchor Committee on work activities. This report will also provide anticipated work activities over the next quarter and will be revised on a monthly basis.

Supervision of Position:

This person will be under the care and guidance of a committee of four individuals formed by the Executive Committee and Earthcare Committee of SEYM called the SEYM Anchor Committee for the Field Secretary for Earthcare. Two members of the Anchor Committee will be appointed by the Executive Committee and two members by the Earthcare Committee. The Anchor Committee will be tasked with guiding the work of this SEYM employee. A Clerk for the Anchor Committee will be determined by the Anchor Committee and will be the main contact person for the FSE, although the FSE may freely contact other members of the committee.

Time Requirements: Determined by availability of funds

Salary: Position will be salaried. The amount of salary will be based on \$15.00 per hour.

Benefits: No other benefits are provided. Office and non-travel expenses will be reimbursed from receipts furnished.

LC8

Anchor Committee for the SEYM Field Secretary for Earthcare

August 17, 2015

An Anchor Committee is typically created within meetings to provide spiritual and material support of Friends called to public ministry. The position of Field Secretary for Earthcare (FSE) as envisioned by SEYM is a communicator who coordinates with meetings in SEYM helping them with their discernment regarding earthcare, educating Friends regarding the environmental science of earthcare and guiding our SEYM youth and adults in meaningful opportunities of project work and the activity of witness within our communities. These responsibilities constitute a public ministry and need the support of an anchor committee.

The SEYM Anchor Committee for the FSE will be made up of 4 seasoned spiritual Friends; two appointed by the Earthcare Committee and two appointed by the Executive Committee, who volunteer to provide spiritual and material support of the FSE for two year terms. A member of the Youth Committee (preferably a youth member) will be asked to serve in a liaison and advisory capacity. The Anchor Committee will determine its clerk or point of contact for the FSE who will provide guidance or convene a full meeting of the committee should the concern of the FSE warrant it. The FSE should feel free to contact any member of the Anchor Committee if he/she wishes.

The Anchor Committee's responsibilities involve items requiring supervision, discernment, prioritizing of activities, scheduling, conflict resolution, creation of new policy (subject to the approval of the Executive Committee), distribution of information, receiving and reviewing requests for payment before forwarding those requests to the Treasurer, and designation of a Travelling Elder to the FSE as needed. In addition, the Anchor Committee will be responsible for a 6-month probationary review and an ongoing annual employment review and recommendation for compensation to EC.

The Earthcare Committee will perform ongoing fundraising and grant writing efforts. The FSE and the Anchor Committee may assist with fundraising but it will not be a primary responsibility of their efforts.

The Anchor Committee, in consultation with the FSE, will develop an estimate for FSE expenses to be included in the SEYM General Fund Budget and submit it to the Finance Committee and recommend compensation guidelines to be submitted to the Executive Committee. All Grant requests will be reviewed by the Anchor Committee before submitting the grant request to the Yearly Meeting clerk or, in the clerk's absence, the clerk of Executive Committee/Interim Business Meeting for signing and submission of the grant request.

Initially, the Anchor Committee will maintain daily then weekly contact with the FSE as policies, procedures, priorities, etc., are set up and plans are made for travelling. In addition, the FSE will make a monthly written report to the Anchor Committee of the FSE's activities, successes, and opportunities for future contact to be used for discernment of next steps with the Anchor Committee and FSE and filed into an archive of FSE activities for others to use.

With time and experience, the need for contact between the Anchor Committee and the FSE should diminish to weekly, then monthly discernment sessions and ongoing oversight of the position, including, if necessary, recommending to the Executive Committee, the termination of employment.

C9

It will be SEYM policy for the FSE to travel in pairs with an Elder to Monthly Meetings, workshops, etc. The Travelling Elder will serve the FSE as needed and keep the FSE spiritually centered in the ministry. Initially, the Elder will come solely from the Anchor Committee. With time, a pool of Friends to serve as Travelling Elders can be recruited to alleviate that responsibility from the Anchor Committee.

The Anchor Committee or the FSE will report the activities, created policies and procedures and travel of the FSE over the last reporting period, including future plans to the Executive Committee (which includes the clerks or designees of the Earthcare Committee) at each of the four annual meetings of the Executive Committee (FIBM, WIBM, Yearly Meeting, and the Summer Executive Committee Meeting). Executive Committee will approve or modify, as needed, the policies and procedures created by the Anchor Committee.

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SEYM Search Committee for the Field Secretary for Earthcare

Committee make up:

To be made of three to five individuals; one or two appointed by the Executive Committee, one or two appointed by the Earthcare Committee, and an officer or clerk of the YM may be included.

Qualifications to be on the Search Committee:

It is desirable for members of the Search Committee to have prior experience in hiring, supervising, and other personnel issues related to employment of 501 (C) 3s.

Duties:

- Review all applicants' curricula vita.
- Release password protected SEYM website description of the FSE responsibility and duties to qualified candidates.
- In a spirit led manner select and interview from the approved candidate list those applicants who are highly qualified for the position.
- Make offer to best candidate.
- Not until selection has been finalized will we take down the ads for the position.

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OMM TREASURER'S REPORT • FY 2014 • FY 2015 BUDGET As Of 9/30/15

Chart of Accounts	2014 BUDGET	2015 ACTUAL		2015 BUDGET	
REVENUE					
5100 Support Gifts	\$ 11,000.00	\$ 5,393.88	49.04%	\$ 11,000.00	
5200 Reimbursement/Use of MH	\$ 400.00	\$ 2,750.00	105.77%	\$ 2,600.00	Incl. Parking Lot Rent
5500 Trustee transfers, yearly	\$ 22,800.00	\$ 49,350.00	100.00%	\$ 49,350.00	
5600 Trustee transfers, Grants	\$ 10,000.00	\$ 10,000.00	100.00%	\$ 10,000.00	
5700 Trustee transfers, Property	\$ -	\$ 1,000.00	100.00%	\$ 1,000.00	
Trustee transfers, reimbursement	\$ -	\$ 1,976.50		\$ -	
5800 Reserves allocated to budget	\$ 2,300.00	\$ 3,230.96			
TOTAL REVENUE	\$ 46,500.00	\$ 73,701.34	99.66%	\$ 73,950.00	
EXPENSES					
					<u>Remaining</u>
OPERATING EXPENSES					
6010 Repairs & Maintenance	\$ 1,500.00	\$ 17,143.13	100.84%	\$ 17,000.00	\$ (143.13)
6040 Housekeeping	\$ 1,800.00	\$ 1,350.00	75.00%	\$ 1,800.00	\$ 450.00
6045 Pest Control	\$ 1,600.00	\$ 1,943.00	121.44%	\$ 1,600.00	\$ (343.00)
6050 Grounds Care	\$ 1,880.00	\$ 2,099.00	95.41%	\$ 2,200.00	\$ 101.00
6090 Utilities, MH	\$ 2,000.00	\$ 2,125.27	92.40%	\$ 2,300.00	\$ 174.73
6100 Insurance	\$ 3,880.00	\$ 3,977.08	101.98%	\$ 3,900.00	\$ (77.08)
6110 Utilities, WC	\$ 950.00	\$ 753.70	62.81%	\$ 1,200.00	\$ 446.30
6120 Taxes, City Services	\$ 1,250.00	\$ -	0.00%	\$ 1,250.00	\$ 1,250.00
6150 Professional fees	\$ -	\$ 657.70	43.85%	\$ 1,500.00	\$ 842.30
6160 Property Agent	\$ 5,800.00	\$ 7,000.00	77.78%	\$ 9,000.00	\$ 2,000.00
6500 Other Property Expense	\$ 300.00	\$ 408.77	136.26%	\$ 300.00	\$ (108.77)
TOTAL OPERATING EXPENSES	\$ 20,960.00	\$ 37,457.65	89.08%	\$ 42,050.00	\$ 4,592.35
\$ -					
6060 Bank Service Charges	\$ 100.00	\$ 50.00	66.67%	\$ 75.00	\$ 25.00
6070 Phone	\$ 480.00	\$ 380.85	79.34%	\$ 480.00	\$ 99.15
6155 Treasurer's expenses	\$ 40.00	\$ 183.14	310.41%	\$ 59.00	\$ (124.14)
7030 Outreach & Adult Ed.	\$ 70.00	\$ -	0.00%	\$ 105.00	\$ 105.00
7050 Fellowship & Hospitality	\$ 300.00	\$ 338.28	112.76%	\$ 300.00	\$ (38.28)
7070 Library & Subscriptions	\$ 150.00	\$ 96.00	64.00%	\$ 150.00	\$ 54.00
7080 Archives	\$ -	\$ -	0.00%	\$ 50.00	\$ 50.00
7090 Communications	\$ 100.00	\$ 100.00	25.00%	\$ 400.00	\$ 300.00
7100 Travel	\$ -	\$ 935.48	46.77%	\$ 2,000.00	\$ 1,064.52
7110 Travel for SEYM	\$ -	\$ 444.00	22.20%	\$ 2,000.00	\$ 1,556.00
7150 Care & Community	\$ 500.00	\$ 150.00	15.00%	\$ 1,000.00	\$ 850.00
7170 Peace & Social Concerns	\$ 100.00	\$ -	0.00%	\$ 100.00	\$ 100.00
7210 First Day School	\$ 2,800.00	\$ 1,978.00	70.64%	\$ 2,800.00	\$ 822.00
7220 SEYM	\$ 6,800.00	\$ 4,911.00	100.00%	\$ 4,911.00	\$ -
7230 Worship & Ministry	\$ 50.00	\$ 178.00	89.00%	\$ 200.00	\$ 22.00
7500 Other expenses	\$ 50.00	\$ 25.00	8.33%	\$ 300.00	\$ 275.00
TOTAL ACTIVITIES	\$ 11,540.00	\$ 9,769.75	65.44%	\$ 14,930.00	\$ 5,160.25
\$ -					
CHARITABLE ACTIVITIES					
7300 Homeless Ministry	\$ 1,600.00	\$ 399.77	12.49%	\$ 3,200.00	\$ 2,800.23
7400 Special Ministry Projects	\$ -	\$ 1,453.85		\$ 3,000.00	\$ 1,546.15
8240 Meeting Projects	\$ 400.00	\$ -	0.00%	\$ 270.00	\$ 270.00
8330 Scholarships	\$ 1,000.00	\$ 946.00	94.60%	\$ 1,000.00	\$ 54.00
8350 Faith in Florida membership dues	\$ 1,000.00	\$ -	0.00%	\$ 1,000.00	\$ 1,000.00
8500 Donations	\$ 1,000.00	\$ 900.00	90.00%	\$ 1,000.00	\$ 100.00
8600 Grants	\$ 9,000.00	\$ 6,500.00	61.90%	\$ 10,500.00	\$ 4,000.00
TOTAL CHARITABLE ACTIVITIES	\$ 14,000.00	\$ 10,199.62	51.07%	\$ 19,970.00	\$ 9,770.38
\$ -					
TOTAL EXPENSES	\$ 46,500.00	\$ 57,427.02	74.63%	\$ 76,950.00	\$ 19,522.98

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General Fund checking account activity summary

Revenue	\$73,701.34
Expenses	\$57,427.02
Balance/zero out	\$16,274.32

Beginning balance 1/1/14	\$3,323.99
Gain/loss	\$3,230.96
reserves in checking (#5800)	\$93.03

General Fund Assets

Checking Acct. reserves	\$22,126.02
Pendle Hill Schol. Fund	\$6,900.00
Savings Account	\$30,038.72
TOTAL	\$59,064.74

PENDLE HILL SCHOLARSHIP FUND

Beginning balance	\$	7,500.00
Awards	\$	600.00
Ending balance	\$	6,900.00

Treasurer notes of explanation and information:

1. The Treasurer has a savings account reserve of at least \$30,000 for extraordinary property expenses. There are some property repairs anticipated for the coming year that could be expensive: replacement of A/C systems & plumbing of Webster Cottage are just 2 items being discussed. Costs could run much more than \$30K.
2. The Trustee transfer revenue (account #5500 in budget) has been transferred to Orlando Monthly Meeting Of The Religious Society Of Friends, Inc. on a yearly basis rather than monthly, to be transferred upon acceptance of the budget.
3. The revenue from the parking lot comes to the Orlando Monthly Meeting Of The Religious Society Of Friends, Inc. , because the Meetinghouse, Cottage & Parking lot property is titled in the name Orlando Monthly Meeting Of The Religious Society Of Friends, Inc.

The Meeting has added a budget item number 7110 (Travel for SEYM) providing some funds towards travel expenses for Friends who are serving as SEYM Representatives to Friends' organizations. SEYM suggests that SEYM fund 1/3, the Representative fund 1/3, and their Meeting fund 1/3; though SEYM will pay for expenses that the Representative can't. This could cost about \$2000.00 if we contribute 1/3