

PFYM BASIC DOCUMENTS: SUMMARY REPORT

From our meeting on 6 January 2015, we are prepared to report the following items.

Qualities identified as desirable in basic documents: directness (plain speaking), simplicity, balance of accountability and flexibility.

An *ad hoc* nominating committee to be approved by representative meeting will identify candidates for three initial officers. PFYM will then approve the names at their initial Yearly Meeting in March 2015.

For every office, the selection process needs to consider such characteristics as **experience** relevant to the responsibilities of the position, **service** to Quakers whether at the committee, monthly meeting, or yearly meeting level or to wider Quaker organizations. It is also important that individuals have the **time** to devote to the responsibilities of the position. Our recommendation is that each Presiding Clerk continue as advisor for a period after stepping down and that the Assisting Clerk to be an individual willing to move into the Presiding Clerk position. The *ad hoc* nominating committee may also be asked to identify members for the subsequent Nominating Committee.

<u>Presiding Clerk</u>	<p><u>Presiding Clerk</u> of PFYM needs to be a member of a constituent monthly meeting of PFYM. The Presiding Clerk needs to be a seasoned Friend, have clerking experience, and make a significant commitment of time.</p> <ol style="list-style-type: none"> 1. The first Presiding Clerk would preside for two years and assist for one (three total). The first Assisting Clerk would assist for two, preside for two, then assist for one additional year (5 total for the initial AC; 4 year commitment subsequently). After that a new Assisting Clerk would be named every two years and the rotation will continue. 2. Clerking annual sessions, clerking (at least initially) Representative Meeting, and Executive Committee. 3. Coordinating with other officers of PFYM and PFF. 4. Representing PFYM to the public in consultation with PFYM, representative meeting, and others as good order dictates. 5. Carrying out or assigning administrative responsibilities such as record keeping. 6. Receiving concerns from monthly meetings and communicating those concerns to PFYM as appropriate. 7. Serving <i>ex officio</i> on any committees of PFYM.
<u>Assisting Clerk</u>	<ol style="list-style-type: none"> 1. Having qualities appropriate for a Presiding Clerk and a willingness to move into that position. 2. Being available for a four-year commitment. 3. Performing duties as assigned by the Presiding Clerk. 4. Substituting for the Presiding Clerk as needed. 5. Possibly overseeing the composition of the PFYM epistle.
<u>Recording Clerk</u>	<ol style="list-style-type: none"> 1. Having membership in a constituent monthly meeting of PFYM. 2. Being available to serve a three-year term.

SUGGESTED COMMITTEES

A minimal number of standing committees are needed immediately, allowing for an organic increase as needs are identified. Needs may be met by working groups or standing committees as appropriate.

1. **Nominating Committee** responsible for identifying appropriate candidates for officers and as representatives to Quaker organizations, and possibly naming clerks of standing committees.

NOTE: Additional considerations for the nominating committee are:

- a. Number of members of the committee
- b. Representation from different monthly meetings.
- c. Lengths of terms.
- d. Seeking recommendations from monthly meetings.
- e. Concern that a process invite suggestions from monthly meetings.
- f. Concern for representation from both larger and smaller meetings.

2. **Communication & Website Committee** to facilitate inter-communication.

3. An **Executive Committee** would not need to be nominated but would consist initially of the three Clerks. The Executive Committee would be charged with:
 - a. Receiving reports from monthly meetings.
 - b. Setting the agenda for the Annual Meeting.
 - c. Reviewing and distributing the YM Epistle.
 - d. Conferring and consulting with the Presiding Clerk as requested.

4. **Representative Body** topics that need attention:
 - a. Composition of representatives from constituent monthly meetings.
 - b. Process of naming reps by monthly meetings and worship groups.
 - c. Terms of service.
 - d. Authority and responsibilities of representative body.

QUESTIONS FOR FUTURE DISCUSSION/DECISION

1. Will PFYM operate with different standards than the constituent monthly meetings? What questions of authority may arise?
2. Who is to make any public statements representing PFYM? What process will be used to formulate such statements?
3. How will times, locations, etc. of meetings determined?
4. Who is to receive/review/distribute state of meeting reports? Memorial minutes? Statistics? And, if ministers are to be recorded, such records?
5. What authority should be given to various committees? Representative body? PFYM annual sessions? Is there anything specifically that we do not want each to do?
6. Items that might be reserved to PFYM Annual Sessions include:
 - a. Establishing and laying down of committees.
 - b. Setting membership parameters.
 - c. Creation, circulation, and receiving epistles.
 - d. Budgetary and stewardship issues.
 - e. Approving slates of individuals recommended by nominating committee.
7. How can monthly meetings be engaged in the yearly meeting?
8. Might the Epistle Committee (at least initially) be comprised of the three clerks (Presiding, Assisting, Recording)?

NOTE: Discussion also recognized that the relationship between Annual Sessions and Representative Meeting work is reciprocal: **Representative Meeting can prepare issues to present to YM Sessions; YM sessions can assign tasks to Representative Meeting.**

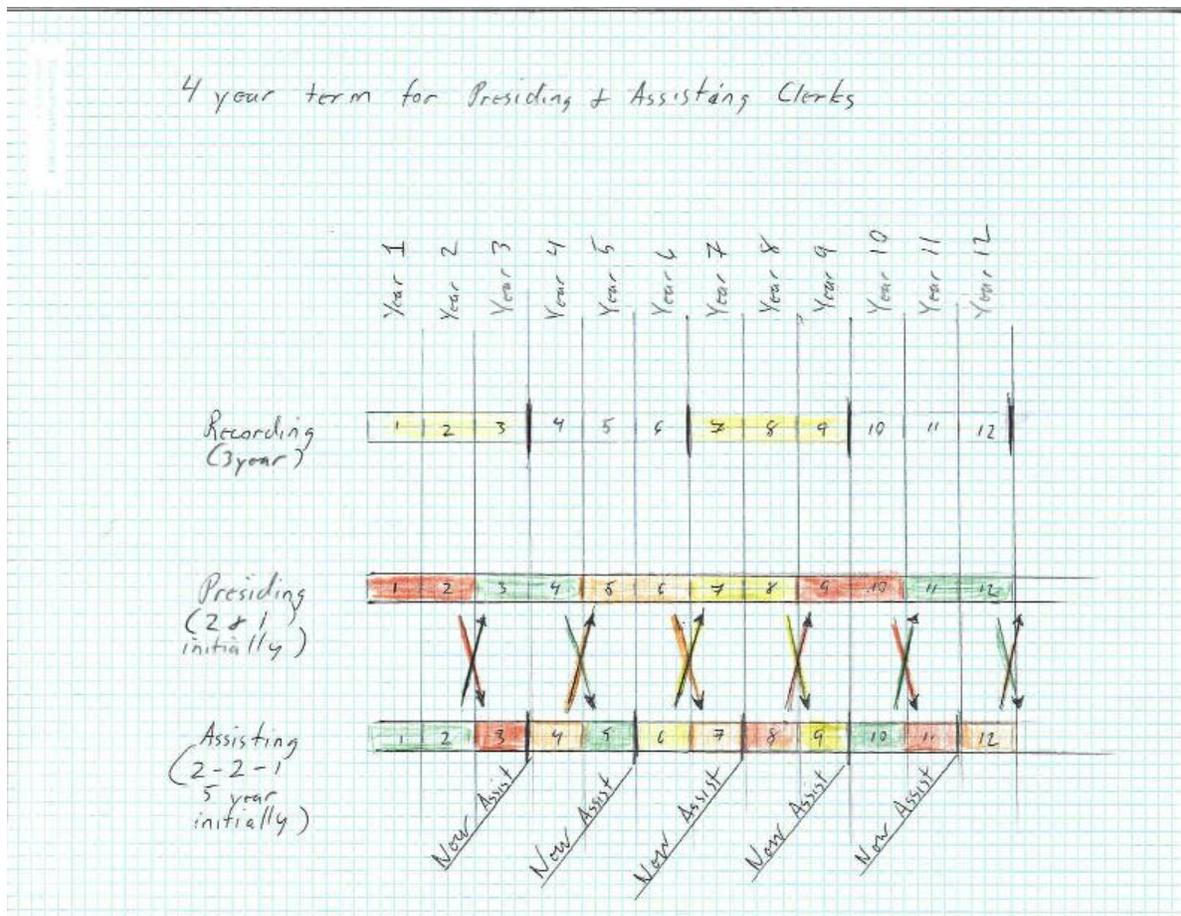


Figure 1. Diagram of Initial and Subsequent Rotation for Presiding, Assisting, and Recording Clerks with thanks to Gary Hornsby for

the illustration

ADDITIONAL TOPICS

There is concern:

1. That the practical not swallow up the spiritual.
2. That the historical trajectory of Friends and our relationship to it be recognized.
3. That we celebrate our formation, but with tenderness to other Friends whether in monthly or yearly meetings.
4. That our inclusion of both unprogrammed and pastoral meetings be of benefit. That we may all benefit from the training and experience of our pastors; that our pastors may benefit from inclusion in the openness and spirituality of all.