

Quaker Life Council Meeting Agenda
Meeting Date: Saturday, June 10th, 2017
11:00 am - 2:00 pm

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Present: Lane Taylor (Clerk), Kri Burkander, Gray Goodman (Recording Clerk), Cate Marion, Jim Herr, Amy Taylor-Brooks, Bryn Hammarstrom, George Schaefer (PYM Care and Aging Coordinator), Olivia Brangan, George Rubin, Kate Bregman, Ayesha Imani.

Ex-Officio: Christie Duncan-Tessmer (General Secretary), Zachary Dutton (Associate Secretary for Program and Religious Life), Penny Colgan-Davis (PYM clerk)

Regrets: Melanie Douty-Snipes

11:00 am: Worship

11:05 am: Introductions/Check-ins

11:20 am: Approval of the Agenda & the May Minutes

11:35 am: Approval of the Resource Friends Proposal (*Zachary & the Program Committee*)

12:25 pm: Break

12:35 pm: General Secretary's Report (*Christie*)

12:50 pm: Youth Programs (*Christie*)

1:20 pm: June 24th's Called Session/Institutional Audit Update

1:55 pm: Closing Worship

Members began with worship and considered the query: **When is the last time that thou felt magical, or experienced magic?**

Members approved the May minutes and approved the June agenda.

Members approved having the next meeting July 8th.

Members approved moving the next QLC meetings to the 3rd Saturday of the month starting in September if the new phone conferencing system at Arch Street Meetinghouse has been installed.

Resource Friends Proposal: See Attached Report.

The Program Committee examined the initial proposal and the QLC was presented with the initial plan in May. The proposal was sent back to the Program Committee and revised. The proposal is before the QLC for final examination and decision.

George Schaeffer explained that the goal of the Resource Friends program is to deepen the organizational and spiritual skills of monthly and quarterly meetings. This program could help PYM stay in a strong relationship with the quarterly meetings, as well as the monthly meetings.

The work of the former Meeting Enrichment Services Working Group will be taken on by Resource Friends in Pastoral Care and Ministry. PYM Staff are currently working on a second program to form Resource Friends in Social Justice. The hope is to have many of the resource Friends for social justice be younger and/or (newer?) Friends. A third Resource Friends program is focused on Young Adult Friends and a fourth program will be for youth work.

George Rubin asked what sort of staff support was possible. One challenge is how to make Resource Friends accountable to the Body. One way is to use the Clearness process to help individuals who feel called to serve as Resource Friends.

The budget is an estimate of what the program would cost in the coming year. It includes the creation of a PYM module for Resource Friends to use with monthly and quarterly meetings. The funding is to aid monthly meetings in paying for a Resource Friend.

Members asked questions and approved the proposal and budget.

General Secretary Report: See Attached Report:

Budget: It has been sent to the monthly meetings for review. Staff and the Finance Committee worked very hard to make a functional budget. The Annual Fund for the last several years has been decreasing.

The Nichi (??) Fund is passing on 2.5 million dollars to PYM for the care of PYM meeting houses. The General Fund will not need to support Arch Street and will be freed up for other programs.

Trustees of the Burlington Meetinghouse have been running the meetinghouse for the past three years. The Trustees wish to continue to care for the meetinghouse under the care of Burlington Quarter. A local boy scout has researched and created a plaque of the Quaker woman who helped found Springfield township, Delaware County.

Friends Minuted appreciation to the General Secretary for the report.

Youth Programming: General Secretary: See Attached Report: General Secretary Christie Duncan-Tessmer will present the report to Administrative Council next week. Members provided feedback to Christie. The new structure would allow for the training of a community of PYM members as Resource Friends who work with youth. Section 2. includes a description of the new structure that includes a full-time Youth Engagement Coordinator who maintains contact with monthly and quarterly meetings as well the staff who are responsible for youth programs. Section 3. outlines the wider range of offerings and links with meetings, schools, and camps. The new program will cost the same as the FY 2015-6 program.

Christie will review this program with the Youth Staff Coordinator and other staff, and the Administrative Council and Program-Youth Leadership.

People in leadership youth roles will make up the search committee.

The job will require someone with strong administrative skills who can work with staff and volunteers. The person also has to have experience working with youth.

Members asked Christie questions about the advantages and challenges of the new youth staffing structure. Christie did indicate that some families and youth will be upset about the changes. Some members expressed concern about the lateness of the involvement of the QLC in the planning/ discernment process of the new staffing structure.

Clerk Lane Taylor asked how the QLC, who is responsible for stewarding the youth programs, can support the General Secretary, Administrative Council who are in charge of the budget and staff, and how can they support youth in our community. Christie stated that QLC's questions helped her.

Concern was expressed by some about whether or not the new structure would be on the agenda at summer sessions.

The Youth Program Sprint report has been revised and sent to the Administrative Council. The Youth Programs Sprint was not part of planning the new structure for the youth programs, nor were they consulted regarding the final decisions. The Sprint is working on the third and final part of its mission.

The Youth Program Sprint will make a complete report in July.

PYM Institutional Audit: The purpose of the audit is to discern the level of racism at all levels of PYM. It will be conducted by a steering committee of 15-20 PYM members who are trained by a consultant. The results will be the basis for a proposal presented to the yearly meeting.

QLC members were asked to aid PYM clerk Penny Colgan-Davis in forming a Naming Committee. Penny and Christie have already consulted with Quarterly Meeting Clerks and the Fellowship of Friends of African

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Descent. Penny has also asked Undoing Racism Group for names. Penny has shared the list of names with QLC Clerk Lane Taylor.

Penny would like the QLC and Administrative Council to each present 5 names for the Steering Committee.

June 24th Called Session: A large sprint is planning the agenda with Penny. The March sessions made it clear that PYM Friends have lost the ability to disagree with one another while continuing to care for each other.

The focus will be to address the 2015 Minute charging Friends to address racism in PYM.

A mailing will go out defining a list of terms and possibly a video/activities that Friends will be asked to view and/or practice in advance.

The start of the session will include gathering in triads.

The afternoon will be a Meeting for Attention to Our Community to address a query.

There might be a minute of exercise that will come out of the afternoon session.

An Alternate Clerk and Elders will assist Penny in composing the minute. A minute of exercise does not need to be approved; it is simply a reflection of what was said. Penny asked members to email her with any other reflections.

Pilot Resource Friends Program Proposal 03.11.17 FY 2017 + 2018

Approved Budget

Income	
Quaker Life Council Strategic Project Reserve	35,600.00
Samuel Jeans Fund*	10,000.00
*The council did not approve the amount of Samuel Jeans, as there is a different approval process for these funds.	
Total Income	45,600.00
Expenses	
Social Justice	25,000.00
Pastoral Care & Worship	4,200.00
Youth Work and RE	8,200.00
Young Adult Support	8,200.00
Total Expenses	45,600.00
Profit/(Loss)	0.00

Introduction

Our Five Year Plan calls for the development of Resource Friends. Responding to this call, this proposal lays out a “test flight” or a pilot for a program that cultivates and sustainably maintains Resource Friends. The proposal takes as its premise that Resource Friends have a powerful role and impact in our wider yearly meeting community as base builders, network creators, teachers, elders, and ministers. Within our meetings, they develop leadership capacity, open new possibilities for spiritual development, and help create new points of entry for youth and young adults. Our Resources Friends help our local Quaker communities engage in broader social justice activities competently and for the long haul, bringing uniquely Quaker groundedness and spiritual sustainability to movements that align with our meetings’ corporate witness.

Background

At its 8.20.16 meeting, the Quaker Life Council approved the creation of a Resource Friends Sprint group. This sprint group was charged with recommending, “a structure for finding Resource Friends and helping PYM to benefit from their skills and experience.” The Quaker Life Council Governance Committee was charged, in turn, with populating this sprint group. Faced with the priority of populating other committees and sprint groups first, the Governance Committee has not yet populated the Resource Friends Sprint group. To alleviate this burden and to accelerate the development of the Resource Friends Program, the Quaker Life Council Governance Committee asked Zachary Dutton, Associate Secretary for Program and Religious Life, to work with PYM program staff to create a proposed pilot version of the program.

The Proposal

It is proposed that a version of the Resource Friends Program be piloted under the care of PYM program staff in partnership with the Quaker Life Council Program Committee.

The Version of the Resource Friends Program to be Piloted

The Resource Friends Program brings together Friends with skills, experience, gifts, leadings and/or ministry. These Friends are organized into practice areas. Practice areas are sub-groups of Resource Friends with certain, similar foci. Within practice areas, Resource Friends engage in spiritual support and accountability; they participate in sustaining community. The sustaining community helps Resource Friends find purpose in their work, it provides institutional memory, and it broadens what can be offered the PYM community overtime.

This document is divided into five sections. The introductory section provides an overview of the program, the four sections that follow provide greater detail into the shape of each proposed Resource Friends practice area.

The Resource Friends Program Pilot Has Several Overall SMART Goals.

- Launch two practice areas by the fall of 2017, one focusing on pastoral care & worship and another focusing on social justice.
- Launch a third and fourth practice area by spring of 2018. One would focus on youth work & children’s religious education. The other would focus on young adult support.
- Build a founding cohort of five to fifteen Resource Friends within each practice area.
- Provide training and cultivate intentional community within each practice area.
- In Fiscal Year 2018, serve at least 10 local Quaker communities (worship groups, monthly meetings, quarterly meetings, other constituencies). “Serve” means to visit or consult with a meeting as a result of a direct request, after an initial referral, or after an outreach visit.

Pastoral Care & Worship Practice Area Overview

The Pastoral Care & Worship Practice Area brings together Friends who have skills, gifts and experience in teaching others how to ground worship and provide pastoral care.

Initial Training

A small core team will be assembled to develop a training module for use in training Resource Friends in Pastoral Care & Worship. This training module will draw from the wisdom of our tradition and the latest perspectives in the fields of Pastoral Care, Quaker discernment process, and the Quaker practice of grounding community in worship. The module will seek to respond to various leadings of Friends who want to engage in teaching ministry by providing space for individuation and specification.

Each Resource Friend will have a slightly different focus and each constituency that is served will have a slightly different set of needs.

SMART Goals of the Pastoral Care & Worship Practice Area, by end of FY 2018 (unless specified)

- Assemble a core team by May 2017.
- Convene a well-publicized gathering for training Friends who want to become Resource Friends in October 2017.
- The trained Resource Friends visit at least 5 meetings.
- At least 10 news stories result from the work of the Resource Friends.
- Evaluations from visited constituencies indicate that the sense of community is more deeply grounded in a spiritual center, with specific references made to Quaker discernment processes.
- Evaluations also indicate that the initial inquiry defining the need for a Resource Friend has been satisfied.
- Individual members of all or most of the visited Quaker communities are now more actively engaged in the work of pastoral care and grounding worship.
- Some new members of the visited Quaker communities are more actively involved in Quaker Life outside their own meeting, either with other meetings, their quarterly meeting, our yearly meeting, or with related Quaker organizations.

Accountability

Ultimately, the Pastoral Care & Worship Practice Area will be accountable to the Quaker Life Council, and, as such, be required to submit an annual report with specific references made to achievement of mission-level and SMART goals. After working with particular constituencies, a separate

report must be submitted with an overview of the services provided and of anything else that may affect the broader community, safety, fundraising or reputation. The Pastoral Care & Worship Practice Area is also required to engage its work in partnership with the Associate Secretary for Program and Religious Life or other PYM program staff to whom he delegates this responsibility.

Social Justice Practice Area Overview

The Social Justice Practice Area brings together Friends who have skills, gifts and experience in teaching others how to ground ministry in spiritual development and organize local Quaker community into social justice movements. This practice area will begin with several mission-level goals:

- Develop a self-sustaining Resource Friend social justice practice area training program
- Equip Resource Friends with skills to identify and nurture other Friends' skills and leadership to better discern and follow spirit (leadership development).
- Increase and make visible mutual accountability between the yearly meeting, monthly and quarterly meetings and individual Friends (bridge contacts, elders...).
- Build interfaith relationships.
- Make our community safer, braver and more welcoming, following on PYM's seventh strategic direction.
- Create the groundwork for a cohesive, spiritually organized strategy for building dynamic interconnected Quaker faith Community.

Initial Training

The founding cohort will undergo a six-month training for trainers, drawing extensively on the help of the historically Quaker organization, Training for Change. The training will:

- Build spiritual community.
- Collectively build one training resource that the Resource Friends can use with meetings.
- Give Resource Friends a shared framework in providing skills and offering support to local Quaker communities on how to effectively follow leadings/ministries on the testimonies of the Quaker tradition, in ways that best fit each community.
- Develop evaluation tools and mutual accountability structures that help the practice area be maintained after the initial training.
- The founding cohort would provide the next year's training, with the direct involvement of Training for Change, though possibly with minor consulting.

**SMART Goals of the Social Justice Practice Area, by end of FY 2018
(unless specified)**

- Train a founding cohort of at least 15 Resource Friends, to be completed by the fall of 2017.
- The trained Resource Friends visit at least 5 meetings.
- At least 10 news stories result from the work of the Resource Friends.
- Evaluations from visited meetings indicate that the collective witness of the community is more deeply grounded in a spiritual center, with specific references made to Quaker discernment processes.
- All or most of the visited Quaker communities are actively engaged in a specific social justice movement.
- All or most of the visited Quaker communities have developed sustainable relationships with impacted communities, following their leadership.
- All or most of the visited Quaker communities have networked with other Quakers doing similar work to maximize impact.

More Background Information

1. The Social Justice Practice area and initial training was developed with the wisdom, love and labor of the following Friends, movement elders, and trainers:

Walter Sullivan (Former Dean of Pendle Hill, PYM), Niyonu Spann (Former Dean of Pendle Hill, PYM) Terrence Williams (Former Dean of Pendle Hill, PYM), George Lakey (PYM, Training for Change), Ingrid Lakey (PYM), Oskar Castro (PYM, QVS), Ross Hennesy (PYM, QVS), Tory Smith (PYM), Amy Greulich (Pendle Hill), Lina Blount (Pendle Hill), Penny Colgan Davis (PYM Clerk), Zachary Dutton (PYM Staff), Tricia Coscia (PYM Staff), Gage Beemish (PYM Staff), Elizabeth Piersol-Schmidt (former PYM Staff), George Schaefer (PYM Staff), Lisa Graustein (NEYM), Liz Oppenheimer (NYM), Eric Muhr (NWYM), Paul Ricketts (LEYM), Kara Bender (Crossroads, Trainer), John Bergen (Germantown Mennonite, Trainer), Celia Kutz (Training for Change), Matthew Armstead (Training for Change), William Goldsby (Reconstruction Inc.)

2. Because of the particularized nature of developing this program, rather than requesting RFP's, we gathered information and feedback from numerous trainers and organizations that have experience with faith-based organizing and training of Quakers including:

Beyond Diversity 101, Training for Change, Earth Quaker Action Team, Reconstruction Inc., Movement for New Society, Quaker Voluntary Service, Crossroads Antiracism Organizing and Training, Radical Faithfulness, Called to Action, American Friends Service Committee, Undoing Racism Group, Germantown Mennonites, and trainers at New England Yearly Meeting, Northwest Yearly Meeting, Lake Erie Yearly Meeting, and Northern Yearly Meeting.

Accountability

Ultimately, the Social Justice Practice Area will be accountable to the Quaker Life Council, and, as such, be required to submit an annual report with specific references made to achievement of mission-level and SMART goals. After working with particular constituencies, a separate report must be submitted with an overview of the services provided and of anything else that may affect the broader community, safety, fundraising or reputation. The Social Justice Practice Area is also required to engage its work in partnership with the Associate Secretary for Program and Religious Life or other PYM program staff to whom he delegates this responsibility.

The Social Justice Practice area will also engage in its own, internal processes of mutual accountability. As part of this internal process, it will maintain relationships with an accountability board made of seasoned Friends and others with long experience in spiritual organizing.

Youth Work & Religious Education (RE) Practice Area Overview

The Youth Work and Religious Education Practice Area brings together Friends who have skills, gifts and experience in teaching others how to cultivate sustainable community and religious education for children, families, and youth in the local meeting.

Initial Training

A small core team will be assembled to develop a training module for use in training Resource Friends in Youth Work and Religious Education. This training module will draw from the wisdom of our tradition and the latest perspectives in the fields of children's religious education, youth development, and program development. The module will seek to respond to various leadings of Friends who want to engage in teaching ministry by providing space for individuation and specification. Each Resource Friend will have a slightly different focus and each constituency that is served will have a slightly different set of needs.

SMART Goals of the Youth Work and RE Practice Area, by end of FY 2018 (unless specified)

- Assemble a core team by January 2018.
- Convene a well-publicized gathering for training Friends who want to become Resource Friends in April 2018.
- The trained Resource Friends visit at least 3 meetings.
- At least 5 news stories result from the work of the Resource Friends.
- Evaluations from visited constituencies indicate that a groundwork has been laid for the meeting community to follow through on its goals around youth work or religious education. This could mean that the meeting has any of the following: new curricula or toolkits, a better grasp on potential youth/families to engage, greater ownership in the meeting around the work of providing religious education, and/or a greater connection to youth programs provided by their quarterly and our yearly meeting. Each meeting may have identified some of its own goals as well to be included here.
- Evaluations also indicate that the initial inquiry defining the need for a Resource Friend has been satisfied.

- Individual members of all or most of the visited Quaker communities report more active involvement in the work of youth work or religious education.
- Some new members of the visited Quaker communities are more actively involved in Quaker Life outside their own meeting, either with other meetings, their quarterly meeting, our yearly meeting, or with related Quaker organizations.

Accountability

Ultimately, the Youth Work and RE Practice Area will be accountable to the Quaker Life Council, and, as such, be required to submit an annual report with specific references made to achievement of mission-level and SMART goals. After working with particular constituencies, a separate report must be submitted with an overview of the services provided and of anything else that may affect the broader community, safety, fundraising or reputation. The Youth Work and RE Practice Area is also required to engage its work in partnership with the Associate Secretary for Program and Religious Life or other PYM program staff to whom he delegates this responsibility.

Young Adult Support Practice Area Overview

The Young Adult Support Practice Area brings together Friends who have skills, gifts and experience in teaching others how to cultivate sustainable community, spiritual development, meaningful engagement and leadership skills among young adults.

Initial Training

A small core team will be assembled to develop a training module for use in training Resource Friends in Young Adult Support. This training module will draw from the wisdom of our tradition and the latest perspectives in the fields of Quaker discernment, young adult leadership development, and program development. The module will seek to respond to various leadings of Friends who want to engage in teaching ministry by providing space for individuation and specification. Each Resource Friend will have a slightly different focus and each constituency that is served will have a slightly different set of needs.

SMART Goals of the Young Adult Support Practice Area, by end of FY 2018 (unless specified)

- Assemble a core team by January 2018.
- Convene a well-publicized gathering for training Friends who want to become Resource Friends in April 2018.
- The trained Resource Friends visit at least 3 meetings.
- At least 5 news stories result from the work of the Resource Friends.
- Evaluations from visited constituencies indicate that a groundwork has been laid for the meeting community to follow through on its goals around welcoming, supporting, engaging and retaining young adults. This means the meeting has a better grasp on potential young adults to engage, greater ownership in the meeting around the work of sustaining multigenerational community, and/or a greater connection to young adult programs provided by their quarterly and our yearly meeting.
- Evaluations also indicate that the initial inquiry defining the need for a Resource Friend has been satisfied.
- Some new members of the visited Quaker communities are more actively involved in Quaker Life outside their own meeting, either with other meetings, their quarterly meeting, our yearly meeting, or with related Quaker organizations.

Accountability

Ultimately, the Young Adult Support Practice Area will be accountable to the Quaker Life Council, and, as such, be required to submit an annual report with specific references made to achievement of mission-level and SMART goals. After working with particular constituencies, a separate report must be submitted with an overview of the services provided and of anything else that may affect the broader community, safety, fundraising or reputation. The Young Adult Support Education Practice Area is also

required to engage its work in partnership with the Associate Secretary for Program and Religious Life or other PYM program staff to whom he delegates this responsibility.

EFFECTIVE AND FLEXIBLE STAFFING FOR YOUTH COMMUNITY AND PROGRAMS

SECTION ONE: PROGRAMS AND SERVICES OFFERED BEGINNING IN FY18 (OCTOBER 2017)

Programs and services in PYM will expand to offer support for the spiritual nurture and growth of our youth in all the places where they are

Family and Home-Life

- Annual programs for families which are facilitated by a consistent person.
- Family Neighborhood at Sessions will continue to provide additional opportunity for community among families.
- Opportunity for developing tools, events and/or communications that support Quaker parenting and family idea-sharing.

First Day School and Meeting-Life

- Updating, sharing and posting FDS curricula, religious education toolkits and strategies from monthly and quarterly meetings, FGC and from our yearly meeting's sprints or collaboratives.

- Consultation to Friends involved in Religious Education in meetings on topics from behavior management to teacher support to worshipping with children (see Community of Practice for more detail).
- Resources, programs and trainings for those who work with youth in meetings.
- Support for inclusion of youth in meetings beyond FDS.
- Consulting to monthly and quarterly meetings that want help cultivating youth groups for middle schoolers and/or high schoolers.

Meeting-Initiated Events Support for monthly and quarterly meetings that want to offer events or programs for youth from multiple meetings.

- Communications and registration logistical support: We can set up electronic registration and invitations.
- Effective Program Consultation: We can help event or program organizers succeed by sharing planning, organizing and program implementation best practices.
- Staffing: We can help find Friendly Adult Presences (FAP's) and we can provide paid staff for events that are organized by monthly or quarterly meetings.

Possible examples:

- A meeting is sponsoring a dance party for the teens from nearby meetings and their friends. We can send the invitation to the teens and parents in those meetings and help find a FAP or two to help out with supervision.
- A quarterly meeting has an annual weekend retreat for all Friends from it's meetings. We can send someone who has experience running programs

for kids to plan and implement morning and afternoon programs for k-5th graders.

Teen-Specific Nurtured Community (Middle School Friends and Young Friends) Our signature weekend gathering program for middle and high schoolers.

- Young Friends:
 - Four 2-3 night gatherings each year.
 - Two 1-day gatherings which coincide with Continuing Sessions.
 - A single hired staff person will plan the program and facilitate the events. An additional person will be the assistant for each of the events.
- Middle School Friends:
 - Four 2-3 night gatherings each year.
 - Two 1-day gatherings which coincide with Continuing Sessions.
 - A single hired staff person will plan the program and facilitate the events. An additional person will be the assistant for each of the events.

Annual and Continuing Sessions Programming for the littlest Friends, children, middle schoolers and high schoolers at Sessions.

- Annual Sessions:
 - Each age group will continue to have planned programming that coincides with adult programming.
 - Multigenerational programming will continue to be planned by those who have experience and skill with it, stemming from experience and skill with youth work to guard it from becoming adult-centered.
 - To every extent possible we will use the same staff who run the weekend events for the annual sessions programs. This is the time when potential for conflict between other employment is highest.
- Continuing Sessions:

- Each age group will continue to have planned program that coincides with adult programming.
- Middle School and Young Friends events will begin on Saturday morning. This allows teens to come for the first time to meet the extant community without having to either spend the whole weekend or to find their way with kids who have already spent the night together. It also decreases logistics complications of travelling from a local meeting to the continuing sessions site.

Community of Practice: Spiritual Nurture for Youth There are many Friends with gifts, skills and experience in working with children. We will draw them together in ways that serve and nurture them and our community at the same time. The Community of Practice includes Friends who are:

- **Resource Friends**, from the Governance Handbook: Resource Friends help our community be healthy and thrive, by providing expert support in areas of need in our monthly meetings and on the yearly meeting level. They are the Friends who have a diverse variety of gifts and tremendous knowledge base from which the community may benefit.

We will identify Friends to serve as Youth Work and Religious Education Resource Friends. These Friends will be trained to ensure they have a deep understanding of the yearly meeting and its opportunities and priorities. Then they will be sent out as consultants as needed to meetings to help with the specific issues for which the meetings have requested support.

- **Friendly Adult Presences:** FAPs are adults who work with Youth Program Facilitators to care for the youth at events. They are part of the Young Friends and Middle School Friends communities and care deeply for the participants and the program. They often provide workshops and share their skills in addition to facilitating small groups and providing supervision.

- **PYM Program Facilitators and Assistants:** These are people who are hired by PYM to facilitate Children's, Middle School and Young Friends Gatherings as well as other events that are scheduled on an annual basis.
- **As-Needed Program Facilitators:** We will have the capacity to hire additional skilled program facilitators that can be called on to facilitate monthly or quarterly meeting-organized events as needed.
- **Friends Involved in Youth Work and Religious Education in their Monthly or Quarterly Meeting:** We will visit with, find new ways to support, bring together and regularly invite into participation with the wider community those Friends who are most active in their local Quaker communities.

These Friends are nurtured into a Community of Practice through:

- Trainings that increase their skill or lead to necessary certifications (such as worshipping and business practice with youth and first aid and food safety certification). First Day School teachers would also be invited to participate.
- Targeted Communications and resources.
- Spiritual nurturing and social opportunities.

The Community of practice encourages Friends to learn from one another, draws them into deeper connection with the yearly meeting and provides opportunities for increasing their capacity

General Secretary Report on Staff Activity to Councils May 2017

Finances

- The six month financial report was completed.
- Following several drafts, a FY18 budget with a very minor surplus was completed and then approved for passing on to the Admin Council.

- A review of our Annual Fund to date shows that we are down in contributions compared to this point last year but only by the amount of the traditional gift of a major donor who died.
- Hosted seven dinners at six locations (two at my house) to which major donors who lived in proximity but attended different meetings were invited along with some otherwise interesting or active Friends (so not 100% major donors). I was able to meet some major donors I'd not previously known this way.
- We're developing the basics of a standard response for when we receive information about a potential planned gift.
- We launched the spring annual fund campaign. It was far more direct than our recent campaigns in our ask, as a result of the Schwartz & Williams report on development. No data is available yet but anecdotally: we saw a bump up in online giving both to PYM and to MMs, some people gave twice as much as previously or gave again after many years of not giving, it generated three negative email responses.

Program

- A weekend gathering for adults who are interested in FDS was held, facilitated by the two most awesome people doing work with kids in the Northeast, Melinda Wenner Bradley and Beth Collea.
- The first training for trainers for the first cohort of Social Justice Resource Friends was held, facilitated by Training for Change. The participants were young adults.
- Penny and I hosted a semi-annual gathering of monthly meeting clerks to be followed by a semi-annual gathering of quarterly meeting clerks
- Staff has begun planning logistics for a called meeting
- Registration for Annual Sessions is live.
- A successful Friends in Business was held, managed by the interim Development Director, featuring heads of four Quaker organizations in a panel addressing how their work benefits from business thinking. The next one has been scheduled for November.

Communications

- Faith In Practice was published. The theme was on work related to the seven strategic directions. The next issue is in pre-production.
- We are playing with the idea of increasing the number of issues of FiP but decreasing the number of pages. That will mean more frequent written contact with similar level of content.
- A new organization is needed to transfer the data from our old to our new database. Current estimates of a live, functioning, new database is November.

Staffing and Administration

- The Employee Handbook was edited by staff to remove parts that are no longer relevant and add parts that were approved by not added in the last several years. It was then sent to a contractor to organize, format and ensure that it is legally up to date and in synch. Next steps will include staff review and commenting by all staff and review by Personnel Committee for approval when the committee is satisfied with it.
- Eight job descriptions were revised or written and sent to Personnel Committee for review and approval: Data Entry Associate, Database Manager, Executive Assistant, Office Manager, Web Manager, Young Adult Friends Coordinator, Rental Associate at Arch Street, Visitor and Program Coordinator at Arch Street.
- Five more job descriptions are in draft form and need to be reviewed: Associate Secretary for Advancement, Director of Donor Engagement, Director of Staffing and Inclusion, Director of Communications and Technology, Communications Design Coordinator.
- Marille Thomas, after several meetings with me, a member of Admin Council and a member of Marille's care committee, was reassigned to Office Manager. The Office Assistant, Cierra Saunders, was reassigned as Executive Assistant.
- Cierra has moved into that position and is in training.
- Marille requested a leave of absence which was granted and she will be out until June 6. In the interim we have someone covering the basics of the office.
- I began meeting with all staff on a weekly basis in my office to give them updates on what is happening in staffing and in antiracism work, to hear

their perspectives and to answer questions. This was necessary after the staffing changes rocked the PYM boat.

Anti-Racism

- I attended the three day training offered by Crossroads. I highly highly highly recommend it to everyone.
- I'm serving on the National Council of Churches' committee on considering a national clarion call to end racism focused on a truth telling that leads to behavior change.

General Secretary Visits and Connections

- Friends Fiduciary Annual Meeting
- Friends Fiduciary Investment Committee meeting (I'm not a member but have begun attending their meetings)
- Interfaith Center of Philadelphia's meeting with funders on project for which I'm serving as a "thought leader"
- National Council of Churches Governance Board Meeting in Virginia
- National Council of Churches Truth & Reconciliation committee meeting in Chicago and two more on the phone