

SECTION ONE: PURPOSE OF THIS DOCUMENT AND OVERVIEW OF QUAKER LIFE COUNCIL

Purpose of this Document

This document serves as a corollary governance handbook for the Quaker Life Council, outlining the various committees and policies the council has developed to carry out its charge as defined in the [PYM Governance Handbook](#). Also see Section Five of this document.

Quaker Life Council Overview, as defined in the PYM Governance Handbook

With Divine assistance, the Quaker Life Council maintains the health and integrity of the community, supports spiritual depth, and cultivates relationships within Philadelphia Yearly Meeting (PYM). The council is a steward of yearly meeting activities, nurtures meetings, supports corporate work for peace and justice, and brings together members across meetings to collaborate on projects of common interest.

The members of the Quaker Life Council are nominated by the Nominating Council and approved by the body of the yearly meeting. The Council will consist of not more than fifteen appointed members. The General Secretary, Clerk, and Treasurer of Philadelphia Yearly Meeting [PYM] participate with the Quaker Life Council in an ex-officio capacity. Members may serve two consecutive three-year terms. The General Secretary may invite staff members to attend meetings as needed. The clerk may invite alternate clerks to attend meetings as needed.

The entire section of the PYM Governance Handbook describing scope, authority, responsibility, member job description, and resources available for the council is included in this document in Section Five.

SECTION TWO: QUAKER LIFE COUNCIL COMMITTEES

See Section Three: Policies and Processes for a full review of the function of term limits for all QLC committees. Essentially, all QLC members are expected to serve on at least one QLC committee for the duration of their service on the council. Term limits for QLC members of committees are therefore managed by the Nominating Council and outside the purview of this corollary handbook. Non-QLC members of committees may serve up to two consecutive three-year terms, after which they must take at least a one-year sabbatical before returning to service.

AGENDA COMMITTEE

- The Quaker Life Council (QLC) Agenda Committee consists of 5 to 6 people appointed by the Quaker Life Council.
- The Agenda Committee has a clerk and sometimes a convener, who are also appointed by the Quaker Life Council.
- There may be up to two members of the QLC Agenda Committee who are not also members of the Quaker Life Council.
- The Clerk of the Quaker Life Council, the PYM General Secretary, and the PYM Associate Secretary for Program and Religious Life, will also be members of the committee, serving ex officio.
- The committee may want to form subcommittees. Subcommittees may include non-council and non-committee members.

CHARGE

The Agenda Committee's charge relates to the stewardship of the Quaker Life Council.

With Divine assistance, the Agenda Committee is charged with ensuring that the Quaker Life Council is functioning well. The committee stewards the council's nominating process, administrative tasks, strategic planning, and maintenance of this corollary handbook.

AUTHORITY

The Quaker Life Council delegates the following authority to the Agenda Committee to:

1. Hold other QLC committees and ad hoc committees in care and accountability to fulfill their charges, as defined in this corollary handbook.
2. Coordinate routine administrative tasks and responsibilities on behalf of the council between meetings of the council.
3. Nominate the members, clerks and/or conveners of all QLC committees, including itself, whose appointments are approved by the Quaker Life Council.
4. Develop any policies or processes needed to facilitate numbers 1, 2, and 3.

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5. Perform duties as assigned below.

Before creating any process or policy outside that defined above or within the review process below, the committee must obtain Quaker Life Council approval.

DUTIES

1. Serve the Quaker Life Council in an advisory capacity.
2. In consultation with the QLC Clerk, design the agendas for upcoming meetings and ensure the proper posting and archiving of QLC minutes.
3. Advise the Quaker Life Council about issues related to the care and accountability of committees and ad hoc committees.
4. Nominate members, clerks and conveners of other QLC committees, whose appointments are considered for approval by the full Quaker Life Council.
 - a. QLC Committees will typically suggest their own members, clerks and/or conveners to the Agenda Committee for nomination.
5. Provide the Quaker Life Council with expertise and recommendations, as needed, regarding decision making process, board leadership, and Quaker discernment.
6. Coordinate the work of the Quaker Life Council across its committees and ad hoc committees.
7. Consult and liaise with other committees (Program, Etc.) and “community” stakeholders as appropriate prior to any recommended action.
8. Maintain and update Quaker Life Council’s corollary handbook as needed.
9. Contribute to the Annual Report of the Quaker Life Council to the PYM membership.

PROGRAM COMMITTEE

- The Quaker Life Council (QLC) Program Committee consists of 6 to 10 people appointed by the Quaker Life Council.
- The Program Committee has a clerk and sometimes a convener, who are also appointed by the Quaker Life Council.
- There may be up to four members (not ex officio) of the QLC Program Committee who are not also members of the Quaker Life Council. These members should have experience in programming, granting, caring for spiritual community and/or community organizing.
- The Clerk of the Quaker Life Council, the PYM Associate Secretary for Program and Religious Life, and the PYM Community Engagement Coordinator will also be members of the committee, serving ex officio.
- The committee may want to form subcommittees. Subcommittees may include non-council and non-committee members.

CHARGE

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The Program Committee's charge relates to the care and accountability of PYM collaboratives and sprints as well as other programs not otherwise assigned.

With Divine assistance, the Program Committee is charged with reviewing and making seasoned recommendations about collaboratives, sprints and other programs not otherwise assigned under the care of the Quaker Life Council. The Program Committee may also provide consultation to the Quaker Life Council regarding yearly-meeting-wide work and witness. The Program Committee supervises the allocation of funds from the Quaker Life Council funding envelope, within standards of business practice and the legal guidelines of PYM finances.

AUTHORITY

The Quaker Life Council delegates the following authority to the Program Committee to:

1. Hold collaboratives and sprints in care and accountability to fulfill the mission and goals they identify in their applications; keep their mission and goals up to date.
2. Supervise the allocation of funds that support collaboratives, sprints and other work and witness from the QLC funding envelope.
3. Approve or disapprove funding requests from groups that are already formally part of the yearly meeting (such as granting groups, collaboratives, sprints, ad-hoc groups, committees and subcommittees). See Section Three for the policy on receiving funding requests from granting groups.
4. Develop any policies or processes needed to facilitate numbers 1, 2 and 3.
5. Perform duties as assigned below.

Before creating any process or policy outside that defined above or within the review process below, the committee must obtain Quaker Life Council approval.

DUTIES

1. Serve the Quaker Life Council in an advisory capacity.
2. Work with the Community Engagement Coordinator to establish relationships of mutual accountability and care with collaboratives and sprints.
3. Remain knowledgeable about the work of all collaboratives and sprints, and any other program not otherwise assigned.
4. Advise the Quaker Life Council about issues related to the care and accountability of collaboratives, sprints and other programs not otherwise assigned.
5. Provide the Quaker Life Council with expertise and recommendations, as needed, for consideration of work and witness applications and funding applications.
6. Recommend to the Quaker Life Council (QLC) for approval or disapproval all sprint and collaborative applications.
7. Recommend to the QLC for collaboratives and sprints to be laid down or for their formal status to be changed in some other way when their charge is complete,

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when their energy has waned, or when their mission has become incongruent with PYM's strategic directions.

8. Recommend to QLC for approval or disapproval all funding applications submitted by groups that are not already formal structures of Philadelphia Yearly Meeting.
9. Provide to the Quaker Life Council regular reporting on: 1) collaborative and sprint activities, 2) the state of the QLC envelope funds, 3) funding decisions made in response to applications for funding from PYM groups, and 4) all expenditures approved or recommended.
10. Consult and liaise with other committees (Agenda, Etc.) and "community" stakeholders as appropriate prior to any recommended action.
11. Contribute content to the Quaker Life Council's corollary handbook as requested.
12. Contribute to the Annual Report of the Quaker Life Council to the PYM membership.

SESSIONS COORDINATING COMMITTEE

- The Quaker Life Council (QLC) Sessions Coordinating Committee consists of 15 to 20 people appointed by the Quaker Life Council.
- The QLC Sessions Coordinating Committee has a clerk and sometimes a convener, who are also appointed by the Quaker Life Council.
- There should be at least one member of the Quaker Life Council also serving as a member of the Sessions Coordinating Committee.
- The PYM Associate Secretary for Program and Religious Life, the PYM Community Engagement Coordinator, the PYM Sessions Coordinator, and the PYM Youth Religious Life Coordinator will also be members of the committee, serving ex officio.
- The committee may want to form subcommittees. Subcommittees may include non-council and non-committee members.

CHARGE

The Sessions Coordinating Committee's charge relates to the care and accountability of Annual and Continuing Sessions.

With Divine assistance, the Sessions Coordinating Committee sets overall direction of Annual and Continuing Sessions, jointly called "Sessions" for this document. The committee supervises long term planning, implementation of the overall direction, and the collection and review of feedback on Sessions.

AUTHORITY

The Quaker Life Council delegates the following authority to the Sessions Coordinating Committee to:

1. Set the overall direction of Sessions, including themes, areas of focus, and structure of program.

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2. Set the various fees charged to attendees of Sessions, in consultation with pertinent PYM staff.
3. Develop any policies or processes needed to facilitate numbers 1 and 2.
4. Perform duties as assigned below.

Before creating any process or policy outside that defined above or within the review process below, the committee must obtain Quaker Life Council approval.

DUTIES

1. Serve the Quaker Life Council in an advisory capacity.
2. Advise the Quaker Life Council about issues related to the care and accountability of Sessions.
3. Work closely with PYM staff to determine the appropriate times in which to raise fees for attendees of Sessions.
4. In partnership with PYM staff, and often delegating to PYM staff, implement Sessions logistics, including but not limited to: scheduling programs, organizing workshops, organizing worship sharing, negotiating with location staff, setting up and maintaining registration, maintaining publicity and web presence, designing and implementing the Sessions budgets, and organizing volunteers and staff during Sessions.
5. Create and populate sprint groups to aid in the planning of Sessions.
6. Consult and liaise with other committees (Agenda, Etc.) and “community” stakeholders as appropriate prior to any recommended action.
7. Contribute content to the Quaker Life Council’s corollary handbook as requested.
8. Contribute to the Annual Report of the Quaker Life Council to the PYM membership.
9. Work closely with the PYM Clerk to coordinate the timing and support of yearly meeting business conducted at Sessions.

YOUTH PROGRAMS ADVISORY COMMITTEE

- The Quaker Life Council (QLC) Youth Programs Advisory Committee consists of 11 people.
- The committee will have two Middle-School-age and two High-School-age members.
- The committee will have three at-large members, appointed by the Quaker Life Council in consultation with the Nominating Council.
- The committee will have at least one parent of a current participant in a youth program of PYM (at a monthly, quarterly or yearly meeting level) as a member of the committee.
- During the first year of its existence, at least one former member of the QLC Youth Programs Sprint III will serve as a member of the committee.
- There should be at least one member of the Quaker Life Council also serving as a member of the Youth Advisory Committee.
- The QLC Youth Programs Advisory Committee co-clerks are identified by YPAC, nominated by the Agenda Committee, and approved by the Quaker Life Council.

- The PYM Associate Secretary for Program and Religious Life and the PYM Youth Religious Life Coordinator will also be members of the committee, serving ex officio.
- The committee may want to form subcommittees. Subcommittees may include non-council and non-committee members.

FURTHER GUIDANCE REGARDING MEMBERSHIP

In considering membership for this committee, attention should be paid to all aspects of diversity named above, including race, class, gender, gender identity, geographic location, and experience with Quakerism. Concerning geographic diversity, we should seek those who bring the perspective of monthly and quarterly meetings, specifically those without Quarterly Meeting coordinators.

Middle-School-age and High-School-age members don't necessarily need to serve in a leadership role in the PYM Middle School Friends Program or Young Friends Program. Youth members may also be active at any level of youth programming - monthly, quarterly, and/or yearly.

At-large members are intended to provide outside voices that are not necessarily familiar to those on the Youth Programs Advisory Committee or QLC to ensure that youth programs are meeting the needs of all stakeholders.

CHARGE

The Youth Programs Advisory Committee charge relates to the care of the vision and mission of PYM youth programs and the accountability of the programs in place to support these. See Section Three for the vision and mission of PYM youth programs.

With Divine assistance, the Youth Programs Advisory Committee sets the overall direction of PYM youth programs under the guidance of the vision and mission. The committee works closely with pertinent PYM staff, monthly and quarterly meeting staff and community members who care for our youth. The committee helps to season issues, respond to concerns, and hold youth programs in loving care. A key operating principle of this committee is to empower youth voice and share power in the context of beloved community. The committee embodies this principle through the way it conducts its affairs and fulfills its charge outlined here.

AUTHORITY

The Quaker Life Council delegates the following authority to the Youth Programs Advisory Committee to:

1. Coordinate implementation of the vision and mission of PYM Youth Programs.
2. Serve as a source of expertise and guidance in the work of supporting children, families and youth within our whole yearly meeting community.
3. Develop any policies needed to facilitate numbers 1 and 2.
4. Perform duties as assigned below.

Before creating any policy outside of that defined above or within the review process below, the committee must obtain Quaker Life Council approval.

DUTIES

1. Serve the Quaker Life Council in an advisory capacity.
2. Advise the Quaker Life Council about issues related to the care and accountability of children, families and youth.
3. Meet no fewer than four times per year.
4. Provide guidance to pertinent PYM staff in the development of procedures and practices for carrying out policies set by the committee.
5. Delegate the daily operations of PYM Youth Programs at the yearly-meeting level to pertinent PYM staff, including the creation and stewardship of Middle School Friends and Young Friends guidelines.
6. Provide feedback to the Youth Religious Life Coordinator on Middle School Friends and Young Friends guidelines.
7. Serve as a sounding board and a source of guidance and expertise for monthly and quarterly meeting staff and other youth workers in our community.
8. Provide policy guidance for staff and volunteers throughout the yearly meeting, including those related to child safety.
9. Provide feedback and input regarding matters related to youth programs staff to the General Secretary, the Associate Secretary for Program and Religious Life, and the Administrative Council, especially in advance of any proposed changes to the structure of youth programs staff.
10. Assist in the communication between youth programming and various communities within the yearly meeting.
11. Regularly evaluate yearly meeting youth programs around how they support the vision and mission of our youth programs and our strategic directions; be sure to survey children, families and youth who are involved and those not involved to identify areas of improvement.
12. From time to time and through a broad-based and consultative process, involving as many stakeholders as possible, recommend changes to update the vision and mission of the youth programs for consideration by the yearly meeting body.
13. Consult and liaise with other committees (Agenda, Etc.) and “community” stakeholders as appropriate prior to any recommended action.
14. Contribute content to the Quaker Life Council’s corollary handbook as requested.
15. Contribute to the Annual Report of the Quaker Life Council to the PYM membership.

FRIENDS COUNSELING SERVICE ADVISORY PANEL

- The Quaker Life Council (QLC) Friends Counseling Service (FCS) Advisory Panel consists of 5 to 7 members.
- At least two Friends will be members who do not serve as staff nor as FCS counselors and who have experience with clinical therapy and/or with FCS.
- At least one FCS counselor will be a member.

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- The PYM Care & Aging Coordinator and Friends Counseling Service Coordinator will be members, serving ex officio.
- One member of the FCS Advisory Panel will also attend Quaker Life Council meetings from time to time.

CHARGE

The QLC Friends Counseling Service Advisory Panel charge relates to the care and accountability of the Friends Counseling Service.

With Divine assistance, the QLC Friends Counseling Service Advisory Panel ensures that the procedures of staff and Friends Counseling Service counselors are aligned with professional standards of care and sustainable business practice.

AUTHORITY

The Quaker Life Council delegates the following authority to the Friends Counseling Service Advisory Panel:

1. Define the overall direction of the Friends Counseling Service.
2. Provide expertise regarding professional standards of clinical therapy in a Quaker context.
3. Provide supervision, in consultation with pertinent PYM staff, of the business model of the Friends Counseling Service.
4. Develop any policies needed to facilitate numbers 1, 2 and 3.
5. Perform duties as assigned below.

Before creating any policy outside that defined above or within the review process below, the panel must obtain Quaker Life Council approval.

DUTIES

1. Serve the Quaker Life Council in an advisory capacity.
2. Delegate the daily operations of the Friends Counseling Service to pertinent PYM staff.
3. Provide feedback, guidance and professional advice when requested by pertinent PYM staff.
4. Guide and revise as needed the business model of the Friends Counseling Service.
5. Contribute content to the Quaker Life Council's corollary handbook as requested.
6. Contribute to the Annual Report of the Quaker Life Council to the PYM membership.

MINISTRY & CARE COMMITTEE

- The Quaker Life Council (QLC) Ministry & Care Committee consists of 10 to 15 people appointed by the Quaker Life Council.
- The QLC Ministry & Care Committee has a clerk and sometimes a convener, who are also appointed by the Quaker Life Council.

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- There should be at least one member of the Quaker Life Council also serving as a member of the Ministry & Care Committee.
- The committee should be a diverse group of people in race, gender, age, geography, ability, and spiritual perspectives.
- The PYM Associate Secretary for Program and Religious Life and the PYM Care & Aging Coordinator will also be members of the committee, serving ex officio.
- The committee may want to form subcommittees. Subcommittees may include non-council and non-committee members.

CHARGE

The Ministry & Care Committee charge relates to the spiritual and emotional wellness of monthly and quarterly meeting communities within PYM. The charge also specifically relates to the support of meeting communities in the care of specific populations of Friends not otherwise assigned a committee.

With Divine assistance, the Ministry & Care Committee aids the Quaker Life Council in stewarding issues related to pastoral care, worship, ministry, and other issues related to the care of populations over the age of 35.

AUTHORITY

The Quaker Life Council delegates the following authority to the Ministry & Care Committee to:

1. Set the timelines for inviting and receiving state of the meeting reports from monthly meetings, quarterly meetings, and other communities within PYM.
2. Represent the interests and concerns of the Quaker Life Council to relevant entities and groups within PYM.
3. Develop any policies or processes needed to facilitate numbers 1 and 2.
4. Perform duties as assigned below.

Before creating any process or policy outside that defined above or within the review process below, the committee must obtain Quaker Life Council approval.

DUTIES

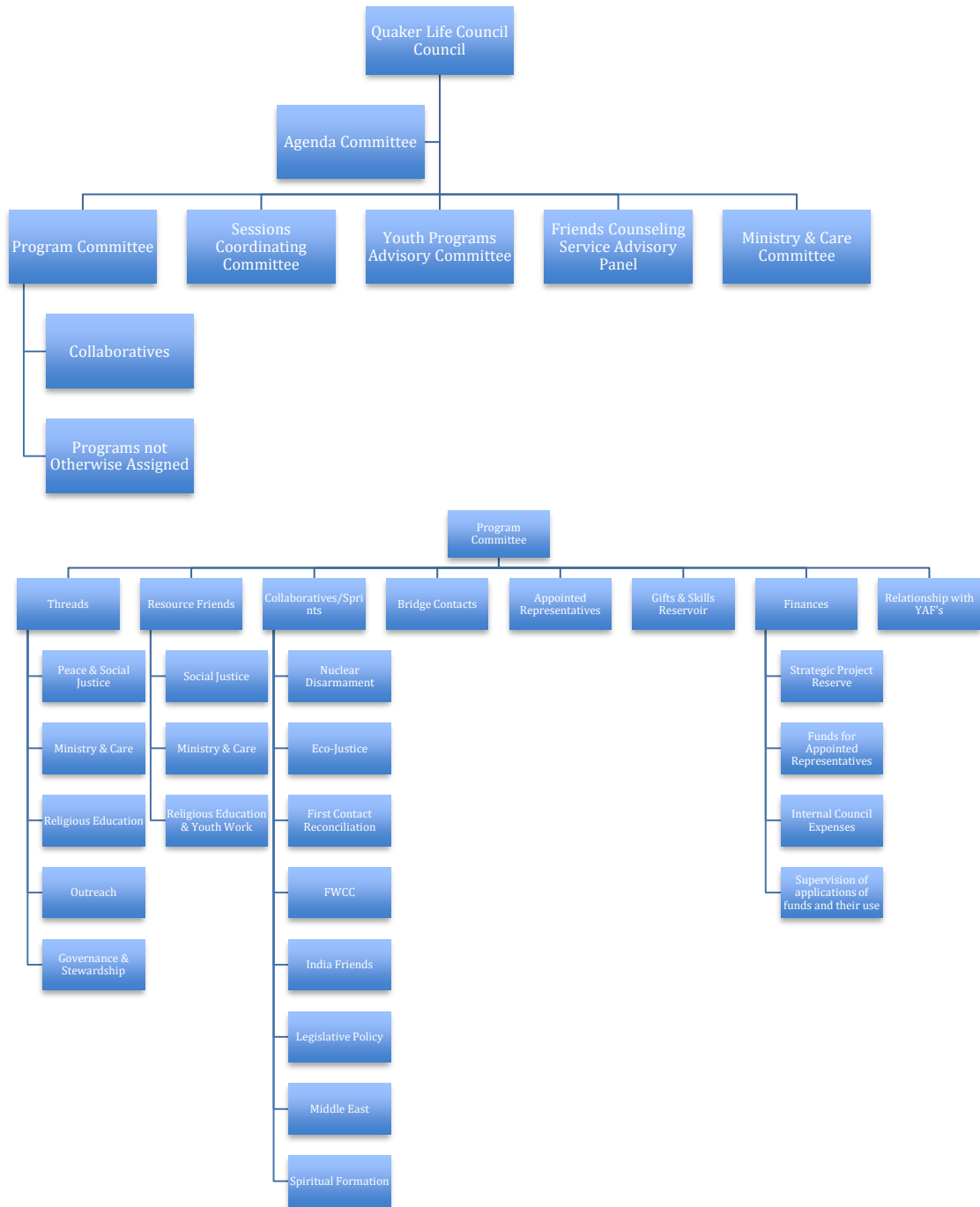
1. Serve the Quaker Life Council in an advisory capacity.
2. Remain knowledgeable about the accomplishments and challenges of monthly and quarterly meetings regarding their spiritual and emotional wellness.
3. Remain knowledgeable about the accomplishments and challenges of monthly and quarterly meetings regarding age-related issues.
4. Advise the Quaker Life Council about issues related to the emotional and spiritual wellness of monthly and quarterly meetings.
5. Advise the Quaker Life Council about age-related challenges, chronic illness, and disability.
6. Grounded in a deep understanding of Quaker Faith & Practice, provide the Quaker Life Council with expertise and recommendations, as needed, for

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consideration of issues related to conflicts in monthly meetings, quarterly meetings, or the wider yearly meeting.

7. On an annual basis, collect and digest state of the meeting reports submitted by monthly meetings, quarterly meetings, and other PYM groups. Submit to the Quaker Life Council a report on the state of the wider yearly meeting, based in part on state of the meeting reports.
8. Consult and liaise with other committees (Agenda, Etc.) and “community” stakeholders as appropriate prior to any recommended action.
9. Work closely with the Care & Aging Coordinator to establish collaborations where appropriate with the Spiritual Formation Collaborative, the Ministry & Care Resource Friends Practice Area, as well as age-related granting groups.
10. Contribute content to the Quaker Life Council’s corollary handbook as requested.
11. Contribute to the Annual Report of the Quaker Life Council to the PYM membership.

ORGANIZATIONAL CHARTS



SECTION THREE: POLICIES AND PROCESSES

CONFLICT OF INTEREST POLICY

All Quaker Life Council members are asked to complete a conflict of interest form on an annual basis. The form pertains to the many overlapping relationships, Quaker and non-Quaker committees and organizations that the members of the Quaker Life Council are a part of so that they may appropriately disclose to each other when a conflict of interest arises in the course of decision making.

POLICY ON QLC COMMITTEE TERMS OF SERVICE FOR NON-QLC MEMBERS (draft)

We celebrate those willing to serve on committees under the care of the QLC. We also strive to ensure all committees maintain diverse voices and participation. Therefore all QLC committees have term limits.

This policy applies only to non-QLC members of QLC committees and to non-QLC members who serve in leadership roles on QLC committees, such as clerk or recording clerk.

Note that Quaker Life Council members also have term limits, which are stewarded by the Nominating Council and outside the purview of this corollary handbook. Members of the Quaker Life Council serve on QLC committees as part of their service on the council.

Terms of service are three years. Non-QLC members of QLC committees may serve up to two consecutive three-year terms before they need to rotate off the committee. After rotating off, they must take at least a one-year sabbatical from service on the committee. Terms follow the PYM Fiscal Year, which is currently October 1 to September 31. Each committee will have staggered classes of service, as determined and maintained by the Quaker Life Council Agenda Committee.

Clerks and conveners of committees are appointed by the Quaker Life Council with nominations from the Agenda Committee. Other leadership roles on committees such as recording clerk, are chosen by the committees. Any non-QLC member serving in a leadership role on a committee, regardless of whether the role is appointed by the Quaker Life Council, may serve in the leadership role for the duration of the term limits set by this policy.

As of October 1, 2019, with the exception of the Youth Programs Advisory Committee (YPAC) and the Ministry & Care Committee (MCC), all non-QLC members of QLC committees will be considered to have completed some or all of their first terms. The number of years remaining in their service will be determined by the Agenda Committee according to the number of years already served and following staggered classes.

POLICY ON RECEIVING FUNDING REQUESTS FROM GRANTING GROUPS

Purposes of the Below Policy

- To ensure that all relevant parties, including those with significant stewardship responsibility, are made aware of pertinent activity within their purview.
- To keep bureaucratic processes to a minimum by delegating authority wherever possible.
- To provide granting groups with the opportunity to better meet the goals of their fiduciary responsibilities through programming, should they wish to do so.

The Policy

1. A granting group decides that it would like to run a program or a set of programs to support the goals of its fiduciary responsibilities. It also decides that it will need additional funds to run these programs and to apply for them to the Quaker Life Council (QLC). The granting group emails a minute to the PYM Director of Grant Making.
2. The PYM Director of Grant Making informs the Quaker Life Council Clerk and Associate Secretary for Program and Religious Life of the intent of the Granting Group to apply for funding.
3. The Granting Group applies for funding. Once the application is submitted, the QLC Clerk may first ask the Agenda Committee or the full Quaker Life Council to review the application before forwarding it to the Program Committee.
4. The Program Committee has authority to take up the granting group's application for funding and decide on whether to approve it without taking a recommendation for approval to the full Quaker Life Council.
5. As with all its activity, the Program Committee reports to the full Quaker Life Council its decision along with other decisions per a regular reporting process.
6. The PYM Director of Grant Making and Granting Group Clerk will be informed by email of the result of the QLC Program Committee's decision.
7. The PYM Director of Grant Making informs the PYM Granting Group Clerk and the Granting Group's Liaison of the decision.

POLICY ON THE STEWARDSHIP OF FUNDS

The Quaker Life Council (QLC) Program Committee is responsible for stewarding the Quaker Life Council's funding resources. Since the inception of the Quaker Life Council, a few practices have emerged that have been useful to the council in using its funding resources. This minute is intended to name these practices and codify them as policy moving forward. We have two sources of funding: Quaker Life Council Envelope Funds and the Strategic Project Reserve Funds.

The Quaker Life Council is not a granting group; the two sources of funding described here are under the Quaker Life Council's care on behalf of the body of Philadelphia Yearly Meeting (PYM). They are a reflection of the body's intention to support work, witness, and activity with funds that help us follow the life of the spirit as it moves among us.

The Program Committee regularly reports to the Quaker Life Council, per its duties in Section Two of this handbook, on all expenditures approved or recommended.

Our primary source of funding comes from PYM general funds and are called the Quaker Life Council Envelope Funds. We maintain a funding application on the PYM website. We receive applications for funding from groups internal to PYM. The QLC Program Committee is empowered to approve funding requests, without the approval of the full Quaker Life Council, received from groups that are already part of the PYM structure — e.g. collaboratives, sprints, committees, granting groups, and monthly and quarterly meetings.

The Program Committee makes recommendations to the Quaker Life Council for approval of the use of the Envelope Funds to support efforts of groups not already part of the PYM structure. In these cases, we typically establish a sprint group to encompass the efforts of the group applying for funding to which we then designate funds. With some exceptions, it is expected that even if a group receiving funds is not part of the PYM structure, it will still be Quaker and operating within the PYM geographic area.

Our secondary source of funding comes from a PYM designated fund called the Strategic Project Reserve Fund. There is no application process to access these funds. They are intended for sporadic use by the Quaker Life Council on projects that directly forward Philadelphia Yearly Meeting's strategic directions. Should Strategic Project Reserve Funds be used to support specific groups, with some exceptions, it is also expected that they be Quaker and that they operate within the PYM geographic area. Any use of the Strategic Project Reserve Funds requires approval from the Quaker Life Council.

While Envelope Funds are responsive to the initiatives of the body, Strategic Project Reserve Funds are used at the initiative of the Quaker Life Council. This allows for the council to fulfill one of its roles to hold the broader, holistic picture of the spiritual

wellness of the PYM community and initiate projects that are responsive to the needs of the entire body of Friends that make up Philadelphia Yearly Meeting.

VISION AND MISSION OF PYM YOUTH PROGRAMS

Vision Statement

Philadelphia Yearly Meeting children, youth and their families will feel connected to and engaged with the Religious Society of Friends (Quakers), and seekers will be drawn to our community, via programs and practices that provide for connection, engagement, and the invitation into deeper relationship with Spirit (also called God, the Divine, or the Light Within).**

Mission Statement

PYM demonstrates our commitment to community, accessibility, and the foundation of our Quaker faith by working together to provide youth of all ages with opportunities for meaningful participation in our Quaker community and support for their spiritual journeys.

This mission is anchored in four pillars: Community, Accessibility, Quaker Faith and Values, and Meaningful Participation.

The first pillar is Community. We aim to provide youth, children, families, and seekers in our yearly meeting with opportunities to gather and be known to one another through shared experiences. We note that these opportunities may take place at either monthly, quarterly, or yearly meeting levels, and we are committed to supporting integration between and across these offerings. Additionally, our youth programs have the intention to nurture a sense of belonging and build supportive relationships within and among our youth, children, families, volunteers, and staff. Lastly, we recognize and celebrate the different youth-centered communities at all levels within PYM and wish to nurture connections among them.

The second pillar is Accessibility. We aim to provide programs that are welcoming (with respect to race, physical ability, class, gender, sexual orientation, gender identity and expression, familiarity with Quaker process, geographic location, or any other condition brought forward) with adequate support and accommodations to encourage participation by all. Our commitment to accessibility means that we recognize that the diversity within our community, as well as the broader community, strengthens us.

The third pillar is Quaker Faith and Values. Our programs are intended to invite all children, youth, and their families into deeper relationship with Spirit and nurture an understanding of our Quaker faith, traditions, and practice. Our programs provide youth with opportunities to grow spiritually, cultivate their leadership ability, learn and claim Quaker process, and care for each other in loving community. We aim to nurture the capacity of youth to build Quaker faith communities and equip our youth to bear Quaker witness in the world.

The fourth pillar is Meaningful Participation. We are driven to provide children, youth, and their families with experiences that speak to their needs for exploration, knowledge, spiritual growth, and leadership development. We believe that these experiences provide children and youth with important skills and foster a commitment to remain engaged with the Religious Society of Friends and this Yearly Meeting through the years.

** We recognize that, while Quakerism is rooted in a Christian tradition, unprogrammed Friends have wide-ranging experiences and comfort with the word God, and that many are more comfortable using other words. Still others experience a Quakerism that does not recognize a higher power. We believe that our youth programs can create enough space to hold all of these experiences of Spirit in loving affirmation.

PROCESS FOR RECEIVING STATE OF THE MEETING REPORTS

1. All monthly meetings are encouraged to forward their state of the meeting reports to their respective Quarterly Meetings.
2. In turn, the Quarterly Meetings are encouraged to forward their own state of the meeting report in addition to the reports of their monthly meetings to the Quaker Life Council.
3. Worship groups and any other community that is part of Philadelphia Yearly Meeting may also submit a state of the meeting report, forwarding it directly to the Quaker Life Council.
4. If desired, monthly and quarterly meetings can use [this online form](#) to submit their state of the meeting report. Friends can also email the reports directly to [the PYM office](#). Or mail hard copies to: Quaker Life Council, c/o Zachary T. Dutton, Philadelphia Yearly Meeting, 1515 Cherry St, Philadelphia, PA 19102.
5. The Quaker Life Council will read every state of the meeting report that it receives and use the reports as a basis for its assessment of the state of the spiritual and religious life of our whole yearly meeting community.
6. The Quaker Life Council will issue its own state of the meeting report to be presented at Annual Sessions Annual Sessions and then shared widely with Friends thereafter.
7. While monthly meetings, quarterly meetings and other constituencies are encouraged to submit reports on an ongoing basis, the Quaker Life Council will read and integrate into its discernment and reporting only those state of the meeting reports that were received by or before the month of May.

SECTION FOUR: RELEVANT POLICIES APPROVED BY OTHER BODIES

PYM GRANTING COMMITTEE MINUTE ON LIAISON TO QUAKER LIFE COUNCIL

The PYM Granting Committee Approves the Governance subcommittee's recommendation to create an organizational liaison to the Quaker Life Council. This liaison will be the Clerk of the Granting Committee.

-Approved, June 2019 by the Granting Committee and Accepted September 2019 by the Quaker Life Council

PYM CATERING POLICY

PYM Administrative Council

July 14, 2018

Approved Policy for Catered Meals at PYM

Philadelphia Yearly Meeting's general practice has been primarily to provide meals at PYM events such as Annual Sessions, Continuing Sessions, retreats, workshops, and other gatherings through potlucks, participant paid meals, brown bags meals, and purchase of meals in the local community by participants. PYM has traditionally covered the cost of hospitality tables with beverages, snacks and sometimes potluck side dishes (such as salads and soups) for its events. Notwithstanding this general practice, there are times when PYM does provide meals (catered or prepared) for some events at no charge to participants.

Since the new PYM structure took effect October 2015, there are several decision-making bodies responsible for the stewardship of PYM's resources around providing meals at PYM events. By establishing a community-wide policy, we have a shared understanding of expectations.

The policy for catered (including prepared) meals at PYM is as follows:

1. We recognize the spiritual importance of eating together to build community and fellowship. Meals at programs and events that extend over meal times are either potluck, participant paid, brown bag, or out in the community at the participant's expense. PYM will cover the costs of minor hospitality such as beverages, snacks, etc.
2. The following situations are exceptions to the policy stated in 1. above:
 - a. Meals are provided for volunteer trainings if the training extends beyond a traditional meal time, provided budgets are available.
 - b. Meals for volunteer appreciation events.
 - c. Meals for youth program events.

3. There may be situations that are outside the parameters above. In those cases, the General Secretary shall have the authority to approve a PYM paid meal and identify funding for it, consulting, as appropriate, with the QLC Program Committee, Council Clerks or PYM leadership.

FRIENDS CENTER BUILDING USE POLICY

Friends Center Corporation Conference and Meeting Room Policy

Revised 12/8/2017

A. Who may use meeting space in Friends Center?

1. *Tenant organizations* have first choice of rooms on a first come first served basis. Tenant organizations may reserve room up to one year in advance. Use of meeting spaces is part of tenant rent, there is no additional charge during regular business hours as provided in the lease agreement. There is a charge for using the building outside normal business hours.

2. We encourage *tenant groups to host other groups* with which they are affiliated. There is sometimes a gray area regarding when an event is a “tenant event” and when it is an outside group being “hosted by a tenant” for which different policies apply.

a. An event is a *tenant event* when organization or project receives a significant level of funding (at least 50%) and/or staff support from the tenant organization.

b. An event is regarded as “*hosted by a tenant*” when the tenant group is a co-sponsor but less than 50% part of a group or coalition. In these instances the tenant group may reserve the space at the minimum Quaker rate.

In both cases, whether it is a tenant event or an event hosted by a tenant group, a staff member or committee clerk must be named as liaison with the Friends Center office, make the arrangements, and be present as host through in the entire event. Personnel of the tenant organization must be active participants throughout the event. The person making the reservation may be asked to document the relationship with the tenant group. Groups not meeting these criteria, may reserve space as non-tenant groups. See below.

3. *Quaker organizations* that are not tenants of Friends Center may reserve space in Friends Center at a special Quaker rate. Groups that do not have liability insurance can be insured under our Tenant and Users Liability Insurance Policy (TULIP), generally for \$100.

4. *Other groups* with complementary missions to the Friend Center may use the building for the published fee schedule as available. Outside groups must provide proof of insurance, \$1,000,000 single limit general comprehensive liability coverage with Friends Center named as an additional insured. If they do not have insurance they can be insured under the TULIP (see point 3 above). For the nonprofit rate groups must provide a copy of their IRS nonprofit status letter. Allowances can be made for peace and justice groups that are not incorporated.

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5. *Equity Partners have priority* for scheduling spaces. Any proposed reservation one year or more in advance must be cleared with the Equity Partners to ascertain that the proposed reservation does not conflict with upcoming Equity Partner events.
6. *Political Events:* As a nonprofit organization with 501(c)(3) tax-exempt status, Friends Center does not participate in any political campaign on behalf of, or in opposition to, a candidate for elective public office.
 - a. Friends Center does not rent office or event space to candidates, their campaigns, or independent groups involved in such campaigns.
 - b. Debates to which all candidates for a particular office are invited are allowed.
 - c. Events that involve an individual or individuals currently holding elected office are allowed, as long as the events are not related to their election or re-election campaigns.
 - d. Events related to political issues relevant to Quaker values, including discussions of existing or proposed legislation, are allowed.

B. Additional Services

1. *Electronic equipment:* arrangements may be made for conference telephone, digital projector, and video conferencing.
2. *Kitchen:* The kitchen may be reserved for an additional charge. Caterers must be pre-approved to use the Friends Center kitchen and equipment. Caterers will be required to show proof of product liability in addition to the coverage required in #4 above.
3. *Extended hours:* Tenant groups may request extended hours in advance, there is a fee for extended hours. Request for changes beyond regular hours must be made at least 72 hours in advance of an event. Request made less than 72 hours in advance of the event will be subject to a premium charge and may be refused if personnel are unavailable.
4. Rooms in the Meetinghouse are not available before 2:00 p.m. on First Days (Sundays).
5. Tenants planning large events may be asked to provide additional insurance covering that special event.

History of Policy Revisions

- Reaffirmed by the Friends Center Corporation Board on 11/21/2000, 11/28/2000
- Proposed revisions approved by FCC Board on 2/26/02 to be sent to Equity Partners for review and approval
- Updated Hourly Extended Hours Charge 7/1/2006
- Updated 2010
- Updated 2016, *partner clearance is now required only for reservations made ≥1 year in advance*
- Updated 12/2017: *Added item 6, regarding political events*

ARCH STREET MEETING HOUSE BUILDING USE POLICY

[pending]

Issuing Letters of Introduction and Addressing Minutes:

A Review of Philadelphia Yearly Meeting Governance Processes for the use of the Yearly Meeting Community

Approved by the Quaker Life Council and the Administrative Council of Philadelphia Yearly Meeting, December 2019

Purpose of this Review

The Faith and Practice book of Philadelphia Yearly Meeting (PYM) contains various guidelines regarding letters of introduction¹ and certain types of minutes. There are three types of minutes upon which we train our focus:

- Minutes of Concern²
- Minutes for Religious Service³
- Minutes of Travel for Religious Service⁴

Alongside Letters of Introduction, this document elaborates on the steps taken for each type at the yearly-meeting level.

Why the Councils Undertook this Review of PYM Processes

We draw a distinction between policy, procedure, and practice. Governance bodies, such as PYM's three councils, are generally responsible for drafting only policies. We allow procedures and practices to be developed by those entities under the care of our councils. However, the processes outlined in this document relate to issues at the core of the Quaker tradition. They were drafted and approved by our councils and therefore establish an exception to the general policy-only rule. They are written in the simplest of terms, and they refer to the wisdom of Faith and Practice whenever possible.

Additionally, we honor the traditional Quaker understanding that responsibility and authority to recognize, cultivate, and care for gifts, leadings, and ministries rest primarily with the local Quaker community. Occasionally, local Quaker community can mean something other than a monthly or quarterly meeting, such as a worship group or peace center.

Issuing Letters of Introduction

¹ Philadelphia Yearly Meeting, *Faith and Practice*, (Philadelphia: Philadelphia Yearly Meeting, 2018), p 74.

² PYM Faith & Practice, 2018, p 246.

³ PYM Faith & Practice, 2018, pp 16,245.

⁴ PYM Faith & Practice, 2018, p 74.

As stated in Faith and Practice, “Friends intending to travel benefit from obtaining a letter of introduction from their home meeting. Such letters usually state the fact of membership, give some account of the individual’s participation and witness in the affairs of our religious society, and express such greetings as are deemed appropriate.”⁵ The letter of introduction is usually written and signed by the clerk of the home monthly meeting and/or sometimes the home quarterly meeting.

In cases when someone is traveling to represent Philadelphia Yearly Meeting as a whole, it may also be appropriate for a letter of introduction to be written for them by the clerk of Philadelphia Yearly Meeting. This would be especially pertinent when the individual is engaging in work or witness that is not under any minute of travel for religious service. One might imagine, for example, writing letters of introduction for those who represent PYM on the governance bodies of other Quaker organizations.

Addressing Minutes of Concern

Minutes of concern are those statements approved in the course of the spiritual discernment of a body of Friends, such as a monthly meeting, that convey religious commitment regarding past or present issues in Quakerism or the larger society.

1. Typically, a minute of concern comes to the yearly meeting community through a quarterly meeting. On occasion a minute of concern may be submitted to the yearly meeting directly from a monthly meeting or worship group. Additionally, a group within PYM may submit a minute of concern directly such as a collaborative, a continuing care retirement community, a community of Quaker youth or young adults, etc.
2. The quarterly meeting clerk (or clerk of the group within PYM) brings the minute of concern to the yearly meeting community by submitting it to the Presiding Clerk of PYM, after the concern has followed the guidelines in PYM’s Faith and Practice.⁶
3. The clerk of PYM will bring the minute to the PYM Governance Leadership (Council clerks, PYM clerk, and Treasurer).
4. The Governance Leadership will direct the minute to Quaker Life Council, Administrative Council, or both.
5. The council(s) responsible for the minute will season the minute of concern and discern how the minute will be acted upon.
6. Transparency and timely feedback about the discernment process is important. Therefore, following initial discernment, a report of council decisions and actions shall be shared with/sent to the clerks of monthly and quarterly meetings including the content of the minute received and actions proposed at the yearly meeting level.
7. Friends then carry forward ministry of the concern with the guidance, support, and accountability of the monthly meeting, quarterly meeting and Philadelphia Yearly Meeting together.

⁵ Ibid

⁶ PYM Faith & Practice, 2018. See specifically pages 16 and 17 regarding individual and corporate discernment as well as 245 and 246 regarding minutes of concern.

8. A timeframe should be established for reporting about the work in ministry and continued discernment should happen regarding whether the calling for this work continues.

Addressing Minutes for Religious Service

From time to time, a monthly meeting may seek to recognize the spiritual gifts, leading, and/or ministry of an individual in a minute for religious service. Regarding this, a Pacific Yearly Meeting Pamphlet⁷ and a Central Philadelphia Monthly Meeting Pamphlet⁸ are highly recommended supplemental readings. PYM's Faith and Practice also describes individual discernment as it may relate to religious service on pages 16 and 245 of the 2018 printed edition.⁹ Monthly meetings retain the authority and responsibility to recognize a gift, leading, and/or ministry and to minute this recognition as such. Usually the recognition is accompanied by support and accountability through clearness committees¹⁰ and spiritual care committees.¹¹ The monthly meeting may seek to have a minute for religious service recognized by a larger body of Friends, perhaps by the quarterly or yearly meeting.

In the event that a meeting seeks further recognition of a minute for religious service by PYM, the following process takes place:

1. The minute for religious service should first be forwarded to the quarterly meeting where the minute may be endorsed by the quarterly meeting.
2. The endorsed minute may then be forwarded to the Presiding Clerk of Philadelphia Yearly Meeting.
3. Typically, the PYM clerk is expected to forward the endorsed minute for religious service to the Quaker Life Council (QLC).
4. The Quaker Life Council reads the minute for religious service into the minutes of the relevant Quaker Life Council meeting.
5. The QLC then forwards the minute for religious service to the Presiding Clerk so it can also to be read into the minutes of Continuing or Annual Sessions.
6. At both the Quaker Life Council meeting and Continuing or Annual Sessions, the minute for religious service is not endorsed, but received. The minute is received and not endorsed at the Philadelphia Yearly Meeting level because it is our practice to reserve endorsement and the accompanying responsibilities of care and accountability to the monthly and sometimes the quarterly meeting.

⁷ Pacific Yearly Meeting. "pacificyearlymeeting.org." *Pacific Yearly Meeting*. 06/01/2009. 03/12/2019. <http://www.pacificyearlymeeting.org/wordpress/wp-content/uploads/2010/09/MandLFaithfulnessInAction.pdf>

⁸ Central Philadelphia Monthly Meeting. "cpmm.org." *Central Philadelphia Monthly Meeting*. 03/1995. 03/12/2019. <https://www.fgcquaker.org/cloud/central-philadelphia-monthly-meeting/resources/responding-calls-ministry>

⁹ PYM Faith & Practice, 2018, pp 16,245.

¹⁰ PYM Faith & Practice, 2018, pp 16, 240-242.

¹¹ PYM Faith & Practice, 2018, pp 243-245.

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7. The clerks of the Quaker Life Council and of Philadelphia Yearly Meeting sign the minute with language that indicates the yearly meeting and Quaker Life Council received the minute and that it was read into the minutes of both bodies.
8. Individuals whose minutes for religious service have been received by the QLC and the yearly meeting in session will also be expected to submit a report on their work at a later date, set by the individual with the minute at the time that it is received. Such reports will also be read into the minutes of Quaker Life Council and of Continuing or Annual Sessions.
9. The process of receiving a minute, reviewing it by the Presiding Clerk and then by the Quaker Life Council is expected to be done in a timely manner. Likewise, when a minute is submitted for reception those submitting it must understand that the process takes time to proceed through the clerk's hands and the QLC agenda and may not be completed by the next time the yearly meeting gathers for Annual or Continuing Sessions.

Procedure for Recognizing Ministry that is Associated with a Profession

On occasion, Philadelphia Yearly Meeting will receive requests to forward documentation that indicates a person is recognized by Friends to serve in a profession associated with their ministry. Usually, in instances such as these, the calling is to become a chaplain, pastoral counselor, CPE supervisor, etc., but the calling can be many other things as well, depending on the needs of the person and the minute for religious service that their monthly meeting passed in spiritual care and accountability.

If a member of a PYM monthly meeting is under the care of this meeting in pursuit of a professional calling and would like Philadelphia Yearly Meeting to provide documentation of whatever type (within reason) to demonstrate to an external organization or a government the veracity of this person's calling to do the professional work, the following process will be followed:

1. The person should first seek for their monthly or quarterly meeting to provide the required information to the relevant professional association.
2. In the event that the monthly or quarterly meeting is not equipped to provide the documentation, then PYM staff can facilitate it. Individuals must allow for at least 15 business days for PYM staff to gather the appropriate documentation and send it in the required ways. We cannot guarantee meeting the deadline of any request submitted within fewer than 15 business days, and we highly encourage Friends to give as much time as possible. Contact the PYM Associate Secretary for Program and Religious Life.
3. Before the 15-day window begins, the person must be able to show a minute of support, care or endorsement (if applicable) from their monthly meeting, and the clerk of their monthly meeting must communicate via email or phone to PYM staff their assurance that the person remains in good standing with the meeting community.

4. The person must provide to PYM staff detailed instructions regarding the forms that need to be completed, the supporting material required, and the proper contact information to forward the material.
5. In rare cases, due to legal, ethical or operational reasons, we will not release documents to external organizations or governments, and we therefore reserve the right to decline any requests. In the event of a declination, staff will notify the individual making the request

Philadelphia Yearly Meeting does not certify the professional credentials, training, or qualifications for holding any professional position or for participating in any professional field. We are merely occasionally asked to confirm to external organizations and governments that a person is a member of our Faith community in good standing and under the spiritual care and accountability of their monthly meeting in the pursuit of a particular leading, which happens to be professional in nature.

Addressing Minutes of Travel for Religious Service

Minutes of travel for religious service are those minutes setting out recognition of a gift, leading, or ministry that an individual intentionally shares with other Quaker and/or non-Quaker communities. The monthly, and sometimes quarterly, meeting remains the sole body with responsibility for the clearness and care of traveling religious service. Especially if the travel extends beyond the geography of Philadelphia Yearly Meeting, the monthly meeting or quarterly meeting may ask for further endorsement from PYM.

1. A minute of travel for religious service begins in the monthly meeting, following what is described in PYM's Faith and Practice.¹²
2. The relevant Quarterly Meeting is expected to endorse a minute of travel for religious service before it is submitted to Philadelphia Yearly Meeting.
3. If the travel may extend beyond Philadelphia Yearly meeting, the minute of travel for religious service is forwarded by the quarter to the PYM's Presiding Clerk.
4. The PYM clerk forwards the minute to the Quaker Life Council.
5. If the Quaker Life Council observes that the traveling ministry also requires additional seasoning before it can be endorsed, which would be an atypical observation, then the council may constitute a Gifts and Leadings Sprint made of approximately three people. This sprint would meet with relevant parties, season the minute of travel, and bring back a recommendation to the Quaker Life Council.
6. The Quaker Life Council is expected to endorse the minute. Thereafter, the Council forwards it to the PYM Presiding Clerk for endorsement at yearly meeting in session.
7. The minute of travel for religious service is read into the minutes of Quaker Life Council and of Continuing or Annual Sessions.

¹² PYM Faith & Practice, 2018, pp74-75.

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8. The minute is also signed by the clerks of the Quaker Life Council and of Philadelphia Yearly Meeting, indicating that it was endorsed and that it was read into the minutes of both bodies.
9. Individuals whose minutes of travel for religious service have been endorsed by QLC and the yearly meeting in session will also be expected to submit a report on their work at a later date set by the individual with the minute at the time that it is received. Such reports will also be read into the minutes of Quaker Life Council and of Continuing or Annual Sessions.
10. The process of receiving a minute, reviewing it by the PYM Presiding Clerk and then by the Quaker Life Council is expected to be done in a timely manner. Likewise, when a minute is submitted for reception those submitting it must understand that the process takes time to proceed through the clerk's hands and the QLC agenda and may not be completed by the next time the yearly meeting gathers for annual or continuing sessions.

SECTION FIVE: FULL DESCRIPTION OF QUAKER LIFE COUNCIL

As written verbatim in the PYM Governance Handbook

OVERVIEW

With divine assistance the Quaker Life Council maintains the health and integrity of the community, supports spiritual depth, and cultivates relationships within Philadelphia Yearly Meeting (PYM). The council is a steward of yearly meeting activities, nurtures meetings, supports corporate work for peace and justice, and brings together members across meetings to collaborate on projects of common interest.

The members of the Quaker Life Council are nominated by the Nominating Council and approved by the body of the yearly meeting. The Council will consist of not more than fifteen appointed members. The General Secretary, Clerk, and Treasurer of Philadelphia Yearly Meeting [PYM] participate with the Quaker Life Council in an ex-officio capacity. Members may serve two consecutive three-year terms. The General Secretary may invite staff members to attend meetings as needed. The clerk may invite alternate clerks to attend meetings as needed.

SCOPE: AUTHORITY, RESPONSIBILITY, and ACCOUNTABILITY

The Quaker Life Council holds full authority for assisting PYM in determining its purpose and priorities through deep spiritual discernment. It supervises the programs and activities that support a vital Friends community of PYM and ensures that they are aligned with the purpose, priorities, and strategic directions of the yearly meeting.

In addition, it holds authority and responsibility for:

1. Appointing and laying down its own committees as needed, assigning responsibilities, and appointing committee members who need not be members of the Quaker Life Council but who are asked to do relevant work.
2. Holding committees and other structures under its care accountable to their charge.
3. Collaborating with the Administrative Council on matters of budget, planning, and communications for improved connections between Friends.
4. Providing advice and support when requested for the General Secretary and clerk as needed.
5. Communicate the activities of the Quaker Life Council and the yearly meeting to PYM Friends on a regular and consistent basis, so that Friends may always know the business before the Council.
6. Bringing the matters of its substructures to the agenda of the business meeting as needed, in consultation with the presiding clerk.
7. Attending and reporting to yearly meeting in session.
8. Participating in strategic planning; ensuring that the strategic directions are met through the work of the Council and its substructures.
9. Focusing the yearly meeting body on a very limited number of social justice issues that are clear concerns to which we are called, and facilitating the effective response and action of our community to address those issues.

10. Ensuring State of the Meeting reports are produced, reviewed, and shared annually.
11. Supervising publications produced by PYM.
12. Seeking opportunities to be in mutually supportive relationships with sister Quaker organizations.

The council shall maintain a document describing the processes it uses to fulfill its responsibilities.

Quaker Life Council Accountability Roles

The Quaker Life Council has specific roles of authority and responsibility with the bodies in its care, including holding them accountable to their charges, ensuring that they are meeting their responsibilities, and using their authority in service to our yearly meeting. Specifics are below.

Quaker Life Council Accountability Role for Threads

- Threads are identified by the Quaker Life Council.
- The threads are organized by staff in collaboration with Friends, under the direction of the councils.
- On an annual basis, the council will hold each thread accountable through a review process that the council is responsible for and manages, ensuring that the threads are meeting their responsibilities and functioning to their greatest possible strengths. The council determines annually whether or not the thread is still vital and viable for continuation. The council has the authority to lay threads down and raise new ones up as is needed.
- The council may take sprints that are relevant to a particular thread under its care.

Quaker Life Council Accountability Role for Collaboratives

- Collaboratives are formed under the care of the Quaker Life Council through a process established by the council.
- The council may establish a committee to supervise and support the collaboratives' substructure.
- The council will review the annual reports submitted by each collaborative and ensure that they are meeting the needs of the yearly meeting. Additionally the council may choose to require other forms of reporting such as quarterly reports or in-person reports by the clerk. The council must clearly communicate these requirements to collaboratives in advance.
- Collaboratives do not have their own funding. The process and the decision-making for funding is the responsibility of the council, which may designate its funding to support collaborative activities. In the event that funding is approved for a collaborative, the council is responsible for supervising the use of those funds.
- Councils will respond to collaboratives' requests for financial support for travel or childcare.

- Contracted services should be rare. If the council approves the use of contracted services by a collaborative, the contract must be approved by the council and signed by the council clerk prior to any work by that contractor.
- The council grants approval to collaboratives for the use of communications, logistical, and program resources that require prior approval.
- The council will consider laying collaboratives down when membership dwindles to one Friend, or Friends from only one monthly meeting, or the collaborative fails to submit their annual report, or becomes unresponsive to the council. Additionally, if the council finds that a collaborative is not helping us be a more dynamic, community-organized and Spirit-led community, or feels that a collaborative is working against that goal, the council may lay it down.

Quaker Life Council Accountability Role for Resource Friends

The Council provides the routine administrative process for the program, including:

- Maintaining a robust recruitment, cultivation, and approval process to bring people with needed gifts on board.
- Evaluating the work of individual Resource Friends, releasing Resource Friends as needed.
- Regulating any associated accounting processes with the support of PYM staff.
- Developing information and referral processes with the support of PYM staff.
- Establishing areas of expertise for which Resource Friends are desired.
- Establishing standard compensation parameters and working with PYM staff to establish and maintain a process for approving expenses that meet with established accounting practices.
- Reviewing the reports of Resource Friends at the completion of each referral, and reviewing the written annual reports from each Resource Friend on the work that they have done.

The council may establish a committee to supervise and support the Resource Friends substructure. Resource Friends do not have the use of communications, logistical, or program resources that require prior approval.

Quaker Life Council Accountability Role for Committees

- Given the call to simplify our structures, it is expected that the councils will use committees sparingly.
- When formed, the council enumerates the goals of a committee so its progress can be measured by those goals moving forward. Periodically, the council will review the committees under its care to support them and to determine whether the goals of that work are being met and continue to be needed.
- A committee can be comprised of council members and anyone else that the council appoints. It is expected that one council member will serve on each committee. The council will appoint people to committees who have the skills, experience, and/or gifts to do the work of the committee. The council is encouraged to choose individuals who will approach the task with a diverse set of views and are sensitive to maintaining the yearly meeting as a safe place for all.

It is particularly encouraged to choose from under-represented portions of our community with respect to geography, age, and race.

- The council may remove members from committees.
- The council may lay down committees in their care when their work is complete or no longer needed or when it feels the work of the committee is not meeting expectations.
- The council will receive and review an annual written report from the clerk of each committee. It will invite the clerk of each committee to report in person on an identified cycle (quarterly, bimonthly, annually).
- In the event that a committee has a budget, the council will supervise the committee's spending. Councils will respond to committees' requests for financial support for travel or childcare.
- Contracted services should be rare. If the council approves the use of contracted services by a committee, the contract must be approved by the council and signed by the council clerk prior to any work by that contractor.
- The council grants approval for the use of communications and logistical resources requested by committees.

Quaker Life Council Accountability Role for Sprints

- Sprints under the care of the Administrative Council do not have authority on their own. Their authority falls within the parameters of the authority, the council, and any additional parameters identified by the council.
- The council is responsible for approving the goals and timeframe for sprints in its care.
- A sprint may be laid down by the council if it seems not to be moving forward.
- The council grants approval to sprints for the use of communications and logistical resources requested by sprints.

Quaker Life Council Accountability Role for Representatives to External Organizations

The council will maintain relationships with the Friends who are appointed by the yearly meeting to represent PYM to outside organizations, ensuring the representatives have the information needed to successfully represent PYM and that the representatives share information back to PYM about the organizations to which they are appointed.

Quaker Life Council Accountability Role for Bridge Contacts

- The council will appoint a Bridge Contact.

Quaker Life Council Accountability Role for Skills and Gifts Reservoir

- The council is expected to use the Skills and Gifts Reservoir to help identify Friends who may serve our community through substructures in the council's care.

Accountability of the Council

The council is held accountable to the yearly meeting in session, which has responsibility for the direction and care of the councils. The yearly meeting body defines

the purpose and priorities of the yearly meeting, and the body approves the council members and the budgets under which the councils function. The body of the yearly meeting may reclaim or reassign any authority or responsibility assigned to the Administrative Council, the Quaker Life Council, or Nominating Council, and may revise the governance structure of Philadelphia Yearly Meeting.

MEMBER JOB DESCRIPTION

Position Summary

Members of the Quaker Life Council undertake a solemn responsibility to help provide the yearly meeting community with humble leadership in Quaker faith and practice. With divine assistance and in relationship with other council members, Friends on the Quaker Life Council maintain the health and integrity of the community, support spiritual depth, and cultivate relationships within Philadelphia Yearly Meeting. They watch over the programs and activities of yearly meeting Friends, including nurturing monthly and quarterly meetings, supporting Friends' work for peace and justice, and bringing together members across meetings to collaborate on projects of common interest.

Council members also engage their work with a sense of fun and joy. In partnership with relevant PYM staff, council members provide direction for all programs under its care, and thus empower other Friends to carry out the mission of Philadelphia Yearly Meeting. They work together to provide direction, make decisions, raise up, nurture, and lay down substructures, create an inclusive environment, and ensure that resources are in place.

Key Responsibilities

1. With other council members, design dynamic support structures and processes that support the ministries under its care.
2. Review and supervise the committees and other bodies under its charge. Maintain intimate awareness of and provide encouragement, direction and oversight to all the substructures (such as committees, collaboratives, sprints, etc.). This includes the care of some budgeting processes.
3. Serve on committees or task forces and take on special assignments, completing them thoroughly and on time. Prepare well for meetings, and review and comment on minutes and reports.
4. Help to empower many other Friends to carry out the work of Philadelphia Yearly Meeting in innovative ways.
5. Work actively for a spiritual revitalization of PYM by nurturing and supporting the spiritual life of all Friends, meetings, and communities of the yearly meeting, including religious education of children youth and adults. Bring together members across PYM to build a strong and vibrant community. Prioritize and plan inspiring goals and programs for PYM religious life.
6. Work to ensure that yearly meeting programs operate in partnership with our local Quaker communities, including, but not limited to: Friends schools, sister Quaker organizations, worship groups, preparative meetings, monthly meetings, and quarterly meetings.

7. Look for opportunities to bring our testimonies to the world in faithful and transformative ways.
8. Stay informed about PYM matters and understand the scope of activity and work of the yearly meeting community. Council members will:
 - a. Strive to be informed and maintain a presence throughout the yearly meeting. Identify themselves as they attend other monthly, quarterly, and yearly meeting events.
 - b. Attend and report to all annual and continuing sessions.
 - c. Read PYM communications and review and generate stories and information on the website.
9. Attend as many meetings as possible in person, and if unable to meet in person, attend electronically.
10. Hold responsibility for, and ensure the effective planning and execution of Annual sessions and Continuing Sessions, with the exception of the business agenda.
11. Convey the mission, strategic directions, and activity of the yearly meeting to PYM Friends and communities.
12. Other duties as assigned.

Qualifications

Members will be:

1. Knowledgeable of Quaker principles and practice.
2. Active in a PYM meeting or local community of Friends and a member of a Monthly Meeting.
3. Spiritually centered and grounded, demonstrate a commitment to their own spiritual deepening, show a strong interest in and curiosity about spirituality and religion, and able to speak adeptly about it.
4. Comfortable with basic electronic communications.
5. Understand the potential of collaborations between monthly, quarterly, and yearly meetings.
6. Able to deal with healthy conflict and to collaborate with others.
7. Able to make hard decisions, to say “no” when necessary.
8. Understand the roles and responsibilities and authorities as defined within PYM.

These are the areas of expertise needed by some in the Council:

- nurturing individual and corporate ministry
- developing or providing effective programs & events
- youth development and community
- pastoral care
- effective social justice and change
- experience with basic budgeting processes
- strong organizational skills including record keeping and ability to meet deadlines
- strong communication skills, able to communicate complex spiritual and programmatic information clearly and with joy

RESOURCES AVAILABLE

Here are the resources available to the Quaker Life Council.

Finances

Within the Quaker Life Council budget, there is a line for program expenses. This is the funding available to the council and its substructures for program, printing, copying, mailing, childcare, and travel support for volunteers. The council must approve any expenses for itself or its substructures prior to commitment or spending of the funds by the council or its substructures.

This funding is meant to help make participation in the yearly meeting accessible and is not available to everyone or for every meeting or event. It provides limited support for childcare for events and meetings and to support mileage, toll and parking reimbursement for Friends involved in the council and the council's substructures. Members of substructures must speak with the Quaker Life Council about the availability of funding. Prior approval by the council and strict adherence to the request procedures are required for reimbursement.

Only councils may approve the use of funding for contracted services. Details and processes for accessing financial support approved by the council may be found in the Electronic Appendix on The PYM website.

Fundraising: Everyone involved in Philadelphia Yearly meeting is asked to be part of our culture of giving. Council members are asked to be active fundraisers and encourage others to make contributions generously as meetings and as individuals. However, actual fundraising solicitations need to be coordinated with the appropriate staff. No structure may fundraise on behalf of the yearly meeting or for any structure, substructure, program or particular cause in the yearly meeting without explicit permission from the Administrative Council.

Communications

Outbound Communication

News: Councils can publish stories through all standard PYM communications channels. The channels and [the process for submitting content](#) to them are kept current in the Electronic Appendix.

PYM Calendar: Any scheduled council events may be, and should be, [published on the calendar](#) on the PYM website. It is the responsibility of the council to submit the information to be posted. Submission practices are kept current in the Electronic Appendix.

Website: Councils will be provided space on the PYM website.

Social Media: Councils may use the PYM social media accounts in collaboration with staff and following the rules laid out under [Guidelines for Appropriate Use of Social Media](#), which will be available in the Electronic Appendix.

Print Materials: Councils may develop print publications such as flyers for sharing publicly. Print materials need to conform to the PYM visual identity guide and style guide and be reviewed and approved by communications staff. Print communications that do not follow the style guide of PYM may not be distributed. Councils may work with staff to professionally design brochures, flyers, and publications. Extraordinary requests

might require additional budget approval. [Guidelines and procedures for print items are available in the Electronic Appendix.](#)

Contact Information: Councils are not given direct access to contact information of Friends in the yearly meeting. All direct communications to broad PYM audiences are managed through the PYM office and its communications channels.

Internal Communication

Councils have access to a private section of the PYM website (called a “multisite”), accessible only to members of the group. This multisite is the container for all logistical information that the group will need to function well. Members are able to add events to the group’s internal calendar, upload documents, see an archive of Google Group messages, find quick links to recommended external services for internal collaboration (video chat, doodle polls, etc.), and read how-to guides on best practices and rules for use of communications technology.

PYM staff creates a private Google Group for each. Selected members of the council may be added as group managers, and are be responsible for ongoing administrative tasks, like approving new requests to join the group. PYM Staff will retain ownership of the Google Group to ensure long-term stability in case of group turnover.

Communication Restrictions

If councils wish to communicate in additional ways, they must speak with the communications staff and presiding clerk or the clerk’s delegate to ensure that plans are in alignment with other communications and processes.

Councils may not create independent websites. They may not sign up for any third-party apps or group collaboration tools beyond those recommended in the resources section of their private multisite and must follow PYM guidelines when using social media. Sensitive or personal identification information may not be stored in the cloud without the approval of the communications staff.

All communications that are published in any way through PYM:

- May be reviewed and edited by the PYM communications staff. [See the editing process in the Electronic Appendix](#) online for more information.
- Must conform to the PYM style guide for graphics and copy.

Logistics Support

The following logistical supports are available to councils within defined parameters:

- [meeting space for meetings](#) at Friends Center or Arch Street Meeting House during open hours, as available
- [conference calls](#)
- development of simple online registration forms
- [mailings](#) – up to 100 pieces
- [flyer design](#)
- [arrangement of and payment for childcare](#)
- [printing and copying](#)

- [space for events](#) at Friends Center or Arch Street Meeting House
- receiving and disbursing funds
- [editing documents](#)
- [reimbursing expenses](#)

Details and processes for accessing the support may be found in the Electronic Appendix on the PYM website.

The following are ways in which staff is not available to support councils:

- setting up or managing preparation or follow-up for meetings of council members
- arranging communications among council members
- developing agendas, recording minutes, or writing news or other documents

Program Support

Typically these services are not available by staff: designing programs, staffing programs, developing or finding content or speakers. If a Council is developing a program and is interested in support, the clerk or other contacts should contact the Associate Secretary for Program and Religious Life to explore appropriate and available supports.

Governance Access

Requests from substructures to bring a concern or request to the agenda of a council, to the PYM clerk or to the agenda of annual or continuing sessions, are received by the clerk of the council or their delegate.

The council is responsible for seasoning concerns and identifying the appropriate person, entity, or session in which the concern will be heard.

Quaker/PYM identity

Councils can represent themselves in the context of their role as part of Philadelphia Yearly Meeting, but they are not permitted to state positions or opinions on behalf of the yearly meeting to external or internal people or institutions as representative of the yearly meeting's position.