

FRIARGATE COMMITTEES TERMS OF REFERENCE

December 2013 – draft 4

Nominations Committee

Responsibilities

All nominations for appointments as requested by minute of Local Meeting.
Nomination of Elders and Overseers for appointment by Area Meeting.
Some appointments may be made from the body of Local Meeting, without Nominations Committee involvement:

- i) Urgent and short term appointments (eg to represent LM at an imminent meeting)
- ii) Appointment of the small group which nominates members of Nominations Committee for appointment by LM (to avoid Nominations Committee becoming a self nominating group)

Guidance is provided in Quaker Faith and Practice 3.22

Meetings

In the autumn to find nominations for appointments starting in January, and as needed throughout the year.

Links

Consult with committee convenors on what the committee needs from new appointments, and may consult with convenors of Overseers on what individual Friends can offer in service to the meeting. May be consulted by Area Meeting Nominations Committee.

Finance

May request from the LM treasurer financial assistance for training as part of preparing Friends for service to the meeting.

Reporting

Gives a short report each year to Local Meeting, in addition to the list of nominations. The report may make recommendations to Local Meeting as a result of the committee's experience during the year.

Elders

Elders are appointed by Area Meeting, not Local Meeting, and appoint their own convenor or co-convenors. Their responsibilities and ways of working are set out here for completeness, because of the close links between their service and the work of the Local Meeting's committees.

Responsibilities

The specific responsibilities of Elders are set out in para 12.12 of Quaker Faith and Practice.

Outreach

Elders responsibilities include "guiding those who share in our meetings towards a deeper experience of worship."

Meetings

Friargate Elders generally meet once a month.

Links

Elders meet at least once a year jointly with Overseers, and occasionally with Elders from other Local Meetings in the Area Meeting. Elders appoint one of their number to liaise with each of:

- i) Library Committee, on the library as a resource for the spiritual life of the meeting
- ii) Children and Young People Committee, particularly in relation to opportunities for all age worship
- iii) Premises Committee, particularly in relation to the rooms used for meeting for worship, and the proposed quiet room.

Finance

May request from the Treasurer funds for training and study for anyone where this would be of benefit to the Friends concerned and to the meeting.

Reporting

Friargate Elders report each year to Local Meeting, and take the lead in preparing a more substantial review of the spiritual life of the meeting when requested by Area Meeting (generally every three years).

Overseers

Overseers are appointed by Area Meeting, not Local Meeting, and appoint their own convenor or co-convenors. Their responsibilities and ways of working are set out here for completeness, because of the close links between their service and the work of the Local Meeting's committees.

Responsibilities

The specific responsibilities of Overseers are set out in para 12.13 of Quaker Faith and Practice. These include keeping the local full list up-to-date, and supporting the community of LM in a variety of ways.

Outreach

Overseers' responsibilities include "encouraging attendance at meeting for worship and making sure that newcomers are welcomed and introduced to other members of the worshipping group." Overseers also welcome all who come to the main MfW.

Meetings

Friargate Overseers generally meet once a month.

Links

Overseers meet at least once a year jointly with Friargate Elders, and may meet with Overseers and Elders from other Local Meetings in the Area Meeting. Overseers may advise Nominations Committee about what individual Friends need and can offer to the meeting. Convenors of overseers would expect to be consulted before the full membership and attendership are sent direct requests for funds. They would be able to provide the most up-to-date full list, to check that the wording on such requests was not too prescriptive, and to request that certain people should not be included.'

Finance

Overseers appoint a Treasurer from their number, who receives a grant from the Local Meeting to respond to requests from Overseers for help towards Quaker holidays, particular sudden expenses etc. These funds are not used for the expenses Overseers themselves which are met by Local Meeting.

Reporting

Friargate Overseers report each year to Local Meeting.

Children and Young People Committee

Aim

To provide a safe and supportive environment in which our children and young people can grow:

- as part of a loving community
- in their understanding of Quakerism, the Bible, Quaker history and testimonies
- in their experience of the world

Outreach

The committee keeps an eye on new families coming to meeting, and has produced a welcome pack to give to them.

Way of working

The Children and Young peoples' Committee (CYPC) has overall responsibility for planning and running activities for the children. The Convenor, Safeguarding Coordinators, and Rota Organisers are appointed by the Meeting and form a core group. Any member of meeting who has a child who attends the groups, or have attended in the past, are invited to attend the CYPC, in addition to any other members of the meeting who the CYPC invite.

Volunteer Helpers take it in turns to facilitate the Sunday morning children's meetings. They have been chosen and security checked by the CYPC.

Activities on Sunday mornings are organised in five age-groups, although if numbers are low, two groups may be combined:

Crèche	0-3 years
Fox Group	3-5 years
Penn Group	5-8 years
Fell Group	8-11 years
Link Group	secondary school age

Rota organisers and group facilitators for each group meet from time to time to discuss and plan the forthcoming programme. The Link Group is more actively involved in organising their own programme, with adult guidance and support.

Volunteer helpers are expected to arrive by 10.25 so that we can be sure that the groups are covered. Creche is available from 10.30 and the other groups begin at 10.45, after the first 15 minutes of meeting for worship in the main room. The children and young people are invited to join the meeting for worship for that 15 minutes, and will leave at the signal either of one of the organisers or of the older

children.

Information for Parents and Guardians is produced and kept up to date by the Committee, and a copy of the current version is attached to these Terms of Reference.

Meetings

The Committee meets regularly at the meeting house after Meeting for Worship to deal with issues around the work with the children and young people and to make arrangements for certain regular events on the calendar such as Christmas, Easter, the Summer Outing and Harvest Festival. We regularly review our work with the children, and try to keep an eye on how children are joining in with the groups.

Links

Advise Premises Committee and Library Committee on the needs of children and young people in the meeting. Liaise with Overseers over any specific pastoral care needs of families.

Finance

May request from the Treasurer funds for their work, including for training of those working with children.

Reporting

Gives a short report each year to Local Meeting, which may include recommendations on the meeting's provision for children and young people.

[from a subgroup of Resources Committee, 18/12/2013]

Responsibilities

1. Works in consultation with and is accountable to Local Meeting and to the trustees of York Area Quaker Meeting for financial planning, the preparation of budgets, financial systems, and financial reporting.
2. Makes the necessary arrangements for the appointment and management of staff, on behalf of and in consultation with trustees as the employer.
3. Develops policies and procedures, and oversees the management and use of the premises as a place of Quaker worship and a welcoming community resource.
4. Takes responsibility for the condition of the building, furniture and equipment, and makes the necessary arrangements for maintenance and renewals, paying due attention to sustainability and environmental responsibility.
5. Maintains the infrastructure and has oversight of information and communication resources available for use within the Meeting and beyond, facilitating outreach and the work of committees and work in other parts of the Area Meeting.
6. Takes responsibility for the development, maintenance and use of the garden, with oversight of gardening work by volunteers from Friargate and York U3A.
7. Takes responsibility for maintaining good communication and working relationships with York U3A in respect of shared use of the garden and all other matters.

Way of working:

Committee membership:

- Six Friends appointed by LM, one of whom will be an AM trustee
- Treasurer, Resources co-ordinator, a clerk and the subscriptions treasurer ex officio
- The committee will appoint its own convenor

Meetings: The Committee usually meets four times a year and may appoint sub-groups to take work forward.

Links: Consults as necessary with the convenor of trustees and convenors of Friargate committees on the management and use of resources and future developments and plans.

Reporting: As necessary, and at least once each year, presents Local Meeting and trustees with reports on the development and use of the premises, and financial plans and outcomes.

Revised 16 Dec 2013

ROLE: Resources Coordinator

REMIT: Staff management; oversight of the practical implementation of and development of work agreed by Resources Committee

ACCOUNTABILITIES:

To Local Meeting through Resources Committee and to YAQM Trustees

RESPONSIBILITIES:

1. Line management responsibilities in respect of Meeting House Manager, providing support, supervision and performance review.
2. Ensuring Meeting House Manager is able to meet lead responsibilities for maintaining Friargate Meeting House as a place of Quaker worship and a well-managed and welcoming community resource.
3. Oversight of Meeting House Manager and his or her responsibilities as set out in the job description
4. Membership of and contribution to work of YAQM Employment Group reporting to Trustees, thus ensuring that statutory and 'good employer' requirements are met.
5. Collaboration on sharing of information and preparation of reports for Resources Committee/Local Meeting / Area Meeting as appropriate.

ROLE: Treasurer

REMIT: Oversight of financial systems, procedures and transactions, financial planning & monitoring, use and development of the premises and of financial resources.

ACCOUNTABILITIES:

To Local Meeting through Resources Committee and to YAQM Trustees

RESPONSIBILITIES:

1. Financial planning, budgeting and preparation of reports in relation to the business and to Quaker activities, for consideration and/or approval by Resources Committee/Local Meeting and by Trustees, and oversight of financial systems and procedures.
2. Reporting at regular intervals to YAQM trustees and contributing as appropriate to work on financial planning and reserves.
3. Collaboration on sharing of information and preparation of reports for Resources Committee/Local Meeting/Area Meeting as appropriate.

Burial Grounds Committee

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Responsibilities

The Burial Grounds Committee arose out of the Bishophill Trust which had been set up in 1973. The Trust income was to be used for improvement work on the two Quaker burial grounds in York, Heslington and Bishophill. The Bishophill Trust has now been wound up and in its place, the Burial Grounds committee was formed. This committee is responsible for ensuring the legal recording of burials and ashes interments, the maintenance of the burial ground and any improvement work necessary. There is a hand book which details the procedures for ensuring that these responsibilities are carried out

Guidance is provided in paragraphs 15:17 – 15:20 of Quaker Faith and Practice.

Outreach

As far as possible the Committee ensures that visitors to the burial grounds gain a good impression of Quaker practice and testimonies.

Meetings

Meets every three months.

Links

Also accountable to Area Meeting Trustees for care of the burial grounds as property.

Finance

Has delegated responsibility for smaller items of expenditure on burial grounds, in consultation with the Treasurer. Larger items of expenditure, outside the limits of that delegation, are referred to Finance Committee.

Reporting

Gives a short report each year to Local Meeting, which may include recommendations on changes to the level of fees.

Appeals and Collections Committee

Responsibilities

This committee decides which organisations will be supported by Friargate by means of the collection that is taken after meeting on a Sunday. Members of the committee write short descriptions of the chosen organisations for the use of the notice reader.

Meetings

Meets in the autumn to plan appeals and collections for the following year. May meet at other times if necessary.

Links

Procedures for counting, recording and despatching money collected are agreed with the Treasurer.

Reporting

Gives a short report each year to Local Meeting, with a list of the sums raised during the previous year.

Library Committee

Responsibilities

The Library committee is responsible for the running of a library at Friargate, and to give support to the librarian and the archivist. It deals with all matters relating to the library, including furniture, wall displays, books and periodicals. The committee advises and receives information from the librarian, in particular in relation to the new books that are bought each year.

Guidance is provided in paragraphs 13:41 – 13:42 of Quaker Faith and Practice.

Outreach

The committee ensures that suitable books for new enquirers are signalled, and that the system for borrowing books is clearly accessible.

Way of working

The librarian and archivist are appointed by Local Meeting and are ex officio members of Library Committee.

Meetings

The Library committee usually meets three times a year, in the library, and also arranges regular "house-keeping" sessions. Book sales are sometimes arranged after meeting for worship.

Links

Library Committee liaises with Elders, Overseers and Children and Young People Committee to ensure that the needs of the Meeting are being met. Liaises with Premises Committee on matters concerning the care and furnishing of the Library space. The committee is not responsible for book sales, or provision of leaflets for outreach.

Finance

Works within a budget agreed with the Treasurer. Library funds are from time to time supplemented by the proceeds of book sales.

Reporting

The librarian and archivist give reports each year to Local Meeting.

Social Committee

Responsibilities

Organising social events at which members, attenders and their families and friends can get to know one another better and enjoy shared activity.

Outreach

The Committee is particularly mindful of the needs of enquirers and new attenders when organising events.

Way of working

The committee aims to arrange some event for most months, catering for as wide a range of interests as possible.

Meetings

The Social Committee meets three or four times a year. There is usually one main planning meeting to decide in general terms what events to hold and the other meetings are held to put these plans into effect.

Links

May consult with Overseers on the social needs of the meeting.

Finance

Works within a budget agreed with the Treasurer.

Reporting

May choose to report formally to Local Meeting, but otherwise includes reports of some individual events in Quakevine or after meeting.

Hospitality Committee

Responsibilities

The hospitality committee is primarily responsible for providing refreshments when Area Meeting is held at Friargate. This happens twice a year in January and November. In addition, they may be called upon to serve a minimum of refreshments on other occasions held at Friargate such as a Quaker wedding or a Quaker organised meeting, but it is not in their remit to cater for private functions.

Way of working

The members of the committee arrange between themselves to provide a certain number of sweet or savoury dishes and serve the tea.

Meetings

As needed

Finance

Agreed costs are reimbursed through the Friargate manager.

Links

Coffee rota organiser and soup rota organiser are separate appointments, and hospitality committee is not responsible for these activities.

Reporting

The committee's work is self evident.

Communications

There is a lot of work done by Friends in Friargate around communications, among ourselves and with the outside world. Much of this is done by individuals appointed to certain roles, or on behalf of committees. Some of the activities are gathered here to help Friends test the possibility that a communications committee might be helpful for co-ordination, either at Local Meeting or Area Meeting level. Like Hospitality Committee this could be more of a team than a committee – with a focus on action rather than discussion.

Editing of Quakevine – the monthly newsletter for Friargate Meeting and York Area Meeting. Editorial group already exists, with contacts in each LM.

Webmaster for the Area Meeting website. Recently taken on by one of the LM Clerks, with the help of a small group, and contacts in each LM.

Publicity for Quaker Quest, including some paid advertising.

Displays of information around the meeting house, leaflets, posters and material for enquirers. The Meeting House Manager works to ensure that this is all kept available and up to date.