

Willamette Quarterly Meeting (WQM), established in 1958 as Oregon Quarterly Meeting. The constituent groups are the Monthly Meetings, Preparative Meetings and Worship Groups in Oregon and SW Washington, as well as, Boise Valley Monthly Meeting (Idaho) and interested persons in the region isolated from any established Friends group. WQM is one of three Quarterly Meetings within North Pacific Yearly Meeting (NPYM). A history of WQM is available from the WQM Clerk.

Purposes of Quarterly Meeting

- 1) To nurture the spiritual life of Friends of all ages and to provide fellowship within the Quarter;
- 2) To encourage inter-visitation among the Monthly Meetings, Worship Groups, Preparatory Meetings and Isolated Friends;
- 3) To share State of Society Reports from the constituent groups at the Spring meeting;
- 4) To support NPYM by having a ex officio member on the Friend in Residence Committee, and other committees as requested by NPYM.
- 5) To hear concerns from Meetings or individuals, forwarding those approved to the Clerk of the Annual Session and/or the appropriate NPYM standing committee Clerk;
- 6) To nurture new gatherings of Friends; to consider requests for Monthly Meeting status from Preparative Meetings and Worship Groups; to consider requests from Monthly Meetings to be laid down or united with another Meeting; and
- 7) To provide a forum for committees to meet as needed during Quarterly Meeting sessions.

Time and Place

The QM meets 3 times a year. The spring and fall sessions are generally overnight sessions and are generally scheduled for early May and Early October. In the winter (usually early February) a one-day session will be held mainly to consider business, with time for worship and fellowship and possible short programs..

For planning these sessions, the quarter is divided into three groups, rotating so that each group plans a gathering every year. The groups are:

- 1) Spring Quarterly Meeting: Eugene Monthly Meeting (convener), South Mountain Monthly Meeting, Umpqua Worship Group, and Florence Worship Group.
- 2) Winter Quarterly Business Meeting: Corvallis Monthly Meeting (convener), Salem Monthly Meeting, Central Oregon Worship Group, and Boise Valley Monthly Meeting
- 3) Fall Quarterly Meeting: Multnomah Monthly Meeting and Bridge City Friends Meeting (convenors), Mountain View Worship Group, and Fanno Creek Worship Group, Lower Columbia Worship Group.

The WQM Clerk will work with the planning meetings to schedule the event time and place, and plan the agenda for the business meeting.

Officers and Committees

Officers and committees are approved at the winter meeting and terms begin March 1:

Clerk 2 years

Recording Clerk 2 years

Treasurer 2 years

Registrar 2 years

Assistant Registrar (who then becomes registrar) 1 year (during second year for registrar)

Webkeeper 2 years

Junior Friends (JF) Advisor(s) 2 year (staggered terms)

Junior Friends Clerk(s) 1 year (appointed by Jr. Friends)

Young Adult Friends (YAFs) Clerk 2 years (appointed by YAF)

Ministry and Oversight (MO) (6) 2 years (overlapping terms)

Nominating Committee (3) 3 years (overlapping terms)

Representative to Ecumenical Ministries of Oregon (EMO) No set term

Correspondent with Western Friends Representative No set term

Duties of Officers and Committees:

Clerk

1. Remains in contact with the current session Planning Committee about WQM session arrangements.
2. Prepares agenda for Meetings for Business at all Quarterly Meeting Sessions sending letters to clerks of constituent groups, WQM officers and WQM committee Clerks for input for the agenda,
3. Presides at WQM Meetings for Business
4. Works with the recording clerk to compile and distribute the minutes
5. Follows up on any action items well in advance of the next QM gathering.
6. Notifies officers and committee members of their appointment including term of service and a description of their responsibilities. Sees that outgoing officers and committee members pass on their files, including copies of the WQM Handbook, to their successors.
7. In September before the fall gathering, gives the Nominating Committee a list of positions needing to be filled by the winter Business Meeting.
8. Works with M&O clerk to facilitate State of Society reports at the Spring QM
9. Is empowered to call special Meetings for Business as needed in between scheduled Quarterly Meetings.
10. Sees that the Handbook is updated periodically.

Recording Clerk

1. Records and keeps the Minutes of each session of WQM. Works with the clerk to finalize minutes and get them distributed to the following Friends:
 - Clerks of each Monthly Meeting, Preparative Meeting, and Worship Group,
 - The convener of the next session Planning Committee,
 - the Junior Friends QM Clerk,
 - the Young Adult Friends Clerk
 - Clerk of Ministry and Oversight,
 - the Registrar
 - the Treasurer
2. In conjunction with the Clerk, keeps the master copy of the WQM Handbook updated.
 - Sends the updated copy of the WQM Handbook to the web master for posting on the website
 - Notifies the above listed Friends that the revised Handbook is on the website.
3. Keeps all past Minutes, pertinent correspondence, and a file of copies of QM Programs.
4. Keeps a list of all officers and committee members and their terms (except Planning Committees). After the Winter QM distributes a copy of the list to all Monthly Meetings, Preparatory Meetings, officers, and committee clerks.

Treasurer

1. Prepares a budget
 - to cover the expenses of the Quarterly Meetings, the officers, EMO membership and any other disbursements authorized by QM, including an appropriate reserve fund.
 - The Treasurer should feel free to call for an ad hoc Finance Committee if necessary.
 - Presents the proposed budget for the following financial year (beginning July 1) at the Winter QM for Business.
2. Sends a timely reminder to Meetings that the annual assessment of \$5 per member (2013 rate) is due and deposits funds when they are received.
3. Disburses funds
 - On request to the respective officers and committees
 - Pays bills authorized by officers or committees.
 - Is present or arranges for disbursements at each QM session to pay for expenses related to that particular QM event)
4. Keeps financial records and presents a brief report at each QM.
5. Prepares an annual financial report for Winter Business Meeting. (NOTE: Fiscal year begins July 1.)
6. May designate a person living in the other section of the state to be authorized to sign checks for the QM.

WEBKEEPER

1. Maintain the website and keep its content current.
2. Design and write web pages as needed.
 - Care should be taken in designing web pages so that they do not require high levels of webpage design or special software wherever possible. (This language is inserted to leave open the possibility in the future of a more complicated online registration process. At a later time, these might fall under the control of the registrar rather than the webkeeper.) Keeping the pages to text, pictures and simple links without the need for specialized web skills will make it possible for amateur volunteers to maintain the website.
 - Care should be taken in the design of the web pages so that they display information well across platforms (in other words, working well on both windows and Macintosh computers).
3. Be a contact person for committees and officers of WQM and its constituent Monthly Meetings to receive information to be posted on the web. Any requests for information to be posted which are not part of the approved standard content need the approval of Ministry and Oversight.
4. Report to the M&O Committee on the progress, status and concerns related to the web site.
5. Work with the Treasurer to insure that timely payments are made to renew the registration of web domain name and to arrange for an internet website host to provide server space to host the web pages.
7. Provide a copy of the password and other website administrative information (including a description of how to access the account and web pages) to the Clerk, Treasurer and M&O Clerk This will insure institutional access to the website in the even that the webkeeper is not available for any reason.
8. Work with the Registrar of WQM Sessions to help them distribute information concerning the registration process.
9. Seek advice and volunteer work from those within WQM who have the technical skills and knowledge to try to keeps costs to a minimum.
10. Work with the incoming Webkeeper to facilitate the transfer of responsibilities at the term's end

Ministry and Oversight Committee Composed of 6 members serving overlapping two-year terms. Meets before or at each WQM session and at other times as necessary. The clerk of the committee is nominated by the nominating committee and approved at a QM business meeting

1. Helps foster and develop the spiritual life of the QM and is responsible for any Meetings for Worship at WQM gatherings, consulting with the planning committee and WQM Clerk about arrangements and conduct of these meetings.
2. Assist with the Quarterly Meeting Sessions by:
 - Working with the planning committee regarding Worship Sharing groups
 - Find leaders
 - Assign Groups
 - Provide Queries
 - Work with the clerk to handle;
 - Closing of Worship sessions
 - Blessings at Mealtimes
 - Other items as needed
3. Furthers the life of the QM as the way opens, through such activities as inter-visitation, outings, retreats, discussions, speakers and conferences.
4. Gives assistance with problems within the Quarter. M&O committee is available to Meetings and individuals in the QM when problems arise. This could be at the QM session or at other times during the year. If appropriate works with the YM M&O committee to support Friends and resolve issues.
5. Prior to the Spring QM contacts Meetings and Worship Groups about the need to have a state of society report. Collects copies of these and forwards them to the NPYM M&O clerk and the QM Clerk. Facilitates the reporting of the State of Society Reports at the Spring QM.
6. Maintains contact with Isolated Friends within the Quarter in a yearly letter. Works with NPYM Outreach and visitation committee to maintain list of isolated Friends. Clerk sees that WQM session registration packets are sent to active isolated friends. .
7. Gives reports to Quarterly Meeting as needed.
8. WQM Ministry and Oversight Committee clerk (or designee) serves on NPYM-Friend-in Residence Committee The QM M&O committee may also be asked to work with other NPYM committees. WQM M&O Clerk informs NPYM clerk and the Coordinating Committee Clerk of these appointments before the Spring Coordinating Committee Meeting or as changes are made.
9. Oversees the content of the website; Webkeeper reports to the committee.
10. Oversees the Spiritual Life Fund (the Scholarship Fund for Quarterly Meeting) in conjunction with the WQM Clerk.

Nominating Committee

Composed of 3 members serving overlapping 3 year terms. Members and clerk are nominated by the nominating committee and approved at the Winter QM session.

1. Prepares nominations for officers and committees for consideration at the Winter QM. Appointments approved in Winter become effective March 1st unless otherwise specified. Nominating Committee is responsible for nominations of the following:

- Clerk 2 years
- Recording Clerk 2 years
- Treasurer 2 years
- Registrar 2 years
- Assistant Registrar 1 year (who then becomes registrar)
- Webkeeper 2 years
- Junior Friends (JF) Advisor(s) 2 year (staggered terms) - Consult with Junior Friends. As part of the nominating process
- Ministry and Oversight (MO) (6) 2 years (overlapping terms) including clerk
- Nominating Committee (3) 3 years (overlapping terms) including clerk
- Representative to Ecumenical Ministries of Oregon (EMO) No set term
- Correspondent with Western Friends Representative No set term

2. Solicits suggestions for nominations from constituent groups in WQM.

Ecumenical Ministries of Oregon Representative

1. Attends meetings of EMO, reporting back at the Winter Meeting for Business.
2. Serves on EMO committees, as led.

Western Friend Correspondent

Submits noteworthy articles or news items from our Quarter to the Western Friend.

Junior Friends Advisors

1. Nominated jointly by the nominating committees of Junior Friends and of the adult WQM. The process starts in the fall with formal approval by adults at the Winter Meeting and by Junior Friends at the Spring Meeting.
2. Works with Junior Friends officers to set up program for WQM sessions
 - If few Jr. Friends are expected (especially during the one Day Winter Session) it could be decided to not have a separate program for Jr. Friends. In this case the advisor should be available to encourage any Jr. Friend who does come to join the adult program or participate with Central Friends depending on their age and maturity.
 - Advises Junior Friends about coordinating these activities with the session Planning Committee.
3. Joins the Junior Friends in their QM program and helps them with developing understandings of Friends' practices such as worship sharing and good order of Friends' business.
4. Brings concerns that arise from within or outside the Junior Friends group to the attention of Junior Friends Clerks, Junior Friends Concerns Committee, WQM Ministry and Oversight Committee or WQM Clerk, depending upon the concern.
5. Holds copies of medical release forms for minors. Responds appropriately to minors arriving without medical releases or guardians., by contacting parents and using technology (email, fax,etc) to obtain a copy.
6. Works with Junior Friends Clerk(s) and WQM Clerk on planning other events such as week-end get-togethers.
7. Coordinates with NPYM Junior Friends' Advisors, program coordinators, and Clerks in planning NPYM Annual Session activities for NPYM Junior Friends. When possible attends NPYM activities as a friendly adult participant (FAP) and as a supporter of NPYM Junior Friends Advisors.

Junior Friends (JF)

Junior Friends' officers and committees are appointed by Junior Friends to conduct the business of high-school age Friends. Generally they would have the following officers:

1. Junior Friends Clerk

- Makes plans for WQM gatherings and prepares agenda for Junior Friends Meeting for Business in consultation with WQM Junior Friends advisors, Clerk of WQM and the session Planning Committee.
- Makes a report in person to the QM on the activities of Junior Friends during the intervening months and during the current session including the Junior Friends Treasurer's report.
- Both the Clerk's and the Treasurer's reports should be in writing and given to the Recording Clerk of the QM.

2. Junior Friends Recording Clerk

- Records and keeps the Minutes of each business session of WQM Junior Friends. Provides a copy of the Minutes to the Junior Friends Clerk, the Junior Friends Advisors and to the Recording Clerk of WQM.

3. Junior Friends Treasurer

- Keeps financial records and presents a brief written report each two day session to the Junior Friends Clerk, Junior Friends Advisors and to the Recording Clerk of WQM.

4. Junior Friends Concerns Committee .

- Brings concerns that arise from within or outside the Junior Friends group to the attention of Junior Friends Clerks, Junior Friends Advisors, WQM Ministry and Oversight Committee or WQM Clerk, depending on the concern.

5. Junior Friends Nominating Committee

- Works with the Nominating Committee of the adult WQM to nominate Junior Friends advisors. These are approved at the Winter QM and at the Spring QM by the Jr. Friends.
- Nominates the Junior Friends Officers.

YOUNG ADULT FRIENDS (YAFs)

- YAF Clerk to make plans for WQM gatherings and prepares agenda for YAFs' Meeting for Business.
- YAF determines whether or not they want or need advisors

Registrar & Assistant - Works with the Planning Committee.

Prior to the Meeting:

1. In conjunction with the Clerk and Recording Clerk, gathers up-to-date E-mail and postal addresses for Clerks, Meetings, Preparatory Meetings and Worship Groups and Isolated Friends in WQM.
2. Works with the current session Planning Committee to design registration forms and information packet. Packets should include:
 - Registration Forms
 - Name, address, email, meeting, phone
 - Length of stay and amounts due
 - Sign up preference for Worship Groups and Volunteer Assignments
 - Food limitations and preferences
 - Information about amount to be paid and financial assistance grants (from Monthly Meeting or QM)
 - Medical Release Forms for minors
 - Site information including map and driving instructions
 - QM Schedule
3. Distributes the registration material to groups within the Quarterly Meeting. Asks the WQM Webkeeper to post copies of all registration forms on the WQM website.
4. Receives registration forms via email, postal mail and/or phone.
 - Contacts people who sent incomplete registration forms either by phone or email to complete the registration information.
 - Reports relevant information on registrations to date, when asked, to
 - Clerk of the current session Planning Committee
 - , Junior Friends Advisors,
 - Junior Friends Clerk,
 - Young Adult Friends clerk,
 - WQM Clerk.
 - WQM M&O Clerk
5. Accepts registration changes and cancellation

1-2 DAYS BEFORE WQM:

1. Works with the Planning Committee Clerk to assign rooms, if needed.
2. Gathers any additional supplies needed for registration. Including name tags

2 .Prints out the information necessary for on site registration

AT QUARTERLY MEETING:

1. Works with the Planning Committee Clerk to find a good place for the registration and sets up the table.

2. Recruits people to assist with registration

- Collection of funds , and follow up on non payments as necessary
- Sign up for volunteer work, and worship groups
- Distribution of name tags, or a place to make name tags
- Ensures children without parents or legal guardians present have brought a medical release form.

3. Makes a brief report at Business Meeting

4. Provides final totals to the Planning Committee Clerk and the Treasurer.

5. Gives all cash and checks collected to the Treasurer, with the totals for amount collected and amount still owed.

AFTER THE QUARTERLY MEETING:

1. Follows up on any non payments.

- Contacts Friends who still owe funds
- Contact Monthly Meetings still owing for Financial assistance they granted
- Works with Treasurer and M&O clerk regarding use of QM Financials assistance fund for non payments
- Send any late checks to treasurer

Guidelines for Planning Committees

Planning committees are nominated and approved by the respective Meetings (see “Time and Place at the beginning of the Handbook). Notify the WQM Clerk and officers and clerks of WQM committees of the name and contact information for the clerk of the Planning Committee.

Site

The Planning Committee locates and determines how spaces are assigned and utilized at the site. Making arrangements to contract with a site may need to begin 9-12 months in advance.

Considerations:

- Both camp and in-town sites need a meeting space large enough to accommodate the entire group (about 120 as of February 2013) for meeting and eating,
- Enough small group spaces to accommodate worship and interest groups,
- Separate space for
 - children's program space,
 - infant and preschool space,
 - Central Friends space,
 - Junior Friends space
 - Young Adult Friends space as needed
- A registration table separate from the meeting space.
- Worship Sharing spaces
 - need a certain amount of quiet and privacy.
 - Each group needs seating for 8-10 Friends
- Consider accessibility of grounds, sleeping quarters, bathrooms, meeting and eating spaces
- When looking at sleeping spaces consider:
 - needs of Junior Friends,
 - families with children,
 - elderly or less fit attendees,
 - gender issues,
 - those requiring electricity
 - those requiring quiet.
 - Bathroom location for those needing to use it in the middle of the night
- Be clear in registration packet about accessibility and policies regarding tents, RV's, and pets.

Finances

- All Quarterly Meeting session planning committee income and expenses are passed through the WQM account.
- Willamette Quarterly Meeting is responsible for the finances of WQM gatherings, covering shortfalls and receiving surpluses.

- Each WQM session planning committee makes a budget to follow. Income includes start-up fund from the WQM treasury and the balance from fees and donations from Friends who register.
- The goal is to have each session be self-supporting (including the WQM contribution).
- Financial aid for attendees is available first through Monthly Meetings and then through the Spiritual Life Fund of the QM scholarship fund and a line for donations on Quarterly registration forms).
- A financial report is due after the session and should be sent to the Treasurer, WQM

Registration

- Coordinate with the Registrar and relevant Officers to produce a registration packet including:
 - Registration Forms
 - Name, address, email, meeting, phone
 - Length of stay and amounts due
 - Sign up preference for Worship Groups and Volunteer Assignments
 - Food limitations and preferences
 - Information about amount to be paid and financial assistance grants (from Monthly Meeting or QM)
 - Medical Release Forms for minors
 - Site information including map and driving instructions
 - QM Schedule – including schedules for Jr. Friends and Children’s program
 - contact information for the Planning Committee,
- Distribute registration information approximately six weeks prior to the session.
- Encourage attendance at sessions.
- See section about registrar for more information about registration

Meals

- The planning committee is responsible for planning food for Quarterly Meeting sessions. This includes:
 - Snacks (including children’s program).and meals.
 - Purchasing and providing the groceries & supplies needed
 - Both food preparation and kitchen clean up
 - Meals preparation and clean up maybe catered, assigned to “Groups” or through volunteer sign ups
 - In the past Monthly meetings and worship groups have been ‘assigned” meals to be responsible for food, preparation and clean up. Some meetings find this a difficult responsibility.

- Assignment by Worship Sharing groups – can be problematic as not everyone arrives on time and not everyone participates in WS groups
 - Use of Junior Friends for a meal preparation or clean- up is encouraged
- Groups or individuals who purchase food or related supplies are typically reimbursed through the Treasurer
 - Have a volunteer sign-up sheet for Meal preparation and clean up at the registration table.
 - Seek to accommodate as much as possible the variety of attendees' dietary preferences and needs.

Program

1. Choose a theme and plan the overall program to include the following:
 - Presentation of theme (panel speaker, etc.)
 - During the opening of the session, recognizes and welcomes first-time attendees in conjunction with the Clerk. Consider audio-visual equipment needs.
 - Meeting for Worship: Provide enough time in the schedule for worship. Consider early morning worship (time & space).
 - Check with WQM Clerk to see if time to conduct business is required, and, if so, an estimate of how much time should be allowed. Carefully consider the time of day for Business Meeting.
 - Interest Groups: Consider the size and number of groups offered, space available, and the need to accommodate spontaneous groups. Arrange to post interest groups and their locations along with sign up sheets.
 - Small Worship Groups: Be in touch with M&O Clerk about the theme. Have a space on the registration form for people to select type of worship group and to volunteer as group leaders. The Program Committee assigns meeting spaces for the worship groups working with M & O.
 - Social time/Free Time: Provide for times and places to socialize, sing, share intergenerational activities, partake of refreshments and hot drinks, or have alone time.

Children's Program

1. Have one person on the planning committee be a children's program coordinator
2. Recruit needed children's program leaders.
3. Typically infant and preschool childcare is provided, often by person(s) paid for the weekend.
4. Recruit leader(s) for one or two organized programs (depending on numbers and ages of expected children) for grade school age children, and for a program for Central Friends (6-8th graders).

- 5.. Leaders work with the Children's Program Coordinator to develop curriculum and manage supplies, materials and other resources.
6. WQM requires that two adults be with each children's group at all times and that safe adult/child ratios should be maintained.
 - Volunteers may be used, usually in two hour blocks, to supplement children's program staff.
7. Information about children's program and a contact person should be included in the registration packet. The registration packet must include an emergency medical care form for minors who attend without their parents/guardians.
 - For Jr. Friends these are to be held by the advisors
 - For younger children these shall be with the Leaders of the children's program

Volunteers

1. The planning committee coordinates volunteers for the session.
2. Have a place to sign up for volunteer slots on the registration form and post a sign-up sheet in the registration area.
3. Volunteers are typically needed for food work, assistance with children's program, clean-up, and small worship group leaders among other tasks.

Clean-up

1. Post sign-up sheets at registration for specific clean-up duties.
2. Coordinate the "whole camp" clean-up after the last meal, with one person overseeing the process.
3. Designate one person to participate in any camp inspections required by the contract for the site.

Evaluation

1. Provide and collect evaluation forms asking:
 - "What worked well at this Quarterly Meeting session?"
 - "What changes would you suggest?"
 - "What didn't work well?"
2. Pass the results on to the Clerk and the next Quarter's Planning Committee.