

## **Willamette Quarterly Meeting Handbook - Revised 2008**

Willamette Quarterly Meeting (WQM), established in 1958 as Oregon Quarterly Meeting, has as its constituent groups the Monthly Meetings in Oregon and the Preparative Meetings and Worship Groups, 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.

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### **Purposes of Quarterly Meeting**

The purposes of WQM are:

- 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, any Preparative Meetings and Isolated Friend;
  - 3) to share State of Society Reports from the constituent groups at the Spring meeting;
  - 4) to provide Ministry and Oversight functions for North Pacific Yearly Meeting at Annual Session along with the Ministry and Oversight Committees from the other two Quarters;
  - 5) to hear concerns from Meetings or individuals, forwarding those approved to the Clerk of the Annual Session or the Clerk of NPYM Steering Committee;
  - 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 Meetings.
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### **Time and Place**

Overnight sessions are held twice a year, preferably on the first or second weekend of May and October. In the second weekend of February, the Winter Business Meeting is held typically for one day only.

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 (conveners), Mountain View Worship Group, and Fanno Creek Worship Group.

In the winter, a one-day session will be held mainly to consider business, with time for worship and fellowship and possible short programs. The WQM Clerk will organize the winter meeting and will encourage participation by all.

## 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
Camp Contact	2 years
Registrar	2 years (overlapping outgoing and new)
Webkeeper	2 years
Junior Friends (JF) Advisor(s)	2 year (staggered terms)
Junior Friends Clerk(s)	1 year
Young Adult Friends (YAFs) Clerk	2 years
Ministry and Oversight (MO) (6)	2 years (overlapping terms)
Nominating Committee (3)	2 years ( overlapping terms)
Representative to Ecumenical Ministries of Oregon (EMO)	No set term
Friends Bulletin Representative	No set term

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## Duties of Officers and Committees:

### Clerk

1. Remains in contact with the current session Planning Committee about WQM session arrangements.
2. Convenes Winter Business Meeting.
3. Prepares agenda for Meetings for Business at all quarterlies, sending letters to clerks of constituent groups, WQM officers and WQM committee Clerks for input for the agenda, (note – see #9).
4. Presides at WQM Meetings for Business, helping Recording Clerk to frame Minutes when necessary.
5. Reviews draft copy of Minutes and returns to Recording Clerk with note of persons (other than those listed under Recording Clerk's duties) to whom a copy of the Minutes should be sent.
6. Follows up on any action items well in advance of the next QM gathering.
7. 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.
8. In September before the fall gathering, gives the Nominating Committee a list of positions needing to be filled by the winter Business Meeting.
9. During the Winter, sends reminder to all Meetings to bring formal State of Society Reports to the Spring gathering and asks that someone from each group be designated to present their report.

10. Is empowered to call special Meetings for Business as needed in between scheduled Quarterly Meetings.
11. Serves on NPYM Pre-nominating Committee or may appoint some one to serve on that committee.
12. Sees that the Handbook is updated periodically.

### Recording Clerk

1. Records and keeps the Minutes of each session of WQM. Sends a draft copy of Minutes to the Clerk for review.
2. When the Clerk has returned the draft copy of the Minutes, prepares the final Minutes. As soon as possible, sends copies to the Clerk, 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, and the Clerk of Ministry and Oversight, as well as to the Registrar and the Treasurer-- to notify each of them of actions taken by the QM which need their attention.
3. 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 and to each Monthly Meeting, Preparative Meeting, and Worship Group, the convener of the next session Planning Committee, one copy to the Junior Friends QM Clerk, one copy to the Young Adult Friends Clerk, one copy to the Clerk of Ministry and Oversight and a copy to each of the officers.
4. Assists the Clerk in preparation of the agenda for Meeting for Business.
5. Keeps all past Minutes, pertinent correspondence, and a file of copies of QM Programs.
6. Keeps a list of all officers and committee members and their terms (except Planning Committees). Once a year distributes a copy of the list to all Monthly Meetings, Preparative 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, allowing for 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 at the Winter QM for Business.
2. Sends a timely reminder to Meetings that the annual assessment of \$6.00 per recorded member is due in January.
3. Disburses funds on request to the respective officers and committees and pays bills authorized by officers or committees. Is present or arranges for disbursements to be available at each two day session.
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.

## Registrar

### 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 an information packet, determining what information needs to be gathered during registration. Packets should include: information sheet, registration form, medical release form, directions and maps and any additional consent forms needed for additional activities, such as the Mt. Hood Adventure Course.
3. Mails 1-3 copies of the registration packets to Meetings, Preparatory Meetings, and Worship Groups in WQM, as well as the clerks of Jr. Friends and Young Adult Friends. Ministry & Oversight Clerk to contact Isolated Friends. Packets should include a letter asking the Meetings or Worship groups to make additional copies of the packets. The costs of the copying and mailing the packets will be reimbursed by the WQM Treasurer. Emails copies to the above, if possible.
4. Asks the WQM Webkeeper to post copies of all registration forms on the WQM website.
5. Receives registration forms via email, postal mail and/or phone.
6. Tracks information provided in registration forms. Current information being tracked includes, but is not limited to: last name, address (street, city, state, zip), Meeting, phone number, email address, first name and ages of people attending, worship group preference for adults, type of housing, nights staying, special housing needs, special dietary needs, fees (as determined by planning committee), volunteer jobs and total amount due upon arrival (fees are not collected prior to arrival; any checks received with registration forms will be kept until the session occurs). Other information that could be tracked: late fees, donations to WQM or the scholarship fund.
7. Contacts people who sent incomplete registration forms either by phone or email to complete the registration information.
8. Receives registration information for WQM sessions and 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, and the WQM Clerk.
9. Purchases any supplies needed for pre- or on-site registration, to be reimbursed by the WQM Treasurer, such as: pens, name tags, paper and envelopes.
10. Works with the Planning Committee Clerk to assign rooms, if needed.
11. Accepts registration changes and cancellation, possible right up to the point of walking in or out the door.

### 1 - 2 DAYS WQM: BEFORE

1. Gathers any additional supplies needed for registration.
2. Prints out the information necessary to accept payment, including registered attendees, amount due and room assignments (if needed).
3. Optionally, creates pre-printed name tags

#### AT QUARTERLY MEETING:

1. Works with the Planning Committee Clerk to find a good place for the registration and sets up the table. Set up another table for name tags, if needed.
2. Recruits people to assist with registration, with one person checking people in and accepting money while the others give out name tags, room assignments and answers questions.
3. Tracks amounts paid and by whom, as well as any payments not made at the time of registration (which will require additional follow-up).
4. Ensures children without parents or legal guardians present have brought a medical release form.
5. Makes a brief report at Business Meeting regarding total number of attendees, number of adults, children ( 0-3, 4-6, 7-11), Central Friends, Jr. Friends and Young Adult Friends, as well as additional statistics kept on any special activities that may have taken place.
6. Provides final totals to the Planning Committee Clerk, including number attending, those who stayed overnight, money collected and money still owed.
7. Gives all cash and checks collected to the Treasurer, with the totals for amount collected and amount still owed.

#### AFTER THE QUARTERLY MEETING:

1. Calls or sends an email or regular mail reminder to all who did not bring payments to the gathering. Include the amount owed. Checks should be sent directly to the Treasurer.
2. Records any checks received after the Meeting and forwards them on to the Treasurer.

#### WEBKEEPER

1. Maintains the website and keeps the its content current.
2. Designs and writes 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.
3. Designs the web pages so that they display information well across platforms (in other words, working well on both windows and Macintosh computers).
4. Serves as a contact person for committees, 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.
5. Reports to the M&O Committee on the progress, status and concerns related to the web site. M&O will designate a member to be the website contact person to work with the webkeeper and to pass on relevant information that needs to be posted at the website.
6. Communicates 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. Provides 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 (or the clerk's designee). This will insure institutional access to the website in the even that the webkeeper is not available for any reason.
8. Works with the Registrar of WQM Sessions to help the registrar distribute information for concerning the registration process.
9. Seeks advice and volunteer work from those within WQM who have the technical skills and knowledge to try to keeps costs to a minimum.
10. Works with the incoming webkeeper to facilitate the transfer of responsibilities at the term's end. This should a discussion of the file structure and any other advice that might be of use.

## CAMP CONTACT

Once sites and dates are approved, makes reservations, secures a contract, arranges for any deposits to be paid in a timely manner, and acts as the official contact person for the managers of the sites.

## 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 of the Meetings planning the gathering and with the WQM Junior Friends Clerk(s) in setting up a program for WQM sessions. Advises Junior Friends about coordinating 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.
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. Attends NPYM activities as a friendly adult participant (FAP) and as a supporter of NPYM Junior Friends Advisors.

## MINISTRY AND OVERSIGHT COMMITTEE

Composed of 6 members who choose their own clerk, all serving overlapping two-year terms. Meets before or at each WQM session and at other times as necessary.

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. Assists the session Planning Committee with Worship Sharing by finding group leaders, assigning individuals to groups, assigning rooms and proposing the queries.
3. Furthers the life of the QM as the way opens.
4. Gives assistance with problems within the Quarter.
5. Clerk receives annual State of Society reports at the Spring WQM gathering and passes them on to WQM Clerk and NYPM M & O Clerk.
6. Maintains contact with Isolated Friends within the Quarter in a yearly letter. Clerk keeps an updated address list of Isolated Friends. Clerk mails WQM session registration packets to those active.
7. Gives reports to Quarterly Meeting as needed.
8. Serves as committee members on the NPYM M&O Committee. In addition, WQM Ministry and Oversight Committee appoints one of its members to serve on the NPYM Outreach Committee, another to serve on the NPYM Friend in Residence Committee, another to serve on the NPYM Financial Aid Committee (Scholarship Committee). WQM M&O Clerk informs the Clerk of the NPYM Steering Committee of these appointments before the May Steering Committee Meeting.
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 members of the Quarterly who are nominated by the Nominating Committee and approved at the Winter Quarterly Meeting. The Nominating Committee will nominate a clerk, who will convene the committee to fulfill the following functions:

1. Prepares nominations for officers and committees for consideration at the Winter QM. Appointments approved in Winter become effective March 1st unless otherwise specified.
2. Notifies officers and committee members of their appointment; including term of service, as well as providing 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. Notifies committee clerks of people appointed to their committees (except Planning Committees).
3. Consults with Junior Friends Nominating Committee to nominate Junior Friends Advisors, with input from Jr. Friends.
4. 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.
3. The \$450 annual fee to cover our six Monthly Meetings in Oregon will come from the raised WQM assessments and will be paid directly to EMO by the Treasurer.

#### FRIENDS BULLETIN REPRESENTATIVE

Submits noteworthy articles or news items from our Quarter to the Friends Bulletin.

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## **Junior Friends (JF)**

Junior Friends' officers and committees are appointed by Junior Friends to conduct the business of high-school age Friends.

### **JUNIOR FRIENDS CLERK**

1. 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.
2. 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.

### **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.

### **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.

### **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.

### **JUNIOR FRIENDS NOMINATING COMMITTEE**

1. Works with the Nominating Committee of the adult WQM to nominate Junior Friends Advisors. The process starts in the fall with formal approval by adults at the Winter Meeting and by Junior Friends at the Spring Meeting.
2. Meets as necessary to nominate WQM Junior Friends' officers for vacant positions to the Junior Friends Meeting for Business at the WQM session, for approval at a Meeting that session. Appointments approved become effective immediately following that session unless otherwise specified.

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## **Young Adult Friends (YAFS)**

### **YOUNG ADULT FRIENDS CLERK**

1. Clerk to make plans for WQM gatherings and prepares agenda for YAFs' Meeting for Business.
2. Determines whether or not they want or need advisors.

## 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 determines how spaces are assigned and utilized at the site. Both camp and in-town sites need a meeting space large enough to accommodate the entire group (about 120) for meeting and eating, enough small group spaces to accommodate worship and interest groups, a separate children's program space, infant and preschool space, Central Friends space, Junior Friends space, and Young Adult Friends space as needed, and a registration table separate from the meeting space. Worship Sharing spaces need a certain amount of quiet and privacy. Consider accessibility of grounds, sleeping quarters, bathrooms, meeting and eating spaces, RV parking, and tenting space when determining use of the site. Consider sleeping needs of Junior Friends, families with children, elderly or less fit attendees, gender issues, those requiring electricity and those requiring quiet. 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, with the income consisting of an \$800 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 \$800 WQM subsidy). Keep records to submit to the treasurer.
- Financial aid for attendees is available first through Monthly Meetings and then through the Spiritual Life Fund (to be created from existing 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 Clerk, and the clerk of the next session's Planning Committee.

### Registration

- Coordinate with the Registrar and relevant Officers to produce a registration packet (including schedules for children's and Junior Friends' programs), including contact information for the Planning Committee, and have it distributed at least six weeks prior to the session.
- Encourage attendance at sessions.

### Meals

- The planning committee is responsible for coordinating the non-catered meals and snacks (including children's program). Typically constituent groups are assigned specific tasks and/or meals to help with food planning, purchase, transportation, preparation, table set-up, cooking, and clean-up of non-catered meals or snacks. Groups or individuals who purchase food or related supplies are typically reimbursed through the Treasurer utilizing registration payments.
- Have a volunteer sign-up sheet for any unassigned tasks at the registration table.

- Seek to accommodate as much as possible the variety of attendees' dietary preferences and needs.

## Program

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. M&O gets the names of volunteers to lead worship groups from the Registrar. They also determine how many groups are needed based on the number registered and assign individuals to the worship groups. 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

- Recruit needed children's program leaders. Typically infant and preschool childcare is provided, often by person(s) paid for the weekend. 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 (6-8<sup>th</sup> graders).
- Leaders develop curriculum and manage supplies, materials and other resources. 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.
- 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.

## Junior Friends

- Coordinate with Junior Friends' Advisors for space needs, scheduling, and Junior Friends report to the Meeting for Business.
- Include Junior Friends program outline in registration materials along with the emergency medical release form.

## Adult Young Friends

- Coordinate with Planning Committee for space needs, scheduling and report to the Meeting for Business.

## Volunteers

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

## Clean-up

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

## Evaluation

- Circulate simple evaluation forms at the last meal asking "What worked well at this Quarterly Meeting session?" "What changes would you suggest?" "What didn't work well?" Have evaluation forms available on Saturday for those who do not stay over until Sunday.
- Pass the results on to the Clerk and the next Quarter's Planning Committee.