

Appendix C: General

App_C_04Genl_0_.wpd

Financial

Treasurer's Report

SAYMA End of Fiscal Year Account Balances Report

SAYMA Fiscal Year 2004 Budget — Approved 6/7/2003

Report: Ad Hoc Committee on

Worship Group/Preparative Meeting/Monthly Meeting/Yearly Meeting Relationship

Personnel Committee Report

American Friends Service Committee, Corporation Representative Report

Letter of David Zarembka (Friends Peace Teams)

SAYMA June 2004 Census

Approved Changes to *Faith and Practice*

**Treasurer's Report
June 8, 2004**

(available in hard copy only)

SAYMA Account Balances Report

(available in hard copy only)

SAYMA Fiscal Year 2004 Budget — Approved 6/7/2003

(available in hard copy only)

**Discernment of Ad Hoc Committee
Worship Group/Preparative Meeting/Monthly Meeting/Yearly Meeting
Relationship**

(available in hard copy only)

**Discernment of Ad Hoc Committee
Worship Group/Preparative Meeting/Monthly Meeting/Yearly Meeting
Relationship**

(cont'd.)

(available in hard copy only)

**Personnel Committee Report
Yearly Meeting 2004**

(available in hard copy only)

SAYMA Job Description
Job Title: Administrative Assistant for SAYMA

(available in hard copy only)

SAYMA Job Description
Job Title: Administrative Assistant for SAYMA

(cont'd.)

(available in hard copy only)

**American Friends Service Committee
Annual Meeting of the Corporation
October 31 - November 1, 2003**

(available in hard copy only)

Letter of David Zarembka

(unavailable at time of publication)

SAYMA June 2004 Census -- Report to the YM

formerly Question 1	Question meaning of "member"			Question meaning of "regular attender"		Question 4 events in life of MM/PM/WG									
	distinction made? a	consist of F&P proceed? b	alternate distinction? c	comes often, without F&P membership procedure? a	if not, what meaning? b	marriage or c.o.c.			birth/adoption d	death e	membshp transf to MM f	membsh transf out or w/drawn g	attend became memb h	attend > reg att i	reg attend/memb stopped attend j
						a	b	c							
Asheville FM	N	N	/	Y	/										1
Athens FM										2	1				
Atlanta FM	Y	Y	/	Y	/	X	X	X	X	2	4	5	X	X	
Auburn WG															
Berea FM	Y	Y	/	Y	/				1	1	1	2	3	9	
Birmingham FM [*]	Y	Y	/	Y	/									3	
Boone FM	Y	Y	/	Y	/								Y	Y	
Brevard FM	Y	Y	/	Y	/				1		6		3		
Celo FM	Y	Y	/	Y	note				1		1	1	2	1	
Charleston FM	N	/	/	/	/								/	1	1
Chattanooga FM	Y	Y	/	Y	/							2	2	6	
Clarksville WG															
Clemson WG	N	/	note	Y	/			/						1	1
Cleveland WG															
Columbia FM [*]	Y	Y	/	Y	/				1					4	1
Cookeville PM	Y	Y	/	Y	/							1	1		
Crossville FM	Y	Y	/	Y	/										
Foxfire FM	Y	Y	/	Y	/					1			3		
Greenville FM [*]	Y	Y	/	Y	/					1		1	2		
Huntsville FM	Y	Y	/	Y	/					1			4	2	
Memphis FM	Y	Y	/	Y	/				2	1		3	6	1	
Murfreesboro WG															
Nashville FM [*]	Y	Y	/	Y	/	1		1				2		8	
New Moon WG	N	/	/	N	note			/							
Oxford FM	N	note		Y	/				1			3	4		
Royal WG															
Sevier County WG				N	note										
Sewanee WG															
Swannanoa Valley FM	Y	Y	/	Y	/				1	1	3	1	X	X	
West Knoxville FM	Y	Y	/	Y	/	1					1		5	1	
Totals, Question 4						1	1	7	8	12	8	22	44	32	

MM, PM, or WG

[*] = has care of PM/WG(s); see next column

PM/WG under care of...

New, starting with this report -- all groups report on preceding calendar year. Information reported to YM in June will yield the total we send to FWCC in September.

Key: Y = Yes X = info / = not applicable
 N = No ? = don't know

Notes

Question 5				
count of individuals				
sub-totals				YM grand total
members	member of other YM	regular attender	MM/PM/WG total	
a	b	c	d	
		4	4	
Estimate based on 2003 response. >>	110	60	170	
<< From State of Meeting Rept. Estimate >>		30	30	
Don't count members of another YM, or reg att; total for mtg is approx. >>	128	✗	172	300
	57	23	80	
	14	1	12	27
	5	4	2	11
	16	15	31	
>> one who comes to mtg often, participates on a cttee, contributes financially	26	3	44	73
	15		15	
	28	12	40	
>> attenders - regular; visitors - (self-explanatory)		5	5	
	23	2	28	53
		10	10	
	10		10	
	7	11	18	
	8	3	8	19
	8	1	12	21
	51	1	16	68
>> 4i - we don't track, but several; 4j - several due to school	50	3	54	107
>> "regular attender" -- someone who comes to worship 1-2 times a month			7	7
>> we do have actual members who go through the process...in F&P, but on a daily basis, we make no distinctions	9		16	25
>> Anyone who comes regularly! Including 6 members of W Knoxville MM.			5	5
	18	7	18	43
	57	5	37	99
	640	30	601	1271
	1271			

**APPROVED REVISIONS TO
A GUIDE TO OUR FAITH AND OUR PRACTICE
SAYMA June 2004**

ORIGINAL TEXT

**PART 1
CONTINUING QUAKER HISTORY**

[page 3, 2nd paragraph, last sentence]

...Before long, most yearly meetings witnessed similar splits, some complicated by court battles and physical struggles over property.

Other divisions resulted from the westward movement after the Civil War. Some Friends found themselves caught up in the frontier revivals that obliterated denominational differences in the western territory. Most western meetings began to adopt practices characteristic of Protestant churches - paid pastors, programmed services, hymn singing, even creeds. Many Friends from this newer tradition joined to form Five Years meeting, now Friends United Meeting, centered in the Midwest. Another division occurred when John Wilbur led those uneasy with such developments to form Conservative yearly meetings, nonevangelical and unprogrammed.

[refer to pages 19-20, "Wider Quaker Organizations" for original text on AFSC, FCNL and FWCC that was moved to this section]

In spite of such divisive tendencies, at the time of World War I Friends joined to create the American Friends Service Committee as an outlet for wartime service for Quaker conscientious objectors and as an instrument of relief to victims of the war. As time went on, the Service Committee won wide recognition and support for its relief work and its activities in the fields of race relations, public education, and overseas development; in 1947, with its British counterpart, the Friends Service Council, it received the Nobel Peace Prize.

**ORIGINAL TEXT IS ON THE LEFT
APPROVED REVISIONS ARE ON THE RIGHT
WITH CHANGES *ITALICIZED* and UNDERLINED**

Page numbers are based on the 1998 (yellow) edition. Minor corrections in grammar and phrasing are not included here. The complete proposed changes are on the SAYMA website, www.sayma.org

[This Part was revised to be clearer about US Friends' history and to consolidate all the material about wider Quaker Organizations in one place, including what had been on page 19-20, at the end of Part 2]

...Before long, most yearly meetings witnessed similar splits, some complicated by court battles and physical struggles over property. *In the 1840s theological debates further rent the Orthodox when New England farmer John Wilbur initiated a split insisting that they, the Orthodox, had de-emphasized the "Inward Christ"; these Wilburites became those known today as Conservative Friends.*

Other divisions resulted from the westward movement after the Civil War. Some Friends found themselves caught up in the frontier revivals that obliterated denominational differences in the western territory. Most western meetings began to adopt practices characteristic of Protestant churches - paid pastors, programmed services, hymn singing, even creeds. Many Friends from this newer tradition joined to form Five Years Meeting, now Friends United Meeting (FUM), centered in the Midwest. *These heirs of the Orthodox began to divide in the 1920s in western yearly meetings where evangelicals predominated. From this influence Evangelical Friends International (EFI) emerged.*

In 1900, Friends General Conference (FGC) grew out of an association of unprogrammed Yearly Meetings concerned with social and educational issues. Today FGC's mission is to nurture the spiritual life of approximately 35,000 Friends by means of an annual Gathering, religious education, small conferences, publications, and visitation. SAYMA is affiliated with it.

In spite of divisive tendencies, in 1917, at the time of World War I Friends joined together to create the American Friends Service Committee (AFSC) as an outlet for wartime service for Quaker conscientious objectors and as an instrument of relief to victims of the war. As time went on, the Service Committee won wide recognition and support for its relief work and its activities in the fields of race relations, public education, overseas economic development, and advocacy for those who suffer from natural disaster, wars, famines, and oppression. It continues to seek ways to strengthen the forces of peace and disarmament and endeavors to offer a moral and religious perspective on world affairs. In 1947, AFSC with its

[page 3 in yellow book, with sections moved from page 20]

A similar war-spawned organization, the Friends Committee on National Legislation, opened its doors in 1943 as the first religious lobbying group in Washington. Even before this date, representatives from meetings around the world organized the Friends World Committee for Consultation. Such cooperation has continued, helped along by the formation of one Philadelphia Yearly Meeting uniting the Hicksite and Orthodox groups in 1955.

As Americans became more mobile in the years after World War II, Friends from diverse backgrounds worshipped together, rediscovered their common heritage, and proceeded to form meetings where few Quakers had been before or in areas their spiritual ancestors had long since left behind. Of such were the Friends who formed the germ of the Southern Appalachian Yearly Meeting and Association, and they have been joined by many others discovering Friends for the first time and finding in its tradition a spiritual life that speaks to their condition.

British counterpart, the Friends Service Council, received the Nobel Peace Prize in ~~the name~~ on behalf of Friends.

In the 1930s, representatives from meetings around the world organized the Friends World Committee for Consultation (FWCC) address the concerns and needs of Friends throughout the world. FWCC *now concentrates on bringing together Friends from different countries and varying traditions. Its American Section oversaw initial development of some of SAYMA's early meetings. It partially supports the Quaker United Nations Office. Cooperation has continued, demonstrated by the uniting of several Yearly Meetings that included both Hicksite and Orthodox elements.*

Out of faithfulness to the Friends Peace Testimony in the midst of World War II, the Friends Committee on National Legislation (FCNL) opened its doors as the first religious lobbying group in Washington. FCNL seeks to bring the concerns, experiences, and testimonies of Friends to bear on policy decisions in the nation's capital. Cooperating with this effort is the William Penn House, a site for seminars and conferences in Washington, where Friends gather to address the many concerns they have for their society and the world.

[new paragraph] *The deepening awareness of the need for Friends to act corporately in the world has continued to spawn new organizations. Quaker House is a military counseling resource center. Right Sharing of World Resources (RSWR) addresses the interrelated problems of poverty and materialism. Quaker Earthcare Witness (QEW) (formerly Friends Committee on Unity with Nature) works to integrate concern for Gd's Creation into the beliefs and practices of the Religious Society of Friends. Friends Peace Teams is an outreach of our peacemaking. Some organizations carry out our testimonies of community and equality such as Friends for Lesbian, Gay, Bi-Sexual, Transgender and Queer Concerns (FLGBTQC) and Friends of Color.*

As Americans became more mobile in the *mid twentieth century*, Friends from diverse backgrounds worshipped together, rediscovered their common heritage, and proceeded to form meetings where few Quakers had been before, or in areas their spiritual ancestors had long since left behind. Of such were the Friends who formed the germ of the Southern Appalachian Yearly Meeting and Association, and they have been joined by many others discovering Friends for the first time and finding in its tradition a spiritual life that speaks to their condition. *Participation in such wider Quaker organizations is one way of nurturing SAYMA's ties to its heritage and expressing its faith, as well as maintaining relations with Friends and their concerns.*

ORIGINAL TEXT

**PART TWO:
NURTURING THE LIFE OF THE SPIRIT**

Meeting for Worship

[page 10, 1st paragraph, 3rd sentence]

...Others may know of Quakers because of their social activity...

Meeting for Business

[page 10, 4th paragraph]

When it appears to the clerk that the Meeting has come to a decision in which unity has been attained....

Monthly Meeting

[page 11, 4th full paragraph]

The monthly meeting is the fundamental unit of the Religious Society of Friends, a community taking thought for outward society and for one another. It receives and records members; it extends to them spiritual care and, if necessary, material aid. The authority to take action regarding membership lies only in the monthly meeting.

The monthly meeting provides for the oversight of marriages and assists bereaved members and attenders at the time of death or misfortune. It collects funds required to carry on the work of the meeting. It provides for the holding of titles to property and for the administration of trust funds. Where necessary, the monthly meeting deals in a spirit of love with those who fail to live in accordance with Friends' testimonies. Members are encouraged to share their concerns with the monthly meeting, which is free to undertake any action and to assume any function that is consistent with Quaker principles and not specifically the responsibility of some other meeting.

APPROVED REVISIONS

**PART TWO:
NURTURING THE LIFE OF THE SPIRIT**

Meeting for Worship

[page 10]

...Others may know of Quakers because of their activism...
[rest of paragraph unchanged]

Meeting for Business

[page 10, 4th paragraph]

When it appears to the clerk that unity has been attained...

Monthly Meeting

[page 11, no change in 1st paragraph of this section]

Members and regular attenders of all ages are encouraged to participate in every aspect of meeting life. Meeting life encompasses the care of the spiritual well being of the community through:

- Attendance at meetings for worship and attention to business;
- Participation in the preparation of the annual state of the meeting report responding to the query "How is the spirit faring amongst you?";
- Sharing their spiritual gifts and talents by service in positions of responsibility, on committees, and through their financial contributions;
- Extending welcoming hospitality to visitors;
- Corporately discerning matters related to membership;
- Lifting up individual concerns for consideration and possible action;
- Providing for the oversight of marriages;
- Assisting bereaved members and attenders at the time of death or misfortune (see those sections of the **Guide**).

A monthly meeting may find it necessary to work in a spirit of restoring love with those whose actions are not in accordance with Friends' testimonies and ways as revealed through corporate discernment. Aftercorporate discernment, the

Officers

Members and regular attenders of all ages are encouraged to participate in every aspect of meeting life. Friends who assume responsibility for meeting action or business are urged to perform their tasks with care and dispatch.

Following is a list of officers for various meeting functions. Not all will be needed by all meetings, and some meetings will have others for special purposes. Meetings may wish to specify that certain officers be members of the meeting. Responsibilities will be shared more equitably among Friends if terms of office and tenure in them is limited. Meetings may vary in how they set these limitations, but it is recommended that tenure for most officers be limited to two years.

The clerk presides at the business sessions of the meeting and carries out the instructions of the meeting on all matters pertaining to the accomplishment of its business. The clerk's responsibilities include seeing that business meetings are held on a regular schedule and, when necessary, seeing that special sessions are called with reasonable notice, and that meetings for worship are opened and closed; seeing that all officers and committees carry out their tasks, calling for periodic reports, and seeing that appropriate committees are alerted to the special needs of the meeting community (the clerk may attend any committee meeting or function); preparing the annual state of the meeting report for yearly meeting; handling matters related to the transfer of membership, marriages, and funerals and memorial meetings (see those sections of the **Guide**); seeing that visitors to meetings for worship are greeted and introduced.

monthly meeting, is free to undertake action and to assume functions that are consistent with Quaker principles and not specifically the responsibility of some other meeting. The meeting collects funds required to carry on the work of the meeting. It provides for the holding of titles to property and for the administration of trust funds.

[The following paragraphs were rearranged to keep the officers together and the committees together.]

Following is a list of positions of responsibility and committees for typical meeting functions. Not all will be needed by all meetings, and some meetings will have others for special purposes.

Positions of Responsibility

Friends who assume responsibility for meeting action or business are urged to perform their tasks with care and dispatch. Meetings may wish to specify that certain officers be members of the meeting. Responsibilities will be shared more equitably among Friends if terms of service in them are limited. Meetings may vary in how they set these limitations, but it is recommended that tenure for most officers be limited to two years.

Clerk – the Nominating Committee seeks out a person with the capacity for a spirit-led leadership, who has good organizational and communication skills. The clerk serves the meeting by:

- Presiding at regular and called meetings for Worship with Attention to Business;
- Discerning and stating the sense of the meeting;
- Assuring that the work of the meeting and decisions of the meeting for business are carried out;
- Supporting those in positions of responsibility and committees carrying out their task;
- Interacting with the outside community as a person of authority.

ORIGINAL TEXT

[page 12]

An assistant clerk acts in the absence of the clerk as mutually agreeable.

Trustees are usually appointed by meetings that own property. They may be authorized to carry out the intent of the meeting in the purchase and development of real property, and they should be responsible for advising the meeting about real property, designated gifts and funds given by donors or testators. They should be knowledgeable about the legal requirements of the state in which the meeting is located.

Upon receiving gifts, trustees and the meeting will take special care to see that gifts which are accepted are applied to the purposes and uses designated by the donors or testators, and that the purposes and conditions of gifts are in harmony with Friends' testimonies. If such purposes become obsolete or difficult or impossible of fulfillment, the trustees charged with them may ask the meeting for advise as to procedure.

[page 14, midpage]

The treasurer is responsible for the custody and disbursement of the funds of the meeting, in accordance with its directions. The treasurer is responsible for (1) assisting in preparing a yearly budget and presenting it to the meeting for approval; (2) accepting donations (cash, checks, and other tangibles) and keeping necessary records; (3) presenting monthly or interim reports of income and expenses; (4) storing of records and transactions of the meeting's financial business; (5) making disbursement as directed by the meeting. The meeting's financial records should be audited at the close of each fiscal year.

The recording clerk and the recorder (in some meetings combined) are responsible for the official record of business and special meetings and of historical data such as births, deaths, marriages, divorces, changes in membership, and correct addresses.

The recording clerk should be able to communicate effectively using the written word. This person is responsible for being present at regular monthly and special meetings for business and recording the proceedings. Minutes should state with clarity and precision the decisions reached by the meeting as well as the facts involved in them, but need not recite or summarize the views expressed by individual members.

The recorder is responsible for long-term recordkeeping. Duties include: keeping an updated mailing list of meeting members and attenders and circulating it to all members and regular attenders; keeping current the meeting's Membership Book, with full record of births, deaths, marriages, divorces, and changes in membership; preparing an annual statistical report; seeing to the long-term safekeeping of meeting records.

APPROVED REVISIONS

[paragraphs for asst. clerk and trustees unchanged]

[The following was added for completeness of the section, after the 2 paragraphs on trustees.]

[Moved from page 14, to be put in section on Positions of Responsibility]

Treasurer- It is recommended that this person is knowledgeable about accounting and Friends' fiduciary practices. The treasurer is responsible for:

- The custody and disbursement of the funds of the meeting, in accordance with its directions;
- Assisting the Finance Committee in preparing a yearly budget and presenting it to the meeting for action; where there is no finance committee the Treasurer prepares and submits the budget;
- Accepting donations (cash, checks, and other tangibles) and keeping necessary records;
- Presenting monthly or interim reports of income and expenses;
- Storing records and transactions of the meeting's financial business;
- Making disbursements as directed by the meeting. The meeting's financial records should be audited at the close of each fiscal year.

The recording clerk and the recorder (in some meetings combined) are responsible for the official record of business and special meetings and of historical data such as births, deaths, marriages, divorces, changes in membership, and contact information.

Recording Clerk – It is recommended that this person is able to communicate effectively in writing and who understands the collaborative nature of preparing minutes that clearly and precisely reflect the decisions reached by the meeting. This person is responsible for recording the proceedings of regular and called meetings for business.

The recorder is responsible for long-term record keeping. Responsibilities include:

- Keeping an updated data base of meeting members and attenders and circulating it to all members and regular attenders;
- Keeping current the meeting's Membership Book, with full record of births, deaths, marriages, divorces, and changes in membership;
- Preparing an annual census for Yearly Meeting;
- Seeing to the long-term safekeeping of meeting records.

ORIGINAL TEXT

[page 15, 6th full paragraph]

SAYMA Contact: The meeting's representative to SAYMA serves on the representative committee of the yearly meeting. Responsibilities include attending SAYMA representative committee meetings and yearly meeting sessions, reporting monthly meeting concerns to SAYMA and SAYMA concerns to monthly meeting. Meetings will vary as to whether the SAYMA representative also serves as the contact for other SAYMA functions. It may, however, find it helpful, and less burdensome on that one person, to appoint others to serve on SAYMA's nominating or other committees and as a reporter to the SAYMA newsletter editor.

Committees

[page 12]

The Committee on Ministry and Oversight is responsible for...

[page 15]

House and Grounds Committee members are responsible for seeing that the meetinghouse and surrounding grounds are kept neat and clean and that periodic maintenance is performed. They are responsible for arranging meeting work days, at which major cleaning and maintenance projects will be performed, and for the purchase of supplies for house maintenance. At least two members, one for house and one for grounds, should be considered.

Although needed primarily by meetings which have meetinghouses, a committee for maintenance of the space used by the meeting may also be useful to meetings renting or borrowing their place to meet. Depending on its size and needs, a meeting may want to hire someone for routine care and maintenance.

PROPOSED REVISIONS

[The section on SAYMA Representatives and Service is being reworked by the Committee]

Committees

The Committee on Ministry and Nurture (Care, Counsel, or Oversight) is responsible for...

[Ministry and Oversight was changed to Ministry and Nurture throughout this section, in response to the discernments of monthly meetings in our yearly meeting. Otherwise, it is basically left unchanged except for formatting for consistency]

The House and Grounds Committee

- Sees that the meetinghouse and surrounding grounds are kept neat and clean and that periodic maintenance is performed;
- Arranges meeting work days, for major cleaning and maintenance projects;
- Purchases supplies for house maintenance;
- Projects major building or maintenance projects.

A committee for maintenance of the space used by the meeting may also be useful to meetings that rent or borrow their place to meet. Depending on its size and needs, a meeting may want to hire someone for routine care and maintenance.

[page 15]

The Nomination Committee recommends to the monthly meeting persons who are willing and able to serve in the various meeting capacities. Its report is to be presented at the business meeting the month before change of officers. When seeking nominees, the committee will discuss with members and attendees their interest in serving and attempt to match a person's interest with meeting needs. Youth as well as adults will be considered for committee membership.

The First Day School or Religious Education Committee develops and plans a religious education for the youth and for the adults of the meeting. It advises as to the literature and materials to be studied at the different levels of the meeting, and should include at least two persons, one to coordinate youth programs and one to coordinate the adult program.

The adult First Day School or Forum should supplement and continue the spirit of the meeting for worship. A theme or subject chosen annually would give continuity and encourage thought and participation.

[SAYMA contact moved to section on Officers and Representatives]

[page 15, last paragraph]

Other committees. Meetings may have a variety of other officers and committees for special purposes: librarian, newsletter editor, representatives to regional FCNL or AFSC meetings, paid secretarial help, paid staff for social concerns or a peace enter, committees for peace education, social concerns, music, welcoming, long-range planning, and so forth.

The Nominating Committee recommends to the monthly meeting names of persons to serve in the various meeting capacities. Its recommendations are to be presented at the meeting for business the month before the changes take place. The committee will seek to match a person's gifts with meeting needs and discern with members and attenders their clearness in serving. Youth as well as adults can be considered for committee service.

The Religious Education Committee's work supplements and deepens the spirit of the meeting for worship and enhances spiritual growth for individuals and the meeting community. The First Day School or Religious Education program may plan and implement a religious education program for both the youth and adults of the meeting or may have a separate adult religious education committee. Adults' needs may be addressed through planning a variety of programs. Series for newcomers are an important way of integrating new attenders into the monthly meeting. Careful selection of literature and materials to carry out the plans is helpful. Selection of topics can be enhanced by good communication with other committees and officers.

Care of the children of the meeting may include a separate coordinator and basic child care. In smaller meetings the First Day School Committee may be composed of teachers, and adult education may be sponsored by Ministry and Nurture.

The Finance Committee with the collaboration of the Treasurer prepares the budget, reviews and audits financial records, and considers unbudgeted requests.

Other committees - Meetings may have a variety of other committees for specific purposes, for example library, music, peace education, and ecological and social concerns.

[pages 16-17]

THE YEARLY MEETING

The Southern Appalachian Yearly Meeting and Association is composed of the members of its constituent monthly meetings, preparative meetings, worship groups and isolated Friends in the region who have identified themselves as a part of the Association. The yearly meeting is the responsibility of all constituent members. All Friends are encouraged to participate in yearly meeting sessions.

Functions of the yearly meeting

The yearly meeting brings Friends in the Southern Appalachian region together in a fellowship to transact business and to undertake matters of concern that can be managed more effectively by the yearly meeting than by individual monthly meetings.

Among the specific functions of the yearly meeting are the following:

- (1) recognizing constituent monthly meetings and offering them general care and oversight;
- (2) receiving State of the Meeting reports from monthly meetings;
- (3) helping worship groups develop into monthly meetings;
- (4) counseling with meetings regarding their strengths and weaknesses;
- (5) where necessary, laying down nonviable meetings, and providing for the orderly transfer of memberships and disposition of real property;
- (6) setting an annual budget for yearly meeting expenses and raising the budget through assessments of monthly meetings;
- (7) sharing in the policy making and work of wider Quaker organizations to which it belongs;
- (8) corresponding with its membership through a yearly meeting newsletter and with other yearly meetings through its annual epistle;
- (9) receiving epistles from other yearly meetings and traveling minutes from Friends of other yearly meetings;
- (10) and preparing and keeping up to date the **Guide to Our Faith and Our Practice**.

THE YEARLY MEETING

The Southern Appalachian Yearly Meeting and Association is composed of its constituent monthly meetings, preparative meetings, and worship groups. All members and attenders of these bodies have both the privilege and responsibility to participate in keeping the affairs of the yearly meeting in good order.

The yearly meeting exists to support its constituents as they seek, in the manner of Friends, to live out their lives according to God's leadings. In order to do so, annual sessions are held where matters of business are considered in worship. Much of the work of the yearly meeting is conducted by a variety of committees, which are established and laid down as need arises. Monthly meetings may bring a concern or matter of business to the appropriate committee, which can season it and may bring forward a recommendation for corporate discernment at yearly meeting sessions. If there is not a committee that can address the concern, monthly meetings may convey their seasoned concerns directly to the clerk of the yearly meeting. Yearly meeting sessions also provide time for personal and corporate growth in the Spirit through a variety of activities.

Functions of the yearly meeting

- Welcome and recognize constituent monthly meetings;
- Offer and provide on-going care and guidance to monthly meetings;
- Receive annual State of the Meeting reports from monthly meetings, preparative meetings and worship groups;
- Provide assistance and support to monthly meetings that have worship groups under their care;
- When necessary, lay down nonviable meetings, and providing for the orderly transfer of memberships and disposition of real property;
- Set an annual budget for yearly meeting expenses and events. The funds for the budget are raised through yearly meeting assessments paid by monthly meetings.
- Hear reports and recommendations of yearly meeting committees and representatives to wider Quaker organizations;
- Participate in the policy making and ministry of wider Quaker organizations in which we hold membership and to which we appoint representatives;
- Approves and disseminates minutes of social concern;
- Maintain a yearly meeting newsletter and other mechanisms for communication within the yearly meeting;
- Correspond with the wider Quaker world through the annual epistle;
- Receive and hear the epistles sent from other Quaker yearly meetings and organizations;

[page 16]

[The paragraph on the administrative handbook will be moved to follow the Function of representative meeting. It will be updated in the next revision and is not included in these proposals.]

[page 17]

Representative meeting carries out the ongoing work of the yearly meeting and acts in the name of the yearly meeting between sessions. It consists of one representative from each constituent monthly meeting, preparative meeting, and worship group. The officers and committee clerks of the yearly meeting are ex-officio members of the representative meeting. The clerk, assistant clerk, and recording clerk of yearly meeting also serve the same functions for representative meeting. It meets regularly in the fall, in the late winter, and at the annual gathering.

- *Receive and respond to traveling minutes carried by traveling Friends;*
- *Maintain the **Guide to Our Faith and Our Practice**. Revisions are approved by the whole yearly meeting;*
- *Nurture Young Friends.*

Function of Representative Meeting

Between yearly meeting sessions, representative meeting carries on the work of the yearly meeting. Each monthly meeting, preparative meeting and worship group is asked to appoint one representative to attend these meetings, participate in the deliberations and report back to the home meeting.

[The proposed second paragraph on membership was referred back to committee for more clarity]