

## **Lancaster PA Monthly Meeting Committees and descriptions of their work 2023**

**Archives and Records Committee** organizes and preserves all materials related to the historical record of Lancaster Friends Meeting, including minutes of Meetings for Business, newsletters, membership records, birth records, marriage records, death records and obituaries, mail directories, photographs, scrapbooks and any other documents or materials that require safe keeping. In coordination with the Meeting's Recorder, the committee regularly submits minutes of Meetings for Business and membership reports to the Friends Historical Library Archives at Swarthmore College. The committee meets as needed.

**Budget and Finance Committee** oversees and monitors the financial well-being of the Meeting and plans for the Meeting's future financial health. It is responsible for seeing that the regular ongoing expenses of the Meeting are met and for raising the funds necessary to support the Meeting's programs and projects. The committee also prepares the Meeting's annual operating budget and presents it to Business Meeting for approval.

Lancaster Meeting is steward of several **Special Designated Funds** that have been given to the Meeting throughout the years to be used for specific purposes. Small committees oversee their use. These Funds are:

**Youth Funds** are used to encourage and support youth involvement through service within Meeting and in the wider community. Service is defined as the action of helping someone else. The Youth Funds are also intended to support the youth of LMM by enabling them to participate in activities that nurture their spiritual growth and are in harmony with Quaker faith and practices. This fund is open to youth age 10-24.

**Milner Leadings Fund** oversees the 75% of the Milner Fund available to support leadings, care of the meeting community, and wise stewardship of our building and land. The committee works with individuals to clarify leadings, reviews proposals and decides on the request. Grants exceeding \$2000 require Business Meeting approval.

**Education Grants Fund** supports active adult members and attenders and new high school graduates in pursuing a variety of learning experiences. Programs that reflect Quaker values and testimonies are given special consideration. Assistance is also available for education and vocational/career planning.

**Peace and Social Justice Funds and Ted Herman Fund for International Peace** supports projects in the above-named areas. These funds are overseen by the Peace and Social Concerns Committee.

**Care and Counsel Committee** assumes leadership in creating and maintaining a caring Meeting community, providing pastoral care and counsel to individuals in our community, and fostering an atmosphere where all feel encouraged to have a role in the nurture and care of others. Its responsibilities include matters of membership, marriage and committed relationships, memorial

services, the reconciliation of differences, and providing support and/or material assistance for those in need. Care and Counsel also fosters and encourages the use of clearness committees. Only Meeting members may serve on this committee.

**Environmental Concerns Committee** meets monthly to consider matters of environmental concern and presents information via forums, the Newsletter, and field trips to increase environmental awareness and encourage sustainable living. It also addresses environmental issues related to the meetinghouse.

**First Day School Committee** plans and implements both religious education and social activities for the Meeting's children and youth. The committee coordinates First Day School classes, chooses curriculum, recruits teachers and provides training opportunities and assistance for those teachers. It also plans activities that contribute to the religious growth of the children, such as field trips and service projects.

**Library Committee** orders materials, adds new titles to LibraryThing, and processes books with cards and pockets to put on the shelves. The committee maintains the library so it is attractive and organized and encourages its use. It also has responsibility for the children's library downstairs. It meets monthly as needed.

**Nominating Committee** seeks to discern the gifts and skills of members and attenders in the Meeting and suggests ways in which these may be used. The committee nominates members of all committees (except itself), and also nominates persons to serve as clerk, assistant clerk, recording clerk and assistant recording clerk, treasurer, assistant treasurer, recorder, and representatives to external organizations. Members of this committee serve a three year term and are chosen by a Naming Committee consisting of clerk of Meeting and the convenors of Care and Counsel and Worship and Ministry Committees.

**Outreach Committee** helps to welcome newcomers to our community. It provides greeters before worship and distributes literature introducing Quakerism. The committee reaches out to the larger Lancaster community by various means, including organizing the LMM website and Facebook page, posting a Quakerly quotation on the signboard, and representing the Meeting at Lancaster Pride. The committee also works with Worship and Ministry to provide a welcome for those who have visited repeatedly and are somewhat new.

**Peace and Social Concerns Committee** functions as the Meeting's steward of the traditional Quaker testimonies concerning peace, equality, and social justice. Committee members are involved in various issue-related programs, but also encourage all Friends to engage with these testimonies. Through education and awareness, the committee brings concerns to the whole Meeting community and seeks to call forth and support leadings from individuals, as well as groups of Friends. Issues addressed have included peace activism, homelessness, racism, economic justice, sustainable growth, and global climate change.

**Property Concerns Committee** considers our meetinghouse and its grounds and how they can be maintained in a reasonable manner. It attends to budgeting for major expenditures, as well as normal monthly and yearly maintenance items. The Committee meets monthly.

**Garden Committee** is tasked with designing, planting, and maintaining the landscaping beds on the meetinghouse property. It has regular monthly gardening workdays and schedule other times as needed. Folks may choose to have an area that they regularly care for or maintain. Everyone is invited to this committee; knowledge of gardening is helpful, but not necessary.

**Landscape Planning Committee** has been planning a better functioning and more serviceable design for our meetinghouse grounds. When a final design is approved, members may be involved in its implementation.

**Risk Management and Personnel Committee** is responsible for developing and administering personnel and insurance matters. This includes job descriptions, salaries and benefits, training and performance reviews, and resolution of any issues that may arise. It is responsible for the Meeting's compliance with the Pennsylvania Child Protective Law by all employees and volunteers. The committee is also responsible for ensuring that the Meeting is in compliance with all insurance policies. This includes an annual review of all policies, attendance at the annual PYM insurance workshop, annual connection with the insurance company agent, and maintaining records of coverage and premium payments for each policy.

**Social Committee** is responsible for refreshments each week following meeting for worship. It plans and oversees a variety of yearly social events, including monthly cooperative meals, a Christmas candlelight supper, and an annual picnic. It also helps committees and individuals with special events as needed.

**Worship and Ministry Committee** nurtures the spiritual life of the Meeting. This includes having oversight of meeting for worship, providing opportunities for adult religious education and spiritual growth, encouraging and supporting members and attenders in their spiritual journeys, and nurturing individual gifts and sense of ministry. Committee members should be willing to commit to deepening their own preparation for and participation in the spiritual life of the Meeting.

**Technical Support Committee** is responsible for implementing the decisions made by the meeting regarding our use of technology for worship experiences and other gatherings. This includes managing hybrid worship through Owl usage, as well as maintenance the speakers in the library and hearing aids. It includes training and scheduling those who carry out these responsibilities.

## **WORKING GROUPS**

***Healing Racism Working Group** has as its purpose to recognize and work to heal racism. This work involves both inward (spiritual) and outward (social action) components. Efforts are focused on three separate but related dimensions of racism: (1) at the individual level (2) community (the Meeting and Lancaster area) (3) institutions and society at large (Friends larger network of PYM and beyond, private and public institutions at the state and national levels.) The group meets on the second Friday of each month for discussion and socializing.*

***Alternatives to Violence Project (AVP)** is an international program that offers workshops that guide participants to discover and use non-violent ways to resolve conflicts. The AVP facilitator corps is made up of those who have completed the AVP training cycle, but other LFM members and attenders are invited to join the group to assist in organizing of the training workshop. Workshops are offered at the Meetinghouse, when available, or in other locations in the greater Lancaster community. Anyone interested in the training can contact Joe DiGarbo.*

***Care Group for Death and Dying** fosters “conscious dying” by being present to dying Friends and their families, offering services that include home/hospital visitations, dealing with the body (removal, preparation, vigil, green burial or cremation), in ways reflecting Quaker beliefs of simplicity, community, and green consciousness.*