

## **PLAN OF ORGANIZATION Appendices A-I**

### **Appendix A: Special Funds held by the Treasurer**

#### **Care and Counsel Special Fund:**

This is Care and Counsel's discretionary fund. It is used to help those with financial needs or for other circumstances, as determined by Care and Counsel. Funds disbursed from this fund are considered a gift and repayment is not necessary. The activity in this fund is highly confidential and is only shared with the Clerk of Care and Counsel. Disbursements from this fund must be requested by the Clerk of Care and Counsel. Occasionally there are contributions made to this fund by members. If the fund is low, Care and Counsel may request a disbursement of funds from the Care and Counsel Fund held by Gwynedd Fiduciary Corporation. This is done on an annual basis, normally during the budget process for the next fiscal year.

#### **Counseling Reserve Fund:**

The Counseling Reserve was created to provide financial assistance for members and attenders seeking counseling services from Philadelphia Yearly Meeting. The initial funding was a contribution from the General Fund. Ongoing annual contributions from the General Fund are made, but only to the extent to bring the fund to a maximum funding level of \$2,000. Inquiries and requests for use of this fund should be directed to the clerk of Care and Counsel.

#### **Outreach Fund:**

This fund was created by an individual's contribution. It was a restricted contribution to be used for outreach, with both Fellowship and Outreach and Care and Counsel using the fund. The Coffeehouse and the Gwynedd Meeting website were created as a result of this fund. This fund is not limited to these activities, but can be used for any outreach activities that either committee undertakes.

#### **Inter-faith Housing Alliance:**

This fund supports one half of the apartment at Hope Gardens that the Meeting sponsors. Rent subsidies for a tenant in this apartment are paid from this fund. Expenses to support the families who stay at the Meeting in July through the Interfaith Housing Alliance Program are also paid fl earmarked for Inter-Faith, Hope Gardens, and the families are deposited into this fund.

**Alternative to Violence (AVP):**

This fund is for the prison and nonviolence work done by members of the Meeting. This group is a member of a larger AVP organization outside the Meeting. Persons within the Meeting involved with this work, as well as the Peace and Social Action Committee, oversee this fund.

**Peace Camp:**

This fund is for the summer day camp held at Gwynedd. It includes tuition payments and contributions for scholarships, start-up money, and reserves.

**Property Reserve:**

Property Reserve is used for one-time, large-maintenance or improvement projects of the buildings and grounds. It is overseen and used at the discretion of Property Committee. Contributions into this fund come as a transfer from the general fund at the end of the fiscal year.

**Landscaping Fund:**

This fund was created by a restricted contribution for landscaping work done on the Meetinghouse grounds.

**Joseph Evans Memorial:**

This fund was created by a restricted contribution for the care of specifically designated trees on the Meetinghouse grounds.

**Avalon House – Hilltop at Gwynedd:**

All the financial activity relating to the Avalon House – Hilltop Property goes through this fund. The Hilltop at Gwynedd property is overseen by the Avalon House – Hilltop Property Subcommittee.

**Birthday/Anniversary Contribution Fund:**

This fund is used to record contributions to the birthday and anniversary cans during First Day School to recognize birthdays, anniversaries, and special life events. The money is periodically sent to worthy causes as determined by the High School Class or the Religious Education Committee.

**Youth Group Fund:**

Money earned by the Gwynedd Youth Group for youth activities and worthy causes.

**OTHER DESIGNATED FUNDS**

(These designated funds are managed by Meeting Committees.)

**Sustainability Fund**

**EEOG Fund**

**Syrian Refugee Fund**

**Wales Youth Exchange Fund**

**AFSC Sales fund**

## **Appendix B: Advices to and Responsibilities of Committee Clerks**

### **Advices to Committee Clerks:**

- Meet with new members of your committee outside the regular meeting time and explain the work of the committee and the currently active issues.
- In preparation of your committee meeting, circulate the agenda and notes from the previous meeting a week in advance.
- Throughout the year, use the Plan of Organization to check specific responsibilities of your committee and when they should be done.
- Make use of ad hoc and subcommittees within your committee to take on additional coverage of certain issues and report back. This saves time at the regular meetings of your committee.
- Arrange social time together on occasion, so it is not all work.
- Allow for silent worship and prayer in your committee meetings.
- In the event of concerns and challenges to the committee's effectiveness, it is recommended that the Clerk request a clearness committee comprised of members not on your committee. The clearness process is helpful in supporting the vitality of a committee.
- If helpful to the work of the committee, select pamphlets and request the Office Manager to buy them.
- Put any unwanted pamphlets in the general pamphlet file drawer.
- Announcements for your committee's activities are posted on the bulletin board and in the Newsletter. (Only 'last minute' announcements are made at the rise of Meeting. Follow email distribution guidelines when sending announcements online.)
- Check the committee mailbox in the office once a week.
- If your committee archives its minutes, assemble them for archiving once a year after the annual report has been written and give them to the Office Manager, who will make an annual visit to the Friends Library at Swarthmore.
- The same month in which the annual report is due is a good time to sort and discard documents that are no longer essential for the committee file in the Meeting office. Update any introductory documents given to new members joining the committee and store in the file along with other reference documents, such as checklists for special events.

- Clerks are responsible for the budget of their committee and oversight of special funds under the care of the committee. When requesting a current financial update for your committee from the Bookkeeper, please allow a week for a reply.
- All clerks must sign a check approval form for all items submitted for reimbursement.
- Respond to PYM questionnaires on time, even if it is to report “no response”.
- The Clerk of the committee will keep a digital file folder that will be reviewed at least once a year and shared from one clerk to the succeeding one. The digital file folder will contain:
  - i. Instructions for the committee
  - ii. Plan of Organization
  - iii. Directory of Gwynedd Meeting
  - iv. List of all committees, officers of the Meeting and appointed clerks of all committees
  - v. Names of all members serving as officers and on committees of Quarterly and Yearly Meeting

#### **RESPONSIBILITIES OF COMMITTEE CLERKS:**

- Clerks of all committees should plan to attend Monthly Meetings for Business. If it is not possible for clerk to attend, a representative of the committee should be appointed to attend.
- Clerks with seasoned concerns should notify the Clerk of the Meeting in advance for consideration at Meeting for Business.
- Review the committee budget regularly and submit budget needs to the Clerk of Stewardship, by the end of July, and then revised as needed in August and September.
- Submit the committee's Annual Reports in the month listed in Calendar for Monthly Meeting for Business. (It should include a final brief paragraph on plans for the upcoming year.)
- Submit and email version of the Annual Report to the Newsletter Editor for publication .
- Give prompt attention to all letters and other business referred to the committee by the Office Manager or Clerk of the Meeting and inform the Meeting for Business as appropriate.

- Seek assistance from the External Communications Committee of Fellowship and Outreach to publicize activities of interest to the public.

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- Check the availability of rooms and dates for special and unscheduled activities by contacting the Office Manager.
- Obtain from the website and complete a Request and Agreement form to use meeting facilities for an event and submit to the Office Manager.. Once the time and date are approved, the clerk appoints a contact person as liaison to receive further instructions and to check the building use guidelines posted in the kitchen.. (Committees planning to have suppers, teas, or to serve refreshments are responsible for the use of kitchen, linens, etc. They must check whether items are out of stock, and contact Fellowship and Outreach to supply them. They shall consult the Hospitality Subcommittee Clerk on procedure if outside groups are involved .)
- In January, communicate with the Clerk of the Nominating Committee on service of current members of your committee, and share the committee needs and requests for the future.
- Notify the Editor of the Newsletter and the Office Manager or person in charge of the Newsletter calendar about all Meeting dates and special occasions, including the time and locations of the meetings, no later than Monthly Meeting for Business.

**Appendix C: Pastoral Care Subcommittee of Care and Counsel**

(Includes one or more members of Worship & Ministry)

Duties:

- Respond to emergent pastoral care needs.
- Coordinate care for individuals & families experiencing needs.
- Visit with members who are homebound.
- Coordinate clearness committees for personal discernment.
- Oversee committees for clearness for marriages, weddings, support and personal discernment.
- Contact and minister to local members and attenders who recently became inactive and report findings at monthly meetings, including any changes to the Directory.

## **Appendix D: GUIDELINES FOR UPDATING THE GWYNEDD MEETING WEBSITE**

Each committee should name a person (liaison) to review the validity of the committee's information on the web on a regular basis. Changes, corrections, and additions are posted using the following process:

1. Send information to the current Webmaster or Site Editor. For names of the current Webmaster and Site Editor, go to the Meeting's web site page <http://gwyneddmeeting.org/contact.html> and select the email at "Webmaster (General)" or "Web Site Editor". Clicking on the name will call up a blank email, correctly addressed.
2. Specify the web page(s) to be changed.
3. Provide text for all requested changes or updates in final-edit form; ready for insertion into the website. Provide photos or other illustrations as .jpg files.
4. If a page requires a major revamping, send the text to the Webmaster or Site Editor who will correct it for grammatical and stylistic consistency before sending it to the webmaster.
5. Brief text changes should be sent in an email and lengthy text changes should be sent as an MS Word document.
6. Use no indentation, a single line space between paragraphs, and a single space between sentences. Identify specific insertion points for replacement text, and describe clearly any requests for emphasis or picture use.



## **Appendix E: Subcommittees of Fellowship and Outreach**

### **COFFEEHOUSE SUBCOMMITTEE**

#### **Mission**

To put on a music program at the meeting for the enjoyment of meeting members and the public.

#### **Membership**

Open to interested members and non-members.

#### **Meeting Frequency**

As needed

#### **Duties**

- Plan and arrange for programs featuring visiting musicians five times a year.
- Publicize these programs through a collected e-mail list and community media.
- Manage the Coffeehouse income and expenses so that the program is self-sustaining (as it has been since its founding).

### **Calendar for Coffeehouse Subcommittee**

#### **March**

Prepare the Annual Report and submit to F & O Committee.

#### **April**

Meet to begin planning for next season; appoint a clerk.

### **EXTERNAL COMMUNICATIONS SUBCOMMITTEE**

#### **Mission**

The purpose of this committee is to maintain a continuous and appropriate contact with the larger community for outreach through many venues listed under Duties. The liaison and oversight of this subcommittee will be Fellowship and Outreach Standing Committee. F&O will initially solicit volunteers and then the subcommittee itself can solicit others as needed.

## **Membership**

Members or attenders familiar with Quaker testimonies and practices. Initially, the Fellowship and Outreach Committee will recruit volunteers. Recommended minimum for this subcommittee is two, preferably three with a clerk, plus the ad-hoc Website Team.

## **Meeting frequency**

As often as needed.

## **Duties**

- Annually check to make sure there is an accurate listing of our worship times in the religious section of local newspapers, website phone lists, etc., and in Friends Journal, e.g. academic year hours and summer hours.
- Help the public be aware of our activities through venues such as:
  1. The GMM website optimized for Google/Bing search.
  2. Facebook page, Meetup.
  3. Articles in area websites & newspapers.
  4. Various local “free” bulletins.
  5. Abington Quarterly news.
- Examples of such activities are:
  1. One-time special events.
  2. Notation of our regular worship services and ongoing activities.
  3. Publicity for public offerings of our various committees.
  4. Special peace-centered meetings for worship, vigils, marches.
  5. Peace Camp at Gwynedd.
  6. Coffeehouse programs.
- Keep up-to-date a list of contact names and phone numbers of people in the different types of public communications: newspapers, local bulletins, appropriate websites in addition to our own, local radio contacts, public radio contacts, etc.
- Assist in preparation and distribution of press releases as requested by clerks of Meeting committees .
- Prepare sample press releases indicating the minimum information necessary to have a useful impact and give copies to the clerks of all committees.
- When possible, be present to oversee activities when media personnel are present.

- Contact Fellowship and Outreach Committee for guidance and when expenditures are necessary for the function of this subcommittee.
- Call meetings with Fellowship and Outreach Committee as needed for oversight and nurture.

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- Prepare Annual Report for the Fellowship and Outreach Committee which will submit it to the Meeting with its Annual Report.

### **Calendar for the External Communications Subcommittee**

#### **AS NEEDED**

Meetings for oversight and nurture.

#### **March**

Annual Report due to Fellowship and Outreach Committee.

#### **July**

Budget needs for the next year communicated to the clerk of Stewardship.

### **NEWSLETTER SUBCOMMITTEE**

#### **Mission**

To provide a vehicle for sharing information with members and attenders within our community, near and far, and with other Meetings in Abington Quarter.

#### **Membership**

The Newsletter is a coordinated effort of the Newsletter Editor and the Office Manager, with inputs from the Recording Clerk and other members of the Meeting.

The work of the Newsletter may be divided among as many people as necessary to accomplish it, with one person acting as the overall Editor. The Editor may appoint members and attenders of Gwynedd Meeting to help as needed.

#### **Duties**

- Publish a monthly Newsletter that includes the following:
  1. A mixture of readable font sizes and styles that visually organize the text, headlines, and sections.
  2. A list of calendar items for two periods: the current month, and a transition period into the next month.

3. Complete or excerpted text of Annual Reports presented at Monthly Meeting for Business by committees.
  4. Articles of special interest contributed by members and attenders, as time and space permits.
- Periodically seek and respond to reader feedback on improving Newsletter format and content.

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- The Clerk of Meeting sends Minutes of Monthly Meetings for Business to the Office Manager within six days.
- Editor sends a draft to the Office Manager by the 25<sup>th</sup> of month
  - Office Manager or other subcommittee member who has these skills:
    1. Assemble above elements and adds additional pieces.
    2. Make final text edits for length, format, grammar, spelling, etc.
    3. Fit the copy using column, line, and page breaks, so that the final copy contains a reasonable number of pages.
    4. Add suitable last-minute articles if space permits.
    5. Produce final print-ready and email-ready copies for distribution to recipients by end of month.
- Provide the Newsletter Subcommittee a report for presentation with the Clerk's Annual Clerks Committee Report.
- Meet with the Coordinating Committee for oversight as needed for guidance and support.

## **Calendar for the Newsletter Subcommittee**

### **Monthly**

Editor writes and edits Newsletter and coordinates with Office Manager  
Office Manager adds calendar, minutes, directory changes, and office news, and manages distribution of the finished Newsletter

### **September**

Report on the Newsletter Subcommittee for inclusion in Clerks Coordinating Committee Annual

## **Appendix F: Subcommittees of Peace and Social Action**

### **AFSC FUNDRAISING SALES SUBCOMMITTEE**

#### **Mission**

This committee has been established plan and manage ongoing fundraising sales for the American Friends Service Committee. For many years this work was carried out single handedly by our long time member Beth Binford. This committee has been established to continue her good works on behalf of this vital organization. Through collections from meeting members and some outside sources including Kendall/Crosslands, the AFSC Fundraising Sales Subcommittee will strive to adequately recycle and reuse discarded items as a tool to raise money for the American Friends Service Committee.

[www.afsc.org](http://www.afsc.org)

#### **Membership**

Members and attenders of Gwynedd Friends Meeting and others, including members and attenders of other meetings and practices, who wish to participate in the work of the AFSC Fundraising Sale Subcommittee.

#### **Meeting**

As needed.

#### **Duties:**

- Perform all organizational, administrative, and promotional tasks needed to organize and manage sales at Gwynedd Meeting.
- Before reopening the sale, at least two members of the subcommittee will be responsible for opening an account with GMM, and thereafter, two will count the amount received each sale day and deposit the proceeds into the account.
- Arrange to send the proceeds promptly to AFSC.
- The subcommittee decides the number of sales per year and schedules them with the assistance of the Gwynedd office manager. There could be as few as 4 per year corresponding to the seasons or as many as 8-10 per year.
- Hold the sale in the traditional location in the community room. Consider alternate locations. Consider online sales.
- Recruit others to help the subcommittee carry out the sale.

- Supervise the setting up the merchandise including recycled clothing, jewelry and household items. The committee will also supervise cleaning out unsold items from the shed and/or barn.
- Report annually to the Meeting ongoing income and contributions.

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### **Calendar for the AFSC Fundraising Sale Subcommittee**

Sale dates TBD.

#### **April**

Prepare the Annual Report for presentation in May.

#### **May**

Annual Report presented to Monthly Meeting for Business. Provide electronic copies to the Clerk of Meeting and the Newsletter Editor.

### **INTER-FAITH HOUSING ALLIANCE SUBCOMMITTEE**

#### **Mission**

Work with Interfaith Housing Alliance to support their efforts to help the disadvantaged in our local community. This includes being part of their Hospitality Network Program which supports area congregations in hosting homeless families. At GMM this includes providing: emergency housing, meals, laundry services and transportation, etc. during the month of July. GMM will also provide financial support for families in transition including one half the cost of a transitional apartment located at Hope Gardens in Ambler; Christmas gifts for apartment residents sponsored; and other contributions of food, clothing, and household items as requested by I-F HA during the year.

#### **Membership**

Members and attenders of GMM and others, including members and attenders of other Faiths who wish to participate.

#### **Meeting Frequency**

Four or five times a year or as needed.

#### **Duties:**

- Perform all organizational, administrative and promotional tasks needed to provide emergency housing and other supports including financial for the mission.
- Find 3-6 committee members and the many volunteers necessary to accomplish the mission.

- Find a clerk who will:
    - Call meetings and see that minutes are prepared.
    - Act as liaison with I-F HA, P&SA committee and other cooperating faith groups, such as St. Rose of Lima who is currently cooperating with GMM during the second half of July.
    - Oversee Calendar preparation.
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- Prepare an Annual Report with Peace & Social Action committee.
  - Oversee all records, including finances.

### **Calendar**

Schedule an organizational meeting in April-May before holding a promotional meeting for volunteers;

Prepare an Annual Report in August-September and present at Monthly Meeting for Business

### **Refugee Support Subcommittee**

#### **Mission**

Raise awareness of the 65.8 million refugees worldwide, people who have been forced by war, violence, or natural disaster to flee from their homes.

Raise funds to support the cash assistance program of the United Nations refugee agency UNHCR (United Nations High Commissioner for Refugees), because this agency:

1. Has developed the VAF (Vulnerability Assessment Framework) in conjunction with the World Bank poverty line assessment that is used in the interview and home-visit process. A matrix of predictors is carefully applied to each family and is constantly being evaluated for accuracy.
2. Distributes \$180/month, for a family of five, through a secure biometric paperless system.
3. Eliminates repeat requests for aid, which often require long journeys and waits.
4. Prevents destructive or dangerous choices, such as attempting the perilous journey to Europe, resorting to child labor, or returning to danger in Syria.
5. Improves acceptance in the community and supports the economy of the host country.
6. Gives the refugee the dignity of being able to choose how money is used (85% is typically used to pay rent, with the remainder spent on food and health care).

7. Leads to financial independence.
8. sends \$.97 of every dollar donated directly to the refugee family • Work with other local organizations that support refugees.

### **Membership**

Members and attenders of GMM and others, including members and attenders of other faith communities.

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### **Meeting Frequency**

Monthly, or as needed.

### **Duties**

Organize and complete fundraising activities that support the mission while endeavoring to create a deeper sense of community within Gwynedd Friends Meeting.

Find as many subcommittee members and volunteers as necessary to accomplish the duties.

Find a clerk who will: call meetings, prepare an agenda, and complete minutes; prepare reports to the Monthly Meeting for Business, including an annual report in May/June; work with the bookkeeper to maintain records of money received and checks sent to UNHCR.

### **Calendar for Refugee Support Subcommittee:**

Hold organizational meetings in (September/October, November, January) with other meetings as necessary to support and evaluate events.

Create a minimum of two major events, other smaller events, and educational events, and invite donations by direct appeal.



## **APPENDIX G: PROPERTY COMMITTEE**

### **AVALON HOUSE AND HILLTOP SUBCOMMITTEE**

#### **Membership**

This Subcommittee shall be comprised of one representative each from Property, Stewardship, Hilltop Visioning (if active), and one or more representatives at large from the Monthly Meeting.

#### **Duties**

- Responsible for maintenance and operation of the property and dealings with occupants of the Avalon House.
- The fundraising activity is the function of a separate ad hoc committee of the Meeting for that purpose.
- The names of the members of the Subcommittee are to be reported to the Monthly Meeting for Business in June.
- Have care of the Avalon House and Hilltop Property grounds (except for the sports field which will be overseen by the Property Committee).
- Engage and supervise tenants of the Avalon House.
- Prepare a quarterly report to the Property Committee (December & June).
- Prepare an annual budget including anticipated maintenance and repairs.
- Prepare an annual report to be given to the Clerk of Property Committee in March for presentation at the April Monthly Meeting for Business.

### **BURIAL GROUND SUBCOMMITTEE**

- Keep an up-to-date chart showing burial reservations and burials at Gwynedd Meeting and Penllyn Burial Ground.
- Keep a book record of burial reservations, burials, and related payments.
- Sign all authorizations of interments and certificates of burial privileges after review with Clerk of Care and Counsel.
- Be responsible for enforcement of regulations relating to burials and markers.
- Give special attention to the 1714 gravestone.

- No interment shall be made without the approval of at least one member of this Subcommittee (In the absence of all of the members, two members of Care and Counsel may give approval).
- Prepare an Annual Report to be presented with the Property Committee Annual Report at the April Monthly Meeting for Business.

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### **HOUSE SUBCOMMITTEE**

- This Subcommittee shall be composed of one representative each from the Property, Gwynedd Friends School Board, Religious Education, and Fellowship and Outreach committees.
- The names of the members of the Subcommittee are to be reported to Monthly Meeting for Business in June.
- Care for general appearance of the Meetinghouse, especially the kitchen and bathrooms, and particularly at the time of special events such as weddings or use by outside groups.
- Post a list of requirements to be met by all groups using the property.
- Keep inventory of furniture and furnishings that belong to the Meeting, including kitchen supplies, silver, and linens. Recommend improvements or other changes.
- Be free to co-opt additional members at any time.
- Be responsible for the care of Historic objects.
- Prepare an Annual Report to be presented with the Property Committee Annual Report at the April Monthly Meeting for Business.

### **HOSPITALITY SUBCOMMITTEE**

- The Clerk of this Subcommittee receives the Request and Agreement Form for Use of Meeting Facilities from the Office Manager and determines the appropriate cost-sharing contribution according to guidelines. The Clerk also finds a member of the Subcommittee who will act as Gwynedd Meeting contact person to act as liaison between the Meeting and the applicant.
- If the Clerk and others on the Subcommittee approve the use, the filled-out Request and Agreement Form is returned to the applicant for signature and payment, along with the Hold Harmless Agreement. The Clerk makes sure that the contact person receives the Contact Person Guidelines.
- The contact person follows through with appropriate assistance as outlined in the Contact Person Guidelines including opening the building, clearing Gwynedd Meeting-related materials from rooms to be used, being present

during the event, inspecting after the activity for damage or excess cleaning needed and locking the building. A report is made to the Office. Manager to determine if all or part of the security deposit is to be refunded

- The contact person may suggest to the applicant that he or she pay the Meeting Caretaker to take care of cleaning up and straightening up after the event.
- Prepare an Annual Report to be presented with the Property Committee annual report at the April Meeting for Business.

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## **Appendix H: Religious Education**

### **WALES EXCHANGE SUBCOMMITTEE**

#### **Mission**

- To nurture our ongoing relationship between the youth of Gwynedd Friends Meeting and North Wales and Chester Meetings in the UK, a relationship established in 1988.
- Encourage a cultural exchange and further understanding of our Quaker roots and relationships.
- In the past this included facilitating a three-to-four-year cycle of fundraising, hosting, and travel for young Friends between Gwynedd Meeting and North Wales and Chester Meetings in the UK
  - This travel has not continued post-Covid 19 and does not appear to be something that will resume.
  - New ways will be explored to build connections with North Wales and Chester Meetings in the UK

## **Appendix I: Worship and Ministry**

### **Memorial Meetings Coordinator(s):**

Anyone learning of the death of a member or attender should notify the Memorial Services Coordinator and the Clerk of Care and Counsel at once.

### **Mission**

Call upon a family when death has occurred to extend sympathy and support and to assist, if needed, with the formulation of plans.

### **Membership**

A member (or members) of the Worship and Ministry Committee.

### **Duties**

- Contact the family when death has occurred to extend sympathy and to assist, if needed, with the formulation of plans for the funeral or memorial service.
- Arrange with the Office Manager the date and hour of any service to be held in the Meetinghouse before plans are made with the undertaker or information is sent to newspapers.
- Assist the family in filling out and signing Gwynedd's Request and Agreement Form as well as the Hold Harmless Agreement, when appropriate, obtained from the Office Manager. Also, refer the family to the guidelines in the Use of Gwynedd Meeting Facilities.
- Arrange for the necessary assistance, inside and outside the Meetinghouse, to welcome the bereaved family and friends. Arrange for ushers inside and outside with directions where to park, the appropriate door to enter, where to sit, to sign the visitor's book (provided by the Funeral Director), etc.

### **In helping to plan for a service at Gwynedd:**

- Consider the preferences of the family for Bible readings, music, etc.
- Discuss and help the family to choose suitable Friends to sit at the head of Meeting for Worship and on the facing benches.

- Decide whether they want a designated person to describe the nature of the occasion and to assure those present that they are free to speak if led by the Spirit to do so.
- Discuss the customary practice of reserving the first two or three benches next to the inner wall for the family and mark the benches reserved card in the table drawer.

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- Discuss with the family whether they want to have refreshments at the Meetinghouse after the Memorial service. It is customary for them to take responsibility for catering arrangements and cleanup, including bagging and tying all trash to be put in the dumpster by the playground. Also, refer them to building use guidelines posted in the kitchen. Provide names of two caterers available for them to contact directly.
- Remind the family that Notices of the service should mention whether, in lieu of flowers, donations are to be made to a specific organization. If flowers are to be delivered to the Meetinghouse, ask that they be placed inside the foyer next to the community room.
- Notify the Meeting Community of the date and hour of the service.
- On the day of the Service, ask the Caretaker to open the Meetinghouse early, to arrange to have chairs in the FDS facing the Worship room, to raise the partition, and to turn on heat or AC as needed.
- If there is a burial plot at Gwynedd to be located, refer the family to the Property Committee.
- If financial help is needed with cremation, let the family know that funds are available through the Jeanes Fund of PYM.

(Friends should read pertinent material in Faith and Practice (pp. 36-37). Copies of the pamphlet Quaker Memorial Meeting may be obtained from the literature rack.)

