

EMEYF Annual Meeting 2020 Meeting for Worship for Business Documents in Advance

Welcome! It's about two weeks till our **2020 EMEYF Online Annual Meeting** will take place!

We will be continuing the COVID19 induced practice of online meetings. Although online, we are trying to create a program that will provide some space for times to connect and converse and share in our community. But we also have some business to do! In our meetings for worship with attention to business, we will discern some questions and topics of concern to our community at large. The Friends serving on Communications Committee (CC) keep an eye on things that arise and bring them before the whole community to discern at Annual Meeting (AM).

These documents in advance are a way of bringing everyone joining us for AM up to speed – no matter if this is your first or your 30th AM. Please take the time to look over these documents, as it will ease our discernment during business sessions by hopefully answering your questions and giving you the requisite background information.

Contents of this document:

| | |
|---|----------|
| Introduction to EMEYF | 2 |
| <i>What is EMEYF?</i> | 2 |
| <i>What does EMEYF do?</i> | 2 |
| <i>What is Communications Committee?</i> | 2 |
| <i>Current people on Communications Committee are</i> | 2 |
| <i>Other roleholders</i> | 3 |
| Introduction to Quaker Business Method | 3 |
| <i>Quaker Methods for Decision Making</i> | 3 |
| <i>The use of silence</i> | 3 |
| <i>Conduct of Business Meetings</i> | 3 |
| AM 2020 Agenda - Meeting for Worship for Business | 4 |
| Relevant minutes for Annual Meeting Business 2020* | 5 |
| Annual Meeting Nominations 2020 | 6 |

*Including some references to relevant minutes which can be found online at www.emeyf.org/documents_new.html

Please look at the nominations required during the gathering before the gathering, and send any suggestions you have for names to George Thurley, george.thurley@posteo.net

- -1- -

ABBREVIATIONS:

AM-Annual Meeting, CC- Communications Committee, EMES- Europe and Middle East Section, EMEYF- European & Middle Eastern Young Friends, SG-Spring Gathering/ Special Gathering/ Summer Gathering, QCEA – Quaker Council for European Affairs, YF-Young Friend

Introduction to EMEYF

What is EMEYF?

So, what is EMEYF? Well, we don't know exactly. What we do know is that it stands for European and Middle Eastern Young Friends. For the rest - it is what we make of it. We think of ourselves as a spiritual community, that draws its inspiration from the Quaker tradition and fills it with our actual experience and life. Within that framework virtually anything is possible. We like to meet, in various places within our section, and to explore what community means to us, or what it means to be a (young) person in this world, or to nurture each other in our spiritual and personal travel. We try to create space to follow our passion and the spirit and to maintain openness to whatever that leads us to. EMEYF is what we make of it!

And by being here, reading this, you are already part of that, forming EMEYF in its current shape.

What does EMEYF do?

EMEYF crosses geographical boundaries, discovering both unity and diversity in our Quaker community.

A key event in the EMEYF calendar is Spring Gathering, which is hosted by a different country each year, exploring a theme through worship and discussion. It is an opportunity to develop personal friendships and deepen our spirituality. The 2019 edition was held in Peski, Russia and for 2020 our spring gathering was planned to take place in Finland and had been moved to the summertime – however with the rise of COVID 19 and international travel restrictions we could not meet in person, so the “SG” then became “special gathering” and we held our first virtual gathering. The SG plans for Finland have been moved to 2021.

Annual Meeting is our meeting for worship for business held each autumn. We share our activities of the past year, test and pursue concerns, build relationships, support each other and practice the business method of the Religious Society of Friends. With COVID 19 still prohibiting international travel, we will follow our SG 2020 experience and once again meet virtually.

What is Communications Committee?

Communications Committee is the group of people within EMEYF who take the responsibility of making decisions and working for EMEYF between events. It is currently made up of the Co-clerks, UK Treasurer, Gatherings Coordinator, fundraising treasurer and Elders. Communications Committee meet throughout the year in person (not this year!) and electronically to make sure that the organisational side of EMEYF is looked after. All decisions that Communications Committee make are accountable to the Annual Meeting/Meeting for Worship for Business at Spring Gathering.

Current people on Communications Committee are

| | |
|------------------|---|
| Leyna Garrettson | Clerk, mlgarrettson@gmail.com |
| George Thurley | Clerk, george.thurley@gmail.com |
| Jenny McCarthy | Elder, skullduggery_in_illyria@hotmail.co.uk |
| Lisa Specht | Elder, lisa@jlohmeyer.de |
| Pete Doubtfire | UK Treasurer, peter.doubtfire@outlook.com |
| Lisette Nijboer | Fundraising Treasurer, lissettenijboer@gmail.com |
| Paul Schock | Gatherings Coordinator, Schock@posteo.de |

Our secretary is Clémence Buchet-Couzy, the peace Programme Assistant at the Quaker Council for European Affairs. She can be contacted at emeyf@qcea.org

- 2 -

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Other roleholders

- the fabulous members of our SG Planning Committee: Aino Vesanen, Johanna Buchmann, Silja Hampel
- our wonderful trustees Rose Almond, Lisette Nijboer and Esther Köhring
- our superb Representative to QCEA, Mieke van Opheusden,
- our marvellous EMES Representative to EMES Executive Committee (EC), Melanie Hurrop
- our terrific EMEYF Representative to EMES Liam Brighton
- our indefatigable Living Archives Project Coordinator, Marcie Winstanley
- our tireless Willy & Penn editorial team, Melanie Hurrop, Emmie Touwen and Lena Hofmaier.

Introduction to Quaker Business Method

Quaker Methods for Decision Making

The Quaker method of conducting meetings for business and arriving at decisions is quite different from the way most businesses handle their decision-making process.

First of all, our business meetings carry the expectation that divine guidance can be discerned if we are truly listening together. ([UK Quaker Faith & Practice 3.02](#)) The primary objective is to seek unity in decisions: to find a way forward that is acceptable to all present. This is not so easy to do, especially when the issue is a controversial one, or when there are strongly held opposing views. The outcome is not necessarily one that everyone agrees with, but one that all present can accept in the knowledge that their views have been heard and considered. We must recognize that a minority view may continue to exist. ([UK Quaker Faith & Practice 3.06](#))

The use of silence

Silence itself has no magic. It may be just sheer emptiness or absence of sound. However, the effective use of silence in business meetings can create a powerful atmosphere for the reception of inspiration and guidance. ([UK Quaker Faith & Practice 2.16](#))

Quaker meetings for business always begin and end with silent worship. At the beginning the silence makes a break with what has gone before. It also gives time to focus on the task at hand and to concentrate on playing your part in discerning the way forward. Silence at the end helps to provide a peaceful closure.

When discussions become heated or difficult, the call for a few minutes silence to reflect on the matter under consideration can often help.

Conduct of Business Meetings

Every meeting for business is chaired by an appointed clerk. The clerk's job is not just to keep the meeting going according to the agenda, but also to record the proceedings in minutes that will be disseminated. The clerk's primary role is to be able to gauge the sense of the meeting, and to bring minds together so that an acceptable way forward can be agreed. When the way forward has been found, the clerk drafts a minute recording the decision, which is agreed by those present.

At EMEYF Spring Gathering 2014, we had meeting for worship for business without a clerk appointed beforehand. By sharing the responsibility of clerking, we explored our business method together. While we do have appointed clerks again, we hope to be able to carry on these adventurous and trustful ways.

The Quaker Business Method takes patience and insight, but it has advantages. It enables all opinions to be heard so that everyone should be comfortable with the outcome. It creates clarity because the minute of record has been agreed at the time, whilst the issues are fresh in people's minds. This reduces subsequent differences of opinion and revisions to minutes.

AM 2020 Agenda - Meeting for Worship for Business

Annual Meeting 2020

Session I (Wednesday, November 18th 2020)

1. Introduction to Quaker Business Method
2. Opening minute
3. Review of the Agenda
4. Gathering Appointments, Introduction to Nominations required
5. *We will appoint gathering elders and a nominations committee. All these Friends will be asked to serve for the duration of the Annual Meeting. Nominations Committee will be asked to bring back names (for the roles listed on page 9) to the last session on Sunday. See page 6 onwards of this document for an introduction to the way nominations work and role descriptions of the nominations required.*

Session II (Saturday, November 21st 2020)

6. Objective Advisors
We will record the names of those friends willing to serve as objective advisors for the next year. See minutes SG 2018/05, AM 2018/10, (online) for background on objective advisors.
7. Trustees Report
Our treasurer & trustees will report, covering our 2019 Annual report and accounts and 2021 budget.
8. Recording Minutes
We will hear the recording minutes from the reports presented by our representatives to other Quaker bodies such as QCEA, or within EMEYF such as CC.
9. Minute on Online Community Conversation
Minutes from the discussion around the topic “online community moving forward”.

Session III (Sunday, November 22nd 2020)

10. Nominations return
11. Closing Minute / Recording minutes
We will record a number of announcements and workshops held during our gathering, so that EMEYFers not present can read them in the minutes.

- 4 -

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Relevant minutes for Annual Meeting Business 2020*

Agenda point 5: Objective Advisors

SG 2018/05 Roleholders' expenses

We have heard CC's proposal for dealing with bursaries for roleholders to attend gatherings for which their expenses are not paid according to role descriptions (CC 2018/14). We note that this minute only addresses Communications Committee, but that it should also apply for Planning Committee members, trustees and EMEYF representatives to other organisations. The policy should also include clear encouragement to roleholders (especially those on multi-year terms) to apply for bursaries should they need them. We note that the EMEYF bursary policy is an important document not just for those discerning bursary support, including any objective advisors, but also the whole community. As an extra reminder of this, we attach the existing bursary policy to these minutes. We accept the proposal with these amendments and ask CC to implement this. We thank all current and former members of CC for their work on this.

AM 2018/10 Objective Advisors

We have heard CC's proposed list of objective advisors, who have agreed to serve our community in this way, as follows: Annie Womack, Mieke van Opheuseden, Paul Sladen and Leo Wieldraaijer-Vincent. We accept these names, and are grateful for their service.

CC 2020/08: Objective advisors

Following minute AM 2019/13, we accept the following names of those willing to serve our community as objective advisors until AM 2020: David Mangels, Paul Sladen, Annie Brock-Womack and Leo Wieldraaijer-Vincent. We are grateful for their service.

Agenda point 7: CC report

CC 2020/16 Appointing new trustees

George revisited the call we had between CC and trustees on August 19th, reminding us of the structures and handover processes that have been/ are in place, and how these have developed over time. There was a specific focus on the appointment and relevance of non-CC Trustees. We considered the terms of EMEYF trustees, and three years was regarded as a good rule of thumb, while flexibility may be required, and CC-Trustees will step down at the end of their CC term. It was good to consider the respective roles and interactions of the two committees. The non-CC Trustee role will be included in the nomination process we have at SG and AM, beginning at AM 2020 in order to enhance the ownership of the wider community. Esther, who has been serving as a non-CC trustee since 2013 has asked to step down once a new non-CC trustee is appointed at AM 2020. In light of the upcoming changes in CC's membership at AM, we ask CC roleholders staying on CC to consider taking on the role of CC-Trustee in the time leading up to AM. CC will then appoint CC-Trustee(s) after AM.

CC 2020/17 Website domain transfer and reimbursement

We were reminded of the history of the EMEYF.org website and the rise of the efforts to transfer the domain to that of QCEA. The domain had been hosted on Georg Adelman's account since 2015, for which he has been paying 6,90€ / month. After a long period of no communication, Georg contacted CC in July 2020 asking for the domain to be taken to a different account. George has been taking this process forward and arranged to link

the domain to the EMEYF secretariat (but under George's name), and host the domain on the QCEA hosting contract. The question before CC is to which degree Georg shall be reimbursed for the website and domain costs. We ask George to clarify the circumstances that led to the delay in the request of reimbursement, before moving forward with this question.

Annual Meeting Nominations 2020

During business at Annual Meeting, amongst other things, we will be looking for new people to fill several roles, which are needed to keep EMEYF going as an organisation.

Content:

| | |
|---|------------------------------|
| Vacant (or soon-to-be vacant) roles | 6 |
| EMEYF's organisational structure | 7 |
| EMEYF's Quaker Nominations Process | 7 |
| Role descriptions for open positions | 9 |
| Member of the EMEYF Charitable Committee („Trustee“) | 9 |
| EMEYF Clerk | Error! Bookmark not defined. |
| EMEYF Elder | Error! Bookmark not defined. |
| Unofficial Willy & Penn Editorial Team Member | 14 |
| Fundraising Treasurer | 15 |

Vacant (or soon-to-be vacant) roles

We generally aim to appoint Young Friends (aged 18 to 35ish) from Europe or the Middle East to serve EMEYF for a period of 1 to 3 years (depending on the role and the individual). The following roles will be up for nomination at AM 2020:

| | Role | Role description |
|---|--|------------------|
| 3 | One to three Friends to serve as Trustees | Page 10 |
| 1 | One Friend to serve as Co-Clerk | Page 12 |
| 1 | One Friend to serve as EMEYF Elder | Page 14 |
| 1 | One Friend to serve as the EMEYF Fundraising Treasurer | Page 16 |
| 1 | One Friend to join the Willy & Penn Editorial Team | Page 16 |

Please feel encouraged to contact the clerks or elders if you want to learn more about the roles available (see the role descriptions below) We can give you more information as well as talk about your inspiration and doubts.

ABBREVIATIONS:

Can you think of any names for vacant (or soon-to-be vacant) roles?

At EMEYF, we encourage people to **volunteer themselves**. So don't be shy if you want to learn more or bring your name forward to our nominations committee! Also, **if you know of a YF who might be the right person for the job**, please bring their name to us! Of course, we will deal with information in confidence, details will only be shared with the nominations committee and our elders. Your help will support our nominations committee during the week and will help us in connecting to those who are not present at the gathering in person.

If you want to bring any names forward to our noms comm, be it your own or a F/friend's – please email George (george.thurley@posteo.net), who will collect them and hand them over to our nominations committee. Please include as many contact details for the person as possible – noms comm will only have limited time at SG to contact possible roleholders, so this will be very helpful. Email, mobile phone... (facebook, twitter, etc.)

Below you will find more information about EMEYF's structure, our nominations procedure and role descriptions for the above roles that we have to fill.

EMEYF's organisational structure

In line with our Quaker principles, EMEYF has a horizontal structure: ultimately, the decision lies with the community as a whole, with those present at our meetings for worship for business. EMEYF usually has business twice a year, at Annual Meeting (AM) and at Spring Gathering (SG). For practical purposes we do also have a body to take decisions that need to be taken in between these events. This is the Communications Committee (CC). Members of CC are appointed by AM or SG (sorry, soon the acronyms will become familiar). The CC is also responsible for practical organisational tasks such as preparing the business, maintaining external relationships, doing the financial accounting etc. CC is currently made up of two Clerks, a Treasurer, a Fundraising Treasurer, a Gatherings Coordinator and two Elders.

Communications Committee meet throughout the year in person and electronically to make sure that the organisational side of EMEYF is looked after. All decisions that Communications Committee make are accountable to the Annual Meeting/Meeting for Worship for Business at Spring Gathering.

Next to CC, EMEYF has its trustees, who are legally and financially responsible for the organisation, as a registered charity in England and Wales. We also have a few other roles. For the organization of our Spring Gathering there is the Spring Gathering planning committee, which usually consists of 3 to 5 people. We have several representatives to other Quaker organizations. From time to time, there are non-permanent roles.

EMEYF's Quaker Nominations Process

Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good. (1 Cor 12:4-7)

It is a responsibility of a Christian community to enable its members to discover what their gifts are and to develop and exercise them to the glory of God. (Quaker Faith and Practice, 3.22)

At EMEYF, we try to find the right people for the jobs – and the right jobs for the people! - by using the **Quaker Nominations Process and a Nominations Committee**. We believe that if our decisions about whom will serve us happen in a worshipful way, and if we follow this process and listen, we can be guided in the process. It is not "politics" or personal relationships which determine whom will serve EMEYF. Also, this process allows us to consider Friends, their enthusiasm, their abilities, their limitations, their gifts and their situation in a safe, trustful and held way.

- -7- -

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Because we are a dispersed community, we have established the following process:

- at EMEYF events, the meeting (that means: those present at meeting for worship for business) appoint a "**Nominations Committee**" during its first business session; that means 3–5 Friends serving on the Nominations Committee for the duration of the event. We try to appoint a Nominations Committee that is diverse in age, nationality and level of experience. The Nominations committee acts on behalf of the meeting and is supported by it. (*For the online gatherings we have tried to nominate a Noms Comm in advance. See the relevant minutes attached below.*)
- The Nominations Committee meets (separately) in a worshipful manner. It considers names of Friends for the roles available/needed. Suggestions for their consideration put forward by other members of the meeting are helpful to them. We encourage EMEYFers to bring forward names of Young Friends they know (especially of those not involved in EMEYF yet), as well as to volunteer themselves. Nominations Committee contacts these Friends to get more information about them and asks them if they are "willing and able".
- During the last session for meeting for worship for business, the nominations are returned. That means, Nominations Committee reports to the meeting and puts forward the names they have discerned to the whole meeting. The meeting then discerns whether they agree or not, they are given the opportunity to express any doubts they might have. Sometimes it may turn out to be impossible to find someone to serve. Nominations committees should not hesitate to bring their problem back to the meeting to ask for both guidance and practical help. If nominated Friends are present in the room, they are asked to leave (someone will join them, and both will have some fresh tea or hot chocolate!) while the meeting is considering their names. In the end, the meeting appoints Friends to serve for EMEYF. We usually also minute the time period they are asked to serve for.

Recent relevant minutes on the subject:

CC 2020/01 Reflection on AM and nominations

We've spent some time at the beginning of the call, thinking back to our Annual Meeting last Autumn. We also heard that a Friend raised the issue of how the way we do nominations (particularly at AM) can lead to personal discernment being rushed. We agree to return to this at our face to face meeting.

CC 2020/05: Summer 2020 essential business

We have considered the essential business that will need to take place in absence of an in-person gathering this summer, which consists of two nominations (Gatherings coordinator and EMEYF member of EMES executive committee). As we will not be meeting in person our normal nominations process may be hard to implement, but it may also make it possible for us to give our nominations group more time and space to do their work. We ask the clerks together with Lisa as an elder to come up with a way for these nominations to take place this summer, and bring this back to CC's next meeting.

CC 2020/09 Nominations committee

Following minute CC 2020/05, George, Leyna and Lisa discerned an approach to nominations for this year, as part of our online special gathering. Names to serve on the nominations committee were sought from the wider community via the email list, and Friends were invited to join this CC meeting at which we intended to appoint Friends to the committee.

CC 2020/15 SG Nominations Review

We revisited the new approach tested to find a nominations committee in advance of the gathering (CC 2020/01 Reflection on AM and nominations, CC 2020/05: Summer 2020 essential business, CC 2020/09 Nominations committee) and heard from Lisa about the experience. The challenges the Nominations Committee faced in regular gatherings remained similar in the virtual Special Gathering. The additional time was helpful, but did not alter the process or experience substantially. Despite the gathering being virtual, it felt valuable to be looking for names during the gathering. We will try a similar approach for AM this autumn, based on the form of the AM itself.

Drafted by Communications Committee 2013/14, reviewed by the Co-Clerks, November 2020

- 8 -

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Role descriptions for open positions

A note on role descriptions:

You can learn a little more about the roles from the following role descriptions. However, **role descriptions can only provide a general framework for the role, and we ask individuals to shape their role to become part of their spiritual journey.** Through this, each new role holder will enhance the life of our community in different ways, by bringing a part of themselves. We ask each role holder to consider what their role requires of them - what can they offer, what talents and skills and interests will enhance the role? A more complete list of role descriptions can be found on the [EMEYF website](#). The following is a selection of roles we as a community, will ask Nominations Committee to consider new role holders for.

Member of the EMEYF Charitable Committee („Trustee“)

What is a Trustee?

The EMEYF Charitable Committee (ChC) is the group that legally represents our wide community towards institutions like the Charity Commission in England and Wales and our banks. Its members, the trustees, are the individuals who are legally and financially responsible for the charity and its actions, as set out in our [constitution](#).

Trustees need to comply with the charity law on the one hand, and with Quaker structures and processes on the other hand. They need to act as an interface between EMEYF, a spirit-led community, and legal entities like the Charity Commission and banks. Therefore, the role requires both attentiveness to „worldly“ rules and regulations and to the Quaker way. In particular, the law gives trustees big responsibilities and power, whereas it is our Quaker understanding to uphold and support those in responsibility and to not act out worldly powers and hierarchies, but to follow the communal discernment. In daily live, Trustees devolve most of their powers to Communications Committee (CC) and other committees, while still being legally responsible.

Who can act as Trustee?

One of the trustees is the UK treasurer, who is a trustee „ex officio“.

The other trustees can be appointed from within the wider body of EMEYF. Trustees (other than the UK treasurer) do not need to be resident in the UK.

We need to have between 3 and 12 trustees at any point in time. 4 or 5 has proven to be a good number, with the intention to always have more than 3.

EMEYF has benefitted from the services of different types of Trustees.

In the past years, we have settled for a group of trustees that has overlap with CC, but also includes one or two former roleholders, who are not currently on CC. Former roleholders, especially who are in the process of growing out of EMEYF, bring in their experience and knowledge, and can look at the wider picture. It is important, though, that they are still in touch with EMEYF, aware of the ongoing business, planned activities, needs and discernment of the community.

Current roleholders, especially those serving in CC, are well informed and naturally involved. They make a lot of the decisions that trustees carry the legal responsibility for, therefore, it seems practical and fair to appoint trustees from within CC. It is important, though, to not overburden role holders and also to make use of the additional support and oversight provided by a group of trustees that is not identical with CC.

Noting the varying discernment on the right way and the ongoing search for a good solution, every appointment of trustees should keep these different possibilities and the current needs in mind.

- .9- -

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Appointment of Trustees

Formally, trustees are appointed and released by the ChC (the group of trustees). This should follow nominations from CC. The duration of appointment should roughly follow the terms of their role holder appointment (that is roughly 3 years), but as the actual appointment and release by the ChC has to comply with charity law and the communication with the Charity Commission and banks, timings may differ.

Apart from being responsible, what are the practical tasks of Trustees?

- Report to the Charity Commission (Trustees, Annual Report).
- Meet at least once a year (virtually or in person) to confirm our bank and minute where necessary (e.g. underwriting the cost of community-run activities and gatherings)
- Uphold and support the UK Treasurer in their tasks (consolidating accounts, budgeting, presenting accounts and budgets to the community, informing them about EMEYFs financial status)
- Uphold and support the Fundraising Treasurer, keeping an eye on EMEYFs financial status and funds, developing strategies.
- Keep updated about policies we legally need or choose to have (like data, safeguarding, bursary policies).

Convenor of Trustees

The convenor of trustees is responsible for organising and clerking meetings. They are nominated from within trustees, for a longer term or alternating. The UK treasurer does not necessarily have to be the convenor, as this can result in overburdening and information bottleneck.

Information and Support

While not coming with a high workload – being bound both to Quaker processes and legal responsibilities, the role can be challenging. Trustees are encouraged to share the joy and the worries with the community they are serving.

The Charity Commission offers extensive resources, like the booklet “The essential trustee: what you need to know, what you need to do” (<https://www.gov.uk/topic/running-charity/trustee-role-board>). [Woodbrooke also offers courses on being a Quaker Trustee.](#)

Last updated 10/2019 by current Trustees

EMEYF Clerk

The clerk facilitates the meetings for worship for business at EMEYF gatherings and EMEYF Communications Committee meetings and writes the minutes. Usually, EMEYF does business at Annual Meeting in the Autumn October and at Spring Gathering around Easter. Communications Committee aims to have at least one face to face meeting, usually in springtime, in the run up to Spring Gathering. For decisions that need to be taken in between these meetings, CC convenes through Skype. Depending on the situation, EMEYF may appoint one or two clerks. When there are two clerks, they can divide the work according to need. They may choose to adopt the working titles clerk + assistant clerk, clerk + recording clerk or simply two (co-)clerks. Clerks are usually appointed for three years.

Personal requirements and benefits, support

On the whole, the amount of the work done by the clerk depends upon their personal circumstances and the time they have available. Remember, it's only a voluntary position and the clerk is not expected to take the world on their shoulders! For a lot of tasks, it is the clerk's job to bring the relevant task up at the appropriate time, and make sure someone is doing it, rather than necessarily to do it themselves. Therefore, the clerk

- 10 -

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needs to be a confident leader at times, but always a good delegator, facilitator/ coordinator and strong team-player. While some qualities like being a good communicator and organiser are required for serving as EMEYF clerk in between our gatherings, we believe clerking business sessions in person is a task every Friend can fulfil: the clerk is serving, listening, and typing. As an international and multilingual community, we especially encourage those who are

not native speakers of English not to shy away from serving as clerk. The meeting is responsible for supporting the clerk(s), including helping them to simply and accurately express the will of the meeting through the minutes. EMEYF is very keen on exploring the Quaker business method and helping participants to experience discernment. Therefore, clerking EMEYF provides loads of opportunities to learn about the Quaker Way (and the “Young Friend’s way”). Being a clerk of EMEYF can be quite an intense job, as it means serving a community that takes “living adventurously” seriously. But if you are open to it, you will find the intersections of your own and EMEYF’s journey rewarding. Support is always available, especially from the elders. It is possible to take a workshop on clerking at Woodbrooke or use other resources, and funding is available for this purpose.

Typical tasks of the clerks are ...

... before Annual Meeting (AM) and Spring Gathering (SG):

- Draft an agenda for business meeting sessions, based on items that have been raised by Communications Committee and in minutes from previous SGs and AMs.
- Develop “documents in advance” to send to participants and the whole community before gatherings (around two weeks in advance), including general information on EMEYF, the business agenda, previous relevant minutes and information on the positions for which nominations committee will be seeking names. This is to help participants in their preparation for the business sessions.
- Contact those speaking in business sessions before AM and SG to ensure you and the speaker are aware of the nature of the item (e.g. try to estimate how long it will take, and determine whether a decision has to be reached).

...during meeting for worship for business at Annual Meeting and Spring Gathering

- Clerk the meetings e.g. guide the business and introduce items, draft and test minutes, watch the time. The Clerk is the ‘servant of the meeting’, but should be prepared to exercise authority if necessary.
- Help to formulate the ‘sense of the meeting’. Be aware that to in order to do this, you may wish to refrain from participating in another way.
- When there are two clerks, facilitation and minuting can be split up between the two. It is a good idea to plan this beforehand.
- Finalise the minutes and share them with the community as soon as possible.
- Make sure the minutes and reports are sent out to those whom it may concern and are properly archived on the website and on the QCEA server.
- Write to any business session speakers afterwards to thank them on EMEYF’s behalf.

... with Communications Committee (CC)

- Arrange dates (and place when applicable) for meetings with CC.
- Draft agendas for the business meetings (paying special attention to anything passed on from AM or SG).
- Make sure everyone with an item of business is prepared beforehand.
- Clerk the meetings and take the minutes.

- 11 -

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- Finalise the minutes and circulate around CC with a list of tasks they agreed to undertake at the meeting, and then to the community as a whole.

... between business meetings

Generally, the clerk is expected to keep up-to-date with anything concerning EMEYF, whether this is from the secretary, members of communications committee or other roleholders. The clerk keeps an overview of the organization and its relations to other relevant organisations (especially EMES and QCEA) and supports/encourages other EMEYF roleholders in their service to the community. The clerk should also feel able to ask for support from others if needed.

Some specific tasks include:

- Being the contact person of our secretary (shared responsibility with the elders).
- If needed, signing papers for EMEYF
- Maintaining and building relationships with other (related) organizations and people, particularly EMES and QCEA, via regular correspondence and contact with EMEYF reps to those organisations.
- Keeping an eye out for the representation of EMEYF at external meetings and gatherings. (EMEYF will at times receive an invitation to send a delegate to certain events.)

A note on the secretariat

- In recent years (since 2017), the secretary has not contributed to the preparation of business agendas and documents in advance, though they still help with dissemination and archiving. This may vary between secretaries, and over time.

Last updated 04/2019 by George Thurley and Kirsten Stuhr

EMEYF Elder

The EMEYF Elders - we usually appoint two and make sure that terms overlap - are responsible for providing (spiritual) care and support within EMEYF, both on group-level and on individual level. On the one hand this means bringing life to the Quaker spirituality that we have inherited from the past, such as the Quaker business methods and the use of silence and worship in our community. On the other hand this means providing support to those who are in need for whatever reason. (Also referred to as oversight/pastoral care). This may take a wide range of shapes and forms. Much of an Elder's work requires sensitivity towards the individuals concerned, and confidentiality is important. When there are two elders, it can be important to stay in close contact and support each other. Remember, and remind each other, that you are not asked to do superhuman things, but to be a Friend in a community of friends. Elders may also be described as the ones who remind the others that we are all Elders.

The tasks of the elders may need to be adjusted according to the needs of EMEYF and its individuals as they arise and change. The following document collects tasks elders have taken up in the past and is meant as a guideline.

The Elders are members of Communications committee (CC), and take part in CC business through skype and in-person meetings, as well as acting as elders in CC's meetings for worship for business. The Elders try their best to attend Annual Meeting, and Spring Gathering, and any other appropriate events. This face to face contact provides the most obvious opportunity for elders to fulfill their role, but there may be a need for support between events as well.

Annual Meeting (Autumn: October - early December ish):

- ensure that the Quaker Business Method is explained and that it is upheld. Consider explaining the business method again, even if you think all members already 'know' it. A reminder can help to ground

- 12 -

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the meeting.

- have an eye out for the well-being of all group members, with the awareness that some may need some encouragement to play a full role in the group.
- one of the elders serves on the nominations committee, which involves supporting the committee to follow the nominations process in a worshipful manner, as well as helping practically with communication, timekeeping and ensuring nominations returns are ready for the business session.
- where needed, assist those presenting business items, in their preparation and presentation
- talk to EMEYF role holders to find out how they are and support them in fulfilling their role.
- where needed, facilitate other activities, e.g. epilogue, Meeting for Worship, Special Interest Groups.

Spring Gathering (Easter):

- introducing the Elders and their role at the beginning of the week
- support for the Planning Group. Let them know that elders are there to provide pastoral support. If needed, provide opportunities for them to share how they are feeling with you. Remember that they may be stressed even if things seem to be going well.
- Introduce our Quaker business method, and look after the business sessions, the same as at Annual Meeting.
- uphold the spirit of worship during Meetings for Worship during the week, including epilogue and any other periods of worship.
- preparation of epilogue is a group responsibility, but elders may find it appropriate to offer assistance or guidance.
- have an eye out for the well-being of all group members, with special awareness of the needs of those who are there for the first time, those who are quiet and do not necessarily express their feelings, those who may have problems at home or who are going through changes in their life, those who find it difficult to communicate due to language difficulties etc.
- Make sure to raise and create appropriate spaces for topics that might be important and/or difficult for EMEYFers. For example the topics of family planning, children, partners and the joys, difficulties and taboos that come with it, or anything else. There might not be a space for such discussions elsewhere.
- Be aware of the effects that sessions may have on individual group members. Spring Gathering is usually an intense period in which people may find the safety to open up to deeper and more vulnerable parts of themselves. Don't be surprised or scared when this happens, including when participants cry or express intense emotions. Make sure there is the support they may need to come to terms with the implications of the session's content. Create time to be with anyone who needs support, and opportunities for everyone to express anything they experienced. (Be aware of your own limitations; there are many people around you who are happy to help. If you have arranged for someone else to give emotional support, then this part of the Elder's job has been done.)
- It is usual to appoint one - three additional elders for the duration of the gathering, to share the work and awareness and ensure elders are not overloaded

Communications Committee (a face-to-face meeting usually Springtime, annually, and by skype throughout the year)

- 13 -

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- Take part in CC meetings, including any preparation of or follow up to agenda items that is needed.
- Have an eye out for the well-being of all cc-members, and help them fulfill their roles.
- Try to find out what CC needs in terms of team-building, mediation or fun time together, and support them in remaining grounded in the spirit.

Between events

- If any issues arose for individuals during gatherings, follow up and support these individuals afterwards as they return to normal life, if appropriate.
- Keep in touch with other roleholders and help them to fulfill their role.
- Keep an eye on email communication and Skype Calls of CC, make sure discernment happens in the right way
- Be available and contactable by anyone within EMEYF if they feel the need to talk to someone. Ensure people know they can contact the elders, and how to do so.
- Keep in touch with the Programme Assistant(s) in Brussels (QCEA) and offer them pastoral care (if requested)
- As other roleholders come to the end of their term, Elders are encouraged to reach out to them individually, in good time, and to see how their experience has been. This is a lovely time for roleholders to reflect on their service. Elders may use this opportunity to remind each roleholder to update their “job description” ready for handing over to the next person/people.
- Are you aware of previous individuals who have been roleholders? Sometimes when we finish helping in a particular role, we can feel lost or alienated within the group. Have you as elder, or other members of the community, reached out to them to see how they are feeling now that their role within the community may have changed?

last updated 03/2019 Rose Oliver

Willy & Penn Editorial Team Member

Willy & Penn is EMEYF’s online magazine, where we publish a contribution (not limited to the written word) by an EMEYFer or friend of EMEYF every fortnight. Have a look on <http://willyandpenn.com>

Being a Willy & Penn editorial team member is a varied role. Together with two other editors you ensure that a post is uploaded every two weeks by contacting authors, editing their work (where necessary), and uploading it on Wordpress on time. You will have regular meetings with the editorial team in which you come up with (extra) ideas for posts and plan out the upcoming uploads.

Because we are a team of three, each member can shape their role according to their own strengths and interests. Perhaps you’d like to contribute to the magazine yourself; perhaps you love to help other people to reach their full Quaker-writings-potential; perhaps you’re enthusiastic about tweeting other Quaker groups about W&P – you name it. Other tasks include reminding people (again) that they have promised to write you something, finding a suitable picture for a post on short notice, and being eternally grateful to the unofficial translation team.

Using the Wordpress platform to edit & upload posts is not very complicated and your co-editors will be happy to help you learn. No prior experience needed.

P.S. If you’re reading this and you think ‘being an editor is not for me but I would like to contribute’, please do! You can contact the editorial team at willyandpenn@gmail.com

Fundraising Treasurer

Position

The Fundraising Treasurer is a member of Communications Committee and may be one of the trustees as well. As the position is fairly new, there are few precedents as to how the exact responsibilities and tasks that are part of the position. Since the fundraising treasurer first became an official role, it's been a three-year position, but that does not set any demands for future roleholders.

Activities

The fundraising treasurer is mainly responsible for securing enough funds for EMEYF. EMEYF requires money to cover core costs (running the organisation), event planning, various bursaries for members to attend events, outreach and projects.

The main part of fundraising is done through outreach. As EMEYF we largely depend on donations, which can be divided into four categories:

- Regular donations by EMEYFers
Some EMEYFers make monthly or quarterly donations to the organisation.
- Sporadic donations by EMEYFers
Some EMEYFers may contribute to the EMEYF finances before or after a meeting, or at some other point in the year.
- Regular donations by other meetings or individuals
We are very grateful to have meetings and individuals in the European and Middle Eastern section who support us with monthly, quarterly or yearly contributions.
- Sporadic donations by other meetings or individuals
Some Friends or meetings donate at the time of events to enable Young Friends to attend an EMEYF event, or they work with a donation calendar on which EMEYF makes an appearance every once in a while.

To get and stay in contact with Friends outside of EMEYF it is important to let them know about what we are doing (and indirectly: how their money is spent) during the year. This we mainly do via email. There is a Friends of EMEYF mailing list, to which updates get sent, as well as Epistles from our Meetings.

Besides the Friends of EMEYF mailing list, there is the direct email address that the Fundraising Treasurer uses to stay in touch with people. This email address is also a place people send their questions to if and when they have questions about donations.

Drafted by Lisette Nijboer, November 2020