

# EMEYF SG 2022 Meeting for Worship for Business Documents in Advance

Welcome! We are so excited to be holding our first in-person gathering since the beginning of the pandemic –  
**Spring Gathering 2022!**

Due to COVID19, the practice of online meetings was our only option for some time. We realize that elements of this practice worked well for some Friends and will offer a hybrid meeting for all our business sessions at this gathering. It will be possible to attend either online or in person, whichever is most accessible to you. We hope 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 essential 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 our gatherings.

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

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\*Including some references to relevant minutes which can be found online at [www.emeyf.org/documents\\_new.html](http://www.emeyf.org/documents_new.html)

### ABBREVIATIONS:

# 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 as well as 2021 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 had been moved to 2021 but unfortunately once again were halted due to COVID-19. Now we meet as a loose ad hoc group self organizing our now third online gathering.

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. We will see how COVID 19 progresses and if it will continue to prohibit international travel, we will have to see if we must continue meeting 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 Kreutner  
Marcie Winstanley  
Lena Hofmaier  
Liam Brighton  
Pete Doubtfire  
-----  
Paul Schock

Clerk, [mgarrettson@gmail.com](mailto:mgarrettson@gmail.com)  
Clerk, [marciecwinstanley@gmail.com](mailto:marciecwinstanley@gmail.com)  
Elder, [lena.hofmaier@googlemail.com](mailto:lena.hofmaier@googlemail.com)  
Elder, [liambrighton95@hotmail.co.uk](mailto:liambrighton95@hotmail.co.uk)  
UK Treasurer, [peter.doubtfire@outlook.com](mailto:peter.doubtfire@outlook.com)  
Fundraising Treasurer  
Gatherings Coordinator, [Schock@posteo.de](mailto:Schock@posteo.de)

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### 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

## Other roleholders

- the fabulous members of our SG Planning Committee: Paul Schock and Anna Hielscher
- our wonderful trustees Pete Doubtfire, Leyna Kreutner, and Paul Schock
- our superb Representatives to QCEA: Marcie Winstanley and Paula Christophersen
- 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, Lisette Nijboer
- our tireless Willy & Penn editorial team, Ella Otomewo, Melanie Hurrop and Lena Hofmaier.

Our secretary is Saskia Basa, the peace Programme Assistant at QCEA. She can be contacted at [emeyf@qcea.org](mailto:emeyf@qcea.org)

## **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

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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.

## **SG 2022 Agenda - Meeting for Worship for Business**

### **Hybrid Opening Session (Wednesday, 8<sup>th</sup> June, 7:30pm CET)**

1. Introduction to Quaker Business Method
2. Opening minute and recording of Greetings
3. Review of the Agenda
4. 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.*

### **Hybrid Business Session (Friday 10<sup>th</sup> June, 2pm CET)**

6. Finance report
7. Open discussion of location for Spring Gathering 2023

### **Hybrid Business Session (Sunday 12<sup>th</sup> June, 10am CET)**

8. Representatives Reports
9. 'Structure of EMEYF' workshop

### **Hybrid Business Session (Tuesday 14<sup>th</sup> June, 10am CET)**

10. Discernment on podcast project
11. SG 2023 location

### **Hybrid Closing Session (Thursday 16<sup>th</sup> June, 10am CET)**

12. Nominations return
13. SG 2023 decision
14. 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.

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# SG Nominations 2022

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

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### *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 SG 2022:

	<b>Role</b>	<b>Role description</b>
1	One Friend to serve as EMEYF Fundraising Treasurer	Page 8
1	One Friend to serve as QCEA Representative	Page 9
3-5	Three to five Friends to form the Spring Gathering planning committee	Page 10
1	One Friend to serve as Co-clerk	Page 11
1	One Friend to serve on the Willy and Penn editorial team	Page 13
2	Two Friends to serve as Trustee (to Charitable Committee)	Page 13

**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 approach a member of CC. 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.

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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.

#### **2021 Minutes for reference:**

##### AM2021.06 EMEYF roles and structure

Our clerks presented a schematic representation and an open conversation about the structure of EMEYF and the roles there are in EMEYF. We were also reminded of roles that will be open for nominations at the coming spring gathering in 2022: *Co-clerk, a member of Willy and Penn editorial team, fundraising treasurer and a Trustee*. In a breakout session we spoke about challenges and joys of taking on roles, working in a supportive community and the idea of roles as an opportunity to take leadership in initiating ideas but not as a burden to take on singular responsibility. We recognised that roles can be a way to understand and assign practical tasks. We shared a feeling and a recognition that we as EMEYF are all part of the community, and that upholding the community is a collective task that we can contribute to through holding roles and attending gatherings. Roles can be seen as an opportunity to grow into the EMEYF community. Previous roleholders shared that it is a beautiful way of being involved and close to the heart of EMEYF. We considered some of the challenges of outreach in EMEYFs structure during the time that we have not been able to meet in person through the pandemic. Some questions arose from our discussion about future outreach in a post-pandemic time: how will people know we exist and what we do? How will young people find and join EMEYF? These are questions we will take forward into future sessions.

##### ABBREVIATIONS:

## **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.

### **Fundraising Treasurer**

#### The 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.

#### The 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 and last updated 2021*

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## EMEYF Representative to QCEA Council and Alternate

The role is to represent EMEYF at the QCEA General Assembly, and to see if there are any ways in which EMEYF could bring added value to QCEA activities. The representative may then wish to email the CC if there were any particular details that emerged from the meeting that require immediate CC feedback.

The representative should report to the EMEYF community via reports at gatherings and/or in publications, and make sure feedback and concerns from the community are brought back to QCEA. The representative might think about ways to do this, e.g. by facilitating Workshops at Annual Meeting or Spring Gathering.

As well as representing EMEYF to QCEA, the EMEYF rep forms part of the governance structure of QCEA, and therefore should be prepared to contribute to ensuring that QCEA is well-functioning, effective and a good place to work. The QCEA transition process 2016 outlined four roles: governor, ambassador, sponsor and consultant, which all council members should make a contribution to. The first two are what is described above: taking part, through Quaker business method in decisions regarding QCEA's work, and providing the link between QCEA and EMEYF, to strengthen that relationship, representing EMEYF to QCEA and vice versa. The latter two entail contributing to QCEA's financial stability (though this may be less possible/important for EMEYF) and providing information or specific experiences to help the governance of QCEA. The actual General Assembly consists of updates on QCEA activities, and proposals for future projects. Much discussion will take place over any topical areas, or new proposals. 2015/16, QCEA underwent a transition process, and is has recently reviewed its structure again, at the end of 2021.

Practicalities: There are two General Assembly meetings per year. Normally in March/April and October. The meeting lasts a full day, (Saturday). The representative is encouraged to arrive on the Friday for dinner with other Council members, and then to stay for the Sunday Meeting and shared lunch. In effect two weekends a year. Travel expenses are covered by EMEYF. Meals are provided by QCEA.

What to bring and what to get: Interest in politics, enthusiasm for international cooperation and the willingness to engage with structures and organisations, and liase with other council members and QCEA staff are essential to the role; specific knowledge or a professional background not necessary. We are looking for a good communicator. The role offers insight into political processes, Quaker structures, and how they interact currently, and how they might in the future. The role is very open to the interests of the roleholder, both for activities towards EMEYF and towards QCEA.

Role of the Alternate: To ensure EMEYF is represented even when the Representative is prevented from attending Meetings, EMEYF appoints an alternate as well. Whether this person just serves as backup or both roleholders share responsibility depends on to the individuals and any discernment of the appointing meeting.

*Last updated 05/2022 by Marcie Winstanley*

### ***For reference:***

#### SG2021.05 Nominations Return

Nominations Committee reports, that we have not received any nominations of Friends who would be able and willing to serve in the roles of Fundraising Treasurer or QCEA Representative. Discerning ways forward, a system of alternating EMEYF representation at QCEA General Assemblies was brought forward. This sort of involvement seems appropriate to the nature of EMEYF and its relationship to QCEA's work at this point. Paula Christophersen, Susie Harty and Marcie Winstanley have voiced interest in being included in the alternating representation of EMEYF at QCEA. This means that they will be our alternating representatives to QCEA. For communication sent to EMEYF from QCEA, we will ask for this to come to Communications Committee. Communications Committee would then find representation for QCEA General Assembly from among the Friends serving as alternating representatives.

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## EMEYF Spring Gathering Planning Committee member

The annual Spring Gathering is the highlight of the spiritual life and the community of EMEYF each year. It is a week long event, happening somewhere in Europe around Eastertime, nurturing Young Friends from the section both as individuals and as a community. You can find a list of former locations and themes at [www.emeyf.org/node/18](http://www.emeyf.org/node/18)

The location of EMEYF Spring Gathering is usually chosen by Annual Meeting or Spring Gathering, 1,5 or 1 year in advance. EMEYF then appoints around 4 members to serve on the planning committee for this event. The Planning Committee should consist both of experienced and new EMEYFers, and allows individuals to offer their skills and ideas to the community, as well as to acquire new ones. It is a great job for people who are new to EMEYF, but wish to get involved. EMEYF tries to appoint Young Friends from different countries to work together.

The job of the planning committee involves finding a venue, a date and a theme, invite speakers or workshop facilitators, organising sessions and other activities, fundraising and budgeting and advertising the gathering. They are encouraged to explore the possibilities of a Spring Gathering and fill it with their ideas, supported by EMEYFs Gatherings Coordinator as well as by other roleholders like elders or treasurer, as needed.

Former roleholders tell: “Being a part of a SG Planning Committee is a kickstart into a community: I found out what EMEYF means to me by organising a Spring Gathering. I especially enjoyed being able to shape the gathering around our ideas, being adventurous, but always supported. Sometimes it was challenging, especially in the two months before the event, when things can get stressfull – but the event itself was extremely rewarding. The work is organisational, but working on the theme and our idea of community is also spiritual and involves a lot of – sometimes hysterical – laughter.”

*last updated 4/2014, Esther Köhring*

## 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 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.
- 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*

## Willy & Penn Editorial Team Member Role Description

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](mailto:willyandpenn@gmail.com)

*Last updated by Emmie Touwen*

## Member of the EMEYF Charitable Committee („Trustee“) Role Description

### 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 „wordly“ 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 wordly 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 roleholders 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.

### 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 roleholder 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 Rose Almond, Pete Doubtfire, George Thurley*