

**Handbook chapter 2 draft revision**

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**Chapter 2, Quaker Meetings**

Revised text	Current Handbook
<b>2.1.0 Introduction Approved by YM18</b>	
<p>The Quaker way described in the previous chapter leads to a corporate structure based on local groups of Quakers who come together for Meeting for Worship.</p> <p>Meetings range in organisational structure and size, and include:</p> <ul style="list-style-type: none"><li>• Informal Worshipping Groups <a href="#">(2.2.1)</a></li><li>• Recognised Meetings <a href="#">(2.2.2)</a></li><li>• Local Meetings <a href="#">(2.3.0)</a></li><li>• Regional Meetings, which in Australia, generally conform to the geographic boundaries of the State <a href="#">(2.3.x)</a></li><li>• Australia Yearly Meeting (AYM), which is comprised of the Members of all Regional Meetings.</li></ul> <p>A newcomer to any group or Meeting is welcomed and offered information about Quakers.</p> <p>Each Worshipping Group, Recognised and Local Meeting reports on its progress and needs to the relevant Regional Meeting, and all Regional Meetings to Australia Yearly Meeting. Meetings are listed on the AYM website <a href="https://www.quakersaustralia.info/organisation">https://www.quakersaustralia.info/organisation</a></p> <p>Worshipping Groups, Recognised and Local Meetings are all covered by AYM’s insurance policies for volunteers and public liability. Copies of the Public Liability Policy are available from the AYM Secretary.</p> <p>All Worshipping Groups and Meetings are guided by this <i>Handbook</i> and all AYM policies, e.g. the <i>Child Protection Policy and Procedures</i> and the <i>Supporting a Safe Quaker Community Policy</i>, and the various legal requirements for each state or territory.</p>	
<b>2.2.0 Worshipping Groups, Recognised and Local Meetings</b>	
<b>2.2.1 Worshipping Groups Approved by YM18</b>	
<p>A Worshipping Group can form when a few Quakers and other interested people decide to come together to worship from time to time in the manner of Friends.</p> <p>All Worshipping Groups need to adhere to all AYM Policies, e.g. <i>Supporting a Safe Quaker Community</i>. A Worshipping Group is placed under the care of a Local or Regional Meeting and appoints a correspondent.</p> <p>The Group receives encouragement and support, such as the loan of books and occasional visitors, who may be from the Local or Regional Meeting, and financial support. The correspondent informs the Regional Meeting Clerk and / or Membership Secretary of the names and contact details of people associated with the Group <a href="#">(3.1.0)</a>. In due course</p>	

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<p>Worshipping Groups may become Recognised Meetings.</p>	
<p><b>2.2.2 Recognised Meetings Approved by YM18</b></p>	
<p>A small group of Friends, perhaps already meeting as a Worshipping Group, may, if they wish, apply to the Regional Meeting for recognition. Such Recognised Meetings will be under the care of a Local Meeting or their Regional Meeting.</p> <p>All Recognised Meetings need to adhere to all AYM Policies, e.g. <i>Supporting a Safe Quaker Community Policy</i>. No formal duties are required of a Recognised Meeting, but it will carry out such duties of a Local Meeting as seem appropriate to the group.</p> <p>The Recognised Meeting will communicate with other Meetings via their appointed correspondent.</p> <p>The correspondent informs the Regional Meeting Clerk and / or Membership Secretary of the names and contact details of people associated with the Meeting.</p> <p>If practicable, the Recognised Meeting encourages Friends to attend Meetings for Worship for Business.</p>	
<p><b>2.3.0 Local Meetings</b></p>	
<p><b>2.3.1 General Approved by YM18</b></p>	
<p>Local Meetings usually hold Meeting for Worship weekly and may be large enough for a wider range of activities, both among Friends and within and beyond their local community. Local Meetings have several office-holders and committees, providing opportunities for a broader Quaker experience and responsibilities.</p>	
<p><b>2.3.2 Local Meeting tasks Approved by YM18</b></p>	
<p>The primary responsibility of a Local Meeting is to hold regular Meetings for Worship, and regular Meetings for Worship for Business (also known as ‘Business Meeting’), which make decisions about activities and responsibilities.</p> <p>A Local Meeting also takes on additional responsibilities:</p> <ul style="list-style-type: none"><li>• Provides pastoral support and spiritual nurture for Friends</li><li>• Nurtures the spiritual life and pastoral care of the Meeting</li><li>• Arranges for the care of any children attending the Meeting, as outlined in the <i>Child Protection Policy and Procedures</i>, and ensures that their register of approved child carers is up-to-date</li><li>• Supports all to feel safe, both physically and emotionally, and ensure there is no bullying or harassment within our Quaker Meetings and social activities</li><li>• Takes appropriate action for the physical safety and maintenance of their meeting place, as outlined in the <i>Supporting a Safe Quaker Community Policy</i></li><li>• Tests Concerns of Friends (1.4.5) as these become known and if testing is requested</li></ul>	

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<ul style="list-style-type: none"><li>• Maintains contact with isolated Friends, Recognised Meetings and Worshipping Groups in their area</li><li>• Prepares an annual report for the Regional Meeting, which is drawn upon in developing the Regional Meeting’s annual report</li><li>• Encourages Friends to attend Regional Meetings for Worship for Business</li><li>• Collects financial contributions from Friends (see 2.3.5)</li><li>• In order to facilitate these tasks, appoints office-holders including Clerk, Treasurer, Nominations Committee, and Ministry and Oversight Committee/s. Local Meetings may appoint other officer-holders and committees, and / or makes <i>ad hoc</i> appointments as needed for a limited period.</li></ul> <p>Other responsibilities which may arise include:</p> <ul style="list-style-type: none"><li>• Holds Meetings for Marriage and Commitment, which have been approved by the Regional Meeting</li><li>• Holds funerals and memorial Meetings, which are reported to the Regional Meeting</li><li>• Hosts AYM committees as agreed.</li><li>• May own property.</li></ul>	
<b>2.3.3 Nominations Committee Approved by YM18</b>	
<p>Guidelines: ‘It is the responsibility of a [Quaker] community to enable its members to discover what their gifts are and to develop and exercise them for the glory of God’ <i>Quaker Faith &amp; Practice</i>, 5<sup>th</sup> ed. 2013, 3.22)</p> <p>The Nominations Committee has the responsibility of discerning and bringing to the Meeting names for service as office-holders or committee members for all, or most, positions within the Meeting, except for its own Committee. It therefore carries a major responsibility for the effectiveness and harmony of the Meeting and needs the support of all Friends.</p> <p>This Committee consists of seasoned Friends, who regularly attend Meeting for Worship, with sound knowledge of the Meeting. They usually serve for three years, each person’s term ending on a declared date. As with all committees, they choose their own convener and, if possible, the Meeting arranges for overlapping of the terms of office to ensure that the corporate memory continues.</p> <p>The Committee usually meets face to face, but may meet remotely if required. When discerning names for the various positions, the Committee considers in a loving spirit the qualities needed for each position. It is important that Nominations Committee meets in a spirit of discerning Friends’ gifts and readiness to serve, not to ‘fill a vacancy’.</p> <p><b>The process</b></p>	

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<ol style="list-style-type: none"><li>1. The Committee clarifies the role description of the position they are asked to consider.</li><li>2. After prayerful consideration, the Committee discerns the name of a Friend to serve for each particular role.</li><li>3. Next, that Friend is approached to ascertain their willingness for their name to go forward to the Meeting for Worship for Business.</li><li>4. If they are willing for their name to go forward, the Committee then recommends this name to the Meeting for Worship for Business for its further discernment and decision.</li><li>5. It is at the Meeting for Worship for Business that the final decision is made.</li></ol>	
<p>At any time that a Friend’s name is being considered, it is recommended that the Friend being nominated should leave the room during the discernment of their name.</p>	
<p>All office-holders and committees give service to, and report to, the gathered Meeting for Worship for Business.</p>	
<p>It may be that no name occurs to Nominations Committee, or perhaps the Friend, when asked, does not feel led to the service suggested. In such cases, the difficulty in bringing a name forward should be brought before Meeting for Worship for Business. A different way of achieving the same service may be discerned. For example, <i>ad hoc</i> appointments can be made for specific tasks.</p>	
<p>The Meeting usually appoints Friends to a role for three years or less, and an end date for each appointment is minuted. Ideally, nominations to a committee are arranged to cater for overlapping terms of office to support the corporate memory. Nominations Committee should keep its own record of appointments and their terms to supplement the Clerk’s list.</p>	
<p>If Nominations Committee so discerns, a Friend may be asked to serve for an additional period of 1-3 years after their initial term of service. It is unwise for a Meeting to appoint a Friend for more than 6 consecutive years of service in any one position. Office-holders should share their expertise, perhaps by mentoring an Assistant into the role, perhaps by developing written guidelines and procedures, for the support of future Friends undertaking service in this role.</p>	
<p>If an office-holder is unable to complete their term of appointment, Nominations Committee will be asked to bring forward a replacement name.</p>	
<p>At times, it may come to the Committee’s notice that a position has become too burdensome for a Friend or is beyond the Friend’s personal ability. The Committee can initiate discreet discussions with an Elder or the Ministry and Care and / or Oversight Committee. In these circumstances, the Friend can be encouraged to lay down their</p>	

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<p>service before their original term has finished. The Committee may be able to encourage some Friends to take on new or more demanding positions and find support for these Friends to develop the required skills. There may be times when, during its deliberations, the Committee may need to consider openly how to balance certain nominations so the whole Meeting is served best.</p> <p><b>Appointments to Nominations Committee</b></p> <p>The principle is that Nominations Committee does not recommend its own members. There needs to be a definite process, agreed upon by the Meeting, for discerning the names for the Nominations Committee itself. For example:</p> <ul style="list-style-type: none"> <li>• By bringing them forward on the floor of a Meeting for Worship for Business</li> <li>• By bringing them forward by an <i>ad hoc</i> committee, appointed by the Meeting for Worship for Business.</li> </ul> <p>As with all other nominations, these names are brought forward to a Meeting for Worship for Business for acceptance.</p> <p>An effective Nominations Committee needs loving and proactive support from the whole Meeting.</p>	
<p><b>2.3.4 Local Meeting Clerk</b></p>	<p><b>2.3.4 Local Meeting Clerk</b></p>
<p><i>Guidelines:</i></p> <ul style="list-style-type: none"> <li>• <i>The Clerk is the servant of the Meeting.</i></li> <li>• <i>‘Remember the onerous task laid upon the clerk and do all you can to assist.’</i></li> </ul> <p><i>(Quaker Faith &amp; Practice, 5<sup>th</sup> ed., 2013, 3.12 and 3.10)</i></p> <p>The Local Meeting Clerk, or co-clerks, or clerking team, has specific responsibilities for the Local Meeting. Some tasks may be delegated to other Friends.</p> <ul style="list-style-type: none"> <li>• Monitors the practical functioning of the Local Meeting</li> <li>• Liaises closely with other Local Meeting office-holders and committees</li> <li>• Receives and responds to postal mail and emails to the Local Meeting</li> <li>• Responds to enquiries about the Local</li> </ul>	<ul style="list-style-type: none"> <li>- handles correspondence addressed to the Local Meeting and responds to enquiries about the Meeting or the Society</li> <li>- Maintains close liaison with other LOCAL MEETING office-holders</li> <li>- prepares an agenda for and conducts regular Business Meetings, at which, after discussion of topics, she/ he drafts a minute summarizing the decision reached, to be corrected by the gathering (1.4.4)</li> <li>- sends copies of the Business Meeting to the Regional Meeting Clerk</li> <li>- notifies those concerned of decisions made at any LOCAL MEETING Business Meeting</li> <li>- encourages LOCAL MEETING representation at ant RM Business Meeting</li> <li>- ensures all births, marriages and commitments and deaths and name changes are brought to the attention of the RM membership secretary.</li> </ul>

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<p>Meeting or Quakers in general</p> <ul style="list-style-type: none"> <li>• Prepares the agenda for the Meeting for Worship for Business, and ensures that the Meeting is conducted in a spirit of worship</li> <li>• Records Minutes of the Meeting <b>(1.4.4)</b></li> <li>• Distributes the Minutes in a timely manner to the Friends within the Local Meeting and to the Regional Meeting Clerk</li> <li>• Follows up on matters decided at the Meeting for Worship for Business</li> <li>• Ensures that announcements are given after Meeting for Worship or some other suitable time</li> <li>• Encourages Local Meeting Friends to attend Regional Meetings</li> <li>• Ensures that all births, marriages, commitments, deaths, name changes and any other changes in Friends' details are brought to the attention of the Regional Meeting Clerk and Membership Secretary</li> <li>• Monitors that all decisions of the gathered Meeting for Worship for Business, and all responsibilities in <b>2.3.2</b> above, are carried out.</li> </ul>	
<p><b>2.3.5 Local Meeting Treasurer</b></p>	<p><b>2.3.5 Local Meeting Treasurer</b></p>
<p>The Local Meeting Treasurer takes responsibility for the finances of the Local Meeting. The Treasurer may be supported by an Assistant Treasurer, Bookkeeper, or Finance Committee.</p> <p>The Local Meeting Treasurer carries out whichever of the following tasks are appropriate for their Local Meeting, in consultation with the Regional Meeting Treasurer.</p> <p>The Local Meeting Treasurer may</p> <ul style="list-style-type: none"> <li>• Operate bank accounts, preferably in consultation with the Regional</li> </ul>	<p>The LOCAL MEETING Treasurer is a Member or Attender who undertakes tasks that are seen as appropriate by their Local Meeting, sometimes with the help of a finance committee or support group. These tasks may include the following:</p> <ul style="list-style-type: none"> <li>- prepares a budget for each financial year, for consideration by the Business Meeting</li> <li>-receives monies within the Local meeting and keeps financial records</li> <li>- provides financial reports at LOCAL MEETING Meetings for Business</li> <li>-make payments as instructed or delegated by the LOCAL MEETING Meeting for Business</li> <li>- transfers funds as necessary to appropriate accounts where donors have indicated specific usage of monies</li> <li>- transfers funds as necessary to appropriate</li> </ul>

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<p>Meeting. The Regional Meeting should be aware of all accounts and investments held within the Regional Meeting</p> <ul style="list-style-type: none"> <li>• Receive monies, make regular payments as agreed upon by the Meeting, and special payments as minuted</li> <li>• Provide regular financial reports for the Meeting for Worship for Business</li> <li>• Prepare the annual budget for approval by the Meeting for Worship for Business</li> <li>• Advise the Meeting if the signatories on current or investment accounts need updating</li> <li>• Advise on investing funds that are not required for expected expenses. Meetings are advised to give consideration to sustainable and ethical investments</li> <li>• Arrange for specific professional financial advice, as required.</li> </ul> <p>The annual letter asking for financial contributions from Friends is handled differently in different Local and Regional Meetings. Not all these tasks will be required by Local Meeting treasurers:</p> <ul style="list-style-type: none"> <li>• Calculate the financial contribution to be requested to cover the needs of the Local Meeting budget. This may, or may not, also need to cover the contribution by the Meeting to the Regional Meeting (which includes the amount requested by AYM)</li> <li>• Send the annual letter asking for financial contributions, in conjunction with the Regional Meeting treasurer. The letter also mentions special Quaker purposes to which Friends may wish to contribute</li> <li>• Transfer the annual contribution to the Regional Meeting, if required.</li> </ul>	<p>accounts as approved by LOCAL MEETING Meeting for Business</p> <ul style="list-style-type: none"> <li>- transmit to the RM treasurer a sum each year (agreed by the RM and LOCAL MEETING treasurers jointly) to help cover the costs of running the regional meeting and Australia Yearly meeting.</li> <li>- arrange for auditing, if required of the LOCAL MEETING accounts</li> <li>- seek professional financial advice as required</li> </ul>

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<p>If the Local Meeting is incorporated, the Treasurer may be required to be a Member, and will probably have additional tasks, such as:</p> <ul style="list-style-type: none"> <li>• Arranging for auditing of the accounts</li> <li>• Reporting annually to relevant State or Commonwealth bodies.</li> </ul>	
<p><b>2.3.6 Local Meeting Ministry, and Oversight/Care, Committees – general</b></p>	
<p>Guidelines: ‘Loving care is not something [we] ‘do’ for others but a process that binds us together’ (Quaker Faith &amp; Practice, 5<sup>th</sup> ed. 2013, 12.01)</p> <p>Caring for the life of the meeting has two main aspects: caring for the spiritual life of individuals and of the meeting as a whole; and the more practical aspects of caring for the well-being of Friends. While all Friends share in the responsibility for the life of the meeting, there have traditionally been two main committees especially focused on these two functions.</p> <p>The Ministry Committee, or Elders, has been responsible for the spiritual life of the meeting, while the Care or Oversight Committee, or Overseers – now often referred to as Pastoral Carers – has been responsible for the more practical aspects of Meeting Life.</p> <p>Current practice varies. Local meetings may maintain separate Ministry and Oversight, Committees, or combine roles and duties. These combined committees, often called a ‘Ministry and Oversight’ or ‘Ministry and Care’, may agree, as a committee, that individual members share all duties of both Elders and Overseers, or that individuals may serve in either capacity according to their gifts. The <i>Handbook</i> does not prescribe how these responsibilities are fulfilled by each</p>	

**Comment [A1]:** DiA: For noting: This introductory text was not previously in the Handbook.

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<p>meeting. Each meeting decides how these roles or duties will be fulfilled.</p> <p>The following sections look at the roles or duties in</p> <ol style="list-style-type: none"><li>1. Nurturing the spiritual life.</li><li>2. Caring for the practical aspects of the life of the meeting.</li></ol> <p>These responsibilities overlap, particularly in their care for children, Enquirers and Attenders, and those Members who may not attend meeting due to isolation, illness or age. If Ministry and Oversight / Care are separate committees they will need to cooperate closely.</p> <p>Either Ministry or Care committees may be asked to support Safe Quaker Community and Child Protection Contact Friends. It may be helpful for Contact Friends to meet from time to time with the committee which supports them.</p> <p>Either Ministry or Care committees may also be asked to discern which Friends should be given financial support to attend Yearly Meeting or other opportunities.</p> <p>Whether appointing members to separate committees, or to combined Ministry and Oversight / Care committees, the qualities looked for are very similar: Friends who have empathy and related spiritual gifts, as well as who are experienced in our traditions.</p> <p>Very experienced Attenders may occasionally be appointed in eldering roles. Fulfilling the more practical caring roles requires Friends who are familiar with the Local Meeting and the ways of Friends.</p> <p>It is important that all Quaker events are reported to the AYM Secretary ahead of</p>	

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<p>time, both for insurance and child protection reasons.</p>	
<p><b>2.3.6.2 Nurturing the spiritual life of the Meeting – Eldership / Ministry Committee duties</b></p>	<p><b>2.3.6 LM Ministry Committee</b></p>
<ul style="list-style-type: none"> <li>• Meets regularly about support of the spiritual life of the Meeting</li> <li>• Encourages all Friends to deepen their spiritual life, e.g. by attending gatherings and courses and by reading Quaker material as well as other literature on spirituality and social witness (including online resources)</li> <li>• Encourages Friends to find their gifts</li> <li>• Encourages the practice of inner stillness so that all may come to Meeting for Worship with heart and mind prepared</li> <li>• Ensures that the Meeting for Worship is conducted in accordance with Friends’ practice. Elders normally encourage Friends to arrive punctually</li> <li>• Arranges the closing of the Meeting for Worship, e.g. by shaking or holding hands</li> <li>• Encourages appropriate spoken Ministry, and gently advises Friends when their spoken Ministry is not appropriate. Such advice is usually given after discernment with the Ministry Committee.</li> <li>• In considering inappropriate ministry, having two Elders approach the Friend may offer better care within the situation. In sensitive situations, please refer to chapter 4 <b>INSERT CROSS REF</b></li> <li>• Promotes the regular use of <i>Advices and Queries</i>, e.g. during Meeting for Worship</li> <li>• Coordinates and / or organises Quaker learning sessions or opportunities, e.g. Quaker basics, other topics of interest to the spiritual life of the meeting</li> </ul>	<p>The LM Ministry Committee is made up of Friends of experience, understanding and discernment, who are customarily known as Elders. The committee meets regularly with the general task of caring for the spiritual life of the meeting. In particular, the committee does the following tasks:</p> <ul style="list-style-type: none"> <li>helps members of the Local Meeting to deepen their spiritual experience by collective and individual study of Christian and other religious literature, especially Quaker writings</li> <li>encourages the practice of inner stillness so that all may come to Meeting for Worship with heart and mind prepared</li> <li>arranges the place and time of Meeting for Worship</li> <li>encourages punctuality and ensures that the Meeting is conducted in accordance with Friends’ practice</li> <li>promotes the use of <i>Advices &amp; Queries</i> during Meeting for Worship and at other times</li> <li>arranges weekend residential gatherings</li> <li>gives assistance to Isolated Friends (3.10.0), to Recognised Meetings and Worshipping Groups and to people who are unable to come to Meeting for</li> </ul>

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<ul style="list-style-type: none"> <li>• Is aware of Friends who may be stressed in their daily life. Provides a deep listening space as required. Refers individual Friends to professional support if relevant</li> <li>• Maintains contact with Isolated Friends, Worshipping Groups and Recognised Meetings in the region.</li> </ul>	
<p><b>2.3.6.3 Responsibilities in the more practical aspects of meeting life – Oversight / Care Committee</b></p>	<p><b>2.3.7 LM Oversight Committee</b></p>
<p>The Local Meeting Care / Oversight Committee consists of Friends who are familiar with the Local Meeting and the ways of Friends. This Committee is concerned for the well-being of Friends. It:</p> <ul style="list-style-type: none"> <li>• Ensures that the practicalities of holding Meetings for Worship and other activities in the meeting house are carried out. These may include opening the premises, welcoming Friends, ensuring refreshments are provided. A roster may be helpful.</li> <li>• In conjunction with the Ministry Committee, ensures that appropriate arrangements are in place for the spiritual nurture of our children and for their safety when in our company.</li> <li>• Encourages and provides information to Attenders who are considering membership, in conjunction with the Ministry Committee.</li> <li>• Coordinates visits to Friends who, due to geographic isolation, illness, age, or infirmity, are not able to attend Meeting for Worship.</li> <li>• Encourages Quaker learning opportunities, including special gatherings or residential weekends, in conjunction with the Ministry</li> </ul>	<p>The LM Oversight (or LM Pastoral Care) Committee is made up Members and Attenders of experience, understanding and discernment, who are well known to the Meeting and conversant with this handbook. Its members may be known as Overseers or Carers. There are many aspects to the work they do (Parker 1997). They have the following responsibilities:</p> <ul style="list-style-type: none"> <li>welcoming people to the Meeting, especially new members preparing the premises for Meeting for Worship and other functions encouraging participation in the life of the fellowship</li> <li>testing the Concern of an individual or a group</li> <li>encouraging social contact between members</li> <li>maintaining contact with members or groups of the Meeting who are prevented from attending Meeting for Worship by travel, illness, isolation, etc.</li> <li>ensuring that appropriate arrangements are in place for the safety, nurture and education of the Meeting’s children</li> <li>watching over the welfare of members</li> <li>assisting Attenders who are considering joining the Society</li> <li>helping maintain an up-to-date list of Members and Attenders (to be sent annually to the RM Membership Secretary)</li> <li>enquiring about the reasons for a</li> </ul>

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<ul style="list-style-type: none"> <li>Committee.</li> <li>Assists in maintaining an up-to-date list of Members and Attenders, including contact details.</li> <li>Supports all to feel safe, both physically and emotionally, and works to prevent bullying or harassment.</li> <li>Promotes awareness of the <i>Supporting a Safe Quaker Community Policy</i> and its obligations and queries within the Meeting.</li> <li>Encourages community among Friends.</li> </ul>	<p>Friend apparently falling out of fellowship with the Quaker community advising members of the Meeting of the contents of this handbook.</p> <p>Ministry and Oversight committees may meet either independently or together.</p>
<p><b>2.3.8 Other Local Meeting office-holders and committees</b></p>	<p><b>2.3.8 Other office-holders and committees</b></p>
<p>A Local Meeting may appoint individuals and committees to fulfil any other roles which may be useful, such as <b>Finance, Hospitality, Outreach and Premises</b>. If a Local Meeting is incorporated, it will also need a Public Officer (<b>INSERT CROSS REFERENCE</b>).</p> <p>Most Local Meetings will wish to appoint the following:</p> <ul style="list-style-type: none"> <li>A <b>Children’s Committee</b>. The spiritual development of children is an important part of the Society’s responsibilities (<b>3.8.0</b>). Arrangements differ between Meetings, depending on the number of children involved and the availability of carers. A guide to planning a program of age appropriate material is available from the AYM Children and JYF Coordinator or from the AYM Children and JYF Committee. Children’s Committees should be very familiar with the AYM <i>Child Protection Policy and Procedures</i></li> <li>A <b>Librarian</b> (perhaps supported by a Library Committee), who organises the free lending library of Quaker and other</li> </ul>	<p><b>The Librarian</b>, who may be supported by a Library Committee, runs a free lending library of Quaker and related literature. The task is to improve and care for the stock and encourage people to use it. When occasional culling of books is necessary, advice is sought before discarding them. The Librarian may also manage the LM subscriptions for Quaker journals.</p> <p><b>The Archivist</b> is in charge of old minute books of LM Business Meetings, as well as memorabilia, photographs and other materials (e.g. plans of the Meeting House) that the LM Business Meeting asks to be kept for record or made accessible for research. A Local Meeting normally has a <b>Children’s Committee</b>, since the religious teaching of the children is an important part of the Society’s responsibilities (3.8.0). Arrangements differ widely between Meetings, depending on the number of children involved and the availability of teachers. A guide to planning a program of lessons and other material may be available through the AYM Children and JYF Committee.</p> <p>A Local Meeting may also appoint other committees, concerned with <b>Finance, Hospitality, Outreach and Premises</b>, for example.</p> <p>In each case, the first person named on the list of</p>

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<p>material and promotes its resources to Friends</p> <ul style="list-style-type: none"> <li>An <b>Archivist</b>, who is responsible for the preservation and accessibility of all Local Meeting Archives (usually limited to minutes, agendas and background papers, photographs, financial reports, and other significant materials). Some archives may be confidential and the Archivist is in charge of ensuring the safe-keeping of these. Assistance may be sought from the Regional and Australia Yearly Meeting archivists.</li> </ul>	<p>nominations calls the first meeting, at which the committee chooses its convener. (This convention applies to all Quaker committees.)</p>
<p><b>2.4.0. Regional meetings</b></p>	<p><b>2.4.0. Regional meetings</b></p>
<p><b>2.4.1 General</b></p>	<p><b>2.4.1 General</b></p>
<p>The seven Regional Meetings that together make up Australia Yearly Meeting correspond to the six states and the Canberra Region.</p> <p>Canberra Regional Meeting’s defined area consists of the Australian Capital Territory and that part of New South Wales south of a line drawn through Nowra and Cowra, and thence down the Lachlan River to the Murrumbidgee River, and then to the Victorian border.</p> <p>South Australia and the Northern Territory are one Regional Meeting, SANTRM.</p> <p>Each Regional Meeting is financially separate and legally incorporated, according to laws of the relevant state or territory. Australia Yearly Meeting is incorporated as a separate entity in the ACT.</p> <p>The responsibilities of the Regional Meeting office-holders, which include the legal responsibilities associated with their roles (e.g. incorporation, employing staff, owning</p>	<p>The seven Regional Meetings that together make up Australia Yearly Meeting correspond to the six states and the Canberra Region. The latter includes the Australian Capital Territory and part of New South Wales south of a line drawn through Nowra and Cowra. South Australia Regional Meeting is responsible for Friends in the Northern Territory.</p> <p>Each Regional Meeting is financially separate and legally incorporated, according to company laws of the relevant state or territory. (RM incorporation is in addition to the incorporation of the whole of Australia Yearly Meeting, described in Supplement 1.)</p> <ul style="list-style-type: none"> <li>- establishes and supports Worship Meetings in the region (2.2.0, 2.3.0)</li> <li>- represents the region’s Worship Meetings at Yearly Meeting and Standing Committee</li> <li>- contributes funds to Australian Yearly Meeting</li> <li>- holds Business Meetings to deal with issues raised by constituent Worship Meetings and particular matters such as: <ul style="list-style-type: none"> <li>- Testing Concerns (1.4.5), Issuing public statements (2.4.4), Membership of the</li> </ul> </li> </ul>

**Comment [A2]:** DiA: For noting: this refers to the confidential archives process discussed at YM17.

**Comment [A3]:** DiA: For noting: wording for the area covered by CRM was approved by YM17.)

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<p>property) are in addition to their responsibilities in their Local Meeting.</p> <p>In some Regional Meetings, there are no Local Meetings, and therefore the Regional Meeting office-holders take on these responsibilities.</p> <p>In other Regional Meetings, there are several Local Meetings with their own office-holders. The Regional Meeting office-holders are separate appointments from the Local Meeting office-holders.</p> <p>The Regional Meeting:</p> <ul style="list-style-type: none"> <li>• Establishes and supports Worshipping Groups, Recognised and Local Meetings in the region (2.2.0, 2.3.0)</li> <li>• Makes an annual financial contribution to Australia Yearly Meeting</li> <li>• Holds Meetings for Worship for Business to deal with issues raised by constituent Worship Meetings and particular matters such as: <ul style="list-style-type: none"> <li>○ Testing Concerns (1.4.5)</li> <li>○ Issuing public statements (2.4.4)</li> <li>○ Membership of the Society (3.6.0)</li> <li>○ Marriages and Commitment ceremonies (4.3.0)</li> <li>○ Testimonies to the Grace of God in the life of a deceased Friend (4.8.5)</li> </ul> </li> <li>• May own property such as a Meeting House, and complies with all appropriate legislative and regulatory requirements associated with property ownership</li> <li>• Keeps records of Regional Meeting membership, activities and finances</li> <li>• Issues a regular newsletter, which may be in electronic format</li> <li>• Maintains a Regional Meeting webpage, as part of the AYM website</li> <li>• Provides minutes for Friends travelling</li> </ul>	<p>Society 3.6.0), Marriages (4.3.0) and testimonies (4.8.5)</p> <ul style="list-style-type: none"> <li>- owns property such as a Meeting House</li> <li>- keeps records of RM membership, activities and finances</li> <li>- issues a regular newsletter</li> <li>- provides minutes for travelling friends</li> <li>- supports any AYM committee (5.3.6) that Yearly Meeting has appointed to the Regional Meeting</li> <li>- holds an AGM as a legally incorporated body</li> </ul> <p>The RM Clerk prepares a report on all the activity and the underlying spiritual life of the Regional Meeting by 30 September each year, with an explanation of any omitted duties. The report goes to the AYM Secretary for publication in <i>Documents in Advance</i> (6.2.5) and then consideration at Yearly Meeting (6.3.2).</p> <p>Each Regional Meeting is linked to the others by AYM office-holders and committees and by the annual gathering of the Yearly Meeting (Chapter 6). The exchange of RM newsletters and receipt of the <i>AYM Secretary's Newsletter</i> each month (5.2.3) also foster communication.</p> <p>The usual features of Regional Meetings in Australia will now be described, bearing in mind differences in detail due to their autonomy and the effects of local decisions and circumstances. This applies particularly to the sharing of duties between a Regional Meeting and its constituent Local Meetings (e.g. the work of Overseers and Elders).</p>

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<p>under Concern, on request (4.6.0)</p> <ul style="list-style-type: none"> <li>• Supports any AYM committee (5.3.6) that Yearly Meeting has entrusted to the Regional Meeting, and that the Regional Meeting has agreed to take under its care</li> <li>• Holds an annual general meeting (AGM) as a legally incorporated body, and complies with all appropriate legislative and regulatory requirements associated with incorporation</li> <li>• The Regional Meeting Clerk prepares an annual report on the spiritual life of the Regional Meeting and its activities. This report is included in <i>Documents in Advance</i> (6.2.5). RM reports mention (among many other topics) any changes of trusts or accounts. The reports from the seven Regional Meetings form, in part, the basis for the State of Society report delivered at Yearly Meeting (6.3.2).</li> </ul>	
<b>2.4.2 Properties</b>	<b>2.4.2 Properties</b>
<p>All Meeting for Worship locations are listed on the AYM website.</p> <p>A Regional or Local Meeting may own property: a meeting house, a shop, e.g. the Quaker Shop in Adelaide, or a burial site. The office-holders of the Meeting which owns the property carry the legal responsibility for the property’s compliance with regulations and its safety, and adequate insurance cover.</p> <p>Depending on local circumstances, the legal owner of the property can delegate the day-to-day management of the meeting house or of other property to the Local Meeting that is based there or to a property or premises committee. The day-to-day management usually consists of tasks such as cleaning, ongoing maintenance, and ensuring the property meets compliance and safety standards.</p>	<p>A Regional Meeting may have responsibility for various kinds of property: the RM’s Meeting House, land (see Werona below), a shop (The Quaker Shop, 51 Kensington Road, Norwood, SA 5067) or a burial site. The Regional Meeting may delegate day-to-day responsibility for its Meeting House to the Local Meeting based there, usually the oldest and largest in the region. (In that case, it is the Local Meeting that appoints a Premises Committee for ongoing maintenance and for arranging the use of the Meeting House for educational or other purposes that serve the wider community.)</p>

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<p>The Local or Regional Meeting may appoint a committee to carry out such tasks.</p> <p>Friends are reminded that property security (e.g. key holders and users) may be important for child protection and the provision of a safe environment.</p> <p>Local Meetings are encouraged to share their property with the local community, including hiring the meeting house to compatible organisations.</p>	
<b>2.4.3 Business Meetings</b>	<b>2.4.3 Business meetings</b>
<p>A major function of a Regional Meeting is holding regular Meetings for Worship for Business.</p> <p>The number and frequency of business meetings, how special business meetings are arranged, the notice of meeting which is required, and the quorum of Friends required to be present will vary according to each Regional Meeting’s incorporation Rules.</p> <p>It is expected generally that good Quaker practice means that each Regional Meeting will hold no fewer than 3 Meetings for Worship for Business each year. Many Regional Meetings hold them monthly. Regional Meetings are conducted in the same way as Local Meetings for Worship for Business (Cross reference)</p> <p>Matters considered at Regional Meetings for Worship for Business include membership, spiritual leadings and Concerns (which may be personal or societal), management of finances, local activities, maintenance of premises, compliance with external bodies (such as the Australian Charities and Not-for-profits Commission, ACNC) as required,</p>	<p>A major function of a Regional Meeting is the holding of regular Business Meetings, not less than three times a year. In addition, Special Meetings may be held. Notice of Special Meetings is given at normal Meetings for Worship at all constituent Meetings on a Sunday at least three days beforehand. The reasons for calling a Special Meeting are clearly stated and only that business is transacted.</p> <p>Topics at normal RM Business Meetings can range from personal or group Concerns and local problems, to spiritual and international issues relating to the work of the whole Society. The agenda proposed by the RM Clerk may also contain matters referred by Worship Meetings or hosted AYM committees within the region, perhaps in preparation for later attention at Yearly Meeting or Standing Committee. Everything concerned with Membership of the Society (3.6.0) is decided by Regional Meetings, unless the Regional Meeting chooses to delegate this to the Local Meeting in a particular case.</p> <p>Decisions reached at a Meeting for Business are recorded in a minute book and copies are sent to the AYM Secretary and (where appropriate) to the Presiding Clerk, the AYM Treasurer and to other RM Clerks.</p>

- Comment [A4]:** DiA: For noting: A list of Meetings is on our AYM website. The information on Werona has been moved to 5.4.8. The revised text highlights the legal responsibilities of an incorporated RM regarding property.
- Comment [A5]:** DiA: Should a list of properties owned be on our website?
- Comment [A6]:** DiA: For noting: The text in the paragraph below has been revised to clarify the impact of incorporation.

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<p>responding to matters in Minutes, Standing Committee or Yearly Meeting <i>Documents in Advance</i>.</p> <p>The agenda may also contain matters that have been discerned and referred by Worship Meetings or by hosted AYM committees within the region, perhaps in preparation for later attention at Yearly Meeting or Standing Committee.</p> <p>Normally, matters raised by an individual Friend are first discerned by their own Worshipping Group, Recognised or Local Meeting before being placed on the agenda at a Regional Meeting.</p> <p>Everything concerned with Membership of the Society (3.6.0) is decided by Regional Meetings, unless the Regional Meeting chooses to delegate this to the Local Meeting in a particular case. Decisions reached at a Meeting for Worship for Business are carefully recorded (see INSERT CROSS-REFERENCE).</p> <p>Minutes are usually emailed to all Friends within the Regional Meeting (Clerks and Correspondents are responsible for making them available to Friends without email) and to the AYM Secretary and other Regional Meeting Clerks. If appropriate, they may be copied to the Presiding Clerk, the AYM Treasurer and / or relevant committees.</p> <p>The Regional Meeting Archivist is responsible for preserving and making accessible Regional Meeting archives, including minutes, agendas and background papers (INSERT CROSS-REFERENCE – 2.5.3, 2.3.8, 5.2.7).</p>	
<b>2.5 Regional Meeting office-holders and committees</b>	<b>2.5.0 RM office-holders and committees</b>

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<p><b>2.5.1 Regional Meeting Clerk</b></p> <p>The Regional Meeting Clerk or Clerking Team is the servant of the Meeting, central to communication within the region, and their responsibilities are similar to the Local Meeting Clerk’s (see <a href="#">2.3.4</a> above). The Clerking team liaises closely with other Regional Meeting office-holders and the region’s Local Meeting Clerks.</p> <p>Clerks may be required to be Members, as all Regional Meetings are incorporated bodies.</p> <p>They are responsible for monitoring that all decisions of the gathered Meeting for Worship for Business, and all responsibilities listed as the responsibility of the Regional and Local Meeting are carried out (see <a href="#">2.4.1</a> and <a href="#">2.3.2</a> above).</p> <p>The Regional Meeting Clerk is also responsible for the Regional Meeting’s annual report, which is based on Local Meeting and committee reports and which is published each year in <i>Documents in Advance</i> (<a href="#">INSERT CROSS REFERENCE</a>).</p> <p>An Assistant Clerk is usually appointed to support the Regional Meeting Clerk, if there is no Co-Clerk or Clerking Team.</p>	<p><b>2.5.1 RM Clerk</b></p> <p>The RM Clerk is the Friend central to communication within the region. Like the LM Clerk (2.3.4), the RM Clerk handles correspondence, represents the group, answers Enquirers and conducts Business Meetings. In addition, the RM Clerk does the following tasks:</p> <ul style="list-style-type: none"> <li>- maintains close liaison with other RM office-holders and the region’s LM Clerks</li> <li>- informs the RM membership secretary of all birth marriages and deaths and name changes within the Regional Meetings</li> <li>- conducts RM Business Meetings and sends copies of the minutes to the AYM Secretary and (where appropriate) to the Presiding Clerk, the AYM treasurer and to other RM Clerks</li> <li>- after approval by an RM Business Meeting, sends an annual report to the AYM secretary on activities within the region</li> </ul> <p>An Assistant Clerk is usually appointed to help the RM Clerk.</p>
<p><b>2.5.2 Regional Meeting Treasurer</b></p> <p>The Regional Meeting Treasurer is responsible for the Regional Meeting’s finances, and responsibilities are similar to the Local Meeting Treasurer’s (see <a href="#">2.3.5</a> above).</p> <p>Treasurers may be required to be Members, as part of their Regional Meeting’s incorporation requirements. Regional Meeting accounts will often be required to be audited annually, and the Regional Meeting Treasurer may be required to meet</p>	<p><b>2.5.2 RM Treasurer</b></p> <p>The RM Treasurer is the Friend responsible to the Regional Meeting for its finances, usually with the support of an RM Finance Committee. The RM Treasurer does the following tasks:</p> <ul style="list-style-type: none"> <li>- draft budget for discussion by Regional Meeting (as a legally incorporated body)</li> <li>- operates bank accounts on behalf of Regional Meeting</li> <li>- reports on the accounts to RM Business Meeting at regular intervals</li> <li>- transmits the RMs share of the costs of Australia Yearly Meeting to the AYM</li> </ul>

**Comment [A7]:** DiA: For noting: Reworded to reduce duplication with other similar sections.

**Comment [A8]:** DiA: For noting: Reworded to reduce duplication with other similar sections.

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<p>other statutory requirements.</p> <p>Much of the Society’s income results from an annual written request from Regional Meeting Treasurers to Friends in their Regional Meeting.</p> <p>The usual process is:</p> <ol style="list-style-type: none"> <li>1. The AYM Treasurer informs the Regional Meeting Treasurer of the annual amount required from the Regional Meeting to meet the AYM budgeted expenses. This is based on an average amount per adult Member.</li> </ol> <p>The Regional Meeting Treasurer budgets for (1) the expected annual expenses of the Regional Meeting and (2) the amount required to meet the AYM Treasurer’s request.</p> <p>The Regional Meeting Treasurer produces a budget for their Regional Meeting, which will cover both the required AYM support contribution, and the anticipated income and expenditure of the Regional Meeting.</p> <p>Once this is approved by Regional Meeting, the Regional / Local Meeting Treasurer writes to Members (and possibly Attenders), briefly explaining the budget, and inviting individuals to contribute to the financial needs of the Regional Meeting and other Quaker funds. This is sometimes known as the ‘schedule letter’.</p>	<p>treasurer (5.2.4) and forwards sums donated for particular funds</p> <p>-prepares accounts for annual inspection by the RM auditor</p> <p>Much of the Society’s income results from an annual written request (schedule) from treasurers to members of each Regional Meeting. One way of proceeding is as follows. The RM Treasurer indicates to the region’s LM Treasurers the average amount per adult Member needed to run Australia Yearly Meeting, based on the AYM Treasurer’s budget, approved by Yearly Meeting (this amount is referred to as ‘the quota’). Then the LM Treasurer writes to Members and Attenders within the Local Meeting, and the RM Treasurer to those in the region who are either isolated Members or members of Recognised Meetings or Worshipping Groups.</p> <p>It is appropriate for the RM Treasurer to remind members occasionally of the importance of making their will while they are in good health (4.8.2).</p>
<ol style="list-style-type: none"> <li>a. When there are Local Meeting treasurers, the Regional Meeting Treasurer informs the Local Meeting Treasurers of the amount required from the Local Meeting.</li> <li>b. The Local Meeting Treasurer will have budgeted the finances required for the expenses of the Local Meeting, and adds this to the Regional Meeting request</li> </ol>	

**Comment [A9]:** DIA: For noting: Reworded to clarify the process when there are, or are not, Local Meetings.

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<p>(which includes their proportion of the AYM and Regional Meeting amounts). Local Friends are informed of the required amount.</p> <p>c. The Local Meeting Treasurer transfers the annual amount to the Regional Meeting Treasurer.</p>	
<p><b>2.5.3 Other Regional Meeting office-holders</b></p>	<p><b>2.5.3 Other RM office-holders</b></p>
<p><b>Regional Meeting Registering Officers.</b> Each Regional Meeting appoints two or more Registering Officers to oversee marriages according to Friends’ usages (4.3.0).</p> <p>The Religious Society of Friends is a religious denomination recognised under the federal <i>Marriage Act 1961</i>, so, as the equivalent of a registered minister of religion, a Quaker Registering Officer may register marriages in any state or territory in Australia.</p> <p>Marriages, births, deaths are registered in the registry office established under state or territory legislation.</p> <p>The Registry of Births, Deaths and Marriages of the state or territory in which the Registering Officer usually resides is notified of each new appointment. The Officer’s name is added to the state or territory’s list of ministers of religion authorised as celebrants, and the registering officer is allotted a registration number.</p> <p>The relevant Registry must be notified in writing when a Registering Officer ceases to hold that position.</p> <p>More information on marriage procedure and the role of the officiating Registering Officer is to be found in <b>Appendix C.</b></p>	<p>Each Regional Meeting has an <b>Archivist</b>, whose duties include coordinating the work of the Archivists of Local Meetings within the Regional Meeting. The Archivist liaises with them in the keeping of records, including RM minutes and records of births, deaths and marriages within the RM fellowship. These are kept and also sent to the RM Membership Secretary and the AYM Secretary. The Clerk and Archivist together arrange for all records of RM activities to be kept for organisational transparency and historical purposes.</p> <p>Each Regional Meeting appoints two or more <b>Registering Officers</b> to conduct marriages and ceremonies of commitment according to Friends’ usages (4.3.0). The Registry of Births, Deaths and Marriages of the state or territory in which the Registering Officer usually resides is notified of each new appointment. The Officer’s name is added to the state or territory’s list of ministers of religion authorised as celebrants, and the Officer is allotted a registration number.</p> <p>The Religious Society of Friends is a religious denomination recognised under the federal <i>Marriage Act 1961</i>, so, as a registered minister of religion, a Quaker Registering Officer may conduct marriages anywhere in Australia.</p> <p>The relevant Registry must be notified in writing when a nominated Registering Officer ceases to hold that position.</p> <p>More information on marriage procedure and the role of the officiating Registering Officer is to be found in Appendix C. Unlike marriages, funerals (4.8.3) and Memorial Meetings (4.8.4) can be arranged and conducted by any Friends chosen by the</p>

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<p>A Registering Officer is not needed for <b>commitment ceremonies</b>, <b>add cross reference funerals (4.8.3)</b> and <b>Memorial Meetings (4.8.4)</b>. These can be arranged and conducted by any Friends chosen by the Worshipping Group, Local, Recognised or Regional Meeting. It is usual and useful to have a small <i>ad hoc</i> committee of Friends to help arrange these events, to share the work-load, build community and ensure they are carried out fittingly.</p> <p>The <b>Regional Meeting Membership Secretary</b> maintains an up-to-date contact database of Members and Attenders (including children) within the Regional Meeting, as well as recording transfers of membership and other details.</p> <p>A list of Members is normally required under incorporation legislation, and the list may be required to include office-holders and their dates of appointment.</p> <p>The Regional Meeting membership list is a sub-set of the AYM membership database. It is used to update the annual AYM membership statement in <i>Documents in Advance</i> <b>(INSERT CROSS REFERENCE)</b>.</p> <p>The <b>Regional Meeting Public Officer</b> is the representative of the Regional Meeting regarding its legal registration as an incorporated body.</p> <p>The Public Officer is responsible for ensuring that the Regional Meeting operates within the legal framework of the State or Territory. This usually involves informing the state's Registrar General of Associations, and the Australian Charities and Not for Profits Commission (ACNC) each year, of the Regional Meeting accounts, changes of executive office-bearers and any alterations to the rules of incorporation.</p>	<p>Regional Meeting.</p> <p>The <b>RM Membership Secretary</b> is a Friend who maintains an up-to-date list of Members and Attenders (including children) within the Regional Meeting, as well as recording transfers of membership and other details. The list, included in the RM Clerk's report, is used to update the annual AYM membership statement in <i>Documents in Advance</i> (6.2.5).</p> <p>The <b>RM Public Officer</b> is the representative of the Regional Meeting as regards its being registered legally as an incorporated body. The Public Officer holds a common seal and is responsible for ensuring that the Regional Meeting operates within the legal framework of the state. This usually involves informing the state's Registrar General of Associations each year of the RM accounts, changes of office-bearers and any alterations to the rules of incorporation, as does the Australia Yearly Meeting Public Officer (5.2.6).</p> <p>The <b>RM Newsletter Editor</b> or co-editors produce a regular newsletter for distribution within the Regional Meeting. The newsletter is a useful source of information on recent and future events, reports of Business Meetings, news of members, changes of address and articles. Copies are sent to the RM Archivist, to the other RM Librarians and to the AYM Secretary.</p>

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<p>The AYM Public Officer has similar responsibilities (5.2.6).</p> <p>The <b>Regional Meeting Newsletter Editor</b> or co-editors produce a regular newsletter for distribution within the Regional Meeting. This may be in any format.</p> <p>The newsletter is a useful source of information on recent and future events, reports of Business Meetings, news of members, changes of address and articles and spiritual writings by members of the RM.</p> <p>Copies are sent to the Regional Meeting Archivist, to the other Regional Meeting Editors and Librarians and to the AYM Secretary. There is also a legal requirement to deposit a copy of all publications with the relevant State Library.</p> <p><b>Children’s Committee.</b> The duties of a Regional Meeting Children’s Committee, if appointed, are similar to the Local Meeting Children’s Committee (see 2.3.8).</p> <p><b>Librarian.</b> The duties of a Regional Meeting Librarian, if appointed, are similar to the Local Meeting Librarian’s (see 2.3.8). The RM Librarian may arrange for Worship Meetings to access Library Resources.</p> <p><b>Archivist.</b> The duties of a Regional Meeting Archivist, if appointed, are similar to the Local Meeting Archivist’s (see 2.3.8).</p> <p>A Regional Meeting may appoint individuals and committees to fulfil any other roles which may be useful, such as <b>Finance, Hospitality, Outreach and Premises.</b></p>	
<p><b>2.5.4 Regional Meeting Nominations Committee</b></p>	<p><b>2.5.4 Nominations Committee</b></p>
<p>The Regional Meeting Nominations Committee acts in the same way as its</p>	<p>The RM Nominations Committee acts in the same way as its counterpart in a Local Meeting</p>

**Comment [A10]:** DiA: For noting: Reworded to reduce duplication with other similar sections.

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<p>counterpart in a Local Meeting (2.3.3).</p> <p>Other nominations are:</p> <ul style="list-style-type: none"> <li>• Two Regional Meeting representatives for Standing Committee (5.3.2)</li> <li>• One representative for each of the following: <ul style="list-style-type: none"> <li>○ The local Council of Churches</li> <li>○ AYM Nominations Committee (5.3.3)</li> <li>○ Quaker Service Australia Linkages Committee (5.4.1)</li> <li>○ The Friends' School Quaker Values Committee (5.4.2)</li> <li>○ Website Maintainer</li> <li>○ Membership Secretary.</li> </ul> </li> <li>• Specific nominations for the duration of Yearly Meeting, including Elders and Pastoral Carers.</li> </ul> <p>An effective Nominations Committee needs loving and proactive support from the whole Regional Meeting.</p>	<p>(2.3.3). It has to nominate an RM Clerk, a Treasurer and other RM office- holders. The latter include two RM representatives for Standing Committee (5.3.2), and one for each of the AYM Nominations Committee (5.3.3), Quaker Service Australia (5.4.1) and the local Council of Churches. The Regional Meeting also nominates a board member for The Friends' School (5.4.2). An effective Nominations Committee needs loving support from the whole Regional Meeting to promote a harmonious community.</p>
<p><b>2.5.5 Regional Meeting Elders and Overseers / Carers</b></p>	<p><b>2.5.5 RM Elders and Overseers</b></p>
<p>A Regional Meeting may have Elders and Overseers, whose duties would be as for those of their Local Meeting equivalents (2.3.6, 2.3.7). A Regional Meeting Ministry and Care Committee is a common pattern, but Regional Meetings differ in their specific arrangements for spiritual and pastoral care.</p> <p>An effective Ministry and Care Committee has a leadership role in developing the spiritual life of, and caring for, the Meeting.</p> <p>Examples of such leadership may include:</p> <ul style="list-style-type: none"> <li>• Organising annual Regional Meeting gatherings</li> <li>• Organising occasional or regular Regional Meeting workshops</li> <li>• Staying in touch with isolated Friends within their Regional Meeting.</li> </ul>	<p>A Regional Meeting may have Elders and Overseers, whose duties would be like those of their LM equivalents (2.3.6, 2.3.7) and arranged to be compatible with them. Arrangements for ministry and oversight differ between Regional Meetings. One example is the pattern within New South Wales, where there are four Local Meetings (Table 2), each of which recommends to Regional Meeting the names of Friends for appointment to the LM's own Ministry and Oversight committees. On the other hand, Tasmania has only one Local Meeting, whose Ministry Committee and Oversight Committee serves the whole Regional Meeting.</p>

**Comment [A11]:** DiA: For noting: Re-worded to reduce duplication with other similar sections.

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<p>It needs loving support from the whole Regional Meeting.</p> <p>If a Ministry and Care Committee is not appointed at Regional Meeting level, <i>ad hoc</i> appointments can be made for specific tasks.</p>			
<b>2.6 Publications: our shared responsibility for AYM publications</b>			
<p><b>Publications</b> Publications may be in hard copy (printed) or electronic.</p> <p>There is a range of possible publications that arise within our Australian Quaker community: some are requested and approved by Yearly Meeting itself; some are suggested by AYM committees or Regional Meetings; and some arise from small groups or individual Friends who have a leading.</p> <p>Examples of ‘publications’ include:</p> <ul style="list-style-type: none"> <li>• Our AYM website, <a href="http://www.quakersaustralia.info">www.quakersaustralia.info</a>, and our seekers’ website, <a href="http://www.quakersaustralia.org.au">www.quakersaustralia.org.au</a></li> <li>• The <i>Australian Friend Journal</i></li> <li>• Our AYM <i>Secretary’s Newsletter</i></li> <li>• Our social media sites e.g. both public and closed Facebook sites</li> <li>• Books which speak for the whole of AYM, such as <i>this we can say</i> (2003)</li> <li>• Books, pamphlets etc. which are only relevant to a single Regional Meeting</li> <li>• The Backhouse Lectures</li> <li>• Our AYM pamphlets</li> <li>• This <i>Handbook</i></li> <li>• And many more, including <i>Documents in Advance</i> and <i>Documents in Retrospect</i>.</li> </ul> <p>Publications that are to be put out under the name of Australia Yearly Meeting need to either have arisen from a request or decision made at a Yearly Meeting or to have been through a process of collective discernment beyond the initial leading of the author. In most cases, text is approved by the gathered Yearly Meeting. In many cases this approval is delegated to an individual or group.</p>			
<b>Example of publication</b>	<b>Who writes the content</b>	<b>Who approves the content</b>	<b>Who approves the style and layout, use of AYM logo if appropriate, etc.</b>
Our AYM website, <a href="http://www.quakersaustralia.info">www.quakersaustralia.info</a> Our seekers’ website, <a href="http://www.quakersaustralia.org.a">www.quakersaustralia.org.a</a>	Content development is delegated to Web Maintainers (AYM	The Website Monitoring Committee oversees all	The AYM Secretary manages both websites.

**Comment [A12]:** DiA: New section (text amalgamated from other Handbook sections plus AYM Publications Policy and checked with Publications Committee).

**Comment [A13]:** DiA: We recommend that sections 2.6 and 2.6.1 should be moved to the Publications Committee webpage, and referenced from the Handbook

**Handbook chapter 2 draft revision**

All cross references, email addresses, and web links to be checked prior to publication

Revised text		Current Handbook	
<a href="#">u</a>	and RM), conveners of AYM Committees, Membership Secretaries (AYM and RM) and the AYM Secretary. There are different levels of authorisation, e.g. an RM Web Maintainer can only manage content for their own RM.	content on both websites.	
<i>The Australian Friend</i> journal	The Australian Friend editorial committee.	The Australian Friend editorial committee has ongoing delegated approval to publish the <i>Journal</i> .	
Our AYM <i>Secretary's</i> <i>Newsletter</i>	The AYM Secretary	The AYM Secretary	The AYM Secretary
Our social media sites e.g. both public and closed Facebook sites.	The AYM Secretary and contributors.	The AYM Secretary, who also deletes posts if required. This task, or elements of it, may be delegated.	The AYM Secretary
Books which speak for the whole of AYM, such as <i>this</i> <i>we can say</i> (2003).	The author	Yearly Meeting	The Publications Committee.
Books, pamphlets etc. which are only relevant to a single Regional Meeting.	The author	The author's Regional Meeting	The Publications Committee: guidance only. Publications of a purely local interest do not need to be identified as associated with AYM (e.g. by use of a logo).

**Handbook chapter 2 draft revision**

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Revised text		Current Handbook	
			<p>Regional Meetings submitting publications that are consistent with AYM style and content will be asked to list the publisher as the Regional Meeting, but will be able to include the AYM logo with their RM signifier.</p> <p>They also have the option of submitting the publication for consideration as an AYM publication, if the publication has significance at a national level.</p>
The Backhouse Lectures	The lecturer, supported by the Backhouse Lecture Committee.	The Backhouse Lecture Committee has ongoing delegated approval to publish the Lectures.	The Publications Committee: guidance only.
Our AYM pamphlets (published on our websites and printed as needed).	<p>The Publications Committee revises existing pamphlets and identifies the need for new ones.</p> <p>Developing content for new pamphlets is done by a small working group (a subsection of the Publications Committee) with</p>	Yearly Meeting. This may be delegated to the AYM Secretary.	The Publications Committee.

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Revised text		Current Handbook	
	the support of Friends who have knowledge of the topic and are led to this service.		
This Handbook	The Handbook Revision Committee and Liaison Friends.	Yearly Meeting	The AYM Secretary

**Social media**

AYM has a presence on Social Media with two Facebook accounts - one public and one 'private' (based on Friends being granted sign in access). Our AYM Facebook accounts are controlled by the AYM Secretary.

**Comment [A14]:** Formerly in 5.3.3

In addition, AYM committees and Meetings may have their own social media presence.

**Comment [A15]:** DiR: We ask Friends if this is in right ordering.

More detailed guidelines for our Social Media presence have been prepared by the Publications Committee, which may revisit them from time to time. For current guidelines, see <https://www.quakersaustralia.info/social-media-guidelines-0> (requires sign-in).

Please also see **Public statements** (2.6.1).

**The process for Regional Meetings who wish to publish (not including their RM page on the website)**

1. Authors who are led to write and share their writing within the wider Australian Quaker community are advised to seek the advice and discernment of their Regional Meeting.
2. If their Regional Meeting supports their concern, believing that the writing will be of only local relevance, the Regional Meeting will be listed as the publisher.
3. If their Regional Meeting supports their concern, and believes the writing will be of national relevance, the author should consult with the Publications Committee. The content may need approval by Yearly Meeting: the Publications Committee will advise. Australia Yearly Meeting will be the publisher.

**The process for AYM Committees who wish to publish (not including their Committee page on the website)**

**Comment [A16]:** Formerly in 5.3.3

The Publications Committee will always be involved in the preparation of any AYM publication.

An expert or representative committee should ask the Publications Committee directly for guidance. A hosted AYM committee should ask their host Regional Meeting to discern the purpose of the publication and draft overview of the content prior to contacting the Publications Committee.

In either case, the Publications Committee will consult with the authors of the proposed

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Revised text	Current Handbook
<p>publication prior to publication, and may discern that the proposed publication may need to go to Yearly Meeting or Standing Committee.</p> <p>Final approval for print publications is normally given by Yearly Meeting.</p> <p><b>Use of the AYM logo</b>                      For AYM publications, consistency of appearance (logos, layout, choice of typeface, etc.) helps identify our publications in the wider world. A logo is a stand-alone symbol designed to represent a specific organisation. The AYM logo was designed at the request of AYM and accepted in its entirety as a visual representation of the beliefs and practice of Quakers in Australia, so there is a collective responsibility to maintain the integrity of that vision, which would be weakened by having any elements omitted.</p> <p>Some general principles:</p> <ol style="list-style-type: none"> <li>1. Publications of a purely local interest do not need to be identified as associated with AYM (e.g. by use of a logo).</li> <li>2. It is inappropriate for individuals or informal groups to use the AYM logo on their own behalf. Individuals or groups who wish to publish something can submit their text to their Regional Meeting for collective discernment in the first instance.</li> <li>3. Regional Meetings that wish to use the AYM logo with the RM name underneath are asked to provide the AYM Publications Committee with their concept for the publication. Ideally, the text and design of all publications on behalf of Quakers within Australia should be consistent with and complement other AYM publications.</li> <li>4. Regional Meetings submitting publications that are consistent with AYM style and content will be asked to list the publisher as the Regional Meeting, but will be able to include the AYM logo with their RM signifier. They also have the option of submitting the publication for consideration as an AYM publication, if the publication has significance at a national level.</li> </ol>	
<p><b>2.6.1 Public statements and media statements</b></p>	<p><b>2.4.4 Public statements (YM17 text)</b></p>
<p><i>Guideline: Only the Presiding Clerk is authorised to deliver or sign public statements, made via any media, on behalf of the whole Society.</i></p> <p>A media statement is a public statement sent to media outlets.</p> <p>In signing or delivering a public or media statement, the Presiding Clerk will normally consult with the AYM Secretary, who will usually have received a draft</p>	<p><b>This section has been re-worded following the suggested changes from the Publications Committee at YM17.</b></p> <p>At times a Regional Meeting may decide to issue a public statement or write to a state or commonwealth politician or department to make Friends’ views on an important issue widely known.</p> <p>The statement or letter is reviewed by the AYM Secretary and / or Presiding Clerk to ensure a cohesive Quaker public presence</p>

**Comment [A17]:** DIA: For noting: Formerly 2.4.4.

**Comment [WU21]:** NSWWM asks the Publications Committee to clarify if the website should not be included in this section.

**Handbook chapter 2 draft revision**

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Revised text	Current Handbook
<p>statement from either a Yearly Meeting session, an AYM committee or a Regional Meeting.</p>	<p>and also to inform the Regional Meeting what else may have been published about the issue by another Regional Meeting or by AYM. Normally, a Regional Meeting</p>
<p>At times a Regional Meeting may decide to issue a public statement or write to a state politician or department to make Friends' views on an important issue widely known.</p>	<p>does not comment on matters that are specific to another Regional Meeting's region. Copies of all public statements and letters are sent to the AYM Secretary</p>
<p>The statement or letter, if it relates only to state or local matters, does not need to be reviewed by the AYM Secretary and/or Presiding Clerk. It is a courtesy to send a copy to both the Secretary and Presiding Clerk. Normally, a Regional Meeting does not comment on matters that are specific to another Regional Meeting's region.</p>	<p>(5.2.3), who can then respond to enquiries.</p> <p>AYM has developed a social media profile that is used to highlight Australian Quaker opinion and responses. Regional Meeting s are asked to use approved AYM systems and processes in their use of social media to publish Quaker opinion or points of view.</p>
<p>If an RM wishes to communicate with a commonwealth politician or agency they are advised to consult with the AYM Secretary and/or Presiding Clerk, to facilitate a consistent approach.</p>	
<p>Copies of all public statements and letters are sent to the AYM Secretary (5.2.3), who can then respond to enquiries.</p>	
<p><b>Social media</b> Posts on social media by an individual, group, or committee which are clearly identified as from that individual or group, are not 'public statements'.</p>	
<p>In publicly upholding Friends' Testimonies, sensitivity should be given to the range of conscience and leadings among us.</p>	
<p>Please also see <b>Publications (2.6)</b></p>	

**Comment [A18]:** Formerly in 5.2.2

**Comment [A19]:** Formerly in 2.4.4

**Comment [A20]:** Formerly in 5.3.6