The Handbook Revision Committee asks Friends and Meetings in reviewing these changes to not concentrate on individual words but to ensure that the meaning is adequately conveyed. Much time has recently been taken up with changes to individual words which did not alter the meaning of the revision, and hampered the work of the committee.

The text in red is the new proposed text.

**This revision has not been discerned by Regional Meetings.**

Revision 2.3.4. Responsibilities of the Local Meeting Clerk.

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| Existing text | Proposed text | Explanatory notes from the Handbook Revision Committee |
| 2.3.4 Local Meeting Clerk Guidelines: The Clerk is the servant of the Meeting. ‘Remember the onerous task laid upon the clerk and do all you can to assist.’ (Quaker Faith & Practice, 3.12 and 3.10, 5th edn, 2013) 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. The Local Meeting Clerk: * monitors the practical functioning of the Local Meeting
* liaises closely with other Local Meeting office-holders and committees
* receives and responds to postal mail and emails to the Local Meeting
* responds to enquiries about the Local Meeting or Quakers in general
* prepares the agenda for the Meeting for Worship for Business, and ensures that the Meeting is conducted in a spirit of worship
* records minutes of the Meeting (1.4)
* distributes the minutes in a timely manner to the Friends within the Local Meeting and to the Regional Meeting Clerk
* follows up on matters decided at the Meeting for Worship for Business
* ensures that announcements are given after Meeting for Worship or at some other suitable time
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* prepares the agenda for the Meeting for Worship for Business,
* ensures that the Meeting is conducted in a spirit of worship
* ensures that all matters are dealt with in a timely manner – especially urgent matters
* records minutes of the Meeting (1.4)
* distributes the minutes in a timely manner to the Friends within the Local Meeting and to the Regional Meeting Clerk
* follows up on matters decided at the Meeting for Worship for Business
* ensures that announcements are given after Meeting for Worship or at some other suitable time
 | The Handbook Revision Committee proposes to divide one dot point and add one dot point:ensures that all matters are dealt with in a timely manner – especially urgent matters.This issue arose when the Committee discerned the ‘Standing Aside’ section and that matters on which there is no initial unity are not left unattended, unless this has been decided by the Meeting.Not making a decision is also a decision that can have far reaching consequences. However, what is urgent to some Friends may not be urgent to other Friends.The responsibilities of the RM Clerk, section 2.5.1 build on the responsibilities of the LM Clerk. |