

2010 OVYM HANDBOOK

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1 MONTHLY MEETINGS

Book of Discipline, pp.41-60

Book of Discipline, p.61

Each Monthly Meeting shall appoint representatives to attend sessions of the Yearly Meeting. These representatives shall perform whatever duties the Yearly Meeting or the Meeting which appoints them may assign. It is advised that they make reports to their respective Monthly Meetings of important action taken by the Yearly Meeting.

Book of Discipline, p.63

It is directed that annual reports shall be made by the Monthly Meetings to Quarterly Meetings and from Quarterly Meetings to the Yearly Meeting, containing all needed information on a form provided by the Yearly Meeting for the purpose. These forms will be prepared and supplied by the Executive Committee.

The information asked for should include data as to membership (Births, Deaths, Admissions, Removals, etc.), First-day Schools, attenders of Friends Schools, changes in times and places of Meetings, care of record books, reading of queries, etc.

The information shall be for the fiscal year as established by the Yearly Meeting. The Yearly meeting may from time to time ask for additional information not included on the form

1.1 WORSHIP GROUPS

Book of Discipline, p.39

Friends are encouraged to hold Meetings for Worship wherever a sufficient number of interested persons can be gathered together for this purpose. If it seems desirable to hold regular Meetings for Worship at places where no Meetings for Business are held, they should be placed under the care of the most convenient Monthly Meeting (or Meetings, if thought desirable, when more than one is represented in the group). Committees of oversight should be appointed by the Monthly Meeting or Meetings. Meetings thus organized are called Indulged Meetings.

Ohio Valley Yearly Meeting currently has two worship groups: Fort Wayne Worship Group is under the care of White Rose Monthly Meeting and Owensboro Worship Group is under the care of Louisville Monthly Meeting.

2 QUARTERLY MEETINGS

Book of Discipline, pp.60-61

The Quarterly Meeting is designed to bring together for inspiration and counsel a larger group, and to consider more varied interests than any single meeting embraces. It is composed of constituent Monthly Meetings, each of which shall appoint representatives to attend it.

Its form of organization should be similar to that of the Monthly Meeting. It is to receive and forward reports from Monthly Meetings to the Yearly Meeting, and to appoint representatives thereto. It may hold property and trusts and appoint for specific services committees over which it shall have original and final jurisdiction. Its most helpful function should be to aid and encourage the Monthly Meetings composing it to greater interest and service, and to give its members an increasing vision of the truth. It should be diligent in seeking opportunities to gather together groups which may be organized into meetings and should always be ready to help Monthly Meeting whenever they ask for advice or assistance.

Ohio Valley Yearly Meeting is made up of two Quarterly Meetings:

Whitewater Quarter

Officers: Clerk, Recording Clerk, Treasurer

Schedule: Third Seventh Day (Saturday) in October, January, April

Bloomington Friends Meeting, Bloomington, IN

Clear Creek Friends Meeting, Richmond, IN

Fall Creek Friends Meeting, Pendleton, IN

Hopewell Friends Meeting, IN

Lafayette Friends Meeting, N. Lafayette, IN

Maple Grove Friends Meeting, Fort Wayne, IN

North Meadow Circle of Friends, Indianapolis, IN

White Rose Friends Meeting, Marion, IN

Miami Quarter

Officers: Clerk, Recording Clerk, Treasurer, Committee of Two

Schedule: Third First Day (Sunday) October, February, May

Campus Friends Meeting, Wilmington, OH

Community Friends Meeting, Cincinnati, OH

Dayton Friends Meeting, Dayton, OH

Eastern Hills Friends Meeting, Cincinnati, OH

Green Plain Friends Meeting, Springfield, OH (inactive)

Lexington Friends Meeting, Lexington, KY

Louisville Friends Meeting, Louisville, KY

Miami Friends Meeting, Waynesville, OH

Oxford Friends Meeting, Oxford, OH

Yellow Springs Friends Meeting, Yellow Springs, OH

2 Quarterly Meetings continued

Responsibilities of both Quarterly Meetings to Yearly Meeting:

- Collect State of Society reports from each Monthly Meeting in *April or May* of each year and forward copies to the Yearly Meeting Clerk
- Forward items of business to the Executive Committee or to the Yearly Meeting in session
- Accept Benevolent Fund interest payments from Yearly Meeting Treasurer each year and use the money in accordance with the stipulations of the fund (see appendices 4.1).
- Approve officers: Clerk, Recording Clerk, Treasurer

Responsibilities of Miami Quarterly Meeting (only):

- Approve officers: Clerk, Recording Clerk, Treasurer, and Committee of Two.
- Maintain and apportion Cincinnati Fund money in accordance with the stipulations of the fund (see appendices 4.2).
- Oversee use of the Spring Grove Cemetery property (see appendices 4.3)

3 YEARLY MEETING

Book of Discipline, pp. 61-63

The Yearly Meeting shall be composed of its constituent Quarterly or Half-Yearly Meetings and Monthly Meetings. All members of constituent Monthly Meetings are also members of the Yearly Meeting and have the same privileges as the representatives.

It shall receive written reports from the committees and from its constituent meetings, signed by the proper officers. It shall review the state of the Society and consider communications addressed to it. It shall hear and act upon the concerns of its members pertaining to the work and influence of the Society of Friends.

It should exercise a general oversight and care of subordinate meetings in things pertaining to the welfare of the Society in general.

3.1 STAFF

3.1.1 Youth Secretary

Appointment: Interviewed and selected by Teen Committee and approved by Yearly Meeting in session or by Executive Committee

Purpose:

to provide programs and to coordinate activities for young Friends of junior high and high school ages at Yearly meeting level and in Whitewater and Miami Quarterly Meetings, to offer new experiences, spiritual nurture and opportunities for service and leadership

Responsibilities:

1. Work with Teen Activities Committee and with designated youth leadership in Whitewater and Miami quarters to organize and publicize youth activities at Quarterly and Yearly Meeting levels. Attend such sessions and youth activities.
2. Attend appropriate committee meetings. Work with Middle Youth Committee to assist transitional activities for twelve-to-thirteen year olds.
3. Assist in organizing workcamps, service projects, and other special opportunities
4. Encourage youth participation in wider Friends youth activities. Coordinate with other area Friends youth workers
5. Be in touch with youth activities and needs in the Monthly Meetings of OVYM and be available to visit and assist
6. Assist in the spiritual nurture of Young Friends in OVYM

Teens add:

We want someone who can help us help our community; get us together to meet each other; help us to understand Quakerism; think up good activities; be there with us.

Qualifications:

1. Active in Society of Friends, knowledgeable about Bible and Friends' testimonies and procedures and writings.
2. Attuned to Friends' social concerns and to problems and concerns of today's teens.
3. Proven ability to interact effectively with teens and to share religious faith and Friends' convictions.
4. Experience with both major Friends' traditions and understanding of religious diversity among Friends.
5. Able to work cooperatively and to encourage local development of youth activities.
6. Able to manage program planning details and to operate within a budget. College degree or equivalent is necessary. Must have car and be available for weekend travel, be able to accept overnight hospitality.

Teens add: The Youth Secretary must be energetic and friendly, enthusiastic and open-minded, able to have fun and be serious.

Pay and Benefits: See Personnel Policy (see appendices 4.5) for guidelines governing salary for this 2/5 time position. Some assistance with health insurance costs is provided for the employee and their dependents. Travel is reimbursed at the federal business rate per mile.

3.1.2 Clerical Staff

Appointment: Interviewed and selected by a committee consisting of the OVYM presiding clerk, assistant clerk, treasurer, and a member-at-large.

Supervision: The OVYM Clerical Staff Person will work under the supervision of the Yearly Meeting presiding clerk.

Purpose:

To assist YM officers and committees with clerical work, in order to allow officers and committees to spend more of their time on substantive matters that will strengthen and nurture the Religious Society of Friends in Ohio Valley.

Responsibilities:

1. Set up and maintain a YM office, either at home or in space donated for the purpose, such as in a Meetinghouse.
2. Maintain the Yearly Meeting files, electronically as well as paper files.
3. Maintain the OVYM calendar and post it on the OVYM Blog site.
4. Receive YM mail and distribute it to the appropriate officers, representatives, and committee clerks.
5. Conduct general correspondence for the YM, including sending epistles and answering routine correspondence, on behalf of the YM clerks.
6. Maintain a YM database, mailing labels and email distribution lists for the use of YM officers, Executive Committee members; OVYM committee clerks; Monthly Meeting clerks, as well as addresses and contacts for Yearly Meetings throughout the world, and those of other Quaker organizations.
7. In cooperation with the Quaker Quill editor, update the mailing list regularly. Annually send a copy of the listed names and addresses for each meeting to the person who maintains its mailing list and asks for corrections, additions, and deletions. Make the changes in the YM mailing list database. In cooperation with the Quaker Quill editor, generate a printed directory from the database in July for distribution at YM sessions.
8. Assist YM clerks and committees by duplicating materials, mailing minutes, typing reports, and maintaining rosters.
9. Collect and disseminate reports and needed information to and from monthly meetings, and follow up to pursue information that is needed, such as State of Society Reports, Statistical Reports, and Memorial Minutes.
10. Assist YM clerk in preparation of materials for Executive Committee and Yearly Meeting session
11. Maintains and distributes copies of the Yearly Meeting handbook at the direction of the Executive Committee.

Qualifications:

1. Must be knowledgeable about the Religious Society of Friends and Friends' practices, and preferably be a Friend.
2. Must have basic computer skills, including knowledge of word processing. Prefer experience with databases, spreadsheets, and web publishing.

Pay and Benefits:

See Personnel Policy (see appendices 4.5) for guidelines governing salary for this 1/5 time position. Some assistance with health insurance costs is provided for the employee and their dependents. Travel is reimbursed at the federal business rate per mile.

Revised 2/08

3.2 OFFICERS

Book of Discipline, p. 61

The Yearly Meeting shall provide for the appointment of necessary officers, including clerks, and treasurer.

3.2.1 Presiding Clerk

Book of Discipline, p. 61

All letters and papers addressed to the Yearly Meeting, regarding which the clerk desires counsel, may be referred to the Executive Committee, which should consider them and report whether it is advisable to have them presented for the consideration of the Yearly Meeting.

Appointment:

Name brought by Nominating Committee to be approved by the Yearly Meeting in session. Term is for one year and is renewable. If Clerk cannot complete a term, the Executive Committee will instruct the Nominating Committee to bring a nominee to the next meeting of the Executive Committee for consideration. Upon approval, that person will serve out the unfinished term.

Responsibilities:

- Plan the agenda and preside at the business sessions of the Yearly Meeting.
- Work with Yearly Meeting Recording Clerk to gather necessary documents for Yearly Meeting Minutes.

Works with Publications Coordinator to collect and arrange material to be included in the official minute booklet of the annual session.

- Preside at Executive Committee meetings and perform the following functions as Executive Committee Clerk:

Oct/March/June

- * Regularly schedule Executive Committee (EC) meetings
- * London Yearly Meeting's *Church Government* pages 725-726 on clerkship are very helpful
- * Arrange for meeting space
- * Send notices about 3 weeks in advance. Notices go to MM clerks, EC representatives, YM clerk & treasurer, and Advancement Committee clerk
- * You can coordinate meeting notifications with the mailing of the minutes of the previous EC meeting.

Feb or March

- * Notify appropriate MM clerks that their EC representatives are due to be named. Monthly Meetings need to make their EC appointments and *notify you* by May. The new representatives become active at end of annual Yearly Meeting sessions.

July or August

- * EC sometimes meets during YM session to take care of matters arising from the floor of business sessions

General

- * Encourage standing committees to report to EC during the year. This, in some cases, simply encourages them to meet and conduct their business and allows EC

to take action if a clerk is not convening a committee which has been asked to carry out business on behalf of the YM.

3.2.1 Presiding clerk continued

- Sit ex-officio on all Yearly Meeting committees. Attend at least some Yearly Meeting Planning Committee meetings.
- Receive and respond to communications to the Yearly Meeting throughout the year.
- Forward necessary correspondence to Yearly Meeting committees.
- Provide counsel to Monthly Meetings and clerks upon request.
- Gather State of Society reports from the Monthly Meetings.
- In cooperation with Clerical Staff, respond to a miscellany of requests from within and without the Yearly Meeting.
- Maintain contact with committee and Quarterly Meeting clerks and keep aware of issues and concerns within the Yearly Meeting.
- Work with clerk of Nominating Committee and Clerical Staff to notify outside organizations of OVYM representatives to their organizations.
- Prepare Clerk's Page for at least two issues of the *Quaker Quill*

3.2.2 Assistant Presiding Clerk

Appointment: Name brought by Nominating Committee to be approved by Yearly Meeting in session. Term is one year and is renewable.

Duties:

- Sit ex-officio on Yearly Meeting committees as determined in liaison with the Presiding Clerk. Sit ex-officio on Advancement and Nurture on a regular basis. Work with Presiding Clerk and Nominating Committee to assure that committees are functioning in good order.
- Serve as Presiding Clerk on occasions when Presiding Clerk may be called away from his/her duties.
- Assist Presiding Clerk (PC) in preparing and sending mailings such as: contacting OVYM representatives to wider Quaker circles, sending out Executive Committee minutes, and soliciting communications needed for OVYM Annual Reports (i.e. State of Society reports, Statistical Reports, and Memorial Minutes).
- May assist PC in compilation of annual reports as listed above.
- Assist PC with follow-up from Executive Committee meetings. After April meeting, contact persons named to serve on Nominating Committee.
- Clerk Executive Committee meetings when PC may be called away from her/his duties.
- Serve as liaison with Memorial Committee, ensuring that memorial minutes are collected and included in Reports in Advance.
- Assist PC in preparing the agenda for Yearly Meeting sessions.
- May assist PC in contacting persons responsible for preparing reports for YM sessions.
- Serve as Reading Clerk during Yearly Meeting sessions.
- Write article for the Clerk's page for an issue of the *Quill*.
- Share attendance at meetings of Miami and Whitewater Quarters with PC.
- May visit some Monthly Meetings during the year (in coordination with A&N).
- Work closely with the PC and Recording Clerk, assisting in other responsibilities as needed to assure right order of YM business.

3.2.3 Recording Clerk

Appointment: Name brought by Nominating Committee to be approved by Yearly Meeting in session. Term is for one year and is renewable.

Duties:

- Take minutes at Yearly Meeting business sessions and prepare them for publication.
- Take minutes at Executive Committee meetings and prepare them for publication.

3.2.4 Treasurer

Appointment:

Name brought by Nominating Committee to be approved by Yearly Meeting in session. Term is for one year and is renewable.

Duties:

- Keep Yearly Meeting financial records.
- Disburse payments throughout the year according to Yearly Meeting/ Executive Committee instructions.
- Make financial reports to Executive Committee and to Yearly Meeting sessions.
- Cooperate with Auditing Committee in its annual audit of the Yearly Meeting books.
- Keep records of the Benevolent Fund. Invest the monies of the Benevolent Fund and distribute interest to the Quarterly Meetings. Cooperate in the auditing of Benevolent Fund records.
- Keep records of other funds initiated by the Yearly Meeting, as directed by the Yearly Meeting.
- Serve as ex-officio member of Executive Committee and Budget and Finance Committee.

3.2.5 Assistant Treasurer

Appointment: Name brought by Nominating Committee to be approved by Yearly Meeting in session. Term is one year and is renewable.

Duties:

- Work closely with Treasurer to function in his/her place should that be necessary.
- Attend Auditing Committee meeting.
- Serve as clerk of Budget and Finance Committee.

3.3 ADMINISTRATIVE POSITIONS

Appointment: Named by Nominating Committee and approved by Yearly Meeting in session.
Term is one year renewable.

Responsibilities:

- Arranges for a bulk mailing permit for the yearly meeting
- In cooperation with the Clerical Staff, update the mailing list regularly. Annually send a copy of the listed names and addresses for each meeting to the person who maintains its mailing list and asks for corrections, additions, and deletions. Make the changes in the YM mailing list database.
- In cooperation with the Clerical Staff, generate a printed directory from the database in July for distribution at YM sessions.
- Solicits materials from monthly meetings, officers, committee clerks, and representatives to be published in newsletter
- Compiles and lays out newsletter three times a year
- Arranges for duplication and distribution of newsletter

Suggested Procedures:

- About two weeks before each deadline (January 15, May 15, September 15), send a postcard to each Monthly Meeting Quill correspondent, each YM or QM Clerk, and each committee clerk asking for news items, reports, calendar items, etc.
- Be sure that there is enough money in the bulk mailing account to cover the cost of the mailing. Be sure that the annual fee is paid.
- Collect all the submitted items, and determine that all current activities are covered (i.e. Quarterly Meeting reports, upcoming Yearly Meeting sessions, Young Friends activities, etc.) Augment submitted items with information from newsletters and correspondence received.
- Using word processing or desktop publishing software, format all the information under the standard masthead rotating different Meetinghouse drawings in each issue. Print return address and bulk mailing information halfway down on last page, and leave the rest of the page blank for the mailing label.
- Get mailing labels printed in zip code order, and determine how many copies of the newsletter will be needed. Get a count of the total number, the number of foreign addresses, and the number of Cincinnati area addresses (zip codes 410xx, 470xx, 450xx, 451xx, 452xx). Have the material copied (or printed) onto 11x17 sheets, folded into a booklet. Sixteen pages (four folded sheets) is a manageable size, but twenty is also possible. Occasionally, there may be inserts (e.g. YM registration is usually inserted in the June issue).
- Fold each issue in half, staple, and attach label. Sort according to bulk mailing regulations in bundles of no fewer than ten, putting together all those with the same 5-digit zip codes, the same 3-digit zip codes, and others. Separate the Cincinnati area zip codes into their own tray. Complete the appropriate form and deliver to the post office.
- Submit an itemized account of expenses to the treasurer for reimbursement.

3.3.1 Quaker Quill Editor continued

Schedule of Newsletter Contents:

October issue (reminder cards sent 9/1; deadline for submissions 9/15):

- Cover: epistles
- Report of Yearly Meeting sessions
- Approved nominations
- Approved budget
- Monthly meeting reports
- Announcements: outside organizations, availability of new directory
 Calendar: fall meetings of outside organizations, upcoming Quarterly Meetings (if timely), Executive Committee meeting, other committee meetings, youth activities

February issue (reminder cards sent 1/1; deadline for submissions 1/15):

- Cover: clerk or Advancement & Nurture
- Fall Quarterly Meeting reports
- January Whitewater Quarterly Meeting announcement (if timely)
- Fall Quaker organizations reports (FCNL, FGC, AFSC, etc.)
- Preliminary Yearly Meeting sessions announcement
- Youth Secretary report
- Monthly meeting reports
- Announcements: outside organizations, availability of minutes
- Calendar: FWCC annual meeting, Executive Committee meeting, other committee meetings, Yearly Meeting sessions, youth activities

June issue (reminder cards sent 5/1; deadline for submissions 5/15):

- Cover: Yearly Meeting program
- Yearly meeting registration
- Quarterly Meeting reports (Whitewater April meeting; Miami February and May meetings)
- FWCC annual meeting report
- Monthly meeting reports
- Announcements: outside organizations
 Calendar: Executive Committee meeting (if timely), other committee meetings, retreat, Yearly Meeting sessions, youth activities

Other things to be included as received and as space allows: Religious Education Committee report; reports from representatives to other organizations such as FCUN, YFNA, FGLC, QUN, etc; Friends Home/Quaker Heights; Friends Music Camp.

3.3.2 Publications Coordinator

Appointment: Named by Nominating Committee to be approved by Yearly Meeting in session.
Term is one year renewable.

Responsibilities:

- Collect, collate, duplicate, and distribute reports prepared in advance of the annual session.
- Collect material to be included in the official minute booklet of the annual session; arrange the material, edit as necessary, and prepare the copy for printing; arrange for printing of the appropriate number of copies.

(Announcements requesting the collection of materials for the Advanced Reports and minute book are done by the clerk and clerical staff. Printing of copies of the advanced reports and the minute book may be done in cooperation with the Quaker Quill Editor who holds the bulk printing agreement and mailing permit for the Yearly Meeting.)

- Distribute copies of the Yearly Meeting Minutes to monthly meetings, nearby yearly meetings, Quaker and state libraries, Friends General Conference, and Friends World Committee for Consultation.
- Maintains OVYM Website, if another person has not volunteered to do so.

3.3.3 Records Coordinator

Appointment: Named by Nominating Committee and approved by Yearly Meeting in session.
Term is one year renewable.

Responsibilities:

1. Work with the staff of the Wilmington College S. Arthur Watson Library on questions relating to the Quaker Collection.
2. Work with the Monthly Meetings and their appointed records coordinators to facilitate the preservation of Meeting records (see Records Retention Policy in appendices).
 - Maintain a current listing of monthly meeting records that have been deposited at the Watson Library
 - Notify monthly meetings that have not filed records within the past five years
3. Periodically provide articles to the Quaker Quill on topics of historical interest.
4. Serve as a liaison on behalf of the Yearly Meeting to the Quaker Heritage Center, the Clinton County Historical Society, and other bodies holding monthly or Yearly Meeting records.

X Records may be deposited and arrangements may be made for consulting deposited records by contacting Wilmington College Library at:

Wilmington College Library
Quaker Collection
S. Arthur Watson Library
Pyle Center Box 1227
1870 Quaker Way
Wilmington, OH 45177
(937) 382-6661 or 1-800-341-9318 Wilmington College
Library: ext. 345 Fax: (937) 383-8571

3.3.3 Statistician

The Book of Discipline provides that OVYM shall circulate and compile an Annual Statistical Report (1978 Discipline, page 63). The Discipline since at least 1892 has described some of the items to be included, leaving the final form to be determined by the Executive Committee. The Discipline also includes various cross-references to the statistical report, such as under "Membership of Children" on page 44 and under "Method of Appointment" [of the Executive Committee] on page 63, which could determine some of the information to be included.

Starting in 2002, the Executive Committee accepted a member's offer to act as a separate Statistician to circulate and collect statistical reports from the monthly meetings. For at least 20 years prior to that time, the Yearly Meeting Clerk compiled the statistical reports and presented the full report to the Yearly Meeting sessions. The basic form was revised in 2006 to collect additional classes of information on children and adults and on regular attenders.

The Executive Committee has the authority to make further changes in the form. The treatment of children as members and the determination of the assessment based on the Statistical Report have raised issues that continue under discussion. The Statistician should from time to time bring to the attention of the Executive Committee and the Yearly Meeting any changes that seem desirable in light of the responses received from the monthly meetings.

3.4 RESPONSIBILITIES DURING ANNUAL SESSIONS

3.4.1 Epistle Summary

Book of Discipline, p. 61

The Yearly Meeting shall provide for the due consideration of epistles and of minutes of Friends from other Friends Yearly Meetings.

Appointment:

Named by Nominating Committee and approved by Executive Committee in the March meeting. Term is for the annual session only; renewable.

Responsibilities:

In advance of YM session, read all epistles received by OYVM from other yearly meetings during the year and prepare a written summary of them to be read at the first business session of the annual sessions. May wish to call the YM's attention to epistles of particular power.

3.4.2 Epistolary Committee

Appointment:

Nominated by Nominating Committee and approved by Yearly Meeting in session during which the work is completed.

Responsibilities:

Seek to capture the spirit and concerns of the Yearly Meeting in an epistle that goes out to Friends worldwide from OVYM. An epistle is different from a report, in that it seeks to say to Friends the word that God may give us to speak abroad to others. The draft is submitted for the approval of the YM at the final business session.

3.4.3 *Friends Journal* Reporter

Appointment:

Nominated by Nominating Committee and approved by Yearly Meeting in session

Responsibilities:

Summarize the activities and spirit of the annual session (the one during which he/she is appointed), and write a report to be submitted for publication in *Friends Journal*

3.4.4 Memorial Committee

Appointment:

Nominated by Nominating Committee and approved by Executive Committee at the March meeting.

Responsibilities:

- Plan the memorial meeting for worship of the YM session.
- Obtain names from YM clerk and directly from Monthly Meetings if necessary.
- Open and close memorial meeting for worship; read the names out of the silence.
- Executive Committee representatives of Monthly Meetings which have lost members through death are encouraged to request their Meetings to provide to the YM, for use by the Memorial Committee, a biographical statement and any testimonials about deceased Friends

3.5 OHIO VALLEY FRIENDS PROPERTY CORPORATION YEARLY MEETING TRUSTEES

Minutes of the business sessions of Ohio Valley Yearly Meeting 1997, p.7, minute 29
... The Committee recommended the formation of a non-profit corporation to facilitate the acquisition and management of property on behalf of the Yearly Meeting ... Friends approved the proposal as amended ...

Appointment: The Yearly Meeting elects six Trustees for six-year terms, two named every odd-numbered year. Trustees select their own officers yearly. One of the trustees serves as the statutory agent for the corporation.

Responsibilities: The Ohio Valley Friends Property Corporation was incorporated in 1997 as an Ohio not-for-profit corporation, to "be operated under the authority of its sole member, the Ohio Valley Yearly Meeting of the Religious Society of Friends, exclusively for religious, charitable and educational purposes, specifically:

- A. To provide for the establishment and administration of an endowment fund for the benefit of the Ohio Valley Yearly Meeting, and for use in all of its several fields of religious and charitable endeavor, including but not restricted to its programs of outreach, education, peace and social concerns, youth, and other expressed concerns, and with power to receive, hold and disburse gifts, devises, bequests, and funds arising from other sources, and to invest, manage, and dispose of such funds or funds in accordance with such charitable purposes and subject to such regulations or restrictions as the Ohio Valley Yearly Meeting may prescribe.
- B. To take charge of and manage any and all other property owned by the Ohio Valley Yearly Meeting, with power to hold, invest, control and manage such property for its benefit, and to purchase, sell, lease, mortgage, or otherwise encumber any real estate that the Ohio Valley Yearly Meeting or this corporation owns, or in which it or they have or obtain any interest, without petitioning for or obtaining an order of any court for permission to do so, subject, however, to the direction of the Ohio Valley Yearly Meeting.
- C. To provide for the exercise of any other of the powers accorded such a corporation by Section 1715.12 of the revised Code of Ohio."*

*Article 3 for the Articles of Incorporation
See full Articles of Incorporation and Regulations

3.6 COMMITTEES

Book of Discipline, p. 61

The Yearly Meeting may organize its work through the appointment of committees necessary for the effective carrying out of its concerns. It is cautioned against becoming over-organized and thus expending in merely maintaining a mechanical system, energies which should be conserved for the advancement of truth.

3.6.1 Advancement & Nurture Committee

Appointment:

Twelve members (six from each Quarterly Meeting with broad representation from the monthly meetings) nominated by Nominating Committee and approved by Yearly Meeting in session for staggered three-year terms, renewable.

Responsibilities:

- Meet 3-6 times a year, with representatives from each Quarter meeting separately at times
- Appoint one member to be representative to Executive Committee
- Promote spiritual growth and health in the Yearly Meeting through visitation to the monthly meetings, retreats, workshops, and other ways.
- Develop and distribute outreach material for the Yearly Meeting
- Serve as contact for persons endorsed by the Yearly Meeting for pastoral care certification
- Provide oversight for persons with a traveling minute from the Yearly Meeting whose service takes him/her outside the Quarterly or Yearly Meeting
- Encourage a worshipful and loving yearly meeting session
- Provide support to the Yearly Meeting Planning Committee
- Oversee Epistolary Committee's final draft, acting as a sounding board before the reading is presented to the Yearly meeting

Visitation:

Emphasis is on frequent visitations to the monthly meetings of the Yearly Meeting. Members of the A&N committee from each Quarterly Meeting meet two to three times a year to prepare for these visits. These committee meetings are held usually in October/November, January/February, and April/May. Topics of discussion include pairings for visitation, discussion of concerns regarding the spiritual health and growth within the Quarter, and the study of topics to strengthen the spiritual depth of committee members. When possible committee members visit monthly meetings in pairs. When a traveling partner from the committee is not available, committee members will invite a previous member of the committee or a member of their own monthly meeting to accompany them. During visitation committee members are available to facilitate second hour discussions.

3.6.2 Auditing Committee

Appointment:

Two members nominated by Nominating Committee to be approved by Yearly Meeting in session for staggered two-year terms

Responsibilities:

- After the end of the fiscal year (June 30) and prior to YM session, audit the books of the YM treasurer
- Report the condition of the books to the YM

3.6.3 Budget and Finance

Book of Discipline, p. 61

It [the Yearly Meeting] shall determine, annually, a budget necessary for its expenses and assign to each Monthly Meeting its quota for collection based on total membership.

Appointment:

Three members nominated by Nominating Committee and approved by Yearly Meeting in session for three-year staggered terms. Treasurer and Assistant treasurer are members *ex officio*.

Responsibilities:

- Develop the YM budget for the coming year to be approved during YM session (See Appendices for guidelines)
- Recommend the amount of the YM assessment for the coming year
- May be charged with additional responsibilities of discerning/defining OVYM fiscal priorities
- Refer to the Proposed Guidelines for Budget Process approved at the 1991 OVYM session and published in the 1990 minutes (see appendix 4.4).
- Generally meet in late spring or summer

3.6.4 Children's Program

Appointment:

Nine to twelve members nominated by Nominating Committee for approval by Yearly Meeting in session to server staggered three-year terms

Responsibilities:

- Clerk serves as member of YM Planning Committee
- Arrange for program content and leadership (and child care, as needed) for children ages 0-10 during Yearly Meeting session
- Provide liaison to Teen Activities Committee and Middle Youth Committee for purpose of planning for Yearly Meeting sessions
- Meet 3-5 times each year
- Appoint one member to be representative to Executive Committee

3.6.5 Clerical Staff Support Committee

Appointment:

Four members, the Presiding Clerk, the Assistant Presiding Clerk, the Treasurer, and one other person to be nominated by the Nominating Committee and approved by the Yearly Meeting in session for a one year term.

Responsibilities:

- Offers spiritual and practical support to the clerical staff through the year as needed
- Meets as needed during the year

3.6.6 Clerk's Support Committee

Appointment:

Three members, one of whom is the Clerk of Advancement and Nurture Committee, one a representative of the Yearly Meeting Planning Committee, and the other to be nominated by the Nominating Committee and approved by the Yearly Meeting in session for a one-year term.

Responsibilities:

- Offers spiritual and practical supports to presiding, assistant and recording clerks both during annual session and through the year as needed
- Meet at least twice during annual session and as needed during the year

3.6.7 Executive Committee

Book of Discipline, p. 62-63

Duties:

This committee shall transact business for the Yearly Meeting between its annual sessions in all cases where the welfare of our Society makes this desirable, and shall carry out instructions given it by the Yearly Meeting.

In general its duties should include printing and distributing Friendly literature, furnishing forms to Monthly Meetings for use in keeping records of membership, transfers, births, marriages and deaths, maintaining a current list of members with their addresses, endeavoring to extend the knowledge of our principles, rendering advice and assistance to Meetings in the matter of property and trusts, upon their request, and to individuals who feel the need of support in maintaining our testimonies. Executive Committee shall oversee responsibility for maintenance and updating of a Yearly Meeting Handbook which accurately reflects the practices and procedures of the Yearly Meeting. This Committee shall keep in close and sympathetic touch with other committees appointed by the Yearly Meeting and help to coordinate their work. It may act for the Yearly Meeting in all cases when that body is not in session, but it shall not make changes in the Book of discipline or issue any statement of faith.

Executive Committee serves as the naming committee for nominations to Nominating Committee.

Meetings:

The committee may fix its own times of meeting, except that its clerk shall call special meetings upon the request of three members of the Committee. The clerk of each Monthly Meeting as well as appointed representatives should be notified of each committee meeting. It is advised that important action be taken only after the judgment of the committee has been obtained.

Minutes:

The committee shall keep full and complete minutes and render to the Yearly Meeting reports of all business transacted.

Funds:

Drafts may be drawn against the treasury of the Yearly Meeting under proper authorization.

Method of appointment:

Each Monthly Meeting shall appoint for a term of two years one or more members to represent it on this committee. Terms shall begin and end at the end of the annual sessions of the Yearly Meeting. Monthly Meetings appointing two or more representatives shall arrange staggered terms of office. The clerks of the Yearly Meeting shall serve as clerks of the Executive Committee by reason of their appointments. The Yearly Meeting shall, every fifth year recommend the proper size for the Executive Committee and the proportion of its membership among the Monthly Meetings, basing its judgment upon the statistical reports received.

The Yearly Meeting, if it wishes to do so, may appoint members at large in addition to those named by the Monthly Meetings.

Minutes of the business session of Ohio Valley Yearly Meeting 1997, p.48

“Executive Committee membership shall continue to be comprised of Monthly Meeting representatives (1 per 50 members) appointed for a two-year term and the Yearly Meeting officers. In addition, the Yearly Meeting will appoint committee clerks or a designee from each committee, each of which will serve a one-year term as member of Executive Committee, and these committee representatives will report on their committees’ work at the Executive Committee meetings.

Executive Committee will establish a regular schedule of meetings in October, February, April, and June.”

Minutes of the business sessions of Ohio Valley Yearly Meeting 2001, p.6, minute 18

“...the Executive Committee will serve as a naming committee to nominate two persons each year to serve on the Nominating Committee and find replacements when the need arises ...”

3.6.8 Middle Youth

Appointment:

Nominated by Nominating Committee for approval by Yearly Meeting in session. Nine members serve staggered three-year terms.

Responsibilities:

- Clerk serves as member of YM Planning Committee
- Arrange for program content and leadership for young people age 11-13 during Yearly Meeting session
- Provide liaison to Teen Activities Committee and Children's Committee for purpose of planning for Yearly Meeting sessions
- Meet 3-5 times each year
- Appoint one member to be representative to Executive Committee

3.6.9 Nominating Committee

Appointment:

Six members, two nominated each year by the Executive Committee to serve three-year staggered terms.

Responsibilities:

- Consult with Monthly Meetings to find appropriate candidates for each position to be filled. (See Nominating Committee Guidelines in Appendices)
- Ask prospective nominees if they agree to be nominated
- Report all nominees to the Yearly Meeting in session, or to Executive Committee between sessions, for approval
- Report approved representatives to other organizations
- Appoint one member to be representative to Executive Committee

3.6.10 Peace and Social Concerns Committee

Appointment:

The Committee shall be nominated by the Ohio Valley Yearly Meeting Nominating Committee.

The Committee shall consist of six members. (increased to nine in 2005)

Terms shall be staggered.

The Committee shall meet in person at least twice a year, other meetings can occur by phone or e-mail.

Responsibilities:

- To discern how Friends are led on issues of peace, social and environmental concerns
- To consult and share information with Peace and Social Concerns liaisons and/or Committees within Ohio Valley Yearly Meeting Monthly Meetings,
- To bring proposed minutes on peace, social justice, and environmental issues to Yearly Meeting sessions.
- To speak publicly on behalf of the Yearly Meeting, providing our position on an issue is consistent with one of the following: 1) it is an historic testimony of the Religious Society of Friends; 2) it is included in the Statement of Legislative Policy of the Friends Committee on National Legislation, or 3) it is subject of a minute approved by the Yearly Meeting or the Ohio Valley Yearly Meeting Executive Committee.
- To assist Ohio Valley Yearly Meeting's representatives to other organizations that are concerned with peace and social concerns.
- To administer and promote The Peace Witness Fund.

Budget:

The proposed FY 03 budget for this Committee is \$100. It is anticipated that this will be mostly for copying and postage.

The Committee was established in the 182nd Annual Session held at Earlham College in 2002. See Minute 27.

3.6.11 Personnel Committee

Appointment:

Consists of YM Treasurer, Clerk of Teen Activities Committee, and one other member nominated by Nominating Committee and approved by the Yearly Meeting in session for a two-year term

Responsibilities:

- Handle taxes, benefits, and other legal responsibilities of being an employer
 - Develop personnel policy (See Appendices 4.5)

3.6.12 Religious Education Committee

Appointment:

Nine members nominated by Nominating Committee and approved by the Yearly Meeting in session for staggered three-year terms. The Youth Secretary shall serve ex officio. The committee invites clerks of monthly meeting Religious Education Committees, First Day School committees and committees which carry out adult religious education programs to attend its meetings.

Mission Statement:

- Support the religious education and spiritual nurture of the Yearly Meeting's young people and adults.
- Support and assist monthly meeting religious education committees and First Day School teachers in their work with Friends of all ages.
- Support and offer religious education of young Friends, adult young Friends and adult Friends and Yearly Meeting activities.

Responsibilities:

- Meet face to face at least two times per year, once at an annual day-long retreat for the committee and once during Yearly Meeting sessions. Meet by conference call at least twice per year, more often as needed. Due to the breadth of this committee's charge, members should expect to be in regular communication with one another throughout the year.
- Maintain a relationship with the FGC Religious Education Committee.
- Name a member to serve as representative to the OVYM Executive Committee.
- Name a member to serve as liaison with the OVYM Advancement & Nurture Committee.
- Submit a budget by March 1st each year to the Budget & Finance Committee for inclusion in the proposed Yearly Meeting budget.
- Maintain ongoing communication with the Children's Activities Committee, Middle Youth Committee, Teen Activities Committee, Yearly Meeting Planning Committee, the Advancement & Nurture Committee, Peace & Social Concerns Committee and Earthcare Witness Committee. At the very least, the RE Committee should share its minutes and any other documents it creates with these committees.
- Prepare a report for each Executive Committee meeting and an annual report for Yearly Meeting sessions.

Suggested activities:

- Maintain a library of religious education materials available for loan to monthly meetings and individuals.
- Work with the Yearly Meeting bookstore committee to see that recommended materials are available for sale at annual sessions.
- Post regular articles in the Quill and on the OVYM website.
- Publish a compilation of resources developed by local meetings for distribution among the monthly meetings of OVYM and for sharing on a wider basis through the FGC Religious Education Committee.
- Sponsor an annual spring workshop program designed to bring together religious educators and other Friends for seminars, discussion and mutual support.
- Sponsor an annual fall retreat program to provide adult religious to Friends in the region.
- Have a presence at Quarterly Meetings to publicize the services of the committee.

3.6.13 Teen Activities Committee

Appointment:

Nominated by Nominating Committee for approval by Yearly Meeting in session. Nine members serve staggered three-year terms and three teen members serve one-year terms

Responsibilities:

- Develop a program of activities for OVYM teens that supports the following overall vision and goals:
- Provide opportunities for teens to reflect on their own spiritual development and to listen with openness to the reflections and beliefs of others;
- Intentionally reinforce Quaker testimonies and values in terms of who we are and what we believe;
- Provide opportunities to hear from Friends who have lived according to their Quaker beliefs and can share their witness with teens;
- Provide guidance and experience in Quaker process and decision-making in order to develop future Quaker leaders;
- Provide opportunities for building lasting relationships with other Quaker teens;
- Provide opportunities for service;
- Provide connections to the wider circle of Friends.
- Provide supervision, support, resources and active assistance to the Youth Secretary in developing activities for high school aged teens during Yearly Meeting sessions which fulfill the above goals;
- Assist the Youth Secretary and the teens themselves in planning overnights and retreats throughout the year in cooperation with Whitewater and Miami Quarterly Meetings;
- Work with the Yearly Meeting Planning Committee to ensure that sites and facilities selected meet the needs of the teens and that the teen schedule coordinates with the adult schedule;
- Recruit paid staff and volunteers to assist with teen group activities during Yearly Meeting sessions;
- Keep the Yearly Meeting informed about the teens' activities, nurture mutual respect between teens and adults through intergenerational activities, and encourage appreciation of the many gifts that teens bring to the Yearly Meeting;
- The committee clerk or another representative will serve on Executive Committee, Planning Committee, and Personnel Committee;
- Perform an annual evaluation of the Youth Secretary and recommend pay adjustments to Personnel Committee.

3.6.14 Yearly Meeting Planning Committee

Appointment:

Nine members, three of whom are the Clerks of the Teen Committee and the Children's Program Committee and the Middle Youth Committee, nominated by Nominating Committee and approved by Yearly Meeting in session for staggered three-year terms.

Responsibilities:

- Plan Yearly Meeting program: i.e. choose theme, secure speakers, workshop leaders, and worship sharing leaders with written confirmation, determine proper remuneration for speakers
- Oversee and coordinate planning with the Site Selection, Junior Yearly Meeting, and Teen Activities Committees.
- Appoint one member to be representative to Executive Committee

Policy concerning Honoraria & Expenses (1993 policy revised in 1999):

1. Members, including active attenders, of any constituent Monthly Meeting of Ohio Valley Yearly Meeting, should not be reimbursed for travel and living expenses since they might reasonably be expected to attend Yearly Meeting anyway, but should be offered an honorarium of \$200.00 if they are plenary presenters. They should not be offered an honorarium as workshop leaders.
2. People from outside of Ohio Valley Yearly Meeting should be offered travel expenses and an honorarium of \$200.00 if they are plenary speakers. Those who are being asked to lead workshops may be offered travel and room and board expenses if needed, unless they are attending as representatives of some other organization.
3. Exceptions to the above policy may be made by the Yearly Meeting Planning Committee as discerned appropriate. YMP must always keep in mind the overall effect on its budget and the cost of operating OVYM sessions.

(Added 2001)

4. Let Executive Committee know estimated expenses of visitor compensation.
5. Notify registrar in advance of anyone for whom the Yearly Meeting is covering expenses.
6. Visitors should each fill out their own registration form.

3.7 REPRESENTATIVES TO OTHER ORGANIZATIONS

Book of Discipline, p. 62

It [the Yearly Meeting] shall appoint representatives for participating in the work of Friends General Conference and of Friends World Committee for Consultation, American Friends Service Committee and Friends Committee on National Legislation, and to other committees as the need arises.

3.7.1 American Friends Service Committee Corporation

Appointment: Four representatives nominated by Nominating Committee and approved by Yearly Meeting in session for staggered three-year terms

Responsibilities:

- Attend the annual AFSC Corporation meeting in late October (see job description from AFSC)
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

Address: 1501 Cherry Street, Philadelphia, PA 19102

Telephone: 215 241-7000 FAX 215 241-7275

Contact: Mary Ellen McNish, General Secretary

3.7.2 Friends Committee on National Legislation

Appointment:

Six representatives nominated by Nominating Committee and approved by Yearly meeting in session for staggered three-year terms

Responsibilities:

- Attend annual meeting in November in Washington, D.C. (see materials from FCNL)
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

Address: 245 2nd St. NE, Washington, DC 20002

Telephone: 202 547-6000

Contact: Joe Volk, Executive Secretary

3.7.3 Friends General Conference Central Committee

Appointment:

Three representatives nominated by Nominating Committee and approved by Yearly Meeting in session for staggered three-year terms

Responsibilities:

- Provide needed communication between the YM and FGC
- Serve on one FGC committee
- Attend annual meetings in October, generally in the Philadelphia area; committees may meet at other times during the year (See materials from FGC)
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

Address: 1216 Arch St., 2-B, Philadelphia, PA 19107

Telephone: 215 561-1700 **FAX** 215 561-0759

Contact: Bruce Birchard, General Secretary

3.7.4 Friends for Lesbian, Gay, Bisexual, Transgender & Queer Concerns

Appointment:

One representative nominated by Nominating Committee and approved by Yearly Meeting in session for one-year term renewable

Responsibilities:

- Attend annual meeting
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

Address: Box 222, Sumneytown, PA 18084

Telephone: 215 234-8424

Contact: Andy Doan or Judy Williams (co-clerks)

3.7.5 Friends Peace Teams

Appointment:

One representative nominated by Nominating Committee and approved by Yearly Meeting in session for one-year term renewable

Responsibilities:

- Attend annual FPT meeting and monthly phone meetings of the FPT Board. Join the FPT board email list.
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports on FPT activities

Contact:

Friends Peace Teams

1001 Park Ave., St. Louis, MO, 63104.

Phone: 877-814-6972

Email: FPT@quaker.org

Website: <http://www.friendspeacetams.org>

3.7.6 Friends World Committee for Consultation

Appointment:

Four representatives nominated by Nominating Committee and approved by Yearly Meeting in session for staggered three-year terms renewable. Yearly Meetings are encouraged to reappoint active representatives for more than one term; however, Friends may not serve more than three consecutive terms. OVYM sends two of the four representatives to Triennial in the summer of 1997, 2000, 2003, etc.

Responsibilities:

- Attend annual meeting of the Section of the Americas in March
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

Address: 1506 Race Street, Philadelphia, PA 19102-1498

Telephone: 215 241-7250 **FAX** 215 241-7285

Contact: Margaret Fraser, Executive Secretary, Section of the Americas

3.7.7 Indian Affairs Coordinator

Appointment: One or more representatives nominated by Nominating Committee and approved by Yearly Meeting in session for one-year term renewable

Responsibilities:

- Attend annual meeting of the Associated Committee of Friends on Indian Affairs
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

Address: PO Box 2326, Richmond, IN 47375

Telephone: 765 874-1991

Contact: Loren E. Lilly, Treasurer

3.7.8 Quaker Earthcare Witness

Appointment:

One representative nominated by Nominating Committee and approved by Yearly Meeting in session for one-year term renewable

Responsibilities:

- Attend annual meeting
- Communicate QEW concerns to OVYM and OVYM concerns to QEW
- (See material from QEW)
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

Address: 179 N. Prospect St., Burlington, VT 05401-1607

Telephone: 802 658-0308

3.7.9 William Penn House National Consultative Committee

Appointment:

One representative nominated by Nominating Committee and approved by Yearly Meeting in session for one-year term renewable

Responsibilities:

Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

Address: 515 E. Capitol St., Washington, DC 20003

Telephone: Phone (202) 543-5560 Fax (202) 543-3814

Contact: Byron Sanford

3.7.10 World Gathering of Young Friends, Young Friends of North America, Youth Ministries Program (FGC)

Appointment:

YM may appoint as many high school young people or young adult Friends as it would like to encourage them to become involved in Quakerism through the WGYF, YFNA, or YMP (FGC). By request of these organizations the YM may appoint one or two representatives nominated by Nominating Committee and approved by Yearly Meeting in session for one-year terms renewable.

Responsibilities as an appointee:

Maintain contact between OVYM Young Friends and the bodies of these organizations.

Participate in committee work, annual gatherings, or consultations.

Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports.

World Gathering of Young Friends (<http://www.wgyf.org/>)

Young Friends of North America

Youth Ministries Program (www.Quakeryouth.org)

3.8 MINISTRIES

3.8.1 Braddock Fund Trustees

Appointment: Two members nominated by Nominating Committee and one member appointed by the Braddock family; all are approved by Yearly Meeting in session for staggered three-year terms.

Responsibilities:

- Manage and operate the trust, oversee the investments, and disburse the income to applicants.

Description of the fund:

The Raymond W. and Sara U. Braddock Charitable Trust was announced at the memorial service of Raymond Braddock in April 1990. The trust is to provide educational scholarships for prisoners or recently released prisoners from the Lebanon Correctional Institution or the women's Franklin Correctional Institution. Documents outlining the basic structure of the trust as a tax-exempt charitable trust under OVYM's care were approved at the 1993 OVYM sessions.

The trust has awarded a few scholarships to deserving applicants. Currently the fund has about \$23,000. New donations, bequests, or monetary gifts are always welcomed and will be added to the trust fund. Contributions should be made to The Braddock Charitable Trust.

Address: 6622 Bramble Avenue, Cincinnati, OH 45227

Telephone: (513) 271-4370

Contact: Barbara Fischer

3.8.2 Quaker Heights

Appointment:

Friends Home Inc. corporation board members are nominated by the board and approved by the Yearly Meeting in session. Half of the board members must be Quakers with residents of Waynesville and others from the surrounding area with special expertise also eligible for membership. Appointment is for life or until a board member misses three consecutive annual meetings; emeritus status is also available.

Responsibilities:

Corporation board members attend the annual meeting in April

The Corporation board names the trustees.

Address:

Quaker Heights Nursing Home

514 W. High St.

Waynesville, OH 45068

513 897-6050

Contact: Wendy Walters-Connell

3.8.3 Friends Music Camp

Mission Statement:

Friends Music Institute, Inc. operates Friends Music Camp, a 4-week summer program for youth aged 10-18. Friends Music Camp emphasizes musical growth through private lessons and group activities; Quaker values, worship, and group decision by consensus; and caring community.

Short History:

Friends Music Camp began in 1980, organized and directed by Peg Champney and Jean Putnam. It has met, since its inception, on the campus of Olney Friends School in Barnesville, Ohio. Seventeen campers attended the first season. The number of campers has gradually increased over the years. In the 1990s around 75 campers and 20 staff people have attended each summer. Enrollment is open to young people of any race or religion. The number of Friends has ranged from 50-85%. In recent years, they have come from about 20 states and several foreign countries.

Relationship to Ohio Valley Yearly Meeting:

Ohio Valley Yearly Meeting has sponsored the operation of Friends Music Camp throughout the camp's existence. The Yearly Meeting makes an annual contribution to the camp's scholarship fund. A Board of Directors to govern the operation of Friends Music Camp is appointed by Ohio Valley Yearly Meeting. According to the Friends Music Institute by-laws, the Board of Directors should include 5 members appointed by the Yearly Meeting. One or two are selected each year; they serve 3-year staggered terms. A report is made about Friends Music Camp annually at Yearly Meeting.

Responsibilities of board members:

- Attend annual meeting held in Yellow Springs, OH in early fall

Address: PO Box 427, Yellow Springs, OH 45387

Telephone: 937 767-1311 FAX 937 767-7550

Contact: Peg Champney

3.8.4 Lauramoore Friends Home

Trustees: Fifteen, one-third of which are approved by the Yearly Meeting in session. The trustees need not be members of the Society of Friends.

Mission:

To provide an excellent, moderately priced, retirement home, in a loving family atmosphere, and to maintain and preserve the historically significant property.

History:

The Lauramoore Home, located at the corner of NW Fifth Street and Richmond Avenue in Richmond, Indiana, is a 14 room Italianate house built about 1860 by the Quaker businessman Thomas Birdsall and his wife Mary Thistlewaite Birdsall. They were both active in emancipation, temperance and suffrage movements. Mary was an important early feminist and suffragist, and later served as women's editor for the Hoosier Farmer magazine. One of their eight children, William, went on to become President of Swarthmore College. After the Birdsalls moved to Philadelphia, the home was rented, and then sold in 1899 to Charles and Laura Moore.

In 1927 the house was deeded by Charles Moore to Whitewater Monthly Meeting of the Religious Society of Friends (Indiana Yearly Meeting FGC) with the stipulation that it may be used "for the maintenance and operation of a Friends home." A frame addition was made to the house and it opened as a Home for "Friends and friendly persons" September 1, 1927.

A separate corporation was chartered in 1951 to own and operate Lauramoore Home through a Board of Directors who were members of Indiana Yearly Meeting-General Conference (now Ohio Valley Yearly Meeting FGC), one third of whom were to be approved by the Yearly Meeting each year. By-laws adopted in 1997 call for a 15 member Board which names a 9 member Management Committee (who need not be members of OVYM)

In 1996 a major renovation was undertaken, with much volunteer labor, to restore the house to good condition, and application was made to be listed on the National Register of Historic Places (David Duvall did the research.) An Open House was held in 1996 and a Victorian Ice Cream Social was held in 1997 to celebrate the 70th anniversary.

There are nine resident rooms, starting at \$565 per month. The Manager provides three meals a day and housekeeping services. Staff is on duty 24 hours a day. Recently the Home has returned to a self-sufficient operating budget with full occupancy, under the leadership of Julie Owen, clerk of the Management Committee. Donations are requested for renovation of the historic property.

In related history, Whitewater Monthly Meeting by 1930 had diminished in numbers so that it decided to sell its large historic brick Meeting House on North A Street and build a smaller one on the Lauramoore property. The newly organized Wayne County Historical Society offered to buy the property if Whitewater Monthly Meeting would donate the building. According to the terms, a plaque was to be installed stating the donation, and the building would revert to Friends if it were no longer used for public purposes. The sale took place in 1931, and the Whitewater Meeting House became the Wayne County Historical Museum. Whitewater Friends worshiped at Lauramoore for several years, until regular meeting for worship was discontinued. The proposed smaller meeting house was never built. Whitewater Monthly Meeting was laid down by Ohio Valley Yearly Meeting in 2005. Address: 504 NW 5th Street Richmond, IN 47374; phone: (765) 962-2984; Contact person: Julie Owens

4 APPENDICES

4.1 The Benevolent Fund of Ohio Valley Yearly Meeting

In 1876, the Yearly Meeting accepted a bequest of \$5,000 from Jason Evans, a former Clerk of the Yearly Meeting and a member of Cincinnati Monthly Meeting at his death. The fund was to be held by three trustees, the income (interest) apportioned annually by the Yearly Meeting to the quarterly meetings, and the quarterly meetings instructed to apportion that income among the monthly meetings "for the benefit of the poor among their members." The original bequest was augmented by adding the earlier Alban Fawcett bequest of almost \$2,000, but there have also been various investment losses over the last 115 years. The principal, invested by the Yearly Meeting Treasurer, stands today at \$5,800.

For many years, the Yearly Meeting has used an automatic apportionment of the annual interest between the quarterly meetings on the basis of membership as reported in the most recent statistical report. The two quarterly meetings have used a variety of methods over the years to apportion the income among their monthly meetings, but currently each quarterly meeting has the quarterly meeting treasurer hold the income received from the Yearly Meeting until there is a particular member in need for whose benefit it is expended.

In 1981, Miami Quarterly Meeting established a procedure for distributions of its accumulated Benevolent Fund income between Quarterly Meeting sessions. That procedure, as amended in 1987, is:

Distributions from the account containing accrued Benevolent Fund interest should be discussed and approved by the Quarterly Meeting in session. However, whenever a Monthly Meeting requests a distribution for one of its members between Quarterly Meeting sessions, the request may be approved by the Presiding Clerk and the Treasurer. Such a request should ordinarily be honored if the amount requested is no more than \$500. Where the amount requested is in excess of \$500, the Presiding Clerk and Treasurer should consult with each of the Monthly Meetings before approving the distribution. A full report of the request and any distribution should be made at the next session of the Quarterly Meeting.

2/17/91

Whitewater Quarterly Meeting on April 21, 2001 approved a minute of the following procedure:

Whitewater Quarterly Meeting Procedure for Use of Benevolent Funds

The clerk of a member Monthly Meeting makes requests for distribution of Benevolent Funds from the Whitewater Quarterly Meeting account on behalf of individuals within her or his Monthly Meeting to the clerk of Whitewater Quarter. The clerk and treasurer of Whitewater Quarter may approve requests in amounts of \$200.00 or less. The Quarterly Meeting must approve amounts greater than \$200.00. Additionally, six-month, no-interest loans in amounts of \$500.00 or less may be approved by the clerk and treasurer of the Quarter. A report of requests for funds and distributions will be included with the Treasurer's Report at the next Quarterly Meeting.

4.2 The Cincinnati Fund of Miami Quarterly Meeting

In 1896, Miami Quarterly Meeting laid down Cincinnati Monthly Meeting (at its request) and received the proceeds from the 1895 sale of the Cincinnati Meeting property on West Fifth Street. This started the Quarterly Meeting's "Cincinnati Fund." The original principal amount of almost \$15,000 has been reduced by contributions to the Friends Boarding Home in Waynesville and the Lauramoore Friends Home in Richmond and by losses on certain investments. The principal has been augmented from time to time by transfers of accumulated interest. Since 1986, the principal has been maintained at \$12,000.00, \$8,000.00 of which is invested with The Meetinghouse Fund, Philadelphia.

The interest on the Cincinnati Fund has been used by the Quarterly Meeting at its discretion for such matters as subscriptions to *Friends Journal* and its predecessors, subsidizing children's attendance at Yearly Meeting sessions, and assisting Friends to attend conferences. Disbursements have been authorized by the Quarterly Meeting in session, by the Quarterly Meeting Treasurer (for administrative expenses or the standing approval of paying one year's subscription to *Friends Journal* for each new member family), or, since 1962, by the "Committee of Two." The Committee of Two approves subsidies for conference expenses and authorizes the Treasurer to send a check, in recent years limiting the per-person subsidy to \$200.00. Each conference subsidy or other expenditure is reported to the Quarterly Meeting as part of the Treasurer's report at the next session.

2/17/91

4.3 Miami Quarterly Meeting Burial Lots at Spring Grove Cemetery

Miami Quarterly Meeting established the Cincinnati Monthly Meeting in 1815, and the Monthly Meeting purchased property on West Fifth Street (now under the Interstate 75 bridge approach) for a meetinghouse and burial ground. Following the 1828 division, both branches of the Monthly Meeting continued to meet and bury their dead on that property. In 1834, the two branches bought (adjacent) lots north of Freeman for additional burials, but they stopped burials around 1857 and sold those properties. In 1859, the two branches executed a series of deeds dividing the ownership of the Fifth Street property, and in 1861 the Hicksite branch purchased burial Lots 101 to 119 in Section 43 of the Cemetery of Spring Grove north of town in the Mill Creek valley. The Monthly Meeting moved all remains from Fifth Street and reinterred them at Spring Grove sometime in the 1860s.

In 1895 the (weak) Monthly Meeting sold the Fifth Street property. In 1896, Miami Quarterly Meeting laid down Cincinnati Monthly Meeting and attached its members and property to Miami Monthly Meeting in Waynesville. Miami Monthly Meeting arranged no burials at Spring Grove after 1900, though it appointed special trustees for the Spring Grove burial lots for a few more years. When Friends discovered this ownership again in 1984, Miami Monthly Meeting transferred all rights to Miami Quarterly Meeting. Miami Quarterly Meeting decided to ask its two Cincinnati-area meetings, Community and Clifton [now Eastern Hills], to appoint two trustees each.

The Trustees formulated and the Quarterly Meeting adopted in 1985 the following:

POLICY REGARDING BURIAL IN THE CEMETERY OF SPRING GROVE

Miami Quarterly Meeting of Ohio Valley Yearly Meeting has appointed Trustees to hold the title to the burial lots in the Cemetery of Spring Grove in Cincinnati, in Section 43, Lots 101 to 119, inclusive. These lots were bought for the use of the members of the then-existing Cincinnati Monthly Meeting of Friends, under Certificate of Ownership No. 3359, dated 7/16/1861 from the Proprietors of the Cemetery of Spring Grove to Thomas Carroll, John L. Talbott and Susan Evans as Trustees for the use of the "Friends Society of Cincinnati, Ohio."

Our Trustees, by any of them after consultation with at least one other of them, are authorized to admit to interment therein the remains of the following persons:

- A. Any person or member of the immediate family of any person who is a member of any meeting affiliated with the Ohio Valley Yearly Meeting of the Religious Society of Friends;
- B. The spouse, parent, child or any member of the immediate family of any person who has been buried in those lots;
- C. Any member of the Society of Friends who has died while visiting, traveling, or on business within 50 miles of the Cemetery of Spring Grove; and
- D. Such other persons whom the Trustees determine are within the spirit though perhaps not the letter of the foregoing.

The Trustees are directed to report to the Quarterly Meeting in February of each year as to all requests received by them during the year for admission of remains to interment in the subject lots, and their disposition of those requests

4.4 Budget Policy

(OVYM Minutes 1990, p. 20-21)

Background:

This is an attempt to put into a sensible, logical guideline the procedure for handling each and every line item of the OVYM yearly budget--each and every year. The purpose is to regulate the process to one which is consistent and known to all. These guidelines strengthen the committee's responsibility to do the detail work as assigned by the yearly meeting and to report their work to the yearly meeting for action. It also provides that controversial problems may be referred to this or another committee for further deliberation, with key persons invited to help in resolving the specific problem.

Outline of the Budget Process:

- I. Committee Purpose
- II. Yearly Meeting-related Programs
- III. Contributions/Outreach Items

(Note: In this document the term "yearly meeting" includes the yearly meeting in session or actions of the OVYM Executive Committee.)

I. COMMITTEE PURPOSE

The Budget & Finance Committee's basic purpose is to prepare and present a proposed annual budget to Ohio Valley Yearly Meeting at its annual session. It adjusts yearly meeting program needs following program requests to the best of the committee's ability. The committee responds to specific minuted actions of the yearly meeting pertaining to the budget. The Budget & Finance Committee presents its initial proposed budget at the beginning of OVYM's annual sessions or earlier, modifying the proposal as a result of discussions in the yearly meeting. Problems are referred to the Budget and Finance Committee or another committee of the yearly meeting for further deliberation. The Budget & Finance Committee will invite key persons and will welcome attenders to speak to the various sides of a matter referred for resolution.

II. YEARLY MEETING OPERATING EXPENSES

This applies to all OVYM committees and programs. Basic to this section is to accommodate the requested action of the OVYM committees, program persons, and ultimately the yearly meeting.

- a. On-Going Programs: Review and adjust on-going budget line items to respond to requested or changing conditions. Committees and people responsible for a specific program are expected to give advice and counsel to the committee for deliberations.
- b. Temporary Programs: Adjust per the yearly meeting's direction with input from those involved with each temporary program. "Temporary" is defined as a new program with a separate line item dollar figure that is designated as temporary or has a specific short life identified.
- c. New Programs: Requests for new programs will be added if the OVYM Executive Committee recommends it. The Budget & Finance committee will await action by the yearly meeting before proposing (adding) a line item for the new program.

III. CONTRIBUTIONS

This section is limited to reviewing and adjusting line items approved by the yearly meeting and as stipulated below.

- a. Affiliated Friends Organizations (e.g., AFSC, FGC, FCNL, FWCC): This section is our priority contributions area – Friends. This section will be supported at the highest level of contributions. Giving levels are not to be reduced by this committee except under direction of the yearly meeting.
- b. Other Quaker (e.g., Friends boarding schools, Music Camp, Indian Affairs, Lauramoore Home, Friends Journal, QVW, FLGC, Managua Friends Center, YFNA, IFCL): Retain, adjust, remove per guidance from the yearly meeting. Giving levels to be lower (generally) than for “Affiliated Friends Organizations.”
- c. Religious--non-Quaker (e.g., Council of Churches, US Peace Tax Fund): Retain, adjust, remove per guidance from the yearly meeting.
- d. Non-religious (e.g., political, human causes such as Pro-Nica, re-settlement support, El Salvador): It has been a general practice of the yearly meeting that someone in our yearly meeting be an advocate for the group being supported. The Budget and Finance Committee will annually submit the list of such line item contributions to the OVYM Executive Committee 60-120 days before yearly meeting sessions. Adjust giving per OVYM Executive Committee guidance.
- e. New Contributions: New proposed giving through the yearly meeting’s “Contributions” section of the budget will be referred first to the Executive Committee for its action. A request from a monthly or quarterly meeting, accompanied by a minute supporting the cause, is the most desirable and appropriate Friends business procedure to use. If the proposal occurs at the sessions of the yearly meeting, it is to be presented to the Presiding Clerk before this committee takes any action on the proposed new item. The Clerk may, among the possible options, bring the matter to a yearly meeting session or ask the Executive Committee to meet and give advice to the yearly meeting. Then guidance will be given by the yearly meeting to the Budget and Finance Committee.

4.5 Personnel Policy

1. INTRODUCTION

The name of the employer is the Ohio Valley Yearly Meeting of the Religious Society of Friends (OVYM). The testimonies, general principles, and procedures of OVYM can be found in the *Book of Discipline* of the Ohio Valley Yearly Meeting Religious Society of Friends.

1.1 Statement of Personnel Philosophy

First and foremost, OVYM's policies are guided by the principles and testimonies of Friends described in the Book of Discipline. It is the policy of OVYM to hire, train, and retain outstanding employees fully capable of assisting in carrying out OVYM's goals, implicit in the *Book of Discipline*. To effect this policy, a continuous effort will be made to develop, implement, and interpret sound personnel practices. OVYM will meet those State and Federal laws applicable to its employees and will provide working conditions, salaries, and other benefits which facilitate the achievement of shared goals. Therefore, OVYM will strive to provide a work climate through its policies which will assure commensurate rewards for all OVYM employees.

1.2 Purpose of Manual

The purpose of this manual is to provide a concise reference to the administrative policies and organizational functioning of OVYM. This manual applies to employees who have a long term relationship with OVYM. It describes the responsibilities of both OVYM and the employee in this relationship. This manual is not intended or considered to be a contract. Employment with OVYM is considered an Employment at Will relationship.

1.3 Development of Policy

OVYM reserves the right to develop, modify, amend, or delete its policies, benefits, or to add additional approved policies or procedures, as it deems appropriate. Changes to this policy can be recommended by the Personnel Committee, but are subject to the approval of the Executive Committee. All changes to this document will be distributed to all OVYM employees.

1.4 Implementation of Policy

Personnel policies and procedures are administered by a Personnel Committee named by and accountable to OVYM's Executive Committee. This committee interprets the policy, ensures that it is understood, and verifies that it is being followed.

The Treasurer is an ex officio member of this committee.

2. EMPLOYMENT PRACTICES & CONDITIONS

2.1 Prohibition Against Discrimination

OVYM is an equal opportunity employer. OVYM provides for equal opportunity without regard to race, color, sex, sexual orientation, national origin, age, marital status, handicap or disability in any of the terms and conditions of employment which include recruitment, selection, classification, training, compensation, promotion, termination, lay-offs, privileges, and other related benefits. OVYM intends that its employees are members of the Religious Society of Friends.

2.2 Supervisory Committee

For every paid position, the Yearly Meeting will designate a committee to supervise that employee. This committee is the primary representative for OVYM in the employment relationship. The specific duties and responsibilities of this committee with regard to this Policy are summarized in Section 8.

Furthermore, the supervisory committee will appoint one of its members to be its liaison with the employee. This is the person to whom the employee reports and turns in a record of hours worked.

2.3 Employment of Personnel

Once a position is approved by the Yearly Meeting, the supervisory committee recommends to the Executive Committee a person to fill that position. If the Executive Committee approves hiring that individual, the Executive Committee sends an offer letter.

2.4 Classification of Employees

2.4.1 Time Worked

Full-time - Those employees who work an average of 40 hours a week for 48 weeks during a year.

Part-time - Employees who work less than 40 hours per week for 48 weeks a year, as defined in the description of the position.

2.4.2 Treatment of Overtime

Exempt - Those employees paid on a salaried basis, who do not receive overtime pay for work performed beyond 40 hours per week. The duties of such employees are executive, administrative, or professional.

Non-exempt - Those employees paid on an hourly basis, who receive overtime pay at one and one-half times their regular hourly rate for those hours worked that exceed 40 hours per work week. Duties are other than executive, administrative, or professional.

2.5 Terminating the Employment Relationship

2.5.1 Termination by OVYM

In accordance with the at will employment relationship, termination is at the discretion of OVYM. Although it is not required, OVYM will attempt to give at least 30 days notice to the employee of termination.

The Yearly Meeting, in its annual session, can decide to discontinue the position. In this case, the Yearly Meeting decides when the position is terminated, and what severance pay, if any, is offered to the employee.

The supervisory committee can also recommend that an employee be dismissed. Such a dismissal requires approval of the Personnel Committee, the Clerk of the Executive Committee, and the Clerk of the Yearly Meeting. Once approved, dismissal can be immediate, at the discretion of the Personnel Committee and the clerks named above. In this case, severance pay, if any, is at the discretion of the Executive Committee.

2.5.2 Resignation

Although it is not required, OVYM asks that the employee give at least 30 days notice of intent to resign.

2.6 Grievance Procedure

All employee grievances must be relayed to the Personnel Committee in writing, within 14 calendar days of the occurrence. If the employee's supervisor is serving on the Personnel Committee, the supervisor will be excluded from the grievance process. The Personnel Committee must respond to the grievance in writing, within 30 calendar days. If the grievance is not resolved to the satisfaction of the aggrieved employee in the above procedures, a written appeal must be submitted to the Executive Committee of OVYM, by the aggrieved employee, signed dated and submitted within 10 calendar days of the Personnel Committee's response. The Executive Committee shall send a written decision to the Personnel Committee, the Supervisory Committee, and the employee within 30 calendar days of the next regularly scheduled meeting of the Executive Committee following the submission of the grievance

2.7 Personnel Records

Personnel records are maintained by the Treasurer, with a copy maintained by the supervisory committee. The personnel record of each employee shall contain the employee's application/resume, references, letter of employment evaluations, salary ratings, promotions, dismissals, resignations, and any other correspondence. Employees may, upon request, access their personnel file.

2.8 Exceptions to the Policies

The Executive Committee may approve temporary exceptions to any policy.

3. COMPENSATION

3.1 Salary Schedule

Employees are paid by the Treasurer on a regular basis as determined by the Personnel Committee. The Personnel Committee will establish an entry pay rate plus two additional salary steps, to provide increased compensation for employees who provide service longer than one year. The entry level pay rate, as well as the two salary steps, will be increased annually by an estimate of the cost of living. After one year of service, employees will receive a step increase plus a cost of living increase. After the second year of service, employees will receive an additional step increase plus a cost of living increase. In succeeding years, employees will only receive the cost of living increase. These pay increases are given to all employees, contingent only upon completion of the annual employee evaluation process.

3.2 Interim Salary Adjustment

If the supervisory committee deems that some interim adjustment in compensation is warranted for a salaried employee based on the actual hours worked, then they can submit a recommendation to that effect to the Executive Committee.

3.3 Reporting of Hours Worked

Whether hourly or salaried, the employee will report the time spent working to the supervisor and to the Treasurer by the 10th of each month. The purpose of reporting hours for a salaried employee is to provide accountability to the supervisory committee and to permit an evaluation of the fairness of the compensation. Failure to meet this requirement may result in a delay in payment.

3.4 Definition of Hours

Reported time includes preparation time, clerical work, travel on behalf of OVYM, and time "on duty" at OVYM events. It does not include time sleeping and time "off duty" at OVYM events. Questions concerning "on duty" should be resolved with the supervisory committee.

3.5 Overtime

Over-time must be approved in advance by the Supervisory Committee.

4. PERFORMANCE EVALUATION

4.1 Performance Evaluation

The Supervisory Committee will evaluate in writing the performance of the employee after the first 90 days and annually on the anniversary of the employee's date of hire. The written review will be signed by the employee who may append to it any comment.

4.2 Employee Statement of Evaluation

The employee will be asked to make a written self-evaluation before the annual evaluation with the Supervisory Committee. This becomes part of the employee's permanent record.

5. FRINGE BENEFITS

5.1 Health Insurance

OVYM shall offer financial assistance toward Major Medical and Health Coverage to all full and part-time employees and their dependents. OVYM will contribute to each employee a monthly amount toward the total cost of his/her medical insurance premium. If an employee declines health insurance, he/she can not receive the premium amount as a form of compensation.

5.2 Leave

Employees have a large degree of control over when they work. They make take days away from their work at their discretion. Such time off is not included in the hours reported for compensation. The employee is expected to inform the supervisory committee in advance of any plans for extended time away from work. For hourly workers, the rate of compensation reflects the fact that there is no paid leave time. In unusual circumstances such as extended illness, the Personnel Committee may make exception to this policy and provide some compensation to the employee.

5.3 Professional Development

OVYM recognizes the importance of continued education for its paid staff. To the extent that the budget allows, OVYM will pay the expenses of the employee's professional development. Such expenses must be approved in advance by the Supervisory Committee.

6. STANDARDS OF CONDUCT

6.1 Security of Information

Employees must use discretion and tact when representing or discussing OVYM. Employees cannot communicate, outside of appropriate OVYM committees and other staff, information which has not been made public. No staff can use any information gained during the course of his/her duties for private advantage.

6.2 Outside Employment

Outside employment is any paid activity in addition to a paid job with OVYM. The outside employment:

- A. Can not interfere with job performance;
- B. Can not involve conflict of interest;
- C. Can not involve duties which the employee should perform as part of employment with OVYM; and
- D. The Personnel Committee [Executive Committee] must be informed.

6.3 Political Activity

Political activity on the part of employees on behalf of OVYM is governed by the Executive Committee.

7. REIMBURSEMENT FOR EXPENSES

7.1 Travel

When on official business, employees will be reimbursed for reasonable expenses, including meals, lodging, transportation, and parking. Mileage by private car is reimbursed at the federal IRS rate.

7.2 Office

Employees will be reimbursed for all duplicating, postage, telephone, and stationary expenses incurred performing OVYM duties.

7.3 Procedures for Reimbursement.

The employee will submit expenses to the Treasurer and to the Supervisor. It is the responsibility of the Supervisory Committee to make sure that these expenses are consistent with the Yearly Meeting Budget.

7.4 Advances

In the anticipation of major expenses, the employee may request an advance. Such a request should be submitted through the Supervisory Committee to the Treasurer.

8. SUMMARY OF RESPONSIBILITIES

8.1 Yearly Meeting, In Session

Approves the existence of the position. [2.2]

Approves funding for the position, including salary. [3.2]

8.1.1 Executive Committee

Approves any changes to this Personnel Policy [1.3].

Approves the individual to be hired. Writes the letter of hire.[2.2]

Approves temporary exceptions to any policy. [2.8]

Authorizes severance pay in the case of dismissal of the employee (not the position). [2.5.1].

Final arbiter of a grievance [2.6].

Approves interim salary adjustments [3.2].

8.1.2 Clerk of Executive Committee

Approves dismissal of the employee. [2.5.1]

8.2 Personnel Committee

Recommends any changes to Personnel Policy [1.3]
 Administers the Personnel Policy [1.4]
 Approves dismissal of the employee [2.5.1]
 Handles Grievances [2.6]
 Determines schedule of pay [3.1].
 Grants sick pay. [5.2].
 Receives notification of other outside employment. [6.2].

8.3 Supervisory Committee

Recommends the person to be hired [2.3]
 Recommends dismissal of the employee. [2.5]
 Maintains a copy of the Personnel Records [2.7]
 Resolves questions of what "on duty" means at OVYM events. [3.4]
 Can recommend interim salary adjustments [3.2]
 Evaluates the performance of the Employee [4.1]
 Approves expenditures for Professional Development [5.3]
 Approves requests for Advances. [7.4]

8.3.1 Liaison to the Supervisory Committee

This is the person to whom the employee reports. [2.3]
 Receives report of hours worked [3.3]

8.4 Treasurer

The treasurer is ex officio on the Personnel Committee, Budget and Finance Committee, and the Executive Committee.
 Maintains Personnel Records [2.7]
 Pays the employees salary [3.1]
 Receives report of hours worked [3.3]
 Receives from the employee expense reports, and pays for the expenses. [7.3]
 Receives from the Supervisory Committee requests for Advances and pays them. [7.4]

8.5 Budget and Finance

Receives Salary recommendations [3.2]
 Submits Budget to the Yearly Meeting for approval.
 Salary & Fringe Benefits
 Expenses
 Funds for Professional Development

8.6 Yearly Meeting Clerk

Approves dismissal of the employee. [2.5.1]

8.7 Employee

Accepts employment offer
 Notifies OVYM of intent to terminate the relationship [2.5.2]
 Reports hours worked to the Treasurer and Supervisor [3.3]
 Signs (acknowledges having read) and comments on Performance Evaluation [4.1]
 Writes Self Evaluation. Submits it to Treasurer and Supervisory Committee. [4.2]
 Chooses Health Insurance [5.1].
 Notifies Supervisory Committee of planned extended absences.[5.2]
 Keeps private information confidential [6.1]
 Notifies Personnel Committee of other employment [6.2]
 Submits expenses to the Treasurer and the Supervisory Committee [7.3]
 Requests Advances from Supervisory Committee [7.4]

4.6 Policy on Reimbursement for Travel

Overview

This describes OVYM's policy concerning reimbursement for travel. It also provides instruction to the Treasurer, who is responsible for writing the checks.

In general, OVYM reimburses people for travel expenses incurred on behalf of the Yearly Meeting. It does not normally cover travel to attend OVYM functions such as the annual sessions or Executive Committee meetings, but expenses for attending OVYM committee meetings, or attending meetings of other organizations as a representative of OVYM are covered based on the following guidelines.

Travel in one's personal vehicle is covered at the current business rate approved by the IRS.

Paid Staff

Travel by paid staff is covered by the budget supporting that staff.

Speakers and Workshop Events

When OVYM invites someone from outside the Yearly Meeting to serve the Yearly Meeting in some capacity, such as a plenary speaker or workshop leader, the travel is covered using the budget for that event. The committee making the invitation should make this clear when it extends the invitation.

In exceptional circumstances, travel by OVYM members to OVYM events can be reimbursed. For example, the Teen Committee might decide to use part of its budget to cover travel expenses incurred providing transportation for a teen event. The committee responsible for the event can decide how the money allocated in the OVYM budget for such events can best be used. If travel is to be covered, the committee needs to authorize the treasurer, in writing, before he or she can reimburse people for such travel.

FWCC Triennial Travel

Travel by members who are representatives of OVYM to the FWCC Triennial is supported, though not necessarily covered in full, by the FWCC Triennial Travel fund. Money is put into the fund each year, and in most cases, the money is spent during the year of the Triennial. There are no formal procedures for allocating the money among the representatives, though in cases where the Triennial occurs in a distant location, the money available in the fund is divided equally among the representatives.

Representative Travel Fund

Persons who are appointed representatives of the Yearly Meeting to affiliated organizations will upon request be reimbursed for their expenses for travel, lodging, meals, and registration fees. The Yearly Meeting will cover the representative's expenses for trips to meetings of the affiliated organization and for trips to meetings of any subcommittee to which the representative is appointed.

Normal reimbursement is limited to \$250 per trip. In cases where the representative needs more than \$250 in order to be able to serve, the Yearly Meeting will cover cost up to the entire expense of the trip. The goal is to make it possible for all persons to serve.

OVYM will also support the travel of members who are co-opted by the organization, even if the

person is not the official OVYM representative. (Frequently, a representative takes on a responsibility that extends beyond his or her term as an OVYM representative.) The maximum amount that OVYM will supply co-opted members is \$250 per trip.

Committee Members Travel Fund

OVYM has set aside a travel fund to assist individuals who might not otherwise be able to serve. The fund is intended to be applied to travel to and from committee meetings or for service at special events sponsored by committees. Such a request will be honored if the amount does not exceed \$300 during a one-year term of service. For requests that exceed \$300, the Treasurer and Presiding Clerk should consult with the clerks of the monthly and Quarterly Meeting.

Funding will be recommended by the Budget and Finance Committee based on requests from the yearly meeting committees. Recommended changes to limits that might be set should be brought to Yearly Meeting sessions as part of the Yearly Meeting budget.

Advancement and Nurture Committee

Travel by members of Advancement and Nurture on behalf of the committee can be reimbursed in full, funded by the budget for that committee.

Yearly Meeting Clerks

Travel by the Clerk and Assistant Clerk is reimbursed in full through funds requested in the budget for Administration.

(Revised 7/06)

4.7 Policy on Retention of Meeting Records

(OVYM Minutes, 1984, p. 40)

The Yearly Meeting has arranged for the storing of the records of the Yearly Meeting and its subordinate meetings in the facilities of the Quaker Collection, housed in the Wilmington College Library. This statement will guide meetings and their officers in considering what to send to Wilmington and when.

The following records should be deposited as soon as they are no longer needed for the business of the Meeting, which will normally be within three to five years:

- A. Minutes of the meetings.
- B. Minutes of the preparative meetings, the Committees on Ministry and Counsel, and the like.
- C. Membership, statistical, marriage and burial records.
- D. Official correspondence of the meetings.
- E. Deeds or other similar documents relating to any property.
- F. Newsletters or bulletins.
- G. Any other Sunday School or committee records.
- H. The treasurer's records.
- I. Photographs, slides, tapes, etc. of meeting events.
- J. Correspondence to or from the meeting or the Clerk, except routine printed communications such as annual reports from Friends organizations.

These records will remain available for withdrawal for additions to or updating of the records upon presentation to the Curator of a letter of authorization from the Clerk of the meeting making the deposit or its successor. Thus, meetings are encouraged to store records in the fire-resistant vault at the College even if the records may be needed at some time in the future.

4.8 Nominating Committee Guidelines

(OVYM Minutes, 1996, p.42)

- 1) The Nominating Committee will seek individuals who will accept particular service as part of their ministry to the Society of Friends. The Nominating Committee will assign a member to coordinate contacts with each of the monthly meetings, to consult with weighty Friends in the assigned meeting to identify Friends at the local level with skills and interests to assist the Yearly Meeting.
- 2) A member of the Nominating Committee will check with the clerk of each committee to determine whether any member of the committee finishing a term of service or any other member of that committee has been unable to serve and may wish us to replace him or her. A member of the Nominating Committee will talk with each committee member finishing a term to determine what lessons that person has learned that could help others on the committee and to determine whether that person would accept nomination to a further term. The Nominating Committee expects to talk to each person finishing a term of service whether or not we ask that person to accept another term.
- 3) The Nominating Committee received from the Executive Committee job descriptions for Yearly Meeting offices and committees and from various outside groups the expectations for representatives to those groups. In discussions with persons finishing a term of service, for the benefit of persons asked to serve we will seek to update that information and also to confirm the actual time and money demands in each position.
- 4) The Nominating Committee will assume a maximum of six years of service as the norm or guideline on any committee or in any office. Only in rare circumstances will the Nominating Committee ask any person to serve further after completing two full three-year terms.

Revised June 15, 1996

4.9 Site Specifications for Yearly Meeting Sessions

Facilities are needed from Wednesday noon to Sunday 2:00 p.m. for an attendance of approximately 200 people. Air conditioning is preferred wherever possible, but especially in large meeting spaces and in workshop rooms. Air conditioning for our youngest children would also be a boon.

Site Requirements:

- Auditorium or other large gathering space suitable for 150 people for business sessions, worship and keynote addresses. Piano needed. Air conditioning highly preferred.
- 6 smaller spaces for groups of up to 30 people on Thurs, Fri, Sat (for workshops and worship sharing).
- Registration area
- Space for bookstore (which can be locked) near large gathering space.
- Recreational facilities:
 - Pool hours with lifeguard
 - Use of a gym (hours can be negotiated, if necessary)
 - Use of at least one open field
 - Tennis courts
 - Others?

Will all recreational facilities be included in the per diem charge?

Space with piano for talent show, Sat. evening

Five separate areas for children's program. At least one and preferably two need to be close to restrooms and water. Groups are infants to age 3; ages 4 to early grade school; late grade school; junior high school; and senior high school.

Overnight accommodations for approximately 160.

Maximum occupancy will be Fri and Sat nights

Some rooms accessible without use of stairs

Is there any space on campus for tent or RV camping, perhaps near showers? If not, can you recommend campsites near campus?

Food Service:

- Wednesday dinner through Sunday lunch
- Vegetarian entrees needed at all meals
- Would highly prefer to have an area designated for our group for the half-hour to 45-minute dining period so that we can sit together
- Ability for attenders to purchase either full meal plan or meal by meal. We are happy to use your meal-by-meal system

4.10 Guidelines for Teen Activities

The Teen Committee of the Ohio Valley Yearly Meeting of the Religious Society of Friends has approved the following minute on guidelines for the conduct of teen activities under its care. We urge parents and teens participating in these activities to read and discuss these guidelines when registering, and to understand that by registering and attending, teens agree to follow the guidelines. The Teen Committee created these guidelines to fulfill its legal responsibilities and to clearly and equally express its expectations to all concerned.

Teen events sponsored by the Ohio Valley Yearly Meeting are open to all teens connected to the Yearly Meeting and their invited guests. The goals of these gatherings are: to nurture and strengthen the Quaker identity of Yearly meeting teenagers, to have fun and establish friendships, to worship together, and to participate in service projects. It is our expectation that all those who participate in these events will be guided by the following principles:

1. Games, movies, discussions and other activities will be consistent with Quaker values of equality, simplicity, integrity, peace, and service to others.
2. Participants will not bring or use drugs (except for appropriate medications), tobacco, or alcohol at teen events.
3. Participants will not engage in sexual activity at teen events.
4. Participants will focus on inclusive behavior and will avoid exclusive relationships in order to build a unified group.
5. Participants will not bring or use fireworks, weapons, or other objects of a violent or harmful nature at teen events.
6. Participants will be respectful of the buildings and property of retreat hosts.
7. Participants agree to abide by further group-generated guidelines appropriate to a particular event.
8. All participants - teens, guests, youth leaders, and volunteers - will share in the responsibility of establishing and maintaining an atmosphere of respect, trust, safety, and community.
9. By signing a parental consent form, parents indicate that they retain their responsibility and liability for any injuries sustained at any event sponsored for their teens by the Yearly Meeting.

4.11 Expectations and Duties for OVYM Teen Program Staff & Assistants

The optimum environment for spiritual growth is one in which both youth and adults feel they are physically, mentally, and emotionally safe. Assuring a safe and healthy environment for teenagers can be challenging. The information in this section is intended to prepare youth workers for the seriousness of youth work. If we are prepared, we can be present in the energy, happiness, concerns, and distress of our youth with the knowledge that we will do our best for them. Youth work is both joyous and serious.

The following describes appropriate adult behavior with youth:

A critical aspect of health and safety is assuring appropriate adult behavior. We Quakers tend to hug each other a lot. It is appropriate for adults and teenagers to openly show affection and openly hug each other. However, always avoid private encounters with youth. If you find yourself alone with a teenager, go immediately with him or her to a public place. Teenagers need adults to confide in. However, all private or confidential conversations between adults and teenagers should take place in open and public places. Be aware that the teens are the focus of OVYM teen activities and while personal sharing between adults and teens is appropriate, adult staff must be careful not to burden teens with their own personal problems.

When talking in confidence with a youth, remember that your promise of confidentiality to a youth is binding unless the information you have received from him or her may endanger someone else's life, health, or safety, or if the information reveals the possibility of physical or sexual abuse. If there is the possibility of physical or sexual abuse, you must report that information immediately to the Child Protective Services Agency in your locality. In some jurisdictions, it is illegal for an adult not to report, within twenty-four hours, the knowledge of the possibility of sexual abuse of a minor (a youth less than eighteen years of age).

Working with youth can put adults into difficult situations. Always talk over complicated or questionable situations with other adult youth workers. If you anticipate that your behavior in a particular situation could be in question, tell the other youth workers the details of what occurred. Write a description of the incident, date and sign it, give a copy to the adult clerk of the planning committee, and keep a copy for your records.

When talking with a troubled youth, being sympathetic is appropriate. Do not, however, do anything that would suggest you are providing mental health treatment. If you feel that therapy may be necessary, contact an accredited counselor immediately.

Be alert to the possibility that other adults may not be familiar with the standards for appropriate adult behavior and coach them or find training for them if they seem unaware of potentially questionable situations.

The following is an aid to identifying emotionally troubled youth:

Be especially alert to highly emotional teenagers, as their behavior may suggest a serious problem. Similarly, be alert to unusually withdrawn teenagers. Be alert to young people who continually seek you out, who stare at you, or expect or request a disproportionate amount of your time. Such behavior may suggest a sexual attraction. If you suspect that is the case, kindly but firmly discourage the teenager and inform other adults of your concern.

Be alert for hints of suicide, including verbal bequeathing of possessions to others, suggestions from the youth that he or she may not be around at some point, suggestions that people will not have to worry about him or her, and sudden cheerfulness after a long depression. She or he may have set a date and determined a means of committing suicide, a decision that has

relieved his or her depression. After hearing any hint of suicide, ask directly if the youth is feeling suicidal. This will not encourage suicide if he or she is not suicidal. Say, for example, "I'm concerned about you. I need to know if you have ever thought about suicide or if you have ever had thoughts about harming yourself in any way?" (Some youth do not intend to kill themselves, but want attention or help.)

If you suspect suicidal behavior, call 911 immediately and stay with the youth until help arrives. Inform the parents of the child's suicidal threats or behavior and follow up actions taken. Failure to inform the parents of any hints of suicide could put you in liability risk.

Document any unusual behavior. Describe what the youth did, and what you did. List witnesses' names. Sign and date the document. Send a copy to the clerk of your planning committee, and keep a copy. In serious cases, have witnesses sign and date the document.

Duties for Staff Assistants will depend on the nature of the event and the gifts and interests of the assistant. They may include:

- Assisting the Youth Secretary with leadership and supervisory duties
- Leading small group discussions or worship sharing
- Participating in teen activities
- Assuming primary responsibility for the teen group in the event of an emergency
- Transporting teens

For each event, the Youth Secretary will discuss particular duties with each staff member.

4.12 Youth Staff Confidentiality Guidelines

The Ohio Valley Yearly Meeting Teen Committee recognizes that young members are growing up in a culture which glamorizes sexual promiscuity, violence, and substance abuse and in which many families may be under strain without adequate resources. Therefore, teenage members of our community, in their efforts to come to terms with these challenges, may at times want to make confidential statements to leaders of teen activities. The Teen Committee expects the Youth Secretary and other adult resource people to maintain this confidentiality as long as the young person so desires within the following guidelines:

- 1) The Youth Secretary or another adult resource person will break this confidentiality in the event that the Youth Secretary or other adult resource person feels that the young person is in danger of harming her/himself or another.
- 2) The Youth Secretary or another adult resource person will seek the advice of a professional counselor or therapist in instances when she or he is uncertain what advice, intervention, or nonintervention would benefit the young person. This consultation need not break the confidentiality between the teen and the adult. The Teen Committee will provide a current list of counselors and therapists from within the Yearly Meeting who are willing to donate their consultative services in this way. Cindi Goslee (phone # 513-325-0680) and Alan Oliver (phone # 270-422-3047 or 270-553-5130) have been identified as willing to serve in this capacity.

The intention of this confidentiality guideline is to provide young members with safe, low-threshold opportunities to discuss their problems and difficulties. As always, the Teen Committee expects the Youth Secretary and other adult volunteers to abide by Quaker values and to point young people toward healthy and informed choices.

5 FORMS

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***** (EXAMPLE) *****
OHIO VALLEY YEARLY MEETING
ANNUAL STATISTICAL REPORT
for the year beginning 5/1/xxxx and ending 4/30/xxxx

NUMERICAL STATISTICS:

	<u>2006/04</u>	<u>2006/12</u>
ADULTS		
Resident Adult Members		
Adult Non-Member Regular Attenders		
Non-Resident Adult Members		
Total Adults:		
CHILDREN 18 AND UNDER		
Resident Child Members		
Child Non-Member Regular Attenders		
Non Resident Child Members		
Total Children 18 and under:		

MEMBERSHIP CHANGES 1 MAY 2006 TO 31 DECEMBER 2006

	<u>Adults</u>	<u>Children</u>	<u>Total</u>
Membership as of 30 April last year			
Corrections of last report by addition			
Births to/Adoptions by Members	--		
Children received by parent request	--		
Members received by conviction, except next line			
Child members becoming Adult members		--	
Members received by transfer			
TOTAL GAINS			
Corrections of last report by subtraction			
Members deceased since last report			
Members removed by request, other than next line			
Child members becoming Adult members	--		
Members removed by transfer			
Removals due to loss of contact			
TOTAL LOSSES			
NET CHANGE THIS YEAR			
Membership as of 31 December this year			

Situation at end of this period:

Average weekly attendance at Meeting for Worship, Adults _____

Average weekly attendance at Meeting for Worship, Children _____

Average weekly attendance of First Day School _____

Average weekly attendance of non-member regular attenders (excluding visitors)

Names of members/regular attenders attending college/boarding school:

_____ School _____
_____ School _____
_____ School _____

Names of members and regular attenders deceased since last report:

_____ date _____
 _____ date _____

MEETING CONTACT DETAILS:

Address of Meeting

Meeting Phone _____
 Meeting E-mail: _____
 Time of Worship _____ and of Religious Education _____
 Day and Time of Meeting for Worship with Attention to Business _____

Location and Directions to Worship:

Present Monthly Meeting Clerk _____
 Clerk's Address _____

Phone _____
 E-mail: _____
 Terms of service for monthly meeting clerk
 (from) _____ (to) _____

Incoming clerk (if different from above)

Incoming clerk's address _____

Phone _____
 E-mail: _____

Clerk of Ministry & Counsel _____

Phone _____
 E-mail: _____

Treasurer _____

Phone _____
 E-mail: _____

Teen Contact _____

Phone _____
 E-mail: _____

YM Nominating Contact _____

Phone _____
 E-mail: _____

List the active Committees of Monthly Meeting

Representative(s) appointed to OVYM Executive Committee from Monthly Meeting:

Name _____ Address _____

Phone _____

Name _____ Address _____

Phone _____

Names of preparer of report _____

Phone _____

E-mail: _____

Date submitted: _____

PLEASE RETURN FORM BY JANUARY 15, 2007 TO OVYM STATISTICIAN (IN ELECTRONIC FORMAT IF POSSIBLE)

Thomas C. Hill
425 Walnut Street, Suite 1800
Cincinnati, OH 45202 U.S.A.
513-357-9334
Fax: 513-381-0205
e-mail: hill@taftlaw.com

PLEASE KEEP A COPY FOR YOUR MONTHLY MEETING RECORDS.

MEETING MEMBERSHIP RECORD

No. _____

Member's full name _____
(If a married woman, give full maiden name in parenthesis)

Date of birth _____ Place of birth _____
Month Day Year

ADMISSION

Date _____ By birth _____ By application _____
Month Day Year

By certificate of transfer from _____ Monthly Meeting

PARENTS

Father's name _____

Mother's full maiden name _____

ADDRESSES

Year	Street	Town	State	Zip Code
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TERMINATION

Date _____ By transfer to _____ Monthly Meeting.

By resignation _____

By release _____

By death _____ Date of death _____ Place of burial _____

REMARKS

Date Record Closed _____

MARRIAGE INFORMATION

To whom married _____

Date _____ Place _____

Information re husband or wife

Membership (where) _____

Date of birth _____ Place of birth _____

If deceased

Date of death _____ Place of burial _____

If divorced

Date of divorce _____ Place of divorce _____

ParentsFather's name
_____Mother's full maiden name
_____**CHILDREN OF MEMBER**

Name _____

Member of _____

Date of birth _____ Place of birth _____

Date of marriage _____ To _____

Name _____

Member of _____

Date of birth _____ Place of birth _____

Date of marriage _____ To _____

Name _____

Member of _____

Date of birth _____ Place of birth _____

Date of marriage _____ To _____

Name _____

Member of _____

Date of birth _____ Place of birth _____

Date of marriage _____ To _____

Name _____

Member of _____

Date of birth _____ Place of birth _____

Date of marriage _____ To _____

Name _____

Member of _____

Date of birth _____ Place of birth _____

Date of marriage _____ To _____

Name _____

Member of _____

Date of birth _____ Place of birth _____

Date of marriage _____ To _____

Expense Report

Name _____

Address _____

Telephone _____ Email _____

Purpose _____

Item(s)	Amount
<div data-bbox="186 1423 625 1570" style="border: 1px solid black; padding: 5px;"> <p>Please include receipts for all expenditures over \$25.00. Submit this form to the OVYM Treasurer.</p> </div>	Total Costs
	Amount Donated
	Amount to be Reimbursed

Signature _____ Date _____

Travel Advance Request

Name
Address
Telephone
Email Address
Purpose of Travel

	Amount
Airfare	
Ground Transportation	
Lodging	
Meals & Tips	
Registration	
Mileage Reimbursement Miles:	
Other Costs (please describe):	
Total Expected Costs	
Total Advance Requested	

Signature of Traveler	Date
------------------------------	-------------

Travel Expense Report Instructions

How to Fill Out the Travel Expense Report:

1. Please give your full name and full address. Phone and email are optional, but will allow the treasurer to contact you if necessary.
2. If you are traveling on committee business, please include the name of the committee on the "Purpose of Travel" line.
3. If you are an OVYM representative, be sure you include the name of the organization and the activity (e.g., FGC Executive Committee) in the "Purpose of Travel."
4. If you donate your costs, the reimbursement rate for use of your own car is 14¢ per mile. If you ask for reimbursement, the rate is 50.5¢ per mile.
5. Please attach receipts for all expenditures over \$25.

Reimbursement Options

There are three options:

1. ***Reimbursement.*** Fill out the form and the YM treasurer will write you a check.
2. ***Donate:*** Fill out the form and indicate how much you wish to donate on the second last line. The treasurer will give you a check for the balance.
3. ***Reimburse and donate back.*** Fill out the form, get a check, and make a donation directly to the YM.

If you donate travel costs (all or in part) to OVYM, you get a tax-deduction. The treasurer will send you a letter acknowledging your contribution in January.

Some things to remember:

1. OVYM considers \$250 to be the normal amount for reimbursement, but will reimburse as much as you need to serve the yearly meeting.
2. For OVYM committee travel, maximum total reimbursement is \$300 *per year*.
3. For Co-opt Travel, maximum reimbursement is \$250 *per event*.

Why to Fill Out the Travel Expense Report:

The yearly meeting covers the cost of official travel for representatives and committee members and it is important for us to know the true cost of our organization's activities. This is the best way to get that information.

If you have questions, call or send email to the Treasurer.

OVYM Application Form

For volunteer personnel working with minors

This form is to be completed for any position involving the supervision or care of minors. This is being used to provide a safe and secure environment for the activities or programs of Ohio Valley Yearly Meeting.

Name _____
 Last First Middle Maiden

Date of Birth _____

Phone _____ E-mail _____

Present Address _____
 City _____ State _____ Zip Code _____

If address above less than one year:

Previous Address _____

Occupation _____ Work Phone _____

As a volunteer, you may be asked to transport youth. Do you have a driver's license? ____yes
 ____no If yes, please provide DL# _____.

Personal References (3)

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Information

Please write here any additional information, not covered elsewhere, which will strengthen your application such as:
 Do you have previous work experience that relate to youth?
 Do you have any special achievements you would like to share?
 Do you have any special interests or talents that you could share with youth?
 What is or has been your connection with the Religious Society of Friends (Quakers)?

Approved 4/07/07

Declaration

I understand that in serving as a volunteer for the _____ that I am willing to abide by the policies and procedures set forth by Ohio Valley Yearly Meeting to reduce the risk of child abuse. I understand that child abuse is a serious matter and will do my part in the prevention of child abuse while serving.

The statements made on this form are complete and accurate. I grant OVYM permission to contact references, schools, and employers. I agree to obtain a background check and provide a copy of that report if asked.

Signature _____ Date _____

Print name _____

If under 18, please provide signature of parent/guardian

Parent/Guardian Signature _____ Date _____

Approved by OVYM Exec Committee 4/07/07

OVYM Application Form

For paid personnel working with minors

This form is to be completed for any position involving the supervision or care of minors. This is being used to provide a safe and secure environment for the activities or programs of Ohio Valley Yearly Meeting.

Name _____
 Last First Middle Maiden

Date of Birth _____

Phone _____ E-mail _____

Present Address _____
 City _____ State _____ Zip Code _____

If address above less than one year:

Previous Address _____

Occupation _____ Work Phone _____

Have you ever been arrested for, charged with, under probation for, or convicted of either a crime of violence or child abuse? ____yes ____no If yes, please explain _____

As a staff member, you may be asked to transport youth. Do you have a driver's license? ____yes ____no If yes, please provide DL# _____.

Personal References (3)

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approved 4/07/07

Education

Institution	Duration	Certificate or Degree
_____	_____	_____
_____	_____	_____

Employment and Work Experience

(Please describe briefly any work (whether paid or unpaid) which you have undertaken. Highlight (*) the two most relevant to this application.)

Employer Address	Duration	Job Title

Additional Information

Please write here any additional information, not covered elsewhere, which will strengthen your application such as:

Do you have any special achievements you would like to share?

Do you have any special interests or talents that you could share with youth?

What is or has been your connection with the Religious Society of Friends (Quakers)?

Declaration

The statements made on this form are complete and accurate. I grant OVYM permission to contact references, schools, and employers. I agree to obtain a background check and provide a copy of that report if asked.

Signature _____ Date _____

Print name _____

If under 18, please provide signature of parent/guardian

Parent/Guardian Signature _____ Date _____

Approved by OVYM Exec 4/07/07