

Albuquerque Monthly Meeting

In the fall of 2008 the Meeting approved a reformed structure for its committees to be effective on 1 January 2009. The following five pages describe and illustrate the new structure:

The topics are:

Why Split Ministry & Oversight?

Role of Ministry and Worship (M&W)

Role of Oversight and Counsel (O&C)

Role of the Nominating Committee

General Guidelines to Committees

The proposed structure in detail

A graphic illustrating the relationships of the various committees

Why Split Ministry & Oversight?

Currently one committee, M&O is responsible for both the spiritual life and pastoral care of the Meeting. It sometimes feels as if neither is getting the attention it merits. By separating into two committees: Ministry & Worship (M&W) and Oversight & Counsel (O&C):

- M&W could be more able to nurture the spiritual life of the Meeting while O&C could focus on pastoral care.
- No committee would see itself as the single "executive" committee in charge of other committees.
- No particular committee would be the catch-all for complex issues (or for tedious ones).
- The separate roles would allow us to close the current gap between official and de facto organization. This would clarify the process lines among committees.
- Having more responsibilities spelled out might allow committees to take care of things without bringing them to the whole meeting.

There are several potential pitfalls we recognize and would like to avoid:

- Neither committee should get all the "grunt work."
- Both committees should have meetings that are fulfilling to the participants and for the Meeting.
- We want to make sure the committee roles are unambiguously defined.

Role of Ministry and Worship (M&W)

The Ministry and Worship Committee exists to nourish the spiritual life of the Meeting, individually and corporately, as well the Meeting's witness in the world. The primary responsibilities include oversight of the Meeting for Worship, worship sharing groups, and other ways in which Friends may advance in the life of the spirit.

The members are nominated by the nominating committee, but the committee meetings are open to all.

Its responsibilities include:

- holding Meeting for Worship (including Meeting for Worship for Business), including greeting people at the door and setting up the room
- arranging for after-Meeting refreshment and fellowship
- choosing and reading Advices and Queries [currently done by the newsletter editor]
- organizing worship sharing, and other spiritually focused groups such as Spiritual Formation
- oversight of the library and other physical resources (properties) of the Meeting
- adult education (which may be a separate committee set up by M&W)
- children's education (which may be a separate committee set up by M&W)
- nurturing the spiritual life and practice in the other committees
- arranging potlucks, social and creativity nights, and neighborhood groups (which may be done by a separate hospitality committee set up by M&W)
- maintaining an ongoing liaison with the Ministry and Worship Committees (and directly related committees such as Faith and Practice) of Intermountain Yearly Meeting and Regional Meeting

Role of Oversight and Counsel (O&C)

The Oversight and Counsel Committee exists for pastoral care, other individual matters, and communications with the wider circle of Friends.

While M&W works with worship and learning in a general sense, O&C works with the concerns of particular people in the Meeting.

The members are nominated by the nominating committee. Because O&C may need to discuss matters that seem personal and private to those involved, its meetings are usually restricted to its named members unless arrangements are made with the clerk in advance.

Its responsibilities include:

- forming and oversight of clearness committees and caring committees, which are formed for individuals; this also includes clearness for marriage and for membership
- forming and oversight of support groups, including facilitated groups like that for Speaking Our Losses. (While there is some overlap with the groups that might be formed by M&W, the groups formed by O&C are more likely to cover private issues for which confidentiality is a factor.)
- oversight of all communications, such as the member directory, newsletter, web site, and email lists
- outreach and advertising, such as listings in the newspaper and public telephone directory
- maintaining an ongoing liaison with the directly related committees of Inter-Mountain Meeting and Regional Meeting.
- dispensing travel, scholarship and sufferings funds
- acting on membership matters: new requests, transfers and withdrawals
- with the assistance of the recorder, keeping in touch with members, near and far, active and inactive
- celebrating with members in their joys and supporting them in their losses or suffering
- upon death of a member, caring for the grieving family
- attending to the written correspondence with other Meetings and Friends organizations

Role of Nominating Committee

The nominating committee oversees the Meeting's overall functioning, and to nominate, which is to make matches between the gifts and leadings of individual Friends and the needs of the Meeting's positions of responsibility.

Committee responsibilities include:

- nominations of these clerks and membership of the committees: M&W, O&C, B&G
- nominations of these officers: clerk, recording clerk, treasurer, recorder (and assistants to those as needed)
- keeping "living documents" of who is fulfilling what roles and how the meeting operates
- oversight of committees and officers
- recommending changes in the way the meeting operates; clarifying the "Right Ordering" of procedure in Quaker process
- an annual survey of all Meeting participants with respect to their gifts, leadings, needs, concerns, and interest in acquiring additional experience and skills
- ongoing liaison with the directly related committees of Inter-Mountain Yearly Meeting and Regional Meeting

General Guidelines to Committees

[This could be added to the living documents]

Within the guidelines set forth by the Meeting and within the approved budget for expenditures, each standing committee should assume that it has the authority and, indeed, responsibility to decide, to act, to get things done. It should not, in fact, think of itself as an exploratory or advisory committee waiting for further Meeting approval to proceed on matters within its responsibility and budget. Committees should make every Friendly effort to resolve matters (achieve unity) within the committee and to avoid any tendency to want to take difficult issues to Meeting for Worship for Business for resolution. Committees should keep in mind that they can schedule threshing sessions, invite seasoning of issues by Friends, and seek input from the Meeting's Friends on issues before their committee.

Most reports to Meeting for Worship for Business should be fairly brief and focused. Such reports should feature significant decision, actions, and expenditures. Those who want more information should be referred to the committee's minute folder and/or to the committee itself for further information. Committees should bring recommended actions for approval by the Meeting for Worship for Business when they transcend (in importance, concern, and resources) the routine business of the committee. If committees are uncertain and unclear about what should come to the Meeting for Worship for Business, they should consult first the Clerk of Meeting (and/or, with his/her recommendation, the Clerk's Committee)

The clerk of the committee should arrange (prior to the meeting of the committee) to have an experienced Friend ready to take minutes. Minutes should be selective of information of enduring value and not an attempt to capture every thought, consideration, or exchange. The minutes should explicitly feature decisions made by the committee. Noteworthy thoughts or feelings of particular significance and/or enduring interest may also be minuted but this should be exceptional and rare. Each minute should be approved by the committee during the meeting. The minute keeper should provide a draft copy of the minutes to all members of the committee. And, subject to typographical corrections, the clerk of the committee should place a copy of the minutes in the appropriate folder in the library (and/or on the appropriate webpage) for perusal by any interested Friend.

The proposed structure in detail

This is an exercise in a strict hierarchical arrangement of committees and roles. It includes the *existing* committees and roles, and forms them into an outline based on the three main branches: executive, worship/ministry, and oversight/counsel.

Indentation denotes the responsibility for fulfilling the indented role or committee, and oversight of it. The meeting's nominating committee would fill and provide oversight for A,B,C,D,E,F, and G, but not the intended items under those main ones - probably with some exceptions. Each of the main committees would fill and provide oversight for the items shown indented under it.

I. Monthly Meeting & Nominating Committee

A.Executive/Administrative Functions

i. Clerk

a) Assistant clerk

b) Phone answerer (currently clerk)

ii. Recording clerk

iii.Finance committee (=all clerks)

a) Treasurer

Assistant treasurer

Accountant

iv. Secretary of the corporation

B. Ministry and Worship Committee

i. Worship & Witness

- a) Coordinators of worship sharing, mid-week worship, etc
- b) Peace & Social Concerns
 - Liaisons to AFSC, NMCC, Interfaith, RCRC...

ii. Education

- a) Adult education committee
- b) Children's program committee

iii. Meeting Resources/properties

- a) Library (committee)
- b) Building & Grounds
 - Custodian
 - Building scheduling & renting

iv. Hospitality committee [?]

C. Oversight and Counsel Committee

i. Clearness and support committees

ii. Recorder

- a) Database administrator

iii. Communications & Outreach

- a) Newsletter
- b) Email broadcaster
- c) Web site
- d) Outreach manager
- e) Contact with the wider circle of Friends
 - IMYM and regional meeting representatives
 - Contacts with other meetings and our worship groups

iv. Oversight

- a) Oversight of children's safety (committee)

NOMINATING

