

Meeting Guidelines

Santa Cruz Friends

12/8 version

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[Introduction](#)

This is a brief guide to Santa Cruz Monthly Meeting's structure, policies and practices. It is tailored to our Meeting and meant to supplement, not supersede, Pacific Yearly Meeting's Faith and Practice. Many descriptions are taken directly from Faith and Practice. It should be revised as our practices, needs, and regulations change.

[Committees of the Meeting](#)

Click the link above to read what Faith and Practice says about this topic.

The Nominating Committee

The purpose of the Nominating Committee is to ensure that the committees and officer positions within the Meeting are appropriately staffed and to create and maintain a healthy Meeting structure and its documentation. It is selected by a small ad hoc committee who nominates individuals to serve overlapping terms.

Members of the Nominating committee should have a good knowledge of the structure of the Meeting: how the Meeting works, what are the functions of meeting officers and committees, and how things work in practice. They also need to be widely acquainted in the Meeting and to be familiar with the

abilities, strengths, and weaknesses and experience of Meeting members and attenders.

Names of Nominating Committee members are presented to the September Meeting for Business by the Naming Committee. These nominations are acted on in October. The new committee begins work at once, and presents a slate of nominations at the February Meeting for Business. The nominations are acted on in March, and the new people take office in April. The committee remains ready to fill vacancies if any should occur during the year.

The Nominating Committee maintains up to date descriptions of each office and committee. They advise committees and officers to review and update their job descriptions each year by November Meeting for Business. They review proposed updates and develop job descriptions of new offices and committees. New descriptions and updates to old descriptions are presented to the Monthly Meeting for review, amendment, and approval. Once approved, these descriptions are entered into the SCFM Guidelines.

Clerks of Committees

Responsibilities Which Apply to All Committee Clerks

- Convene and clerk committee meetings in the manner of Friends.
- Send agenda items for Meeting for Business to the Meeting Clerk and scfm@santacruzquakers.org in a timely manner along with any agenda items of working groups under the care of the committee
- Attend Meeting for Business or designate another member of the committee to be there.
- Ensure that any suggested minutes have enough information so that an informed decision can be made in Meeting for Business when the committee wishes the Meeting to take action.
- Keep track of all monies spent. Pay expenses from the committee fund, not personal funds.
- Check the Meeting calendar, and consult the Clerk of the Meeting when scheduling meetings and events, in order to avoid conflicts.
- Ensure that committee meetings, events and information get into the

weekly email, and for some, the newsletter.

- Arrange childcare for committee events, if the committee decides it is needed.

- Arrange for cleanup for all committee sponsored events.

- Have committee members review and update their job description each year and give them to the Nominating Committee for review prior to the November Meeting for Business. If there are no changes, advise Nominating that is the case.

- Consider with the members of the committee what the committee budget is and whether this amount is adequate. Recommendations for the next year's budget should reach the Clerk of Finance Committee prior to Meeting for Business in October.

- Keep a record of the committee work (minutes) and decisions in electronic form. Send a copy to Communication and Records to be filed in the Meeting's Google Drive under "Committee Minutes" so that the information will be available for future committees. Send a copy to the Clerk(s) of the Meeting.

- When a committee wishes to affiliate with a community organization, request permission from the Meeting.

Standing Committees:

Meeting Life (3 members, 3-year staggered terms)

This committee supports the worship community through activities, programs, and events that strengthen ties among us, and help newcomers become part of the community. This committee will familiarize themselves with newcomers and discern how to reach out to them for inclusion in our activities, working groups, and Member and Attender Directory. Welcoming and encouraging socializing with each other and visitors at the rise of Meeting are an important aspect of this work.

The Meeting Life Committee fosters cooperation and coordination of working groups under its care: Children's, Communications and Records, Community Care, Hearth and Hospitality, Library, and Welcoming.

The committee will coordinate arrangements for special gatherings (e.g, spring retreats, potlucks, friendly dinners, newcomer teas etc.).

Spirit and Witness Committee (5 members, 3-yr staggered terms)

This committee is vital to both our corporate worship and to our ability to nurture each other. According to Faith and Practice: “The first responsibility of the committee’s members is to deepen their own spiritual lives and their preparation for worship. Then they can better trust that the power of God may work through all persons in the meeting and beyond.” The committee fosters and strengthens the spiritual life of the Meeting and keeps the meeting for worship under constant care and review.

Spirit and Witness Committee has under its care all Meetings for Worship under the auspices of SCFM. This includes regular Meetings for Worship, Meetings for Business, special called Meetings for Worship, Memorial Meetings, and marriages.

In nurturing others, the committee works to be responsive to the physical and spiritual wellbeing of Friends, guiding our service, witness, and presence in the world. It sets up clearness committees for the purposes of membership or marriage, individual leadings, or when otherwise requested by a member or attender.

Members of Spirit and Witness identify themselves at close of Meeting so that newcomers can address with them any questions about Quakerism.

The committee will be attuned to issues and callings that speak to Meeting as a whole and can help us find ways to respond when the Meeting is moved to do so. One member of the committee is the liaison to the Work in the World Working Groups and representatives/liaisons (AFCS, FCLCA, FCNL).

Committee members are expected to be members of the Religious Society of Friends. The Clerk is an ex-officio member of this committee.

Property and Finance (3 members, 3-year staggered terms)

This committee supports the worship community by handling the financial work of the Meeting including attention to the maintenance and enhancement of the property. It anticipates and plans for the future financial needs of the meeting. It provides counsel to committees or the Meeting for Business as they contemplate changes to the budget or anticipate additional spending that will have an impact on the financial health of the Meeting.

The committee prepares an annual budget and supports the treasurer to maintain accurate accounting records and reports, providing a yearly audit of those records. The committee has the responsibility to make sure that the Meeting has sufficient information about the budget to engage in their discernment and that the presentation of the information is both understandable and timely.

It manages the Caring and Sharing Fund, Quaker Center pass, and scholarships.

The Treasurer, and Convenor of Building and Grounds Working Group are ex-officio members of this committee.

[Working Groups](#): [click link to learn about Working Groups](#)

Under the Care of Meeting Life

Children's Working Group:

The Children's Working Group is responsible for organizing childcare and children's programs during the Meeting for Worship. The most basic purpose of Meeting childcare is to keep children safe and emotionally secure while their parents are at Meeting for Worship.

Beyond this basic goal, the Children's Working Group is responsible for

creating a First Day School religious education program which will give children information about Quakerism, Christianity, and other religions. First Day School programs should be designed in ways which will help Meeting children to develop values, a sense of Quaker identity, and be open to spiritual experiences.

The Children's Working Group shall work with committees which have organized other Meeting events to develop appropriate child care at such events, but the Children's Working Group is not primarily responsible for organizing child care or programs at such events.

The Working Group may provide a hired childcare person and/or teacher. The convenor(s) of the Working Group negotiates the contract, sees that all legal requirements are met, and supervises the work of this person.

Communication and Records Working Group:

This Working Group supports the worship community by facilitating our use of technology, in print and electronically, to share our faith with each other and the wider world and to ease the way work of the Meeting is completed.

It is responsible for seeing that records of the Meeting are maintained and accessible to members. This includes Business Meeting minutes, committee minutes, membership lists, Meeting guidelines, Meeting directory, policies, Treasurer's records, committee and Working Group descriptions, and descriptions of how to perform specific duties.

It develops and maintains communication methods: Website, Group Email, Newsletter, Zoom scheduling, Meeting calendar, Meeting photographs and future mechanisms.

Community Care Working Group:

The purpose of this Working Group is to develop community in our Meeting, and to provide a coordinated way for us to take care of one another.

Tasks of the Community Care Working Group include:

- Observing individual needs in the community and offering service
- Encouraging members/attenders to ask for support

- Encouraging members/attenders to offer support
- Discerning what can/cannot be done to help individuals
- Communicating periodically with the clerk of Meeting Life Committee

Hearth and Hospitality Working Group:

The purpose of this Working Group is to create an inviting atmosphere after rise of meeting where people feel drawn to get to know one another better while enjoying refreshments. It helps to facilitate the feeling that we are each other's hosts, each other's guests.

Members of the group organize such that one person accepts responsibility for hospitality on a given Sunday. All members and attenders will be welcome to participate in providing hospitality. General supplies are bought and replenished with funds from the budget. Members recruit people to help with dishwashing and general cleanup.

Library Working Group:

The Library working group supports the spiritual life of the Meeting by supplying books on Quakerism, spiritual development, and children's books supporting Quaker values, which are not readily available from the public library.

It sees that publications are selected (Spirit and Witness will take much of the responsibility for this), acquired, prepared for use, and circulated. It trains members and attenders to self-check out books, and then encourages all members to help anyone who cannot do self-check out.

Welcoming Working Group:

This Working Group manages the [greeter](#) role, taking care to be welcoming to newcomers. It has people sign the guestbook and note if they want further contact (monthly Newsletter and/or weekly email blast). It provides Communication and Records a list of newcomers together with their contact information which Meeting Life Committee may use for followup.

After worship, members pay attention to newcomers, trying to get to know them, and answering any questions they might have. All members and

attenders are expected to share this responsibility of making newcomers feel welcome.

Under the Care of Property and Finance

Building & Grounds Working Group:

This Working Group is responsible for the maintenance of the property and buildings of the Santa Cruz Friends Meeting. One member of this Working Group (convenor) is an ex-officio member of the Property and Finance Committee.

B&G is called to be a listening group that will seek to involve the whole Meeting in an on-going visioning process for current and future improvements and uses of the Meeting House. B&G is also called to be a speaking group that will work to foster the attachment of the Meeting community to its Meeting House; to foster a sense of it being our home rather than just the place we meet on First Day.

It is responsible for seeing that everything in the Meeting House and adjoining buildings is in proper working order and that necessary repairs are made promptly. It establishes procedures for the use of the facilities by Meeting groups and outside organizations. It organizes work days and oversees all routine maintenance and operating expenses. Major maintenance or repairs such as repainting or other work involving considerable financial outlay are cleared with the Property and Finance Committee/Monthly Meeting for Business. Specific tasks are:

- Ongoing development and execution of a schedule of routine inspections and maintenance to ensure that the building and grounds are kept in good repair, are in compliance with all applicable codes and safety standards, and are as energy efficient and ecologically sound as is practical.
- Making sure that the work dictated by this schedule is done in a timely, safe, economical, and professional manner. B&G is specifically asked to always give consideration to the needs of those with environmental sensitivities or accessibility issues.

- Hiring, supervising, evaluating, and terminating employees and contractors involved with the maintenance, repair, and development of the Meeting's buildings and grounds.

- Management of the building keys and other building and grounds security concerns; the internet and WIFI system; use of storage space; and evaluation and acceptance of gifts of furniture, equipment, plants to the meeting.

- Stocking certain supplies: soap, detergent, toilet paper, and paper towels.

- Supervision of our upstairs tenants.

- Care of the fifth wheel and its tenants.

Meetinghouse Use Coordinator:

The Meetinghouse Use Coordinator is responsive to the Meeting's desire to share the space with other users and seek ways to integrate the multiple uses into a harmonious whole.

- Receives requests from outside groups for meetinghouse use and evaluates appropriateness of request in terms of available space, time, and group accord with Quaker Testimonies and principles. Consults with B&G working group and Clerk of Meeting.

- Secures a signed contract for each new group (see [Meetinghouse Use Agreement](#)), places the group on the Community Use calendar which is viewable on the website under Connect/Meetinghouse Use/[Community Use Calendar](#)

- Posts a copy of the monthly Community Use Calendar on the entrance doors and informs the Meeting for Business of any new group.

- Maintains contact with groups to ensure that the sharing of the Meeting House space goes smoothly. Replies to emails, phone calls, and texts. Deals with requests and any conflicts.

- Consults with B&G Working Group about any need for repairs or changes in Meeting House, or issues about how to accommodate a group's desire for storage space, use of kitchen, etc.

- Works with Treasurer regarding questions about group payments

Under the Care of Spirit and Witness

Work in the World:

Work in the World Working Groups support the worship community by guiding our service, witness, and presence in the world. This work is consistent with the call of our faith to follow and share the spirit as it is revealed to us corporately and individually with the wider community where we live.

Spirit and Witness Committee will be attuned to issues and callings that speak to Meeting as a whole and help us find ways to respond when the Meeting is moved to do so. There is a focus on Peace, Social, and Environmental Justice. Our current P&SJ convenors and Unity with Nature Committee would be Working Groups that are part of our Work in the World as are our representatives/liaisons with FCNL, FCLCA, and AFSC.

One committee member from Spirit and Witness will be the link to the Working Groups that are part of Work in the World.

Friends in Unity with Nature Working Group (FUN):

The purpose of this Working Group is to further the goal of the national Friends Committee on Unity with Nature to be a deeply reflective forum within the Society of Friends to strengthen and deepen our spiritual unity with nature. It arranges gatherings for worship, celebrations, and discussions to further these ends. It is a focus for appropriate group actions, (e.g. energy conservation, buying environmentally sound products, cleaning the river banks, raising funds for rain forest preservation). It encourages individuals to take personal action regarding our own excessive use of the earth's dwindling resources and the need for the right sharing thereof.

It makes reports as appropriate to the Spirit and Witness Committee/Work in the World liaison on activities in order to better coordinate Meeting concerns and their work with our other working groups.

Peace and Social Justice Working Group (P&SJ):

The role of the working group is to provide a focal point for the concerns of members and attenders about social action and peace. The committee helps Meeting to clarify its positions and to recommend courses of action when peace and social justice issues arise and a response from Meeting is desirable. It maintains contact and cooperates with other groups in the community whose concerns and orientations are similar.

It makes reports as appropriate to Spirit and Witness Committee/Work in the World liaison on activities in order to better coordinate Meeting concerns and their work with our other working groups and liaisons/representatives.

Liaison to American Friends Service Committee (AFSC) (2 yrs):

The Liaison attends monthly liaison program calls with AFSC staff, keeps abreast of the local efforts of AFSC and serves as a bridge connecting enthusiastic volunteers with AFSC program and service opportunities. The Liaison can invite AFSC staff to share their ministry with the meeting and should have up to date contact of at least the regional staff.

The Liaison shares the contents of the monthly AFSC newsletter and other materials via the Meeting group email and makes reports as appropriate to Spirit and Witness Committee/Work in the World liaison on activities in order to better coordinate Meeting concerns and the work of this agency with our other Working Groups.

Representative to Friends Committee on Legislation-CA (2 yrs):

This position keeps the Meeting informed about developments and activities of FCLCA that affect or are of interest to the Meeting and represents the Meeting within FCLCA.

Reports on activity of FCLCA in the weekly email, newsletter or after worship announcements if no action by the Meeting is required; action items should be brought to the Meeting for Business.

Is on the General Committee of FCLCA which meets annually in person and on Zoom, appointing the FCLCA Board of Directors, which meets quarterly to oversee the operations of FCLCA.

Makes reports as appropriate to Spirit and Witness Committee, Work in the World liaison on activities in order to better coordinate Meeting concerns and the work of this Quaker agency with our other Working Groups.

Reports to Meeting for Business at least once a year on the relationship between the Meeting and FCLCA and the liaison's participation in FCLCA.

Representative to Friends Committee on National Legislation (2 yrs)

Keeps SCFM informed of the activities of the Friends Committee on National Legislation (FCNL). Reports on activity of FCNL in the weekly email, newsletter, or after worship announcements if no action by the Meeting is required; action items should be brought to the Meeting for Business.

Makes reports as appropriate to Spirit and Witness Committee, Work in the World liaison regarding activities in order to better coordinate Meeting concerns and the work of this Quaker agency with our other working groups.

Officers:

Clerk of Meeting for Business (or Clerking Circle) (2 year term)

The Presiding Clerk(s) has responsibilities in many dimensions of the life of the Monthly Meeting. The clerk(s) role is to:

- Be attentive to the whole of the Meeting, aware of its individual members and attenders, and alert to the activities and concerns of committees.
- Take special care regarding the spiritual, organizational and procedural aspects of Meeting life, and her/his own rightful place in those aspects.
- Preside, or arrange for an Alternate Clerk to preside at Meeting for Business.
- Prepare the agenda and encourage Committee Clerks to present written materials on complex subjects that are to come before the Meeting.
- Bring correspondence of importance to the Meeting's attention;
- Follow through faithfully on business items assigned to her/him, and encourage Committee Clerks and others to do likewise.
- Assure that annual responsibilities, e.g., budget, nominations, state of the meeting reports, etc. receive timely attention.

- Clear proposed events with those already scheduled so that possibilities of conflicts and overloads are minimized.
- Answer all inquiries not assigned to others within the Meeting.
- Sign official letters and statements of the Meeting as a whole, including certificates of transfer or removal, minutes of sojourn, travel minutes and letters of introduction, endorsements of similar minutes and letters brought by visiting Friends.
- Consult from time to time with each of the Committee Clerks and attend committee meetings on appropriate occasions. Read committee minutes. The clerk is an ex-officio member of the Spirit and Witness Committee.
- Be conversant with Pacific Yearly Meeting's Faith and Practice and other relevant literature, and learn from other Friends as occasions arise. To be the Clerk of Meeting is not simply an opportunity to offer one's gifts to the Meeting here and now. It is also an opportunity to hone those gifts.
- Keep an eye on comings and goings in the wider world of Friends in which context the Monthly Meeting finds its full identity and strength.
- Maintain responsible contact with Quarterly and Yearly Meetings and coordinate Monthly Meeting actions with those of the wider Quaker community. This involves nominating and staying in communication with:

[Representative to PacYM \(2 year term\)](#)

[Representative to College Park Quarterly Meeting \(2 year term\)](#)

[Liaison to Ben Lomond Quaker Center \(2 year term\)](#)

Recording Clerk (2 year term)

The Recording Clerk takes minutes of regular and called Meetings for Business. The minutes should constitute an accurate record of the items of business taken up and of the Meeting's decisions, with commentary sufficient to summarize key considerations and the bases of decisions. The minutes should be concise. They should convey the tenor and flow of the Meeting's deliberations, but remarks should seldom be recorded verbatim.

Treasurer (2 year term)

The Treasurer is an ex-officio member of Property & Finance Committee and an officer on the Corporation Board of Santa Cruz Friends Meeting.

Treasurer duties include the following:

- Receive, disburse, and maintain the funds of the Meeting in accordance with its direction (including property tax).
- Reconcile all Meeting accounts each month.
- Backup all financial records at least monthly.
- Maintain a file of voided checks. Every check number should be accounted for.
- Maintain a minimum balance in the checking account and move money to and from the savings account as needed.
- Submit a quarterly Expense and Cash Balance report to Meeting for Business by the second Meeting for Business following the end of the quarter.
- Review the Meeting's insurance policies and communicate with the insurance company as needed. Obtain certificates of insurance as requested or needed.
- File governmental reports regarding the financial matters of SCFM as may be required by law (including California Statement of Information in May of odd years).
- In order to prepare the budget to take effect in January of each year, consult with clerks of standing committees, working groups, and any others having budgeted funds, concerning their needs for the coming fiscal year and assist the Finance Committee in the preparation of the budget.

Bylaws:

4.01 Duties of Treasurer. The Treasurer shall be responsible for undertaking such financial, accounting, and control duties that become necessary by action of the Board or by delegation from the Clerk, and shall report to the Meeting as a whole at its regular business meetings.

FIRST: Have custody and care of all notes, mortgages, deeds, leases, insurance policies, contracts, and all other papers and documents pertaining to the corporation, including all papers generated under Article VII hereof.

SECOND: Deliver to his/her successor all books, records, and documents of the corporation in safe and proper condition and promptly upon the completion of his/her term.

Faith and Practice Procedures V

In instances where words “Oversight” or “Overseers” or “Worship and Ministry” are used, it refers to our Spirit and Witness Committee.

Friends Process for Making Decisions:

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Marriage:

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Membership:

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- [The meaning of membership](#)
- [Preparation for membership](#)
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Death in the Meeting:

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- [Support of the dying and their loved ones](#)
- [Memorial meetings for worship](#)
- [Grieving](#)

Outreach and Communications

Mail:

225 Rooney St., Santa Cruz, 95065 is the permanent mailing address for the Meeting. The Clerk is responsible for seeing that the mail is collected and distributed but may delegate that task.

Telephone: 831-588-5414. This is the Meeting House Use Coordinator's private number (Mimi Edgar)

Meeting Email List:

The group email provides a quick means of providing important information to the meeting community. It advises of significant events or actions to be aware

of or acted upon. scfm@santacruzquakers.org sends out meeting wide announcements every Friday at 5 p.m. This is also the email address people from outside our meeting send queries to, or request to receive our newsletter.

Meeting Website:

The Meeting website is hosted on Squarespace: santacruzquakers.org. Webmaster can be reached at scfm@santacruzquakers.org. It contains minutes of Meeting for Business, newsletters, Meeting and community use calendars, and information about our Meeting and the larger Quaker world.

Meeting Newsletter:

The newsletter is sent out monthly from scfm@santacruzquakers.org in both PDF and “web page” formats. It is also available in both formats on the webpage <https://santacruzquakers.org/newsletter>.

Meeting Directory:

Maintaining and revising the SCFM directory is the responsibility of the Communications and Records Working Group with updates approximately every six months. Corrections to the master list are made as they occur, with input from Meeting Life Committee as newcomers become more involved, and Spirit and Witness Committee as members join or leave.

Typical Year's Calendar

January

New fiscal year begins, January 1st.

Winter College Park Quarterly Meeting, third Saturday no advance registration.

February

Nominating Committee presents recommended slate of new officers & committees to Business Meeting. The names are seasoned for one month.

Business Meeting decides the process for writing “State of the Meeting Report”.

March

Business Meeting approves nominations of new officers and committees.

The Representative Committee of PYM meets 1st Saturday.

The State of the Meeting Report is read to the Business Meeting and revised.

Spring Meeting retreat is often held in March.

April

4/1 Year begins for new officers and committee members.

The State of the Meeting Report is approved and sent to the Quarterly M&O Committee.

Be on the lookout for registration forms for the May Quarterly meeting.

May

Spring College Park Quarterly Meeting, third weekend, at Ben Lomond Quaker Center.

Representatives prepared to read the State of the Meeting Report.

July

Pacific Yearly Meeting

Business Meeting appoints and approves without seasoning the Committee to Name the Nominating Committee.

August

September

Committee to Name the Nominating Committee presents proposed slate for Nominating Committee to the Business Meeting for seasoning.

October

Business Meeting approves the new members of the Nominating Committee. Committee begins work.

Fall College Park Quarterly Meeting, third weekend.

By Business Meeting: All committees give the Finance Committee/treasurer proposed budget for next year.

November

The Finance Committee presents the first report on the yearly budget.
By Business Meeting: Last date for Officers and Committees to give yearly revision of job descriptions to the Nominating Committee.

December

Business Meeting adopts the budget for the upcoming year.

Santa Cruz Friends Meeting Policies

[Harassment Policy](#)

[Safe Child Policy](#)

[Sexual Offender Policy](#)