

## REPORT ON CLERKS WORKSHOP

On the weekend of January 20, 2006, Emily Howard, Liana Forrest, Melissa Lovett-Adair and Gay Howard attended a Clerking Workshop at Quaker Center. A great deal was learned at this workshop. The following is a report summarizing information gained and suggestions by the group from our meeting, for our Meeting.

(Information) An important subject covered the necessity of support for the Presiding Clerk both spiritually and physically. The use of an elder as support of the Presiding Clerk was brought up often.

(Suggestion) An Elder be appointed to assist the Presiding Clerk during Meeting for Worship for Business. This Elder will provide support to the Presiding Clerk spiritually before during and after Business Meeting. This person would also help with the set up for Business Meeting, pass out agendas and answer questions. This would allow the Clerk time for spiritual preparation.

(Suggestion) The use of a Clerk's table would be helpful to allow the Clerk, the Recording Clerk and the Presiding Clerk's Elder to have a writing surface and to be in close contact during the Meeting.

(Information) Communication between the Presiding Clerk and the Committee Clerks helps not only with a more efficient Business Meeting but a better flow of information throughout the entire Meeting.

(Suggestion) Before each Meeting for Business, a meeting between the Presiding Clerk and Committee Clerks will help the Presiding Clerk prepare for Meeting for Business. In this meeting, each Committee Clerk will pass on to the Presiding Clerk any action they wish brought to the Meeting and the background on that action. Also, the Committee Clerks can take this opportunity to remind the Presiding Clerk of items that are being seasoned. With this information provided to the Clerk, the agenda can be written to allow for appropriate time for each item. If attendance at one meeting for all Clerks is not possible, we suggest telephone contact, at the least, with each Committee Clerk in the week before Meeting for Business.

(Information) The functions of the Worship and Ministry Committee and the Oversight Committee are vital to the well being of the Monthly Meeting. The Worship and Ministry Committee is to nurture the spiritual health of the Meeting Community. (See page 114 in Faith & Practice) The Oversight Committee assumes leadership in maintaining a caring Community, helping all members find their right roles as nurturers of each other and the Meeting. (See page 116 in Faith & Practice)

(Suggestion) With the growth of our Meeting and the movement towards becoming a Monthly Meeting, the duties of the Ministry and Oversight Committee are becoming too numerous for one Committee to handle. Separating Ministry from Oversight will benefit the Meeting at large as well as individuals.

(Information) Understanding Quaker Process and what each Committee does for the Meeting is important for each member/attender within the Meeting. The understanding of each Committee increases the likely hood of greater involvement. As the understanding of Quaker Process grows the involvement in Meeting for Business deepens.

(Suggestion) It would be helpful to new Committee Clerks to have some standardized written information on clerking. Quaker Center provided an handout titled "Nitty-Gritty Clerking Tips" that we all found helpful. A meeting between the outgoing Clerk and the new Clerk as to the particular Committee's process and standard Quaker process would help with the transition.

(Suggestion) Periodic and regular explanations on Quaker process would help the Meeting at large to understand the Meeting for Business and perhaps, encourage more involvement.

Thank you for your attention, Emily, Liana, Melissa and Gay