



**OHIO VALLEY YEARLY MEETING**

The Religious Society of Friends

# YEARLY MEETING HANDBOOK



As of June 2026

## **OHIO VALLEY YEARLY MEETING AGREEMENT TO RESPECT PERSONAL BOUNDARIES**

I support Ohio Valley Yearly Meeting Friends' commitment to maintaining a community of respect and safety. At Ohio Valley Yearly Meeting activities, I agree to treat all present with sensitivity to personal differences regarding physical and sexual boundaries. In my interactions with others, I agree to refrain from the following:

- uninvited touching of others;
- isolating of others from a group, indoors or outdoors;
- stalking of others;
- directing uninvited attention, comments, or prolonged staring at others' bodies or aspects of physical appearance;
- sexually explicit or suggestive comments to or about others with whom I am not already in an intimate relationship;
- unauthorized participation in activities organized explicitly for Friends of specific age groups to which I do not belong.

Furthermore, I will accept support and advice from members of Ohio Valley Yearly Meeting Religious Nurture and Education Committee, the Clerk of Ohio Valley Yearly Meeting, and/or the Assistant Clerk of Ohio Valley Yearly Meeting in complying with this agreement.

(Approved by OVYM Executive Committee 2025-04-05; affirmed in Minute 57, [2025 Annual Sessions](#); implementation approved by OVYM Executive Committee 2025-08-23)

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## PREFACE REGARDING REVISIONS

The rewriting of the OVYM Handbook was begun in October 2014 to correct section and sub-section numbering due to some section numbers not being used or used twice, and where new sections had been added over time. The paragraph and font formatting have been standardized throughout the document. Additionally, the references have been updated from the 1978 edition of the OVYM *Book of Discipline* to the 2020 [OVYM Faith & Practice](#), which is the PDF version maintained on the website. Finally, the last pages contain the revisions made to sections since 1998.

The OVYM Administrative Assistant maintains a hard copy and revision documents. The electronic 2010 Handbook will remain available on the Website for historic purposes, along with the most current version as a work in progress.

**NOTE:** This Handbook contains references to the OVYM Faith and Practice document, a copy of which may be downloaded from the [Resources page of the OVYM website](#).

## **1.0. MONTHLY MEETINGS**

### **1.0.1. Representatives to Yearly Meeting Annual Sessions**

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.<sup>1</sup>

### **1.0.2. Annual Statistical Report**

It is directed that annual reports shall be made by the Monthly Meetings to the Quarterly Meetings and from the 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.<sup>2</sup>

## **1.2. WORSHIP GROUPS**

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.<sup>3</sup>

## **2.0. QUARTERLY MEETINGS**

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 Meetings whenever they ask for advice or assistance.<sup>4</sup>

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<sup>1</sup> *Faith and Practice*, The Yearly Meeting

<sup>2</sup> *Faith and Practice*, Annual Statistical Report

<sup>3</sup> *Faith and Practice*, The Establishment of Meetings

<sup>4</sup> *Faith and Practice*, The Establishment of Meetings

## **2.1. Whitewater Quarter**

Officers: Clerk, Recording Clerk, Treasurer

Schedule: Third First Day (Sunday) of January, April, and October.

Bloomington Friends Meeting, Bloomington, IN  
Clear Creek Friends Meeting, Richmond, IN  
Fall Creek Friends Meeting, Pendleton, IN  
Ft. Wayne Friends Meeting, Ft. Wayne, IN  
Lafayette Friends Meeting, N. Lafayette, IN  
North Meadow Circle of Friends, Indianapolis, IN  
White Rose Friends Meeting, Marion, IN

## **2.2. 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  
Englewood Friends Meeting, Englewood, OH  
Green Plain Friends Meeting, Springfield, OH (meets by request)  
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

## **2.3. 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 (ref: Section\_4.1.The Benevolent Fund of Ohio Valley Yearly Meeting).

Approve officers: Clerk, Recording Clerk, Treasurer

## **2.4. 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 (ref: Section\_4.2. The Cincinnati Fund of Miami Quarterly Meeting).

Oversee use of the Spring Grove Cemetery property (ref: Section\_4.3. Miami Quarterly Meeting Burial Lots at Spring Grove Cemetery)

## **3.0. YEARLY MEETING**

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.<sup>5</sup>

It shall receive written reports from its 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.<sup>6</sup>

## **3.1. STAFF**

### **3.1.1. Youth Secretary (description currently under review)**

#### **APPOINTMENT:**

OVYM reserves the right to enter into a contract for services for those responsibilities contained in this Section or may employ a Youth Secretary as a member of its paid staff. The Youth Services Committee will interview for the position and recommend a final service provider or final candidate for staff to be approved by Yearly Meeting in session or by the Executive Committee. This is a one-third time position and assumes about 700 hours of annual service, including assigned hours during annual sessions of the Ohio Valley Yearly Meeting and any other field trips or work camps as designated by the Clerk of the Youth Services Committee. A support committee will be named for the Youth Secretary (see 3.5.5.2). The Youth Services Committee supervises the position.

#### **PURPOSE:**

To provide programs and to coordinate activities for young Friends of middle school (10-13) and high school (14-18) ages at Yearly Meeting level and in Whitewater and Miami Quarterly Meetings including the offering of new experiences, spiritual nurture, and opportunities for service and leadership.

#### **RESPONSIBILITIES:**

- Work with Youth Services Committee to organize youth activities at the Yearly Meeting level.
- Attend meetings of the Youth Services Committee and coordinate with the YSC clerk regarding attendance at the OVYM Planning Committee and Executive Committee meetings.
- Organize and lead teen and middle youth activities, including Annual Sessions programming, activities for Joint Quarterly Meeting, teen service project, planning for youth activities at quarterly meetings, and other activities such as the Quake That Rocked the Midwest, online activities, and retreats.
- Help OVYM teens and middle youth network with each other.
- Encourage youth participation in wider Friends youth activities and coordinate with other area Friends youth workers.
- Maintain communications with youth activities and needs in Monthly Meetings of OVYM and be available to visit and to assist Monthly Meetings with youth programming.
- Provide for the spiritual nurture of Young Friends in OVYM and foster their understanding of Quakerism and of themselves as Quakers. Be a mentor.
- Work with the Youth Services Committee to hire staff in compliance with the Policy on Abuse Prevention (see 4.1.3)

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<sup>5</sup> *Faith and Practice*, The Yearly Meeting

<sup>6</sup> *Faith and Practice*, The Yearly Meeting

## **QUALIFICATIONS:**

- Active membership in the Religious Society of Friends is preferred.
- A working knowledge of the Bible, Friends' testimonies and writings, the OVYM *Book of Faith and Practice*, relevant sections of the OVYM Handbook and other procedures as developed by OVYM.
- Aware of Friends' social concerns and organizations and be adept at understanding concerns of teen and middle school age youth.
- Knowledge of all major Friends' traditions and an understanding of religious diversity.
- Exhibit the ability to interact effectively with teen and middle school age youth.
- Energetic, friendly and able to have fun and be serious. Organizing, communication, and mentorship skills are required. Leadership qualities are required.
- Bachelor's Degree or equivalent course work and experience.
- Access to an automobile, available for weekend travel, and willingness to accept overnight hospitality.
- Submit to a background check as designated by OVYM and any periodic background checks which OVYM may determine to be appropriate.

### **3.1.2. Administrative Assistant**

#### **APPOINTMENT:**

OVYM reserves the right to enter into a contract for services for those responsibilities contained in this Section or may employ an OVYM Administrative Assistant as a member of its paid staff. An ad hoc committee, consisting of the OVYM Presiding Clerk, Assistant Clerk, Treasurer and a member at large, will interview and select the service provider or staff member. Supervision: The OVYM Administrative Assistant will work under the supervision of the yearly meeting presiding clerk.

This is a one-fifth time position and assumes 347 hours of annual service, including assigned hours during annual sessions of the Ohio Valley Yearly Meeting.

#### **PURPOSE:**

To perform clerical and administrative support for OVYM officers, representatives, committees, and volunteer administrators. To support communication within the yearly meeting.

#### **RESPONSIBILITIES:**

- Establish and maintain a Yearly Meeting office either at home or in a donated space which may be a meetinghouse.
- Provide a monthly report of activities (hours worked in general categories) to the OVYM treasurer and presiding clerk.
- Maintain OVYM files, both electronic and hard copies.
- Manage OVYM correspondence (including yearly meeting epistles). Create, receive, and appropriately distribute mail (email and hard copy) to officers, representatives, committee clerks, and volunteer administrators. Manage other routine correspondence, such as preparations for annual sessions and executive committee meetings. Distribute minutes from Executive Committee meetings and Annual Sessions.

- Maintain the OVYM data base compiled from monthly meeting member and attender lists and produce an annual directory for distribution at annual sessions.
- Assist the treasurer and registrar in sending reminders about expected payments to the yearly meeting, and following up as needed.
- Maintain email distribution lists for the use of OVYM clerks, treasurers, committees, and the Quaker Quill editor, and send targeted correspondence as needed.
- Arrange for printing and distribution of The Quaker Quill newsletter three times per year. Maintain both the e-mail and paper mailing lists for The Quaker Quill. If needed, arrange for a bulk mailing permit and maintain it for the yearly meeting.
- Assist in maintenance of OVYM's on-line presence, working with the website administrator and posting updates on Facebook. Gather calendar information for the website administrator to update the events webpage. Maintain the website announcements page and update monthly meeting pages as requested. Provide basic website updates in case the OVYM website administrator is unable to continue in that role (emergency back-up).
- Update the OVYM Handbook:
  - Make factual changes as needed to reflect current practices in consultation with the clerk.
  - Work with officers to update and add to forms to match current needs and streamline collection of information.
  - Change descriptions and procedures when revisions are approved. Send sections to the respective committees and officers annually for review. Internal committee functions (such as how often they meet) can be updated by the committees. Changes affecting the entire yearly meeting (such as a schedule of when monthly meetings need to provide information) need to be approved by the Executive Committee or OVYM in session.
  - As needed, produce and distribute paper copies and provide the website administrator with the current version.
- Assist publications coordinator with Reports in Advance and Minute Book for annual sessions. Collect reports and documents needed for these publications. Conduct follow-up to ensure information flow is achieved including State of Society Reports, Statistical Reports, Memorial Minutes and other material and information. Collect orders for paper and e-mail copies; print and distribute as needed.
- Schedule meeting rooms and Zoom conference calls for Executive Committee meetings. Assist Friends by distributing instructions for setting up Zoom calls, and scheduling Zoom meetings as requested.
- Attend Executive Committee meetings and annual sessions.

## **QUALIFICATIONS:**

- Basic computer skills including word processing; experience with data bases, spread sheets, web publishing, email communications, and Facebook. Experience with or ability to quickly learn to use Mail Chimp and to update events on our website. Experience with WordPress websites is helpful.
- Ability to work independently. Organized, self-motivated, and attentive to details.
- Excellent interpersonal skills and willingness to reach out to Friends via email or phone as needed. Ability to adapt to the variety of communication styles of a changing roster of volunteer leaders.
- Knowledgeable about the Religious Society of Friends and Quaker practices and organizational structure. Knowledge of OVYM and membership in the Society is preferred.

### **3.1.3. Social Action Coordinator**

**APPOINTMENT:** Executive Committee will designate a hiring committee and approve the hire for one year at a time.

**SUPERVISION:** The Social Action Coordinator will report to the Executive Committee. That committee will name one or more individuals to provide day-to-day supervision and direction, and to conduct an annual review.

**SUPPORT:** The Social Action Coordinator is encouraged to choose a support committee of at least three members, either from one's monthly meeting or asking for assistance from the OVYM Executive Committee.

**PURPOSE:** The SAC's primary responsibility is to empower, support, cross-fertilize, and encourage social action work being done by OVYM monthly meetings and individuals. The coordinator will facilitate communication and connections.

#### **RESPONSIBILITIES:**

- Contact all monthly meetings in OVYM to describe what the coordinator is doing, to get information on interests, issues, and actions within the monthly meetings, and to get a sense of needs and dreams. "Contact" might necessitate e-mail, phone calls, online meetings, or in-person visits, depending upon the meetings.
- Maintain a contact list of monthly meeting social action committees and individuals.
- Keep an up-to-date record of current social action being carried out by OVYM monthly meetings or by individuals within an OVYM monthly meeting.
- Facilitate communication between monthly meetings regarding current activities and new leadings.
- Create issue-specific mailing lists to provide information and action plans to interested OVYM members.
- Make a Social Action Coordinator phone number and an e-mail address provided by the yearly meeting.
- Help get word out quickly for urgent action plans.
- Organize one meeting in conjunction with the yearly meeting sessions.
- Facilitate regular online and/or in-person meetings as broad interest demands, to connect social action committees and others within the yearly meeting. The purpose of these meetings would be to:

1. foster interpersonal relationships between Friends engaged in social action in the monthly meetings
  2. share information on existing activities
  3. provide an opportunity for participants to describe their ongoing work and new ideas, and invite collaboration with other monthly meetings
  4. report on successes and failures
  5. discuss new initiatives
  6. solicit help and advice from other monthly meetings
- Share minutes of conscience from monthly meetings with other monthly meetings, the yearly meeting and beyond.
  - Report on current activities and needs to the wider OVYM membership.
    1. Submit an article to *The Quaker Quill* three times per year.
    2. Submit announcements on the OVYM website.
    3. Report to each OVYM Executive Committee meeting.
    4. Post regularly to the OVYM Facebook page or send announcements to the OVYM administrative assistant for posting.
    5. Submit a report in advance for yearly meeting sessions.

**HOURS:** This is a new position, so designating a total number of hours is very difficult. The OVYM Treasurer has estimated that this job will require about 20 hours per month.

**BUDGET:** The yearly meeting will reimburse for all expenses incurred in this work. Travel will be reimbursed per the OVYM policy for travel expenses. An initial estimate is \$1,000.

**EXAMPLES OF WHAT A SOCIAL ACTION COORDINATOR MIGHT DO:**

- Different meetings involved in food banks would like to share ideas with each other. Plan an online meeting for them to talk.
- Several people within one state want to plan a joint lobbying trip to the state's capital. Let other meetings know when and where, and who to contact in the meeting planning the trip.
- A meeting would like to visit a local legislator and would like support from other meetings. Advertise the need and the contact.
- A meeting is drafting a minute on an issue and would like input and ideas from other meetings. Share the contact for ideas, and the final results (both the minute and any actions resulting from the minute).
- A Friend in one meeting is trying to figure out what to do about gun violence. Put this Friend in touch with Friends in other meetings or with others (e.g., FCNL) sharing this concern.
- Friends upset about abortions want to locate other Friends wanting to act on this concern. The coordinator can put these Friends in touch with each other.
- A meeting wants to invite someone from FCNL to do a workshop on how to lobby. Work with them to invite other meetings, or suggest a yearly meeting workshop and invite all of the contacts from other meetings. This may also be something to pass on to the Gatherings Committee as a potential program.

## 3.2. OFFICERS

The Yearly Meeting shall provide for the appointment of necessary officers, including clerks, and treasurer.<sup>7</sup>

### 3.2.1. Presiding Clerk

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.<sup>8</sup>

#### APPOINTMENT:

Name brought by Nominating Committee to be approved by the Yearly Meeting in session. Term is for two years as Presiding Clerk.

#### ROTATION:

A Friend will first serve one year as Assistant Clerk, then two years as Presiding Clerk, followed by one final year as Assistant Clerk. At the beginning of the third year of this Friend's service, another Friend would begin the first year of his or her four-year term of service.

#### SUPPORT COMMITTEE:

Before Annual Sessions during the first year of term as Presiding Clerk, the clerk will establish a Clerk's Support Committee of at least three members. The clerk may seek assistance from their Monthly Meeting or from OVYM Executive Committee. (See/Revise 3.5.5.53)

#### RESPONSIBILITIES:

- Plan the agenda and preside at the business sessions of the Yearly Meeting.
- Preside at Executive Committee meetings and perform the following functions as Executive Committee Clerk:
  - Regularly schedule Executive Committee (EC) meetings, which are typically held in late August and on the first Saturday in November, February, and April, with the February meeting held as a conference/video conference call. The other meetings will use a hybrid set up to allow both virtual and in-person attendance.
  - Britain Yearly Meeting's Faith and Practice, Chapter 3: General Counsel on church affairs, Sections 3.12 through 3.21 are very helpful.<sup>9</sup>
  - Plan the agenda and coordinate with Administrative Assistant to distribute it.
  - In early spring, notify appropriate MM clerks that their EC representatives are due to be named. Monthly Meetings need to make their EC appointments and notify the Presiding Clerk by May. The new representatives become active at end of annual Yearly Meeting sessions.
  - EC sometimes meets during YM session to take care of matters arising from the floor of business sessions.

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<sup>7</sup> *Faith and Practice*, The Yearly Meeting

<sup>8</sup> *Faith and Practice*, The Yearly Meeting

<sup>9</sup> *Quaker Faith and Practice*, (1999, The Religious Society of Friends (Quakers) in Britain

## **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.
- 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.
- Provide counsel to Monthly Meetings and clerks upon request.
- In cooperation with Administrative Assistant, 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 Nominating Committee Clerk to identify Monthly Meetings that lack representation on that committee. Encourage Monthly Meetings to appoint a representative to the OVYM Nominating Committee.
- Work with clerk of Nominating Committee and Administrative Assistant to notify outside organizations of OVYM representatives to their organizations.
- Prepare Clerk's message for the Quaker Quill in coordination with Asst. Presiding Clerk.
- Supervises the Administrative Assistant/Clerical Staff

### **3.2.2. Assistant Presiding Clerk**

#### **APPOINTMENT:**

Name brought by Nominating Committee to be approved by Yearly Meeting in session. Term is for two years as Assistant Clerk.

#### **ROTATION:**

A Friend will first serve one year as Assistant Clerk, then two years as Presiding Clerk, followed by one final year as Assistant Clerk. At the beginning of the third year of this Friend's service, another Friend would begin the first year of his or her four-year term of service.

#### **DUTIES:**

- Sit ex-officio on Yearly Meeting committees as determined in liaison with the Presiding Clerk. Sit ex-officio on Religious Nurture and Education 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, and soliciting communications needed for OVYM Annual Reports (i.e. State of Society reports, Statistical Reports, and Memorial Minutes).
- 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.

### **3.2.3.1. Recording Clerk**

#### **APPOINTMENT:**

Name brought by Nominating Committee to be approved by Yearly Meeting in session.

#### **ROTATION:**

A Friend will first serve one year as Assistant Recording Clerk, then two years as Recording Clerk, followed by one final year as Assistant Recording Clerk. At the beginning of the third year of this Friend's service, another Friend would begin the first year of his or her four-year term of service.

#### **DUTIES:**

- Take minutes at Yearly Meeting business sessions and prepare them for publication.
- Take minutes at Executive Committee meetings and prepare them for publication.
- Make oneself available to the clerk or assistant clerk to aid them as needed and provide help, guidance, clarification, etc. during meetings or between meetings as is necessary for successful business being done by the gathered group.
- It may be necessary to work with the administrative assistant before and after meetings to communicate attendance, reports, or other topics related to recording the minutes.
- Take minutes for "called meetings"

### **3.2.3.2. Assistant Recording Clerk**

**APPOINTMENT:** Name brought by Nominating Committee to be approved by Yearly Meeting in session.

**ROTATION:** A Friend will first serve one year as Assistant Recording Clerk, then two years as Recording Clerk, followed by one final year as Assistant Recording Clerk. At the beginning of the third year of this Friend's service, another Friend would begin the first year of his or her four-year term of service.

#### **DUTIES:**

- The first year is a time to learn while aiding the recording clerk as needed and being willing to substitute as recording clerk if needed. (See recording clerk duties.)
- In the fourth year help prepare the new recording clerk and be available to substitute if needed.

### **3.2.4. Treasurer**

#### **APPOINTMENT:**

Name brought by Nominating Committee to be approved by Yearly Meeting in session.

#### **ROTATION:**

A Friend will ideally first serve one year as Assistant Treasurer before becoming the Treasurer, followed by one final year as Assistant Treasurer.

#### **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.
- Serves as the alternate for the Administrative Secretary for the processing of background checks.
- Serve as ex-officio member of Executive Committee, Personnel Committee, and Budget & Finance Committee.

### **3.2.5. Assistant Treasurer**

#### **APPOINTMENT:**

Name brought by Nominating Committee to be approved by Yearly Meeting in session. The position is renewable annually.

#### **ROTATION:**

Ideally, a Friend should first serve as Assistant Treasurer before becoming the Treasurer.

#### **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**

### **3.3.1. Quaker Quill Editor**

#### **APPOINTMENT:**

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

## **RESPONSIBILITIES:**

- In cooperation with the Administrative Assistant, update the mailing list regularly. Send changes in the YM mailing list to the Administrative Assistant.
- Solicits materials from monthly meetings, officers, committee clerks, and representatives to be published in newsletter
- Compiles and lays out newsletter three times a year

## **SUGGESTED PROCEDURES:**

- About two weeks before each deadline (January 15, April 1, August 15), send a reminder to each Monthly Meeting Quill correspondent, each YM or QM Clerk, and each committee clerk asking for news items, reports, calendar items, etc.
- 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 drawings in each issue. Print return address (and bulk mailing information if needed) halfway down on last page, and leave the rest of the page blank for the mailing label.
- Submit an itemized account of expenses to the treasurer for reimbursement.

## **SUGGESTED SCHEDULE OF NEWSLETTER CONTENTS:**

### **September issue (reminder cards sent 8/1; deadline for submissions 8/15):**

Cover: epistles, Clerk's letter

Photos and epistles from yearly meeting sessions

News from OVYM committees and staff, Quarters as available

Monthly meeting reports

News and announcements fall meetings of outside organizations, upcoming Quarterly Meetings (if timely),

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

Cover: clerk or Religious Nurture and Education, Preliminary Yearly Meeting sessions announcement

News from OVYM committees and staff, Quarters as available

Monthly meeting reports

News and announcements from

Fall Quaker organizations reports (FCNL, FGC, AFSC, etc.)

### **May issue (reminder cards sent 3/15; deadline for submissions 4/1):**

Cover: Letter from Clerk

Yearly meeting program, schedule, youth activities and registration information

News from OVYM committees and staff, Quarters as available, News from retreat

Monthly meeting reports

News and announcements FWCC annual meeting report outside organizations

Info about how to subscribe to Quaker Quill

### **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 and approved by the Yearly Meeting or Executive Committee in session. Term is one year renewable from September 1 to August 31.

#### **RESPONSIBILITIES:**

- Collect and collate reports prepared in advance of the annual session. Prepare them in one document ready for printing and posting online.
- 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.
- Include a Table of Contents in both publications, with links in place for online use.
- Announcements requesting the collection of materials for the Advanced Reports and minute book are done by the clerk and Administrative Assistant.
- Work with the Administrative Assistant on any printing questions. The Administrative Assistant is responsible for final printing and distribution of both publications.
- Assist the Administrative Assistant to 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.

### **3.3.3. Records Coordinator**

#### **APPOINTMENT:**

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

#### **RESPONSIBILITIES:**

- Work with the staff of the Wilmington College S. Arthur Watson Library on questions relating to the Quaker Collection.
- Work with the Monthly Meetings and their appointed records coordinators to facilitate the preservation of Meeting records (ref: Section 4.7. Policy on Retention of Meeting Records).
- 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
- Periodically provide articles to the Quaker Quill on topics of historical interest.
- 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.

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

### 3.3.4. Statistician

Faith and Practice provides that OVYM shall circulate and compile an Annual Statistical Report.<sup>10</sup> 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. Faith and Practice also includes various cross-references to the statistical report, such as under "Youth Membership" on page 31 and under "Method of Appointment" [of the Executive Committee] on page 41, 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.

### 3.3.5. Website Administrator

#### **APPOINTMENT:**

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

#### **RESPONSIBILITIES:**

The Ohio Valley Yearly Meeting Website Administrator is responsible for the construction and maintenance of OVYM.Quaker.org. This includes regular updates to the calendar, news, and other pages as requests, events, and articles are submitted. In support of this, the administrator will:

- Obtain a user login and password from Friends Publishing to access the Quaker.org server.
- Contact Friends Publishing upon change of Website Administrator to arrange for the email aliasing (redirect) for Webmaster@ovym.quaker.org to redirect to the email of the new administrator.
- Maintain the website, keeping pages and information current by regular updates as requested from those with authority to do so. This includes Monthly Meeting representatives requesting updates to the individual Monthly Meeting Pages.
- Administer and promote the OVYM FaceBook Page, making postings as requested. Admin on this account is shared with the OVYM Secretary and will be transferred to the incoming Administrator when the position is transferred.
- Encrypt email addresses and take other actions to assure reasonable security for the personal information visible on the website.
- Rebuild the website periodically to add new features as changes in technology allow. Test the rebuild by uploading to a beta folder and checking functionality and display on a variety of web browsers and devices (e.g., tablet and smartphone).
- Provide an annual report on the website to OVYM for Reports in Advance and provide a verbal report during OVYM Annual Sessions, and make occasional reports to Executive Committee.
- Photograph Annual Sessions and other special events and post the photos via Google Picassa or similar service or application.
- Maintain Statistics of monthly visits via Google Analytics or other similar service and include the trends in the annual report to OVYM. Administrator will create and maintain a user account for Analytics.

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<sup>10</sup> *Faith and Practice*, Annual Statistical Report

- Maintain the OVYM Handbook in Coordination with the OVYM Admin Secretary and Yearly Meeting Clerk. Publish updated versions of the Handbook to the Website in PDF format.
- Maintain the Faith and Practice in coordination with the Faith and Practice Committee and publish updated copy to the Website in PDF format.
- Convert requested documents to PDF when website publication is requested. Link event announcement to documents as requested.
- Coordinate with the OVYM Admin Secretary and Registrar to create a fill-in PDF and formatting it to the save and email format. Publish that PDF to the website and add a link on the Annual Sessions Page.
- Maintain the OVYM Forms using Adobe Acrobat, updating as requested by the Treasurer, Statistician, and the OVYM Admin Secretary so that fillable forms are current on the Forms Page.
- Research and resolve issues reported by users.
- Maintain Events and News Headlines information on the Home Page.
- Maintain the events calendar for the OVYM Calendar Page using Google Calendar or other service. For this, administrator will create a user account and link information for that calendar copied to the Calendar Page.
- Edit/preview recordings as provided on CDs from Annual Sessions and Special Events and load them to the server with appropriate links. Maintain the Annual Sessions and Special Events recordings on the site for three years, then remove the links from the Annual Sessions/Special Event Pages and MP3 files from the server to conserve space.
- Maintain backups of all files to deal with unexpected losses of files.

## **3.4. RESPONSIBILITIES DURING ANNUAL SESSIONS**

### **3.4.1. Epistle Summary**

The Yearly Meeting shall provide for the due consideration of epistles and of minutes of Friends from other Friends Yearly Meetings.<sup>11</sup>

#### **APPOINTMENT:**

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

#### **RESPONSIBILITIES:**

In advance of YM session, read all epistles received by OVYM 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. Epistle Committee and Friends Journal Reporter**

#### **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. Submits the Epistle to Friends Journal.

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<sup>11</sup> *Faith and Practice*, The Yearly Meeting

### **3.4.3. Memorial Committee or Coordinator**

#### **APPOINTMENT:**

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

#### **RESPONSIBILITIES:**

- Plan the memorial meeting for worship of the YM session.
- Obtain names from YM administrative assistant 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, any testimonials about deceased Friends, and or a memorial minute.

## **3.5. COMMITTEES**

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.<sup>12</sup>

### **3.5.1. Religious Nurture and Education Committee**

(Advancement and Nurture and Religious Education merged 2/2012)

#### **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.

#### **GUIDELINES FOR THE SPIRITUAL NURTURE FUND:<sup>13</sup>**

The Spiritual Nurture Fund developed from a bequest from Eileen Bagus to Ohio Valley Yearly Meeting. The fund is to be used for the spiritual nurture of the Ohio Valley Yearly Meeting community and its constituent meetings. For example, the funds might be used to develop initiatives focused on nurturing small meetings, developing the quality of worship of our meetings, understanding eldership and clerkship, outreach and inreach programs, religious education in local meetings, and increasing the inclusiveness of our meetings, including diverse spiritual experiences and social diversity. This list is not exhaustive, but indicates some of the needs identified by Religious Nurture and Education Committee when the fund was set up.

The fund is overseen by the Religious Nurture and Education Committee. Programs may be initiated by the Religious Nurture and Education Committee or suggested by individual Friends, monthly or quarterly meetings. These requests will be carefully and prayerfully discerned by the committee and granted under the guidance of the Spirit. The fund is not intended for individual education, except in instances where a Friend intends to use their experience to benefit the Yearly Meeting as a whole, such as traveling within the Yearly Meeting to address a widely felt need. The Religious Nurture and Education Committee will evaluate and share widely the record of funded activities through reports to the Yearly Meeting, *The Quaker Quill*, and/or intervisitation.

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<sup>12</sup> *Faith and Practice*, The Yearly Meeting

<sup>13</sup> Added - Minutes of the Executive Committee, 10/3/2015

## **MISSION:**

Ohio Valley Yearly Meeting's Religious Nurture and Education Committee has a variety of areas for which they are responsible. Religious education has been a core value of Ohio Valley Yearly Meeting since its inception. The goal of the Religious Nurture and Education Committee is Quaker spiritual development for adults, youth and children. Their mission is to provide empowerment and guidance for Quaker spiritual development at the monthly and quarterly meeting levels, as well as within individual Friends. They make workshops, retreats and curriculum materials available to the Yearly Meeting and its quarterly and monthly meetings. The committee is served by those who have a sense of call for travel in the yearly Meeting and have gifts of loving presence and listening. The Nominating Committee is always open to those who have sensed a call to this sort of work or who have been identified with these gifts by their meetings.

## **RESPONSIBILITIES:**

The Religious Nurture and Education Committee will discern, identify, and respond to the spiritual and educational needs of the Yearly Meeting. This charge includes educating children and adults in Quaker spiritual practices. To accomplish this, the tasks of the Committee may include:

- Provide support, consultation, and materials for children's and youths' religious education to all levels of OVYM, Monthly Meetings, Quarterly Meetings, and Yearly Meeting<sup>14</sup>
- See [Section 4.13](#) regarding child safety training and distribution of materials.
- Visitation of Monthly Meetings
- Support diversity and inclusion within the body of the Yearly Meeting
- Support Yearly Meeting members with particular leadings to ministry within and beyond the Yearly Meeting
- Encourage and support inter-visitation and traveling ministry
- Offer outreach and consultation to Monthly Meetings in response to their needs and concerns

At Yearly Meeting sessions, the Committee will serve as Ministry and Counsel Committee for the sessions. These duties include:

- Provide support to the Yearly Meeting clerks
- Consult with authors of the Yearly Meeting Epistle
- Offer workshops
- In advance of Sessions, read Monthly Meeting's State of the Meeting reports and prepare the State of the Society reports.

## **3.5.2. Auditing Committee**

### **APPOINTMENT:**

Two members nominated by Nominating Committee to be approved by Yearly Meeting in session for staggered two-year terms. When necessary a nomination can be approved by the Executive Committee.

### **RESPONSIBILITIES:**

- Between the end of the fiscal year (June 30) and the first session of Executive Committee (preferred, in August) or no later than the November Executive Committee meeting, audit the books of the yearly meeting Treasurer.
- Report the condition of the books to the Executive Committee.

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<sup>14</sup> Added 10<sup>th</sup> Month 1<sup>st</sup>, 2016 upon request of the OVYM Executive Committee

### **3.5.3. Budget and Finance Committee**

The purpose of the Budget and Finance Committee is to provide consultation and oversight of the treasurer, propose the yearly meeting's annual budget and communicate with constituent monthly meetings their suggested proportional annual share of that budget.<sup>15</sup>

#### **APPOINTMENT:**

At least 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:**

- Provide support and consultation for the Treasurer
- Oversight of the Treasurer
- Develop the YM budget for the coming year to be approved during YM session (ref:Section 4.4 Budget Policy)
- Recommend the amount of the YM proportional share for each monthly meeting 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 1991 OVYM session (ref: Section 4.4. Budget Policy).<sup>16</sup>

### **3.5.4. Children's Program Committee**

#### **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.

### **3.5.5. Support Committees for Staff**

#### **3.5.5.1. Administrative Assistant Committee**

#### **APPOINTMENT:**

Three members: One of whom is an officer of the YM, one who is an at large person selected by the employee, and one who is a member of the monthly meeting support committee or other body serving in this role. Approved by Executive Committee for a one-year term.

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<sup>15</sup> *Faith and Practice*, The Yearly Meeting

<sup>16</sup> Minutes of the business sessions of Ohio Valley Yearly Meeting 1990, Minute 35.

### **3.5.5.2. Youth Secretary Committee**

#### **APPOINTMENT:**

Three members: One of whom is a member of the Teen Committee, one who is an at large person selected by the employee, and one who is a member of the monthly meeting support committee or other body serving in this role.

#### **RESPONSIBILITIES:**

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

The Practice has been for the committee to meet twice. Once to deal with management issues related to the position (i.e. relationship with the supervisory committee, others; equipment needs; time needs; personal needs that are in conflict with responsibilities, etc) At this meeting the convener asks the staff person to speak out of the silence as to their needs. Friends respond as led.

The second meeting focuses on nurture. The focus of the meeting should be prayer and worship. The convener introduces the questions or readings that lead into worship, worship sharing, or prayer.

-Possible queries:

- ...What is your sense of God's presence in the work you are doing for the YM?
- ...How do you care for yourself after an event, presentation, work, or committee meeting?
- ...Are you having difficulties or issues that you feel are taking you away from that centered place that is necessary for anyone seeking to serve others?
- ...Are there issues within the YM that are making it difficult for you to do your work?
- ...Are you open to prayer, scripture, images, or phrases that may be a source of guidance for you? (Person shares theirs, group shares from their experiences)

### **3.5.5.3. Clerk's Support Committee**

#### **APPOINTMENT:**

At the last Executive Committee meeting before Annual Sessions, before the transition to Presiding Clerk, the Assistant Presiding Clerk will establish a Clerk's Support Committee of at least three members. The assistant presiding clerk may seek assistance from their Monthly Meeting or from OVYM Executive Committee. Approved by Executive Committee for a two-year term. One member will be designated as committee clerk.

#### **RESPONSIBILITIES:**

- Offers spiritual and practical supports to the presiding, assistant and recording clerk both during annual session and through the year as needed. The clerk will convene the committee as needed.
- Prior to opening of the first annual sessions business meeting, the committee clerk will arrange a place for the committee to sit with the clerk. It is helpful for the support committee to meet with the presiding clerk before and/or after business meetings at annual sessions. It is the responsibility of the committee clerk to arrange these meetings.

Practice has been for the Presiding Clerk to convene the committee as needed. Prior to annual sessions the member representing the Religious Nurture and Education Committee works with the at large member to host a day long retreat for the clerks. That retreat has included worship, a time for sharing concerns, and a time for reflection and affirmation.

#### **3.5.5.4. Social Action Coordinator's Support Committee**

**SUPPORT:** The Social Action Coordinator is encouraged to choose a support committee of at least three members, either from one's monthly meeting or asking for assistance from the OVYM Executive Committee. The Executive Committee will appoint one person to help set up this committee.

#### **3.5.6. Executive Committee<sup>17</sup>**

##### **COMPOSITION OF THE COMMITTEE:**

The Committee will consist of yearly meeting officers, monthly meeting representatives, representatives from Yearly Meeting Committees, Quarterly Meeting clerks or representatives, and paid staff. Any Friend from the Yearly Meeting is welcome to attend. Administrators are welcome to attend and when they do, their role should be noted, but are not required to attend.

**Monthly Meeting Representatives:** Each Monthly Meeting shall appoint two representatives to serve a term of two years on this committee. It shall designate one person the Representative and the other the Alternate. It is expected that one of these will represent the Monthly Meeting at each meeting. Such representation may be by participating in person or electronically. In the event the Representative is unable to participate, the Alternate shall represent the Monthly Meeting.

The clerks of the Yearly Meeting shall serve as clerks of the Executive Committee by reason of their appointments. In addition, each yearly meeting committee shall designate one of their members to serve a one-year term on the Executive Committee. These committee representatives shall report on their committees' work to the Executive Committee and serve as liaisons between their committees and the Executive Committee.<sup>18</sup>

##### **DUTIES:**

It is the ultimate responsibility of this committee to work under the guidance of the Spirit without regard to time constraints or other situations that may push the committee to act outside of the tradition of Quaker Worship. 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 ensuring that individuals who have particular assignments and committees are fulfilling their responsibilities as outlined in the handbook. The Executive Committee shall have the responsibility for overseeing the maintenance and updating of a Yearly Meeting Handbook so that it 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 matters when that body is not in session, except that it shall not make changes in the OVYM *Faith and Practice* or issue any statement of faith.

The Executive Committee shall appoint the members of the Personnel Committee. The Executive Committee also receives the names of those persons named to support committees for staff and those presiding at the Clerks' Table (Presiding Clerk, Assistant Clerk, and Recording Clerk).

##### **MEETINGS:**

Executive Committee will establish and publicize a regular schedule of meetings that coordinate with Annual Sessions at least four times a year. 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 the Yearly Meeting shall notify all Executive Committee members and Monthly Meeting Clerks of scheduled meetings and request agenda items in advance of the meeting date. The agenda will be sent out well in advance of the scheduled meeting.

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<sup>17</sup> *Faith and Practice*, The Executive Committee

<sup>18</sup> Minutes of the business session of Ohio Valley Yearly Meeting 1997, Minute 27.

## **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.

## **3.5.7.Nominating Committee<sup>19</sup>**

### **APPOINTMENT:**

The committee consists of members appointed by the monthly meetings. Additional members may be recruited by the committee. All names will be reported to the Executive Committee. (Monthly meetings are permitted to appoint more than one member of Nominating Committee.)

Note: When the monthly meetings in a quarterly meeting aren't adequately represented on the nominating committee, the clerk of the nominating committee will ask the presiding clerk to contact the clerks of the monthly meetings that aren't represented. Those monthly meetings will be asked to nominate a representative to the nominating committee.

If those monthly meetings do not approve a Friend to represent them by the next Executive Committee meeting, the presiding clerk will follow up to determine where they are in the process of approving a representative and to discover what is needed to facilitate the approval process.

When quarterly meetings are adequately represented, monthly meetings that do not name a member to the committee may be represented by a liaison from the committee. Committee members from the same quarter who are most familiar with the monthly meeting to be represented are recommended.

**Three-year staggered terms.** Two three-year terms are recommended, however members may step off and monthly meetings may appoint a new representative after one three-year term. If a Friend has served two or more terms, the Friend may continue to serve additional terms if the Friend, the monthly meeting and executive committee are all clear.

If a member of the nominating committee misses two committee meetings without notifying the clerk in advance of the meetings, the clerk will discuss with them whether they are clear to remain involved with the committee. This practice is consistent with our testimony of integrity—Friends should do what they promise.

If a Friend has a history of intermittent attendance during a year, the clerk will discuss this with the Friend prior to their term being renewed.

### **MISSION:**

The primary work of the Yearly Meeting Nominating Committee is to discern the names of Friends to bring forward for service as Yearly Meeting officers and representatives and for service on most of the Yearly Meeting's committees. A crucial aspect of this discernment process involves worshipful discussions with Friends about the gifts, skills, and responsibilities associated with various service opportunities. It should be understood that Yearly Meeting Nominating Committee brings forward names for Friends; consideration. Final approval rests with the Yearly Meeting gathered at annual sessions or with Yearly Meeting Executive Committee between annual sessions.

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<sup>19</sup> Approved Executive Committee 4/6/2019 and 2/5/2022

## **RESPONSIBILITIES:**

- Fill open officer, representative and committee member positions (See guidelines below.)
  - Review yearly meeting guidelines and consult with officers and committee clerks to determine needs
  - Draw upon knowledge of monthly meeting members to discern appropriate candidates for open positions
  - Ask nominees who have been approved by the committee if they are willing to serve
  - Report all nominees to the Yearly Meeting in session, or to Executive Committee between sessions, for approval (Monthly meeting representatives will ensure nominees are aware of approval.)
  - Report approved representatives to outside organizations
- Appoint one member, usually the clerk, to be representative to Executive Committee

## **GUIDELINES:**

1. The Nominating Committee seeks individuals who will accept service to the yearly meeting and the Society of Friends as part of their ministry. After consulting with yearly meeting guidelines, officers and committee clerks to determine needs, committee members will identify Friends within their meeting and other meetings whose gifts, skills, and interests facilitate Yearly Meeting functioning. In addition to their abilities, members should also consider nominees' openness to divine guidance, willingness to collaborate, conscientiousness, prior effectiveness, and availability.
2. For yearly meeting committees, nominating committee members will check with committee clerks to learn about their needs for the upcoming year, determine whether committee members who are finishing a term of service should be considered for renewal, and know whether any committee member has been unable to serve.
3. The OVYM Handbook describes the duties of officers, representatives and committee members. In order to keep these descriptions up-to-date, nominating committee members will seek feedback from persons who are completing their terms of service. Committee members will ask if the duties are the same as those described and get estimates of time and money expenditures required for each position.

### **3.5.8. Peace and Social Concerns Committee (laid down)**

The Committee was established in the 182nd Annual Session held at Earlham College in 2002 and laid down in June, 2023.<sup>20</sup>

### **3.5.9. Personnel Committee**

#### **APPOINTMENT:**

Consists of the YM Treasurer and two members appointed by the OVYM Executive Committee. Of the two members appointed at large, one will be designated to serve as Clerk, and this member will be a member of the Executive Committee. The two at large members will serve a two year term.

The Personnel Committee will meet as necessary. Meetings may be in person, by telephone, or in an electronic format that is acceptable to members. At least one meeting must be conducted in-person annually.

#### **DUTIES:**

- Will coordinate and make recommendations regarding employment matters including employment contracts and other related legal responsibilities.
- Will develop personnel, contract and employment policies pursuant to 3.5.9. Personnel Committee.

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<sup>20</sup> Minutes of the business sessions of Ohio Valley Yearly Meeting 2002, Minute 27.

### **3.5.10. Earthcare Committee**

#### **RESPONSIBILITIES:**

Earthcare Committee appoints members and informs Nominating Committee of appointments.

#### **MISSION:**

We of the Earthcare Committee are deeply troubled by the growing world-wide crisis in our human relationship with the Earth. We unite with the vision of our yearly meeting sustainability minute and our book of discipline in seeking harmony with Creation, and the flourishing of all living beings, as a central religious challenge of this century. This challenge is inseparable from the challenges to right sharing and social justice.

#### **RESPONSIBILITIES:**

Our goals include educating ourselves and the rest of the yearly meeting, especially as ecological disharmony manifests itself in our ways of life here in the central Ohio River watershed, our home landscape. We want to seek right relationship with Creation in the ways we function in our buildings and grounds, including energy use, transportation, food services, and waste management. This involves embodying right relationship for its own sake as well as for inspiring others to do likewise.

#### **FOCUS:**

Areas of general focus toward which we have been led include:

- cultivating local food economies
- conserving our water
- fostering ecological design
- working for government legal and policy change is also part of our work.

We remain open to other leadings as the Spirit moves us.

### **3.5.11. Youth Services 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 and Planning Committee;
- Perform an annual evaluation of the Youth Secretary and recommend pay adjustments to Personnel Committee.

### **3.5.12. Adult Young Friends Committee**

#### **COMMITTEE MEMBERSHIP:**

This committee will be composed of a minimum of four maximum of seven of members including members just out of high school, AYF, the teen secretary, and elders from the yearly meeting. There should be at least one member of each sub group included on the committee. Committee membership will be composed of Friends appointed by the yearly meeting, and will be open to any AYFs interested in attending committee meetings. Membership to this committee will be nominated through the AYF business meeting and the Nominating Committee.

#### **COMMITTEE CHARGE:**

The AYF (or YAF, depending) Committee is charged with sustaining a community of Young Adult Friends in Ohio Valley Yearly Meeting through events and activities such as retreats, mentorship (both with older Friends and younger Friends), programming at Yearly meeting, establishing intergenerational events, communication through email and face book, etc.

We feel the need not only for fellowship but also to develop our ministries and emerge as a spiritual community. Therefore, the goal of the activities is to discern and develop spiritual gifts, develop the next generation of Quaker leaders, provide role models for Young Friends, provide a safe space for YAFs going through difficult transitions in life and create a loving environment welcoming to all. By first developing our talents among ourselves we will come to realize what we can offer the Yearly Meeting and the world.

The Committee should set up events that the YAF community can execute, and make it a point to look for developing gifts within the YAF community for planning and implementing these events.

#### **FINANCES:**

A source of funding would allow AYFs the opportunity to both participate in and host Quaker-related events and workshops that lack of finances might otherwise place out outreach. Possible uses of financial support could include the reimbursement of travel to: FGC workshops and events, Pendle Hill retreats, events like Quaker Spring, FCNL lobbying opportunities, service trips, and inter-visitation among other Yearly Meetings.

The skills and experiences acquired through these travels could then provide the basis for AYF-led workshops at OVYM events and individual meetings. In addition, a source of funding would allow the reimbursement of expenses for speakers at AYF-specific retreats, providing a richer experience than might otherwise be possible.

#### **RELATIONSHIP WITH OTHER COMMITTEES:**

Due to our ministerial related functions we will develop an intentional relationship with Religious Nurture and Education. Depending on leadings we will contact other committees such as Teen Committee, Middle Youth, Peace and Social Concerns and Earthcare Witness. The Teen Secretary will be serving as the committee liaison to Executive Committee and Yearly Meeting Planning Committee, another person can be named if the Teen Secretary does not wish to fulfill this role.

### **3.5.13. Yearly Meeting Planning Committee<sup>21</sup>**

#### **APPOINTMENT:**

Up to nine members total, three of whom are representatives from the Teen Committee, Children's Program Committee, and Middle Youth Committee. Six members, who serve staggered three year terms, are nominated by Nominating Committee and approved by Yearly Meeting in session, and, ex-officio: the Youth Secretary or a representative from the Youth Services Committee; a representative from the Children's Program Committee; and the Registrar, for approximately four months prior to annual sessions.

#### **RESPONSIBILITIES:**

- Plan Yearly Meeting program: i.e. choose theme; secure speakers, workshop leaders, and worship sharing leaders; determine proper remuneration for speakers.
- Select site and confirm dates. Make arrangements for dorm rooms and meals.
- Secure appropriate space for all yearly meeting activities, working with the Children's Program and Youth Services Committees to meet their needs.
- Oversee bookstore.
- Oversee and coordinate planning with the Children's Program, Middle Youth, and Teen Activities Committees.
- Appoint one member to be representative to Executive Committee.
- Appoint a registrar to prepare for and serve yearly meeting sessions.

#### **REGISTRAR'S DUTIES:**

- Establish registration procedures.
- Work with the Yearly Meeting Planning Committee to set fees
- Provide information to host site, including room assignments and meal reservations
- Create payment procedures, collect funds. Provide records for the Treasurer and arrange for transfer of funds in a timely manner
- Prepare report on attendance for Sunday's business meeting at annual sessions.

#### **POLICY CONCERNING HONORARIA & EXPENSES:**

1. Ohio Valley Yearly Meeting members or attenders 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 up to \$1,000 if they are plenary presenters. They should not be offered an honorarium as workshop leaders.

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<sup>21</sup> Section revised for minor changes approved by Yearly Meeting Planning Committee on 9/27/2014 per Executive Committee Minutes for 4/4/2015.

2. People from outside of Ohio Valley Yearly Meeting should be offered travel expenses of up to \$500 and an honorarium of up to \$1,000 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.
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. Those receiving honoraria above the IRS threshold should also provide their mailing address and social security number so that the OVYM treasurer can file tax forms.

### **3.5.14. Gatherings Committee**

**APPOINTMENT:** Assuming this is approved during the 2024 Annual Sessions, three members will be nominated by Nominating Committee and approved by the Executive Committee. The committee's commitment would be for three years. If the yearly meeting decides to continue this committee, the Nominating Committee would seek three people with staggered three-year terms, renewable, to be approved by the yearly meeting.

**MISSION:** Help coordinate and identify resources for Ohio Valley Yearly Meeting to hold at least three gathering opportunities annually between yearly meeting sessions, open to all Friends from all meetings to explore shared leadings and get to know each other. These OVYM Gatherings will be held at various sites. Each is intended to build relationships and deepen our spiritual connections throughout Ohio Valley Yearly Meeting. Some online events might be planned, but there should be at least an equal number or more of in-person events. All events will be open and welcoming for all ages or will have alternate activities planned for different ages.

#### **RESPONSIBILITIES:**

- Solicit program ideas and offers from monthly meetings, OVYM committees, quarterly meetings, or Friends' organizations
- Support diversity of both gathering types and participants
- Recruit monthly meetings to host an event
- Support hosts with resources, ideas, and funds as needed.
- Develop a guide with checklist for hosting events, and be available for advice as requested by host meetings.
- Maintain a list of possible childcare providers in our meetings, and people expressing interest in planning a children's program some time. Provide these names to the OVYM office for background checks per our OVYM child safety policy.
- Coordinate with the OVYM Youth Secretary to schedule concurrent youth programs (as appropriate).
- Help advertise events (working with our administrative assistant, website manager, and editor of *The Quaker Quill*)
- Use OVYM communications to notify Friends when an event is needed (for example, if there are only two scheduled one year and a third is needed, or when a program has been proposed and no host has been found).
- Help schedule the OVYM Zoom as needed.

**BUDGET:** In light of the brand-new nature of this work, an estimate of \$1000 is proposed. These funds would be budgeted for meetings or committees to host events if they cannot afford to do so on their own. This might be used for:

- Rental space for meetings without a meetinghouse.
- Hiring childcare providers.
- Paying admission fees for participants, if necessary. For example, a museum has an exhibit on Friends and a meeting wants to organize a group viewing.
- Supporting transportation and/or housing costs for members to participate in an event.
- Covering expenses for an invited speaker.

**EXAMPLES OF POSSIBLE GATHERING TOPICS:**

- Share social action work the host meeting is engaged in.
- Celebrate George Fox's 400<sup>th</sup> birthday together.
- Invite a speaker to talk about some aspect of Friends' history, faith, or practice.
- Learn more about a ministry under the care of OVYM.
- The OVYM Earthcare Committee or Quaker Earthcare Witness might provide programming on environmental issues.
- Get to know each other around a campfire.
- Attend a music event or museum or festival together, perhaps with a Gathering at a meetinghouse before or after.
- Plan a group hike.
- Host an extended meeting for worship (2-4 hours).
- Ideas might grow from the Religious Nurture and Education Committee's consideration of state-of-the-meeting reports.

## **3.6. REPRESENTATIVES TO OTHER ORGANIZATIONS**

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.<sup>22</sup>

### **3.6.1. American Friends Service Committee (AFSC) 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 (Job Description is available from AFSC).
- Submit written report to the Publications Coordinator about three weeks before annual sessions for inclusion in the Advance Reports

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<sup>22</sup> *Faith and Practice*, The Yearly Meeting

### **3.6.2. Friends Committee on National Legislation (FCNL)**

#### **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. (Materials are available from FCNL)
- Submit written report to the Publications Coordinator and Administrative Assistant by April 15 (or as the deadline is set by the Publications Coordinator each year) for inclusion in the Reports in Advance.

### **3.6.3. Friends General Conference (FGC) Representatives' Council**

#### **APPOINTMENT:**

Two 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
- Preferably serve on one FGC committee
- Attend annual meetings; committees may meet at other times during the year (Details are available from FGC)
- Submit written report to the Publications Coordinator and Administrative Assistant by April 15 (or as the deadline is set by the Publications Coordinator each year) for inclusion in the Reports in Advance.

### **3.6.4. Friends for Lesbian, Gay, Bisexual, Transgender, and 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 and Administrative Assistant by April 15 (or as the deadline is set by the Publications Coordinator each year) for inclusion in the Reports in Advance.

### **3.6.5. 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 and Administrative Assistant by April 15 (or as the deadline is set by the Publications Coordinator each year) for inclusion in the Reports in Advance on FPT activities.

### **3.6.6. Friends World Committee for Consultation (FWCC)**

#### **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 and Administrative Assistant by April 15 (or as the deadline is set by the Publications Coordinator each year) for inclusion in the Reports in Advance.

### **3.6.7. Quaker Earthcare Witness (QEW)**

#### **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
- (Material available from QEW)
- Submit written report to the Publications Coordinator and Administrative Assistant by April 15 (or as the deadline is set by the Publications Coordinator each year) for inclusion in the Reports in Advance.

### 3.6.8. 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 and Administrative Assistant by April 15 (or as the deadline is set by the Publications Coordinator each year) for inclusion in the Reports in Advance.

## 3.7. MINISTRIES

### 3.7.1. Braddock Fund for Prison Ministry<sup>23</sup>

**MISSION STATEMENT:** The mission of the Braddock Fund is to provide support for activities and projects for prison inmates that will promote their successful re-entry into their communities.

In 2025 the fund was transferred to Wilmington College's prison education program. More information can be found at [The Braddock Fund for Prison Ministry \(https://www.wilmington.edu/alumni-and-friends-of-wilmington-college/the-braddock-fund-for-prison-ministry\)](https://www.wilmington.edu/alumni-and-friends-of-wilmington-college/the-braddock-fund-for-prison-ministry).

### 3.7.2. Friends Music Camp

**NOTE: This is a draft update.** The FMC Board will be reviewing this entry for updates later in 2026. Their focus now is on re-opening the camp.

#### MISSION STATEMENT:

Friends Music Institute, Inc. operates Friends Music Camp, a 2-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 met for years on the campus of Olney Friends School in Barnesville, Ohio, then moved to Earlham College until 2020. 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.

The camp did not run from 2020 through 2025, due to challenges caused by Covid and an inability to find a location for the camp. The board has worked to re-establish the camp and the 2026 session at Goshen College is something of a re-founding of the camp. It was a four-week program in the past but is returning in 2026 as a two-week program.

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<sup>23</sup> Revised – Yearly meeting minute #64 06/2024 and minute #21 06/2025

The goal is eventually for camp to return to four-week sessions. The tradition established by Peg Champney and others has been kept alive through a network of alumni and friends who are dedicated to the camp, and we look forward to FMC's new beginning.

Scholarships continue to be available thanks to the continued generosity of alumni, friends, and yearly meetings, as people did continue to donate even when camp was not running, a beautiful expression of faith for the future.

#### **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 THE BOARD MEMBER**

Attend periodic meetings of the Board as called by the clerk, to be held via video call for decision-making regarding the camp. Act as a liaison between Friends Music Camp and Ohio Valley Yearly Meeting.

Website: <https://friendsmusiccamp.org>

E-mail: [hutchi32@gmail.com](mailto:hutchi32@gmail.com)

Contact: Nicholas Hutchinson

## **4.0. 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 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 for many years each quarterly meeting had the quarterly meeting treasurer hold the income received from the Yearly Meeting until there was a particular member in need for whose benefit it was expended. In 2023 Miami Quarterly Meeting rolled their Benevolent Fund back into Ohio Valley Yearly Meeting's Benevolent Fund.

Whitewater Quarterly Meeting established following procedure:

"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.

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 \$250.00. Each conference subsidy or other expenditure is reported to the Quarterly Meeting as part of the Treasurer's report at the next session.

## **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<sup>24</sup>**

##### **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.)
- IV. OVYM Budget Calendar

##### **I. COMMITTEE PURPOSE:**

The Budget & Finance Committee's (B&F) basic purpose is to provide consultation and oversight to the treasurer and 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 committee will use the OVYM budget calendar to guide its work in bringing a budget forward to the Yearly Meeting. 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.

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<sup>24</sup> Minutes of the business sessions of Ohio Valley Yearly Meeting 1990, Minute 35.

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. In the event of a monetary shortfall or the urgent need to divert monies to some other worthy purpose, the Budget and Finance Committee may reduce the amounts donated to the Outside Quaker Organizations by the same percentage by which the overall budget is to be reduced. Favoritism may not be shown: contributions to each of the Outside Quaker Organizations will be reduced by the same percentage.

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 (B&F) 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.

### **IV. OVYM BUDGET CALENDAR:<sup>25</sup>**

- January: Requests for input regarding next year's budget  
Request responses by March 15
- April: Open Budget and Finance meeting (morning of Executive Committee Meeting)
- April: Propose budget to Executive Committee
- April 15: Proposed budget sent to monthly meetings
- May: Budget sent to Reports in Advance
- June: Yearly Meeting in session approves budget

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<sup>25</sup> Revised - Minutes of the Executive Committee Meeting, 11/5/2023

## **4.5. PERSONNEL POLICY**

### **4.5.1. Introduction**

The name of the employer/contractor 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 *Faith and Practice* of the Ohio Valley Yearly Meeting Religious Society of Friends.

#### **4.5.1.1. Statement of Personnel Philosophy**

First and foremost, OVYM's policies are guided by the principles and testimonies of Friends described in the OVYM *Book of Faith & Practice*. It is the policy of OVYM to hire or contract with, train, and retain outstanding employees and service providers fully capable of assisting in carrying out OVYM's goals, implicit in the OVYM *Faith & Practice*. 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 and service providers.

#### **4.5.1.2. 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 all employees and service providers who have a long term relationship with OVYM. It describes the responsibilities of both OVYM and the employee or service provider in this relationship. This manual is not intended or considered to be a contract. Employment with OVYM is considered an Employment at Will relationship.

#### **4.5.1.3. 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.

#### **4.5.1.4. 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.

#### **4.5.1.5. Employment Contracts**

OVYM reserves the right to employ individuals as staff of the organization or contract for services with qualified service providers. It is the intention of OVYM to conduct its employment and contractual relationships in a legal and ethical manner. The Personnel Committee will recommend the appropriate employment relationship, staff member or contracted service provider. In the case of a contractual relationship, the Personnel Committee, in cooperation with the appropriate supervising committee, will develop the terms of the Provider Agreement for approval by the Executive Committee and the parties to the contract. The Employment Agreement will contain a specified set of responsibilities and deliverables to be provided to OVYM. It will also outline the qualifications of the Provider, fee schedule, length of contract, waivers and other matters of mutual agreements and understandings. Currently all of our contracts are using 6/30 as the expiration date to match the end of our fiscal year.

A contracted provider receives a fee for services. Therefore OVYM does not provide contributions pursuant to Social Security and Medicare, any fringe benefits, or paid employment leave. No federal, state or local income tax will be withheld. Payments to a provider will be reported to the Internal Revenue Service using Form 1099-MISC. Payments for travel, lodging and associated costs will be outlined in the agreements with providers and will be consistent with established OVYM reimbursement policies. Payment of any other expenses will be by mutual agreement of OVYM and providers.

Initial agreements and renewal agreements with providers will be developed by the Personnel Committee in cooperation with the appropriate supervising committees. The supervising committee will conduct the recruitment and selection process for contracted providers in collaboration with the Personnel Committee. The supervising committee is responsible for the day to day supervision of contracted providers. When necessary, the supervising committee will consult with the Personnel Committee to invoke cancelation of an Agreement which must be approved by the OVYM Executive Committee.

Entering into a renewal agreement with a provider is at the sole discretion of OVYM. The Personnel Committee will develop renewal agreements with providers following consultation with the supervising committee. Contracted providers are not subject to OVYM personnel policies. Nevertheless, Personnel Policies # 3.1 and 3.2 may be considered, at the discretion of OVYM, as a guide in the establishment of fee arrangements for renewal agreements. It is important that supervising committees complete an evaluation of the services provided in order to arrive at a fair determination of fee payments for renewal agreements. Such recommendations will be reviewed by the Personnel Committee which will submit proposed renewal agreements to the Executive Committee for final approval.

## **4.5.2. Employment Practices and Conditions**

### **4.5.2.1. 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, layoffs, privileges, and other related benefits. OVYM intends that its employees and service providers are members of the Religious Society of Friends.

### **4.5.2.2. Supervisory Committee**

For every paid position, the Yearly Meeting will designate a committee or individual to supervise that employee. The designated supervisor(s) is the primary representative for OVYM in the employment relationship. The specific supervisory duties and responsibilities are summarized in Section 4.5.8.3. Supervisory Committee

Furthermore, in the case of a supervisory committee one of its members will serve as its liaison with the employee. This is the person to whom the employee or service provider reports and who receives a record of hours worked.

### **4.5.2.3. Employment of Personnel**

Once a position is approved by the Yearly Meeting, the designated 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.

#### **4.5.2.4. Classification of Employees**

##### **4.5.2.4.1. 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.

##### **4.5.2.4.2. 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 time their regular hourly rate for those hours worked that exceed 40 hours per work week. Duties are other than executive, administrative, or professional.

#### **4.5.2.5. Terminating the Employment Relationship**

##### **4.5.2.5.1. 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 or service provider 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 or service provider be dismissed. Such a dismissal requires approval of the Personnel Committee and the Presiding Clerk of the Yearly Meeting. Once approved, dismissal can be immediate, at the discretion of the Personnel Committee and Presiding Clerk. In this case, severance pay, if any, is at the discretion of the Executive Committee.

##### **4.5.2.5.2. Resignation**

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

##### **4.5.2.6. Grievance Procedure**

All employee or service provider 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 or service provider 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 or service provider within 30 calendar days of the next regularly scheduled meeting of the Executive Committee following the submission of the grievance.

##### **4.5.2.7. Personnel Records**

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

#### **4.5.2.8. Exceptions to the Policies**

The Executive Committee may approve temporary exceptions to any policy.

### **4.5.3. Compensation**

#### **4.5.3.1. Employee 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 or service provider evaluation process.

Service providers are paid by the Treasurer on a regular basis as determined by the Personnel Committee and specified in their Service Agreement.

#### **4.5.3.2. Interim Salary Adjustment**

If the supervisory committee deems that some interim adjustment in compensation is warranted for a salaried employee or service provider based on the actual hours worked, they can submit a recommendation to that effect to the Personnel Committee. Personnel Committee may recommend the adjustment to Executive Committee for final approval.

#### **4.5.3.3. Reporting the Hours Worked**

All hourly or salaried employees and service providers will report the time spent working to their supervisor and to the Treasurer by the 10<sup>th</sup> of each month. The purpose of reporting hours for a salaried employee or service provider 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 monthly payment.

#### **4.5.3.4. 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.

#### **4.5.3.5. Overtime**

Overtime must be approved in advance by the Supervisory Committee.

### **4.5.4. Performance Evaluation**

#### **4.5.4.1. Performance Evaluation**

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

#### **4.5.4.2. Employee or Service Provider Statement of Evaluation**

The employee or service provider will be asked to make a written self-evaluation before the annual evaluation. This becomes part of the worker's permanent record.

#### **4.5.5. Fringe Benefits**

##### **4.5.5.1. Health Insurance**

OVYM offers no health insurance or financial assistance for medical insurance premiums.

##### **4.5.5.2. Leave**

There is no paid leave time. Employees and service providers 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. Rates of compensation reflect 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.

##### **4.5.5.3. 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 or service provider's professional development. Such expenses must be approved in advance by the Supervisory Committee.

#### **4.5.6. Standards of Conduct**

##### **4.5.6.1. Security of Information**

Employees and service providers must use discretion and tact when representing or discussing OVYM. Employees and service providers 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.

##### **4.5.6.2. Outside Employment**

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

- Cannot interfere with job performance;
- Cannot involve conflict of interest;
- Cannot involve duties which the employee should perform as part of employment with OVYM; and
- The Personnel Committee must be informed.

##### **4.5.6.3. Political Activity**

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

## **4.5.7. Reimbursement for Expenses**

### **4.5.7.1. Travel**

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

### **4.5.7.2. Office**

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

### **4.5.7.3. 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.

### **4.5.7.4. Advances**

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

## **4.5.8. Summary of Responsibilities**

### **4.5.8.1. Yearly Meeting in Session or Executive Committee**

- Approves the existence of the position [ref: Section\_4.5.2.3. Employment of Personnel]
- Approves funding for the position, including compensation [ref: Section\_4.5.3.1. Employee Salary Schedule]
- Approves any changes to this Personnel Policy [ref: Section\_4.5.1.3. Development of Policy]
- Approves the individual to be hired and writes the letter of hire or service agreement. [ref: Section\_4.5.2.2. Supervisory Committee]
- Approves temporary exceptions to any policy [ref: Section 4.5.2.8. Exceptions to the Policies]
- Authorizes severance pay in the case of dismissal of the employee [ref: Section\_4.5.2.5.1. Termination by OVYM]
- Final arbiter of a grievance [ref: Section\_4.5.2.6. Grievance Procedure]
- Approves interim salary adjustments [ref: Section\_4.5.3.2. Interim Salary Adjustment]

### **4.5.8.2. Personnel Committee**

- Recommends any changes to Personnel Policy [ref: Section\_4.5.1.3. Development of Policy]
- Administers the Personnel Policy [ref: Section\_4.5.1.4. Implementation of Policy]
- Approves dismissal of the employee [ref: Section\_4.5.2.5.1. Termination by OVYM]
- Handles Grievances [ref: Section\_4.5.2.6. Grievance Procedure]
- Determines schedule of pay [ref: Section\_4.5.3.1. Employee Salary Schedule]
- Grants sick pay [ref: Section\_4.5.5.2. Leave]
- Receives notification of other outside employment [ref: Section\_4.5.6.2. Outside Employment]

- Recommends interim salary adjustments to Executive Committee [ref: Section\_4.5.3.2. Interim Salary Adjustment]

#### **4.5.8.3. Supervisory Committee or Appointed Supervisor**

- Recommends the person to be hired [ref: Section\_4.5.2.3. Employment of Personnel]
- Recommends dismissal of the employee [ref: Section\_4.5.2.5. Terminating the Employment Relationship]
- Maintains a copy of the Personnel Records [ref: Section\_4.5.2.7. Personnel Records]
- Resolves questions of what “on duty” means at OVYM events [ref: Section\_4.5.3.4. Definition of Hours]
- Can recommend interim salary adjustments to Personnel Committee [ref: Section\_4.5.3.2. Interim Salary Adjustment]
- Evaluates the performance of the Employee [ref: Section\_4.5.4.1. Performance Evaluation]
- Approves expenditures for Professional Development ref: Section\_4.5.5.3. Professional Development]
- Approves requests for Advances [ref: Section\_4.5.7.4. Advances]

##### **4.5.8.3.1. Supervisor**

- Provides direct day-to-day supervision [ref: Section\_4.5.2.3. Employment of Personnel]
- Receives report of hours worked [ref: Section\_4.5.3.3. Reporting the Hours Worked]

##### **4.5.8.4. Treasurer**

- Maintains Personnel Records [ref: Section\_4.5.2.7. Personnel Records]
- Pays compensation to all employees and service providers [ref: Section\_4.5.3.1. Employee Salary Schedule]
- Receives report of hours worked ref: Section\_4.5.3.3. Reporting the Hours Worked]
- Receives all expense reports and reimburses for the expenses [ref: Section\_4.5.7.3. Procedures for Reimbursement]
- Receives from the Supervisory Committee requests for Advances and pays them [ref: Section 4.5.7.4. Advances]

##### **4.5.8.5. Budget and Finance**

- Receives annual compensation recommendations [ref: Section\_4.5.3.1. Employee Salary Schedule]
- Includes in annual budget submitted to the Yearly Meeting:
  - Compensation
  - Expenses
  - Funds for Professional Development

##### **4.5.8.6. Yearly Meeting Presiding Clerk**

- Approves dismissal of the employee [ref: Section\_4.5.2.5.1. Termination by OVYM]

##### **4.5.8.7. Employee or Service Provider**

- Accepts employment offer (employee) or signs Service Agreement (service provider)
- Notifies OVYM of intent to terminate the relationship [ref: Section\_4.5.2.5.2. Resignation]

- Reports hours worked to the Treasurer and Supervisor [ref: Section\_4.5.3.3. Reporting the Hours Worked]
- Signs and, if desired, comments on Performance Evaluation [ref: Section\_4.5.4.1. Performance Evaluation]
- Writes Self Evaluation. Submits it to Treasurer and Supervisory Committee [ref: Section\_4.5.4.2. Employee or Service Provider Statement of Evaluation]
- Notifies Supervisory Committee of planned absences [ref: Section\_4.5.5.2. Leave]
- Keeps private information confidential [ref: Section\_4.5.6.1.Security of Information]
- Notifies Personnel Committee of other employment [ref: Section\_4.5.6.2. Outside Employment]
- Submits expenses to the Treasurer and the Supervisory Committee [ref: Section\_4.5.7.3. Procedures for Reimbursement]
- Requests Advances from Supervisory Committee [ref: Section\_4.5.7.4. Advances]

## 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 \$600 per trip. In cases where the representative needs more than \$600 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.

#### **RELIGIOUS NURTURE AND EDUCATION COMMITTEE**

Travel by members of Religious Nurture and Education 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.

### **4.7. Policy on Retention of Meeting Records<sup>26</sup>**

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:

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

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<sup>26</sup> Minutes of the business sessions of Ohio Valley Yearly Meeting 1984, Minute 12

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<sup>27</sup>**

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.

#### **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?

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<sup>27</sup> Minutes of the business sessions of Ohio Valley Yearly Meeting 1996, Minute 7

- 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:

Games, movies, discussions and other activities will be consistent with Quaker values of equality, simplicity, integrity, peace, and service to others.

Participants will not bring or use drugs (except for appropriate medications), tobacco, or alcohol at teen events.

Participants will not engage in sexual activity at teen events.

Participants will focus on inclusive behavior and will avoid exclusive relationships in order to build a unified group.

Participants will not bring or use fireworks, weapons, or other objects of a violent or harmful nature at teen events.

Participants will be respectful of the buildings and property of retreat hosts.

Participants agree to abide by further group-generated guidelines appropriate to a particular event.

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.

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 and 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.

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.

#### **4.13. Policy on Prevention of Child Abuse**

The youth of Ohio Valley Yearly Meeting are precious to us. We are entrusted to help them grow in the Spirit, and to grow safely, and so our way of being with youth is as important as the content of our programs. Our intention is always to create a safe and trusting environment, in order to ensure the physical, emotional and spiritual safety of our youth and youth workers. To that end, we have adopted the policy below to provide all of us with guidance for how we care for the safety of our children and youth.

## Policy

Ohio Valley Yearly Meeting will take all reasonable precautions to ensure the safety of the children and youth at all OVYM-sponsored events. To that end, we will provide appropriate screening of all staff and volunteers working with children and young people.

It is the policy of Ohio Valley Yearly Meeting to follow the procedures outlined below. This provisional policy is a work in progress, something to use while additional learning and discernment shapes future revisions. This policy and procedures apply to everyone who works with children and young people under 18, whether they are 1) paid, 2) compensated by work grants or fee waivers, or 3) volunteers.

## Procedures

1. All applicants for paid youth and child care positions shall provide three references to the committee clerk or other designated person. Preferably, one of the three references will come from a person within the yearly meeting and another from a person who has direct experience of the applicant's work with youth or children. Family members should not be used as references. References will be checked, and written records of reference calls kept on file with the OVYM Administrative Assistant. We are aware that references and background checks can help, but are not a guarantee of safety and could create a false sense of security.
2. All youth workers and others who will have supervisory roles (Youth Secretary, members of Youth Services or Children's Committees), and all who will have overnight responsibility for children or young people, and those who may be alone with young people, must consent to a criminal and child abuse background check prior to serving as a youth worker. The checks will be performed by the OVYM Administrative Assistant unless an applicant can provide a current background check performed by local law enforcement offices or similar database services in other states. The cost of the background check will be borne by OVYM. The OVYM Administrative Assistant will keep records of all background checks and will notify the appropriate committee contact of any concerns. The checks will be repeated every three years for continuing workers. For events when an adult and child might be isolated, such as driving a child somewhere, the Youth Services or Children's Committee may decide that all youth workers will have a background check and unscreened volunteers will not be accepted.
3. Workers who have not undergone the more thorough screening, otherwise known as unscreened volunteers, will be accompanied at all times by a screened worker. Under no circumstances will these unscreened workers be left alone with a child other than their own.
4. All information from references and background checks will be held in the strictest of confidence. Files will be held in the OVYM office in a secure file until the known death of the worker. Access to these files will be limited to committee clerks and officers of OVYM. These files are the property of OVYM. Upon written request to the OVYM Administrative Assistant, workers shall have access to their files except for letters of reference, which are confidential and not available to the worker. The file is not available to others outside of OVYM.
5. Should a committee have a question or concern about information revealed during the screening procedures, they may discuss this information with the applicant and ask for further clarification. In the event the individual is hired or the volunteer is accepted, the committee should document their reasons in writing for overriding the detrimental information and submit to the OVYM Administrative Assistant for the worker's file.

6. All youth workers, including those who have supervisory roles (Youth Secretary, members of Youth Services or Children's Committees), those who will have overnight responsibility for children or young people (Friendly presences, parents, sponsors), and those who may be alone with young people (volunteers), shall be trained in abuse prevention prior to working with children or youth. OVYM shall provide, at no cost to the youth worker, abuse prevention training that meets the standards of OVYM's insurance company, state laws, and this policy. There will be an assessment at the end of the training to make sure participants comprehend the content and objectives of the training. Everyone working with youth needs to go through the training every three years. The OVYM Administrative Assistant will keep records of when people are due to renew their training. If someone can provide documentation of up-to-date Friends General Conference training and child safety clearance, that can suffice for training.
7. The abuse prevention training shall be coordinated by the Religious Nurture and Education Committee of OVYM. Abuse prevention training materials shall be available year-round to youth workers who have met all other qualifications for work with children and youth. In addition, abuse prevention materials from the Religious Nurture and Education Committee shall be available on request to monthly meetings (who develop their own policies). The Youth Services and Children's Program Committees will provide additional procedures, restrictions, and guidelines to youth and child care workers as needed
8. Any allegations of unsafe behaviors (physical or verbal abuse, harassment, or other misconduct) will be taken seriously. For the purpose of handling allegations of unsafe behaviors, the clerks of the Children's Committee, Youth Services Committee, OVYM presiding clerk and assistant clerk will serve as the Safe Child Response Team for annual sessions.  
For overnight trips and other youth events, all such allegations are to be reported immediately to the Youth Secretary. Ohio Valley Yearly Meeting shall comply with all legal requirements for reporting of abuse.

#### Overnight trips

- a) We have a special concern for overnight trips as there are more opportunities for potential abuse. No two people should be alone and out-of-sight from others in the group at any time (minimum group size of three). Prior to overnights parents should be advised of specifically who will be with their child at night, both youth and youth workers. Adults and youth need to sign agreements of community expectations, and parents/sponsors need to sign that they have gone over expectations with their charges in advance of the event.
- b) There should be at least two adults at an overnight, with a recommended ratio of one adult for every five youth. If enough adults do not volunteer or are not hired the trip shall be CANCELLED.
- c) Trip planners will inquire of the hosts for the overnight and plan accordingly for sleeping arrangements. Sleeping arrangements will be determined prior to the trip and parents will be informed prior to the trip.

#### Day Trips

There should be at least two adults, with a recommended ratio of one adult for every five youth. If enough adults do not volunteer or are not hired the trip shall be CANCELLED.

### Online Events

Screening of youth workers will be the same as for in-person events. There will be a minimum of two staff present in any on-line session or breakout group. We expect that OVYM youth will treat each other with respect and conduct themselves following the guidelines that youth learn at our in-person events. Youth are not permitted to take screenshots and/or recordings during any on-line event either on Zoom or on their personal device. Should any youth have a concern about unsafe behavior they should inform the Youth Secretary.

Preferred Zoom default settings:

- Cannot join before host
- Waiting room on (removed participants cannot rejoin)
- Muted on entry
- Participant whiteboard off
- Disabling screen share
- Only host can share screen
- Chat function to chat host or everyone publicly only
- Virtual background off

9. Photo and Video Likeness: Photos or videos will only be taken with the subject's consent. These will not be published in any format without permission. Any likenesses will not be used without consent, whether for OVYM promotional materials or for personal use. Impact matters more than intent.
10. This policy will be reviewed every three years by the Executive Committee in consultation with all youth committees appointed by the yearly meeting.

(Adapted from FGC Policy 2004, revised 10/4/2014, 4/1/2023, current revision approved 4/6/2024)

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## **4.14. OVYM Software 2024**

**JotForm:** Contact [admin@ovym.org](mailto:admin@ovym.org).

Creates online forms. Can send responses to specific individuals (such as an event organizer and the treasurer), and can incorporate credit card payments. Our yearly meeting registrar and administrative assistant can access the account. The administrative assistant can work with you to figure out how you want to present and collect information on the form.

**Slack:** [https://join.slack.com/t/ohiovalleyyea-yef3232/shared\\_invite/zt-3wqkagvw3-eq6v\\_AzIkB4s~k3yxC7l7A](https://join.slack.com/t/ohiovalleyyea-yef3232/shared_invite/zt-3wqkagvw3-eq6v_AzIkB4s~k3yxC7l7A) (This specific invitation link expires in June 2026; contact the Administrative Assistant for a new link.)

Getting overwhelmed by e-mail? Having OVYM information get lost in your bottomless well of e-mail? Slack is a great way for committees to communicate, or to reach the administrative assistant quickly during office hours. Committees can have their own “channel” for committee work, or someone can start a channel on a particular conversation. Want to send a quick question to our clerk? Send a Slack note and she’ll see it next time she’s online.

Contact the Administrative Assistant for a tour, or to set up a channel, or just to send you an invitation to explore.

We have the free version for OVYM, meaning that information is only stored for 90 days. It's a tool for communication, not something you want to refer back to next year.

Example: The Nominating Committee has used it to share the most recent version of the nominations roster and minutes (private to their committee channel) so that they could communicate about that between meetings.

**Dropbox: Contact [admin@ovym.org](mailto:admin@ovym.org) to be added as a contact.**

This is an easy way to store and share files. Have something that multiple people need to see? Put it in Dropbox.

Examples:

- Committees can have a shared file to store minutes and other documents. As committee members change, there's no need to hand over documents or figure out which version is the most current.
- The registrar easily shares reports with the treasurer and administrative assistant for follow-up.

We do not have the paid version (which is expensive; bills for every person using the account), so each user does need a free account in order to share. **Anyone without an account can still access documents (or an entire file) online through weblinks.**

**Website: [Home - OVYM](#)**

[Monthly meeting information](#) and [announcements](#) can be posted by the administrative assistant. Additional information (including events) can be submitted to the [website manager](#).

**Google Calendar:**

<https://calendar.google.com/calendar/embed?src=ohiovalleyym%40gmail.com&ctz=America%2FIndiana%2FIndianapolis>

You can choose to make information public (such as a weblink to register for an event) or private. We're hoping to show when all committees are meeting. Friends who already use Google calendars will have the option to add the OVYM calendar to theirs. (One can then switch the OVYM calendar on or off on your calendar.) However, one does NOT need a Google account to view the calendar.

**OVYM E-mail Addresses: Contact [webmaster@ovym.org](mailto:webmaster@ovym.org) to get an OVYM committee address set up.**

Advantages: Continuity as people in roles change. One doesn't need to learn a new e-mail address to reach the clerk. A committee could have an address to pass along as committee members change. Current OVYM addresses include:

- [admin@ovym.org](mailto:admin@ovym.org)
- [asstclerk@ovym.org](mailto:asstclerk@ovym.org)
- [clerk@ovym.org](mailto:clerk@ovym.org)
- [registrar@ovym.org](mailto:registrar@ovym.org)
- [sac@ovym.org](mailto:sac@ovym.org)
- [treasurer@ovym.org](mailto:treasurer@ovym.org)
- [webmaster@ovym.org](mailto:webmaster@ovym.org)
- [youth@ovym.org](mailto:youth@ovym.org) (not currently being monitored)

**OVYM E-mail Lists: [Sign up online](#) to receive e-mail notifications when new information is available. You can choose news regarding OVYM publications, committee proposals, OVYM events, and QEW monthly list of events.**

**Office tools for administrative assistant use:**

- Libre office tools
- Microsoft office tools
- PDF editor
- MailChimp

## 4.15. Policy on Sexual Misconduct and Abuse

Working draft approved 6/2024 yearly meeting, to be updated as we train for and implement the policy.

*The Ohio Valley Yearly Meeting of the Religious Society of Friends holds as the basis of its faith the belief that divine truth and the gift of God's presence are available to all people in all ages. The indwelling presence of God implies the equal worth of all members of the human family and the capacity in all to discern spiritual truth and to hold direct communion with the Divine Spirit. What binds us together as a spiritual community is... our sense of a common journey on a shared path, seeking the guidance of the Light. Our diversity strengthens us as we walk this path of love, compassion, and justice. —OVYM Faith and Practice*

### SPIRITUAL GROUNDING

Within our meetings we come to know and care deeply for each other as we move through life's passages together. As in families and intimate groups, however, we inevitably experience everything from everyday slights to more serious violations. OVYM has created this policy to help Friends deal specifically with sexual misconduct between adults. The effort to create a policy arose after our yearly meeting was asked to deal with an allegation of sexual assault. We offer this policy and accompanying Education Guidelines and Resource list as an invitation to explore this difficult territory together. The OVYM Sexual Misconduct Task Force presents this policy as a first step in developing our ability to respond to allegations of sexual misconduct, prior to response and support teams receiving the necessary training to make this policy actionable. "If there are glaring omissions or substantive changes that need to occur after our training this policy and the procedures outlined may be revised within the year. At a minimum, we recommend reviewing this policy in three years — after the training, the development of a group of Friends working on these matters, and in consultation with the RN&E Friends who oversee the process and provide accountability, and who report to the Executive Committee."

Ohio Valley Yearly Meeting recognizes that sexual misconduct harms our communities by disrupting feelings of safety and harmony. We commit to assist monthly meetings to understand and actively address the problem and educate ourselves to create a healthy and respectful culture. This policy applies to interactions between adults 18 years and older at Ohio Valley Yearly Meeting events. (For youth under age 18, see Section 4.13 in the OVYM Handbook.)

### Procedures

[Current procedures can be found on the OVYM website.](#) It is hoped that this entire section of the Handbook will be edited and updated in 2026 or 2027. What follows is a beginning with the expectation that we learn more as we implement the policy. See [Sexual Misconduct Resources](#) in the Resources section of the website.

### RESPONDING TO ALLEGATIONS

In an attempt to provide clarity of our process, this list of actions describes what happens, and who does it, at each stage from receiving an allegation of misconduct to potentially achieving resolution. This process will be updated and revised as necessary (writing as at June 2024, prior to training of response team and support members)

In this first draft, these procedures are limited to allegations of incidents that occur at OVYM events. NOTE: Reporting sexual misconduct to the OVYM is NOT the same as reporting to legal authorities.

*Suggestion: In the cases of monthly meetings who receive reports and allegations of inappropriate behavior directly, the meeting's pastoral care committee (e.g.: M&O or Care & Nurture) should discern a procedure they want to follow ahead of ever receiving any allegations; waiting until an allegation occurs is not a good time to begin making decisions about how to respond. When emotions are high, decision making is severely compromised. A monthly meeting may make use of these OVYM resources, request assistance from the trained OVYM response teams once they are ready, or consult with local or statewide organizations dedicated to issues of domestic violence, rape, or abuse that can provide information, advice, and speakers as that monthly meeting discerns how they wish to respond to allegations of this nature.*

### **Stage 1: A report or allegation is made**

**OVYM receives a report or an allegation of sexual misconduct at an OVYM event.** The target of sexual misconduct is encouraged to file a confidential, written report of the incident. [See Appendix “Reporting an Allegation” below.]

### **Stage 2: Initial response to allegation**

**A. A support group for the person reporting harm is activated immediately.** It is essential that the person reporting harm and/or making an accusation be supported emotionally, spiritually, and socially by an OVYM support group who has received the training we are proposing. In their initial consultation with the person who has experienced trauma, that group will seek outside help as appropriate. OVYM’s response is no substitute for professional counseling when necessary.

(Note: Trained members of RN&E are available for consultation through this process as the committee who oversees the process and provides accountability to both support group and response team members.)

**B. OVYM calls on a trained response team.** Their response should be initiated and conducted as quickly as possible after the accusation is received. While it is not appropriate for OVYM to conduct an official “investigation,” some basic fact-gathering will focus on the needs of the person/people directly impacted. The specifics of this fact-gathering are to be detailed in the OVYM training. In the absence of that training, we imagine the details to look something like this:

The response team will establish contact with the individual who has been accused of misconduct. A verbal interview is conducted, with notes taken. If desired, the accused may make a written report to add to the interview. Fact-gathering might include interviewing any witnesses, a review of relevant documents, and producing a report, including recommendations.

### **Stage 3: Preventing Further Abuse; Minimizing Continuing Harm**

**A. If the support group for the person harmed and the response team feel that the presence of the accused threatens the safety of the community, the accused will be required not to attend yearly meeting activities.** Care must be taken to ensure that the accused individual does not attack the character of the person making the accusation. It may be necessary to require individuals to refrain from attending events until fact-finding is complete.

In consultation with the trained response team and trained members of RN&E as the committee that oversees this work and provides accountability to that response team, when appropriate OVYM will report the allegation to legal authorities. As determined by the training to come, the response team may make use of outside professionals trained in trauma work and survivor support to initiate the process of safeguarding the individual who has made the accusation and then safeguarding the community in which the incident occurred.

**B. When appropriate, a separate support group for the accused might be considered for spiritual accompaniment through this process, and those Friends may offer to hold worship with the accused in a separate setting outside of yearly meeting activities.** NOTE: Retaliation against an individual for reporting an incident is not appropriate. The group wrapped around the accused will receive training in offering support that does not compromise the process when allegations are received.

Historically, secrecy and silence have ensured that accusations of this nature are not fully addressed. Perpetrators have attacked the credibility of their victims, and marshaled arguments that include denials and elegant rationalizations. The training we are proposing will address these past collateral harms and determine specific ways to prevent this secondary harming from occurring.

## **Stage 4: Addressing the Allegations**

**A. Communication:** The person who made the initial report accusing misconduct should be advised that the above steps have been taken. If they prefer, communication can occur through their support group.

**NOTE On Confidentiality and Transparency:** As they receive support, both the person reporting harm and the person accused need to be part of decisions on confidentiality and transparency. Gossip and uninformed speculation can be detrimental to care and healing. As the details of each allegation will differ, the trained members of the RN&E committee will act as an “ethical review board” and help make the determination regarding when confidentiality is to be a focus and when transparency of the response process is appropriate.

**B. Monitor and Review:** The response team and those providing support to the target of misconduct should establish with that individual their preferred methods and frequency of contact in the ongoing process of healing. The desired methods and frequency may change as the process proceeds.

## **Stage 5: Promoting Healing of Accuser, Accused, and Community**

Promoting the healing of the individual making the accusation and the community in which the incident occurred will require inspired, Spirit-led guidance. We want to emphasize that coercing “forgiveness” from the person who made the initial allegation is inappropriate and no substitute for true healing.

See: “The role of reconciliation and forgiveness,” which includes “the seven elements of justice making” found online at: <https://survivorsawakenthechurch.com/tag/marie-fortune/>.

Full details of these steps will be explored at length in training. We anticipate the need on a case-by-case basis to enlist the assistance of trained outside professionals to assist in this healing journey.

NOTE: at the initial reading of this proposed set of procedures, a specific suggestion regarding somatic body healing came from the floor of yearly sessions. We are suggesting that financial support for such services be addressed by the Executive Committee in consultation with our professional resource person, including the people who do our training.

## **Stage 6: Documenting, Reporting, and Learning from Experience**

**Record Keeping:** Records of the initial complaint, the process, and any decisions and steps taken should be kept.

### **A HISTORICAL NOTE FROM 2019 TASK FORCE:**

Sexual misconduct is a complex issue, and for a host of reasons we may find it difficult to address — the issues and dynamics involved may be new to our awareness; thinking about sexual abuse of another person may be painful; most of us are not accustomed to discussing sexual behavior openly; we worry we are violating another person’s privacy, etc. As our awareness grows, we may recognize ways to develop this policy further. We encourage our quarterly and monthly meetings to adopt similar policies. Though usually hidden, sexual misconduct is a common occurrence in our culture, and Friends are no exception.

Sexual misconduct is a violation of the indwelling presence of the Light in both the target and the perpetrator and thus of our testimonies. It can be hard to believe that it happens in our community. Allegations of sexual assault in multiple meetings and a Friend’s admission of sexually inappropriate behavior made us realize that sexual misconduct happens right here in OVYM. In 2018 when we became aware of one incident, nine Friends spoke up publicly at our annual sessions to say they, too, had experienced sexual misconduct (not all within Friends’ meetings). Those public conversations sparked other private conversations in which additional OVYM Friends shared experiences.

## BACKGROUND AND IMPACT OF SEXUAL MISCONDUCT

- (1) Sexual misconduct encompasses any unwelcome behavior of a sexual nature that is committed without expressed, enthusiastic consent or committed by force, intimidation, coercion, or manipulation.
- (2) Sexual misconduct includes but is not limited to sexual assault, sexual harassment, sexual exploitation, and sexual intimidation.
- (3) Sensitivity to sexual misconduct may vary among people and between generations, but the critical factor is the absence of enthusiastic consent.
- (4) Sexual misconduct can occur independent of sex, sexual orientation, gender identity, or gender expression.
- (5) Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors.
- (6) Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.
- (7) Sexist cultural norms and power differences between people (e.g. gender, age, employment hierarchies) are factors that enable sexual misconduct.
- (8) According to the Centers for Disease Control and Prevention, one woman in three will experience sexual violence in her lifetime. Because many abuses go unreported, the true number of violations women and girls suffer is likely much higher. According to the U.S. Department of Justice's Office for Victims of Crime, one in two transgender individuals are sexually abused or assaulted at some point in their life.
- (9) It is very possible that the persons involved in any reported incident may have experienced previous sexual trauma.

## RESOURCES

OVYM will provide a combination of text and video resources on the OVYM website. Contact the OVYM office for paper copies of typed resources for Friends who are unable to access the internet. An starting list that we will add to includes:

- Website: **RAINN | The nation's largest anti-sexual violence organization**—The Rape, Abuse, and Incest National Network ([www.rainn.org](http://www.rainn.org)) provides information on various forms of sexual misconduct, a hotline, and a live chat feature.
- Video: "Consent: It's as simple as tea" <https://www.youtube.com/watch?v=oQbei5JGiT8>.
- Article: "**The role of reconciliation and forgiveness**," which includes "the seven elements of justice making" found online at: <https://survivorsawakenthechurch.com/tag/marie-fortune/>.
- Video: "**Better than good: seven testimonies for Quaker Caregiving**" Pendle Hill lecture by Windy Cooler, June 2021: <https://www.youtube.com/live/RzKVRChdN98?si=YufIR2Z6NSgMiKdo>

## SEXUAL MISCONDUCT GLOSSARY

**Sexual misconduct** Sexual misconduct is unwanted conduct of a sexual nature including sexual harassment, sexual assault, relationship violence (including domestic violence and dating violence), and related acts of retaliation.

**Sexual consent** Agreement to participate in a sexual activity. Characteristics of consent are that it is freely given, reversible, informed, enthusiastic, and specific (FRIES), Note: this formulation comes from Planned Parenthood.

**Sexual harassment** Harassment is defined as unwanted behavior generally involving the exercise of formal or informal power by one person over another. Harassment is defined by both the feelings of the person who experiences it and by the intentions of the other person. What one person might consider an innocent comment or behavior could actually be experienced as harassment by another person. For example, people may have different comfort levels about being touched.

Sexual harassment does not always have to be specifically about sexual behavior or directed at a specific person. For example, negative comments about women as a group may be a form of sexual harassment. Although sexual harassment laws do not usually cover teasing or offhand comments, these behaviors can also be upsetting and have a negative emotional effect.

**Sexual assault** Sexual assault is a forcible or non-forcible sexual act or sexual contact that occurs without the consent or permission of the other person.

**Fondling** Touching the private body parts of another person. Fondling can occur through or underneath the clothing.

**Forced sexual contact** Force does not always refer to physical pressure. Perpetrators may use emotional coercion, psychological force, or manipulation to coerce a victim into non-consensual touching of private areas. This also includes forcing a victim to perform sexual acts they do not want to perform, such as oral sex or penetration.

**Attempted rape** Assault on another person with the intent to rape, but rape does not occur.

**Rape** A form of sexual assault in which vaginal, anal, and/or oral penetration occurs without consent. Rape includes intercourse with a minor (statutory rape) and forced sex within a marriage.

**REPORTING MISCONDUCT FORM**

The purpose of this report is to make sure we have accurate information around accusations of sexual misconduct involving adults 18 or over and occurring at an Ohio Valley Yearly Meeting event.

DIRECTIONS: Please complete this report as best as possible. If on paper please forward it in a sealed envelope marked PRIVATE AND CONFIDENTIAL to the Clerk of Religious Nurture and Education. **Drawings or other non-verbal forms of expression are acceptable if preferred.** An [online form](#) is available on our website.

A confidential response and action steps laid out in OVYM policy will be initiated upon receipt of the completed, signed report.

Date of incident(s): \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Name of individual(s) directly involved in the incident: \_\_\_\_\_

Witnesses, if any: \_\_\_\_\_

Description of the Incident (use additional page(s) if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you express the impact this conduct has had on you, as you understand it at the present time?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations (if any): \_\_\_\_\_

\_\_\_\_\_

Reported by (please print): \_\_\_\_\_

Report received by: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Ohio Valley Yearly Meeting takes every complaint of harassment or misconduct very seriously. A person making a complaint is encouraged to provide as much information and detail as he or she can to assist the yearly meeting in handling the complaint. Retaliation against an individual for reporting an incident is not acceptable. Please note that a deliberately false or malicious complaint is considered to harm our communities by disrupting feelings of safety and harmony.

## 4.16. Agreement to Respect Personal Boundaries

These expectations are for all OVYM events. They are to be included with all event registration forms.

I support Ohio Valley Yearly Meeting Friends' commitment to maintaining a community of respect and safety. At Ohio Valley Yearly Meeting activities, I agree to treat all present with sensitivity to personal differences regarding physical and sexual boundaries. In my interactions with others, I agree to refrain from the following:

- uninvited touching of others;
- isolating of others from a group, indoors or outdoors;
- stalking of others;
- directing uninvited attention, comments, or prolonged staring at others' bodies or aspects of physical appearance;
- sexually explicit or suggestive comments to or about others with whom I am not already in an intimate relationship;
- unauthorized participation in activities organized explicitly for Friends of specific age groups to which I do not belong.

Furthermore, I will accept support and advice from members of Ohio Valley Yearly Meeting Religious Nurture and Education Committee, the Clerk of Ohio Valley Yearly Meeting, and/or the Assistant Clerk of Ohio Valley Yearly Meeting in complying with this agreement.

### 4.16.1 Implementation of Agreement to Respect Personal Boundaries

Plan approved by the Executive Committee 08/2025

1. The agreement to respect personal boundaries will be included in the following:
  - OVYM Handbook
  - Every OVYM event registration form
  - Paper copies at events
  - On the Events website page
  - On the website sexual misconduct resources page
  - On the announcements webpage this year
  - In the Quaker Quill
  - On a laminated poster hanging at the check-in desk for OVYM events
2. Distribute it to monthly meetings via Executive Committee representatives and monthly meeting clerks, with a request that it be disseminated and discussed within each monthly meeting. Ask that monthly meetings consider adopting or adapting the statement of expectations in a minute approved at their meeting for business.
3. Registration forms will have a checkbox. "All adults participating in an OVYM event agree to abide by the following behavioral expectations. If you are registering for a household including more than one adult, these expectations apply to all." Checking the box will be required to continue with the rest of registration.
4. We can set up forms to automatically e-mail the expectations to each adult registrant (not merely the individual completing the online form).
5. For paper registrations we can request signatures at check-in.
6. We will ask the Gathering Committee to include a link to the Agreement to Respect Personal Boundaries with publicity for OVYM gatherings.
7. The sexual misconduct reporting form link will be available at all events.
8. We will also share this with our consultants for the sexual misconduct prevention and response training.
9. Monthly meetings and committees are welcome to propose changes to this statement. (Send to [clerk@ovym.org](mailto:clerk@ovym.org) and [admin@ovym.org](mailto:admin@ovym.org).) We consider it a living document that we will grow into and change as needed.

## 5.0. FORMS

The most recent versions of the OVYM Forms are maintained on the OVYM website Forms page ([http://ovym.quaker.org/index\\_files/Forms.htm](http://ovym.quaker.org/index_files/Forms.htm)). There are online forms as well as PDF files that can be downloaded, filled in and saved with the information, and either printed or emailed. Anyone can request a paper form from the OVYM office: [admin@ovym.org](mailto:admin@ovym.org), 1117 South A Street, Richmond, IN 47374.

**5.1. Expense Report:** <https://www.ovym.org/media/ExpenseReport.pdf>

**5.2. Travel Advance Request:** <https://www.ovym.org/media/TravelAdvanceRequest.pdf>

**5.3. Travel Expense Report:** <https://www.ovym.org/media/TravelReport.pdf>

### Travel Expense Report Instructions

#### How to Fill Out the Travel Expense Report:

1. Please give your name and full address. Phone is optional, but email will allow the treasurer to contact you if necessary.
2. If you incur expenses on committee business, please include the date and name of the committee in the "Activity and the Date it occurred" box.
3. If you are an OVYM representative, be sure to include the date and name of the organization (e.g., FGC Central Committee) in the "Activity and the Date it occurred" box.
4. Please attach receipts for all expenditures over \$25. Emailed copies of receipts are acceptable. The maximum reimbursement for the use of your own car is the current IRS business mileage rate. Friends are encouraged consider whether the request for reimbursement at the maximum rate is "making a profit off OVYM". For instance, a car getting 30 miles per gallon driving 450 miles will use 15 gallons of gasoline. If fuel is \$3.00 per gallon you would have incurred \$45 of immediate out-of-pocket expenses. If you charge us the maximum allowed IRS rate (65.5 cents/mile, for example), you would receive \$294.75! It is true your car suffered some wear and tear, but much of the IRS allowed rate covers fixed costs such as insurance and automobile purchase price, which you would incur whether you volunteered with us or not. Please consider using a lower per mile rate or include an amount on the Amount Donated line near the bottom of the report.
5. If you choose to donate all or part of your costs, the Treasurer will advise how to take the donation off your income taxes in his January donor acknowledgement letter to you.

#### Some things to remember:

1. For representative travel, OVYM considers \$600 per event 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, the maximum total reimbursement is \$300 per year, but exceptions can be made.

#### Why fill out the Travel Expense Report:

It is important for the yearly meeting to know the true cost of our organization's activities even when volunteers do not ask to be reimbursed. Also, a donation acknowledgement letter from the OVYM treasurer could help during an IRS audit if you included that gift when you itemized deductions.

If you have questions, call (513) 751-4352 or send an email to the Treasurer at [wilson3cp@gmail.com](mailto:wilson3cp@gmail.com).

4/2011 and 4/2023 Executive Committee approved updates on reimbursement for mileage and representative travel.

## 5.4. Statistical Report

Online: <https://form.jotform.com/261548923642160>

PDF: [StatisticalForm2025-Fillable.pdf](#) (updated in December)

## 5.5. Volunteer Youth Worker Application Form

<https://www.ovym.org/media/VolunteerYouthPosition.pdf>

## 5.6. Paid Youth Worker Application Form

<https://www.ovym.org/media/PaidYouthPosition.pdf>

## 5.7. Meeting Membership Record <https://www.ovym.org/media/MembershipRecord.pdf>

## 5.8. Retreat / Program Planning Worksheet

<https://www.ovym.org/media/RetreatWorksheet.pdf>

## 5.9. Volunteer Interest Form to indicate interests, skills, and offers to train others

<https://form.jotform.com/250754579096066>

## 5.10 Materials Deposit Form for OVYM Archives

<https://www.ovym.org/media/ArchiveDepositForm2025.pdf>

## 5.11. Form to request various OVYM Publications

<https://form.jotform.com/240914927633057>

## 5.12. Form to request notifications of specific OVYM news

<https://form.jotform.com/241484540532150>

## 6.0. REVISIONS

Note: See the Executive Committee and Yearly Meeting minutes on the dates listed to view details of changes.

**Deletions:** Middle Youth Committee, Naming Committee, and Quaker Heights

**Date of Deletion:** 8/18

**Section:** Beginning (inside cover)

**Date of Revision:** 5/2026

Added Ohio Valley Yearly Meeting Agreement to Respect Personal Boundaries

**Section:** 1.2. Worship Groups

**Date of Revision:** 6/98

**Section:** 2.0. Quarterly Meetings

**Date of Revision:** 6/98

**Section:** 2.1. Whitewater Quarter

**Date of Revision:** 4/1/2023

**Section:** 3.1.1. Youth Secretary

Appointment updated

**Date of Revision:** 2/2009, 10/2014, 4/2022

**Section:** 3.1.2. Administrative Assistant

addition of work with the QQ editor to update mailing list and print directory plus YM handbook updates and distribution updated

6/2023 update to make job description consistent with contract

Added distribution of Exec. Com. minutes to duties – 2/2025

**Date of Revision:** 2/2008, 2/2009, 10/2014, 4/2021, 11/5/2022, 6/2023, 2/2025

**Section:** 3.1.3. Social Action Coordinator (Added)

**Date of Revision:** 6/2024

**Section:** 3.2.1. Presiding Clerk (Added paragraph on rotation)

**Date of Revision:** 2/2009, 4/2022

**Section:** 3.2.2. Assistant Presiding Clerk (Added paragraph on rotation)

Deleted Exec. Com. minutes and compiling reports from duties. – 2/2025

**Date of Revision:** 12/2001, 2/2009, 2/2025

**Section:** 3.2.3.1. Recording Clerk (Rotation added)

Clarified duties – 4/2025

Added section on assistant recording clerk – 4/2025

**Date of Revision:** 2/2011, 4/2025

**Section:** 3.2.3.2. Assistant Recording Clerk

**APPOINTMENT:** Name brought by Nominating Committee to be approved by Yearly Meeting in session.

**ROTATION:** A Friend will first serve one year as Assistant Recording Clerk, then two years as Recording Clerk, followed by one final year as Assistant Recording Clerk. At the beginning of the third year of this Friend's service, another Friend would begin the first year of his or her four-year term of service.

**DUTIES:**

- The first year is a time to learn while aiding the recording clerk as needed and being willing to substitute as recording clerk if needed. (See recording clerk duties.)
- In the fourth year help prepare the new recording clerk and be available to substitute if needed.

3.2.4. Treasurer

Added paragraph on rotation, responsibility for background checks, service on Personnel Committee

Rotation revised to include 4 years as Treasurer

Removed 4-year term rotation – 8/2024

**Date of Revision:** 2/2009, 4/2011, 8/2024

**Section:** 3.2.5. Assistant Treasurer (Added paragraph on rotation) – 2/2009

Changed from rotation to annual appointment. – 8/2024

**Date of Revision:** 2/2009, 8/2024

**Section:** 3.3.1. Quaker Quill Editor

Clarified and revised responsibilities, procedures, newsletter contents, and dates – 8/2024

**Date of Revision:** 8/2000, 8/2024

**Section:**

3.3.2. Publications Coordinator

Appointment, term dates, and responsibilities clarified and revised. – 8/2024

**Date of Revision:** 2/2008, 8/2024

**Section:** 3.3.3. Records Coordinator (addition of detail to preserve Meeting records, addition of responsibilities to periodically write article and serve as a liaison, change of address for records at Wilmington College)

**Date of Revision:** 10/2007

**Section:** 3.3.4. Website Administrator

**Date of Addition:** 8/18

**Section:** 3.4.2. Epistle Committee and Friends Journal Reporter (Changed time of Executive Committee approval; no longer meets in March)

**Date of Revision:** 6/2026

**Section:** 3.4.2. Epistle Committee and Friends Journal Reporter (Added responsibility to serve as reporter to Friends Journal)

**Date of Revision:** 2/2011

**Section:** 3.4.3. Memorial Committee or Coordinator

**Date of Revision:** 6/2026

**Section:** 3.5.1. Religious Nurture and Education Committee (Joining of Advancement and Nurture and Religious Education)

Added reference to child safety training and materials per child safety policy – 4/2024

**Dates of Revision:** 2/2012, 6/2012, 10/2012, 10/2015, 4/2024

**Section:** 3.5.2. Auditing Committee

**Date of Revision:** 8/27/2022

**Section:** 3.5.3. Budget and Finance Committee

**Date of Revision:** 11/5/2022

**Section:** 3.5.4. Children's Program Committee (change in Clerk as member of YM Planning)

**Date of Revision:** 8/2000, 7/2002

**Section:** 3.5.5. Support Committees for Staff

formed Youth Secretary support and named composition for others  
rewrite

**Date of Revision:** 3/2008, 2/2009

**Section:** 3.5.5.3. Clerk's Support Committee (rewrite)

**Date of Revision:** 12/2001, 2/2009, 8/27/2022

**Section:** 3.5.5.4. Social Action Coordinator's Support Committee (added)

**Date of Revision:** 6/2024

**Section:** 3.5.6. Executive Committee (added responsibility for naming Personnel Committee)

Clarified that administrators are not expected to be on the Executive Committee – 11/2024

**Date of Revision:** 12/2001, 2/2009, 8/18, 11/2024

**Section:** 3.5.7. Nominating Committee

**Date of Revision:** 12/2001, 4/6/2019, 2/2022

**Section:** 3.5.8. Peace and Social Concerns Committee  
Laid down  
**Date of Revision:** 6/2023

**Section:** 3.5.9. Personnel Committee (added)  
Composition rewrite updated  
**Date of Revision:** 3/2008, 2/2009, 10/2014, 6/2019

**Section:** 3.5.10. Earthcare Committee (New)  
**Date of Revision::** 10/2011

**Section:** 3.5.11. Youth Services Committee:  
change clerk as member of YM Planning and removal of responsibility for Middle Youth  
removed responsibility for serving on Personnel Committee  
**Date of Revision:** 7/2002, 2/2009

**Section:** 3.5.12. Adult Young Friends Committee (Formed)  
**Date of Revision:** 10/2013

**Section:** 3.5.13. Yearly Meeting Planning Committee  
addition of Clerks of Teen, Children's & Middle Youth  
bookstore under its care  
Responsibility of naming the registrar  
2024: Align description with our current practices. Use clearer punctuation (unmarked changes in Responsibilities point 1). Add the important role of selecting a site. Add a description of the basic duties of the Registrar. Add details related to tax filing for higher honoraria.  
**Date of Revision:** 8/2000, 7/2002, 3/2008, 10/2009, 5/2024

**Section:** 3.5.14.  
Laid down  
**Date of Revision:** 7/27/2019, 6/2022

**Section:** 3.5.14. established  
**Date of Revision:** 6/2024

**Section:** 3.5.2 Auditing Committee  
**Date of Revision:** 8/2008

**Section:** 3.6 Representatives To Other Organizations  
**Date of Revision:** 06/2026 (Changes to reporting deadlines)

**Section:** 3.6.3 Friends General Conference (FGC) Representatives' Council  
**Date of Revision:** 6/2026 (Updated to new FGC structure)

**Section:** 3.7.1. Braddock Fund  
**Date of Revision:** 2/2009, 06/2025

**Section:** 3.6.6 Clerk's Support Committee  
**Date of Revision:** 2/2009

**Section:** 3.6.7 Executive Committee  
**Date of Revision:** 2/2009

**Section:** 3.6.11 Personnel Committee

**Date of Revision:** 10/2008

**Section:** 3.6.13 Teen Activities

**Date of Revision:** 2/2009

**Section:** 3.7.1. Braddock Fund for Prison Ministry (updated)

**Date of Revision:** 8/15/98, 10/2015

**Section:** 3.7.1. Braddock Fund (update draft)

**Date of Revision:** 06/2026

**Section:** 3.7.7 Indian Affairs Coordinator

Deleted

**Date of Revision:** 2/2009

**Section:** 4.1. The Benevolent Fund of Ohio Valley Yearly Meeting

5/2024: Updated history with transfer of MQM funds to OVYM.

**Date of Revision:** 8/15/98, 05/2024

**Section:** 4.4. Budget Policy

6/2009 added IV. OVYM Budget Calendar

**Date of Revision:** 6/2009, 11/5/2022

**Section:** 4.5. Personnel Policy

added paragraph 4.5.1.5 on employment and contract services

standardized the format as PDF and updated

updated

**Date of Revision:** 2/2009, 9/2014, 10/2014

**Section:** 4.5. Personnel Policy

Supervision can be by an appointed committee or individual (sections 4.5.2-4.5.8)

**Date of Revision:** 8/2024

**Section:** 4.6 Policy on Reimbursement for Travel

**Date of Revision:** 6/2026 (normal reimbursement amount)

**Section:** 4.7. Policy on Retention of Meeting Records (addition of new contact info at Wilmington College, loss of Quaker archivist)

**Date of Revision:** 4/2005

**Section:** 4.8. Nominating Committee Guidelines (procedures)

**Date of Revision:** 4/2014

**Section:** 4.9. Site Specifications for Yearly Meeting Sessions

**Date of Revision:** 8/15/98

**Section:** 4.10. Guidelines for Teen Activities

**Date of Revision:** 7/27/2000

**Section:** 4.11. Expectations and Duties for OVYM Teen Program Staff and Assistants

**Date of Revision:** 7/27/2000

**Section:** 4.13. Policy on Prevention of Child Abuse

6/2009 added Policy on Abuse Prevention

Updated  
New title, sections rewritten  
4/2024: Clarified, new section for online events  
Date of Revision: 6/2009, 10/2014, 4/1/2023, 04/06/2024

**Section:** 4.14 Time Line for Implementation of Abuse Policy  
Added  
**Date of Revision:** 6/2009

**Section:** 4.2 The Cincinnati Fund of Miami Quarterly Meeting  
Deleted location of fund principal, changed grant amount  
**Date of Revision:** 5/2024

**Section:** 4.14 OVYM Software 2024 (Added)  
**Date of Revision:** 5/2024

**Section:** 4.15 Policy on Sexual Misconduct and Abuse (Added)  
**Date of Revision:** 6/2025

**Section:** 4.16 Agreement to Respect Personal Boundaries (Added)  
**Date of Revision:** 6/2026

**Section:** 4.16.1 Implementation of Agreement to Respect Personal Boundaries (Added)  
**Date of Revision:** 6/2026

**Section:** 4.5.1.5 Employment Contracts  
**Date of Revision:** 5/2026 (End date for contracts)

**Section:** 5.0 Forms  
Removed the actual forms and replaced with weblinks and contact information to request paper forms.  
**Date of Revision:** 11/2024

**Section:** 5.1. Expense Report (standardized the format as PDF)  
6/2009 5.3 Expense Report added  
**Date of Revision:** 6/2009, 1/2013, 4/2023

**Section:** 5.2. Travel Advance Request (standardized the format as PDF)  
6/2009 5.4 Travel Advance Request added  
**Date of Revision:** 6/2009, 1/2013, 4/2023

**Section:** 5.3. Travel Expense Report (standardized the format as PDF)  
6/2009 5.5 Travel Expense Report added, 5.6 Travel Expense Report Instructions added  
**Date of Revision:** 6/2009, 4/2014, 4/2023

**Section:** Statistical Report  
**Date of Revision:** 12/2001, no date?

**Section:** 5.5. Volunteer Youth Worker Application Form (standardized the format as PDF)  
6/2009 5.8 OVYM Volunteer Application added  
**Date of Revision:** 6/2009, 8/2012

**Section:** 5.6. Paid Youth Worker Application Form  
6/2009 5.9 OVYM Paid Personnel Application added  
**Date of Revision:** 6/2009, 4/2014

**Section:** 5.7. Meeting Membership Record: (standardized the format as PDF)  
**Date of Revision:** 8/2012

**Section:** 5.8. Retreat / Program Planning Worksheet  
6/2009 5.7 Retreat/Program Planning Worksheet added  
**Date of Revision:** 6/2009, 10/2014

**Section:** Peace Witness Support (laid down)  
**Date of Revision:** 12/2001

**Section:** Indian Affairs Coordinator: (Laid down)

**Date of Revision:** 2/2009

**Section:** Lauramoore Friends Home (Laid Down)

**Date of Revision:** 6/2011

**Section:** Property Corporation: (Laid down)

**Date of Revision:** 7/2011