

*Updated 4/22/2015*

## **Ministry & Counsel Committee**

### Purpose:

To Nurture the spiritual life of the Meeting.

To maintain a sensitive response to the needs of members and attenders.

To oversee the process of membership, clearness and marriage under the care of the Meeting.

To support the spiritual life of our local and extended communities.

### Monthly responsibilities:

- Provide a query based on the Meeting's current needs and concerns.
- Take minutes at monthly committee meetings and archive. Write up a report to Meeting for Worship for Business based on the relevant portions of the minutes.
- Circulate the report via email to the clerk, co-clerk, and recording clerk who it goes to the week before Meeting for Worship for business when possible.
- Submit written and oral report to Meeting for Business. Provide a list of agenda items to the clerk of the Meeting prior to Business Meeting, giving time estimates and a brief description of each item (information, discussion, or action.)
- Be sensitive to unmet needs and special gifts within the Meeting and find the resources to respond to those needs and gifts.
- Create opportunities to build community.
- Support the clerk(s) of the Meeting.
- Schedule the second hour programs for each Sunday of the month. These normally include: first Sunday: potluck, and second Sunday: Meeting for Worship for Business. Intergenerational programs have been offered on fifth Sundays.

### Annual responsibilities:

By September, recommend members to serve on the Nominating Committee.

In January, initiate the process of writing a State of the Meeting Report by asking committee clerks to send input and finding a member of the Meeting to write the report. When completed, send it to the Spring Quarterly Meeting.

When asked, (around May) the M&C Clerk will work with the Clerk and the Treasurer to estimate the number of “active adult participants” in the Meeting to use in calculating our annual assessments for Pacific Northwest Quarterly Meeting and North Pacific Yearly Meeting.

Initiate the process for writing memorial minutes and inform the yearly meeting of all memorial minutes.

Occasional responsibilities:

Respond to membership and marriage requests by creating a process of Clearness Committees.

Inform *Friends Journal* by e-mail, as appropriate, of marriages, births, and deaths. Inform Friends Bulletin d.b.a. *Western Friend* of memorial minutes.

Respond to personal concern requests by either Clearness or Care Committees.

Respond to conflicts within the Meeting by taking them under the care of the Committee.

Respond to requests for scholarship funds and consult with the Treasurer as to the amount to be authorized.

Oversee Outreach and Welcoming Group subcommittee.

M&C has monthly meetings lasting approximately 2 hours.

Optimum committee size is 5 members. The committee includes the Clerk and Co-Clerk of the meeting. Five members allows for enough representation to gather members’ concerns but still small enough to schedule. It has been helpful for members of the M&C Committee to bring representation from other committees as needed.