

Illinois Yearly Meeting

Theme: Nurturing the Seed

142nd Annual Sessions
Sixth Month 22-26, 2016

Illinois Yearly Meetinghouse, McNabb, Illinois

Advance Documents

Contents

<u>Proposed Agenda for Meeting for Business</u>	3
<u>Epistle & Exercises Committee Descriptions</u>	5
<u>Treasurers Report</u>	6
<u>Stewards Report</u>	10
<u>Field Secretary Report</u>	10
Committee Reports	
<u>Development</u>	12
<u>Environmental Concerns</u>	14
<u>Faith and Practice</u>	14
<u>Finance</u>	15
<u>Proposed 2016-2017 Budget</u>	17
<u>Maintenance and Planning</u>	19
<u>Ministry and Advancemen</u>	20
<u>Nominating</u>	21
<u>Peace Resources</u>	25
<u>Property Use</u>	27
<u>Publications and Distribution</u>	29
<u>Records and Retention</u>	29
<u>Religious Education</u>	33

<u>Site Envisioning</u>	35
<u>Youth Oversight</u>	36
Representatives	
<u>AFSC</u>	37
<u>FCNL</u>	38
<u>FGC</u>	38
<u>FPT</u>	39
<u>FWCC</u>	40

Additional Documents

Faith and Practice Proposed Sections on

<u>Meeting for Worship</u>	41
<u>Worship Groups and Preparative Meetings</u>	47
<u>Recognizing Spiritual Gifts and Leadings</u>	52
<u>The Yearly Meeting</u>	55
<u>Report on the Friends Meeting House Fund</u>	63

In addition to these Advance Documents, there are four copies of the red Session Notebook on a table in the display area for Friends to read which contain the minutes of each business session (added each day), supplementary and late-arriving reports, State of Society reports from the monthly meetings, memorials, and minutes from the Continuing Committee which meets in the Fall and Spring between Annual Sessions. There is also a notebook containing Epistles from other yearly meetings.

Please consider the reports in this document as preliminary. Changes may be made before approval. Reports as approved will be printed in the Minute Book for this Annual Session.

PRESIDING CLERK:	David Shiner	(Lake Forest)
ASSISTANT CLERK:	Cathy Gara	(Lake Forest)
RECORDING CLERK:	Kent Busse	(57th Street)
READING CLERK:	Chris Jocius	(Rolla)

Illinois Yearly Meeting

5615 S. Woodlawn Ave.
Chicago, IL 60637-1622

www.ilym.org AdminCoor@ilym.org 773-288-3066

**Proposed Agenda for
Illinois Yearly Meeting Annual Sessions
Sixth Month 22 to 26, 2016**

Sixth Month 22 (Wednesday)

Opening worship

Welcome to Annual Sessions

Welcome to visitors

Epistle reading

Clerk's Announcements:

- 1) Advance Documents
- 2) Clerk's Committee membership
- 3) Epistle Committee membership
- 4) Request for Exercises Committee volunteers
- 5) Harassment policy

Committee of Care for annual sessions

Nominating Committee Report – first reading (p. 21)

Faith and Practice Committee:

- 1) Report (p.14)
- 2) Reading of section (The Yearly Meeting) – 2-year approval requested (p. 55)

Ad Hoc Records Retention Committee (p. 29)

Reports from Representatives to Quaker Organizations (AFSC, p.37)

Sixth Month 23 (Thursday)

Opening worship

Welcome to visitors

Epistle reading

Naming of Exercises Committee

Treasurers Report (p. 6)

Finance Committee:

- 1) Report (p. 15)
- 2) First presentation of budget (p. 17)

Development Committee Report (p. 12)

Ad Hoc Property Use Committee Report (p. 27)

Religious Education Committee Report (p.33)

Ministry and Advancement Committee Report (p. 20)

Field Secretary Report (p. 10)

Reports from Representatives to Quaker Organizations (FCNL, p. 38; FWCC p. 40)

Faith and Practice Committee: Reading of section (Recognizing Spiritual Gifts and Leadings) – 2-year approval requested (p. 52)

Sixth Month 24 (Friday)

Opening worship
Welcome to visitors
Epistle Reading
Stewards Report (p. 10)
Maintenance and Planning Committee Report (p. 19)
Site Envisioning Committee Report (p. 35)
Environmental Concerns Committee Report (p. 14)
Reports from Representatives to Quaker Organizations (FGC, p. 38; Friends Meeting House Fund. p. 63)
Peace Resources Committee Report (p. 25)
Publications and Distribution Report (p. 29)

Sixth Month 25 (Saturday)

Opening worship
Welcome to visitors
Epistle reading
Nominating Committee Report – second reading, final approval (p. 21)
Finance Committee – second presentation of budget, final approval (p. 17)
Youth Oversight Committee Report (p. 36)
Reports from Representatives to Quaker Organizations (Friends Peace Teams, p. 39; Friends Schools; QEW)
Other Committee Reports
Dates for 2017 Annual Sessions
Date and Location for Fall 2016 Continuing Committee

Sixth Month 26 (Sunday)

Opening Worship
Epistles and Exercises
Closing Worship

[Return to index](#)

[Return to agenda](#)

Epistle & Exercises Committee Descriptions

Epistle Committee

The Epistle Committee is charged with writing a letter to all yearly meetings around the world expressing the perceived concerns and sentiments of the annual sessions. The Epistle is Illinois Yearly Meeting's message about what we feel God is calling us to do. It is our way of telling the rest of the Quaker world about our search. It is NOT a description of what happened at Illinois Yearly Meeting Annual Sessions. Members of the Epistle Committee should reflect on the spiritual life of the yearly meeting throughout the year in preparation for writing the Epistle at next year's annual sessions. The Epistle, finalized at the Annual Sessions, should reflect the committee's continuing interaction with one another and monthly meetings throughout the year. The Epistle should reflect the critical issues being confronted by the monthly meetings of Illinois Yearly Meeting.

To best accomplish this, the epistle committee shall consist of three persons brought forward by the Nominating Committee and approved by the Yearly Meeting at the first or second day of Annual Sessions. The Reading Clerk is an *ex officio* member of the committee. One or two Friends may be asked to serve a second year for continuity. Every effort should be made to have a Young Friend or an Adult Young Friend on the committee. The Epistle should be prepared for review by the Presiding Clerk and approved by the Yearly Meeting before the end of Annual Sessions.

Exercises Committee

Consisting of two or three people appointed at the beginning of Annual Sessions, the Exercises Committee usually includes one new attender and one who has attended before. A Young Friends is also encouraged to participate. The committee is charged with writing a report which attempts to reflect the spirit of the Meeting that prevailed at Annual Session as well as briefly recounting the principal activities that occurred. This report is to be given to the Administrative Coordinator and the Publications and Distribution Committee after the close of Annual Sessions so that it can be included in the Minute Book.

(From the ILYM Handbook, Rev. Fall 2010)

[Return to index](#)

[Return to agenda](#)

Treasurers Report

Illinois Yearly Meeting Statement of Financial Position/Balance Sheet Fiscal Year Ending June 30, 2016

	To Date 5/31/2016	Opening Balance 7/1/2015
Assets		
Cash		
Checking Account	222,562.28	211,559.84
Friends Meetinghouse Fund	10,000.00	10,000.00
PayPal	1,655.00	0.00
Total Cash	<u>234,217.28</u>	<u>217,685.84</u>
Undeposited funds	<u>2,600.00</u>	<u>0.00</u>
Total Assets	<u><u>236,817.28</u></u>	<u><u>217,685.84</u></u>
 Liabilities		
Loans from Individuals	1,000.00	1,000.00
	100.00	0.00
Accounts Payable	<u>799.33</u>	<u>0.00</u>
Total Liabilities	<u>1,899.33</u>	<u>1,000.00</u>
 Net Assets		
Unrestricted Undesignated	46,631.96	42,874.85
Unrestricted Designated	141,544.44	127,239.44
Restricted	<u>46,741.55</u>	<u>46,571.55</u>
Total Net Assets	<u>234,917.95</u>	<u>216,685.84</u>
Total Liabilities & Net Assets	<u><u>236,817.28</u></u>	<u><u>217,685.84</u></u>

Note: Because it is difficult to appraise, the value of the McNabb site (land and buildings) is omitted from the Assets section of this report. An additional tract including six acres with a house and outbuildings was purchased June 2009

**Illinois Yearly Meeting – Statement of Fund Activity
For the period 7/1/2015 – 6/30/2016 as of 4/26/16**

	A	B	C	D	E	F
	Balance 7/1/2015					Balance 5/31/2016
ASSESTS						
UNRESTRICTED		Income	Expenses	Budgeted Transfers	Other Transfers	
1. General Operating	42,874.85	99,270.08	(82,012.97)	(13,500.00)	0.00	46,631.96
DESIGNATED						
2. Special Gifts	42,361.24	0.00	0.00	0.00	0.00	42,361.24
3. Current Projects	1,122.17	6,805.00	0.00	0.00	0.00	7,927.17
4. Payroll Reserves	36,000.00	0.00	0.00	0.00	0.00	36,000.00
5. FWCC World Meetings	5,000.00	0.00	(6,000.00)	2,000.00	0.00	1,000.00
6. Maintenance Reserve	42,756.03	0.00	0.00	11,500.00	0.00	54,256.03
RESTRICTED						
7. Property Improvement	46,571.55	170.00	0.00	0.00		46,741.55
TOTAL ASSEST	216,685.84	106,245.08	(88,012.97)	0.00	0.00	234,917.95
LIABILITIES						
Loans from Individuals	1,000.00					1,000.00
Accounts Payable	0.00					799.33
TOTAL CASH	217,685.84					236,717.28

[Return to index](#)

[Return to agenda](#)

<u>Fund</u>	<u>Name</u>	<u>Oversight Committee</u>
1.	General Operating	Finance Our general operating fund, where we organize our annual budget.
2.	Special Gifts	Finance A reserve fund to receive larger unrestricted contributions, used for special projects.
3.	Current Projects	Site Envisioning Unrestricted donations to be used for renovation projects, as approved at 2013 Annual Sessions.
4.	Payroll Reserves	Finance A reserve fund that would be used for payroll only during unexpected financial circumstances.
5.	FWCC World Meetings	Finance A reserve fund to provide travel assistance to ILYM's reps to FWCC World Gatherings.
6.	Maintenance Reserve	Maintenance & Planning Used to save for and pay for irregular site maintenance, repair & upgrade projects.
7.	Property Improvement	Site Envisioning with Development Restricted by donors to be used for new building projects.

[Return to index](#)

[Return to agenda](#)

Illinois Yearly Meeting - Monthly Meeting Contributions
July 1, 2015 - June 30, 2016 as of June 30, 2016

	Unrestricted	Property	World Conference	Total
Blue River Quarterly	0			0
Bloomington-Normal	2,549			2,549
Clear Creek	0			0
Columbia	2,640			2,640
Downers Grove	3,500			3,500
Duneland	2,160			2,160
Evanston	11,810			11,810
57th Street	2,400			2,400
Lake Forest	16,500			16,500
Northside	1,898			1,898
Oak Park	2,880			2,880
Oshkosh	30			30
Rock Valley	0			0
Rolla	0			0
South Bend	0			0
Southern Illinois	1,200			1,200
Spoon River	720			720
St. Louis	8,360			8,360
Upper Fox Valley	1,500			1,500
Urbana-Champaign	6,300			6,300
Total	64,447	0	0	64,447

[Return to index](#)

[Return to agenda](#)

Stewards Report

Dick Ashdown, Neil and Grayce Mesner continue to manage the brush that falls on the grounds of the campus. In addition, Dick is working with a local contractor on a gradual removal of brush and above-grade concrete block that remain at the location of the former long shed.

We continue to seek a replacement contractor for Paul Ebener. Paul has been a great help to us over many years, but has now moved on to take a position as a full-time facilities manager for an assisted living company. We hope that this search might identify a person or company that might provide the role of a caretaker or facility manager for us in the near future. We appreciate the effort of the Property Use Committee in helping us to identify and fill this position.

We continue to work with the Finance Committee to analyze our spending history. The goal of this effort is to establish what it takes to sustain the McNabb campus.

Respectfully submitted, Dick Ashdown, Beth Carpenter,
Grayce Mesner, Neil Mesner, and Chip Rorem

[Return to index](#)

[Return to agenda](#)

Field Secretary's Report

As always, my work for you is filled with joy! Again, I report here some major themes for further discussion, as well as where I have been, how far I have traveled, where I plan to go next, and what I expect to be offering in the future. This year I have traveled more miles, visited far and wide, listened more and offered more of what you have asked of me (I hope).

I aspire to do more and better work as your representative. Therefore, as always, I invite your thoughts, ideas, and concerns, Friends. I ask that you continue to let me know how I can serve you and your meetings.

As you may remember, in connection with a reflection upon losing weighty Friends who have moved or will be moving away, the following appeared in my report for the 3.5.16 Continuing Committee meeting:

“In this Yearly Meeting there are many Friends who are experienced, weighty elders. How can we facilitate their passing along their wisdom and knowledge to our younger or less experienced members? Would those experienced, weighty Friends be willing to take on the task of mentoring less experienced Friends? [Do you know who you are, weighty and experienced Friends?] I invite all Friends' thoughts and suggestions about how I might help to further this goal.”

And: “This request has led to suggestions for programs and discussions on Leadership and Gifts. I would like to propose that individuals and Meetings consider these possibilities—especially the issues of

- 1) recognizing one's own gifts of encouragement, leadership and mentoring,
- 2) willingness to identify other leaders (especially young ones), and
- 3) helping others to recognize and nurture their own gifts.”

I am happy to report that the idea for such a program has gained some traction, and such programs are being considered. I hope that Friends are also recognizing and nurturing gifts—in themselves as well as others.

Previously reported and new topics being raised in my visits and in emails and other correspondence from meetings and individuals include:

- Need for purpose and encouragement in this time of political uncertainty
- Issues around meeting spaces: renewal, renovation, finding new space, intentionally using questions around space to strengthen community and commitment
- Friends awareness of issues of race and privilege and how to address them
- Welcome and integration of children, youth, and young adults into the full life of their monthly meetings and our yearly meeting
- Connecting with one another and with the Light
- Building and nurturing community
- Fostering better communication, resolution of conflicts, and reconciliation
- Help and encouragement for small meetings
- Gender identity and acceptance
- The use and efficacy of prayer
- Individuals' gifts and the use of one's gifts in service of meeting(s) and one another
- Satisfying our desire for joyfully deep and spiritual lives in spite of individual differences
- Outreach and welcome to those seeking deeper spiritual experience

In my visiting I continue to encounter wisdom in vocal ministry, and to experience the value and efficacy of our shared silence.

Travel and Visits

During the fiscal year 2015-2016, I will have driven approximately 7,700 miles for the Yyearly meeting. I have visited with Friends in Bloomington Normal, Peoria, Carbondale, Clear Creek, Downers Grove, Hyde Park, Evanston, Lake Forest, Northside, Oak Park, Duneland (Valparaiso), Spoon River (Monmouth), Burlington (IA), Macomb, Urbana-Champaign, Upper Fox Valley, Rolla and St Louis. I attended Blue River Quarterly meetings in DuBois and Cantrall, the 57th Street Meeting retreat (attended by other Chicago-area meetings), Women's Weekend in McNabb, and Peace Resource Committee's program at Urbana Champaign, as well as an Friends Committee on National Legislation program at Downers Grove, the SnowQuake at 57th Street, and other programs.

I offered programs, facilitated discussions and worship sharing, and offered care, encouragement and resources in person and by phone to individuals and meetings.

As time permits, I continue to correspond by notes, email and phone calls with those I am unable to visit in person. I have also been privileged to visit and spend time with Friends in their homes, and to participate in "Meetings for Eating" in Normal and in Downers Grove.

We are strengthened by our contacts and commitments to one another, especially across meetings. I continue to be inspired by the reports I have read of Friends' commitments to each other, their communities, and to justice issues in the world. As I visit, I try, to connect meetings to each other, to report on meetings' efforts in religious education, social justice and peace, community building, and other activities.

I encourage Friends to connect to one another across meetings, to keep in contact by visiting, phone calls, emails, and cards and letters.

Future Visits and Programs

I hope to visit South Bend, Elkhart, and Oshkosh before the end of June, and Columbia sometime this summer or fall.

I have been asked to co-facilitate a program for Southern Illinois Quaker Meeting in Carbondale and a retreat for Clear Creek Meeting in McNabb in August. I will also continue to attend and help

facilitate the 4th Sunday program at Downers Grove Friends Meeting during the next year.

Friends' suggestions of places that you think might want a visit or a program are appreciated.

And I am always delighted to have the chance to develop new programs as requested.

The last four months have been busy and eventful. I continue to be honored to serve the yearly meeting, and joyful in service to you, my Friends. Thank you for your support, nurture, guidance and trust.

Respectfully submitted, Judy Wolicki, Field Secretary

[Return to index](#)

[Return to agenda](#)

Development Committee Report

The Development Committee has the luxury of a very limited charge. This small committee raises money so that the yearly meeting can fulfill the goals set out at the Annual Sessions of the yearly meeting and the meetings of the Continuing Committee.

The budget approved at the 2015 Annual Sessions included anticipated contributions from individuals of \$22,450. The amount contributed as of 4/30/2016 was more than \$26,000. This generosity of members and friends of the yearly meeting furthers our community, our witness, and our mission. It is a way that those who have benefited from the generosity of past contributions can help create and prepare a new generation of contributors.

Many people contributed to this year's appeal but two in particular deserve special thanks—Ashlee Miller-Berry who wrote the appeal letter and Wil Brant who significantly reduced the total cost of duplicating and assembling the annual appeal letter.

The second task of the Development Committee is to raise funds for improvement of the facilities at the yearly meeting site. This past year that task has been deferred because complete details of the two approved projects have not been available. Funding these projects depends on having detailed plans for the work, estimates of costs of the work, and plans for contracting and supervising the work. Other committees are responsible for these matters and have been working on them. The yearly meeting depends on volunteers for many of these tasks and volunteers have other obligations. Further problems have been caused by the unavailability of the contractor who has done much previous work for the yearly meeting. Attention is being paid to these matters by other committees.

After project plans are available and the appropriate committees have determined what existing funds are available for the two approved projects, the Development Committee will approach persons who might be interested in making contributions to these projects. The Nominating Committee has been informed of the need to increase the size of the Development Committee. Volunteers are also welcome—both to contact possible donors and to volunteer to make donations.

For several years the Development and Finance Committees have worked to create a policy statement regarding access to and use of contribution and donor information. This task was completed this past fall and the final draft presented to Continuing Committee which approved it on 10/10/2015. The approved policy states that respect for the privacy of all donors must guide the fund-raising activities of the yearly meeting. The policy recognizes that implementation details are not included in the policy statement. The yearly meeting Treasurer(s), Finance Committee Clerk, Development Committee Clerk, and Presiding Clerk are expected to create guidelines for implementation of the policy. Such guidelines must be reviewed by the Finance Committee and Development Committee as well as the officers of the yearly meeting.

A copy of the approved policy is attached to this report. It should be noted that many of the drafts

for this document were created by David Finke and reviewed by Cathy Garra. Their efforts and the contributions of the members of the Finance and Development Committees were important contributions to the completion of this work.

Frank Young, Clerk

Illinois Yearly Meeting (ILYM) Policy Regarding Access to and Use of Contribution and Donor Information

As Approved by Continuing Committee 10/10/2015

Financial support of Illinois Yearly Meeting is a sharing of the gifts the Divine has given us, to sustain the life and work of the yearly meeting and the Religious Society of Friends. Much of the annual operating budget comes from the collective gifts of Friends through monthly meetings and worship groups. Illinois Yearly Meeting does limited individual fund raising in order to balance the annual budget and to provide financial support for special projects. Fund-raising procedures used will respect donor privacy and our sense of community. Illinois Yearly Meeting is committed to operate so as to protect the confidentiality of all individual donor information including name(s), giving history, and amount of gift(s).

The following is a summary of the policies that guide the Treasurer(s), the Development Committee, the Finance Committee, the Clerks, and other persons who need access to donor information.

1. The yearly meeting will not share any individual donation information with outside organizations. Aggregate information regarding types of sources and amounts from each type will be published as part of the normal information shared with the yearly meeting membership.
2. The default rule for donation information will be *confidentiality*. Limited information may be communicated by the Treasurer(s) to certain committees and officers of the yearly meeting. The creation and use of spreadsheet or similar documents containing information about donors and donor gifts will be done very carefully and only when necessary. Sharing of information will be limited to what is necessary for the operations of the yearly meeting. Whenever the Treasurer(s) have questions about the appropriateness of any requested information, the Presiding Clerk (after consultation with the Treasurer(s) and the Clerks of the Finance and Development Committees) will determine the appropriate information sharing.
3. Donors who request *strict anonymity* will have identifiable donation information kept and used by the Treasurer(s) only. No information about the donors or their gifts (with the exception of the total amount of such gifts made by individuals) will be shared with others in the yearly meeting.
4. Donor information regarding gifts received after the death of the donor will be considered public unless there is some restriction about the donor's identity that applies to the gift.
5. Donors will be treated equally, regardless of the amount of their gifts.
6. Detailed guidelines for the implementation of these policies will be created periodically by those who are most involved in their implementation – namely the Treasurer(s), the Development and Finance Committee Clerks, and the Presiding Clerk. Any proposed implementation guidelines should be made available to the members of the Finance and Development Committees as well as all officers of the yearly meeting for their review and comment.

[Return to index](#)

[Return to agenda](#)

Environmental Concerns Committee Report

The Environmental Concerns Committee (ECC) is in the process of grieving, responding to, and redirecting our landscaping efforts after the mowing of the osage orange tree seedlings that we planted last fall on the west side of the campus. They were mowed down by the mower after the wind blew away some of the orange plastic cages. Steward, Dick Ashdown told the mower, that in future if there were similar issues, that he, the mower, contact Dick before taking action. We hope to salvage a few seedlings that are sprouting from the base. In the process of moving forward, we will consult with Maintenance and Planning and Site Envisioning Committees about future plans for the campus landscape.

Clerk, Noel Pavlovic will be presenting a workshop on Friday and Saturday, titled “Planting the seed for low carbon energy sources.” Are you paralyzed by the scale of global climate change? Do you struggle with how to reduce your energy carbon footprint? We will explore opportunities for nurturing the seed of inspiration concerning personal and collective fossil fuel use. I will present several tools and options for reducing our carbon footprint in regards to energy consumption. I will present the concepts of carbon tax witness, divestment from investment in coal and oil, and improvements of sustainable energy. Participants will discuss and seek witness to individual and community action.’

Otherwise the ECC has conducted little business.

Prepared by Noel Pavlovic, clerk of ECC.

[*Return to index*](#)

[*Return to agenda*](#)

Committee on Faith and Practice Report

The Faith and Practice Committee has met six times since the 2015 sessions of Illinois Yearly Meeting. Our attention in these meetings has been devoted primarily to four texts:

- “Meeting for Worship”: This section was approved in 2013 for a 3-year provisional period, which is now expiring. We have revised the text in response to comments received over the last three years, and would now like to propose adoption of the revised version for an indefinite period. Revisions are indicated in the text by underlining new material and ~~striking through~~ deleted material.
- “Worship Groups and Preparative Meetings”: This section was adopted in 2011 for a 5-year provisional period, also now expiring. We have made some relatively minor revisions to this text, and propose that the revised version be adopted for an indefinite period. Revisions are indicated again by underlining new material and ~~striking through~~ deleted material.
- “Recognizing Spiritual Gifts and Leadings”: We initially planned to submit a version of this text for provisional adoption last year; but withdrew our proposal when it became clear that more work on the text was needed. We have continued to work on this text all through the year, consulting with a number of interested Friends. We would now like to submit a new version of the text, and propose that it be adopted for a two-year provisional period.
- “The Yearly Meeting”: We have been working on this text for close to three years, and would now like to propose adoption for a two-year provisional period.

In addition to these texts, we have begun work on a section dealing with Friends and the state and one on pastoral care. We are also working on a glossary, and have just a few more sections in the

planning stages. We continue to aim for 2018 as the date by which we will have a complete version of the entire book; it is for this reason that we are suggesting that new texts be approved provisionally for just a two-year period, rather than a three- or five-year period as with previous texts.

[Proposed Section on Meeting for Worship](#) (p. 41)

[Proposed Section on Worship Groups and Preparative Meetings](#) (p. 47)

[Proposed Section on: Recognizing Spiritual Gifts and Leadings](#) (p. 52)

[Proposed Section on The Yearly Meeting](#) (p. 55)

[*Return to index*](#)

[*Return to agenda*](#)

Finance Committee Report

During the past year the Finance Committee has had to make important decisions. Most of these decisions have been about codifying proper procedures and documenting how the committee operates. We are concerned about making sure that future members of the committee have guidance from the deliberations of the present committee. It seems unreasonable for future committees to reconsider things that have already been carefully examined. Future committees should build on and improve our work, not do it again without knowing what we have done.

The current policy for Annual Sessions is to have the registration fees pay for the extra expenses of the Annual Sessions. The cost of maintaining the yearly meeting site and buildings is paid out of the yearly meeting general budget (with Clear Creek Monthly Meeting, which uses the property for weekly worship and meeting events, underwriting many utility and maintenance expenditures). Generous individual and monthly meeting support (both financial and volunteer) make this possible.

After years of receiving a deeply discounted delivery rate from our tent/chair/table supplier, they decided to charge us their current market rate. This is still a little lower than other area suppliers. This resulted in a large increase in rental costs. The Finance Committee made the difficult decision to increase the daily attendance fee for the yearly meeting sessions from \$36 per day to \$40 per day. The committee also recognizes that emergency costs are sometimes necessary. In order to prevent the unexpected and prevent surprises the committee has implemented several changes in how expenses are allocated to the Annual Sessions budget line. It may be necessary to make some further increases to the fees in the near future. It is the hope of the committee that this will not be necessary, but it is the intent of the committee to continue to adhere to the policy that the additional costs for the sessions should be completely covered by the registration fees. It is notable that the costs of attending Illinois Yearly Meeting Annual Sessions are very much lower than the costs for attending other yearly meeting annual sessions. We know of no other yearly meeting where a family can attend a four-day session for less than \$400, including program, food, housing and children's registration. Attenders who are unable to pay the full amount are asked to request assistance from their monthly meetings. In addition, a fee reduction policy is in place to assure that financial need does not prohibit someone from attending.

Certain policies have been discussed in the committee. The current policy of reimbursement for travel expenses of committee members and representatives to other Friends organizations continues to be the correct way to support volunteers. Many of these costs are not reimbursed because no

reimbursement has been requested. This is not something that the committee is complaining about. What we would complain about is if people refrained from accepting such responsibilities because of financial limitations. The work of the yearly meeting should be done by those qualified and willing, not just by those who can afford to do it.

Our discussions have included the contributions to the yearly meeting from the monthly meetings. We have kept the suggested contribution the same for quite some time. We have done this in recognition of the financial obligations of the local meetings. Over the past few years the monthly meeting contributions have remained stable despite the increased obligations of the yearly meeting. At present an annual appeal for individual contributions is addressing this income problem [see the report from the Development Committee for further information]. The committee will continue to discuss ways to effectively sustain the yearly meeting. We are continuing to investigate ways to provide appropriate future financial support for the yearly meeting activities, employees, and property.

Discussion of the budget for the next fiscal year was not particularly difficult and only minor changes were needed in some items. Many of the budget items are determined by other committees or by the requests of other committees. The Finance Committee needs to be more active in getting such information from these other committees. This is particularly important when additional staff positions are being considered. The availability of resources and income is an important part of the consideration of any decision to approve such increases. Committees are urged to inform the Finance Committee of any planned or possible changes that might increase (or decrease) the yearly meeting budget.

The committee continues to investigate how present restricted funds may be used for the two major projects that have been approved (renovation of the bathhouse and accessibility improvements to Clear Creek House). More information regarding this is expected to be available during the yearly meeting sessions.

The committee remains committed to its primary tasks: determining financial realities; monitoring income and expenses; determining ways to financially support the decisions of the yearly meeting; and communicating needed information to other committees, the monthly meetings, and the yearly meeting membership. We are continuing to work on ways to make our finances clear and understandable to all in the yearly meeting.

The committee members work hard together, with great tenderness for one another and for the yearly meeting.

[Return to index](#)

[Return to agenda](#)

**Illinois Yearly Meeting
Operating Budget 2016-2017**

PROPOSED

	16-17	15-16	15-16
	<u>Anticipated</u>	<u>Actual YTD</u>	<u>Anticipated</u>
Income			
Contributions from Meetings	82,000	64,477	82,000
Contributions from Individuals	24,000	27,425	22,450
Gatherings & Retreats	15,500	6,454	14,000
Fundraisers	0	0	0
Site Use Fee	0	55	0
Interest	500	563	600
<i>Total Income</i>	122,000	98,944	119,050
Expenses & Transfers			
Operating			
Personnel (Payroll, Staff Travel, Office)	(50,200)	(44,197)	(49,750)
YM Travel Support	(5,500)	(2,690)	(6,500)
Gatherings & Retreats	(15,000)	(2,678)	(13,000)
Site (Facilities & Deferred Maint)	(28,200)	(26,857)	(27,700)
Committees	(12,550)	(6,787)	(12,550)
Support to Others	(10,550)	(9,550)	(9,550)
<i>Total Expenses</i>	(122,000)	(92,759)	(119,050)
Budget Surplus (Deficit)	0	6,185	0

Expense Line Item Details

(1) Personnel			
Salaries & Payroll	(43,700)	(39,446)	(43,250)
Staff Travel	(5,500)	(4,110)	(5,500)
Office	(1,000)	(642)	(1,000)
Total	(50,200)	(44,197)	(49,750)
(2) YM Travel Support			
ILYM Committee Travel	(2,000)	(99)	(2,000)
ILYM Reps Travel	(2,500)	(590)	(2,500)
Transfer to <i>FWCC World Meetings Travel</i>	(1,000)	(2,000)	(2,000)
Total	(5,500)	(2,690)	(6,500)
(3) Site			
<u>Annual Facilities Expenses (Oversight: Stewards)</u>			
Insurance	(5,500)	(5,521)	(5,500)
Repairs	(1,200)	(1,135)	(1,200)
Landscaping	(5,000)	(3,940)	(5,000)
Annual services (inspections, winterizing)	(1,500)	(1,504)	(1,500)
Utilities	(3,500)	(3,257)	(3,000)
Facilities Total	(16,700)	(15,357)	(16,200)
<u>Deferred Maintenance (Oversight: M&P)</u>			
Transfer to <i>Maintenance Reserve Fund</i>	(11,500)	(11,500)	(11,500)
Total	(28,200)	(26,857)	(27,700)

	16-17 Anticipated	15-16 Actual YTD	15-16 Anticipated
(4) Committees			
Ad hoc	(100)	(10)	(100)
Development	(1,100)	(531)	(1,100)
Environmental Concerns	(200)	0	(200)
Faith & Practice	(150)	0	(150)
Finance	(450)	(110)	(450)
Handbook	(50)	0	(50)
Maintenance & Planning	(200)	0	(200)
Ministry & Advancement	(250)	0	(250)
Nominating	(300)	(135)	(300)
Peace Resources	(250)	0	(250)
Peace Tax Fund	(50)	0	(50)
Personnel	(150)	0	(150)
Publications	(6,000)	(5,248)	(6,000)
Religious Education	(300)	(9)	(300)
Site Envisioning	(200)	(15)	(200)
Adult Young Friends	(300)	(157)	(300)
Youth Oversight	(2,500)	(573)	(2,500)
Total	<u>(12,550)</u>	<u>(6,787)</u>	<u>(12,550)</u>

(5) Support to Others

Quaker organizations -ILYM assigns representatives

Friends General Conference (FGC)	(4,000)	(4,000)	(4,000)
Friends World Committee for Consultation (FWCC)	(3,500)	(2,500)	(2,500)
American Friends Service Cmte. (AFSC)	(400)	(400)	(400)
Friends Cmte. on Natl Legislation Edu. Fund (FCNL)	(400)	(400)	(400)
Friends Peace Teams (FPT)	(300)	(300)	(300)
Quaker Earthcare Witness (QEW)	(250)	(250)	(250)
Friends for Lesbian & Gay Concerns (FLGBTQC)	(50)	(50)	(50)

Regional Quaker educational institutions

Chicago Friends School (CFS)	(300)	(300)	(300)
Scattergood School	(200)	(200)	(200)
Earlham College	(200)	(200)	(200)
Earlham School of Religion (ESR)	(100)	(100)	(100)
Olney Friends School	(100)	(100)	(100)
Right Sharing of World Resources (RSWR)	(300)	(300)	(300)
Project Lakota	(200)	(200)	(200)
Friends Journal	(200)	(200)	(200)
Quaker United Nations Office (QUNO)	(50)	(50)	(50)
Total	<u>(10,550)</u>	<u>(9,550)</u>	<u>(9,550)</u>

Should ILYM minute the addition of additional staff, the annual expenses would be as follows:
 These costs are tentative based on the preliminary work of the committees seasoning the positions

Children’s Coordinator	
Salary	(7,500.00)
Travel	(500.00)
Expenses	(2,500.00)
Worker’s Compensation & Payroll Taxes	(2,000.00)
Total Cost of Position	(12,500.00)
Caretaker	
Salary	(12,000.00)
Expenses	(8,000.00)
Offset from current site expenses	5,000.00
Worker’s Compensation & Payroll Taxes	(3,000.00)
Total Cost of Position	(18,000.00)
Additional Taxes due for 4+ employees	(3,500.00)
Total Potential Additional Staff Costs	(34,000.00)

[Return to index](#) [Return to agenda](#)

Maintenance and Planning Committee Report

Spring 2016’s work day included Dick Ashdown, Beth Carpenter, Mike Dennis, Meredith George, John Hackman, Melissa Halka, Bruce Kanarek, Andrea and John Kintree, Alex and Elizabeth Lippitt, Grayce and Neil Mesner, Carol Prombo. We met at 9:30 a.m. at Clear Creek House, reviewed the “To Do List,” and chose chores. We enjoyed an abundant and delicious potluck lunch and dinner.

Work Completed

Meetinghouse: Scraped and painted exterior patches on south and west sides. Replaced sagging board at top of steps by west door.

Kitchen: Cleaned convection oven.

Junior Yearly Meetinghouse: Completed installation of wall boards. Repaired animal holes in walls.

Chicken House: Replaced blown down aluminum siding to east and north walls.

Clear Creek Garage: Replaced vinyl siding to exterior. Repaired tire on golf cart.

Grounds: Weeded CCHouse east yard. Sawed and chopped fallen trees. Staked osage orange saplings at western edge of property. Do we want to propagate non-indigenous, prolific trees along the border of a neighboring farmers' field?

To Do List (as of 5/29/16)

Meetinghouse: Replace rotten lowest board exterior southwest corner.

Kitchen: Find, buy, install range hood. Check fire extinguisher. Replace if necessary. Would it be useful to redesign stairs to dining hall so that they are to code with a wider run? They might have to extend further into the dining room.

Fox Hole: Install shelves for computer/phone charging station.

Penn House: Remove old carpet and put in dumpster during Sessions. Is the old carpet here for a reason? Do we want to keep the stuff being stored here? Is there a better use for this building?

Cabins: Cabin K - Replace back screen door.

Clear Creek Garage: Repair or replace electric garage door opener. Would it be more economical to house guests needing accessible facilities in a local hotel and pay their bill for them rather than rehabbing the garage to make two apartments?

Barn: Clean out, remove containers, recycle plastic 5 gal buckets - far west barn by silos. Call Marshall Brennan 815.712.8847 see if he will haul for us again. This time we should pay him.

Fall Workday will be Saturday, October 8, 2016, at 9:30 at Clear Creek House.

Submitted by Meredith George

[*Return to index*](#)

[*Return to agenda*](#)

Ministry and Advancement Committee Report

This past year Ministry and Advancement Committee spent a significant amount of time reflecting upon our role in the yearly meeting and how we go about the work of supporting meetings and worship groups of ILYM. Our members' ability to do inter-visitation to meetings as often as we would wish has been challenged by the busy schedules and local responsibilities of our membership. With 23 monthly meetings, preparative meetings and worship groups, committee members are too stretched to develop meaningful relationships with them. The committee has for many years tried to follow a structure of visitation developed by a previous generation of M&A members.

We are going through a re-envisioning process, exploring and identifying new ways to support and encourage the meetings in our midst. A number of ideas have been put forward and we are continuing to season how to turn these ideas into reality:

- Encourage inter-visitation between meetings and worship groups. Develop interest and understanding of the value this practice among members of meetings
- Invite non-committee members to travel with us when we do make visits to meetings
- Write an article (8 or less paragraphs) for a meeting's newsletter: "Why am I a M&A member?"
- Encourage community and shared ministry between meetings that are closer together. Help foster "sister relationships" between meetings.
- Encourage M&A members to connect with meeting committees charged with oversight of the

spiritual life of their meetings. Use the telephone and social media if available in addition to email.

- Assist in the level of relationships between meetings—particularly with small and far-flung Meetings
- Provide a yearly meeting workshop with the goal of recognizing and nurturing gifts for ministry throughout ILYM
- Create a support committee in local communities for people with gifts for ministry
- Encourage the use of FGC resources that have been developed to help foster meeting growth, such as: Growing our Meetings Toolkit, Welcoming Friends and the Spiritual Deepening program

Field Secretary

The members of M&A continue to feel blessed by Judy Wolicki’s energy, commitment and compassion for visiting meetings in our far-flung ILYM universe. Her travels are extensive and her reports are central to our understanding of the meetings visited and our own work. This past Spring, we reviewed and revised the Field Secretary Job Description for the Personnel Manual and reviewed Judy’s work. Judy serves as “significant connective tissue” for the yearly meeting. Judy often presents a list of topics of significant interest and concern to Friends that are raised in the course of her visits to meetings. Judy finds that her visits are often serendipitous to the life of the particular meeting that she is visiting, and is always delighted to offer programs of interest to them as requested. Judy has found her own way of providing ministry as Field Secretary. It is a fluid approach that combines the above, spiritual care to both individuals and meetings as a whole, and connecting meetings to resources that are available for their concerns. Judy’s work helps us to lift up movements within our meetings and helps our committee to focus our energies. She puts in more time than she is compensated for, but also sees these visits as a gift to her. Her service in both quantity and quality is enthusiastically received.

Policy on Sexual Misconduct and Harassment

In the Spring we presented a draft of this policy to Continuing Committee. There were many thoughtful reflections offered and considered. We are thankful for the work of our drafting committee, Cathy Garra, Jan Dominick and Bridget Rorem. We understand the need for a policy that is short and usable, but also reflects the nuances of a wide variety of concerns.

[Return to index](#)

[Return to agenda](#)

Nominating Committee Report

Nominating Committee would like to thank all Friends who have served as officers, on committees and as representatives to wider Quaker organizations over the last year. Some individuals have resigned during the last year due to other commitments: Judy Jager from Ministry & Advancement; Angie Thinnes from Nominating Committee; Karl Malachut from Peace Resources; and Mike Ruberton from Finance Committee. We are grateful for the work all Friends do for our yearly meeting.

OFFICERS:

Clerk: Cathy Garra (presides 2017, 2018, assists 2019)

Asst. Clerk: David Shiner (assists 2017)

Recording Clerk: Kent Busse (records 2017, assists 2018)

Asst. Recording Clerk: _____ (assists 2017, records 2018, 2019, assists 2020)

Reading clerk: Chris Jocius (2018)

Treasurers: Judy Erickson (2017) Asst. Treasurer: _____

Stewards: Richard Ashdown (2017), Grayce Mesner (2020), Neil Mesner (2020), Beth Carpenter (2021), Chip Rorem (2021)

STANDING COMMITTEES:

Development Committee

Clerk: Frank Young

2017: Madelyn George Hjertmann

2018: Frank Young

2019: _____

Environmental Concerns Committee

Clerk: Noel Pavlovic

2017: Nancy Halliday, Don Moorman, Adrian Fisher, David Wixom

2018: Sarah Pavlovic, Noel Pavlovic, Chris Goode, John Hackman, Fariba Murray

2019: *Alice Howenstine, Bill Howenstine*

Committee on Faith and Practice

Clerk: Peter Lasersohn

Janice Domanik, Peter Lasersohn, Colleen Reardon, David Shiner, Sarah Pavlovic

Finance Committee

Clerk: *Ted Kuhn*

2017: Val Lester, *Peter Poshepny, Bruce Kanarek*

2018: Judy Jager, Ashlee Miller-Berry

2019: *Frank Young, Margie Haworth-Davis, Ted Kuhn*

Ex-Officio – Treasurer: Judy Erickson (2017), Assistant Treasurer: _____

Handbook Committee

Clerk: Pam Kuhn

2017: David Finke

2018: Pam Kuhn, Sue Styer

Maintenance and Planning Committee

Clerk: Meredith George

2017: Rachel Mershon, Bill Howenstine, John Hackman, Andrea Kintree

2018: Meredith George, Mike Dennis

2019: Neil Mesner

Ministry and Advancement Committee

Clerk: Beth Burbank
2017: Bridget Rorem, Mark McGinnis, Beth Burbank
2018: Brad Laird
2019: *Phyllis Reynolds, Chris Jocius, Erin Taylor*

Nominating Committee

Clerk: Caryn Kuhn
2016: Contessa Miller, Beth Carpenter
2017: Caryn Kuhn
2018: Peter Albright
2019: *Barb Harroun, Steve Tamari*

Peace Resources Committee

Clerk: Jan Mullen
2018: Kent Busse, Mark McGinnis, Naoki Nakamura, Dan Stevens, John Knox
2019: *Jan Mullen, Dave Moorman, Contessa Miller*

Personnel Committee

Clerk: Mike Dennis
2017: Mike Dennis, Sharon Haworth,
2019: *Dawn Rubbert*, _____
ex-officio: _____ (M&A), _____ (Youth Oversight), _____ (Finance)

Publications and Distribution Committee

Clerk: Sean West
2017: Sean West, Chris Jocius
2018: Grayce Mesner
2019: _____
Ex Officio Administrative Coordinator: Wil Brant
Ex Officio Editors of Among Friends: Caryn Kuhn, Pam Kuhn

Religious Education Committee

Clerk: Monica Tetzlaff
2017: Barbara Harroun, Bobbi Trist
2018: Monica Tetzlaff
2019: *Joy Duncan, Dale Gardner, Michael Pine*

Site Envisioning Committee

Clerk: Chris Goode
2017: Angie Reeks, Chris Goode, *Chip Rorem*
2018: Bill Howenstine, Marlena Amos
2019: *Sandy Bales*, _____
Ex-Officio Steward - Richard Ashdown

Youth Oversight Committee

Clerk: *Brittany Koresch*

2017: Brittany Koresch, Mason George, Fariba Murray

2018: Warwick Daw, Andrea Kintree

2019: *Kate Gunnell*

APPOINTMENTS TO WIDER QUAKER ORGANIZATIONS

American Friends Service Committee Corporation

2017: Bridget Rorem

2018: Carol Bartles, Contessa Miller, Phyllis Reynolds

Friends Committee on National Legislation

2017: Dale Gardner, David Rutschman

2018: Hal Mead, Kevin Brubaker

2019: *Fariba Murray, Michael Batinski*

Friends General Conference Central Committee

2017: Nancy Duncan

2019: *Ashlee Miller-Berry, Janice Domanik, Bruce Kanarek*

Friends for Lesbian, Gay, Bisexual, Transgender, & Queer Concerns

2019: Colleen Reardon

Friends Peace Teams

2018: Debra Penna-Fredericks

Friends Secondary School Liaison

2019 Olney: *Grayce Mesner*

2019 Scattergood: _____

Friends World Committee for Consultation

2017: David Shiner

2018: Nancy Duncan

2019: *Nancy Wallace*

National Religious Campaign Against Torture

2018: Jan Mullen

Quaker Earthcare Witness

2017: Nancy Halliday

2018: David Wixom

2019: *Noel Pavlovic*

[*Return to index*](#)

[*Return to agenda*](#)

Peace Resources Committee Report

Committee members: Kent Busse, Mark McGinnis, Contessa Miller, Dave Moorman, Jan Mullen (clerk), Naoki Nakamura, Dan Stevens. John Knox and Dave Moorman are members of the Subcommittee on the Peace Tax Fund.

Financial Status: The committee had a \$300. budget, and requested that the Treasurer send \$100. from that budget to pay the initial dues to NRCAT, the National Religious Campaign Against Torture.

This year has been one of energy and enthusiasm among members of PRC, as we have expanded our membership and explored several areas within our objectives. Our mission is one of providing resources on issues of peace to monthly meetings, so that the fruit of our labors is in support of peace activities within the monthly meetings. To this end, PRC has connected with monthly meetings around issues of discrimination or inclusion of sexual minorities, police accountability, and activism to eliminate the use of torture and solitary confinement. In May, PRC convened a gathering of Friends working for peace held at the Urbana/Champaign meeting to support monthly meetings and promote greater communication among peace committees in the monthly meetings.

Objectives of PRC as stated on the ILYM website:

- The first objective “To develop a proactive conscientious objection counseling program” has recently become a new Working Group within PRC due to renewed interest. In April an amendment was added to the annual defense bill which would require women to register for the draft if the bill passes through Congress and is signed by the President. Any Friends interested in joining this Working Group are invited to contact members of PRC.
- The next three objectives are related to education of children, teens and young adults. PRC is seeking to work jointly with the Religious Education Committee to further these objectives. PRC is helping with Children’s Sessions this session and plans to explore other joint projects.
- The objective regarding war and terrorism is currently being addressed through two initiatives with respect to military or police violence:

NRCAT: ILYM is a participating member of the National Religious Campaign Against Torture. Jan Mullen is the current delegate. Monthly meetings are encouraged to join NRCAT as either Participating Members or Endorsing Members. PRC can provide monthly meetings with materials or a speaker on the issue of torture including solitary confinement. ILYM as well as monthly meetings are being encouraged to write a minute stating their opposition to the use of torture, including solitary confinement, so that these minutes may be published on the ILYM website as well as being sent to QUIT, the Quaker Initiative to End Torture.

Several monthly meetings are involved in various projects involving prisons and prisoners, in conjunction with other organizations and faith communities. Recently, some Friends supported the Voices for Creative Nonviolence in their 150 mile walk to protest the building of 1900 new solitary confinement cells in a federal prison at Thomson, Illinois. This concern will continue to be explored by PRC.

Police brutality and racial profiling: Members of PRC Contessa Miller and Naoki Nakamura together with their monthly meeting peace committees have hosted events promoting police accountability. In addition to supporting local community activities, they look forward to assisting other monthly meetings with programs regarding police issues. Activism of this type has already had the high profile result that the mayor of Chicago announced his intention to replace the current appointed police review board with a new elected civilian oversight body.

Sexual Minority issues: PRC met with Friends knowledgeable about matters of politics and discrimination towards sexual minorities in East Africa. A discernment process led to a recommendation that Friends wishing to help Ugandan members of sexual minorities reach safety might direct their donations through the Friends Underground Safe Transport project of Olympia monthly meeting. As of 5/13/2016 FUST has supported Ugandan conductors to help 1,385 individuals to escape from Uganda: 1,375 LGBTQ adults, six straight allies, and eight children. They report that 75 additional Ugandans are in hiding waiting for the funds to help them leave.

The working group on sexual minorities asked Friends in monthly meetings “to gather insight into how ILYM member meetings are encountering the struggle for justice of sexual minorities, locally, and around the world.” Monthly meetings have responded to this letter describing their activities and sharing minutes regarding inclusivity. Resources can be offered to meetings who wish to explore this issue more fully.

Communications: To serve as a resource for monthly meetings, PRC has developed several initiatives:

ILYM website: Working on revisions to make the PRC page more user-friendly.

Facebook: PRC continues to monitor the Facebook Peace Resources page which currently is a closed group with 34 members.

Connections: Monthly meeting peace and social justice committees were contacted to explore ways in which PRC can facilitate a connection among them, and with PRC. An in-person meeting was held May 21 at the Urbana/Champaign meetinghouse attended by 14 people from 7 meetings. There was a great deal of enthusiasm for this type of connection, in which Friends shared their hopes, activities and frustrations. Friends felt energized by hearing what other meetings are working on, and encouraged PRC to facilitate both online and more in-person gatherings. PRC extends an open invitation for everyone to attend the next such gathering during Annual Sessions, on Friday June 24 at 4 pm.

Peace Tax Fund Oversight Subcommittee: Current members of this subcommittee are John Knox and Dave Moorman who met with PRC (excusing Kent Busse, who, as an attorney, is an officer of the court) to update PRC on this fund. This is their report:

In the total history of the Fund, 5 depositors (2 individuals and 3 married couples) have diverted a portion of their federal income tax from the IRS and instead deposited it into the fund. Pressure from the IRS has caused 2 of these 5 depositors to find it necessary to withdraw part of their deposits (this is a normal and expected occurrence in the operation of the Fund), but most of the deposit money remains in the Fund. The total of all deposits, less the aforementioned withdrawals, which we call the Principal, is \$7,501.80.

Of this total principal, \$869.79 was deposited in the last ten years. This money should remain in the fund in case the IRS comes after the depositors and demands payment of the money. If that happens, each depositor may choose to withdraw some or all of their deposits as necessary to pay the IRS.

The other \$6632.01 has been in the fund for over ten years. According to the understanding of the PTF Oversight Committee, the IRS no longer has the legal jurisdiction to force the depositors to pay this money. Therefore, the Oversight Committee now has the option to disburse this principle to groups that qualify according to the guidelines given in the description of the Fund when established in July 1990, OR to leave it in the Fund to continue to accumulate interest (which is traditionally disbursed each Spring, before ILYM Annual Sessions).

The Fund currently contains \$177.76 of accumulated interest. Though we might have expected a higher figure after a period of 12 years, this low figure is a result of low interest rates following the 2008 market crash & ensuing recession, and several monthly dormancy fees which were not caught in time to be reversed. This interest is available to be disbursed to qualified not-for-profit institutions. As of early June, the Oversight Committee has not disbursed this money yet.

These figures of \$7,501.80 (principal) plus \$177.76 (interest) total up to the amount contained in the PTF bank accounts: \$7679.56 as of April 24, 2016.

At the 2016 ILYM Annual Sessions, the Fund's Oversight Committee hopes to submit new signature cards associated with the Fund's bank accounts, putting these accounts in the hands of particular ILYM Friends who we expect to be with us for many years to come. The Oversight Committee considers this to be more practical than re-submitting the cards annually, with each change of the Oversight Committee roster. The Oversight Committee will discuss options with the bank and with the officers of ILYM before Annual Sessions, and present its recommendations during the Annual Sessions. Our bank requires that these documents (i.e., signature cards) be approved at a meeting of the entire organization.

In closing, the Oversight Committee of the Peace Tax Fund would like to remind Friends of this Fund's existence and purpose: Any Friends who feel upon reflection on the large percentage of Federal income that is spent on preparing for and engaging in warfare that they cannot in good conscience pay the full amount of income tax levied on them by the Federal government, they have the opportunity to divert a portion of their income taxes from the Federal Government to the Fund. The Oversight Committee invites Friends in that condition to learn more about the ILYM Peace Tax Fund.

The Peace Resources Committee has been energized, as we have come together in an in person meeting and hope to meet again in person, which will be further supported by teleconferences. We are very enthusiastic about the rising interest from conveners of peace committees in our facilitating the conferencing among monthly meeting Peace and Social Justice committees. We look forward to hearing from monthly meetings on many of these issues as well as their own initiatives. The following quote exemplifies our purpose:

“Community also gives me courage. We don't bear the burdens on our own, but we carry them together. Community is about creating a critical mass, just like the coals of a fire keep the fire alive. You put a fire out by spreading the coals out: you keep the fire alive by putting it together. We keep fanning each other's flame of hope.” Shane Claiborne, author of Irresistible Revolution, in Sojourners magazine, February 2016

Respectfully submitted by Jan Mullen

[Return to index](#)

[Return to agenda](#)

Property Use Ad-hoc Committee Report

The Property Use Committee has met both virtually and in person over the course of this year. We have been charged with several different tasks, but the one that we have made a priority this year is composing a job description for a caretaker. Additionally we have worked with Finance Committee to discern the pricing of the use of Clear Creek House as it currently stands. They have taken charge of that particular task. We have seasoned the job description within the committee and have presented it at Spring Continuing Committee for comments and general improvements. We will be presenting that proposal for Yearly Meeting consideration.

Title: Caretaker

Committee with Oversight: Stewards plus Maintenance and Planning

Supervisor: Stewards

Purpose and Background.

The expanding campus and number of buildings has become too much work for the all-volunteer Stewards and Maintenance and Planning Committee alone. ILYM’s Continuing Committee responded by tasking the Ad Hoc Property Use Committee with “the development of a recommendation concerning a caretaker or contracted arrangement for overseeing the care of the campus.” This job description is based on the “List of Caretaker Tasks performed by Dick Ashdown” prepared by Chris Goode, based on an interview with Dick Ashdown. It also considered recommendations from the property use community with representation from across ILYM. The job description for the function we are calling “caretaker” has been explicitly written so that it could be done by a part-time hire, a contractor, and/or a management firm that would accomplish the work. They will not live on-site, but should be in close proximity to it.

Qualifications.

- Ability to work with Dick Ashdown, other Stewards, and the Clerk of Maintenance and Planning to learn what is required and as quickly as possible take over most of that work.
- Two or more years’ experience doing maintenance and the range of responsibilities described below.
- Ability to check on the property and be on call in the event of an emergency or special event.
- Should ideally be someone who would share our Quaker values and can work well with the ILYM community; being Quaker is not required.

Responsibilities.

- Facility oversight and alerts to Stewards plus the Clerk of Maintenance and Planning.
- Mowing and snow removal.
- Checking and getting fuel delivered when needed.
- Turning on and off utilities for buildings at proper times.
- Minor repairs and maintenance, some painting, some cleaning.
- Opening Clear Creek House and the ILYM Meetinghouse to visitors.
- Bidding on or helping to get bids on more extensive work (e.g., rebuilding steps, painting meeting house exterior, work on sump pump).
- Working with stewards to coordinate delivery of materials or subcontractor work.

Evaluation. Reports to and is evaluated by Stewards with input from the Clerk of Maintenance and Planning.

Compensation.

The Caretaker is to be compensated approximately \$12,000 per year, plus reimbursement for any supplies or expenses accrued on behalf of ILYM. Hours of work will vary from month to month based on needs and scheduled events. If a part-time employee, this work will be paid at the prevailing rate paid to all ILYM staff (currently ~\$15/hr). If a subcontractor, we will seek a bid for the proposed work.

Estimated Hours by Task.

- 50% Mowing and snow removal
- 30% Facility maintenance (including fuel and opening/closing facilities)
- 10% Coordination of deliveries, bids, and other work
- 10% Meetings and communication with Stewards and Maintenance and Planning

As a committee we are looking for approval of this job description along with a laying down of this particular committee. We believe that at this time, our work as a whole committee with representatives of most other committees has come to an end. There is still work to be done, but we believe that this work can be taken on by the various other committees and is no longer in need of a specific committee.

Property Use Committee, Co-Clerks Ashlee Miller-Berry and Sarah Pavlovic

[Return to index](#) [Return to agenda](#)

Publications and Distribution Committee Report

Print

1. Plummer Lectures
 - (a) 2012 - Mark Mattaini : Looking to have this printed and available for distribution at Fall 2016 Continuing Committee
 - (b) 2016 - Nancy Duncan: Looking to have this printed and available for distribution at Spring 2017 Continuing Committee
2. Among Friends
 - (a) Summer 2016 will go to the printer by July 18 and be delivered in the mail by the first week of August.

Web

1. ILYM.org: The current version of Drupal has been updated.
 - (a) While preparing to update the look and feel of the current ILYM website a discussion on whether or not stay with Drupal began. Sean is currently converting the Blue River Quarterly website from Tiki Wiki to WordPress and thought that since so many of us are using WordPress for our monthly meeting websites it might be prudent to switch the ILYM.org site over as well to capitalize on the shared knowledge of that content management system.
 - (b) Drupal 6, the version we are currently running, is no longer supported. So we will need to do a major upgrade if we decide to stay with Drupal making it an even better time to make a major change if that is the direction that is decided on.

[Return to index](#) [Return to agenda](#)

Records Retention Policy Ad-hoc Committee Report

Following is the proposed Record Retention Policy. It was initial presented for review at Fall 2015 Continuing Committee and was revised in relation to specific issues raised at the meeting, in conversations, and via email. This revised version was submitted to Spring 2015 Continuing Committee. No specific issues have been raised since Spring Continuing Committee. This revised version is being submitted for approval.

While the focus of a records retention policy is on documents for legal and operational issues, the ad hoc committee has received concerns regarding the preservation for documentation of the wider life

of the yearly meeting, especially beyond organic documents (e.g., minutes and publications) that are being sent to the ILYM archive collection at the Illinois History and Lincoln Collections of the University of Illinois at Urbana-Champaign. While the development of projects to address these concerns would be outside the scope of this ad hoc committee, two potential projects have been initially identified which through creating a historical record would help to provide a fuller view of ILYM beyond what is recorded in minutes and publications. One project would be the development of a photography repository. The other project would be an oral history project. The establishment of an ad hoc history committee might help facilitate these and other projects.

Illinois Yearly Meeting Records Retention and Preservation

ILYM records are defined as documents in any form that are made or received and maintained by ILYM, the committees of ILYM, or appointees and employees of ILYM for the work or operation of ILYM.

Types of Records

Active records are records currently being used for the work or operation of ILYM.

Semi-active records are records that are not in current use, but might be for future use or reference for the work, operation or legal concerns of ILYM.

Inactive records are records that are no longer being used for the work or operation of ILYM.

Types of Records Storage/Preservation

Archives are for permanent records of historic value. The ILYM archives are held in the Illinois History and Lincoln Collections at the University of Illinois-Champaign.

Repositories are libraries that receive items published and/or distributed by ILYM.

Record Retention is a process through which semi-active records are retained to help aid the work or operation of ILYM.

Administrative Coordinator oversees records retention and the Records Librarian oversees sending items to the ILYM Archives and designated repositories.

The ILYM Records Librarian handles sending items to defined repositories and to the ILYM Archive Collection in the Illinois History and Lincoln Collections (formerly called the Illinois Historical Survey) of the University of Illinois at Urbana-Champaign. These items may be a combination of active, semi-active, and inactive records. The receiving institutions handle access to submitted items as well as determining the types of items that they will receive.

The Administrative Coordinator handles the filing, storage, and access to records being retained. These items would only be semi-active records. Types of semi-active records to be retained are defined by the Yearly Meeting. Electronic files will be maintained with an off-site backup.

Active records should be maintained by the person or committee using those records.

When records are no longer being actively used, they should be given to the Administrative Coordinator. Some people might find it good to review records around the end of the Yearly Meeting fiscal/appointment year and turn over records no longer in use at or soon after Annual Sessions.

Illinois Yearly Meeting Records Retention and Preservation

	Retention	Archives	Repositories
Corporate Records			
Minute Books	permanent	X	X
Continuing Committee Minutes & Reports	permanent	X	X
Articles of Incorporation	permanent**		
Constitution and bylaws	permanent	X	
Contracts	7 years*		
Committee Minutes	5 years	as submitted by committee	
Qualifications to do business	permanent		
Reorganization records	permanent		
Insurance			
Accident reports	7 years		
Insurance claims	7 years		
Insurance policies	7 years		
Miscellaneous Legal			
Claims & Litigation files	10 years*		
Copyright, patent & trademarks	permanent		
Personnel			
Applications	2 years after hiring process		
Employee earnings/payroll records	7 years		
Employee files	7 years* after termination unless there is ongoing litigation		
Employee benefit records	6 years		
Employee contracts	7 years		
IRS 941, W-2s	7 years		
I-9 Forms	3 years after date of hire or 1 year after termination- whichever is later		
Pension, profit sharing plan documents	permanent		
Time cards/sheets	7 years		
Independent Contractor IRS 1099s	7 years		

	Retention	Archives	Repositories
Real Estate			
Deeds	permanent**		
Property surveys, topology reports	permanent**		
Building blueprints (current)	permanent***		
Building blueprints (past)		x	
Leases	10 years*		
Purchases	20 years*		
Taxes			
Income tax returns and canceled checks (federal, state & local)	permanent		
Payroll tax returns	7 years		
Property tax returns	permanent		
Sales and use tax returns	7 years		
General			
Supporting documents, correspondence, and notes regarding patents, copyrights, licenses, agreements, Bills of sale, permits, liabilities, property improvement*, etc.	The life of principal document which it supports.		
Accounting			
Accounts receivable & payable	7 years		
Annual financial statements	Permanent if there is no audit to replace them		
Auditors reports	permanent		
Bank deposit slips	7 years		
Bank statements, reconciliations	7 years		
Budgets	7 years		
Canceled checks	7 years		
Cash disbursements journal	7 years		
Depreciation records	permanent		
Employee expense reports	7 years		
Cash receipts journal (includes donation information)	7 years		
Trial balance and General ledger	permanent		
Inventory lists	7 years		
Invoices	7 years		
Payroll Journals Petty cash vouchers	7 years		

	Retention	Archives	Repositories
Publications			
Annual Publications (<i>Among Friends</i> , Plummer Lectures, directories)	permanent	X	X
Occasional Publications (<i>Faith & Practice</i> , pamphlets)	permanent	X	X

*The retention period begins after final payment, settlement, expiration, termination, sale, pending project laid down, etc.

**Original copy stored in safe deposit box in addition to an electronic copy, when available

***Blueprints for buildings that are removed or torn down will be sent to the ILYM Archives

[Return to index](#)

[Return to agenda](#)

Religious Education Committee Report

Committee members: Joy Duncan, Dale Gardner, Barb Harroun, Monica Tetzlaff (clerk), Bobbi Trist.

Including children in our worship is not just about preventing Friends from 'dying out,' but about reconnecting all of us with 'life's longing for itself.' Without children we are not a Society. – Tracy Bourne, The Religious Society of Friends, Australia, 2014

This year the Religious Education Committee continued the weighty work begun by earlier committees to find better ways to support parents and children at Annual Sessions, other ILYM gatherings, and in the First Day Schools of monthly meetings and worship groups. The Committee met in the fall and spring. Based on our understanding of the above quotation by Tracy Bourne, we had two areas of focus:

- Providing more intergenerational worship, play and education opportunities at ILYM Annual Sessions and supporting the FUN (Friends Under Nineteen) program so that parents would be less burdened
 - Discerning the parameters for a part-time Children's Religious Education Coordinator.
1. **Annual Sessions:** The committee worked with Joy Duncan, who volunteered as this year's FUN coordinator, to develop more times for parents to worship and learn at Annual Sessions, knowing that their children were also learning or playing at programs tailored to their developmental needs. To accord this work with the weight that it deserves and to more accurately represent the population served by Children's Religious Education, the name of the Annual Session program was changed to Children's Sessions. It encompasses pre-K through eighth grade, while the Youth Coordinator handles the High School program. First Day School during Meeting for Worship on Sunday was added. The Committee discussed best practices for the swimming, craft tent, campfire, and hayrack ride, planning for protocol and chaperons for these activities. The committee was grateful that the Program Planning Committee provided more intergenerational activities than ever before. Finally, the program for children during the week was enhanced with increased participation from the Peace Resources and Environmental Concerns Committee who agreed to provide programming for part of the Children's Sessions. We thank Joy Duncan for the huge effort and care she has put into this year's Children's Sessions.

2. **Children's Religious Education Coordinator Position:** The Committee worked in the fall and spring to draft a job description for this position, which is attached. We believe that this Coordinator position is the best way to insure that children and parent's spiritual needs are met at Annual Sessions and other ILYM events and that this will lead to vitality and growth in ILYM. If approved at Annual Sessions, the position would begin on Oct. 1.

Respectfully submitted by Monica Tetzlaff

Children's Religious Education Coordinator Job Description

Committee with Oversight: Religious Education Committee

Purpose: To provide programs and to coordinate activities for children younger than High School Friends (HSF) from Illinois Yearly Meeting, including a) Children's Sessions at ILYM Annual Sessions, b) Children's programming for at least three other opportunities per year, such as Continuing Committee Meetings, Blue River Quarterly or SnowQuake, c) provide an Annual Sessions workshop for Friends who teach Children's Religious Education in their monthly meetings, d) serve ex officio on the Religious Education Committee, e) connect with the wider world of Friends through membership in Quaker Religious Education Collaborative.

Qualifications:

- Active in the Society of Friends (Illinois Yearly Meeting preferred but not required), called to youth ministry, and knowledgeable about the Bible and Friends testimonies, business procedures, and writings.
- Attuned to Friends' social concerns and also to problems and concerns of today's children.
- Proven ability to interact effectively with children and to share religious faith and Friends' convictions.
- Able to work cooperatively and to encourage local development of children's education activities.
- Able to manage program planning details and to operate within a budget.
- College degree or equivalent (specific training or experience in children's education preferred)
- Computer literate and preferably familiar with e-mail, social networks (like Facebook), and webgroups (like yahoo or google)
- Must have a car, valid driver's license and be available for weekend travel and be able to accept overnight hospitality.
- Must pass a background check

Responsibilities:

- Work with the Religious Education (RE) committee and individual meetings to organize and publicize children's activities at yearly meeting levels.
- Work with the Children's Sessions Coordinator from the designated ILYM planning group to plan children's programming for Annual Sessions and three other opportunities when ILYM Friends meet during the rest of the year
- Be involved in the QREC (Quaker Religious Education Collaborative) and attend the annual gathering of QREC for networking, resources, and ideas
- Act as a children's religious education resource to monthly and quarterly meetings of IYM
- Assist in the spiritual nurture of children in ILYM, drawing on additional resources from RE Committee as necessary.
- Track and report hours worked & expenses, submitting expense receipts to Treasurer

- for reimbursement.
- Submit monthly activity reports to RE Committee and work with RE Committee to submit 2-3 summary reports to Illinois Yearly Meeting at Annual Sessions or Continuing Committee as requested.
- Become familiar with Policy Manual. Submit self-evaluation after 3 months and yearly thereafter. Comment on performance evaluation. Travel as necessary

Evaluation: Reports to and is evaluated by RE Committee Clerk in consultation with RE Committee. It is also recommended that applicants have a local clearness committee in their own meeting to support their decision to apply and continue in this position.

Pay and Budget: Salary is based on 500 hours per year (~41 per month) x \$15/hr or \$7,500/year paid monthly in 12 equal installments. ILYM will pay taxes, \$500 in travel (based on mileage) and subsidize (beyond registration fees) another \$2500 for other expenses related to children's programs.

Estimated Hours/Tasks: 50% Plan/Attend Children's events, 30% Communications, 10% Reports/Committee Meetings, 10% Other

[Return to index](#)

[Return to agenda](#)

Site Envisioning Committee Report

The committee consists of Bill Howenstine, Sandra Bales, Chip Rorem, Angie Reeks, Marlena Amos, Dick Ashdown (Steward representative), and Christopher Goode, clerk.

Campground Bath House Renovation

Paul Ebener, our contractor on several projects, who had given us prices for the bathhouse renovation, has taken a job with a company that manages assisted living facilities involving a lot of travel, and will no longer be doing construction work. He has given us a few names of other contractors in the area that might be able to provide pricing and work with us in a similar way, and with the help of the Stewards, we are actively looking for other contractors. So we are in the process of interviewing some potential new contractors and getting new pricing for the bathhouse project. Chip Rorem has talked with Joe Bell of Key Builders, who did the campground cabins, and he has the construction documents and will be visiting the site to provide us with new pricing. The Scope of Work is organized into several separate projects which can be done all at once or one or more in at a time, much like a menu. We also will be going over the Scope of Work to see where we can bring pricing down and which menu items are most important to move forward with if enough funds are raised to begin to do work.

Accessible Bedroom/Bathroom Addition at Clear Creek House

We will also work with new contractors to update pricing for this addition (originally estimated ~5 years ago at about \$120,000). While we have a schematic plan that attempts to reuse the existing garage in order to be most economical, we will also investigate the cost of a different arrangement that might be more effective for incorporating energy saving and sustainable energy collecting. The committee feels strongly, along with the Environmental Concerns Committee, that this is one area where we should make use of sustainable energy and green design technology.

Other locations for using sustainable energy technology in upcoming years could include the meetinghouse as the rear south facing roof is ideal for photovoltaic solar panels.

Other Site Work

Site Envisioning is always trying to think ahead toward the next site improvements and realizing elements of the Campus Plan that was approved a few years ago. The concrete foundation and exterior slabs of the portion of the long shed that was demolished a few years ago take up a large portion of the ridgetop making that area difficult to use and to mow and control weeds. We have obtained a budget price from Key Builders of \$7,500 to have all of that concrete dug up and hauled away. We currently do not have authorization to do this work and other projects currently have priority. Dick Ashdown and others from Clear Creek may know some local folks that could help us to remove this concrete less expensively, and are looking into that.

We also need and intend to talk with contractors about measures and prices to arrest further deterioration of the wood barn and to remove portions of the dairy shed that should be demolished.

Members of our committee helped the Environmental Concerns Committee to plant osage orange trees to form a hedgerow/windbreak/habitat area along the west property line near Clear Creek House last fall as one of the elements of the Campus Plan. The plants were raised by Adrian Fisher from seeds gathered from trees on our campground. They were planted well back from the property line so as not to interfere with the adjacent farmer's field, and each tree was protected and marked with orange plastic fencing. Our understanding is that some of the fencing was blown away during the course of the winter and the mower thought that the trees were dead and so mowed them down without asking anyone. While I am not sure I can speak for the whole committee, I am saddened that this happened and hope that ECC and ILYM consider making a third attempt to establish a hedgerow at that location soon, perhaps providing some kind of tree protection that is more permanent and resistant to mowers.

Caretaker

Our committee continues to work with the Property Use Committee on establishing a formal caretaker arrangement for our campus and looks forward to considering the proposal they plan to bring to the Yearly Meeting for consideration.

-Respectfully submitted: Christopher Goode, clerk.

[Return to index](#)

[Return to agenda](#)

Youth Oversight Committee Report

Youth Oversight has held Quakes for teens from Illinois, Indiana, and Missouri in fall, winter, and spring, as well as work days on campus. We have seen some much needed work on the Jr. Yearly Meeting House, thanks to the relentless efforts of Mike and Diane Dennis. We had some dwindling of attendance, some related to the population ebb and flow. This was particularly true for the January Quake that Rocked the Midwest. At that retreat, graciously hosted by Evanston Friends (yet again!) we went to the Garfield Park Conservatory which was far warmer than any of our past out-trips have ever been. Our fall and spring Quakes were combined with Blue River Quarterly. This collaboration allowed more intergenerational activities and was welcomed by the committee members. Our committee work has been done at Quakes and by phone, with all members feeling the burden of other work distracting from our focus. We have intended, but not been able, to complete reviewing materials on maintenance of safety, and are working on replenishing the budget. We struggle with ways to maintain robust communications. This year we will transition to a new clerk, and our Youth Coordinator will be very busy with a new baby to come. So it will be a year of new beginnings, and the teens and committee

members will be fortified and challenged. As outgoing clerk, I have been both humbled and enriched by the growth I see in the individual teens, by the strong bonds created, and by the tasks this committee is assigned. Much work has been done and much remains. The teens, some of whom are moving to the next chapter of their lives (and, I hope, to Adult Young Friends!), have been a source of growth and change for the yearly meeting as a whole. Our upcoming committee goals remain, as before, to ease the path from FUN program to the HS Friends to the AYF, to develop ways of providing a safe and supple environment for teens to explore their faith, and to offer an experience that supports Quaker growth and yearly meeting as a whole. As well as being sure the supply of tie dye shirts never flags.

Kate Gunnell, clerk

[Return to index](#) [Return to agenda](#)

AFSC Representatives Report

Four of us attended the annual meeting of AFSC held in Cherry Street Meetinghouse in Philadelphia from Thursday, March 4 to Saturday, March 6. Contessa Miller and Phyllis Reynolds were newly appointed ILYM representatives; Bridget Rorem and Carol Bartles were returning.

About 100 Friends from across the United States attended. Particularly noteworthy was the opening speech by Rev. William Barber II, a Protestant minister in North Carolina, an organizer and leader of civil right demonstrations in that state that began in 2013. He led non-violent protests against government legislation that resulted in discrimination, a curb on voting rights, and repeal of the Racial Justice Act, among other adverse effects on the citizens of North Carolina.

He spoke to us of past movements of the Spirit to change things for the better. He feels we are now witnessing and taking part in a movement where people of various faiths, races, ethnicities, economic classes, sexual orientations, and gender identities are working together for a deep change. He emphasized that this is a moral movement, and that there is resistance to this movement of the Spirit. Every Monday, Barber and thousands of other gather for “Moral Monday” outside the state legislature in Raleigh, North Carolina to speak out against what Barber calls “immoral politics.”

We experienced worship together as well as reports from staff. We participated in workshops on important themes of AFSC’s work: immigrant and migrant rights, narrative change for social transformation, mass incarceration and militarization in prisons, peace with Israel and Palestine, as well as others. We attended workshops that showed these themes as well as a documentary film and art exhibit and reports by staff members working on these topics. We met with Brant Rosen the Midwest AFSC Director.

AFSC staff will be attending yearly meetings, including Lucy Duncan of the Friends Relations Committee at ILYM. We were provided with suggestions for how our monthly meetings can address the concerns of AFSC. The meeting in the historic Cherry Street Meetinghouse in central Philadelphia was a grounding experience in historic Quaker territory. Next year AFSC will celebrate its 100 year anniversary.

Composed by Bridget Rorem and Phyllis Reynolds

[Return to index](#) [Return to agenda](#)

FCNL Representatives Report

The Friends Committee on National Legislation (FCNL) met in Annual Session between Eleventh Month 12 and Eleventh Month 15, 2015. Approximately 400 individuals attended the Annual Session and/or the accompanying Quaker Policy Institute. Illinois Yearly Meeting was formally represented by several of its appointees.

FCNL's meeting for worship began just minutes after a deadly terrorist attack in Paris and a day after those in Beirut. Friends came together in prayerful concern for those touched by violence. A minute was approved which reads, in part, "We hold you in Light and Love at this time of senseless loss of life and the deep trauma to your community. We hope you will be better able to carry this sorrow, knowing you do not carry it alone."

We proudly note that Illinois' senior senator, Richard Durbin, was given FCNL's Edward F. Snyder Peace Award for "successfully organizing Senate support for the Joint Comprehensive Plan of Action to peacefully resolve the dispute over Iran's nuclear program; leading the effort to increase U.S. humanitarian and resettlement support for Syrian refugees; and advancing criminal justice reform through bipartisan action." Northside Monthly Meeting has written to Senator Durbin to congratulate him for this award, and we encourage other monthly meetings to do likewise.

FCNL works hard to ensure that its positions and activities are aligned with Friends. To that end, FCNL is seeking input from monthly meetings and other Friends organizations on its lobbying priorities for the next Congress (January 2017 – December 2018). Meetings are encouraged to participate in this discernment process and to return their responses by April 15, 2016.

FCNL formally launched its \$15 million capital campaign. As always, support from individuals and organizations is appreciated. FCNL reminded participants that contributions from Friends meetings should be made to FCNL rather than to the FCNL Education Fund. While contributions to FCNL are not tax deductible, this benefit is meaningless to religious gatherings that do not pay taxes. Moreover, contributions to FCNL allow the organization the flexibility to spend its resources on lobbying activities.

Submitted by Kevin Brubaker, Northside Friends Meeting

[*Return to index*](#)

[*Return to agenda*](#)

FGC Representatives Report

This year Friends General Conference has spent time reducing the number of programs that it offers. The programs that have been cut are ones where there was limited use being made of them in recent years. These cuts were necessary for the organization to live within its means. The focus of our continuing work is:

- Fostering and nourishing collaboration among yearly and monthly meetings
- Growing and strengthening the Religious Society of Friends
- Fostering more inclusive community

The decisions to cut programs have meant the elimination of some staff positions, while others have been redefined. Portions of the office space in Philadelphia have been rented and others will be. Some work that was done by staff in the past is being done by volunteers who are appointed to Central Committee.

The collaboration among yearly meetings is to help yearly meetings know what others are doing and to share this widely. For those of us who have attended other yearly meetings there is much to be learned from being a visitor at another yearly meeting. FGC hopes to be able to facilitate the sharing of information so that we can be directly in touch with another yearly meeting that may have encountered a similar concern or leading.

To assist meetings with growth and strengthening, FGC is about to release its Spiritual Deepening Program. Individuals from 23 yearly meetings have contributed to the design and content of this program. FGC is committed to sharing both the diversity and the commonality of our faith and practice. We believe meetings will become more grounded in the fundamentals of our faith. We believe Friends' spiritual lives will be transformed and seekers will have an opportunity to explore the Quaker path.

FGC's Ministry on Racism program continues to work with individuals, and monthly and yearly meetings to challenge white privilege and oppression. The Ministry on Racism Program holds retreats for Friends of Color and supports individual Friends and yearly meetings as they challenge racism. Since 2011 FGC has facilitated Quaker attendance at the White Privilege Conference. This year FGC was important in putting together a host team that enabled bringing the conference to Philadelphia. Over 400 hundred Friends attended.

In a couple of weeks Friends will gather at the College of St. Benedict in St. Joseph, Minnesota for the FGC annual gathering of Friends. The theme this year is "be humble, Be Faithful, Be Bold." This is an opportunity to spend a week exploring an aspect of our tradition in depth. Next year it will be at Niagara University in New York State. If you have never attended, consider it. This is a time for Quakers of all ages to explore their faith deeply for a week. It has been a transformative experience for a number of Illinois Yearly Meeting Friends. In particular there are a number of Young Adult Friends whose lives have been enriched by attending these gatherings.

Janice Domanik

[*Return to index*](#)

[*Return to agenda*](#)

FPT Representatives Report

Friends Peace Teams has continued working around the world this year in areas many ILYM Friends will find familiar by now. If you have been keeping up on international news, you will be aware of the coup in Burundi last year. This turmoil has made the presence of our work more important than ever. Dave Zarembka told the story of a young man who attended one of FPT's HROC workshops not long ago. When the workshop was finished, the young man offered that he had been planning to murder some people a few days after the workshop, but had changed his mind after attending the HROC workshop. The young man had gotten caught up in the political upheaval and that was what had caused him to plan to murder people in his community. Would not it be great if all of the people who are murdering and committing other crimes could be aided in finding the path back to their inner Light so they could walk away from the trouble they are involved in?

Val Liveoak is happy she will finally be able to retire from the coordinator position for Peacebuilding en Las Americas (PLA), turning the position over to the new coordinator this year. Retiring from the coordinators position will allow Val to focus on the work she does best, AVP work. She is also compassionate enough to put her life on the line by stepping up to help others when asked, even having flown all the way back to one of the countries to help out when asked. The visitors FPT

have had from Columbia and El Salvador (people from Honduras have not made it here, yet, that I have seen) have expressed nothing but gratitude for Val and for the work of the others in Friends Peace Teams, saying Friends Peace Teams has given people courage to begin to live their lives again, it has given people hope when they once had only despair, and much more.

Asia West Pacific Initiative (AWPI) continues to help out in Nepal where the people still suffer from the earthquake. As you might recall, Friends Peace Teams went to the regions that did not receive media attention and are not considered “sexy”. The government in Nepal did not give the regions consideration, nor did any of the well known aid organizations like Doctors without Borders or Red Cross. These regions required 2 days of walking, dragging carts of supplies, and determination. One could not drive in one’s jeep or drop in on a helicopter right after the quake (I am not sure where that stands now). FPT has kept people in food, fresh water, basic medical supplies (if needed), and helped bring in supplies for rebuilding the tiny, humble shacks in which the people in these areas live. For their next homes, they will have metal roofs, which should hold up better, as I understand things.

Even while working in Nepal, AWPI has continued working in Philippines, Indonesia, and Israel. Most recently, AWPI introduced a water filter program to Indonesia. They are training native potters to produce the filters which will achieve 98.6 percent clean water.

If anyone would like to keep up with the work of FPT, please feel free to follow any of FPT’s initiatives on Facebook. None of them will bombard you with updates. They are much too busy doing their work!

Debra Penna-Fredericks

[Return to index](#)

[Return to agenda](#)

FWCC Representatives Report

The Friends World Committee for Consultation (FWCC) brings together Quakers from all over the world. While much of this “bringing together” happens as a result of small group travel, FWCC also hosts World Plenary Meetings every few years. The most recent World Plenary took place in scenic Pisac, Peru, on January 19 -27, 2016. It was attended by some 320 Friends from around the world, plus an additional 60 Peruvian and Bolivian Friends who joined us for the weekend that took place during the middle of the gathering.

The diversity of those who attended the plenary was impressive, as Friends journeyed to the plenary from 37 countries. Almost 100 of them were under the age of 35, the largest number of Young Adult Friends (YAFs) in the history of these gatherings. All three ILYM representatives to FWCC, Nancy Duncan, David Shiner, and Nancy Wallace, attended the plenary. Since none of us remotely qualifies as a YAF, we are hopeful that a young adult Friend will feel led to represent ILYM in the near future.

The theme of the plenary was *Living the Transformation: Creation waits with eager longing for the revealing of the children of God (Romans 9:19)*. That theme was realized beautifully during our time together, as all branches of Friends—programmed, unprogrammed, semi-programmed, Christocentric, universalist—moved beyond the barriers of our particular understandings of Quakerism and came to know one another in that which is eternal. We prayed together; we ate together; we laughed and cried together. The feeling that, in the words of George Fox, we are “a great people to be gathered” was palpable from start to finish.

The plenary featured many sorts of events, including worship services from the various Quaker traditions, home groups (daily gatherings of about a dozen Friends from different regions and with

different orientations to Quakerism), and workshops. We were reminded of the excellent and vital work of FWCC in overseeing the Quaker United Nations Offices (QUNO) in New York and Geneva, representing Friends at the World Council of Churches, sponsoring the annual Quaker Day (October 2), and making vital connections between Quakers throughout the world.

One important practical result of the plenary was a minute entitled “Living Sustainably and Sustaining Life on Earth.” The FWCC World Conference in Kenya had approved the Kabarak Call for Peace and Ecojustice in April 2012, after which the FWCC World Office served as a signatory to a Quaker statement on climate change and divested from fossil fuels. The sustainability minute that was approved in Peru was FWCC’s most recent response to the environmental crisis, recognizing it as a symptom of a wider crisis in our political and economic systems.

Like many other Quaker organizations, FWCC does not have the financial means to serve Friends as well as it would like. This is largely because it does not receive a fair share of funding from Friends in the USA. For this reason, we representatives propose that ILYM donate \$3000 to FWCC in the coming year, a modest increase from the current donation of \$2500 per year.

Your representatives to FWCC would like to express gratitude for the generous support of the yearly meeting on behalf of FWCC in general and the three of us in particular. We are aware that “to whom much is given, much will be expected” (Luke 12:48), and we hope to share the spirit of unity in diversity that nourished us at the plenary in the coming months and years.

David Shiner, ILYM Representative to FWCC

[Return to index](#)

[Return to agenda](#)

Faith and Practice Proposed Section on Meeting for Worship

Proposed for an indefinite period

Introduction

Friends in Illinois Yearly Meeting engage in “waiting worship,” in which we gather silently to enter into communion with God and with one another and to seek God’s help and guidance in ministering to our own spiritual needs, those of the meeting community and those of the wider world. Meeting for worship begins when the first worshiper enters the room. As Friends enter the meeting room, they seek to still their minds, leaving behind the concerns and activities of their daily life, and to focus inward and enter a period of expectant waiting. After a substantial period of silence anyone present who feels led to ~~to speak~~ by the Divine Spirit to speak may rise and do so. Friends speak spontaneously as led rather than composing a message in advance of coming to meeting for worship. This vocal ministry is typically followed by a period of silence to deepen the worship and allow those present to take in what has been said. When enough time has passed another Friend may feel led to speak. Sometimes the entire meeting may pass in outward silence. The meeting ends with the shaking of hands.

Preparing for meeting for worship

Preparation for the next meeting for worship begins with the closing of the previous meeting. Friends seek God outside of meeting for worship by engaging in personal reflection, prayer or

meditation, journaling, and reading the Bible or other spiritual literature. Friends who engage in such spiritual practices may more readily enter worship prepared in mind and spirit. Taking time from the busyness of life to experience even brief moments of awareness of God's presence sows the seed for deeper spiritual engagement. Meetings are encouraged to provide opportunities for Friends to share the spiritual dimensions of their lives, by organizing retreats, workshops, spiritual ~~formation~~ nurture groups, or other gatherings.

While engaging in spiritual practices prepares one to enter more readily and deeply into worship, so too do the things one does immediately prior to coming to meeting for worship. Allowing sufficient time to travel to the meeting place helps one arrive in a calm and unhurried state of mind. Parents may want to help their children prepare for the experience of worship or educational programs at meeting. Friends may hold the meeting in prayer, read the Bible or other spiritual literature, or simply quiet their minds and turn inward. Reading the newspaper, attending to media, or dealing with the stresses of secular life immediately before meeting for worship may distract one from spiritual matters and interfere with the capacity to perceive accurately the promptings of God's Spirit.

Beginning meeting

So Friends, when you come together to wait upon God, come orderly...: the first that enters into the place of your meeting, be not careless, nor wander up and down, either in body or mind; but innocently sit down in some place, and turn in thy mind to the light, and wait upon God singly, as if none were present but the Lord; and here thou art strong. Then the next that comes in, let them in simplicity of heart, sit down and turn in to the same light, and wait in the Spirit: and so all the rest coming in... sit down in pure stillness and silence of all flesh, and wait in the light; a few that are thus gathered by the arm of the Lord into the unity of the Spirit,— this is a sweet and precious meeting, where all meet with the Lord!...In such a meeting, where the presence and power of God is felt, there will be an unwillingness to part asunder, being ready to say in yourselves, it is good to be here: and this is the end of all words and writings — to bring people to the eternal living Word.

Alexander Parker, 1659

Except in small meetings held in homes, worship begins once the first person enters the meeting space. As more Friends enter they do so silently, joining the worship. This practice allows others to enter already experiencing a sense of the living silence. After the meeting has settled into worship, a query or short passage may be read aloud by a designated individual.

Centering

As the meeting gathers into worship, we strive to release the events of the week and the stirrings of our minds, moving into an inward stillness where we unite with Friends in communal worship.

For some Friends the process of “centering,” of spontaneously emptying the mind and listening for the promptings of the Spirit, is difficult. Some have engaged in various practices to still their minds so that the Divine Presence can be felt, heard and obeyed. The practices that work for one may not work for another; however, the practices that are described here have been found to be helpful in centering at the beginning of worship. Positioning the body in a restful yet alert position is a starting point. Many Friends sit with their feet on the floor and with hands in their lap. Some Friends keep their eyes open; others close them. Few people can achieve inward stillness immediately but find instead that they must release impediments gradually. Some pray; some hold each person in the room in the Light; some engage in self-examination; some contemplate mental images; and others may silently repeat a passage.

Through these means, one loses the complexity of thought, focuses inwardly and enters a period of expectant waiting. The particular technique is less important than is the creation of a condition of being fully present. Even a few Friends who are centered can enable others to more readily reach that state of consciousness as they remember that they are already in the presence of God. Those at a meeting for worship generally experience a deepening of the quality of the silence as the meeting settles.

When distractions occur during meeting for worship, individual Friends or the community as a whole may need to work to re-center on the movements of the Spirit. Distractions may take the form of outward disturbances or of unsettling thoughts or feelings. When dealing with distractions, it is helpful to turn back to a place of expectant waiting rather than trying to suppress the distracting thoughts.

Communal worship

For when I came into the *silent assemblies* of God's people, I felt a *secret power* among them, which touched my heart, and as I gave way unto it, I found the evil weakening in me, and the good raised up, and so I became thus knit and united unto them, hungering more and more after the increase of this power and life...

Robert Barclay, 1676

As the worship deepens those present open themselves as a faith community to the Spirit of God. We seek a direct relationship with God, to discern what God is calling us to do. We still our minds to open our understanding as freely as possible from the obscuring effects of our own rationalizations, emotions and ego. The analytic mind gives way to an awareness of the workings of the Spirit. It is within this corporate experience that a sense of unity with those worshipping and with the Spirit is felt.

This discernment is a communal, collective process that differs in important ways from individual meditation. Some Friends find that reading or journaling can help them center or deepen their worship. However, such activities may have an isolating effect, diminishing participation in the communal character of our worship. All in attendance have a responsibility for the quality of worship, humbly listening together for how God is leading us. ~~We do not appoint clergy to conduct the worship or deliver a sermon; rather we humbly listen together for how God leads us in worship.~~

Vocal ministry

Whatever a man does or says or thinks in matters pertaining to divine worship must be done under the special impulse, inspiration, and influence of God... For, in order to perform true public worship properly, every worshipper ought to listen with the deepest quietness of mind to the internal strivings of the divine Spirit in his heart; so that as the Spirit prompts, leads, and assists he will either prophesy or pray or render thanks, or perform some other duty of divine worship. And in this way not only he but also the worship offered by him will be both pleasing to God and altogether beneficial to the worshipper himself and to the entire Church of God.

Robert Barclay, 1675

Any worshipper present in meeting may experience the influence of the Holy Spirit or Spirit of God leading them to speak. It is important when feeling led in this way to discern whether the call to speak is authentic. A rightly led message advances the spiritual life of the community and of its individual members. The speaker serves as an instrument through which the Spirit ministers; the message pulls others into the stream of the Living Waters, deepening the worship.

There is no set procedure or inviolable rule for determining when or how to speak, but the following advices can be helpful:

- Friends speak as they are led to do so by the Divine Spirit. Friends often experience a call to speak as something that may be resisted but cannot be held back. A Friend who feels impelled to speak should do so. Some Friends find that the call to speak may be accompanied by trembling or a quickening of the heart.
- Often Friends don't have a well formed message as they begin to speak but rather have a few words or phrases that may shift in focus as the ministry is being shared. This results from speaking spontaneously as led rather than crafting a message in advance. Friends are encouraged to speak even if the message is not fully composed.
- What one speaks in meeting for worship arises out of one's own experience. When speaking of spiritual matters, share based on what you know first-hand.
- ~~Avoid self-involvement and a focus on your own personal or emotional needs.~~ Speak as ministry to the meeting rather than as therapy to yourself. Avoid focusing on your own personal or emotional needs.
- Ministry is of a religious or spiritual nature. While a religious life has political and intellectual consequences that may give rise to vocal ministry, messages are best delivered in a manner that emphasizes their spiritual grounding. Friends are tenderly cautioned to avoid giving messages that only promote a political agenda, rally people to a cause, or present an intellectual system of theology.
- Messages may continue a thread from ministry delivered earlier in a meeting. However, it is usually best to avoid responding directly to a previous message. Give other speakers the benefit of the doubt that they are speaking from a leading. If their contribution seems wrong to you, consider what there might be of value in it, rather than correcting or debating.
- An individual may discern an authentic message that is solely for himself or herself not to be verbally shared with rather than for the assembled body. The individual should rest in the knowledge that such unspoken messages are an invaluable part of the worship experience. ~~even though not verbally shared.~~
- Friends are tenderly advised to speak loudly and clearly enough to be understood. Except in very small meetings it is normal to rise when speaking in order to be heard.
- A period of silence traditionally follows vocal ministry. Others who wish to speak are urged to wait until the meeting has had time to absorb the previous message back into the silence.
- When many Friends offer vocal ministry with little silence between messages, a Friend may rise and remain silent as a way of enabling the meeting to re-experience waiting worship.
- A person does not generally speak more than once in a given meeting for worship.
- Messages are best stated simply.

Some Friends engage in vocal ministry with some frequency; others find that they are seldom called to speak. Both those who engage in vocal ministry and those that do not are equally called to active participation in the meeting. Those who provide silent ministry help the meeting to reach or maintain a state of focused, attentive waiting on the presence of God.

The absence or presence of vocal ministry is not in itself a reflection of the quality of worship. Deep listening lies at the heart of Quaker worship. Entirely silent meetings can be the most powerful. ~~Many meetings are marked by a deep stillness yet there is no vocal ministry. Those who provide silent ministry help the meeting to reach or maintain a state of focused, attentive waiting on the presence of God.~~

The gathered meeting

In the Quaker practice of group worship on the basis of silence come special times when an electric hush and solemnity and depth of power steals over the worshippers. A blanket of divine covering comes over the room, and a quickening Presence pervades us, breaking down some part of the special privacy and isolation of our individual lives and blending our spirits with a super-individual Life and Power — an objective, dynamic Presence which enfolds us all, nourishes our souls, speaks glad, unutterable comfort within us, and quickens in us depths that had before been slumbering. The Burning Bush has been kindled in our midst, and we stand together on holy ground.

Thomas R. Kelly, 1940

When the presence of the Spirit is deeply experienced during a particular meeting for worship, the meeting is sometimes called a “gathered“ or “covered“ meeting. In a gathered meeting, one experiences a strong sense of being united with others and with God. The meeting may be silent, or Friends may deliver messages that parallel one’s own stream of thought or speak to a similar concern or question. Some Friends describe the experience of a gathered meeting as being immersed in the Living Stream. When leaving a gathered meeting, Friends often feel a deep sense of grounding and connection with God.

Closing meeting

Ideally, meeting for worship ends when the assembled Friends collectively feel a sense of conclusion and release. While in present day practice, ~~the time of~~ a meeting for worship is often scheduled ~~for~~ to last an hour ~~in length~~, there may be times when there is a sense that worship needs to end earlier or continue longer. The clerk of the meeting, a member of the worship and ministry or other similar committee, or some other designated person is given responsibility for discerning when the meeting is free to conclude and signals this by offering to shake hands with a nearby person. Others present then shake hands with those around them unless it is strongly felt that the meeting needs to continue.

There are several different practices that may follow the end of meeting for worship. In some meetings there is a time to express joys and sorrows; in others a time to make prayer requests. In larger meetings, a member of the worship and ministry or some similar committee will introduce himself or herself so that Friends who have concerns or questions may share them after the rise of meeting. Some meetings ask all those present to introduce themselves; others ask that newcomers or those who have been absent for a period of time introduce themselves to the body. As a final practice, most meetings allow time for announcements. These may be given by the individual most involved in the activity or event to be shared. In other cases, announcements may be provided to the clerk or other designated individual to read. Following announcements there is often a time for conversation and an opportunity to get to know newcomers. Taking this time is valuable for building a sense of community in the meeting.

Logistics

In many meetings, Friends gather for worship once a week on First Day (Sunday). A number of meetings also hold mid-week worship.

Some meetings hold worship in their own meetinghouses. Other meetings hold worship in a rented space, still others in their homes. The location should be carefully selected to avoid distractions which may make it hard to center. Regardless of the space in which meeting for worship occurs, the general layout of the room is similar: chairs or benches are generally arranged so that people are facing one another.

Someone may be designated to greet people as they arrive. Many meetings have pamphlets available for newcomers that briefly describe the form of Quaker worship. In some meetings, those arriving late enter the meeting room as soon as they arrive. In other meetings, there is a designated space where latecomers gather and begin to center, which ~~This practice~~ serves to minimize disruptions to the deepening silence. Then, at a designated time, often fifteen minutes into worship, they enter the meeting room. Even if this is not the practice of a particular meeting, latecomers should refrain from entering the meeting room while someone is offering vocal ministry.

Children are welcome to attend the entire meeting for worship. Often, children attend either the first fifteen minutes of meeting or the last fifteen minutes. Such decisions are made with consideration of the experience that the meeting seeks the children to have. As children mature, they are encouraged to participate in the entire meeting for worship.

Dealing with problems in meeting for worship

The quality of worship is compromised if some worshippers feel that their vocal ministry, though Spirit-led, would not be welcome in meeting for worship. Meetings need to be aware when they are creating an environment that has the effect of discouraging some voices or perspectives. Individuals who feel silenced are encouraged to bring their concerns to the worship and ministry committee or its equivalent.

There are also times when the behavior of a particular individual interferes with the quality of worship. Sometimes a Friend may engage in frequent vocal ministry, the content, length or tone of which is disruptive. To address such situations, the worship and ministry or other similar committee should consider how to proceed. In making a determination as to how to respond to this person's behavior, consideration is given to the degree to which it affects the quality of worship. The meeting should take care to hold the disruptive worshiper in the Light and to treat her or him tenderly and with compassion. Meetings would also do well to consider how they would deal with an unexpected instance of disruptive behavior before one actually occurs. (See worship and ministry committee, pp. xx–xx.)

Queries on meeting for worship

For the individual:

- How do you prepare for meeting for worship?
- Do you arrive at meeting on time?
- Do you enter the meeting room in a manner so as which does not disturb the worship which has already begun?
- Do you come to meeting neither determined to speak nor determined not to speak?
- Do you wait to speak until you feel led?
- When you feel led, do you speak? If not, what holds you back?
- Do you listen with an open heart to the messages which are offered in worship?
- How can meeting be a source of help when you feel disconnected from the Divine?
- Do you carry the experience of meeting for worship into your daily life?

For the meeting as a whole:

- What does your meeting do to increase the depth of meeting for worship?
- Does the quality of vocal ministry in your meeting contribute to the quality of worship?
- Do Friends in your meeting find that they are spiritually refreshed, enriched and sustained by meeting for worship?
- How does ~~the ministry~~ meeting for worship nourish the spiritual growth of your meeting community?

- Is your meeting open to the diversity of messages that may arise as vocal ministry?
- Do Friends in your meeting feel safe to speak as led?

[*Return to index*](#)

[*Return to agenda*](#)

Faith and Practice Proposed Section on Worship Groups and Preparative Meetings

Proposed for an indefinite period

A local meeting need not be organized as a monthly meeting. Especially if a meeting is very small, or includes few experienced Friends, it may not feel prepared to fulfill all the functions and responsibilities normally expected of a monthly meeting. A small meeting may also find that it does not have enough business to require a regular business meeting. Depending on the circumstances, it may be appropriate to organize such a meeting as a *worship group* or *preparative meeting*.

Worship groups and preparative meetings affiliated with Illinois Yearly Meeting are normally held under the care of a monthly meeting; but are acknowledged to have a high degree of local autonomy, making their own decisions about internal matters. However, membership in the Religious Society of Friends resides in a monthly meeting; decisions to admit a Friend to membership, transfer a Friend's membership from one meeting to another, or remove a Friend from membership are made in the monthly meeting, not the preparative meeting or worship group. Likewise, monthly meetings have responsibility for the clearness process leading to marriage; requests for marriage under the care of a meeting should be directed to the monthly meeting.

Even if autonomous in its decision-making, a preparative meeting or worship group held under the care of a monthly meeting forms a part of that monthly meeting, which in these circumstances serves as a kind of regional body rather than a strictly local meeting. It is this regional body under whose care the meeting is held, and all the meetings involved — even a large, old and established meeting — are under this same care. The care which these meetings exercise is mutual; they hold each other in love, supporting each other spiritually and practically, offering assistance as circumstances require and abilities permit.

Distance may prevent Friends belonging to the worship group or preparative meeting from frequent participation in the monthly meeting; but they form part of the monthly meeting community, and should feel welcome as full participants whenever they have the opportunity to attend its business sessions, meetings for worship, and other functions. The worship group or preparative meeting should not hesitate to request the assistance of the monthly meeting with large projects, or any other matters where the participation of the monthly meeting as a whole would be useful. Smaller meetings under the care of a monthly meeting may also expect periodic visitors from the monthly meeting, who should provide support as needed and keep the monthly meeting informed about the state of the smaller meeting. For more information on the relation between monthly meetings and the meetings under their care, see “Responsibilities of the monthly meeting to meetings under its care,” pp. xx–xx.

Preparative meetings and worship groups do not share the same level of responsibility to the yearly ~~meeting~~ and quarterly meetings as a monthly meeting: there is no general expectation that they will send representatives to the yearly meeting Continuing Committee or host its sessions, that they will send State of Society reports, or that they will provide direct financial support to the yearly and quarterly

meetings. However, they may do any of these things at their option. Smaller meetings are tenderly urged to assist their monthly meetings as needed in fulfilling these responsibilities.

The following chart summarizes the differences among different types of local meetings. More detailed explanation follows the chart:

	Informal, Independent Worship Group	Recognized Worship Group under the minuted care of a meeting	Preparative Meeting	Monthly Meeting
<i>Holds regular meeting for worship</i>	Yes	Yes	Yes	Yes
<i>Has official affiliation with Illinois Yearly Meeting & the Religious Society of Friends</i>	No	Yes	Yes	Yes
<i>Holds an official meeting for business</i>	No	No	Yes	Yes
<i>May receive, release or transfer members</i>	No	No	No	Yes
<i>May approve requests for marriage</i>	No	No	No	Yes
<i>May have more than one local meeting under its care</i>	No	No	No	Yes
<i>Reports to Illinois Yearly Meeting, and supports it financially</i>	Optional	Optional	Optional	Expected

<i>Is set up and laid down by minute of</i>	N/A	Monthly meeting	Quarterly meeting (or yearly meeting if no available quarterly) on recommendation of the monthly meeting	Yearly meeting on recommendation of the quarterly meeting, if any
---	-----	-----------------	--	---

Worship groups

A worship group is simply a group of individuals, meeting together on a regular basis for worship in the manner of Friends. Such groups are often organized on a completely informal and unofficial basis. Over time, a worship group may gradually come to function more and more as an established Friends meeting; many of the meetings in Illinois Yearly Meeting began in just this way.

The formation of new worship groups is encouraged in all areas where an existing meeting is not available. Individuals organizing a new worship group often find it beneficial to seek the advice and support of an existing meeting (typically the nearest monthly meeting), even if it is some distance away. A monthly meeting may lend informal assistance to a worship group without formally taking the worship group under its care.

An informally organized worship group which has not affiliated with a yearly meeting or analogous Quaker organization should avoid representing itself as an official body of the Religious Society of Friends. Any worship group which anticipates long term existence is encouraged to seek affiliation.

To affiliate with Illinois Yearly Meeting, a worship group normally makes a request to a monthly meeting which already forms part of the yearly meeting. The monthly meeting appoints a clearness committee to visit the worship group and explore with it the practical and spiritual issues involved in affiliation under the monthly meeting's care. Appropriate topics for discussion include the nature and basis of meeting for worship in the manner of Friends, the familiarity and consonance of the worship group with Friends testimonies and practices, expectations regarding the relation between the worship group and the monthly meeting after affiliation, and any other pertinent matters. The following sample queries may be used in exploring these areas:

- What experience do you have with the Religious Society of Friends?
- How do you understand worship in the manner of Friends? Do you approach worship as communal seeking? Do you experience it as uniting?
- How do you understand Friends' testimonies and their role in your daily lives?
- Describe the expected relationship between the worship group and the monthly meeting after affiliation.
- What are you doing as a group to know each other better? What is the quality of your potlucks or other community events?
- Are you aware and respectful of the individual differences within your worship group?
- Are you prepared to support each other spiritually and in times of need?
- If there are families with children, have you considered how to provide for their religious education?
- How will you participate in the yearly and quarterly (if any) meeting?

The clearness committee reports back to the monthly meeting, which records in its minutes a decision whether to take the worship group under its care. A decision to take the worship group under the monthly meeting's care establishes the worship group as a part of the monthly meeting, the quarterly

meeting (if any) to which the monthly meeting belongs, and Illinois Yearly Meeting. The monthly meeting should report such decisions to the quarterly and yearly meetings. A worship group held under the minuted care of another meeting may also be known as a *recognized meeting* (or, in older terminology, an *allowed* or *indulged* meeting).

Affiliating a worship group with a monthly meeting does not confer membership on the worship group's participants. Participants in a worship group may become members of a monthly meeting in the usual ways, before or after affiliation; see *Membership*, pp. xx–xx.

In exceptional circumstances, it may be appropriate for a worship group to affiliate under the direct care of a quarterly meeting or Illinois Yearly Meeting, rather than a monthly meeting. A quarterly meeting may take worship groups under its care using the same procedure as a monthly meeting. Requests for affiliation under the direct care of Illinois Yearly Meeting should be addressed to the yearly meeting's Continuing Committee, which may appoint a clearness committee directly, or ask the Ministry and Advancement Committee to do so. The clearness committee reports to the body that appointed it, which in turn makes a recommendation to the yearly meeting. Affiliation is established by minute of the yearly meeting in its annual business sessions.

As the name implies, worship groups are primarily for worship, with minimal business. Historically, all business pertaining to a worship group held under the care of a monthly meeting was handled by the monthly meeting; and such an arrangement may occasionally still be appropriate, particularly if the worship group is located close enough for its participants regularly to attend the monthly meeting for business. But in many circumstances, it is appropriate for a worship group to hold its own decision-making sessions, to decide such practical matters as the time and location of meetings. Such decisions should be promptly reported to the monthly meeting. If the worship group finds that it has sufficient business to hold such sessions on a regular basis, it should consider whether the time has come to request the establishment of a preparative or monthly meeting.

If a worship group under the care of another meeting has become unable to sustain itself, with no expectation of revival, it should be “laid down,” or formally discontinued. The decision to lay down a worship group is normally made by the worship group itself in consultation with the monthly meeting under whose care it is held, and minuted by the monthly meeting in its business sessions. In special circumstances — for example, if a worship group has become completely inactive and its participants scattered — the monthly meeting may also lay down the worship group without such consultation; but monthly meetings are strongly advised to consult with the participants of the worship group if this is realistically possible. When a worship group under the care of a monthly meeting is laid down, the monthly meeting should report it to the quarterly (if any) and yearly meeting.

Preparative meetings

A preparative meeting is the business meeting of a single local meeting, forming part of a larger monthly meeting. By extension, the body of Friends whose business is conducted in such a meeting is also known as a preparative meeting.

Preparative meetings were originally so called because they prepared business for presentation at the monthly meeting, much as a committee might do. Decisions were finalized in the monthly meeting, not in the preparative meeting itself. In Illinois Yearly Meeting today, there is no official expectation that a preparative meeting will send business (other than matters pertaining to membership or marriage) to its monthly meeting for final decision.

In some yearly meetings a local meeting seeking establishment as a monthly meeting is often expected to pass some time first as a preparative meeting, so the name has sometimes been understood as implying preparation to become a monthly meeting. In Illinois Yearly Meeting there is no such expectation, nor any expectation that every preparative meeting will eventually seek establishment as a

separate monthly meeting. A preparative meeting which does wish to become a monthly meeting is advised to refer to the section on monthly meetings, pp. xx–xx.

A preparative meeting appoints a clerk. If it maintains a treasury, it should appoint a different person as treasurer. The meeting may also appoint a recording clerk, religious education committee, or such other positions and committees as seem useful. However, a preparative meeting which finds that a large number of positions and committees are called for would do well to consider whether the time has come to request the establishment of a monthly meeting. Likewise, a preparative meeting may own a building or other property; but a meeting which is in a position to function as a property-owning institution will also often find that it is prepared to function as a monthly meeting.

A preparative meeting should keep minutes of its business proceedings, and make sure that these and any other records are properly archived. (See “Archivist,” p. xx.)

To set up a preparative meeting, a group (typically an existing worship group) makes a request to the monthly meeting under whose care the preparative meeting is to be held. The monthly meeting appoints a clearness committee to visit the group and explore with it its readiness for this step. If the group has not previously had formal affiliation with a yearly meeting or analogous Friends organization, this exploration may include a consideration of many of the same topics as in the case of a worship group seeking affiliation; see the queries on p. xx. Whether the group has had previous affiliation or not, the discussion should include a consideration of the nature and basis of Friends business practices, the group’s reasons for seeking the establishment of a business meeting, and the practical details of the preparative meeting’s relation with the monthly meeting. The following sample queries may be useful in this process:

- Do you understand Friends’ business practice as a communal seeking of divine guidance?
- What is your experience of Friends’ business practice?
- Have you read the section of ~~this Faith and Practice on~~ ‘Friends Manner of Decision Making’ (pp. xx–xx)?
- Do you have enough business to require a regular business meeting?
- Are you prepared to keep records of your business meetings? Where will the records be kept?
- Are you familiar with Illinois Yearly Meeting’s approved sections of Faith and Practice?
- What other Quaker sources do you consult?
- Do you anticipate having a treasury? How will it be administered?
- Do you have individuals willing and able to serve as clerk and treasurer?

The clearness committee reports back to the monthly meeting, which records in its minutes a recommendation whether to establish the preparative meeting. If the recommendation is positive and the monthly meeting is part of a quarterly meeting, this recommendation is forwarded to the quarterly meeting. The preparative meeting is established when the quarterly meeting approves a minute concurring with the recommendation. The quarterly meeting should report the decision to the yearly meeting. If the monthly meeting is not part of a quarterly meeting, a positive recommendation is forwarded directly to the yearly meeting, and the preparative meeting is established when the yearly meeting approves a minute concurring with the recommendation. After the establishment of the preparative meeting has been approved, the monthly meeting appoints a committee of welcome to visit it and provide advice or assistance as needed at its opening business session.

“Laying down” a preparative meeting means officially discontinuing its business meeting. Typically, this might happen because the meeting has become too weak in numbers or has too little business to sustain a regular business meeting. When a preparative meeting is laid down, its meeting for

worship may be laid down at the same time; or it may continue as a worship group.

Normally, a preparative meeting is laid down by minute of the quarterly meeting or yearly meeting on recommendation of the monthly meeting of which the preparative meeting is a part. A preparative meeting may also lay itself down. In any case, the monthly meeting, the quarterly meeting (if any), and the yearly meeting should be promptly informed. When the meeting is laid down, care should be taken to see that its records are properly archived, and appropriate arrangements made for its treasury and other property. Please see ‘Laying down a monthly meeting’, pp. xx–xx, for considerations regarding these issues.

[Return to index](#)

[Return to agenda](#)

Faith and Practice Proposed Section on Recognizing Spiritual Gifts and Leading

Proposed for a 2-year provisional period

All Friends are called into a ministry sooner or later, whether public or private, in word or deed or silent prayer, of long duration or short.

Lloyd Lee Wilson, 1993

All Friends are called to minister to others, but not all are called to do so in the same way. Offering a vocal message during meeting for worship is the best-known form of Quaker ministry, but it is far from the only one. Ministry may involve caring for those who are ill, teaching First Day school, or helping with hospitality for meeting events. These forms of ministry rarely call for formal recognition, but they serve to deepen the covenant community that is at the core of every Friends meeting.

Ministry is most effective when it takes place in accordance with one’s gifts and leadings. In Quaker parlance, a “gift” is a God-given ability that is intended to be used for spiritual purposes, while a “leading” is a call to action based on a Friend’s sense that God has “led” her or him to take on a particular cause, for example pastoral counseling or chaplaincy in a prison or hospital. Such leadings typically emerge as a result of prayerful consideration of a concern, and they often reflect the gifts of the person who is led to act on them.

In some cases, a gift or leading may call for special recognition and/or support from a Friend’s home meeting. Historically, this occurred when a meeting formally acknowledged that one of its members had a gift of spoken ministry and saw fit to “record” that ministry. Meetings also “released” certain members to travel based on recognized leadings of those members. Early Quakers felt called to support such members spiritually and practically for the benefit of the entire Religious Society of Friends. While this practice occurs less frequently today, a number of Quaker meetings continue to formally recognize leadings, and some also record ministries.

Recognition of Leadings

Monthly meetings are occasionally called upon to discern whether to formally recognize the leading of an individual Friend. Such recognition means that the meeting agrees to take that leading under its care. A Friend who wishes to have the meeting take a leading under its care engages in the meeting’s processes of spiritual discernment, which normally involve the meeting’s care and counsel committee.

A clearness committee appointed the care and counsel committee undertakes discernment on whether the Friend in question is rightly led, and thus whether the meeting should be asked to support the leading. This discernment is to be undertaken in the manner of Friends, that is, as a shared search for God's will until clarity has been reached. While no prescribed set of questions or approaches will suit all situations, the committee might consider discussing with the Friend queries such as the following:

- What is the nature of this leading? What gifts are necessary to follow the leading?
- Why do you believe you are being called? Is this the right time for you to follow this leading?
- Are there aspects of the leading that you are still seeking to clarify?
- What challenges do you expect to face? How do you intend to handle those challenges?
- If the meeting provides formal recognition, how will that help to advance the leading?
- How will following this leading affect your spiritual journey? How will it deepen the spiritual life of the meeting community?
- How will following this leading affect your other responsibilities?
- What kind of spiritual and practical support will you need in order to follow this leading?
- Will travel be involved in following this leading?

Once the clearness committee has completed its discernment process, it provides recommendations about the leading to the monthly meeting. The meeting as a body is responsible for discerning whether to take the leading under its care. If the meeting minutes its recognition of the leading, it should be prepared to provide aid to the "led" individual as necessary and appropriate. This aid involves spiritual nurturing and might also include measures such as financial support, communication to bodies for which recognition of the leading may serve as a professional endorsement (see "Letters of Endorsement" below), and/or release of the Friend from responsibilities to the monthly meeting for a period of time.

Anyone whose leading has been formally recognized is expected to confer regularly with a support committee selected by the meeting's care and counsel committee. The support committee acts on behalf of the meeting in helping the Friend stay grounded in the spirit as the leading continues to unfold. The "led" individual should offer a report on the leading to the meeting on at least an annual basis. This provides an opportunity for both the individual and the meeting to grow and deepen their spiritual lives.

Recorded Ministry

The recording of ministers, once common among Friends, has become less prevalent over time. Illinois Yearly Meeting has not made use of this practice since the early 20th century, but monthly meetings within ILYM are welcome to decide whether they are led do so. In undertaking discernment on this issue, monthly meetings may wish to consult sources other than this Faith and Practice, including books of faith and practice of other yearly meetings that record ministers. They may also wish to contact Friends from monthly meetings, particularly meetings within ILYM that have already undertaken such discernment.

As with the recognition of leadings, the recording of ministers involves spiritual discernment of God's will on the part of the meeting community. Unlike recognition of leadings, however, it is the meeting itself rather than the "led" Friend who initiates the proposal that a Friend's ministry be recorded. The recording of a minister does not confer greater status or more privileges upon that Friend than on any other. On the contrary, it involves significant responsibility, for the recorded minister should expect to be held to a high standard.

[W]e do believe and affirm that some are more particularly called to the work of the ministry, and therefore are fitted of the Lord for that purpose...and that . . . there is something more incumbent upon them in that respect than upon every common believer.

Robert Barclay, 1678

As with recognized leadings, recorded ministers should confer regularly, preferably in person, with a support committee appointed by their meeting, and should offer the meeting regular reports on the ministry.

Preparing for Discernment of Gifts and Leadings

Monthly meetings are advised to prepare themselves for requests involving leadings and ministries. In part this involves simply being open to such requests, recognizing that they are often the product of God's will concerning various members of the meeting community. However, it can also be helpful for the meeting to have considered in advance how it might handle requests of this kind. While general procedures for discernment concerning leadings are outlined in the "Recognition of Leadings" subsection above, those procedures might not be adequate for all meetings and all types of leadings. For that reason, meetings without formal processes regarding requests for recognition of leadings are advised to consider developing and adopting them. In so doing, Care and Counsel or a similar committee should consider asking other ILYM meetings whether they have approved procedures on those matters so that those can be used as appropriate in developing their own.

If a meeting discerns that it is willing to record ministers, it is encouraged to adopt formal procedures for initiating and terminating the recognition of ministries. Those procedures should include the case of a Friend who transfers their membership into the meeting after having been recorded as a minister in another Quaker meeting or church. The meeting will then be prepared for such situations if and when they arise.

In all cases, any procedures adopted by a given meeting should be regarded as suggestive rather than definitive. Such procedures often prove to be helpful, but they cannot fully replace prayerful discernment by the meeting community.

Travel Minutes, Letters of Endorsement, and Letters of Introduction

Under special circumstances which are often related to spiritual gifts and leadings, a monthly meeting may see fit to issue a letter to an individual Friend. The types of letters are indicated below.

Travel Minutes. If a recognized leading involves travel outside of one's home meeting, the monthly meeting must first approve of that travel. If it chooses to do so, a designated member of the meeting, usually the clerk, is expected to provide the "led" individual with a *travel minute*. A travel minute is a brief letter that indicates the meeting's approval of the leading and requests that "hosting" Friends offer loving care to the visitor.

It is customary for travel minutes to be read aloud in the meeting that is being visited, usually directly after Meeting for Worship or at the beginning of the Business Meeting or other event in which the visiting Friend participates. The clerk or representative of the visited meeting then endorses the travel minute, noting the date of the visit and offering a return greeting to the issuing meeting. Most endorsements also attest to the faithfulness of the traveling Friend. Travelers are expected to return their travel minute to their meeting when they return home.

Letters of Endorsement. A special case of leadings involves Friends who wish to serve in a professional capacity for which they need an endorsement from a recognized religious community (in addition to other credentials). This occurs most regularly in the case of pastoral counselors, chaplains, and others who provide psychological and theological guidance in settings such as hospitals, prisons,

nursing homes, rehabilitation facilities, and residential care facilities, usually in an interfaith environment. In such cases, the monthly meeting's discernment with respect to the Friend's leading must take into account the type of endorsement that is required. The meeting's endorsement does not certify or imply professional qualification, but rather supports the Friend in undertaking service for which they require a religious endorsement in addition to any professional credentials. The meeting should be sensitive to any deadlines involved with respect to the role in question, treating the request in a manner that recognizes those deadlines while maintaining Quaker processes of discernment.

If the meeting elects to take under its care the leading of a Friend wishing to serve in a professional capacity of this sort, it authorizes the issuing of a *letter of endorsement* to that Friend. That individual and the meeting should agree on a mutual process for periodic reporting on the Friend's ministry (see "Recognition of Leadings" above). The meeting should be aware that re-endorsement may sometimes be necessary for certification purposes, depending on the requirements of the organization in which the Friend is serving.

Letters of Introduction. Friends or regular attenders who plan to visit another Friends meeting(s), whether as part of their travel plans or due to relocation to another area, are welcome to request a *letter of introduction* from the clerk of their monthly meeting even if they are not visiting the other meeting(s) on the basis of a recognized leading or recorded ministry. A letter of introduction identifies its bearer as a member of a meeting community, extends greetings from that community to the receiving meeting, and asks that "hosting" Friends cordially welcome the traveler. (See also Sojourning Members, Transfer of Membership, and Isolated Friends, xx-xx.)

[Return to index](#)

[Return to agenda](#)

Faith and Practice Proposed Section on The Yearly Meeting

Proposed for a 2-year provisional period

A yearly meeting of the Religious Society of Friends is an association of monthly meetings, preparative meetings, worship groups and quarterly meetings. Its constituent meetings are usually located in the same general geographic region, and share a similar perspective on faith and practice. As the name indicates, a yearly meeting gathers annually to conduct its business, which may include consideration of spiritual concerns of its members and calls to witness to the wider world, as well as such organizational matters as care of property, budgeting and finances, selection of officers and committee members, planning for future events, and other concerns brought forward by monthly meetings, quarterly meetings, or ILYM committees.

Illinois Yearly Meeting was established in 1875 when two quarterly meetings joined to form the new yearly meeting: one with monthly meetings in Iowa originally under the care of Baltimore Yearly Meeting, and the other consisting of monthly meetings in Illinois and Indiana under the care of Indiana Yearly Meeting. More recently, Illinois Yearly Meeting has included local meetings throughout Illinois, as well as some in neighboring states. The section of this chapter on Monthly Meetings (p. xx) describes the processes by which a monthly meeting joins or leaves Illinois Yearly Meeting.

Functions of a yearly meeting

A yearly meeting, like any Friends meeting, is a community in which Friends worship together, care for each other, seek together the leadings of the Spirit, and support one another's spiritual growth.

Yearly meetings serve their membership by furthering connections between Friends, fostering a more expansive and fuller sense of Quaker community than Friends might attain from their local meetings alone. These connections form as Friends come together for the annual sessions of the yearly meeting; through visits from the Field Secretary, members of Ministry and Advancement, and others; and by participation in the common work of the yearly meeting through committee meetings or other gatherings throughout the year. Much of the work of the yearly meeting is grounded in its care and concern for the spiritual growth and well-being of its constituent meetings and individual members.

Yearly meetings also help to advance the cause of Quaker witness to the world. Every monthly meeting undertakes such witness; but a yearly meeting, especially one that serves as large a geographical area as ILYM, is in a position to embark on collective action more effectively and with a more powerful voice than any individual meeting. This sort of activity can take a number of forms. It might involve charitable or relief work. It might take the form of peace and reconciliation work or draft counseling. It might involve using our collective voice to urge a civic policy consistent with Quaker values. It might be for the purpose of involvement in the wider Quaker world or any other expression of Friends testimonies.

The yearly meeting writes and promulgates its own Faith and Practice, which articulates the guiding principles, organizational processes, and collected expressions of faith of Friends it serves. In doing so it provides a structure that serves to affirm what it means to be a Quaker in general and an ILYM Quaker in particular.

Relationship of the yearly meeting to individual members, monthly meetings and other regional meetings

Individuals are members of the yearly meeting by virtue of their membership in one of its constituent monthly meetings. In the case of Illinois Yearly Meeting, the authority of the yearly meeting is not over the monthly meetings individually but rather through them collectively.

As described in “Setting up, laying down, and re-affiliation of monthly meetings” (pp. xx–xx), the quarterly and yearly meetings have a role in the establishment and laying down of monthly meetings. In addition, the yearly meeting has a responsibility to nurture the spiritual health and growth of monthly meetings and individual members of all ages. The ILYM Field Secretary, the Youth Coordinator, the Ministry and Advancement Committee, the Religious Education Committee and other positions and committees have been put in place to support the spiritual care of the monthly meetings and their members.

Relationship of ILYM and Clear Creek Monthly Meeting

Illinois Yearly Meeting has a longstanding close relationship with Clear Creek Monthly Meeting. Clear Creek Monthly Meeting has met in the vicinity of McNabb, Illinois since before the establishment of Illinois Yearly Meeting. In recent history, Clear Creek Friends have met for worship at the Yearly Meeting House or at the Clear Creek House of Illinois Yearly Meeting. The yearly meeting and monthly meeting therefore have a unique relationship, and both seek to be continually mindful to communicate and clarify their respective needs and responsibilities with regard to the buildings and grounds.

Relationship of ILYM with the wider Quaker world

Illinois Yearly Meeting benefits from association with national and international Quaker organizations that support the yearly meeting in various ways and help further its witness to the world. Illinois Yearly Meeting is affiliated with Friends General Conference and sends representatives to serve on FGC’s Central Committee, its governing board. Illinois Yearly Meeting also sends representatives to the American Friends Service Committee Corporation and to the Friends Committee on National

Legislation General Committee. Illinois Yearly Meeting is affiliated with Friends World Committee for Consultation, and sends representatives to the Section of the Americas. As the yearly meeting is moved, and Friends agree to serve, ILYM sends representatives to other Quaker organizations such as Quaker Earthcare Witness; Friends for Gay, Lesbian, Bisexual, Transgender and Queer Concerns; Friends Peace Teams; and others.

Illinois Yearly Meeting communicates with other Yearly Meetings around the world through the tradition of sending and receiving epistles, or letters, composed at annual sessions. Excerpts of selected epistles from other yearly meetings are read aloud during annual sessions, and ILYM's epistle is sent to yearly meetings around the world to share spiritual concerns, challenges, leadings, and accomplishments of ILYM.

Organization and Structure of ILYM

The Corporation

In 2004 Illinois Yearly Meeting was incorporated in the State of Illinois. Incorporation as a non-profit organization provides for tax exempt status, and protects individual officers or stewards of the yearly meeting from legal liability by shifting such liability to the corporation. The clerk, assistant clerk, and two stewards act as the Board of Directors for the corporation, and a treasurer serves as the Registered Agent for ILYM, the liaison between the State of Illinois and Illinois Yearly Meeting.

Ownership of property

The yearly meeting may purchase and own property. The Illinois Yearly Meetinghouse, now on the National Register of Historic Places, was built in 1874 near what is now McNabb, Illinois in anticipation of the first sessions of the Yearly Meeting. Over the years, additional land has been purchased and various changes have been made to land owned on both the south and north sides of "Quaker Lane" or County Road 350 North adjacent to the 1875 Meetinghouse grounds: construction of a dining hall later converted to the Junior Yearly Meetinghouse, construction of a dormitory, construction of a campground with bathhouse, the re-location of the Junior Yearly Meetinghouse to the north property, the disassembly of the dormitory, and the repurposing of its materials to build six cabins on the north property. In 2009 the Yearly Meeting purchased approximately six acres immediately to the west of the Meetinghouse property, including a farmhouse that was subsequently renovated and is now known as Clear Creek House of ILYM.

Officers of the Yearly Meeting

Officers of the Yearly Meeting are nominated by committee and approved by the assembled yearly meeting. The following are descriptions of officers that have been of service to Illinois Yearly Meeting, but this list does not limit or prescribe the possibilities. The yearly meeting may create officers and assign responsibilities to best serve its circumstances and needs at a given time.

The work of the *presiding clerk* is to prepare the agenda for the business meeting, to help set the worshipful tone of the gathering, to recognize those who wish to speak, to collect and articulate the sense of the meeting, and to help maintain right order in the proceedings. He or she should keep informed of ongoing activities of the Yearly Meeting during the year so as to be responsive to issues as they arise. The clerk also carries on correspondence relating to the business of the yearly meeting. A clerk's committee is appointed to assist him or her in this role. The *assistant presiding clerk*, who is ordinarily an incoming or outgoing presiding clerk, assists with the clerk's duties and may substitute for the clerk if needed.

The *recording clerk* composes minutes to be read back to the assembled body for approval, thus recording the decisions and actions of the yearly meeting. The *assistant recording clerk*, ordinarily an incoming or outgoing recording clerk, assists as needed.

The *reading clerk* reviews incoming epistles from other yearly meetings, and selects portions of these to be read at the start of business sessions. He or she may also be asked to read other items before the yearly meeting, and he or she serves on the committee that drafts the annual outgoing epistle from Illinois Yearly Meeting to the wider Quaker world.

The financial transactions of the yearly meeting are entrusted to a *treasurer* or *co-treasurers*, who receive contributions to the yearly meeting and pay out obligations or contributions as directed by the yearly meeting. The treasurer makes reports on the financial status of the yearly meeting, and works closely with the finance committee, the stewards, and committee clerks as needed.

The *stewards* of Illinois Yearly Meeting represent the yearly meeting in matters that require legal authority. At the direction of the annual sessions of Illinois Yearly Meeting, stewards have the responsibility and authority to manage the real estate and tangible property of Illinois Yearly Meeting and may appoint and/or employ persons as required. Stewards will represent the Yearly Meeting in renovating the buildings and grounds; in securing insurance; and in handling easements, leases and other management needs as they arise. Among these may be planning, zoning, and building permit issues, and property tax matters. Illinois Yearly Meeting may direct others to assist the stewards in specific matters.

Other positions

In addition to the positions listed above, the yearly meeting may appoint Friends to new or existing positions as needed to accomplish the work of the yearly meeting. Examples of such positions are editor(s) of a yearly meeting publication, a records librarian to oversee the collection and archiving of yearly meeting records, and a website coordinator to oversee and update a yearly meeting website.

Yearly Meeting employees

Illinois Yearly Meeting may employ individuals to serve the yearly meeting as the need arises and funds are available. The yearly meeting in annual sessions minutes the desire and financial ability to hire an employee. The yearly meeting may delegate the work of writing a position description, posting announcements, and interviewing and selecting a candidate to a committee which is given oversight for a particular position. The Personnel Committee is expected to review the proceedings for consistency with personnel guidelines. The final approval for hiring is given by the yearly meeting in its annual sessions, unless delegated to the Continuing Committee. A Personnel Handbook prepared by the Personnel Committee sets forth guidelines for hiring, compensation, and oversight of the yearly meeting's employees. The number of employees and their position descriptions are at the discretion of the yearly meeting. The following paragraphs give brief descriptions of employee positions that are serving identified needs of Illinois Yearly Meeting at the time of this writing. Detailed descriptions of the qualifications, responsibilities, and expectations for each position are maintained in ILYM's Handbook.

The many duties of the *Administrative Coordinator* include keeping a calendar of ILYM-related events, sending out yearly meeting news and announcements, and posting relevant information on the yearly meeting website. He or she collects and records data on membership from ILYM's constituent monthly meetings, assists in the preparation of ILYM publications, and facilitates the distribution of logbooks and other materials to committees and planning groups. Certain duties of the administrative coordinator are associated with annual sessions, such as collecting and making available reports and other documents in advance of the meetings, overseeing registration, and coordinating many logistic details that are necessary for the sessions to run smoothly.

The work of the *Field Secretary* is to focus on the spiritual nurture of ILYM's constituent meetings and worship groups. The Ministry and Advancement Committee has oversight of the Field Secretary, and may work closely with him or her to identify needs within the yearly meeting. It is understood that each person who fills the role of Field Secretary brings different gifts to the work, and that person is trusted to discern how to best use his or her gifts while working among Friends. That work

may include visitation; offering workshops, retreats, or meetings for reconciliation; responding to needs brought forward; and encouraging the work of the Spirit in local or regional meetings.

ILYM's *Youth Coordinator* works closely with the Youth Oversight Committee and the clerks of the high school young friends to plan and carry out their gatherings, both at the annual sessions and throughout the year. In addition to meeting at the annual sessions, high school age Friends typically gather for three "Quakes", at least one of which has traditionally involved young Friends from other yearly meetings. The Youth Coordinator also serves as a resource person for monthly meetings and encourages youth participation in yearly meeting activities and service.

Yearly Meeting committees

Much of the work of the yearly meeting is carried out by committees that meet as needed during and between ILYM's annual sessions to accomplish their work. A committee is often where Friends first bring concerns for corporate discernment, where proposals for actions are drafted and seasoned, where minutes are composed, where the budget is drafted, and where Friends work together on maintenance or other tasks related to the buildings and grounds. Committees bring forward proposals for the yearly meeting's consideration, and they need its approval before taking action, for example, before committing funds or speaking on behalf of the yearly meeting.

Standing committees, in general, include committees that address ongoing needs and concerns of the yearly meeting, including spiritual support of its members, support for the organizational and fiscal well-being of the yearly meeting, maintenance of its property, and support for the service and witness of the yearly meeting.

Matching the gifts and talents of individual Friends with the needs of the yearly meeting and its work is the concern of the *Nominating Committee*. Nominating committee members seek out Friends to serve as yearly meeting officers, committee members, committee clerks, and representatives from ILYM to wider Quaker organizations, and the committee brings their names to the yearly meeting for consideration.

The *Finance Committee* is responsible for preparing the proposed annual budget for Illinois Yearly Meeting, for providing guidance and support to the treasurer(s), and for putting into place procedures that serve the yearly meeting in receiving, maintaining, and disbursing funds.

Among the responsibilities of the *Ministry and Advancement Committee* is care for the spiritual life of monthly meetings and worship groups in the yearly meeting. It undertakes this in conjunction with the ILYM Field Secretary, for whom it is the committee of oversight. Members of the committee have often undertaken visitation among meetings and organized activities to promote spiritual development among Friends. The committee may be called upon to assist meetings who are struggling with conflict or other internal issues.

While standing committees are generally expected to exist long-term, the yearly meeting may from time to time decide to alter the configuration of its committees to adapt to changing circumstances. Whatever the particular configuration of committees at a given time, the yearly meeting is advised to consider making provisions for committee oversight of such matters as:

- Maintenance of buildings and grounds
- Policies and practices regarding yearly meeting employees
- Support for religious education at the monthly meeting and yearly meeting levels
- Support for high school aged Young Friends
- Editing and distribution of yearly meeting publications, both paper and electronic
- Provision for the long-term well-being of the yearly meeting, both materially and spiritually
- Maintenance of a yearly meeting handbook of current policies and practices
- Advancement of Friends' testimonies

Up-to-date descriptions of the composition and responsibilities of ILYM committees is maintained in the Illinois Yearly Meeting Handbook (see pp xx – xx).

Ad hoc committees may be appointed by the yearly meeting to address a specific concern which is relatively short-lived, which lies outside the scope of any standing committee, and/or which requires input from several existing committees. The members of the committee, the expected tenure of the committee, and the body to which the committee will report are decided at the time it is formed. When the specific concern has been addressed to the satisfaction of the yearly meeting, the committee is laid down.

The annual sessions

Illinois Yearly Meeting gathers for several days of annual sessions each summer at the historic Illinois Yearly Meetinghouse near McNabb, Illinois. Members and attenders of constituent monthly meetings, preparative meetings, and worship groups, members of other yearly meetings, representatives from wider Quaker organizations, and individual seekers are all welcome and encouraged to attend the annual sessions. In addition to daily sessions to consider the business of the Yearly Meeting, the annual gathering ordinarily includes invited speakers, worship sharing groups, workshops, programs for children and teens, time for committee meetings, time for worship, and opportunities for recreation and fellowship.

For many Friends, the annual gathering is a time of spiritual refreshment and renewal, as they encounter or renew relationships with Friends from other meetings and engage together in worship and in the work of the Spirit. Speakers from within the yearly meeting and beyond it share their work and bring insight and inspiration. Joy may be found in singing, in shared work, in the beauty of the landscape, in watching the children grow from year to year.

Bringing Business to the Yearly Meeting

Most of the business at yearly meeting annual sessions comes by way of its committees, whose representatives report on the committee's work and bring proposals for action by the yearly meeting as needed.

An individual Friend with a concern or leading should ordinarily take it first to their monthly meeting or to an appropriate yearly meeting committee. If a monthly meeting decides that a concern should be raised to a wider group, the next step is for the monthly meeting clerk or representative to take the concern to a quarterly meeting, if available, or to the continuing committee of the yearly meeting. From a quarterly meeting or the continuing committee, a concern may be placed on the agenda for consideration at the yearly meeting annual sessions, or it may be referred to a yearly meeting committee for further discernment.

A concern brought forward by a yearly meeting committee would similarly be brought to the yearly meeting continuing committee, which would proceed as described above. While such a process is not mandated, it allows leadings and concerns to be examined and held in the Light by smaller groups, so that by the time a recommendation or call for action comes to the yearly meeting it has been well "seasoned".

Decision-making at the yearly meeting level

Friends in attendance at the business meeting during annual sessions are welcome to speak as recognized by the clerk. Decisions are made through discernment of the sense of the gathered body of Illinois Yearly Meeting at the annual sessions and need not be ratified by its constituent monthly meetings.

There may be situations in which the yearly meeting cannot reach unity or for some other reason may not be able to make a decision during the annual sessions. The yearly meeting at annual sessions can choose to minute that Continuing Committee has authority to act on specific items during the year.

Decisions and actions of the yearly meeting are articulated and approved during the session and are recorded as written minutes. The recorded minutes of the Yearly Meeting make up the record of its actions and are published in booklet form each year after annual sessions and also made available to all on the Yearly meeting website.

Epistles and Exercises

During the annual sessions a committee is appointed to write an epistle, or letter, to Friends in other yearly meetings and organizations. The epistle conveys the yearly meeting's spiritual message, based on the concerns, actions, and insights arising during the yearly meeting sessions. After approval by the yearly meeting body the epistle is communicated to Friends world-wide.

It has been the practice of Illinois Yearly Meeting to have a separate committee write a summary of "exercises" of the yearly meeting sessions, reflecting that which has inspired or moved the meeting during their gathering. The exercises may record events or significant ministry that would not appear in the business session minutes. Both the exercises and epistle are recorded in the yearly meeting minute book, but, ordinarily, only the epistle is sent to other groups of Friends.

The Jonathan W. Plummer Lecture

Beginning with the 1961 sessions, Illinois Yearly Meeting has followed a tradition of having one of its members present at the annual sessions an address named in honor of ILYM's first clerk and "father" of Friends General Conference, Jonathan W. Plummer. The original minute simply named the lecture as an opportunity "to hear from a member of the Yearly Meeting," without restricting the content. Friends have typically chosen to share their spiritual journey or to share spiritual insights or concerns from their lives. The annual Plummer Lecture is made available in print as a pamphlet and on the yearly meeting website.

Children, High School Young Friends and Adult Young Friends

The young people of Illinois Yearly Meeting are a treasured part of the community. At annual sessions, the children participate in a religious education program planned by yearly meeting Friends. There are opportunities for organized recreation, crafts, service projects, and free play.

The *High School age Young Friends*, under the supervision of the Youth Oversight Committee and Youth Coordinator, help to plan their own yearly meeting experience, and they appoint their own clerks to oversee their business meetings and to record minutes. They write an epistle to share their experiences with the wider Quaker world. Throughout the year Young Friends and their adult advisers plan additional gatherings for ILYM high school Friends, or host or participate in gatherings with Young Friends from neighboring Yearly Meetings.

Adult Young Friends, from ages about 18 to about 35, may plan gatherings, outings, business meetings, or other activities specifically for Adult Young Friends in addition to participating in the scheduled yearly meeting proceedings. Adult Young Friends may appoint their own clerks and write an epistle describing their particular experiences and concerns. They may plan activities and gatherings throughout the year as time and energy permits.

Planning and carrying out the work of the annual sessions

Planning for the annual sessions has typically been divided into different areas of responsibility which are delegated on a rotating basis among planning groups, each composed of members of monthly meetings from a designated geographic region of the yearly meeting. The planning and preparation tasks

include choosing a theme, inviting evening speakers, inviting an ILYM Friend to give the Plummer Lecture, organizing workshops and worship sharing groups, securing kitchen staff to provide meals, preparing the site, planning for the children's program, and organizing any other special events during the week. The yearly meeting's administrative coordinator has generally taken responsibility for publicity, registration, coordination of housing, and certain aspects of site preparation.

Much of the daily work during the annual sessions, such as serving food, cleaning common areas, and making sure consumable supplies are replenished, is done by those who sign up for volunteer jobs each day. The ILYM handbook and regularly updated logbooks provide specific details about the tasks of the planning groups and the distribution of work during the sessions.

Continuing the work of the yearly meeting between sessions –Continuing Committee

The Continuing Committee of Illinois Yearly Meeting generally meets once each fall and once each spring to consider the work of Illinois Yearly Meeting between annual sessions. Membership of the Continuing Committee includes all ILYM Friends, who are encouraged to attend its meetings and participate in its business. Effective functioning of the Continuing Committee is best accomplished if those in attendance include at least officers of the yearly meeting, an appointed representative from each monthly meeting and worship group, representatives from the High School Young Friends group and the Young Adult Friends group, clerks of all ILYM standing committees and ad hoc committees, and clerks of constituent regional groups. The yearly meeting clerk presides over the proceedings and the recording clerk prepares minutes.

The main functions of Illinois Yearly Meeting's Continuing Committee are to move forward business that has been initiated by the sense of the business meeting at the previous annual sessions and to prepare new business that will come before the next annual sessions. Continuing Committee hears progress reports from committees working on yearly meeting business and from the planning groups working to prepare for the next annual sessions, allowing committees to respond to one another's work and to coordinate as needed. Committees and monthly meetings are encouraged to bring new business to continuing committee meetings where Friends help to discern whether a particular concern or request for action is ready to come before the yearly meeting as a whole or whether it would benefit from further study or action within a smaller group, such as one of the committees.

On occasion, Continuing Committee may be called upon to take action that would ordinarily occur during annual sessions. The business meeting at annual sessions may delegate a decision or action on a particular item of business to the Continuing Committee by approving a minute specifying the decision or action to be taken. In addition, there are some circumstances in which the Continuing Committee may need to take action that has not been anticipated ahead of time, such as dealing with sudden personnel vacancies, emergency repairs to property, and the like.

The Handbook

Illinois Yearly Meeting maintains a Handbook, to provide an up-to-date compilation of policies, procedures, practices and organization of the Yearly Meeting. The document is under the care of the Handbook Committee which reviews minutes from the annual session for decisions that represent changes to current practice. They may bring the changes to the Handbook to the annual session or Continuing Committee to ensure they have accurately reflected the intent of the minutes or to seek clarification of proposed text.

ILYM Faith and Practice

While the ILYM Handbook records details of procedures and practices of the yearly meeting that may change with particular circumstances, ILYM's Faith and Practice intends to reflect the enduring

elements of our faith and our practice that provide the foundation of our identity as Friends, and as Friends of Illinois Yearly Meeting. Changes to the ILYM Faith and Practice should be undertaken with caution and only after careful discernment. Should Illinois Yearly Meeting decide that revisions are in order, the yearly meeting shall appoint a committee to propose such revisions and bring their recommendations to the yearly meeting for consideration.

[Return to index](#)

[Return to agenda](#)

Friends Meeting House Fund Report

In 2014-2015 the Friends Meeting House Fund (FMHF) board sent out a survey to Friends across the US and Canada to ask how familiar they were with FMHF and its management. We invited their feedback to help us maximize the effectiveness of the fund. The survey was conducted and evaluated by professional survey coordinators Matthew Smith and Courtney Penn of Lake Forest Monthly Meeting in cooperation with the FMHF Board of Directors. We had excellent participation with 260 responses out of 780 participants in the survey pool.

The survey information has provided us with valuable information about meetinghouses across the country and has given us a better understanding of their needs, limitations and goals. As a result of this survey we have upgraded our website, written a new informational brochure and created a toolbox of “on-line” web resources for meetings seeking to renovate, repair or purchase a meetinghouse.

The FMHF Board is preparing a letter to be shared with all the meetings in Illinois Yearly Meeting. Courtney Penn, the survey coordinator, will be sending you this letter in the next week or two under my name as clerk of the Friends Meetinghouse Fund. Everyone who received the survey will get an email message with a link to a summary of the results.

Please consider using the Friends Meeting House Fund when financing your next project. If you have any questions or comments you would like to share contact Lee Meinicke, FMHF staff, at leem@fgcquaker.org

To learn more about the survey, click on any of the links provided below. If the page does not open, copy and paste the link into your web browser.

Survey Results: <https://www.fgcquaker.org/sites/www.fgcquaker.org/files/attachments/FMHF%20Findings%20%285-1-15%29.pdf>.

Friends Meeting House Fund Brochure:

<https://www.fgcquaker.org/sites/www.fgcquaker.org/files/attachments/FMHF%20Brochure%202016.pdf>.

Friends Meeting House Fund Home Page with toolbox: <https://www.fgcquaker.org/fmhf>

Again, thanks to all who participated and let us know if you have any questions or comments you would like to share.

Carol Bartles, Clerk Friends Meeting House Fund

[Return to index](#)

[Return to agenda](#)