

Illinois Yearly Meeting

Fall Continuing Committee

Tenth Month 13, 2018
ILYM Meetinghouse, McNabb, Illinois

Advance Documents

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Fall Continuing Committee

October 13, 2018

Hosted by Clear Creek Friends Meeting at ILYM Meetinghouse
14365 N. 350th Ave., McNabb, IL 61335

9:30 a.m.: Fellowship with coffee and snacks will be ready.

10:00 a.m.: Settling into Worship to seek Divine Guidance for business at hand will begin.

Lunch will be provided by our hosts, Clear Creek Friends. There will be a basket for contributions to cover the modest costs of the meal.

Conclusion: The meeting usually concludes between 4:00 and 5:00 p.m.

Continuing Committee is open to all who have concern about the work of ILYM. Each person's presence (whether delegated or not) will enrich the meeting's deliberations.

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Illinois Yearly Meeting

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

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Agenda

1. Worship throughout
2. Welcome, introductions, announcements; Advance Documents and additional reports
3. Agenda work—Cathy Garra
4. Children’s Religious Education Coordinator Report—Joy Duncan
5. Nominating Committee Report—Fernando Freire
6. Naming Committee for 2018-2019—Cathy Garra
7. Treasurer’s Report—Val Lester
8. Financial Review Committee Report—Cathy Garra
9. Finance Committee Report—Ted Kuhn
10. Development Committee Report—Alex Lippitt
11. Children’s Religious Education Committee Report—Monica Tetzlaff
12. Youth Oversight Committee Report—Mike Dennis
13. Publications and Distribution Committee Report—Sean West
14. Planning Groups Update
 - Chicago North—Site Preparation and Clean Up—David Shiner
 - Chicago South—Children’s Sessions—Monica Tetzlaff
 - Blue River Quarter—Program and Food—Sharon Haworth
15. Faith and Practice Committee Report—Peter Lasersohn
16. Handbook Committee Report—Pam Kuhn
17. Personnel Committee Report—Nancy Wallace
18. Harassment Review Committee Update-- Cathy Garra
19. Ministry and Advancement Committee Report—Phyllis Reynolds
20. Field Secretary Report—Judy Wolicki
21. Environmental Concerns Committee—Sarah Pavlovic
21. Maintenance, Planning and Envisioning Committee—Chris Goode
22. No reports for now from Peace Resources Committee, Naming Committee, Stewards
23. New or additional business—Cathy Garra
24. Date of Spring Continuing Committee—March 9, 2019, Evanston Meeting
25. Identification of business items carried over to Spring Continuing Committee—Cathy Garra
26. Final approval of minutes
27. Announcements—Cathy Garra
28. Closing worship

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Treasurers Report

Illinois Yearly Meeting Statement of Financial Position/Balance Sheet Fiscal Year Ending June 30, 2018

	End Balance 6/30/2018	Opening Balance 7/1/2017
Assets		
Cash		
Checking Account	251,912.97	236,459.98
Friends Meetinghouse Fund	0.00	10,000.00
PayPal	582.66	523.96
Total Cash	<u>252,495.63</u>	<u>273,983.94</u>
Accounts Receivable	1,570.00	1,412.00
Undeposited Funds	280.00	3,842.50
Total Assets	<u><u>254,345.63</u></u>	<u><u>279,238.44</u></u>
Liabilities		
Loans from Individuals	1,000.00	1,000.00
Accounts Payable	2,387.66	3,842.46
Payroll Taxes Payable	0.00	0.00
Total Liabilities	<u>3,387.66</u>	<u>4,842.46</u>
Net Assets		
Unrestricted Undesignated	60,625.19	60,625.19
Unrestricted Designated	159,301.43	162,739.44
Temporarily Restricted	31,031.35	51,031.35
Total Net Assets	<u>250,957.97</u>	<u>274,395.98</u>
Total Liabilities & Net Assets	<u><u>254,345.63</u></u>	<u><u>279,238.44</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.

**Illinois Yearly Meeting – Statement of Fund Activity
For the period 7/1/2017 - 6/30/2018**

	A	B	C	D	E	F
	Balance 7/1/2017	Income	Expenses	Budgeted Transfers	Other Transfers	Balance 6/30/2018
ASSETS						
UNRESTRICTED						
1. General Operating	60,625.19	150,238.06	(113,676.07)	(13,000.00)	(23,561.99)	60,625.19
UNRESTRICTED DESIGNATED						
2. Special Gifts	49,861.24	0.00	0.00	(7,500.00)	8,561.99	50,923.23
3. Current Projects	9,122.17	0.00	0.00	0.00	(9,122.17)	0.00
4. Payroll Reserves	36,000.00	0.00	0.00	7,500.00	0.00	43,500.00
5. FWCC World Meetings	2,000.00	0.00	0.00	1,000.00	0.00	3,000.00
6. Maintenance Reserve	65,756.03	0.00	0.00	11,500.00	(15,877.83)	61,378.20
7. Faith & Practice Reserve	0.00	0.00	0.00	500.00	0.00	500.00
TEMPORARILY RESTRICTED						
7. Property Improvement	51,031.35	0.00	0.00	0.00	(20,000.00)	31,031.35
TOTAL ASSETS	274,395.98	150,238.06	(113,676.07)	0.00	(60,000.00)	250,957.97
LIABILITIES						
Loans from Individuals	1,000.00					1,000.00
Accounts Payable/Other Liabs	3,842.46					2,387.66
TOTAL CASH	279,238.44					254,345.63

Fund Name Oversight Committee

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 and all unrestricted bequests, used for special projects.
3. **Current Projects** Maintenance, Planning & Site
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 & Site
Used to save for and pay for irregular site maintenance, repair & upgrade projects.
7. **Faith and Practice Reserve**
A reserve fund for the initial publication of the ILYM book of *Faith and Practice*
8. **Property Improvement** Maintenance, Planning & Site with Development
Restricted by donors to be used for new building projects.

The **Financial Review Committee** is a subcommittee of Finance Committee. It is charged with reviewing any items going over budget and determining how to pay any items consistent with our budget.

**Illinois Yearly Meeting - Monthly Meeting Contributions
July 1, 2014 - June 30, 2015**

	Unrestricted	Property	World Conference	Total
Blue River Quarterly	0.00			0.00
Bloomington-Normal	4,128.00			4,128.00
Burlington WG	500.00			500.00
Clear Creek	5,000.00			5,000.00
Columbia	2,860.00			2,860.00
Downers Grove	7,250.00			7,250.00
Duneland	2,160.00			2,160.00
Evanston	14,576.00			14,576.00
57th Street	5,040.00			5,040.00
Lake Forest	17,325.00			17,325.00
Northside	2,175.00			2,175.00
Oak Park	4,032.00			4,032.00
Oshkosh	75.00			75.00
Rock Valley	0.00			0.00
Rolla	0.00			0.00
South Bend	4,800.00			4,800.00
Southern Illinois	1,320.00			1,320.00
Spoon River	720.00			720.00
Springfield WG	0.00			0.00
St. Louis	9,265.00			9,265.00
Upper Fox Valley	1,000.00			1,000.00
Urbana-Champaign	9,240.00			9,240.00
Total	91,322.00	0	0	91,322.00

<p>Monthly Meeting Recommended Annual Contribution per Adult Resident Member is \$255</p>
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**Illinois Yearly Meeting
Operating Budget 2017-2018**

Income	2018-2019 Budget	2017-2018 Actual	2017-2018 Budget
Contributions from Meetings	86,000	91,322	84,000
Contributions from Individuals	35,700	37,585	35,700
YO Quake Reservations & Fundraising	0	480	0
Gatherings & Retreats	19,900	19,890	17,900
Fundraisers & Other Income	0	470	0
Interest & Investment Income	2,550	492	400
<i>Total Income</i>	144,150	150,238	138,000
Expenses & Transfers			
Operating			
Personnel (Payroll, Staff Travel, Office) ¹	(62,500)	(53,266)	(59,915)
YM Travel Support ²	(4,500)	(1,480)	(4,500)
Gatherings & Retreats	(18,800)	(21,304)	(16,800)
Site (Facilities & Deferred Maintenance) ³	(24,500)	(20,120)	(23,500)
Committees ⁴	(10,700)	(7,890)	(10,750)
Support to Others ⁵	(10,650)	(9,585)	(9,585)
Legal Reserve for Personnel Committee	0	(31)	0
<i>Total Expenses</i>	(131,650)	(113,676)	(125,000)
Budgeted Transfers			
Transfer to <i>Maintenance Reserve</i> Fund	(11,500)	(11,500)	(11,500)
Transfer to <i>FWCC World Meetings</i> Travel	(1,000)	(1,000)	(1,000)
Transfer to <i>Faith & Practice Reserve</i> Fund	0	(500)	(500)
Bathhouse Project and Other Transfers			
Bathhouse Project		(60,000)	0
see transfers listed below that paid for this project			
transfer from <i>Current Projects</i>		9,122	0
transfer from <i>Maintenance Reserve</i>		15,878	0
transfer from <i>Property Improvement</i>		20,000	0
transfer from <i>Special Gifts</i>		15,000	0
transfer from <i>General Fund</i> surplus to <i>Special Gifts</i>		(23,562)	0
<i>Total Expenses and Transfers</i>	(144,150)	(150,238)	(138,000)
Net General Fund Income (Deficit)	0	0	0

Expense Line Item Details

(1) Personnel

Salaries & Payroll	(54,700)	(46,504)	(52,315)
Staff Travel	(6,600)	(5,956)	(6,600)
Office	(1,200)	(807)	(1,000)
Total	(62,500)	(53,266)	(59,915)

	2018-2019 Budget	2017-2018 Actual	2017-2018 Budget
(2) YM Travel Support			
ILYM Committee Travel	(1,000)	(43)	(1,000)
ILYM Reps Travel	(3,500)	(1,437)	(3,500)
Total	(4,500)	(1,480)	(4,500)
(3) Site			
<u>Annual Facilities Expenses (Oversight: Stewards)</u>			
Insurance	(6,000)	(5,965)	(5,500)
Routine Maintenance	(5,500)	(5,734)	(5,500)
Urgent Maintenance	(2,000)	0	(2,000)
Mowing & Tree Trimming	(6,000)	(5,525)	(5,500)
Annual Services (inspections, winterizing)	(2,000)	(1,754)	(1,500)
Utilities	(3,000)	(1,141)	(3,500)
Total	(24,500)	(20,120)	(23,500)
(4) Committees			
Ad hoc	(50)	0	(50)
Adult Young Friends	(250)	(191)	(250)
Children's Religious Education	(250)	(249)	(250)
Development	(750)	(736)	(750)
Environmental Concerns	(150)	(32)	(150)
Faith & Practice	(100)	0	(100)
Finance	(100)	(80)	(100)
Handbook	(50)	0	(50)
Maintenance & Planning	(150)	0	(150)
Ministry & Advancement	(200)	(168)	(200)
Nominating	(250)	0	(250)
Peace Resources	(200)	0	(200)
Peace Tax Fund	(50)	0	(50)
Personnel*	(100)	(1,126)	(100)
Publications	(5,500)	(3,663)	(5,500)
Site Envisioning	(150)	(5)	(150)
Youth Oversight	(2,400)	(1,641)	(2,400)
Total	(10,700)	(7,890)	(10,700)
(5) Support to Others			
Quaker organizations to which ILYM assigns representatives			
Friends General Conference (FGC)	(4,000)	(3,600)	(3,600)
Friends World Committee for Consultation (FWCC)	(3,500)	(3,150)	(3,150)
American Friends Service Committee (AFSC)	(400)	(360)	(360)
Friends Committee on Natl Legislation (FCNL)	(400)	(360)	(360)
Friends Peace Teams (FPT)	(300)	(270)	(270)
Quaker Earthcare Witness (QEW)	(250)	(225)	(225)
Friends for Lesbian & Gay Concerns (FLGBTQC)	(50)	(45)	(45)

*Financial Review Committee approved \$1,000 legal retainer for Personnel Committee to insure that our policies are in compliance with new laws. To date \$31 remains unspent (see also *Operating Budget*)

Regional Quaker educational institutions			
Chicago Friends School (CFS)	(300)	(270)	(270)
Scattergood School	(200)	(180)	(180)
Earlham College	(200)	(180)	(180)
Earlham School of Religion (ESR)	(100)	(90)	(90)
Olney Friends School	(100)	(90)	(90)
Right Sharing of World Resources (RSWR)	(300)	(270)	(270)
Project Lakota	(200)	(180)	(180)
Friends Journal	(200)	(180)	(180)
National Religious Campaign Against Torture (NRCAT)	(100)	(90)	(90)
Quaker United Nations Office (QUNO)	(50)	(45)	(45)
Total	(10,650)	(9,585)	(9,585)

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Field Secretary's Report

Here I am again, Friends, in what seems like a blink of my eye, reporting to you on my joy in serving you and the yearly meeting. I also report on what I am hearing and seeing in my visits with you, and on workshops, retreats, programs and visits, where I have been, what I am doing, and where I hope to go next. I was also attempting to be a bit more succinct in all the reporting I am doing, unfortunately I was not too successfully—I was hoping for one page.

During these last three-and-a-half months I have traveled to the following:

- Bloomington Normal Friends (for a threshing session and for a picnic that included Friends from Clear Creek and Urbana-Champaign)
- Downers Grove Friends (for the fourth Sunday discussion group I have been helping to facilitate for several years)
- 57th Street Friends (always a delight to visit my home meeting and to share other meetings' news, issues and concerns with them, as well as carrying theirs to others)
- Upper Fox Valley Friends' annual corn roast (an opportunity to connect with Illinois and Indiana Friends, and the Evangelical Friends who now meet at the Chicago Monthly meetinghouse)
- Upper Fox Valley Friends meeting (now at the Howenstine's farm in McHenry, for Meeting for Learning, Meeting for Worship, and fellowship)
- Clear Creek Friends (for Meeting for Worship and their before-meeting discussion)
- Blue River Quarterly Meeting in DuBois, IL (A good discussion on "Silence" was held, which will inform a future discussion at Downers Grove Friends' "experience of being Quaker." BRQ is always an opportunity to be with Friends from many monthly meetings.)
- Southern Illinois Quaker Meeting in Carbondale (for Meeting for Worship and their discussion of parts of ILYM Faith & Practice on "Friends and the State")

I facilitated a retreat for Clear Creek Friends entitled "Living into Light in Dark Times" that included discussion of Rex Ambler's Pendle Hill pamphlet *Living in Dark Times* and his book entitled *Light to Live By*, Friends own stories, and a discussion of retreats and "retreating." After the retreat I had

the opportunity and privilege to participate in a memorial for Dennis family members whose ashes were brought to the Quaker cemetery in McNabb. (Butterflies were released at the end of the memorial).

I represented ILYM Quakers at an interfaith vigil held at St. Giles Church in Oak Park in August.

The weekend of September 29 through October 2, I will be offering programs for Burlington Worship Group and Macomb on vocal ministry and building community. I will also visit the Burlington meditation group and offer a program for the public on “What is a Quaker?”

I hope to be able to visit Spoon River Friends in Monmouth on my way home from Burlington. The following weekend I will be attending the Ministry & Advancement meeting to be held in Evanston. I have not yet planned visits for October 7 and October 14. On October 21st I am scheduled to facilitate Oak Park Friends’ Direction of Meeting program, which is always a good experience for me, providing an opportunity to hear Friends’ ideas, concerns, and vision for the future.

I continue to be available to offer support to individuals and meetings, programs, workshops, retreats, and resources. I want especially to offer support to our smallest meetings: Rolla, Rock Valley, and Spoon River. I try to keep in touch with members of these and other meetings by phone, letters, notes and email when I am unable to visit. As of this writing, Rolla has not been meeting, though the last time I spoke to one of the two remaining Rolla Friends, she told me that there was hope of the possibility of restarting the meeting, perhaps at a different time and on campus. Spoon River continues to be very small, yet committed to their First Day worship, which I have experienced as deep. I was unable to reach the two Friends who are still in Rockford at the time of this writing, and I do not know if they are meeting there. One member had been attending a nearby meeting in Wisconsin. The members had not wanted to lay the meeting down the last time I met with them.

My goal continues as before—to connect meetings to meetings, individuals to individuals, and Friends to each other. So, as always, I encourage Friends to connect to one another across meetings, to keep in contact by visiting, phone calls, emails, cards and letters, to offer support and encouragement to one another, especially when we become aware of others’ struggles or needs.

Are you aware of places that you think might want a visit or a program? Please let me know your thoughts, ideas, and concerns.

It is an honor to serve you, my Friends. Thank you once more for your support, nurture, guidance and trust.

Joyfully and respectfully submitted, Judy Wolicki, Field Secretary

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Children’s Religious Education Coordinator Report

Children’s Sessions: We had 32 children ages 3m-14yrs in Children’s Sessions this year. Many thanks to Chicago North for all their efforts. I came home with yet another list of recommended and necessary improvements to continue to make Children’s Sessions the best it can be in service to children and their families.

Middle School Fall Retreat: In the works as this report is being written. Thanks to Bobbi Trist for volunteering to be my assistant.

OWL Retreat: This is a huge and impressive undertaking. According to Robyn Sullivan, my OWL (volunteer) co-coordinator, this will all be so much easier next time around. She is the mother of young children and is very hopeful that this program continues and grows so that they can be a part of it when the time comes. Robyn has worked tirelessly on planning/organizing this retreat. I am so grateful.

Some of the many details that we have been working on:

A webinar for the OWL parent orientation

Publicity: Getting the word out to ILYM parents and youth is easier now that we have compiled a List on MailChimp.

Publicity: We are inviting youth from Scattergood School, OVYM and NYM.

Collaborating with Youth Oversight, particularly Michael Dennis, clerk, and Liam Gardner, interim Youth Coordinator.

Forms/Paperwork: Parent Consent, Registration, Retreat Schedule, Budget, etc.

A new Middle School webpage on the ILYM website.

Lining up trained facilitators and volunteers.

Communication with St. Pauls UCC and Evanston MM

Next Steps

Planning with Chicago South for Children's Sessions 2019

Meeting with Pam Kuhn and the Ad Hoc Committee on Planning Annual Sessions

Spring Blue River Quarterly Middle School Retreat April 12-14, 2019

Respectfully Submitted, Joy Duncan

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Children's Religious Education Committee Report

The Children's Sessions at 2018 ILYM Annual Sessions: This year's session for children focused on the ILYM theme of Witness and Renewal, with a particular emphasis on John Woolman. Faith and Play lessons were also taught. The CRE Coordinator received comments of concern as well as joy about a lesson on John Woolman's "Plea for the Poor" in which real money was managed by the Middle School children. The CRE Committee discussed the concerns with the volunteer teacher and a committee member who had observed the lesson and concluded that practice handling money was not inappropriate for Middle Schoolers as they transition to becoming High School Friends who handle their own Meetings for Business and budget.

Working in closer coordination with Youth Oversight: On 6-22-18 at ILYM Annual Sessions, the CRE committee held a joint worship-sharing with Youth Oversight (YO) to focus on the needs of the middle school and high school youth. The meeting was clerked by the Field Secretary. We articulated our visions of how to best serve ILYM youth together and the ways in which we overlap and can work together on our common goals for middle school and high school retreats and the transition from one group to the other. Clerk of Youth Oversight, Michael Dennis, continues to be in contact with us as Joy Duncan and Robyn Sullivan work on the upcoming OWL retreat, discussed below. Liam Gardner, the new Interim High School Coordinator is also part of the OWL planning.

Middle School News: We are among many other yearly meetings who find that having a middle school group meets the needs of the children in grades 6-8, who often do not have peers in their small monthly meetings. The Middle School Retreat is going on October 13-14, during Continuing Committee. The theme is Community.

The Middle School Friends program also has a page on the ILYM website, created by Joy Duncan, CRE Coordinator. It is ilym.org/MSFriends.

Upcoming OWL (Our Whole Lives) Retreat November 30-December 2 for Friends in Grades 6-12 at St. Pauls UCC Church, Chicago, Ill.: Joy Duncan and Robyn Sullivan have been working hard on organizing this retreat. OWL is a fully comprehensive and inclusive sexuality education program developed by the Unitarian and UCC churches. It is really the best program out there. For more info about OWL go to: uua.org/re/owl. The facilitators for the retreat are ILYM Friends who were trained last fall. There will be separate Middle School and High School OWL program groups. Arrangements can be made to pick up/drop off young Friends from bus/train stations. Parents/guardians are required to take the OWL orientation at ILYM Annual Sessions or by webinar beforehand. The CRE Committee regrets that we did not put a request for the money needed for this retreat into the Annual Session budget request. YO will contribute \$500. The committee has recently asked the ILYM Financial Review Committee for \$2,000 to cover the costs of this retreat.

Assistance to Friends FDS programs: Joy Duncan also has provided advice to First Day School (FDS) Committees at individual monthly meetings as they plan and carry out their FDS programs. We continue to be grateful to Joy for her faithful work.

Submitted by Monica Tetzlaff, Clerk
Members: Dale Gardner, Barb Lawhorn, Michael Pine,
Robyn Sullivan, Monica Tetzlaff, Bobbi Trist; Ex officio, Joy Duncan.

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Development Committee Report

The approved Individual Contributions operating budget line item for the general fund in Fiscal Year 2018–2019 is the same as it was for 2017–2018, \$35,700. We actually bested the 2017–2018 number with \$37,585. While there is no raise in the budgeted line item we still want to make sure that we can cover the Children’s Religious Education Coordinator among other on-going usage of individual contributions. The Individual Contributions line item remains critical as a whole for the sustainability and long term health of ILYM. The 2018–2019 budget number may be more challenging as many Friends lost the ability to deduct their ILYM contributions between the 2017 and 2018 tax years due to changes in Federal Tax Law.

We are also focused on expanding the number of individuals who contribute as well as the number of people who contribute monthly with automatic deductions. We currently have only 2 people enrolled in automated monthly deductions. We would like to increase this number and reduce the reliance on the annual appeal letter to generate operating funds.

In addition, we are trying to be supportive of efforts to increase the utilization of the Clear Creek campus. We seek Continuing Committee guidance on our support regarding projects such as the rehabilitation of the Penn House and events such as the new annual Eagle Watch. This support can run from coverage in the annual appeal letter to fundraisers to celebrations; maybe we can celebrate the Penn House renovation in similar style to the bathhouse next summer.

Another area we might be able to help on is expanding the search for outside Quaker and non-Quaker event utilization of the campus, and potential reconfiguration of the campus buildings to accommodate such demands.

In regard to larger projects such as the Clear Creek expansion and septic system efforts we can help with potential donor communication and visits as well as in communication of floor plans, elevations, and estimates of resources required. There is the potential that the detail to support these efforts may be available by the end of the 2018 calendar year.

In regard to communication we plan to:

- Put out an updated version of “Giving to Illinois Yearly Meeting” adding focus on giving for those of us of limited means and/or financial savvy. We must continually remember that in-kind contributions and time commitments are critical to our success, not just money. This new version of “Giving to Illinois will be available on the website as well as in paper in the form of a brochure. There has been significant interest in this resulting in two complete versions for us to merge.
- Get out the annual appeal letter a couple of weeks earlier
- With the above we are also exploring a set of giving guidelines with specific emphasis on permissible giving, personal information sharing and donor contact. We want to make sure that our work is transparent, that there is “nothing going on behind the curtain.” Our work product would combine existing minuted guidelines, legal restrictions, financial restrictions and the “Policy Regarding Access to and Use of Contribution and Donor Information.” We do not yet have a time frame for this.

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Committee on Faith and Practice Report

The ILYM Faith and Practice Committee has met once since the 2018 Annual Sessions. We have added text to three sections (Religious Education, Sexuality and Gender Identity, and Wider Quaker Organizations) that were approved indefinitely during those sessions but for which minor revisions were entrusted to the committee. We will read those revisions aloud at Continuing Committee. The section on Abuse and Exploitation was provisionally approved for one year at the Annual Sessions, with a couple of suggestions for revision made at that time. We have drafted a revised version in accordance with those suggestions, and will be presenting it at Continuing Committee for feedback.

We are continuing to consider the section on the History of ILYM, and are reviewing sample documents that we plan to include as appendices. We have also begun to consider the arrangement of the sections within the book. We expect to meet three or four times before Spring Continuing Committee as we endeavor to bring our work on Faith & Practice to a close.

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Handbook Committee Report

1. In the Stewards description, add the following two sentences. “The yearly meeting may authorize some of the Stewards to have access to the yearly meeting documents in the safety deposit box. The yearly meeting may authorize some of the Stewards to sign checks on behalf of the yearly meeting.” [2018, Minute 14 & 15]

2. Change the Handbook so that Section 6 will be Paid Staff and Section 7 will be Field Secretary.

3. Add to the Paid Staff Introduction: “All paid staff members who work with children are required to be Mandated Reporters. All paid staff members who work with children are required to have a background check which normally includes fingerprinting. Details on these two requirements are in the Employee Manual.” [2018, Minute 61]

4. The Handbook description of the Epistle Committee includes the following three sentences. “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."

Currently the names for the Epistle Committee, with the exception of the Reading Clerk, are brought forward on the first day of Annual Sessions. The Handbook Committee could either rewrite the description to reflect our actual practice or the yearly meeting could follow the original description by having the Nominating Committee bring names forward for the Epistle Committee before Annual Sessions.

5. The description of the Exercises Committee does not include the research done by Peter Lasersohn and reported in 2014, Minute 17. The current description also notes that we send this description to *Friends Journal* for publication which we do not think is still the case. We recommend the following description.

The Exercises Committee is charged with writing the Exercises, a report which reflects the spirit that prevailed at the annual sessions as well as recounting the principal activities that occurred. The report serves the purpose of making a record of what was said in worship and what exercised the yearly meeting. The report, primarily for Friends in Illinois Yearly Meeting, is beneficial as a summary for those not in attendance as well as a historical review of the annual sessions. It includes material that is not generally in the epistle or in the minutes. It is to be included in the Minute Book. Membership: Two or three Friends volunteer on the first or second day of Annual Sessions. One is encouraged to be someone new to the yearly meeting, one a longer-time attender. Teen Friends or Adult Young Friends are encouraged to be on the committee. [2014, Minute 17]

6. New committee description based on Minute 50.

Maintenance, Planning and Envisioning Committee.

The Maintenance, Planning and Envisioning (MP&E) Committee is concerned with the maintenance and upkeep of the yearly meeting property as well as planning for new projects and the future of the physical campus as a whole. The committee works closely with other committees (Ministry and Advancement Committee, Environmental Concerns Committee, Development Committee, Finance Committee, etc.) as well as with Clear Creek Meeting and the Stewards to develop, consolidate and refine the collective vision of the yearly meeting.

Membership: Six to eight members nominated by the Nominating Committee. The Stewards also serve as ex-officio members.

The committee duties include the following:

- a) Planning the spring and fall work days.
- b) Overseeing minor maintenance and planning site development including proposals for future repairs, new buildings, and landscaping.
- c) Gathering, monitoring, and keeping the dreams and goals of the yearly meeting as they relate to the entire campus (new and old buildings and outdoor spaces) and the Campus Plan developed and adopted by Illinois Yearly Meeting in 2012.
- d) Holding visioning retreats or workshops as needed.
- e) Hiring outside consultants to develop plans, budgets, and contracts as needed.

[2018, Minute 50]

7. The Handbook Committee will be revising the Standing Committee section using a general template to make committee descriptions more consistent. As descriptions are revised, they will be sent to each committee to read and comment. This is an opportunity for committees to review the description and see if it matches the committee's actual practice. After committee review, either the committee or the Handbook Committee will bring the new descriptions to Annual Sessions for action.

Each committee description begins with an introductory paragraph. The first part of this paragraph contains the name of committee, its purpose, and other relevant describing information (e.g. who the committee works with, when the committee meets, etc.). A separate line will outline membership recommendations including how many members; membership terms, if any; how members are appointed; and any *ex officio* members. The next section describes the duties of the committee. This section begins with "The committee duties include the following:" followed by a lettered list of the duties. Example: See MP&E above.

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Ministry and Advancement Committee Report

M&A did not meet face to face until October 6, 2018 but these are some of the concerns we are working on.

We are exploring the creation of a Northern Quarterly Meeting.

We are seeking to find ways in our own meetings and through ILYM connections, to communicate about behaviors in our meetings that trouble individuals.

In Evanston, when concerns arise we seek to share these promptly with the clerk and committee clerks, rather than dismissing them or keeping silence. We want to protect the person as well as our vulnerable members, especially children and young people. We have also updated our procedures for mandated reporting of sexual abuse to the state.

We are exploring George Mc Pherson's Collection of States of Society from 1975 to 2012 from Rolla Meeting and how it might be relevant, especially for smaller meetings.

Friends General Conference has created a Welcoming Friend Working Group and is seeking individual meetings to help them practice and improve the welcoming of new comers into the life of our meetings. Please see the two attachments from FGC. The Working Group has already found two members from Illinois Yearly Meeting and does not need more. They are seeking participation of individual meetings.

We continue to appreciate the dedicated and guided work of our Field Secretary, Judy Wolicki who nurtures our committee and many meetings in ILYM.

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Nominating Committee Report

Nominating Committee has met once since Annual Sessions, and we are scheduled to meet again before Fall Continuing Committee meets. We are, again, focused on the challenge of finding both a Presiding Clerk and Assistant Clerk for the yearly meeting. To that end, on September 20 we sent the following letter to the 16 individuals we have asked to consider being Clerk in the last two years. We are hoping that at least one or two of those has seen a change in the conditions that might have prevented them from considering the post beforehand.

In the last two years, the ILYM Nominating Committee has spoken with many Friends, including you, about considering service as Presiding Clerk of the yearly meeting. We have discovered a deep well of experience and enthusiasm among this group. We also have learned of complications with availability at the time we spoke with our prospective nominees.

Sometimes availability changes. We ask that you please prayerfully consider if you can continue a conversation with the Nominating Committee on serving as Clerk of the yearly meeting.

This year Nominating Committee faces a very serious situation. We must identify two Friends to propose as Clerk of the yearly meeting. The first to serve a partial rotation (Clerk following approval at Continuing Committee in Fall 2018 or Spring 2019 through the 2020 sessions; Assistant Clerk through the 2021 Sessions). Currently Cathy Garra is serving as the Presiding Clerk in the last year of her rotation, and will resume her role as Assistant Clerk when a new Presiding Clerk is approved at Continuing Committee. (Minute 51, 2018)

The second Friend would be nominated, on our usual time table, to serve a full four-year rotation (Assistant Clerk following the 2019 Sessions; Presiding Clerk following the 2020 Sessions; Assistant Clerk through the 2021 Sessions.)

Illinois Yearly Meeting is at an exciting and energetic time as we look forward to completing our very own Faith and Practice, expand our children's activities, make active use of our historic meetinghouse and grounds, contemplate our 150th anniversary in 2025, and so much more.

If you wish to continue a conversation with the Nominating Committee, please contact any one of us. We would also welcome suggestions for the names of Friends with gifts for potentially serving as Presiding Clerk or as Recording Clerk.

Otherwise, we are beginning to take up the task of filling the few positions that remained vacant after Annual Sessions for approval by Continuing Committee, and then of seeking volunteers for those positions that will need filled and approved during Annual Sessions next summer.

On behalf of the Nominating Committee, Steve Tamari, Clerk

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Personnel Committee Report

The Personnel Committee met in September and started working on an employee manual. It is hoped that a draft will be ready to present to Continuing Committee at its Spring 2019 meeting.

We are also bringing to Continuing Committee the following action item, which was carried over from the 2017 Annual Sessions due to time constraints. See also the attached chart, which is also being carried over from Annual Sessions to help explain the proposed revisions.

ACTION ITEM: We would like to replace the Committee Responsibilities listed in the ILYM Handbook and the Personnel Manual with:

1. Determine and interpret personnel rules and practices.
2. Annually review the Personnel Manual.
 - a) Season, discern, and approve timely policies regarding legal issues that are brought to Continuing Committee when a decision needs to be made before the next Annual Sessions. (See Minute 62, approved at Annual Sessions 2018, below*)

- b) Recommend any other Personnel Manual changes for approval by Illinois Yearly Meeting.
- 3. With concern for best practices and legal aspects, review and approve job descriptions developed by each committee-with-oversight covering their respective staff.
- 4. With concern for best practices and legal aspects, review and give feedback or suggestions for annual performance appraisals done by each committee-with-oversight covering that committee's respective staff. Be sure these are placed in the confidential personnel files kept by the ILYM Treasurer.
- 5. Coordinate with the ILYM Treasurer access to electronic files of job descriptions and evaluations for the Personnel Committee and the clerk of committee-of-oversight.
- 6. Contact each staff member annually to see if there are questions or needs relevant to the Personnel Committee.
- 7. Coordinate the annual salary adjustment for the ILYM staff with the Finance Committee.
- 8. Set up a process for background checks to be used by the clerks of each committee-of-oversight and to support the evaluation process.
- 9. Establish annually a subcommittee of the Personnel Committee to supervise the Administrative Coordinator.

*Minute 62 Recommendation to add to the Continuing Committee description: Seasoning, discerning, and approving timely policies involving legal issues, brought by the Personnel Committee, when a decision needs to be made before the next Annual Sessions. Approved.

Submitted by Nancy Wallace, Clerk

Responsibilities of the Personnel Committee -- Personnel Committee Shall:

Existing Responsibilities	Revised Responsibilities
Act in all its business in ways that are faithful to the basic Quaker testimonies of honesty, equality and good stewardship	Deleted since this is not a task. This will be somewhere else in the Personnel Committee Manual.
Determine and interpret personnel rules and practices	Determine and interpret personnel rules and practices.
Annually review and recommend any changes for approval by Illinois Yearly Meeting	Annually review the Personnel Manual: <ul style="list-style-type: none"> • Have authority to implement any mid-year legal changes. • Recommend any other Personnel Manual changes for approval by Illinois Year Meeting.
Review and approve job descriptions developed by each committee of oversight covering their respective staff	With concern for best practices and legal aspects, review and approve job descriptions developed by each committee-with-oversight covering their respective staff.
Review and approve annual performance appraisals done by each committee with oversight covering their respective staff	With concern for best practices and legal aspects, review and give feedback or suggestions for annual performance appraisals done by each committee-with-oversight covering that committee's respective staff. Be sure these are placed in the confidential personnel files kept by the ILYM Treasurer.
Maintain personnel files	See prior point.

Existing Responsibilities	Revised Responsibilities
	Coordinate with the ILYM Treasurer access to electronic files of job descriptions and evaluations for the Personnel Committee and the clerk of committee-of-oversight.
Maintain at least annual direct contact with ILYM staff	Contact each staff member annually to see if there are questions or needs relevant to the Personnel Committee.
Make recommendations to the Finance Committee each year about salary adjustments	Coordinate the annual salary adjustment for the ILYM staff with the Finance Committee.
	Set up a process for background checks to be used by the clerks of each committee-of-oversight and to support the evaluation process.
	Establish annually a subcommittee of the Personnel Committee to supervise the Administrative Coordinator.

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Publications and Distribution Committee Report

Print

Among Friends: Summer 2018 issue has been mailed and is being distributed to monthly meetings.

Minute Book: The 2018 Minute Book will be printed and distributed during Fall Continuing Committee Meeting.

Plummer Lectures: The 2018 lecture will be printed and distributed during Fall Continuing Committee Meeting.

Web

ILYM.org: A Middle School Friends page has been added and can be accessed from:

The “Programs & Projects” tab

The “Youth & Young Adult” link on the bottom navigation bar

The direct URL: ilym.org/MSFriends

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Youth Oversight Committee Report

Members: Warwick Daw, Diane Clark Dennis, Michael Dennis (clerk), Dale Gardner, Andrea Kintree, Nathan Lasersohn (HSF Recording Clerk), Fariba Murray; Kiva Schobernd (HSF Co-clerk), Liam Gardner (youth coordinator), Jad Tamari (HSF Co-clerk)

Youth oversight (YO) reached out to a dozen ILYM adult young friends about applying for the youth coordinator position. The only one who applied was Liam Gardner, who had just completed the High School Friends (HSF) program and started college at Parkland Community College. YO held a clearness committee with Liam and, in consultation with the Personnel Committee, agreed to hire him on 8/1/18 as interim Youth Coordinator with the following provisions:

- a) He completed mandated reporter training, physical first aid training, and mental health first aid training before the first Quake.

- b) He meet with the Clerk (Mike) at least every other week and YO monthly, and
- c) Track and submit a detailed log of his activities and hours twice a month.

Liam agreed, has already completed all required paperwork, training, meeting, and reporting requirements to date. As part of the biweekly supervision and monthly call, YO reviewed the key take away lessons Liam got from each of the trainings, reviewed his detailed activity/time, takeover of website and social media, planning for the fall Quake, OWL retreat, and Quake that Rocked the Midwest. As of the mid-September timesheet, Liam had done 28 hr and 6 minutes of work. Even with the Fall Quake at Blue River Quarterly this weekend he will still be under the 41 hours a month budgeted (and well under the 125 budgeted for the first quarter).

On 9/21-23 Liam led a fall Quake at the Blue River Quarterly retreat at Camp Dubois with four teens: 3 from Urbana Champaign (Anya Gardner Nathan Lasersohn, & Jonas Phillips) and 1 from St. Louis (Ellie Hetrick). The teens did workshops on coping with mental health problems and using art to cope with anxiety, held their own business meeting, and joined the adults in workshop. Liam did a great job.

In terms of upcoming events, YO is

- Supporting the Religious Education Committee's OWL retreat on 11/30 to 12/2/2018 by, helping to get high school teens there, contributing \$500 to their budget, and volunteering time for planning and at the retreat.
- Collaborating with Ohio Valley Annual Meeting and Scatter Good School to plan the 2019 Quake that Rocked the Midwest (QRM) at the Evanston Meeting House on 1/18-21/2019. Teens from Northern and Lake Erie Yearly Meetings are also being invited.
- Discussing the possibility of holding the spring Quake at Scattergood School on 5/10-12/2019.

“Save the date notices” and more information will be forth coming shortly on each of these events.

If you have questions now or later or know of a teen/family that might be interested in them, please feel free to contact either Liam Gardner or Michael Dennis.

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Annual Session Planning Groups

Site: Chicago North

Chicago North has responsibility for the 2019 Annual Session Site Prep. The coordinators will be:

Overall Coordinator/Advance Preparation: David Shiner

Site Preparation Coordinators: Janice Domanik & Pam Kuhn

Food Service During Site Prep: Phyllis Reynolds

Purchasing Coordinator: Nancy Wallace & David Shiner

Housekeeping Coordinator: Ted Kuhn

Clean up Coordinator: Loretta Lim

Site Prep will begin, as usual, on the Saturday before the beginning of the Annual Sessions, continuing until Wednesday, June 19, when the sessions begin. We welcome Friends to join us in fellowship, work, and good food for as much of that time as they are able. We expect that information on how to register for Site Prep will be available by the time of Spring Continuing Committee.

David Shiner

Program: Blue River Quarterly

Overall Coordinator: Sharon Haworth
Speakers: Chris Jocius & Mike Dennis
Workshops: Sean West & Bobbi Trist
Worship Sharing: Fariba Murray
Before-dinner singing: Heather Evert

Theme: "Facing Fear with Faith"

Speakers:

Wednesday: Amelia Kegan - Legislative Director on Domestic Policy for FCNL. She leads the domestic policy team's work in analyzing legislation, advocating on Capitol Hill, and developing legislative strategy.

Thursday Intergenerational Activity: Aaron Fowler and Laura Dungan combine their areas of musical expertise and empowerment to create a dynamic and rich musical experience in the folk tradition. Their music leads the listener to be attentive and appreciative of one's place in the world, examine matters of the heart and conscience, and lend courage to take next steps on the journey.

Friday: Dancing

Saturday: Eileen Flanagan has served as board chair of Earth Quaker Action Team (EQAT) since 2013. She is a nationally-known Quaker activist leader and award-winning spiritual writer. She helps people to find their role in the growing movement for transformational change, learn how to make their activism more strategic and spiritually grounded, and how to overcome fear and social conditioning to stand in their own power.

Plummer Lecture: Gwen Weaver

Food: Blue River Quarterly

The cook has agreed to return for 2019. All the coordinator positions have been filled.

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Does your meeting yearn to engage newcomers better?

Many sources have reported about people who visit Quaker meetings but do not stay. Although some of these people may find that they are not drawn to the Quaker path, there are many stories of newcomers being ignored, neglected and even offended during their initial visits to a Quaker meeting. Seekers and Friends of Color, along with newcomers from other groups not well represented in our meetings, face unique challenges as newcomers. This may be in the form of microaggressions or other obstacles to entry. Families with children also have unique needs that often make it hard to fully participate in the life of our meetings. How can our meetings better engage all who are seeking the Quaker way?

We believe meetings need people who:

- understand the needs of newcomers
- are focused on welcome
- are knowledgeable about Quaker faith and practice and able to share in a way that is accessible to newcomers
- are comfortable with and embracing of diversity in all its forms
- are willing and able to accompany the newcomer, helping them to find connection in the meeting community and
- support the entry of newcomers and help them to understand why and whether or not they should stay

Experience among Friends and in other faith communities suggests that being drawn into the life of the community promotes spiritual growth and increases the likelihood that newcomers will remain active within their faith.

We are looking for Friends Meetings to help us practice and improve our welcoming.

To help our Meetings draw newcomers more fully into the life of the Meeting, FGC has initiated The Welcoming Friend Project. This fall, we will create a collection of resources, geared toward helping Friends in monthly and yearly meetings adopt welcoming practices. We are inviting meetings to create a community of practice of meetings that will test out these practices in the winter, introducing newcomers to the depth of the Quaker way while bringing them into the life of the meeting. In the spring and summer we'll glean the learnings from these meetings, and share out our findings through workshops and eRetreats. In fall 2019, after the initial project phases are over, a volunteer leadership team will continue the work by maintaining and updating the resource collection and offering online trainings and Gathering workshops on an on-going basis.

One key focus of the Welcoming Friend project is to improve the welcome and engagement of newcomers to Quakerism and particularly of Friends and Seekers of Color. We recognize a need to increase awareness of and sensitivity to how U.S. and Canadian Friends of European descent

currently respond to Friends and Seekers of Color and therefore the project will specifically emphasize awareness of micro-aggressions and other barriers to entry, the unique needs of newcomers from a variety of backgrounds, and behaviors and practices that invite the full participation and membership of Friends and Seekers of Color.

Would your meeting like to participate?

We are looking for 20-25 Friends from about a dozen meetings representing a broad range of Quaker experience in FGC meetings-- urban, rural and in between; from a variety of regions of the U.S. and Canada; small, large and medium-sized.

To participate, your meeting should expect to:

- Have strong support from your meeting. (Usually this will look like a minute of support from your Meeting for Worship for Business.)
- Two Friends who will participate as Welcoming Friends
- Track newcomer attendance and participation before and during the learning period
- Support the Welcoming Friends as they recommend new ideas and practices to try on during the experiment
 - Such ideas and practices might include:
 - Learning about needs of newcomers as a meeting
 - Learning about microaggressions and other ways that Friends might
 - Organizing programs or opportunities of interest to newcomers and/or regular attenders such as potlucks, Quakerism 101, worship sharing, or other discussion times.
- There is no fee to participate, although your meeting may be led to actions that may have costs associated: hiring child care to encourage family participation, buying books or videos for small group discussions, etc.

The Welcoming Friends should expect to:

- Attend a video conference orientation in early November
- Participate in monthly video calls
- Take the lead in introducing new practices in your local meeting
- Report back quantitative and anecdotal results to the Welcoming Friend practice group
- Some Welcoming Friends will continue to support the project as Working Group members beginning in summer 2019

Questions? Ideas?

We'd love to hear from you! Contact:

Holly Baldwin, Welcoming Friend Project Assistant
hollyb@fgcquaker.org

Welcoming Friend Working Group

Charge

Background

Many sources have reported about people who visit Quaker meetings but do not stay. Although some of these people may find that they are not drawn to the Quaker path, there are many stories of newcomers being ignored, neglected and even offended during their initial visits to a Quaker meeting.

We believe meetings need people who:

- understand the needs of newcomers
- are focused on welcome
- are knowledgeable about Quaker faith and practice and able to share in a way that is accessible to newcomers
- are comfortable with and embracing of diversity in all its forms
- are willing and able to accompany the newcomer, helping them to find connection in the meeting community and
- support the entry of newcomers and help them to understand why and whether or not they should stay.

Experience among Friends and in other faith communities suggests that being drawn into the life of the community promotes spiritual growth and increases the likelihood that newcomers will remain active within their faith.

To help our Meetings draw newcomers more fully into the life of the Meeting, FGC has initiated The Welcoming Friend Project. This Project tests and evaluates tools for welcoming newcomers with the goal of sharing effective practices that will help introduce newcomers to the depth of the Quaker way while bringing them into the life of the meeting. To achieve this, the Welcoming Friend project will create a collection of resources, an online training, and a workshop at the Gathering all geared toward helping Friends in monthly and yearly meetings adopt welcoming practices. An additional goal of the project is to also create a community of practice and a volunteer leadership team that will continue the work after the initial project phases are over by maintaining and updating the resource collection and offering online trainings and Gathering workshops on an on-going basis.

One key focus of the Welcoming Friend project is to improve the welcome and engagement of newcomers to Quakerism and particularly of Friends and Seekers of Color. We recognize a need to increase awareness of and sensitivity to how U.S. and

Canadian Friends of European descent currently respond to Friends and Seekers of Color and therefore the project will specifically emphasize awareness of micro-aggressions and other barriers to entry, the unique needs of newcomers from a variety of backgrounds, and behaviors and practices that invite the full participation and membership of Friends and Seekers of Color.

Charge

The Welcoming Friend Working Group (WFWG) is responsible for supporting, guiding and advising the program assistant in the collection and development of tools, practices and strategies for welcoming. The WFWG will also suggest names of meetings and individuals to be trained to test, refine, and share methods of welcoming visitors and newcomers. Finally, the working group members will contribute to the development of a plan for carrying forward this work after the initial project phase.

Timeframe

We anticipate that WFWG members will participate in one meeting a month by zoom, and will spend one to five hours a month working on different aspects of the project. The working group will convene in late August-early September 2018. The first Welcoming Friend Project period will take place in the winter-spring 2019. The findings will be shared out in the spring-summer 2019. During summer 2019 the WFWG will plan for the continuation of the project after year one, at which point some WFWG members may step down, and new members may join.

Composition (7-10 persons)

- Committee should be diverse racially, geographically and in terms of age and gender.
- One member from the Committee for Nurturing Ministries
- One member of meeting in Philadelphia Yearly Meeting
- 5-6 members from yearly and monthly meetings in various locations in the US & Canada
- Members with significant study and/or experience of welcoming
- Members with experience in diversity work, especially racial diversity
- Members should be big picture thinkers, able to consider the broad range of needs within FGC meeting communities
- Some members should have experience facilitating workshops