

CLERKING A COMMITTEE, Updated and approved by Ministry and Worship Committee on June 2, 2025

INTRODUCTION:

Thank you for agreeing to clerk a committee of the Chapel Hill Friends Meeting! Committees serve a central role in the functioning of our faith community. And clerks are central to the functioning of committees! Acceptance of this essential role is, to borrow words from the 1972 Philadelphia Yearly Meeting Faith and Practice, “a commitment to be diligent, loving, and responsive in carrying out the committee’s functions.” The information below is offered to support you. If you have questions about it or seek guidance along the way, you are invited to contact a member of the Ministry and Worship Committee (MW) ministryandworship@chapelhillfriends.org

GETTING STARTED:

- The Meeting’s fiscal year, the committee’s calendar year, and your service as committee clerk begin July 1 of the current year.
- You may have been serving on the committee prior to becoming clerk. Still, it is good for you to take a fresh look at the information about your committee.
 - Read the committee description on the Meeting’s website, chapelhillfriends.org. (Click on the homepage Menu in upper left-hand corner to see the list of committees.)
 - Read the committee minutes of previous meetings so you are aware of the status of items under consideration. Be sure you are familiar with the processes that have been used for recording and retaining minutes. Are they working well or are improvements needed? Determine how the committee will take minutes, whether by one individual taking this responsibility or rotating the job.
 - Talk with the outgoing clerk and other members about the work of your committee. Be aware of who is new to your committee. See the minutes of the June Meeting for Worship with Attention to Business (MWAB) for the members of your committee in the Nominations Committee report.
 - Are any changes needed about your committee’s meeting time and place for the upcoming year or about the use of Zoom? If using Zoom, email the Zoom invitation prior to each meeting.
 - Review your committee budget that was approved by MWAB in June. See the June MWAB minutes for the Finance Committee’s report or contact treasurer@chapelhillfriends.org.
 - Identify the date when the committee’s annual MWAB report is scheduled and plan ahead to draft, consider, unite on, and send ahead of time to the Meeting clerk.

MAKING COMMITTEE ARRANGEMENTS:

- Inform the Meeting clerk about when, where, and how your committee meets.
- If using Zoom, check with a Zoom Committee member about the best procedures for setting up meetings, sending invitations, using Zoom and its raised hand procedure, etc.
- If meeting in the meetinghouse, check first with the online calendar. Check with John Hite, the resident, at resident@chapelhillfriends.org or 919-929-5377 about the best available location and, if needed, access code to the front left door, arrangement for locking up, turning off lights, etc.
- Inform Publications and Communications (P&C) that you are the new clerk of the committee. Your committee has an email address. You can request that P&C forward committee-related-emails to you or to the whole committee. Be sure P&C has your preferred email to be included on the clerk listserv. If your committee meetings are open, and you would like them to be publicized each month, let P&C know this.
- Meet with the new members of your committee to welcome and orient them to the work ahead. Names of committee members will be listed in the June monthly meeting minutes from the Nominations Committee's report and stored in the newsletter section of the website.
- **IF PLANNING TO MEET BY ZOOM**, schedule, if at all possible, an in-person, face-to-face meeting of your committee in late summer or early fall. Focus on getting to know one another, welcoming new members, and building community.

BEFORE EACH COMMITTEE MEETING:

- Create a draft agenda, using:
 - last month's minutes (to include items still under consideration)
 - the "Annual Cycle of Committee Life" document on the website
 - the recent Treasurer's report on your committee budget and expenses to date
 - any concerns gathered or brought to you or others on the committee since the last meeting
 - include new business
 - place high priority items early on the agenda
- Send a reminder of the upcoming meeting and the draft agenda to committee members several days prior to the scheduled meeting and ask for their comments or additions. Be sure to include who will be the recorder for the meeting.

• Send out the final agenda and the Zoom invitation, if meeting by Zoom, 2-3 days before the meeting. Ask committee members to reply regarding their plans to attend the scheduled meeting. If meeting in person, make a few copies of the agenda to take to the meeting for those who may need it.

DURING THE COMMITTEE MEETING:

- Begin and end the meeting with worship
- Welcome everyone. Help build community with a brief time of personal sharing or other process such as responding to simple questions: Birthplace? Favorite food? Activities that bring you joy? Etc.
- Confirm the agenda. Stick to the agenda.
- Approve the prior month's minutes.
- Discuss how and when to spend the Committee's funds.
- Clerk the meeting. Serve as the facilitator. Encourage input. Encourage the best thinking. Help the committee look for God's/the Spirit's leadings.
- Share your own information. Give your own opinion if no one else has made that point. Make suggestions.
- Gather the "sense of the meeting." Put words to it. State it clearly.
- State the details for carrying out the decision. Create action items: who is going to do what/how/when and report back to the committee? Record this information in the minutes.
- Ask the recorder to send a draft of the minutes to committee members soon after the meeting and invite improvements to the minutes.
- Send the revised minutes with your agenda for the next meeting.
- Inform other Meeting committees of relevant decisions/actions by your committee.
- Inform the Meeting community about committee events/actions you want everyone to know about by sending information to:
 - Ministry and Worship Committee for announcements at the close of the 11:00 AM worship
 - news@chapelhillfriends.org for Meeting newsletter announcements

AFTER THE COMMITTEE MEETING:

- Track any expenses as requested by the Treasurer. Sign off on any expenses agreed to in the meeting and send to the Treasurer.
- Are any committee reports, decisions, or announcements ready to go to MWAB? Inform the Meeting clerk as soon as possible, preferably two weeks prior to the next MWAB date.

COMMUNICATION NOTES:

- Annual Report Process: As noted in the "Annual Cycle of Committee Life," when your committee has approved your annual report, email it to the Meeting clerk and Recording Clerk and to Publications and Communications (news@chapelhillfriends.org) two weeks prior to being presented at MWAB for posting on the listserv. After the report goes to MWAB, and is approved, send a final version to the Recording Clerk for inclusion in the minutes.
- Newsletter and Listserv deadlines: The newsletter comes out on the first Sunday each month. The deadline for the newsletter is 10PM on the last Sunday of each month. The

listserv is emailed on Thursday each week. The deadline is 5PM on the prior Wednesday. Email submissions to news@chapelhillfriends.org. Please include whether the submission is to go in the newsletter, listserv, or both.

- Announcements: Announcements to be read at the end of the 11:00AM Meeting for Worship should be sent to the Ministry and Worship Committee two weeks prior to an event.
- Committee Membership Updates: If anyone joins or leaves your committee, notify Publications and Communications and Nominations. (news@chapelhillfriends.org, nominations@chapelhillfriends.org)
- Meeting for Worship with Attention to Business: If you have an item to consider at MWAB, send it to the clerk of the Meeting at least two weeks in advance, so the clerk can include it in the agenda.

RESOURCES:

Your best resource is likely to be the committee's former clerk. Also, read the last annual report to MWAB found in the Meeting's newsletter the following month.

On the Meeting's website you will find other helpful materials, including "The Annual Cycle of Committee Life" and "The Quaker Way to Make Decisions." Also on the website is the Visit/Learn page, Meeting newsletters, "Quakerism 101," and links to other articles, videos, and other Quaker organizations.