

Minutes – DRAFT
Meeting for Worship for the Conduct of Business
Twelfth Month 11, 2005

Opening

The meeting opened with a brief period of worship. Ann Marie Moriarty, our clerk, read Baltimore Yearly Meeting's queries for December, which are focused on the environment: Are you concerned for responsible use of natural resources and their nurture for future generations? Do you try to avoid wasteful consumption and pollution? Do you seek to preserve the beauty and balance of God's world?

Our clerk asked for additions and changes to the agenda. The agenda was reviewed and additions were made. 21 friends were in attendance as the meeting began.

Clerk's Mail

Cara Curtis has requested membership in our meeting. She is an associate member now, and would like to become a full member as she gets ready to go to college next year. This was referred to Pastoral Care.

Nominating Committee – Glenn Riley

Glenn gave a first reading of names proposed for the following committees for first term service (terms are 06-08):

Jim Siekmeier, Peace and Social Concerns

JoAnne Logan, Peace and Social Concerns

Carol Nezzo, Prince Georges Community Ministries

The following names were given for a first reading for those entering a second term on committees and other service (Terms are 06-08 unless otherwise indicated):

Carol Ann "Pud" Baker, Strawberry Festival Coordinator (06); Carol Beigel, Records Committee.

Request for Associate Membership – Ann Marie, on behalf of Liz Hagerman

Liz Hagerman has requested associate membership for her children, Benson Welles and Colman Welles. Liz is a member of Takoma Park Friends Meeting Preparative. This was referred to the Recorder. It was noted that requests for associate membership do not require a decision of the business meeting.

Request to use meeting e-mail – Tom Wolfe

Tom asked if the announcement for Friday's concert by Amikaeyla and her band, Telesma, to be held at our meetinghouse, could be made known to friends through the Meeting's e-mail. It was noted that the clerk can approve use of the e-mail, per Meeting policy, and she authorized the request, consistent with the sense of the Meeting.

Long-range Planning Subcommittee – Chase Clement

Chase reported on a meeting of the Long Range Planning Subcommittee, which includes members of the Finance, House and Grounds, Pastoral Care, Ministry and Worship, and Religious Education Committees, the Trustees and the clerk. The

Committee decided that it would like to bring in a person from outside our meeting to lead the meetings of this committee, someone who is both more skilled in managing a process than committee members now are, and someone from the outside who has no particular history with our meeting. The committee is looking for someone who does this kind of work among Friends. The Long Term Planning Committee is a subcommittee of the Trustees.

Friends at the business meeting suggested that the committee look into how long range planning was done in the past, and suggested that after an outside facilitator is found, that the decision to engage such a person should be brought to business meeting.

Search Committee – Ann Marie Moriarty

The meeting approved the following names for the Nominating Committee:
Karen O'Brien, Shelly Grow, and Emory Luce Baldwin.

Nominating Committee – Glenn Riley

The meeting approved the following friends for the following committee service after a second reading of the names:

Michael Levi, Finance
Ann Dievler, Hospitality Coordinator
Phil Callahan, House and Grounds
Michael Newheart, Ministry and Worship
Amanda Bozarth, Adult Religious Education
Michael Houghton, House and Grounds
Carly Fox, Peace and Social Concerns
Angela Toda, Strawberry Festival Coordinator, 06-07
Sambia Barclay, Religious Education
Jim Roush, House and Grounds
Pat Nutter, Religious Education

The meeting approved the following friends for service as officers of the meeting after a second reading of the names:

Ann Marie Moriarty, Clerk
Mosi Harrington, Asst. Clerk
Marcy Seitel, Recording Clerk
Ann Marlowe, Corresponding Clerk
Carol Beigel, Recorder
Carol Ann Baker, Asst. Recording Clerk
Karen Cunyngnam, Treasurer
Melanie Gifford, Asst. Treasurer
Arthur David Olson, Asst. Treasurer

The friends gathered expressed their appreciation for the work of the Nominating Committee. They have worked hard this fall to fill many positions. It was noted that most committees are at least adequately staffed, with the exception of the Pastoral Care

Committee. More people are needed for this committee, whose members need to be members of our meeting (with exceptions for attenders with particular expertise).

Library Committee – Lara Bishop Oerter

The Library Committee would like to promote their books more. They would like to put a card table in a corner of the basement to display books that are available. The meeting approved the library Committee's request to display books in the fellowship room in the basement in some fashion, after consulting with the Religious Ed teachers who use the room as a classroom.

Request to sell author's book – Robb Oerter

The meeting approved having Robb Oerter sell and sign his book during potluck in January, the fourth Sunday in January.

Pastoral Care – Robb Oerter

Robb reported that the Pastoral Care Committee recommends for membership Michael Dushan Levi, and for associate membership, his children, William Skye (Bille) Hamilton-Levi and Rebecca Helen Hamilton-Levi. **The Meeting enthusiastically approved these memberships.**

Youth Safety Policy – Chase Clement, for Trustees

Chase presented the revised Youth Safety Policy as a document that can be changed in the future as needed, but one that is a document that can serve for now. It was noted that specific committees of the Meeting may need to build on the policy depending on their needs.

A question was raised about how we use materials that are given to the meeting as part of background checks. The safeguards for confidentiality were discussed.

The Meeting approved the Policy on Youth Safety of Adelphi Meeting. The policy is attached.

June Confer thanked meeting for dealing with this policy in a sensitive and timely way.

Request to use our meetinghouse

A small (25-30 member) Hispanic Evangelical congregation would like to use our Meeting house for several services a week. This request is being referred to the Trustees. Friends are asked to give their input to the Trustees about this matter, and Trustees will bring back their recommendations to business meeting. It was noted that if we can't meet all the needs of the church, we may be able to meet some of them.

Other Business

A friend noted that the walkways are icy, and then asked if it is possible to have boxes of sand at the end of the driveway and the end of the walkway so that friends can keep the area safe during periods of snow, thawing, and freezing. Ann Marie will refer this concern to the House and Grounds Committee.

A friend asked how our meeting can support Langley Hill meeting as they support Tom Fox and as their meeting acts as a witness for peace. **The Meeting decided to have a meeting for worship on Wednesday evening and after the meeting to discuss ways that our Meeting can support Langley Hill Meeting.**

Respectfully submitted by
Marcy Baker Seitel, Treasurer

Attachment:
Youth Safety Policy

Policy on Youth Safety of Adelphi Meeting

Statement of Spiritual Purpose

Adelphi Monthly Meeting of the Religious Society of Friends is committed to honoring that of God in everyone, and to being a community in which respect for the sanctity of each person is shown by our actions. Children are the most vulnerable members of our community, and we intend to ensure their safety at all events sponsored by Adelphi Meeting.

Administrative Purpose

To satisfy Guide One's liability insurance requirement that all covered entities have a written policy, this policy is articulated. This policy is intended to help prevent any sexual or physical abuse of children from occurring. Further, it is intended to resolve any suspected incident of abuse in a manner that is responsible for the welfare of all and that holds both victim(s) and perpetrator(s) in loving light.

Definitions: In this document—

the phrase "abuse" may mean either physical or sexual abuse, as defined in state and county statutes and regulations;
an adult is a person of 21 years or older.

Policy on Youth Safety

To ensure the physical and emotional safety of our children and youth, and the adults who work with children and youth, the policy of Adelphi Meeting shall be as follows:

1. Employees and overnight volunteers--criminal and child abuse checks:

With their written permission, the Clerk of Pastoral Care Committee, or designee, will carry out criminal and child abuse history checks on

- all paid employees who work with children and youth;
- all adult volunteers who supervise overnight events for children and youth;
- all adult volunteers driving children and youth for a Meeting sponsored event;
- all adult volunteers who provide one-on-one counseling or mentoring to children and youth.

Confidential records of all such checks will be maintained by the Clerk of Pastoral Care Committee, or designee. No individual who has been found guilty of sexual misconduct with a minor will be employed or permitted to volunteer to work with Adelphi's children or youth.

2. First Day School teachers and other ongoing adult volunteers of youth activities must be members or regular attenders who have been attending Meeting at least six months. All such adult volunteers will provide two written references from persons other than family members. Occasional volunteers of daytime activities are exempt.

3. Each First Day class will have two teachers present in the room whenever possible. Classroom doors will remain unlocked whenever children and youth are in the room and doors without windows will remain open whenever possible. No minor will be alone in an enclosed space with only one unrelated adult unless that adult has passed criminal and child abuse history checks.

4. Field trips or day trips sponsored by the Religious Education Committee or the Meeting require supervision by adults who are members or regular attenders, with a ratio of at least one adult to six children, and with a minimum of two adult supervisors at all times.

5. Youth Safety Committee. As circumstances require, Adelphi Meeting will convene a three member Youth Safety Committee to act on behalf of the Meeting. This Committee will be comprised of the Clerk of the Meeting, the Clerk of Pastoral Care, and the Clerk of Trustees, or their designees. Any concerns for youth safety that arise from background checks of prospective employees and volunteers, from information about adult employees or volunteers provided at any time by other sources, or about any suspected incident of abuse, will be referred to the Youth Safety Committee.

6. Reporting Incidents. Any Meeting member who becomes aware of or suspicious that an incident of child abuse of a has occurred will immediately notify a member of the Youth Safety Committee. The Youth Safety Committee will establish, maintain and follow written procedures for addressing suspected incidents of abuse.

7. Youth Safety Committee, Extended. In any instance in which the three members of the Youth Safety Committee find themselves unclear about how Adelphi Meeting should act, they will immediately summon the other members of the Pastoral Care and Trustees Committees and reconvene as the Youth Safety Committee, Extended. This larger membership body will then determine what action Adelphi Meeting will take.

8. Confidentiality. The confidentiality of all persons concerned in any background checks, or in any validated or suspected incident of abuse, will be maintained. In particular, committee clerks and others who act on behalf of Adelphi Meeting will maintain their records in strict confidentiality to the degree consistent with protecting children and youth and complying with legal requirements.

9. Parents' responsibilities. Young people and children are the responsibility of their parents (guardians) whenever Meeting sponsored adult supervision is not provided. Parents and guardians are encouraged to teach their children what appropriate behavior is and how to respond if inappropriate behavior occurs. The Religious Education and Youth Safety Committee will make relevant materials available in the Meeting library and update these as necessary.

10. This Policy to be Publicized. The Youth Safety Committee will make this policy available to all members and attenders.

11. Prevention Awareness. The Youth Safety Committee will facilitate at least one session annually on youth safety and the prevention, recognition and reporting of child abuse. Additionally, we encourage adults in our Meeting to attend such sessions when they are offered elsewhere.

12. Review of this Policy. This policy will be evaluated by Meeting for Business at least every three years and revised as necessary.

This proposed policy is presented to Adelphi Meeting for Second Reading on December 10, 2005. It incorporates revisions from its First Reading on November 13, 2005; that draft was produced on October 19, 2005, incorporating the revisions of Ministry and Worship, Trustees, Religious Education, and Pastoral Care Committees to the first draft of July 26, 2005. Drafting committee members: Lynn Brown, (for Religious Education), June Confer (for Ministry and Worship and Religious Education), Michael Levi (for Religious Education), and Chase Clement (for Trustees and Pastoral Care).