

Adelphi Friends Meeting
 2303 Metzert Road, Adelphi, Maryland 20783
301-445-1114
 Anne Marie Moriarty, clerk – Karen Cunnyngnam, treasurer

Weekly Schedule:

Sunday:

Early Meeting for Worship 9:00 AM (except 3rd Sunday)
 Singing 9:45 AM
 Meeting for Worship 10:00 AM

Wednesday:

Meeting for Worship 7:30 PM

Monthly Schedule:

Second Sunday (Third Sunday in May, July and August):

Meeting for Worship for the Conduct of Business

Third Sunday: Singing begins at 9 AM

Fourth Sunday: Junior Meeting 10 AM

Fourth Sunday: Potluck at rise of meeting

Last Sunday: Newsletter submission deadline

Takoma Park Friends Meeting (Preparative) under the care of Adelphi Meeting

Every Sunday: Meeting for Worship 10:30 AM, at *Sangha*, 7014 Westmoreland Avenue, Takoma Park, MD 20912

Safe Haven

Safe Haven, a local church-sponsored program that provides homeless men in our community with food and shelter, is coming to Adelphi the week of January 29. During this week, Adelphi folk will have the opportunity to volunteer to spend the night in the meeting house and/or provide dinner dishes. More details will be provided over the coming weeks, but for additional information in the meantime, please contact Tom Skallerup (301 587-9178) or Christine Ashley (301 277-8666).

(AFSC) invites

Dear Friends, The DC Peace and Economic Justice Program of the American Friends Service Committee (AFSC) invites you to its Annual Holiday Celebration on Saturday, December 17, 3:00 p.m. to 7:00 p.m., at BusBoys and Poets, 14th and V Stret, NW. This is just just across from the DC Reeves Municipal Building. We will celebrate our common achievements of this ending fiscal year, including the Eyes Wide Open, DC's summer youth program achievements, peaceful "End the War on Iraq" March, Pre-Election Vigil, Stand-Up for DC Democracy, our fight against Police Brutality, work with Sidwell Friends students, work with DC public school students, counter-recruitment work, our fight for peace and economic justice in the DC and Africa, etc. Street parking is available near the restaurant. The U Street/Cardozo Metro stop, on the Green line, is about two blocks away. Food will be served a la carte, individually. Please consider a generous contribution to forward the program's activities for 2006. Checks made out to AFSC/DC may be mailed to PO Box 73008, Washington, DC 20056. Our street address is still AFSC/DC 2211 14th Street, NW, Washington DC, 20009.

Please feel free to call Peta Ikambana at (202) 299-1050 for further information.

William Penn House December potluck

You are invited to attend a potluck and Quaker dialogue at 6:30 PM on Sunday December 4, 2005*

This First Day is presented by John Salzberg of Bethesda Friends Meeting. John will discuss "Friends International Center in Ramallah: A Quaker Witness for Justice and Peace through Non-violence."*

John traveled to the West Bank and Israel in March 2005 as a member of the Steering Committee for the Friends International Center in Ramallah which through the contributions of Friends and Friends Meetings has both physically restored the Meetinghouse in Ramallah and has created jointly with the Ramallah Monthly Meeting the Center. The PowerPoint presentation has pictures of the re-dedication service of the Meetinghouse and of the effects of the Israeli occupation in Ramallah, Jerusalem, Hebron and Bethlehem.

John serves as Chair of the Washington Interfaith Alliance for Middle East Peace, a member of Bethesda Friends Meeting Peace and Social Justice Committee, and Co-Chair of the Human Rights Task Force, United Nations Association of the National Capital Area. John is retiring at the end of December from the Center for Victims of Torture where I have served for thirteen years as Washington Representative for the Center.

Our monthly potluck is the first Sunday of each month at 6:30 PM. This is an opportunity for fellowship among Quakers, attenders and fellow seekers. Bring a dish to share; family members, neighbors and friends are always welcome.*

Note: William Penn House is an alcohol and tobacco free facility located at 515 East Capitol Street SE, Washington, DC 20003, Tel: (202) 543-5560 Fax: (202) 543-3814 e-mail: info@WmPennHouse.org

If you are planning on staying with us, here is some additional information about the house: You must check in before 9 p.m. Our staff go off duty at 9 p.m. We have a 24-hour cancellation policy. If you cancel your reservation less than 24 hours in advance, we will charge you for the first night of your stay. We do not take phone messages for guests. We have a guest phone in the dining room (202) 543-3525. Check out is at 10 a.m., although we can hold your luggage for a later departure. No alcohol or smoking in the house. Parking is very restricted! Please ask about where you can park if you plan on bringing your car.

It's not too late....

On October 22, at Interim Meeting, we recognized and thanked Frank and Beth Massey for Frank's seventeen years of service to Baltimore Yearly Meeting. Several Friends have asked us if it is too late to contribute to our thank you gifts for the Masseys. It's not.

1. Gift Fund. Sheila Bach, a former BYM Treasurer, is still collecting contributions for a monetary gift toward an international trip for Frank and Beth. Send to: Sheila Bach (make check payable to Sheila Bach; note "Massey gift" in memo line), 305 Friends Way, Harpers Ferry, WV 25425

2. Memory Books. Ellen Arginteanu is still collecting letters from individual Friends for the set of three handmade memory books she made for Frank. One of the scrapbooks will circulate among monthly and quarterly meetings this year to allow monthly meetings to add letters and minutes. Contact: elarg@rocketmail.com or Ellen Arginteanu, 537 E. Prospect Ave., State College, PA 16801, 814-235-7494

You are invited to send: photographs, letters (one side only); poems; pressed flowers from your garden or meetinghouse grounds; autographs; small artwork (less than 6 x 8 inches), including children's art; cut-outs of Meeting newsletter mastheads; funny stories; special memories; and other items as you are led.

3. Minutes of Appreciation. We encourage monthly meetings to prepare minutes of appreciation and forward them to the Yearly Meeting office throughout the remainder of this year.

Photo below: For those of you who couldn't make the event, I thought you would like to see a photo of Lamar Matthew presenting a Quaker-grown *Franklinia* tree to Frank. Alexander Barnes took this photo of Frank and Beth surrounded by some of the former yearly meeting presiding clerks who were able to attend on October 22. (L to R): Lauri Perman, Miriam Green, Frank Massey, Winnie Walker Jones, Beth Massey, and Lamar Matthew.



Administrative Manager
Job Description – Center for Information Therapy, Inc.

OVERVIEW

The Center for Information Therapy is searching for an energetic team player to manage the administrative needs for a mission-driven, non-profit organization.

What we want:

- Smart & self-starting
- Passion for advancing new ideas
- Inspired by a quality mission

What you'd get to do:

- Work with industry & policy leaders
- Be “in” on the ground floor
- Work with committed people

The Center for Information Therapy is helping to reinvent the role of the patient by developing tools for consumers that helps them improve treatment decisions and engage as partners in managing their health. “Information therapy” (Ix[®]) involves prescribing the right information to the right person at the right time to help people make better health decisions (see <http://www.informationtherapy.org/> to learn more).

JOB SUMMARY

Serve as an integral team member by providing administrative support and managing organizational intelligence to maximize the Center for Information Therapy's (IxCenter's) effectiveness and efficiency.

DUTIES & RESPONSIBILITIES

- Serves as assistant to the IxCenter President and administrative support to all IxCenter staff.
- Serves as IxCenter office manager and liaison to building management, addressing any office space issues that arise.
- Manages IxCenter's intelligence utilizing customer relationship management (CRM) database.
- Pr□ manuals, executive summaries, reports, attachments, and other formal documents, reviewing them for grammar and typographical errors.
- Assists with annual Park City conference preparation and on-site management of logistics.
- Manages communication with, and distribution of materials to, IxCenter's Board and IxAction members.
- Collects and prepares items for meeting agendas, schedules meetings, sets up meeting rooms, and coordinates necessary equipment.
- Provides paper and electronic file management support for IxCenter.
- Assists with budget and account management and coordinates with outsourced vendors for administrative functions.
- Performs other duties as assigned or needed.

QUALIFICATIONS

- Experience in providing administrative office support.
- Thorough knowledge of secretarial and general office practices and procedures.
- Excellent grammatical and editing skills, with ability to compose clear concise correspondence.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook.); experience working with CRM, process diagram (e.g., Visio), project management (e.g., MS Project) and HTML (e.g., Dreamweaver) software preferred.
- Strong written and verbal communication skills.
- Flexibility and capacity to handle shifting priorities.
- Persistence, creativity and careful attention to detail.
- Positive, collaborative team player.
- Bachelor's degree in related field preferred.

To apply, send resume and cover letter to Dorothy Jeffress, Vice President, at djeffress@healthwise.org.

Ix is one of the registered trademarks of Healthwise, Incorporated.

A thought in trying times

Human kindness has never weakened the stamina or softened the fiber of a free people. A nation does not have to be cruel to be tough.

-Franklin D. Roosevelt, 32nd US President (1882-1945)

Submitting to the newsletter: Phillip Payette, the Newsletter Editor, welcomes any material of interest to the Adelphi Friends Meeting community. The best way to submit material is by e-mail to afm-newsletter@earthlink.net. Either attach a Word file to the e-mail or type the information directly into the e-mail. You may also submit clean, typed copy to the newsletter box in the meetinghouse. No handwritten material please. Deadline for submissions is noon of the last Sunday of each month.

Adelphi Friends Meeting

2303 Metzerott Road
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(The E-mail version of the AFM newsletter includes color photos and art work. And, it cost the meeting nothing to send and print.)

To arrange E-mail dilvery of the AFM newsletter contact
Carol Beigel at adelphifriendsmailist@comcast.net