

Making a Vibrant Community
Serving Harrisburg Meeting
Through Committees

2024-2026 Nominating Cycle

“Members are expected to serve on committees of the monthly meeting unless disability is a significant hindrance. Acceptance of appointment is a commitment to be diligent, loving, and responsive in carrying out the committee's functions.”

Philadelphia Yearly Meeting Faith and Practice, 2002

The work of Harrisburg Monthly Meeting is carried out by its clerks, officers, committees, working groups, and individuals. While all members share the duty and privilege of caring for one another, most monthly meetings find it useful to identify specific duties and responsibilities that can be assigned to committees. Most meetings have at least a committee that works on pastoral care of members and attenders, a committee that cares for the meeting for worship and members' spiritual development, oversight of programs for religious education, and care for the meeting's physical and financial resources.

Faith and Practice tells us that committees serve the monthly meeting not only by carrying on routine delegated functions, but also by doing important background work in preparation for decisions at the monthly meeting for business. They examine designated matters in depth, identify the issues, gather the most useful information, and seek spiritual discernment for recommendations that will be presented to the Business Meeting. When this work is done well, the monthly meeting in session is able to focus quickly on the matter at hand.

For its 2024-2026 committee appointment cycle, Harrisburg Meeting will have the following committees. A brief description of their responsibilities is included to help Friends consider which committees they want to work on.

Caring for Each Other— This committee is responsible for all that we do to support and care for each other as members of our Quaker meeting. These functions have been entrusted to the Caring Committee. (1) coordination of hospitality following Meeting for Worship; (2) potluck calendar involving

other committees to host the monthly community meal; (3) Christmas ceremony/potluck; (4) membership applications; (5) clearness committee work as requested and/or as we sense a need; (6) review membership list to check on folks who we have not seen much of recently; (7) clearness and oversight committees for marriages; (8) responding to requests for resignations; (9) greeting guests, members & attenders before worship begins; (10) memorial services for Friends who have passed on; and (11) being in supportive contact with “troubled” Friends.

Worship and Spiritual Growth — This committee is responsible for supporting and furthering the spiritual life of members and attenders. As such, it is one of the most important committees a Quaker meeting can have. (1) members organize and coordinate the functions of worship; (2) singing; (3) couples group; (4) women’s group and men’s group; (5) planning the Fall Retreat; (6) Adult First Day School; and (7) ministering to each other’s spiritual development and helping all of us to be more respectful of our spiritual temperaments and modes of worship.

Nurture — The Nurture Committee provides opportunities for children, youth and their parents to engage with the Quaker tradition and bring it into their lives.

Stewardship — This committee has responsibility for finances and for all aspects of the care and maintenance of the meetinghouse, *grounds* and our obligations to any tenants, including managing the meeting parking lot. A Financial Working Group functions under the committee to consider and recommend policy in terms of Meeting fundraising, investments, etc.

Meeting House User Working Group (used to be the Community Outreach Committee) functions under the Stewardship committee and is responsible for the Meeting’s relations with all full- and part-time tenants and Meeting House users of our facility. It makes efforts to ensure that users know that we would like them to be part of the Meeting to the degree that they wish to be involved. It receives and responds to all new requests for use of the facility and ensures that those who do use our building are aware of and comply with our guidelines.

Connecting with the Wider World — The committee is the conduit and contact with Friends General Conference, American Friends Service Committee, Friends Committee on National Legislation, Philadelphia Yearly Meeting, Caln Quarter, Christian Churches United, Interfaith Forum, etc. It is responsible for meeting activities and educational programs involving peace, social justice, and equality. It also supports the liaison with CCU and the Inter-Religious Forum.

Communications – The committee is responsible for the Meeting newsletter, Web site, *social media*, e-mail lists, roster of members and attenders, advertising, and the meeting library. Its members set policy and provide service and activities in support of all these functions.

Nominating – The Nominating Committee bears the important responsibility of discerning the gifts and leadings of Meeting Community Members. Every two years this committee seeks to fill leadership positions and committee participation in which Friends desire to serve, and to fill committee vacancies as needed.

Community Engagement (Adhoc) – The committee is responsible for the implementation, maintenance and communication of the Eco-Justice Plan, Community Picnic, Medicinal Herb Garden, Pollinator Garden, Pride Fest/Presence at Festivals and Native Plant Sales.

Outreach Committee (Adhoc) – This adhoc committee was formed in 2024 to increase the visibility of Harrisburg Friends Meeting with the goal of increasing attendance. Current projects include updates to signage, investigating use of social media, outreach to specific demographics, and seeking publicity for community events that we sponsor.

Officers - In addition to naming clerks or co-clerks for each of these committees, the monthly meeting also approves a clerk, recording clerk, treasurer, and recorder to serve the entire meeting.

The clerk conducts business sessions and, with the assistance of the assistant clerk, sees to the management in good order of the affairs of the Meeting. The clerk carries out the instructions of the Meeting on all matters pertaining to the accomplishment of its business. In addition, the clerk is often in the best position to identify weaknesses or failings in the committee structure and to initiate corrective action.

The assistant clerk assists the clerk as requested, and takes responsibility for special assignments.

The recording clerk prepares minutes for the meetings for worship for business and helps formulate Minutes to be approved by the group.

The treasurer is responsible for the meeting's financial accounting, *paying bills, monthly reporting and periodic investment report and annual report of the meetings financial status.*

The assistant treasurer is responsible for receiving, depositing, documenting donations and providing a ledger to the treasurer.

The recorder keeps membership information and records