

GUIDE FOR ARIZONA HALF YEARLY MEETING OFFICERS, KEY ROLES, AND COMMITTEES

Approved by Minute of AHYM on 10/24/2020

Overview

This Guide describes the terms, qualifications and responsibilities of the key officers and committees associated with the business of Arizona Half Yearly Meeting (AHYM) and the planning of its gatherings, as well as those who represent AHYM to Intermountain Yearly Meeting or other organizations.

AHYM Officers include the **Clerk, Recording Clerk, and Treasurer**. AHYM committees are the **Continuing and Nominating Committees**, and key liaison roles include the **Convener of the Clemency Oversight Committee** and the AHYM Representative to the **Arizona Faith Network**. Key roles associated with planning for AHYM gatherings include the **Registrar** and the **Youth Coordinator/Friendly Adult Presence (FAP)**. AHYM's Nominating Committee also appoints representatives to the Intermountain Yearly Meeting as described in the **IMYM Guide to Procedures**, excerpted at the end of this document.

Nominating Committee Templates to assist in identifying open positions are included with this Guide.

AHYM OFFICERS

CLERK (serves as Clerk both of AHYM and its Continuing Committee)

Term: 2 years (4 gatherings of AHYM)

Qualifications:

- Should be a member of an Arizona Monthly Meeting.
- Should have experience as Clerk or be open to attending a Pendle Hill Clerking workshop or similar training.
- Should follow Quaker process, the Intermountain Yearly Meeting *Faith and Practice*, and IMYM procedures.

Responsibilities:

- Schedules and plans meetings of the Continuing Committee as needed, one usually in Summer/Spring, the other in early January.
- Reminds the Nominating Clerk of this date so that the Committee may meet in the afternoon of the same day.
- Reminds meeting representatives of the Continuing Committee meeting in order to get good attendance and representation.
- Sets and distributes an advance agenda and assures that minutes are taken.
- If needed, calls additional meetings by telephone or video conference.

- Clerks the Continuing Committee meetings Stays in contact with the AHYM Registrar.
- Requests reports from representatives of organizations to which AHYM provides funds.
- Requests reports from Quaker organizations and AHYM/IMYM representatives.
- Sets the agenda and clerks the meeting for business.
- As actions are minuted by the meeting for business or at the Continuing Committee, sees that assignments and responsibilities are clear and recorded. Notifies responsible persons if they miss either meeting.
- Assures that relations with Emmanuel Pines Camp or other host site are smooth, that our reservation is secured for the subsequent year, and works with the Treasurer to assure prompt payment of our bill.
- Attends Half Yearly Meeting sessions to greet new attenders, or delegates a greeter.
 - The Clerk or greeter will introduce people to each other, assure that attenders feel welcome and help them understand the fall session site layout.
 - The Clerk or greeter will help newcomers understand the routine for the meetings held in the spring at Pima Meeting or Tempe Meeting.
- Works with the Recording Clerk to assure minutes are taken at the meeting for business and are prepared well in advance of the next AHYM.
- Works with the Treasurer to assure that the budget proposal and financial reports are ready.
- Provides updates to the AHYM web page. Assigns a Continuing Committee member to provide additional support for the web page, if needed.
- Communicates with Continuing Committee members so as to relay information to Monthly Meetings and Worship Groups between AHYM gatherings.
- Consults with the Continuing Committee to discern and approve support for initiatives presented by outside Quaker and Quaker-minded organizations between AHYM gatherings.

RECORDING CLERK

Term: 2 years (staggered with Clerk's term)

Qualifications:

- Able to take notes, write minutes and prepare them in a timely manner.
- Able to work well with the Clerk, Treasurer and Registrars.

Responsibilities:

- Takes notes and records minutes at meeting for business and/or arranges with the Clerk that someone will be recording the minutes of the Continuing Committee meetings.
- Prepares the Minutes in time for Continuing Committee
- Brings appropriate copies of the Minutes to AHYM sessions.

- Maintains the Minute notebook and keeps it orderly from year to year.
- Works with the Clerk to assure that minuted actions are delegated and completed.

TREASURER

Term: 2 years

Qualifications:

- Must be a member of an Arizona Monthly Meeting.
- Must be familiar with financial record-keeping and be able to generate a budget and keep the books balanced.

Responsibilities:

- Works with Clerk and Registrars to collect registration fees and make bank account deposits.
- Attends Continuing Committee meetings.
- Pays all bills, such as assessments to IMYM, expense reimbursements, and wages of any hired staff.
- Prepares and distributes a proposed budget for the fall meeting, a statement of assets and liabilities, and a statement of income and expenses for both the Fall and Spring AHYM sessions.

KEY ROLES FOR AHYM GATHERINGS

REGISTRAR

Term: 2 years (staggered with the Clerk's term)

Note: Because hosting rotates among monthly meetings, spring registrars do not serve beyond each gathering. The Registrar works with the host meeting to assist as needed.

Qualifications:

- Should be a member, regular attender, or Friend who is well known to Arizona Quakers through service to the community.
- Shows commitment to growing the Arizona Quaker community, and shows familiarity with Friends in each meeting (or willingness to travel to become familiar).
- Should have planning, organizing and coordinating skills, and be able to identify tasks and delegate them as appropriate. Should be able to coordinate with the Hospitality Coordinator to ensure that someone serves as Registrar or to delegate as location suggests.
- Should be able to use planning & collaboration technologies (phone, email, social media, Word and Excel or Google Documents).

Responsibilities:

- Works with the AHYM Continuing Committee to help plan the AHYM program, and coordinate follow-through.

- Ensures that someone is actively communicating information about AHYM to each monthly meeting and worship group within Arizona in meeting email lists, facebook pages and as identified by the Continuing Committee.
- Works closely with the Clerk.
- Works with the Continuing Committee to assure that relations with Emmanuel Pines Camp or other host site are smooth, that our reservation (if appropriate) is secured for the subsequent year and works with the Treasurer to assure prompt payment of our bill.
- Creates registration forms and receives registrations and payments.
- Sets up Worship Groups

YOUTH PROGRAM COORDINATOR / FRIENDLY ADULT PRESENCE (FAP)

(Two Positions – Children’s Program has a coordinator and Junior and Senior Young Friends may nominate a FAP)

Term: 2-Year staggered terms

Qualifications:

- A FAP (Friendly Adult Presence) is nominated and chosen by our Middle and High School Young Friends during their AHYM activities in the fall (or at such time as an opening is known to exist and the Young Friends are gathered).
- The Youth Coordinator for the Elementary school group will be included in the Nominating Process as needed.
- The FAP should be known, respected and trusted by our JYF/SYF and be found trustworthy to the AHYM Nominating Committee.
- Able to attend Continuing Committee meetings and/or Youth Program Coordinators meeting.
- Able to communicate with Friends at each Meeting around the state and support Young Friend communications.
- Be familiar with Quaker process and be able to incorporate our processes into Young Friends activities in age-appropriate ways.
- Be familiar with IMYM, Mountain Friends Camp, and FGC Young Friends activities, and be able to encourage Young Friends to engage in the wider Quaker world.

Responsibilities: Coordinate by working with the Continuing Committee and any others who wish to provide input (including the Young Friends) to plan and staff a Young Friends program that addresses youth and adult understandings of Quakerism.

AHYM COMMITTEES

CONTINUING COMMITTEE

The Continuing Committee comprises members from each monthly meeting and is charged with planning the programming for the Arizona Half Yearly Meeting gatherings. The AHYM Clerk will clerk meetings of this committee, as noted in the description of the Clerk's responsibilities, above.

Continuing Committee Members

Term: Determined by the monthly meetings; multiple-year terms help members understand AHYM's processes.

Qualifications:

- Interest in continuing the work of the AHYM – to provide fellowship, strengthen the Quaker community within Arizona, foster the spiritual growth of Arizona Friends.
- Willingness and ability to attend Continuing Committee meetings.
- Desire to work to assure AHYM is well attended and that attendees have fun and leave enriched.
- Awareness of recent Quaker literature and potential keynote speakers is helpful.

Responsibilities:

- Attend AHYM sessions and Continuing Committee meetings.
- Reflect on and help create opportunities for meaningful experiences for Friends.
- Carry communications from Friends organization or AHYM-affiliated organizations as presented by the Clerk to the Continuing Committee.

AHYM NOMINATING COMMITTEE

The Nominating Committee matches the gifts and talents of people in the Arizona Friends community with areas of service needed by AHYM.

Nominating Committee Members:

Each monthly meeting in Arizona appoints one member to the AHYM Nominating Committee.

Terms:

Each Nominating Committee member is appointed for a 2-year term, beginning at the rise of the spring AHYM business meeting and continuing through the rise of the AHYM business meeting two years later. AHYM recommends several consecutive terms, for better understanding of AHYM's processes.

Qualifications:

- Interest in continuing the work of the AHYM – providing fellowship, strengthening the Quaker community within Arizona, and deepening the spiritual growth of Arizona Friends.
- Willingness to attend Nominating Committee Meetings at the call of the committee clerk.

- Ascertaining both gifts and interest of monthly meeting members and attenders for the offices and roles of AHYM and IMYM.

Responsibilities:

- With the Clerk’s guidance, become aware of the appointments and nominations AHYM needs to fill for our own community, for IMYM, and for outside organizations to which AHYM makes appointments. (See the attached Templates and IMYM Guide, describing the roles that AHYM is asked to fill.)
- Inform prospective nominees of the terms and responsibilities of the service they’re being asked to consider.
- Nominate a clerk for the following year, usually from among those members continuing in service. To ensure continuity, the clerk may be the most senior committee member.

NOMINATING COMMITTEE CLERK (chosen from among the Nominating Committee members)

Term: 3 years

Qualifications:

- Willingness to reach out to Friends and encourage involvement in AHYM.
- Awareness of the strengths and personalities of members of Arizona Monthly Meetings.
- Awareness of the roles and jobs required by the AHYM and IMYM.

Responsibilities:

- Works with Clerk to determine date, time and location of Continuing Committee/Nominating Committee meetings.
- Encourages each Monthly Meeting to select a member for the Nominating Committee.
- Provides descriptions of the jobs to be filled, including length of term.
- Ensures that the Committee knows the appointments and nominations AHYM needs to fill, both for our own community and for Intermountain Yearly Meeting (IMYM), and stays in contact with members of the Committee so much of the work is done throughout the year.
- Convenes the Nominating Committee.
- Brings copies of the slate of officers to be approved to the meeting for business.
- Works with other Nominating Committee members to keep the slate of officers and positions for AHYM accurate.
- Prepares and delivers a report to the AHYM business meeting each spring.
- Receives a list of those approved for service from the AHYM Recording Clerk and distributes that list to:

AHYM Clerk

Clerks of Arizona monthly meetings
Members of the AHYM Nominating Committee
Presiding Clerk of IMYM
Clerk of the IMYM Nominating Committee
Clerk of the IMYM Representatives Committee, and
Designated correspondents for any outside organizations (such as the Clemency Oversight Review Board, Arizona Faith Network, AFSC, FCNL, FWCC) to which AHYM makes appointments.

OTHER KEY AHYM ROLES

CLEMENCY OVERSIGHT CONVENER The person in this role convenes Friends from monthly meetings who are willing to provide a Quaker presence at Arizona death penalty clemency hearings. *[We currently have no convener because the death penalty had been on hold in Arizona].*

Term: 2 years

Qualifications: Interest in and ability to follow the death penalty issues in Arizona.

Responsibilities: Coordinate with monthly meetings in Arizona to find interested persons who may be willing to speak for Quakers at Arizona Board of Executive Clemency hearings.

AHYM REP TO ARIZONA FAITH NETWORK (AFN)

Represents Quakers within the AFN organizational structure.

Term: 2 years (2 or more terms recommended)

Qualifications: Interest in the coming together of faith communities and other organizations in Arizona. Travel may be needed if living outside of the Phoenix area.

TEMPLATES

SAMPLE AHYM OFFICERS AND COMMITTEE MEMBERS

OFFICE	NAME	TERM LENGTH	TERM ENDS
Clerk		2 years	
Recording Clerk		2 years	
Treasurer		2 years	
Fall Registrar		2 years	
Youth Coordinator		2 years	even year
Youth Coordinator		2 years	odd year
Clemency Convener		2 years	
Arizona Faith Network Rep		2 years	

AHYM CONTINUING COMMITTEE APPOINTED BY MONTHLY MEETINGS

Two-year terms requested, but set by the Monthly Meetings

MEETING	NAME	TERM LENGTH	TERM ENDS
FLAGSTAFF			
PHOENIX			
PIMA			
TEMPE			

AHYM NOMINATING COMMITTEE MEMBER APPOINTED BY MONTHLY MEETINGS

Two-year terms requested, but set by Monthly Meetings

MEETING	NAME	TERM LENGTH	TERM ENDS
FLAGSTAFF			
PHOENIX			
PIMA			
TEMPE			

AHYM APPOINTMENTS TO IMYM POSITIONS

See the **IMYM Guide to Procedures** online to verify start dates and length of term.

OFFICE	NAME	LENGTH	ENDS
AFSC Representative		3 years	
FCNL Representative		3 years	
FCNL Rep (Utah)		3 years	
FWCC Representative			
Procedures Committee		3 years	
Committee for Sufferings	IMYM Clerk convenes if needed	3 years	
Faith & Practice Committee		3 years	
Finance Committee		3 years	
Ministry & Counsel Committee 1		3 years	
Ministry & Counsel Committee 2		3 years	
Peace & Social Concerns Comm.		3 years	
Program Working Group		3 years	
Listening Committee	Must attend IMYM sessions to serve	1 year	
AHYM Reps Committee Rep			

IMYM GUIDE INFORMATION

Regional Meetings nominate the following for Yearly Meeting appointment: AFSC, FCNL, and FWCC have allocated positions for representatives to the Yearly Meeting, which in turn has identified those positions as coming from the Regional Meetings. The Regional Meetings nominate these representatives to the Yearly Meeting for appointment. All nominations are submitted to the clerk of the Nominating Committee.

AFSC. AFSC Representative for three-year term which begins in October before the November meeting of the AFSC Corporation in Philadelphia and expires in October three years later. This person represents the Yearly Meeting as a member of the AFSC Corporation, which selects the AFSC Board.

FCNL. One or two FCNL Representatives. (As determined by FCNL, CRM and NMRM have two representatives while AZHYM and UFF each have one representative.) The three-year term begins in November with attendance at the General Meeting of the Committee in Washington, DC, and

ends in November three years later. Members may serve on one or more FCNL committees at the national level.

FWCC. FWCC Representative for three-year term beginning in January and expiring after three years with attendance at the annual FWCC Section of the Americas meeting in March following the end of three years. Members serve on one or more FWCC committees at the national level.

Regional Meetings appoint the following:

- A member to IMYM Finance Committee for three-year term.
- Two members to IMYM Committee on Ministry and Counsel for three-year term.
- A member to the IMYM Watching Committee for one-year term.
- A member to the IMYM Program Working Group for a three-year term.
- One member of the IMYM Committee on Procedures for three-year term.
- Committee members to IMYM Committee for Sufferings
- Member to IMYM Committee on *Faith and Practice*

Regional Meetings nominate the following for Yearly Meeting appointment:

AFSC, FCNL, and FWCC have allocated positions for representatives to the Yearly Meeting, which in turn has identified those positions as coming from the Regional Meetings. The Regional Meetings nominate these representatives to the Yearly Meeting for appointment. All nominations are submitted to the clerk of the Nominating Committee.

- *AFSC Representative* for 3-year term that begins in October before the November meeting of the AFSC Corporation in Philadelphia and expires in October three years later. This person represents IMYM as a member of the AFSC Corporation, which selects the AFSC Board.
- One or two *FCNL Representatives* for a 3-year term. As determined by FCNL, Colorado Regional Meeting and New Mexico Regional Meeting each have two representatives while Arizona Half Yearly Meeting and Utah Friends Fellowship each have one representative. The 3-year term begins in November with attendance at the FCNL General Meeting in Washington, DC, and ends in November 3 years later. Members may serve on one or more FCNL committees at the national level.
- *FWCC Representative* for 3-year term beginning in January and expiring after three years with attendance at the annual FWCC Section of the Americas meeting in March following the end of 3 years. Members serve on one or more FWCC committees at the national level.

Finance Committee

Purpose: The Finance Committee assists the Finance Clerk in considering the finances of the Yearly Meeting and advises the Treasurer, Arrangements Committee, and Yearly Meeting on matters of the budget and means of handling IMYM funds.

Membership: Members are the clerk, appointed by the Yearly Meeting, one representative from each Regional Meeting, one representative from Senior Young Friends, the Liaison for Facilities, the Treasurer and the retiring Treasurer. The Yearly Meeting Clerk and Arrangements Committee Clerk are members.

Terms: Three years for members and clerk, except one year for Senior Young Friends representative and retiring Treasurer.

Committee on Ministry and Counsel

Purpose: The Committee on Ministry and Counsel is charged with nurturing the spiritual life of the Yearly Meeting as a whole and of its individual members so that they may become closer to God and one another, helping to maintain the good order of the community and the wellbeing of Friends. The Committee provides spiritual advice and counsel to the Yearly Meeting, its officers, committees and individual Friends on a year-round basis as needed (**IMYM 00-05**), providing nurturing, encouragement, and conflict resolution and reconciliation services.

Membership: Members are the Clerk, two representatives from each of the Regional Meetings, and two representatives from Senior Young Friends. Current practice is for the Clerk to be nominated for Yearly Meeting appointment from among the members of the Committee. The Clerk of Ministry and Counsel is a member of the Representatives Committee and ex officio to the Arrangements Committee.

Terms: Three years for members and the Clerk. It is recommended to Regional Meetings that representatives be appointed to begin service at the beginning of an annual session and serve to the beginning of the annual session three years later.

Watching Committee

Purpose: At the annual session, the Watching Committee prepares an epistle for Yearly Meeting consideration. It also assists the youth in preparing their own epistles and helps the Yearly Meeting derive benefit from epistles received from other yearly meetings.

The Watching Committee plays a unique and challenging role. While actively participating in the yearly meeting, the Committee watches and listens for the growth of a message expressing the spirit and concern of the annual session. The Committee discerns whether its task is to compose a message of greeting or to identify a matter of deep concern arising out of the meeting in a way that ought to be shared. Members should attend business meetings and participate as fully as possible in other activities, formal and informal, to become fully aware of the spirit of the gathering. The Committee should also schedule times for quiet discernment together.

Membership: Members are the clerk, appointed by the Yearly Meeting, one representative from each Regional Meeting, one representative from Senior Young Friends, and one representative from Junior Young Friends.

Terms: Three years for the clerk. Members serve for one annual session.

Program Working Group and Clerk/s

Purpose: The Program Working Group is a sub-committee of the Arrangements Committee and has responsibility for programming the adult activities during the annual gathering. The Working Group should solicit ideas from Friends throughout the Yearly Meeting, and aim to provide an integrated program of seminars, interest groups, and resource people. The Program Working Group reports its progress and any concerns to the Arrangements Committee.

Long Range Purpose: Members of this working group could facilitate consideration of a theme, in greater depth and develop budgetary resources to create a more meaningful program. They could explore ways for sharing and deep consideration across Regions of an issue of broad interest to Friends (e.g. immigration, racism, spiritual development, religious education). They should plan well in advance in order to allow the best resource people to be invited to participate in the IMYM annual gathering. They could invite Friends from other Quaker groups (e.g. FCNL, FGC, FWCC, AFSC) with expertise relevant to the theme. This would provide a context for Yearly Meeting considerations and possible action.

Membership: The Regional Representatives are appointed by their Regions and the Senior Young Friends and Young Adult Friends Representatives by their groups. If a Region is unable to appoint a member, Clerks of the Program Working Group may do so. Below is a complete list of the members of the Program Working Group:

- Clerk of Program Working Group
- Clerk of Youth Working Group
- Interest Group/Seminar Coordinator(s)
- Worship Sharing Group Coordinator
- Regional Meeting Representatives
- Clerk of Peace and Service Committee
- Presiding Clerk of IMYM (ex-officio)
- Clerk of Arrangements Committee
- Clerk of Representatives Committee (ex-officio)
- Representative of Senior Young Friends
- Representative of Young Adult Friends

The Program Working Group has the responsibility:

- To determine a theme or topic for the Yearly Meeting Annual Gathering.

- To select and arrange for a keynote speaker.
- To arrange seminars, workshops and interest groups around the chosen theme.
- To recommend resource person/s to assist with the program.
- To oversee the evening programs at the annual gathering. (Note 1 at bottom)
- To coordinate with the Youth Working Group Clerk to schedule time with the keynote speaker and maybe consider appropriate youth activities (e.g. minutes, service initiatives, or youth programs for Monthly Meetings).
- To keep the Arrangements Committee Clerk fully informed of their progress and any concerns they might have and to write a report covering this for the January Arrangements Committee meeting.
- To write a report by late summer evaluating the program, to aid in planning for the next year's annual gathering. This report is sent to the Arrangements Committee Clerk.

Most communication among the members of the Program Working Group will happen at the annual gathering or will be done by email and conference calls, but some people (as determined by the Program Working Group Clerk) may attend the face-to-face meeting of the Arrangements Committee in January where the program schedule is determined. Regional Representatives would not need to attend.

Regional Representatives should obtain input on Friends' areas of interest for future themes, and report those interests to the working group.

Financial Arrangements: The Yearly Meeting pays, upon request, the travel expenses of the members of the committee to the January meeting of the Arrangements Committee.

The Treasurer may issue reimbursement for incidental operating expenditures such as stationery, software, and communications. The Clerk should consult the Treasurer before incurring unusual expenses.

Note 1: Pelican Lee, as Clerk of Arrangements Committee, understood that this responsibility was given to the committee when the IMYM committee restructuring took place, but it then was not included in the original job description. The wording of this was left vague, since this has not yet been resolved as of 11/21/17.

Committee on Procedures

The Guide: The *Guide to Procedures* describes the operations of Intermountain Yearly Meeting. Its purpose is twofold: (1) to codify accepted practices to help workers understand Yearly Meeting expectations; and (2) to help the annual gathering and the Yearly Meeting to function smoothly and with right order. As an administrative tool for operating the Yearly Meeting, the *Guide* stands in a supporting relationship to the *Faith and Practice*, which describes the fundamental principles of structure and practice for the Yearly Meeting. Beginning in 2004, the *Guide* has taken the form of a *Web Guide* to provide users with better access and to allow an improved updating process.

Some of the procedures described in the *Guide* are specified by minutes of the Yearly Meeting and other procedures are based upon practices that the Yearly Meeting has found by experience to be successful. Overall, the *Guide* attempts to provide a description of what people in the Yearly Meeting have grown to expect from its officers and committees.

Oversight of the Guide: In 2005 the Yearly Meeting transferred direct oversight of the *Guide* and its upkeep to the Representatives Committee, in recognition of the *Guide's* administrative nature.

(IMYM 05-06) The Guide Committee will normally bring substantive changes occurring in the previous year to the Representatives Committee for consideration at its summer meeting. All matters of principle and the general evaluation of Yearly Meeting operation would remain the responsibility of Arrangements Committee and the Yearly Meeting, and be directed accordingly to those bodies by the Representatives Committee.

Membership: Members are the clerk, appointed by the Yearly Meeting, and two representatives from each of the Regional Meetings.

Terms: Three years for members and clerk.

Committee for Sufferings

Currently an ad hoc committee not meeting unless requested

The Committee for Sufferings was reinstated in 2008 by the approval of IMYM 08.13 (description as of 06/11/2009).

Purpose: The purpose of this committee is to provide support for members or attenders of a Monthly Meeting, Preparative Meeting, or Worship Group, who suffer under conditions of hardship as the consequence of conscientious actions undertaken in accord with traditional Quaker principles, e.g. actions concerning issues of tax resistance, war and peace, torture, the environment, sanctuary and immigration, living in simplicity, or helping others in need.

Membership: The members are one or two representatives named by each Regional Meeting, a representative from Senior Young Friends, and the clerk of Intermountain Yearly Meeting. The clerk of the Committee for Sufferings is named by the IMYM Nominating Committee.

Terms: Three years for members and clerk.

Responsibilities of the Committee include:

1. Determining when aid is needed to care for members and attenders of Monthly Meetings, Preparative Meetings, and Worship Groups because of involvement in activities concerning traditional and more modern Quaker concerns and informing the Clerk of IMYM of that determination. Members and attenders are encouraged to seek clearness regarding their witness from their Monthly meeting about their actions, callings, or conditions prior to requesting assistance from the *Committee*. The *Committee for Sufferings* will consider requests from Monthly Meetings when they have supported such conscientious action and the needs exceed the resources of the Monthly Meeting.

2. Issuing appeals for funds for Friends needing support, and appointing a clearness committee for the Friend when so requested.

3. Advising the Yearly Meeting on the disbursement of funds. Funds should be spent to meet the needs for which they were generated with future needs to be met by future funding requests; no significant contingency fund should be kept on hand. Funds generated to help meet sufferings should be used strictly for this purpose and not to meet expenses of carrying on other IMYM activities.

Committee on Faith and Practice

Purpose: The Committee on Faith and Practice is charged with the maintenance of the *Faith and Practice*. A committee will be created consisting of one member from each region and a clerk chosen from these. IMYM 2009.02

Membership: There will be one member from each region. The Committee will nominate a clerk from its members and then present that name to the Yearly Meeting for approval.

Terms: Three year terms for all.

Responsibilities of Committee members include: Committee is charged with the maintenance of the current *Faith and Practice* document. As was stated in the minutes from IMYM 2009, a more specific charge for the new committee will be developed later.