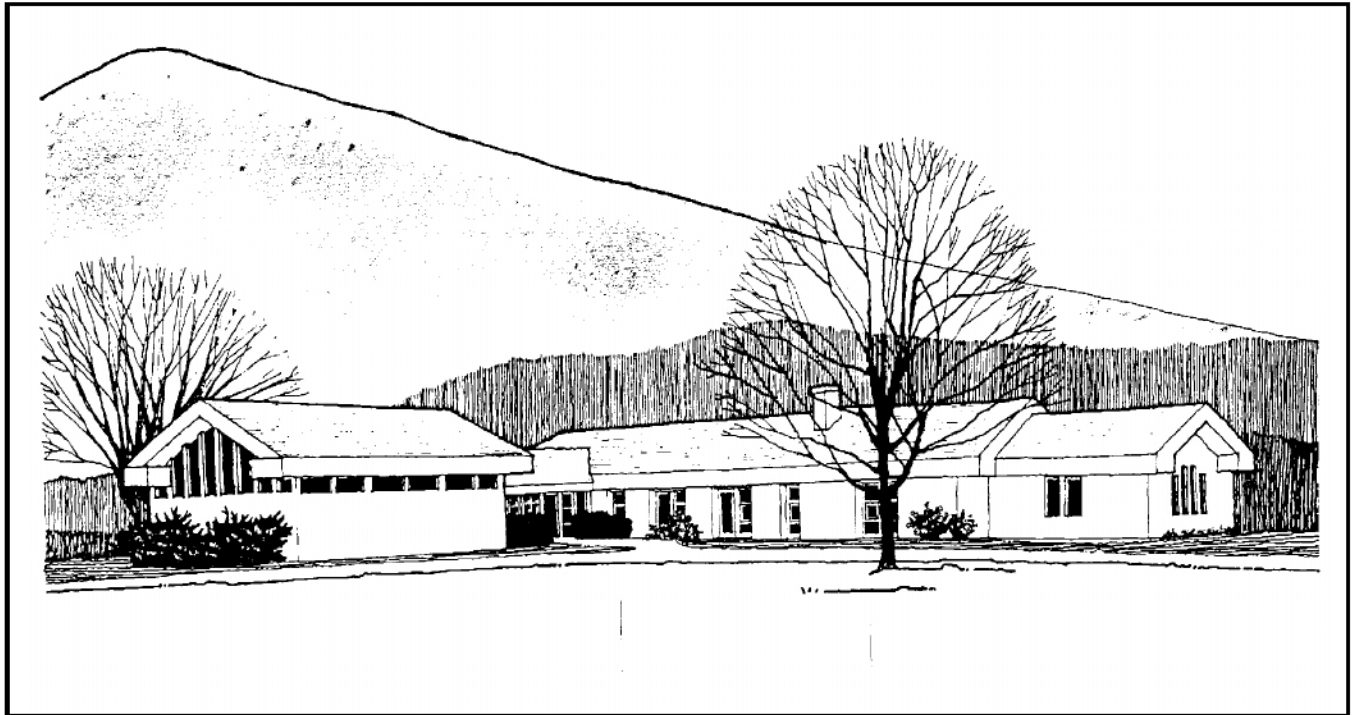


# HANDBOOK

## Mt. Toby Meeting of Friends



### *Location*

**194 Long Plain Road (Rt. 63)  
Leverett, Massachusetts**  
(2.2 miles north of North Amherst Center)

### *Mailing Address*

**Mt. Toby Monthly Meeting  
of Friends  
194 Long Plain Road  
Leverett, MA 01054-9507**

**Telephone (413) 548-9188**

### *Web Site*

**<http://mounttobyfriends.org/>**



October 2018

\$6.00 deposited in the contribution box in  
the lobby to cover publication costs  
for this Handbook will be welcome.



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## INTRODUCTION

When Phyllis and Bob became co-clerks of Mt. Toby in 1982, Phyllis found it frustratingly difficult to find out what our practices and previous policies were, so she went through all our back minutes and compiled the Meeting's decisions into a Handbook. She continued to update the Handbook every other year for the next 20 years.

Starting in 1999, the Mt Toby committee roster listed "Handbook Editor" – always Phyllis – and various "assistants." In 4/04, Meeting finally established a Handbook Committee, with Phyllis as a member until 2007. Until 2010, handbooks simply had topics arranged alphabetically with cross-references to related topics. Since 2010, topics have been organized into several broad categories. The Committee has continued issuing a revised edition in even-numbered years, aiming for publication in September to provide a resource for new committees and officers.

The Handbook Committee continues to pursue Phyllis' goals of providing complete and carefully documented descriptions of all the practices that have evolved and the policies and committee charges that have been approved by meeting for business. The *Handbook* also captures some of the history of Mt. Toby by showing how current practices evolved. We try to document the steps in this evolution so Friends can see how we got to where we are. This record needs to be readily accessible for all to consult whenever needed. We want to avoid having to "reinvent the wheel" (although members of meeting are always free to discuss issues again and decide on new or different solutions).

We try to consult with clerks of meeting and of committees to incorporate their ideas in each new edition. We are always interested in hearing from individuals with ideas for a better or clearer way to present this information.

The Handbook Committee  
October 2018

## **QUAKERLY ABBREVIATIONS AND TERMINOLOGY**

<b>AFSC</b>	<b>American Friends Service Committee</b>
<b>CVQM</b>	<b>Connecticut Valley Quarterly Meeting</b>
<b>F&amp;P</b>	<i>Faith and Practice of New England Yearly Meeting of Friends 1985 edition</i>
<b>FCNL</b>	<b>Friends Committee on National Legislation</b>
<b>FGC</b>	<b>Friends General Conference</b>
<b>FUM</b>	<b>Friends United Meeting</b>
<b>FWCC</b>	<b>Friends World Committee for Consultation</b>
<b>NEYM</b>	<b>New England Yearly Meeting</b>
<b>QM</b>	<b>Quarterly Meeting</b>
<b>YM</b>	<b>Yearly Meeting</b>

## COMMITTEES, OFFICERS, AND OTHER POSITIONS

### Purpose

This section describes duties and qualifications based on descriptions written by Nominating Committees and Care & Counsel over several years, checked by committee clerks, and approved by meeting for business. It is a guide for new committee members, for the Nominating Committee as it looks for suitable people for particular service, and for those who wish to serve. Anyone who wants to volunteer to serve on a committee should speak to the clerk of that committee or to anyone on the Nominating Committee.

### Customary Procedures

The Nominating Committee brings nominations for officers and standing committees to meeting for business in June of even years. A smaller list to fill in rotating committees is presented in June of odd years, and other vacancies are filled as they occur (3/04). Nominations may be made from the floor at meeting for business, but these are referred to the Nominating Committee for consideration and recommendation, and presented to meeting for business for final approval (7/78).

### Technical Details

- Term Start Dates The terms of the Treasurer and members of the Religious Education and 11:40 Hour Committees begin on June 1. The terms of all other officers and committee members begin September 1.
- Term Lengths Ministry & Worship and Care & Counsel Committees are filled through staggered three-year appointments. Trustees and Burial Ground Caretakers are appointed for six years. Appointments to all other committees and offices are for two years.
- Term Limits Usually committee members serve for no more than six years without a break; the Nominating Committee may recommend an exception when they feel there is justification, such as particular experience or specialized training (recommendation of Care & Counsel 3/94, 6/96, 10/97). It has been our custom that members of the Nominating Committee and the presiding and recording clerk generally serve single two-year terms.
- Annual Reports Committees are encouraged to present reports to meeting for business at least once a year; reports are attached to the minutes (*F&P*).
- Minutes Copies of committee minutes and reports may be filed in the office files in the library.
- Committee Lists Up-to date- lists of committee members are posted on the bulletin board in the lobby by the Nominating Committee or the clerks (1/89). A current committee list is also posted on the website

Appointments made to fill vacancies between the regular appointments of committees in even years are intended to fill out the uncompleted term of the person replaced. See also **Nominating and Appointing Procedures** (page 35).

## Officers

### Clerks

The primary responsibility of the clerks is to oversee the meetings for business, together with activities related directly to the meetings for business. Traditionally, this has been done by a clerk and a recording clerk. Beginning in the late 90's, some began to feel there was more work to be done in a meeting of this size than could reasonably be expected of two people. Frequently, since then, an assistant clerk has been added to the clerking team. An assistant clerk is nominated through consultation of the clerk-nominee and the Nominating Committee. Specific responsibilities may be adjusted according to the preferences and needs of the clerks. They may agree among themselves who will do which parts of the necessary work, but there should be clear assignment of the presiding and recording functions (3/90). Some clerks have also set up a formal support committee to meet with regularly, while other clerks have created an advisory clerk's council.

### Clerk of the Meeting

The clerk should be a Friend with sound knowledge of Quaker practice; should be a member of the Meeting with an overview of Meeting activities and needs; and an administrator and facilitator who sees that those things are done that need to be done; and finds channels through which Friends' concerns can receive attention.

Responsibilities include:

#### Meeting for Business

- planning the agenda;
- publicizing the date;
- presiding at the meeting;
- working with the recording clerk to gather a sense of the meeting in a clear minute;
- meeting with the recording clerk before and/or after each meeting for business to help coordinate the agenda and to follow up items from that meeting (as needed);
- reading letters of application for membership or transfer to the meeting for business;
- seeing that important announcements are made;
- ensuring, in cooperation with Care & Counsel, that each standing committee presents an annual report to meeting for business.

#### Other Duties

- sending in reports requested by Yearly Meeting (except Recorder submits the yearly statistical report);
- attending meetings of Care & Counsel and Ministry & Worship;
- signing all contracts on behalf of the Meeting (12/09);
- signing checks when the treasurer is not able or available to do so (11/07);
- acting as liaison between Mt. Toby, other meetings, CVQM, NEYM, the local community, and the general public.
- the clerk used to be a full member of the Nominating Committee. In an effort to lighten the workload of the clerk, on 2/14 meeting for business replaced the clerk on Nominating Committee with a fourth member, leaving later clerks as *ex officio*

members, to participate in the work of the Committee to whatever extent they felt led.

Other aspects of the clerkship

- reimbursement to the clerk for phone and mileage expenses has sometimes been arranged;
- The clerk's usual term is two years.

See also **Nominating and Appointing Procedures** (page 35).

### **Recording Clerk**

The Recording Clerk Responsibilities (some of which may be performed by an assistant clerk if there is one) include:

- writing the minutes of the monthly meeting for business, alone or in conference with other clerks;
- sending a copy of each minute to any individual or committee affected;
- distributing electronic copies of the minutes and attachments to those wishing to receive them;
- making three sets of the final minutes, with copies of all attachments: one is kept in the office archives and may not be removed from the meetinghouse; one is kept in the library and may be borrowed for up to one week; the third is for NEYM Archives. This copy is sent annually (at the end of the clerk's term (4/05));
- arranging for electronic copies of the minutes and attachments to be put on the website in the "members only" section, and to be put on the archival flash drive in the library;
- sending a report of business meeting actions to the *Newsletter* editor.

See also **Minutes of the Meeting for Business** (page 29).

### **Responsibilities Decided by Team**

One of the clerks is responsible for:

- sending out electronically the agenda and advance documents prior to business meeting;
- sending out electronically the minutes and attachments after the meeting;
- keeping track of items that will be coming back to a future business meeting;
- posting a copy of the minutes on the bulletin board in the lobby;
- receiving and distributing mail (electronic, phone and U.S. mail) and responding as needed;
- overseeing the lobby bulletin board in conjunction with Care & Counsel (10/97);
- ensuring that letters of application for, or transfer of, membership are given to the Recorder.

## Recorder

### The Recorder

- keeps the official membership records of the Meeting;
- records memberships, births, marriages, deaths, transfers and conscientious objectors;
- proofreads the annual printout of membership from Yearly Meeting and enters corrections on it;
- prepares the annual statistical report for Yearly Meeting, using information from the minutes of meeting for business;
- receives originals of letters of application and transfers from the clerk and enters them in the files of individual members (4/05).

See also **Membership – Becoming a Member** (page 32) and **Records of the Meeting – Correspondence** (page 44).

## Treasurer

### The Treasurer

- receives funds, keeps accounts, and pays bills and other commitments of the Meeting;
- serves as the agent of the Meeting for all external financial affairs such as insurance, banking, brokerage, and taxes;
- provides financial information to the Finance Committee to facilitate development of annual budget and its other responsibilities;
- is a member of the Finance Committee *ex officio*, and works with it in sending out periodic letters to members reminding them of their responsibility to support the Meeting financially;
- provides annually, during January, an acknowledgement to each contributor of their tax-deductible financial contributions for the calendar year just completed. A Finance Committee person helps with the end of the year gift receipt letters. This means one other person in addition to the treasurer will have access to the confidential donor list and amounts (9/16);
- makes full quarterly reports (in September, December, March and June) and monthly summary reports to meeting for business except in July (2/09).

The Finance Committee oversees and assists with the work of the treasurer, and should create a list of regularly scheduled things to be checked (9/16).

Term begins June 1<sup>st</sup>.

## **Committees and Approved Interest Groups**

### **General Committee Operations**

#### Committee Conveners:

When a committee is appointed by the Meeting, the first person on the list is the convener. It is his or her responsibility to call the committee together for its first meeting, when it chooses its own clerk or convener. The choice of committee clerk should then be reported to the Meeting clerk and to the Nominating Committee.

#### Policy to Promote Active Participation:

The life of the Meeting depends on the functioning of its committees. When Friends are asked to serve on a committee, it is important that they be helped to clarity about the responsibilities involved. The responsibility for achieving clarity is shared by the Nominating Committee member delivering the invitation and the Friend receiving it.

Sometimes it happens that a committee member finds it difficult to participate fully, but has trouble expressing this to others. In such a case, ideally, the committee's clerk will visit with the member and inquire as to the member's wish to remain on the committee. Where the committee's clerk feels it necessary, the matter may be referred to Care & Counsel.

The purpose of a visit is to remind the member that the Mt. Toby community depends on active participation of committee members so that committees can function in a healthy, vibrant way. The visit is an opportunity for mutual exploration to discern whether the needs of the Meeting may be served by the member's continued participation in a more limited way.

If circumstances are such that reduced participation is not in the best interest of the member or the Meeting, the individual is encouraged to resign, which would allow the Nominating Committee to fill the vacant position. (Approved by C&C 11/07)

### **Burial Committee**

Created 7/10. The Burial Committee oversees matters relating to death, burial and the burial ground at Mt Toby. The committee of five people is constituted of two Burial Ground Caretakers, identified by Nominating Committee; one member from Care & Counsel; one from Ministry & Worship; and one from Grounds Committee. The two caretakers serve staggered 6-year terms. The members from Care & Counsel, Ministry & Worship, and Grounds Committees are appointed by their respective committees, to serve for terms determined by those committees.

#### Duties for the Burial Committee include:

- Work with other committees and/or individuals of the meeting to develop and carry out other larger or more general tasks relating to the burial ground and concerns about burial and death at Mt. Toby, including but not limited to the recommendations of the *ad hoc* Committee on Burial (attached to the 7/10 business meeting minutes and available through a link on the Burial Committee page on the Mt. Toby website);

- Prepare a handbook for the committee members, to supplement the permanent records the *ad hoc* committee are developing and help to ensure continuity in carrying out tasks of the committee;
- In coordination with Grounds Committee, ensure that the burial ground is appropriately maintained—for example, mowing, removing saplings, clearing/cleaning grave markers, keeping an eye on subsidence of graves if/as it occurs.

The Burial Committee will not take on responsibilities that appropriately belong to other committees or individuals of the meeting.

See also **Burial Ground Caretakers** (page 18), **Who Does What** (page 27), and **APPENDIX II: Use of the Burial Ground**.

### **Cambodian Support Committee**

Created 11/81. The Cambodian Support Committee maintains contact with and provides support for the four Cambodian families originally under the care of the Meeting. It has provided guidance in adapting to life in the United States and provided funds for education and other purposes from a support fund, although now (34 years later) such help is rarely needed. See also **Cambodians** (page 49), **Sanctuary** (page 84) .

### **Care & Counsel**

Created 5/72 when Ministry & Counsel split. Originally called Overseers. The Care & Counsel Committee offers pastoral care to the Meeting and has general oversight of the functioning of committees. It meets monthly. The Committee

- holds members and attenders in the Light and may organize assistance, with particular concern for the elderly and children and for those whose names arise or who are known to be dealing with health, aging, conflict, possible leadings, or other life issues;
- receives requests for clearness or support on personal/spiritual matters and for marriage;
- greets members, attenders, and visitors each First Day, initiates contact with visitors living in this area, and tends the guest book in the lobby;
- appoints one of its members for the Burial Committee;
- maintains liaisons to all committees and oversees their functioning.

Specific duties of Care & Counsel include:

- assisting family members in arranging a memorial meeting. One C&C member is appointed by C&C to be a member of the **Burial Committee** (page 7);
- writing memorial minutes or seeing that they are written;
- planning occasional discussions of Friends' beliefs and practices for newcomers;
- overseeing jointly with Ministry & Worship: meeting for business, the annual State of Society Report, the children's summer program, and other mutual concerns, meeting twice each year with Ministry & Worship for such business;



- acting on requests for financial aid from the Assistance Fund and the Scholarship Fund. They may solicit contributions for the Assistance Fund if the Fund is running low (7/09);
- lending one of the quilts in its care to Friends thought to appreciate. e a bit of extra nurturing in time of trouble or sorrow. See also (page 52).
- overseeing
  - the hearing amplification system
  - the lobby bulletin board in conjunction with the clerk (10/97);
- providing ongoing discernment for how the Meeting will carry forward GLBT issues (1/10).

(Based on duties assigned by meeting for business 1981-2010; reorganized and approved by Care & Counsel 6/12).

Care & Counsel members are encouraged to attend meetings for worship and business regularly. Six members are appointed for staggered three-year terms. Membership in Mt. Toby Meeting is not a requirement (04/76). Minutes of the Committee are filed in the library. See also **Nominating And Appointing Procedures** (page 35), **Burial Committee** (page 7), and **Memorial Minutes** (page 42).

### **Child Care Committee**

Created 7/10. The Child Care Committee is responsible for ensuring that our youngest children are attended to in a safe, nurturing and engaging environment.

The Committee hires and oversees the two nursery caregivers who care for nursery-aged children during First Day School and meeting for worship. One of the nursery caregivers is also hired to care for school-aged children during the 11:40 Hour and Meeting for Business.

The Child Care Committee manages supplies and ensures safety and cleanliness of the toys and nursery. The Committee finds substitutes for the caregivers when needed, develops policies for the nursery, and proposes hourly wages and terms of employment to the Meeting for Business.

See also **Child Care** (page 38)

### **Climate Witness Committee**

Created 2/13. The Committee is charged to

- bring forward and support ways our meeting can become more sustainable;
- encourage and support those who are led to a climate witness based on Quaker values;
- communicate with other Quaker and non-Quaker organizations working for a more sustainable planet.

See also **Carbon Tax Witness Fund** (page 51).

### **Communications Committee**

Created 6/14. The Communications Committee has broad oversight of communications, both within Mt. Toby, and between Mt. Toby and the larger community. In particular, the Committee is responsible for helping Mt. Toby develop and maintain guidelines for

- appropriate use of email communications,
- appropriate use of email and the Internet in the conduct of Meeting business,
- current information about Mt. Toby on various local college and community web pages and in appropriate Quaker publications,
- expanding our use of social media as appropriate,
- issues of confidentiality,
- Internet access at the meetinghouse.

The Committee provides support and oversight to

- the Newsletter and its editor(s),
- email lists and their minders, except for the Peace& Social Concerns listserv, which remains under the oversight of that committee,
- the directory of members and attenders and its editor,
- literature in the lobby and its minder,
- the website and Web Servant, including both content and appearance of the website.

The Committee also oversees those bulletin boards and tables not explicitly under the care of another group to ensure that they are used appropriately and kept up to date.

The Communications Committee consists of four members, some of whom may also be filling one of the roles listed above that is overseen by the Committee. It maintains active liaisons with M&W and C&C to aid in discernment of the community's needs.

### **11:40 Hour Committee**

Created prior to 1980 as the 9:30 Hour Committee. Restructured as the 11:30 Hour Committee in 10/86. Changed to 11:40 Hour Committee in 7/97. The 11:40 Hour Committee plans, publicizes, and sometimes records adult First Day programs for the 11:40 hour after meeting for worship. Terms begin in June (5/04), and much of the Committee's work is done during the three summer months. See also **11:40 Hour** (page 50), **Records: Who Does What?** (page 41).

### **Fellowship & Hospitality Committee**

The Fellowship & Hospitality Committee is charged with providing opportunities for Mt. Toby people to become better acquainted and for newcomers to feel welcome. To these ends, the committee

- coordinates the refreshments at coffee hour after worship on First Days;
- organizes social events;
- coordinates work at potluck lunches on third First Days;
- oversees kitchen and kitchen area cleanup and arranges for closing the building;

- sees that coffee hour supplies are on hand and notifies the Meetinghouse Committee when kitchen-cleaning supplies are needed.

In encouraging many people to both join in its tasks and its fun events, the committee creates the social exchanges that often are the beginnings of deeper spiritual sharing. See also **Coffee Hour** (page 49) and **Fellowship Lunch** (page 50).

### **Finance Committee**

The Finance Committee

- drafts a proposed budget for the coming fiscal year which it presents to meeting for business in April, with final approval coming in May;
- makes recommendations to meeting for business about insurance, raising funds, using bequests, and financial planning;
- reviews funding requests from committees;
- oversees the use and funding of the Capital Fund;
- oversees and assists with the work of the treasurer, and creates a list of regularly scheduled things to be checked (9/16);
- regularly reviews the Meeting's financial books and records;
- sends out financial appeal letters;
- proposes the rental fee schedules for the meetinghouse, subject to approval by meeting for business (10/17).
- appoints a Finance Committee person to help with the end of the year gift receipt letters. This means one other person in addition to the treasurer will have access to the confidential donor list and amounts (9/16);
- names a member of the Finance Committee to be a second person (in addition to the Treasurer) to have all the passwords to the Meeting accounts, including the password to the computer where the accounts are kept (9/16).

See also **Budget** (page 23), **Capital Fund** (page 61), and **Financial Support of the Meeting** (page 56).

### **Grounds Committee**

The Grounds Committee

- maintains the grounds around the meetinghouse and burial ground;
- maintains equipment needed for their care;
- schedules volunteers for mowing;
- plans and supervises work projects.

One Grounds Committee member is appointed by Grounds Committee to be a member of the Burial Committee (page 7). At least one or two members should have knowledge of grounds work.

### **Handbook Committee**

Created 4/04; modified 3/15. The Handbook Committee edits the *Handbook* by consulting with Meeting committees and individuals with official responsibilities, incorporating new actions by meeting for business. It produces new editions biannually. The Committee consists of three members, at least one of whom should be experienced in the mechanics of producing indexes, cross-references, etc. in electronic documents. See also **INTRODUCTION** on page 1.

### **History & Records Committee**

The History & Records Committee

- oversees the preservation of the records of Meeting, according to Collection Policy of the NEYM Archives and Historical Records committee (3/00);
- maintains the Memorial Book on members who have died, other scrapbooks, and collections. (4/05);
- oversees the clippings bulletin board in fellowship room (10/97).

See **Records: Who Does What?** (page 41).

### **Immigrant Solidarity Interest Group**

(9/17) Friends formally recognized the Immigrant Solidarity Group as a body which reports directly to meeting for business, with the following charge:

The Immigrant Solidarity Group works on behalf of Mount Toby to organize the Mount Toby community to provide support and solidarity to threatened immigrants in the larger community. Activities may include, and are not limited to: holding educational events at Mount Toby; providing information about peaceful demonstrations of support; sharing information about legislative action; building a network of support with other immigrant support networks and faith communities already offering various types of sanctuary services; and helping the Mount Toby community to explore the depth of our commitment to once again offer sanctuary for undocumented immigrants at Mount Toby Meeting. Members of the group will be self-identified.

In 6/17, Meeting created a fund of \$2,000 to be used to reimburse expenses to support work around immigration rights. We ask the Treasurer and P&SC clerk to use established procedures for approving these reimbursements.

In 3/18, Meeting created a contributory fund to collect donations and allocate them to those in the local immigrant community who have great economic need and are particularly vulnerable due to the current anti-immigrant climate and policies in the United States. The Immigrant Solidarity Group has the authority to make expenditures from the Fund, through the Meeting treasurer. See **Immigrant Support Fund** (page 45).

### **Land Committee**

Created 11/72 when the Meeting acquired 119 acres of land in Leverett and Sunderland as the Land-Use Committee; name changed in 9/17. Broadly, the Land Committee is the steward of questions about the Meeting's relationship to its land. Specifically, the Land Committee's duties include:

- Encourage and facilitate a physical and spiritual relationship with the land among members of the Mt. Toby community;
- Serve as point of contact for questions regarding the Meeting's land outside of the fenced areas (these are the purview of the Grounds and Burial committees);
- Liaison with abutting land owners and parties who have a right-of-way on Meeting lands;
- Advise the Meeting on potential activities and uses of the land;
- Manage the Meeting's forest and farmland. From 1987 through 2024, approximately 1/3 of the Meeting's forest land has been designated for timber management, whereas the other 2/3 has been designated for non-extractive uses.
- Assist the Treasurer to prepare current-use (Chapter 61/61B) tax documents for the towns of Leverett and Sunderland, due each September.

See also **Land History and Uses** (page 77).

### **Library Committee**

The Library Committee manages the library, including policy-making as approved by meeting for business, and book selection.

The Committee makes folders to hold both the monthly meeting minutes and the *Newsletters* until enough accumulate for binding, at which time the Committee arranges binding. One copy is for borrowing and the other for non-circulating archives.

Members share library duties on first days and other work of the library. See also **Library** (page 63), **Records: Who Does What?** (page 41).

### **Meeting Retreat Committee**

(Created 7/17).

The Meeting Retreat Committee is expected to plan a retreat or retreats of some kind each year; weekends at Woolman Hill, day-long retreats at Mt Toby or elsewhere are all possibilities. It has the authority to name the dates of those retreats, in consultation with others, up to two years in advance. The Committee has the authority to create a budget for these retreats and raise funds to implement them, in consultation with the Finance Committee. The Committee is expected to report annually to meeting for business on its work. Members of the Committee are appointed by meeting for business after nomination by Nominating Committee. The committee may also name others as associate members for aspects of a given retreat such as introductory activities or child care.

Nominating Committee will be responsible for identifying a minimum of four members for two- year terms, beginning in September and ending in August, and may welcome

self-nominations, as is done with Peace & Social Concerns. See also **Annual Retreat** (page 49).

### **Meetinghouse Committee**

The Meetinghouse Committee

- is responsible for care, use, and maintenance of the meetinghouse and its furnishings, and outdoor play equipment (3/03);
- plans work days for housekeeping and repairs;
- copes with maintenance emergencies;
- is responsible for ordering housekeeping supplies.

Proposals for long-term use of the meetinghouse by outside groups should be brought with a recommendation from the Scheduler and the Meetinghouse Committee that includes the recommended fees. Copies of any contracts for long-term use should be provided to the Meetinghouse Committee and the Treasurer.

Knowledge of construction and repairs is helpful. See also **Meetinghouse** (page 61) and **APPENDIX I: Guidelines for the Use of the Meetinghouse.**

### **Ministry & Worship**

Created 5/72 when Ministry & Counsel split. The Ministry & Worship Committee fosters the spiritual life and growth of the Meeting and strives to enhance the religious life and fellowship of the community. The Committee:

- has under its care meeting for worship and meeting for business;
- appoints one or more of its members to hold and then close meeting for worship on First Days;
- has under its care memorial meetings; with Care & Counsel makes arrangements for memorial gatherings, in consultation with family and friends of the deceased; See Memorial Meetings – Who Does What for details.
- appoints one of its members for the Burial Committee;
- carries special concern for worship groups under Mt Toby's care;
- offers opportunities for spiritual sharing, including sponsoring several 11:40 Hours each year. It supports and coordinates with the work of the Religious Education Committee;
- considers requests for travel minutes for Friends traveling in the ministry (see Letters of Introduction p. 24), and makes recommendations to meeting for business;
- considers and responds to requests for appointing committees for the oversight of ministry;
- appoints members of oversight of ministry committees, receives these committees' annual reports, and reports on their work to meeting for business;
- considers all applications for membership, transfers, and terminations of membership before presenting them to meeting for business with its recommendations (F&P);
- names and convenes clearness committees for membership and welcoming committees;

- keeps in touch with members at a distance and junior members, asking them whether their membership at Mt. Toby is still meaningful to them or whether they would like to join a Meeting that is near where they live;
- contacts members and attenders living in the area who are absent from Meeting.

Jointly with Care & Counsel, Ministry & Worship:

- oversees the annual State of Society Report, the children's summer program, and other mutual concerns;
- nominates members of Nominating Committee and brings these nominations to meeting for business for approval (see **Nominating Committee** p 15 and **Nominating Procedures** p 35).

Ministry & Worship meets each month and holds meetings with Care & Counsel at least twice each year. Copies of all Committee minutes exchanged with Care & Counsel, given to the clerks, and filed in the library. Meeting is concerned that there be a balance of men and women on this committee. Members should be Friends. Regular attendance at meetings for worship and business is important. Six members are appointed for staggered three-year terms (4/79, 2/94). See also **Nominating and Appointing Procedures** (page 35) and **Letters of Introduction** (see p 29).

### **Nominating Committee**

The Nominating Committee nominates Meeting members and regular attenders to serve on standing committees or as Meeting officers or as individual positions. It may be asked by meeting for business to find members for ad hoc committees. This Committee maintains an up-to-date list of committee members on the lobby bulletin board and on our website (1/91) (6/03). The Committee announces, by Newsletter or announcement at meeting for worship, when the full roster of nominations will be brought to meeting for business (usually May or June). Names of nominees are posted in the lobby before worship on the day the nominations will be heard (3/04). The Meeting acts on all nominations at the same meeting for business at which they are presented (4/04).

Members of the Nominating Committee are nominated by a joint meeting of Care & Counsel and Ministry & Worship and appointed by meeting for business (5/83). Four members serve staggered two-year- terms. Familiarity with Friends' procedures and a knowledge of Meeting members and attenders is important. In addition, the Meeting clerk is an *ex officio* member who may attend its meetings (2/14). Members should also be aware of the strengths and weaknesses of current committees. A balance of sexes is desirable, and membership should be spread as broadly as possible throughout the Meeting. See also **Nominating And Appointing Procedures** (page 35).

### **Peace & Social Concerns Committee**

The Peace & Social Concerns Committee has a threefold purpose:

1. To work on issues of Peace& Social concerns which are pressing and relevant to the Meeting;
2. To be a resource for the Meeting to provide people power on specific issues;
3. To provide information on issues of Peace& Social concern.

The Committee holds a monthly meeting that is open to anyone concerned with peace and justice issues related to Mt Toby and the larger society. Committee membership of renewable two-year terms is encouraged.

The Committee

- arranges monthly letter-writing sessions encouraging Friends to communicate Quakerly views with governmental officials and others;
- maintains a bulletin board displaying relevant materials;
- maintains a section of the meeting website with information and suggestions for action;
- oversees the **Peace& Social Concerns Listserv** (page 33) and uses it to communicate with others in the meeting;
- nominates (5/14) and gives oversight to the meeting's representative to the Friends Committee on National Legislation (FCNL);
- recommends organizations for inclusion in the "Friends Concerns: Other Organizations" (page 23) portion of the budget, and promotes understanding of these organizations' work;
- runs a monthly concert series, *'Mt. Toby Concerts for Peace and Social Change;'*
- usually offers 11:40 Hours twice a year;
- occasionally facilitates discussion groups on topics of concern.

On occasion the Committee recommends letters to public officials and the media and brings these to meeting for business for approval and action. It may suggest actions for the Meeting as a whole, such as participation in the annual river cleanup day, or ask for moral or other support for actions of conscience by Meeting members.

Minutes of the Committee's minutes back to 2005 are on the website.

### **Quarterly Meeting Planning Committee**

This Committee is appointed by meeting for business in conjunction with the clerk in those years in which Mt. Toby is scheduled to host Quarterly Meeting of Connecticut Valley Quarterly Meeting (CVQM). See also **Quarterly Meeting** (page 80).

### **Religious Education Committee**

Created 12/13; description revised by Committee 9/16. The Religious Education Committee (RE) oversees programs of religious education and spiritual exploration for the adults and elementary- aged children in the meeting that take place on Sunday mornings between 9 and 11. These include programs for adults from 9 a.m. - 9:50 a.m. that are intended to enrich Friends' spiritual experience and understanding, and to help Friends prepare for meeting for worship. It also includes responsibility for the Children's Meeting for Discovery (CMD) (10:10 – 11:00 a.m.) for elementary-aged children (see CMD description page 47).



Responsibilities of the RE committee:

Children's Meeting for Discovery

- Hold the CMD each week along with a volunteer.
- Keep track of the volunteer sign-up and make sure that there are two people on each week.
- Hold a special concern for our work with the CMD: respond to the changing needs of our children, review and organize weekly reports, report concerns or needs and communicate them to Care & Counsel and Ministry & Worship as needed, facilitate children's transition from the nursery into the CMD, and from the CMD into Young Friends, and ensure there are enough snacks and supplies.

Other Activities

- Actively recruit and support Sunday morning adult program activities: keep track of assigned spaces and the organizers of those activities, and recruit and thresh offerings for the first day Quaker themed offering.
- Keep track of the number of people participating in the activities we offer.
- Communicate the Sunday morning schedule to the First-Day Announcer.
- Keep track of the names, ages, and parent or guardians of all the elementary aged children affiliated with the meeting.
- Inform the Meeting in advance of the activities and opportunities it oversees: communicate with parents and keep communication going about our mission in the wider meeting through events like the Pancake Breakfast, activities during the retreat, and the 11:40 hour.
- Make sure that information about RE and its offerings are correct and up to date in the meeting *Handbook*, the *Friends Journal*, our pamphlet, the website, and other publications.

The Committee has six regular members. Three new members are appointed each year for a two-year term beginning June 1. If possible, departing members continue attending meetings until September, allowing the benefit of a three-month overlap. A balance of age, gender, and parental status should be considered when members are nominated.

The Committee coordinates its activities with the Meetinghouse, Nursery, Young Friends, Fellowship & Hospitality, Care & Counsel, and Ministry & Worship Committees. It should also be mindful of occasional activities scheduled on Sunday by bodies such as New England Yearly Meeting and Connecticut Valley Quarterly Meeting.

A First-Day Announcer will write and distribute email to Friends providing advance notice of all first day morning activities in the meetinghouse. The First-Day Announcer is an *ex officio* member of the Religious Education Committee, serving a two-year term.

### **Trustees of Mt. Toby Monthly Meeting**

The Trustees are legally responsible for “taking, holding, managing or conveying” property of the Meeting in accordance with Massachusetts General Laws Chapter#68, Sections 10 & 11.

In a smaller meeting, Trustees might be more active in managing property. However, at Mt. Toby, management has been delegated mostly to other committees, such as Land Use, Finance, Meetinghouse, and Grounds.

Trustees maintain all deeds and legal papers (4/05). Currently, copies of all deeds are both in the safe and in the office files.

Six Trustees are appointed for staggered six-year terms. The Trustees may raise or respond to issues around receiving, holding (including leases or insurance), and transferring property, working in conjunction with the appropriate committees. Recommendations are forwarded to monthly meeting for business for action.

Mt. Toby Trustees take legal action as directed by the monthly meeting. Trustees meet as needed.

### **Young Friends Committee**

The Young Friends Committee supports the care and ministry of Mt. Toby youth in grades 6 or 7 to 12. The Committee meets on a regular basis, as necessary, to fulfill the following responsibilities:

- communicate with likely participants and their parents;
- offer opportunities for fellowship in ways that nurture Quaker values and appeal to this age group;
- recruit and support volunteer youth leaders, resource people, and drivers;
- coordinate and support participation with NEYM Young Friends (9/06).

The members serve two-year terms (7/2010).

### **Other Positions**

#### **Burial Ground Caretakers**

Duties for the Burial Ground Caretakers include:

- take primary responsibility for maintaining records and providing guidance and oversight of the burial ground;
- be (or become) familiar with Massachusetts law relating to burial and cemeteries;
- develop and maintain liaison relationships with relevant persons in the Town of Leverett, local funeral homes, providers of other funeral services and goods, the regional Funeral Consumers Alliance, and others, as appropriate;
- keep guidelines for use of burial ground (the meeting’s equivalent of cemetery by-laws) up to date and available for consultation;
- receive and respond to informational inquiries and at-need calls (committee to provide back-up);

- assign plots as deemed appropriate, following established guidelines and protocols and personal judgment, in consultation with the Burial Committee as appropriate (committee to provide back-up);
- coordinate digging and backfilling of grave (“opening” and “closing”) and setting of gravestone (committee to provide back-up)
- be available at time of burial (committee to provide back-up);
- develop and maintain a permanent record-keeping system, including founding documents, copies of relevant federal/state/local laws and other guidelines, relevant minutes of the Monthly Meeting, and a record of burials in the burial ground;
- inasmuch as our current Guidelines for the Use of the Burial Ground (in the Mt. Toby *Handbook*) permit reserving a single plot for a spouse, develop a system (perhaps a log) for recording such;
- develop and maintain a clear description of the flow of documents relating to burial and the burial ground, e.g., which are to be retained and where they are kept;
- in collaboration with the Burial Committee, develop protocols for use of the burial ground and ensure that they are followed;
- develop and maintain a list of local backhoe operators and/or information on other options for digging of graves;
- delegate above tasks to Burial Committee members as needed.

See also **Burial Committee** (page 7) and **APPENDIX II: Use of the Burial Ground**.

### ***Directory and Mailing List Editor***

The *Directory* and Mailing List Editor produces, once a year, a *Directory* of Meeting members and attenders; maintains a database of names, addresses, email addresses, generates mailing labels for the *Newsletter* and other Meeting committees. The editor works under the oversight of the **Communications Committee** (6/14) See also **Meeting Directory** (page 38).

### **E-Mail Minder**

The E-mail Minder keeps and oversees the Mt. Toby *E-Mail Directory* so that its use is consistent with guidelines adopted by the Meeting. Term two years; may be repeated up to six years total (7/03). Works under the oversight of the **Communications Committee** (6/14). See also **Electronic Communications** (page 37) and **E-Mail Directory** (page 38).

### **First Day Announcer**

The First-Day Announcer writes and distributes email to Friends providing advance notice of all first day morning activities in the meetinghouse. The First-Day Announcer is an *ex officio* member of the Religious Education Committee, serving a two-year term. (12/13).

### **Green Systems Controller(s)**

(Position created 12/17; description approved 3/18) The Green System Controller (GSC) is appointed by and reports to the Meetinghouse Committee.

The GSC makes on-site and off-site adjustments of the thermostats controlling the mini-splits and heat pumps for heating and cooling. The GSC coordinates with the Scheduler who controls the oil heat and makes adjustments for scheduled meetings.

Decisions about appropriate settings for heating and cooling under various conditions are made by the GSC except for meetings under the care of Ministry and Worship (see below).

GSC does or oversees regular maintenance (e.g., changing or washing filters on heat pumps).

The GSC monitors the solar array online to confirm that the system is working well and takes appropriate action as necessary. In December 2018 GSC will report to meeting for business on the overall performance of electricity production and oil consumption and how this compares to predictions.

Related Tasks by Others

- Mount Toby's Treasurer receives/deposits SREC proceeds from aggregator, tracks SRECs and gives an annual report to Meeting for Business in October.
- Decisions about the desired temperature in cooling or heating for meetings for worship, memorials and weddings are under the care of Ministry & Worship. Their timely request will enable the GSC to set the thermostats appropriately.
- The Meetinghouse Committee makes/oversees contracts for maintenance as appropriate.

### **Literature Person**

The Literature Person maintains a supply of free literature in the lobby and selects books and pamphlets for sale. Mt. Toby does not display any campaign literature for political candidates. Works under the oversight of the **Communications Committee** (6/14)

### **Meetinghouse Cleaning Scheduler**

The Scheduler

- prepares a schedule and posts it on the Meeting bulletin board in the lobby (see also **APPENDIX I: Guidelines for the Use of the Meetinghouse**);
- reminds people of upcoming turns by phone or postcard (11/91).

The Cleaning Scheduler is appointed by, and works under the oversight of, the Meetinghouse Committee (10/11).

### ***Newsletter Editor, Mailers, and E-mail Distributor***

The Editor collects material for and edits the *Newsletter*, sending the final copy to the printer and to the Email Distributor. The *Newsletter* Mailer collects the print copies and prepares them for mailing, using labels provided by the Mailing List Editor. The Mailer mails any newsletters that are not picked up, sends 1 copy to NEYM Archives, and gives 2 copies to the Mt. Toby library (4/05). The E-mail Distributor sends an e-mail version to those who have requested one. Work under the oversight of the **Communications Committee** (6/14). See also *Newsletter* (page 39).

### **Plantings Keeper**

The Plantings Keeper maintains and oversees the general health of the trees and shrubs on the meeting grounds, facilitates memorial plantings, and oversees and maintains records of the general landscaping plans for the grounds. It is expected that the plantings keeper will work closely with the Grounds Committee to maintain the overall attractiveness of the meeting grounds, and with Care & Counsel to facilitate memorial plantings. It is also expected that the keeper will consult regularly with other members of the meeting community who have strong interests in landscaping questions. See Report attached to Minute 7, 6/11/2000 for more details. See also **APPENDIX III: Guidelines for the Planting of Memorial Trees** and **APPENDIX IV: Meeting Plantings**.

### **Representatives and Liaisons to Other Groups**

**Friends Committee on National Legislation Liaison:** Nominated by Peace & Social Concerns, approved by meeting for business. (See Minute 5b,4/11/2010). The representative maintains active communication between Mount Toby and FCNL; encourages Mount Toby Friends to participate in FCNL events, campaigns, and activities; and keeps Friends informed about FCNL meetings, legislative campaigns and initiatives through both verbal and written announcements.

**New England Yearly Meeting Ministry and Counsel Committee:** Ministry & Worship and Care & Counsel suggest a name to Nominating Committee, who brings it to meeting for business for approval.

**New England Yearly Meeting Nominating Committee:** Nominated by Nominating Committee and approved by monthly meeting.

**Western Massachusetts AFSC Program Committee Delegates:** Nominated by Nominating Committee and approved by monthly meeting. The delegate serves as a liaison between the Meeting and WMAFSC, attends monthly Program Committee (board) meetings, supports WMAFSC activities, and at least annually reports to Meeting for Business.

**Interfaith Opportunities Network (ION):** founded in 2005, is a local lay group with representatives currently from 16 faith groups – Jewish, Muslim, Unitarian, Quaker. Its goal is to promote education and collaboration among these communities through sharing information about their social actions and spiritual practices, and by visiting one another's worship. Mt. Toby joined ION in 2013, agreeing to appoint a representative to it. (11/13).

### **Scheduler**

The Scheduler

- keeps a calendar of reservations for use of the meetinghouse by groups or individuals;
- makes contracts with outside groups or individuals asking for use of the meetinghouse;
- sets heat controls on Sunday for the coming week's events;
- makes sure a key is available for those using the meetinghouse;
- keeps track of related expenses for reimbursement by the Treasurer.

Proposals for long-term use of the meetinghouse by outside groups should be brought with a recommendation from the Scheduler and the Meetinghouse Committee that includes the recommended fees. Copies of any contracts for long-term use should be provided to the Meetinghouse Committee and the Treasurer.

See also **Rental Fees** (page 74) and **APPENDIX I: Guidelines for Use of the Meetinghouse.**

### **Web Servant**

The Web Servant oversees the Mt. Toby website at mounttobyfriends.org. The term is for two years, which may be repeated for up to six years total (7/03). The web servant is responsible for a variety of routine tasks, (basic security, site backups, content updates, explaining the site's calendar to a new meeting scheduler) In practice, the web servant is not the only person making changes to the website, since some committees maintain their own sections. The web servant has to balance respect for the privacy of members and attenders with an accessible public face for Mt. Toby. Care & Counsel oversees the Web Servant's work (10/03). Works under the oversight of the **Communications Committee** (6/14). See also **Electronic Communications** (page 37) and **Peace & Social Concerns Mailing List Server** (page 39).

### **Young Friends Coordinators**

The Coordinators coordinate programs for Young Friends, grades 7-12, who meet together regularly for activities and discussions. This is an opportunity to carry on Friends ministry with our older children to help them stay connected to and active in the Meeting. At present, this work is being performed by the **Young Friends Committee** (see page 18). See also **Young Friends** (page 48).

## MEETING STRUCTURES AND PROCESSES

### Budget

The Budget for the fiscal year 6/1 through 5/31 is prepared by the Finance Committee and the Treasurer and presented to meeting for business in April for an initial discussion. Changes from the previous budget are recommended after requests from Meeting officers and committees. The budget with any further changes is approved in May. The current budget is posted in the lobby and in the Members Only section of the website.

We have chosen to live without a reserve fund. We do have a Capital Fund, however, in which we set aside sufficient funding to cover anticipated capital expenses according to a projected timetable maintained by the Finance Committee.

We plan to spend unrestricted bequests promptly (3/02).

Since the meetinghouse and the grounds immediately around it are not taxed, the Meeting makes a contribution to the Town of Leverett, in lieu of taxes, to help defray cost of services from which we benefit (12/02).

See also **Financial Support of The Meeting** (page 56) and **Capital Fund** (page 61).

### Contributions to Other Organizations

Our contributions to outside groups are divided into two categories

- **Friends Structures** and the Yearly Meeting Equalization Fund (see page 81), Connecticut Valley Quarterly Meeting (CVQM) (see page 45), 80though we have not been able to reach unity on contributing to FUM at this point), and the Friends World Committee for Consultation (FWCC). Western Massachusetts AFSC, Friends General Conference (FGC), Friends United Meeting (FUM)(though we have not been able to reach unity on contributing to FUM at this point), and the Friends World Committee for Consultation (FWCC). Western Massachusetts AFSC, Friends General Conference (FGC), Friends United Meeting (FUM)(though we have not been able to reach unity on contributing to FUM at this point), and the Friends World Committee for Consultation (FWCC).
- **Friends Concerns** There are two sub-categories of other organizations that we support financially.
  - **Local Concerns** Alternatives to Violence Program (AVP) (see page 49) and Woolman Hill (see page 80).
  - **Other Organizations** consists of groups to which we would like to make a modest contribution to indicate our support for their work. The amount would ideally be the same for each group. It is expected that the bulk of the financial support from the Mt. Toby community for these groups would come from individuals among us. As part of our regular budget cycle, Finance Committee would specify a lump sum for this category. (7/07) Peace & Social Concerns was asked to work out the details and in (11/07) presented a process, slightly modified in subsequent years, for communicating amongst ourselves about

our individual and corporate engagement with these groups. Peace & Social Concerns was asked to work out the details and in (11/07) presented a process, slightly modified in subsequent years, for communicating amongst ourselves about our individual and corporate engagement with these groups.

1. Each group within the Friends' Concerns: Other Organizations portion of our budget should be represented by an advocate or liaison person;
2. the advocate makes a presentation to P&SC who may then approve recommending the group to meeting for business, together with a suggested contribution;
3. If meeting for business approves the recommendation, the advocate will [a] submit an article to the Newsletter describing the work of the group and [b] display information about the group on a portion of the P&SC bulletin board.

In 2018, P&SC developed the following guidelines for appropriate groups for funding from the Friends Concerns, Other Organizations line, approved on a conditional basis, subject to further adjustments from experience:

1. Quaker organizations or organizations with a Quaker governing board - like QUNO and Right Sharing of World Resources;
2. Organizations that directly help us carry out the peace testimony by implementing Quaker testimonies of peace and justice - like CCCO and Nonviolent Peaceforce;
3. Organizations which are directly connected to Quaker testimonies and in which Mt. Toby Friends are deeply involved – like AVP and the Cambodian Water Project.

### **Tax Exemption**

The Treasurer holds and renews as necessary a *Massachusetts Department of Revenue Certificate of Exemption Form OT-2*, State tax-exempt number 510-192-520. This may be used to avoid paying tax on any item bought for the Meeting or the meetinghouse. Stores need only to be told the number but the Treasurer can supply forms to be used if needed. Also, Mt. Toby has an *IRS Letter of Exemption* under the Internal Revenue Code Section 501(c)(3) which exempts the Meeting from income tax. Federal identification number is #51-0192520.



### **Technical Details**

- All copying and binding costs are included in the History & Records Budget. (4/05).
- Friends charging duplicating expenses on the Meeting's account should save the receipt and give it to the Treasurer.

### **Banking**

The Meeting treasurer is responsible for making banking decisions. The treasurer has the authority to open and close accounts and can move money into different accounts as seems appropriate.

### **Bank Accounts**

We have a checking account with Northampton Cooperative Bank. We also typically have several CD's there. A modest amount is invested with the Yearly Meeting Pooled Funds. We do not have separate bank accounts for the different Meeting funds.

### **Bank Account Signatories**

The bank account should have two authorized signers on all accounts (only one signature will be required on checks) and someone in addition to the treasurer should have all passwords, including the password to the computer where the accounts are kept. The second signer will be the meeting clerk or the Finance Committee clerk, at the discretion of the meeting clerk. The second person with the passwords should be on the Finance Committee (9/16).

From time to time we have also had an assistant treasurer who has also been given signing authority on all our accounts.

### **Marriage Under the Care of the Meeting**

It is important for a couple wishing to be married under the care of the Meeting to read carefully the chapter on "Marriage Procedures" in *Faith and Practice* and to start the procedure in time for all steps to be completed in good order; six to eight months is not too much to allow. The couple declare their intention to the Meeting in a letter addressed to the clerk. This is forwarded to the Care & Counsel Committee without waiting for the next meeting for business (5/82). At their next meeting, they appoint a committee on clearness for marriage (5/82, reconfirmed 1/93). This committee – usually two men and two women – meets with the couple, separately and together, to "make inquiry as to the qualifications for marriage, such as clearness from other engagements, to make sure as far as possible that there is nothing to interfere with the permanence and happiness of the marriage, and to offer guidance and counsel" (*F&P*).

After clarity is reached, the committee reports to Care & Counsel, which brings a recommendation to the next meeting for business; the couple should be present if possible. If the meeting takes the marriage under its care, it then approves a date for a meeting for worship, usually a date suggested by the couple, during which the

marriage will take place. This same meeting for business also appoints four people, suggested by Care & Counsel, as a committee on oversight to help plan and oversee the meeting for worship. The couple is then free to proceed with its plans. Invitations must not be sent out until meeting for business has set the date.

Members of clearness and oversight committees do not have to be members of the Meeting, but it is important to have several members who are seasoned in Friends' practices (4/93).

The couple is responsible for getting a marriage license, which, in Massachusetts, is obtained from the town clerk in any town. The license must be returned to the same town clerk after the wedding. Town clerks have information sheets, which outline the legal requirements, including time limits and blood tests. Massachusetts statutes allow specifically for marriages after the manner of Friends. Licenses in the past have been signed by the clerk or by members of the committee on oversight, but current law requires that one signer must be the meeting clerk or recorder, and that any signer must be a resident of the state. The Committee on oversight is responsible for seeing that all legal requirements are met.

Massachusetts has a unique law called "Designation to Solemnize a Particular Marriage on a Particular Day." Anyone may legally officiate at a marriage after filling out the proper forms and paying a \$25 fee. (Legal information from the Town Clerk of Amherst, 1995).

Some committees on oversight have felt strongly that a wedding rehearsal is always advisable, especially when some of the wedding party are not familiar with Friends' ways (7/88).

Meeting has had some hesitation about overseeing marriages of people who are not members of the Meeting, especially if they are not Friends (5/77). This can only be decided case by case, as the occasion arises. An alternate arrangement might be for the couple to arrange to use the meetinghouse for their wedding, but not to have it take place under the care of the Meeting. In this case, the license would be signed by a justice of the peace or some other authorized person.

When a marriage under the care of the Meeting has taken place, this fact should be reported to the next meeting for business and recorded in the minutes.

### **Same-Sex Marriage**

Mt. Toby Meeting has been celebrating same-sex marriages since the Meeting approved the practice in 1/87, giving the same loving care and consideration as to heterosexual couples.

### **Dying, Death, and Burial at Mt. Toby**

Detailed information on Mt. Toby's policies and procedures can be found in the section on **Care & Counsel** (page 8), **Memorial Meetings** (page 32), and **APPENDIX II: Use of the Burial Ground**.

### **Who Does What**

When a member of the community is dying or dies, a number of different committees and individuals are involved:

- Care & Counsel Committee provides emotional and practical support to dying persons and their families; determines eligibility for burial; writes memorial minutes (or sees that they are written) and distributes them appropriately.
- Ministry & Worship Committee assists with arrangements for and oversees the memorial meeting for worship, in consultation with family or friends of the deceased.
- If burial or scattering is to take place at Mt. Toby, the Burial Committee provides a member to accompany Ministry & Worship and Care & Counsel in their initial meeting with the family of the deceased. The Burial Committee member will assist the family to make appropriate arrangements.
- Care & Counsel assists in the logistics of the memorial meeting.
- Grounds Committee maintains the grounds around the meetinghouse and burial ground.
- History & Records Committee maintains the memorial book.
- The Recorder maintains personal files of members.
- The Plantings Keeper oversees selection, assignment, planting and care of memorial trees.
- The Burial Committee oversees the plot selection and interment in the burial ground, in keeping with Meeting policies.

### **Compassionate Burial**

In response to the furor around finding a cemetery that would accept the body of the alleged bombers at the Boston Marathon, business meeting approved the following minute:

We affirm that our own burial ground is a potential sanctuary for those in need of a compassionate burial in any similar case where politics and public outcry is so strong that burial elsewhere is refused.

Should the need arise for such a burial we will follow the guidelines in the Mount Toby Handbook, which indicate that Care & Counsel oversees exceptions to the rules for burial at Mount Toby. (7/14)

## **Meeting for Business**

Meeting for business is held at noon on the second Sunday of each month except August. Meeting for business is under the joint care of Care & Counsel and Ministry & Worship (1/86). Soup is provided after meeting for worship for those planning to stay for business meeting.

Meeting for business is a meeting for worship at which business is conducted. Friends meet in a quiet, worshipful atmosphere and deal with the business of the Meeting, following a prepared agenda. The clerk's function is to guide the Meeting, keeping it to the issue under discussion unless the Meeting itself decides to change it, and eventually drawing a "sense of the Meeting," which is not necessarily either majority opinion or unanimity, but a course of action with which all present can feel comfortable.

Persons wishing to speak wait to be recognized by the clerk, and rise to speak, if able, so that they may be heard better, and so that interruptions are discouraged. Sometimes a time limit for discussion may be suggested by the clerk and agreed to by the Meeting (5&6/78). Minutes recording a sense of the Meeting are formulated by the recording clerk and/or the meeting clerk, or the whole meeting working together. See also **Minutes of the Meeting for Business** below.

Generally, meeting for business is a policy-making body, dealing with spiritual and outreach matters, and trusting the details of carrying out business to appointed committees (1/80). It considers matters already formulated into recommendations by committees; only matters that can be put into a clear recommendation by a committee are ready for meeting for business. An issue that doesn't have unity within a committee needs more seasoning there before it is brought up. Meeting feels strongly that "it is essential for informed members of a committee to be present when that committee presents a matter requiring attention by the Meeting" (12/83). Clerks need to be informed in advance of all intended agenda items and to be given a short background – the recommendation, the reason for it, who does it, who pays for it and how much, and coordination with other committees. If possible, copies of written reports should be given to the clerks in advance, with extra copies for distribution if that seems advisable (1/77). Meeting for business establishes standing and *ad hoc* committees and lays them down when their work is finished, with the advice and consent of the committee.

Meeting has asked the clerk to put an agenda in the lobby before meetings and perhaps mention the more interesting items during announcements after meeting for worship the week before (1/88). To facilitate the work of business meetings, the clerk should be notified in writing of agenda items well in advance, with electronic copies of all reports and proposals.

Mt. Toby has a long tradition of welcoming non-members to meeting for business, and this was reaffirmed in two meetings in 3/77. Often, visitors may have insights or information from their experience to contribute to a discussion. For new attenders, the conduct of meeting for business can offer great insight into the character of a monthly meeting, and of Friends in general. When a large number of non-Friends wish to come to discuss a concern, Meeting has considered whether a discussion meeting might be scheduled to include them, rather than a meeting for business where decisions are to be made. See also **Nominating And Appointing Procedures** (page 35) and **Clerks of the Meeting** (page 4).

### **Letters of Introduction**

A Friend of his or her home meeting, to be used when visiting other meetings, or when staying with Friends listed in the *Directory for Traveling Friends*. This differs from a travel minute, which is a formal letter granted by the meeting for business and signed by the clerk, for use by a Friend traveling in the ministry. See also **Ministry & Worship** (page 1214).

### **Letters on Behalf of the Meeting**

Letters to other groups should identify the sender as “Mt. Toby Monthly Meeting of Friends (Quakers)” since many do not realize the terms are practically synonymous. Letters from the Meeting that committees wish to have sent are brought to meeting for business for approval and are signed by the clerk of the Meeting or the clerk of the committee; they may be sent on Meeting stationery. Letters from individuals should not be on Meeting stationery, and should make it very clear that the writer is speaking as an individual and not for a committee or for the Meeting. When members or attenders wish to write for the religious pages of newspapers, Meeting asks that they obtain the approval of the clerk and at least one member of Ministry & Worship or Care & Counsel before submitting the article.

### **Minutes of the Meeting for Business**

The clerks are given some discretion in how they handle minutes. Some clerks aspire to writing all minutes and having them approved during the business meeting being documented. These minutes are then reviewed at the next meeting for business to correct any errors. At the second meeting it is simply recorded that the minutes were reviewed, noting whether there were any corrections made. Other clerks prefer to work on the minutes, especially those with lengthy narrative sections, at more leisure, with the minutes being brought to the subsequent business meeting for approval. Still other clerks have fallen somewhere in between, striving for approval of most of the minutes on the spot and giving them a “first approval” then, but leaving some latitude for polishing in the intervening month, at which time we have minuted our second, and final, approval.

Under any system, action minutes – those where the meeting approved some policy, statement, or other commitment – should be carefully written and approved at the

time they are considered. Under any system, the business meeting can always instruct the clerks to fill in some of the details of narrative minutes and bring them to the subsequent meeting for approval.

The recording clerk makes three sets of the final minutes, with copies of all attachments. Two are kept in the library: one for the archives which does not circulate; and one that may be borrowed for up to one week; the third is for NEYM Archives and is sent annually and at the end of the clerk's terms (4/05). The recording clerk arranges for them to be put on the website in the "members only" section, and to be put on the archival flash drive in the library. The recording clerk posts the most recent minutes on the bulletin board in the lobby. The recording clerk writes a report on the meeting for business for inclusion in the next Newsletter.

Minutes are sent by the recording clerk, annually and at the end of the recording clerk's term, to the New England Yearly Meeting Archives. (Note: This practice is currently on hold as the Yearly Meeting is developing new protocols for handling archived materials at the new location.) See **Minutes of the Meeting for Business** (p 29).

### **Report on the State of the Meeting**

Also called Report on the State of the Society. Each spring Ministry & Worship and Care & Counsel, working jointly (3/98), write and bring to meeting for business for approval a report on the state of the Meeting. Usually this follows searching and fruitful discussion by the whole Meeting. Always it involves careful examination of the spiritual strengths and weaknesses and the general health of the Meeting. The Report is attached to the minutes the Meeting, printed in the Newsletter (4/15), and is forwarded to Quarterly and Yearly Meetings.

### **Called Meetings for Business**

Special meetings of the Monthly Meeting may be called by the clerk, or by the clerk upon request of three members. Notice shall be given at a regular meeting for worship at least seven days before the date of the special meeting; it shall name the business to be considered and the persons calling for the special meeting. No business may be considered at a special meeting other than the business for which it was called. (F&P)

## Queries

Meeting has decided at various times that the Quaker Queries in *Faith and Practice* should be read regularly at meeting for worship. Each time the practice has been observed for short periods and then has fallen into disuse. At other times, one Query has been printed in each issue of the *Newsletter* with suggested relevant readings, and has been read at meeting for business. The complete set of Queries is in *Faith and Practice*.

## Meeting For Worship

Meeting for worship is held each Sunday at 10:00 a.m. and is under the care of Ministry & Worship. Friends enter the meeting room quietly and promptly, or even early if possible, and settle into worship. Visitors are always welcome; leaflets on the outer door or in the lobby may be helpful for those who are attending meeting for the first time. After about an hour, a designated member closes meeting by shaking hands. Everyone is then invited to introduce themselves.

In late 2015, as our meetings for worship became increasingly crowded, the joint committee of Ministry & Worship and Care & Counsel began considering ways of dealing with our abundance. In 3/16 we approved their recommendation to set up concurrent meetings for worship – one in the main worship room and another in the Champney Room – on a trial basis. The joint committee reviewed this practice in the summer of 2017 and reported (7/17) that, “while there is still some grief that we no longer all worship together in one room, there was general acceptance of the practice.”

A Greeter appointed by Care & Counsel is in the lobby to welcome all attenders. The greeter is especially attentive to newcomers and visitors, and encourages latecomers to wait quietly in the lobby until all go in together at ten minutes past the hour.

The lobby is equipped with speakers. Friends with small children or who may need to stretch during meeting for worship are welcome to worship in the lobby rather than go into the meeting for worship room. Due to the speakers in the lobby Friends there can also be part of meeting for worship.

Currently, children join the meeting for the first 10 minutes, then leave for **Children’s Meeting for Discovery** (see page 47). All children come into meeting just as worship ends and we begin introductions, which take about 10 minutes. Children are encouraged to remain during the introductions and announcements (for children and families), then there is a pause for children and an accompanying adult to leave. If any need to leave before they are completed, they can do so with an accompanying adult.

After introductions, announcements are given, except on second Sundays, when there are no announcements. Only the meeting room offers announcements. Those in the Champney Room wishing to join in the introductions and hear the announcements are welcome to move to the meeting for worship room at the close of their worship. After announcements are finished, Friends are encouraged to leave the meeting room silently so that those who wish to stay in worship may do so.

Friends are aware that there are people who have chemical sensitivities or allergies to perfumed beauty and grooming products. Those attending meeting are asked to refrain from wearing such products to meeting. The Meeting also designates a "fresh air corner" in the south corner near the fire exit door, which may be helpful to those with allergies (10/96). See also **Allergies** (page 53), **Announcements after meeting for worship** (page 54), **Coffee Hour** (page 49), and **Meetinghouse Accessibility** (page 61).

### **Memorial Meetings**

A memorial meeting is a meeting for worship at which a recently deceased member of our community is remembered. Memorial meetings are under the care of Ministry & Worship, which keeps in its files a set of guidelines, useful information, and practical suggestions that may be helpful to consider in planning a memorial meeting. For other help available from the Meeting, see **Burial Ground** (page 75), **Memorial Minutes** (page 42), **Care & Counsel** (page 7), and **APPENDIX II-Guidelines for the Use of the Burial Ground**.

A folder giving information about Quaker funerals for attenders at memorial meetings has been written by Ministry & Worship; it can be personalized as desired (3/98).

Meeting members are invited to register their wishes about funeral arrangements and memorial meetings by filing the information in their personal files (in the library file cabinet labeled "Recorder"). See also **Personal Files** (page 43).

Our policy is not to media record memorial meetings. Recording should be done only in exceptional cases and by request of family members. (Policy set by meeting for business on recommendation of Ministry & Worship 1/95.)

### **Name Tags**

Meeting for business encourages members and attenders to wear nametags. In a large meeting with several visitors each Sunday, this makes it easier to become acquainted. People who have been here a while need help with newcomers, and newcomers need help with everyone's name. Tags are available in the lobby. There is a signup sheet for requesting new tags. Tags are not obligatory, but remember that wearing a tag makes it easier for other people to learn your name.

## **Membership**

### **Becoming a Member**

It is not necessary to wait to be invited to join a Friends meeting; people decide for themselves when they are ready to commit themselves to membership (9/88). Frequently, recording membership in a monthly meeting of the Society of Friends is only the recognition of a relationship that has already developed. A person who has been coming to Meeting regularly, who has been learning more and more about Friends through reading Faith and Practice and other Quaker literature, who is becoming active in the life of the Meeting, and who has come to feel at home in the



Meeting and among its members, may feel ready to apply for membership. This is the time to write a letter to the clerk outlining the feeling of being drawn into fellowship with Friends and of being in unity with Friends' principles and testimonies. At Mt. Toby, this letter is read at the next meeting for business as one way of helping the Meeting to become better acquainted with the applicant. The clerk keeps a copy and gives a copy to Ministry & Worship; the original must go to the Recorder for the files. (4/05) See also **Recorder** (page 6) and **Correspondence with Meeting Members** (page 44).

Ministry & Worship, at its next meeting, appoints a Membership Clearness Committee of two or three individuals. At least one member of this Committee should be a current member of Ministry & Worship. Former members of Ministry & Worship are an appropriate pool for these Committees. In exceptional cases, membership in a membership clearness committee is open to any individual who is a member of the Religious Society of Friends and has sufficient experience with Friends' practice and the Mt. Toby Meeting to properly instruct and guide the applicant. Applicants should look at the guidelines for membership clearness committees, available from Ministry & Worship, before they meet with their Clearness Committee (by request of Ministry & Worship 5/04). The Membership Clearness Committee reports to a future meeting of Ministry & Worship, which makes a recommendation to the next meeting for business (7/03).

When the new member is accepted, meeting for business appoints a welcoming committee, customarily following the recommendation of Ministry & Worship. (Ministry & Worship has asked people who are interested in serving on such committees to let them know – *Newsletter* 10/97). One of the functions of this committee is to help the new member to assume responsibility for both service and support, as way opens. Welcoming committees always include some members, but may also include non-members (2/97). The clerk may write a note of welcome to the new member. (Adapted from *Faith and Practice*) The new member should be introduced after meeting for worship (2/08).

Ministry & Worship will also ask each welcoming committee to write a brief article about the new member(s), to be published in the *Newsletter*. For individuals who have transferred their membership, the article might include information about their involvement in the former meeting, along with other information of interest. For individuals who have gone through the clearness process, the article might describe their activities at Mt. Toby and what led them to Quakerism (2/08).

The Welcoming Committee should visit the new member again after about a year to keep in touch and help with any questions or problems (5/81, 3/84).

Ministry & Worship has written guidelines for clearness and welcoming committees.

See also the paper called “*Curious About Membership Among Friends?*” on the literature table in the lobby.

### **Transfer From Mt. Toby**

A member of the Meeting who wishes to transfer to another meeting asks the clerk to send a certificate of transfer to the new meeting. The clerk refers the matter to Ministry & Worship and on its recommendation meeting for business directs the clerk to send the certificate to the new meeting. The clerk completes the certificate of transfer and includes with it a faithful description of the experience of the Meeting with the transferring member. The description is drafted in consultation with Ministry & Worship Committee. When the clerk of the new meeting notifies Mt. Toby's clerk that the person has been accepted into that meeting, membership in Mt. Toby ceases (*F&P*).

### **Transfer to Mt. Toby**

A certificate of transfer from another meeting requesting a member's transfer to Mt. Toby Meeting comes to the clerk and a copy is given to Ministry & Worship. The original certificate is given to the recorder. Ministry & Worship appoints a visiting committee which includes at least one member of Ministry & Worship. The visiting committee serves the roles normally assigned to both the membership clearness and welcoming committees. It explores with the transferring member the responsibilities and opportunities for service and support implied by membership and full participation in our worship community. The visiting committee insures that the transferring member is familiar with the Meeting and the practices of Friends in New England. The visiting committee reports to a future meeting of Ministry & Worship and may recommend accepting the transfer. Ministry & Worship then makes a recommendation to the next meeting for business. The clerk of the old meeting is then notified by Mt. Toby's clerk of the outcome of the transfer process (*F&P*). We decided, as a matter of general practice, not to include phrases from letters of transfer in our minutes.

### **Junior Members**

Minor children are enrolled as members on request of one or both parents (see *Faith and Practice* for details). They are encouraged to take an active part in the life of the Meeting.

Meeting has approved the recommendation of Care & Counsel and Ministry & Worship that Mt. Toby follow the procedures in *Faith and Practice* by which junior membership does not extend beyond age 25 unless the youthful member has expressed in writing, an intention to apply for membership in the near future. However, at Mt. Toby, Ministry & Worship usually initiates correspondence with junior members, asking their intentions and reassuring them that, if they do not wish to continue with membership, a later application for membership will always be sympathetically considered. If the person does not wish to continue, if no personal contact is achieved, or if letters are unanswered, the person is removed from the rolls of the Meeting. In 5/88 Ministry & Worship again recommended reliance on *Faith and Practice* as our guide. Various yearly meetings have differing terminology and practices on early membership. We have had lengthy discussions, but no decision, on

whether young people transferring from other yearly meetings should be recorded as junior members, as their letters of transfer are written, or as they themselves wish. Our past practice has varied (5/80).

### **Nominating and Appointing Procedures**

The committees and other positions at Mt. Toby are filled through a variety of combinations of appointment and approval.

- I. Nomination by the Nominating Committee, appointment by meeting for business:
  1. Meeting officers: clerk, recording clerk, recorder, and treasurer.
  2. Other Meeting positions.
  3. Members of standing committees (except for the Burial Committee representative members).
  4. Trustees.
  5. Representatives to Yearly Meeting Ministry & Counsel and Nominating Committees.
  
- II. Nomination by some other committee, appointment by meeting for business
  1. By Care & Counsel: marriage oversight committees.
  2. By Peace & Social Concerns: Representative to FCNL.
  3. Jointly by M&W and C&C: Nominating Committee (5/83).
  
- III. Appointment by some other Committee and reported to meeting for business:
  1. By Ministry & Worship: membership clearness committees, clearness committees relating to requests for travel in the ministry, oversight of ministry committees, welcoming committees for new members (6/88), M&W representative to the Burial Committee.
  2. By Care & Counsel: committees on clearness for marriage (5/82)
  
- IV. Nomination and appointment by meeting for business:
  1. In conjunction with the clerk, Quarterly Meeting Planning Committee in years when Meeting hosts QM.
  2. Quarterly Meeting clerk and recording clerk according to QM rotation.
  
- V. Appointments not reported to meeting for business:
  1. By Ministry & Worship: M&W representative to the Burial Committee.
  2. By Care & Counsel: clearness committees for personal discernment (11/81), support committees, C&C representative to the Burial Committee.
  3. By Grounds Committee: Grounds Committee representative to the Burial Committee.
  4. By Meetinghouse Committee: cleaning scheduler (10/11); Green Systems Coordinator (3/18).

We ask individuals to advise the Nominating Committee of their interests; an annual interest form is distributed in January. Committee clerks advise the Nominating Committee of their needs and changes. Friends also recommend that the Committee consider nominating Young Friends to bring in new ideas and provide them with experience in serving on committees (3/94).

Nominations made from the floor at meeting for business are referred to the Nominating Committee for consideration and presentation to the next meeting for business for final approval (7/78).

The nominating process is one of worship and worship sharing. The Committee first reaches clarity about the personal gifts needed for a particular position in the Meeting. Worship periods follow, during which names are spoken of those who are thought to be gifted to carry a position's responsibilities. The Committee also hears the names of those who have advised the Committee of their interests. Names are given without comment. Questions of availability or circumstances are not discussed except to review a person's current extent of Meeting commitments; the Committee focuses on gifts and leadings. By doing this, we try to avoid the pressure of guilt and obligation, which is not an inspiring base for Meeting ministry. The Committee's mission is to call out gifted people to work in line with the Spirit and the spiritual life of the Meeting. People named are contacted and asked whether the Committee may present their nomination to monthly meeting for business. Their response may need time for consideration and conversation with others who fill the same position. (Adapted from *Friends Journal* 10/05 and the *Mt. Toby Newsletter*, with thanks for earlier influence of Beacon Hill Meeting, Boston, and Strawberry Creek Meeting, Berkeley, CA)

See also **Nominating Committee** (page 15) and **Membership as Qualification for Service** (page 55).

## **Publications/Communications**

### **Communications at Mt. Toby**

(Guidelines adopted by meeting for business 7/03.) Some suggestions:

1. To open ourselves collectively in attending to the Spirit: to speak and listen faithfully to one another;
2. To speak plainly, i.e., simply, clearly, directly, openly, honestly;
3. To receive communications in a spirit of openness and trust.
4. To be careful in speech, avoiding tale-bearing and detraction, and safeguarding the reputation of others;
5. To allow for the seasoning effects of time, within and between communications;
6. To communicate with all members of a group involved in a matter of common concern;
7. To communicate in a form and manner fitting to the relationship in question, so that all those involved may seek Truth together;
8. In matters of corporate worship and discernment, to seek God's will in the presence of another;
9. To welcome others into Quaker faith and practice.

See also **Electronic Communications** (page 37), **E-Mail Directory** (page 38).

## Bulletin Boards

In the Lobby:

A “Welcome to Mt. Toby” bulletin board with items such as Invitations to Worship, the Meeting *Directory*, the latest *Newsletter* and business meeting minutes, guidelines for use of the meetinghouse, financial reports, a current committee list, lists for cleaning and grounds care, a map of meetings in New England, notices of Mt. Toby Meeting and Connecticut Valley Quarterly Meeting happenings. Under the care of Care & Counsel and the clerk (10/97).

In the fellowship room:

On the southwest wall, also under the care of Care & Counsel and clerk: items relating to New England Yearly Meeting, conference centers, Quaker organizations, Friends General Conference, personals, and items of general interest.

On the southeast wall, under the care of Peace & Social Concerns Committee: items relating to Friends Committee on National Legislation, American Friends Service Committee, Mt. Toby's particular concerns, and other items.

Also on the southeast wall, under the care of History & Records: newspaper clippings on Friends and Friends' concerns.

A standup bulletin board: for more personal announcements. All postings are removed the following week.

Procedure: Anyone may post items. They must be dated. Those over a month old and those on the wrong bulletin board may be removed. Appropriate ones will be saved in Meeting archives.

## Electronic Communication

(Telephone, Web-based Technology, Social Media, etc.)

1. Electronic communications should require even more care than in-person communication, because of the reduced richness of electronic communication.
2. Electronic communications *should not* be used for the purpose of corporate discernment and decision-making.
3. Neither the Meeting nor groups within it should require or assume the use of electronic communication.
4. All should practice restraint and discernment in sending unsolicited electronic communications, respecting the privacy of others, and consulting with them about this in advance whenever possible.
5. The Mt. Toby *E-mail Directory* is to be used for internal purposes only, for communications directly related to the life of the Meeting.
6. Individuals should not use the *E-mail Directory* and electronic mailing to send blanket emails. The Meeting has set up a variety of distribution lists for various purposes (See Email Distribution Lists, p. 38). Individuals should not use the *Directory* to create new distribution lists without prior approval of the

Communications Committee. Email minders will monitor the lists to protect users from a barrage of emails. Anyone wishing to subscribe or have an item distributed to one of these lists should email [webservant@mounttobyfriends.org](mailto:webservant@mounttobyfriends.org). A description of the various lists can be found on the meeting website in the About Us section.

7. A Meeting website should be for the purpose of outreach and to assist members and attenders in the life of the meeting.
8. The Mt. Toby website includes a password-protected section for members and attenders.

(Guidelines adopted by meeting for business 7/03, modified by the Communications Committee, 2015.) See also **Communications At Mt. Toby** (page 36), **E-Mail Directory** (page 38), and **Peace& Social Concerns** (page 15).

### ***Meeting Directory***

The ***Mt. Toby Members and Attenders Directory*** contains names of adults and children (age 18 and under), addresses, email addresses (at the individual's option), phone numbers, and membership status of members and attenders, using information gathered from individuals and from minutes of the Meeting. The *Directory* is updated annually. ***The Directory is available in the members and attenders section of the Mt. Toby website.*** To have your name and other information **added or modified**, e-mail [Directory@mounttobyfriends.org](mailto:Directory@mounttobyfriends.org) Paper copies are on the right side of the Lobby. There is a file of previous directories in the office.

### ***E-Mail Directory***

The meeting maintains a listing of the e-mail addresses and websites of members and attenders. The purpose of the list is for one-to-one or small group and committee communications. Please avoid the temptation to send large-scale broadcasts about things people "should" be interested in.

### **E-Mail Distribution Lists**

Mount Toby maintains a variety of distribution lists that you can subscribe to:

- a screened announcement list sending around notices of recent developments (deaths, births, illnesses) and upcoming events directly related to the life of the Meeting;
- an unscreened list to which more general notices can be posted;
- a weekly notice of activities at the meetinghouse over the coming weekend.

Contact the Meeting e-mail minder to find out how to subscribe.

Note that individuals should not use the Meeting email directory to set up their own distribution lists without prior approval of the Communications Committee.

### **Handbook**

The structure and purpose of the *Handbook* are described in the **INTRODUCTION** to this document. The library keeps 2 copies of each edition. Extra copies are kept on the literature shelf in the lobby. The *Handbook* is also available on the Mt. Toby website. Anyone whose last name or contact information appears in the *Handbook* must give consent before having this information appear in the web-posted version (6/08). See also **Website** (page 40) and **Handbook Committee** (page 12).

### *Newsletter*

The *Mount Toby Monthly Meeting Newsletter* is published 10 or 11 times a year. (The editor can decide if there is a slow month in the winter to combine two months into one newsletter. There is no *Newsletter* in August). Deadline is set by the editor. The *Newsletter* typically includes a listing of Meeting activities, events and nearby worship groups' times, contact information for several committee clerks, a digest of the minutes of meeting for business that month, any reports and/or announcements the meeting and/or clerks submit, news of members and their families, and other items as space permits. Aside from official business of the Meeting, editors use their discretion about what to include. Meeting has directed that the minute on harassment called "Nurturing Trust in our Community" be reprinted in the *Newsletter* each October. See **Harassment** (page 54).

The *Newsletter* is sent to all who request it – usually by email, but by regular mail for those who prefer paper copies. The *Newsletter* is a valuable outreach to new attenders (1/89). People not new to the Meeting who are not regular attenders or contributors may be dropped from the mailing list unless they confirm on request their continued interest in getting the *Newsletter* (11/82, 1/83). Forms for reporting change of address and for asking to receive the *Newsletter* are in the meetinghouse lobby. LARGE TYPE copies of the *Newsletter* may be requested from the *Newsletter* editor.

Extra current issues are put in the main lobby on the wall above the shelf of free information. Paper copies of back issues are kept in our library. (shelved under classification #264) Copies of the *Newsletter* are mailed to the NEYM archives. See also **Queries** (page 31) and **Accessibility** (page 61).

### **Peace & Social Concerns Mailing List Server**

The Peace& Social Concerns Committee maintains a mailing list server, an automated e-mail mechanism that Friends may subscribe to. E-mail sent to the server by any subscriber is immediately sent out to all other subscribers. It is a fast and efficient way to disseminate announcements, and provides a way to have online "conversations" about a topic (though NOT a means for making decisions). The P&SC server is open to members and attenders of Mt. Toby and Northampton Meetings only, as a vehicle for peace and justice announcements and discussion. There is more information on the Meeting's website (duplicated on paper at the meetinghouse), including how to subscribe. Peace& Social Concerns Committee has oversight of the server; the administrator is Roger Conant, 256-4827. (10/05) See also

**Communications at Mt. Toby** (page 36) and **Electronic Communications** (page 37).

### Website

Mount Toby has a website, <http://www.mounttobyfriends.org/> designed and maintained by a Web Servant (see page 22). The Mount Toby website is

- i. for the purpose of outreach, using materials which are publicly available to illustrate our life and faith;
- ii. to assist members and attenders participation in the life of the Meeting.

The open section of the website contains a number of items potentially of interest to general viewers:

- a calendar of upcoming events
- the Mt. Toby Handbook
- all Meeting policy statements
- information on using the meetinghouse
- a description of our committee structure

There is also a password-protected section (password available from the Web Servant) containing:

- the Mt. Toby Directory and email directory
- a Google map showing home locations of members and attenders
- committee lists
- Every committee at Mount Toby is entitled to have a page on the website for its own purposes
- archives of the Mt. Toby Newsletter
- agenda and advance documents for the next meeting for business
- archives of minutes of meeting for business with attachments
- current Meeting budget

There is a process of ongoing discernment about what information should be available on this site. See also **Handbook** (page 38), **Electronic Communications** (page 37), and **Communications Committee** (page 10).

### Records of the Meeting

Our goal is to have all important papers in the meetinghouse, not in private homes. Copies should be made for use outside the meetinghouse.

Anything thought to be too personal to be in the Meeting files should be destroyed or returned to the writer. We urge Ministry & Worship and Care & Counsel, especially, not to write in their minutes those things that should not be in a public file — for instance, names of those seeking clearness on personal matters. (11/96).

The office, mentioned as the location of many items, is part of the library.



### Records: Where Are They?

The office, mentioned as the location of many items, is part of the Library.

- **Membership records:** Filing cabinets to the left of the desk:
- **Personal files, committee minutes and records, contracts, clerk's correspondence:** Filing cabinets under the desktop.
- **Recent meeting for business minutes, Meeting directory, Meeting *Handbook*, current year's Newsletters:** Top of desk.
- **Memorial Book, archival copies of meeting for business minutes and *Newsletters*:** Closed shelves to the left of the desk.
- **Clippings and photos about Meeting members:** Archives cupboard in fellowship room
- **Oral history tapes, spiritual journeys, other meetings and talks:** Library.
- **Champney House records, deeds, legal papers, signed conscientious objector cards:** The safe.
- **Meeting *Newsletters*, meeting for business minutes and recent attachments, current version of the *Handbook*, current budget, current roster of committees and other Meeting positions; Meeting directory, email directory, spiritual journeys:** Mt Toby website.

### Records: Who Does What?

There are many different committees and individuals responsible for maintaining various components of the records of Mt. Toby:

- The recording clerk gives two copies of our Minutes to the Library each month and sends one copy to the Yearly Meeting Archives annually and at the end of his/her term.
- The *Newsletter* Mailer puts the NEYM Archives on the mailing list and gives two copies to the Mt. Toby Library.
- The Library Committee makes folders for both the Minutes and the *Newsletters* to hold them until enough accumulate for binding at which time the Committee arranges binding. One bound copy is for borrowing and the other for non-circulating archives.
- Meeting Trustees maintain all deeds and legal papers in a safe but retrievable place. The original deeds are in the safe and photocopies are in the file "Deeds" in the library desk.
- The Care & Counsel Committee writes a draft of memorial minutes. This is presented at meeting for business and a final version is approved. A copy of the final, approved minute is placed in the Memorial Book.
- The History & Records Committee oversees these activities and maintains the Memorial Book, scrapbooks, and other collections.
- The 11:40 Hour Committee and others who make audio or video records of meeting events, especially spiritual journey reports, gives these records to the

Library Committee to file.

- The clerks of the Meeting give copies of letters of application for membership and transfers to the Recorder to be entered into the file of individual members.

All copying and binding costs associated with the above activities are charged to the History & Records budget (4/05).

### **Membership Records**

These are kept by the Recorder and filed in the meetinghouse office. For letters concerning membership, see **Correspondence with Meeting members** (page 44).

### **Minutes of Meeting for Business**

Copies with all attachments (circulating and non-circulating) are in the library. A third set goes to the NEYM Archives. All past minutes of meeting for business minutes from 1938 to the present (though some of the early years are in abstract form) are on the members' section of the website and have also been put on a flash drive that can be checked out of the library. Ken Hoffman also keeps a searchable electronic file of all monthly meeting minutes that he would be happy to make copies of.

### **Memorial Minutes**

When an active Meeting member dies, Care & Counsel writes a memorial minute or finds someone to do it. A memorial minute may also be written for a formerly active member or non-member the Meeting feels close to and in contact with (12/94). The minute is read, possibly edited, and approved at meeting for business. The final version is entered in the minutes and printed in the next *Newsletter*. The History & Records Committee obtains a copy for the Memorial Minute Archives (4/05). As of 2017, all memorial minutes are forwarded to Quarterly Meeting, where they are read, entered in the Quarterly Meeting minutes, and then sent on to Yearly Meeting.

### **Memorial Minute Archives**

The Memorial Minutes Archives are a permanent record of all members and non-members who have had a memorial minute written about them. It is organized and maintained by the History & Records committee. The memorial minutes are contained in two binders in archival boxes in the History & Records cupboard.

### **Personal Files**

Each member of Mt. Toby Meeting has an individual file, and some members have asked to have various documents kept there for them. If anyone (especially those with no family members nearby) would like to have kept on file such papers as a living will, a health care proxy, plans for a memorial meeting, a list of persons to notify in case of death, favorite newspaper clippings, or information for a memorial minute (such as a resume), please ask the Recorder to include them in the filing cabinet to the left of the desk in the library.

### **Miscellaneous Items**

#### Champney House Records

are in the office files and in the safe.

#### Clippings and photos about Meeting members

are kept by the History & Records Committee in the library and the archives cupboard in the Fellowship Room.

#### Committee Minutes and Reports

are kept by committee clerks or conveners; they are encouraged to file copies in the office files (11/96). Some old committee papers have been filed in the office. Reports to Meeting are attached to minutes of meeting for business. Minutes of the Peace & Social Concerns Committee, 2005-present, are on the website.

#### Contracts

Are signed by the clerk and copies are kept in the office files and in the safe.

#### Conscientious Objectors

The signed registration cards of people recorded in the minutes as conscientious objectors to war are in the meetinghouse safe. Copies are kept by the Recorder.

#### Copies of Deeds to Meeting Property and Legal Papers

are in the meetinghouse safe, and also in office files under "Deeds."

#### Correspondence

- Correspondence with Meeting members is filed by the Recorder, in a separate drawer, in the office files.
- Letters written by current or past clerks on behalf of the Meeting are filed in the office.
- Letters requesting membership or changes in membership, as soon as copies are made for the use of the clerk and Ministry & Worship, are given to the Recorder to be filed in the office.

See also **Recorder** (page 6) and **Becoming a Member** (page 32).

#### Oral History tapes and tapes of meetings and talks

are in the library.

#### Safe Combination

The Recorder has the original combination that came with the safe from the manufacturer. The clerk, the clerk of the Trustees, and the Treasurer have copies.

#### Scrapbooks

are in the upper cupboard in the office, to the left of the windows in the library. They do not leave the meetinghouse.

### **Resources – Where to Go for Help**

Care & Counsel is charged with pastoral care of the Meeting, while Ministry & Worship has oversight of the Meeting's spiritual life. They are ready, either singly or in groups, to help with personal and family concerns. These committees are good sources of information and support on a range of issues. In addition to informal conversations, these committees can provide several kinds of more formal support.

#### Care & Counsel

- appoints clearness committees for couples contemplating marriage;
- appoints clearness committees to help individuals with matters of personal discernment;
- appoints support committees to help individuals going through matters of personal crisis.

#### Ministry & Worship

- appoints membership clearness committees for those contemplating becoming members of Mt. Toby;
- appoints clearness and support committees to help individuals seeking clarification on matters of spiritual discernment;
- appoints committees for the oversight of an individual's ministry;
- appoints committees for an individual's spiritual accountability.

People interested in finding out more about any of these options should speak to a member of the appropriate committee. Care & Counsel has an Assistance Fund that is available for loans or grants in case of financial need. See also **Ministry & Worship** (page 14), **Care & Counsel** (page 7), and the section on **Funds and Scholarships** below.

### **Funds and Scholarships**

Except where noted, the Treasurer administers these accounts.

#### **Assistance Fund**

A confidential fund held and administered by Care & Counsel for small emergency loans and grants to Meeting members, and occasionally to others. Apply in a confidential letter to Care & Counsel Committee.

#### **Cambodian Support Fund**

Raised to aid refugee Cambodian families under the care of the Meeting. In 2/02 it was combined with the Refugee Scholarship Fund (the Ethel Dubois Fund) that was begun with a bequest to Meeting in 1990; it makes grants for educational purposes to members of immigrant families under the care of the Meeting. The Cambodian Assistance Committee should receive a short application in writing. Held by the Treasurer and administered by the Cambodian Assistance Committee. See also **Cambodian Support Committee** (page 7), and **Cambodians** (page 49).

#### **Greenfield Trustees Fund**

This Fund was closed on 12/16, and its balance was transferred to the Capital Fund.

#### **Immigrant Support Fund**

A fund established in 3/18 to collect donations and allocate them to those in the local immigrant community who have great economic need and are particularly vulnerable due to the current anti-immigrant climate and policies in the United States. The Immigrant Solidarity Group has the authority to make expenditures from the Fund, through the Meeting treasurer.

**Obadiah Brown's Benevolent Fund and Sarah Swift Fund**

Quaker funds independent of Yearly Meeting, each administered by its Board of Trustees. Modest grants are available to Friends and Friends' organizations to "enhance the Religious Society of Friends" and spread Friends principles. Apply to the clerk of Yearly Meeting or any of the Trustees (names are in current Yearly Meeting minutes). Mt. Toby Ministry & Worship and Care & Counsel have guidelines on file. (Information from Permanent Board 1997)

**Scholarships for Retreats and Conferences**

A fund to assist members and attenders of all ages who wish to go to retreats, conferences, workshops, or other programs sponsored by Quaker organizations such as Woolman Hill, monthly meetings, yearly meetings, or national organizations that encourage spiritual growth. Administered by Care & Counsel under guidelines approved by the Meeting in 7/90. There is no ceiling on how much anyone may request.

## **ACTIVITIES AND GROUPS AT MT. TOBY**

### **Youth Programs**

There are a number of different programs and activities for children at Mt. Toby overseen by a number of different committees. All activities involving children are governed by our statement on **Safe Practices for Working With Youth** (see page 55).

### **Celebration of Children**

At times we have had a welcome and celebration at meeting for worship as a time of gratitude for the blessing of our lives by our children.

### **Child Care**

Nursery aged children are cared for at 9:00 during adult education/First Day School and at 10:00 during meeting for worship. Older children (kindergarten--6th grade) attend First Day School. Child care is provided for all ages during 11:40 Hour programs and during Meeting for Business (if requested by parents). The Meeting for Business budgets money to hire nursery caregivers. See also **Child Care Committee** (page 9).

### **First Day School**

In 2015, we discontinued our First Day School program, replacing it with Children's Meeting for Discovery program during meeting for worship (see next entry). For pre-school children see **Child Care** (page 47).

### **Children's Meeting for Discovery**

In fall of 2013, Mt Toby instituted a new program for children during meeting for worship that was initially called Friendly Playground. First Day School was moved to 9am and Friendly Playground was initially intended to be a period of unstructured, supervised play held in a worshipful spirit by the adult caregivers present with the children. However, Friendly Playground gradually became the only form of religious education for the elementary children because almost no children came to the 9 a.m. First Day School. We burned out many volunteers by asking them to prepare when no one came. In 2015, Religious Education Committee (RE) ceased providing 9 a.m. programming for elementary-aged children and Friendly Playground has gradually evolved to something more substantial. It was dubbed Children's Meeting for Discovery by RE in June 2016 to mark its shift in focus.

The Children's Meeting for Discovery (CMD) is held during the 10 a.m. meeting for worship. The CMD is an active experiment in Quaker worship that meets the needs and taps into the energy of children. CMD endeavors to create a place that allows children to find their spiritual centers and discover what it means to be spirit-led in

the context of belonging to a group. Getting to know others in the meeting – both adults and children – in deep and playful ways, is an important part of the experience.

We actively seek to model Quaker ideas while respecting the wide variety of beliefs held by members and attendees of this meeting. The aim is to provide the conditions for children's leadings, values and voices to emerge.

CMD follows a regular, but flexible, pattern. By 10 a.m., children with their parents gather with the whole community in meeting for worship. At approximately 10:10, an adult volunteer stands and leads the children who wish to participate in CMD out of meeting for worship to a central gathering space. Two adult volunteers, one of them a member of the RE committee, mark the beginning of CMD by forming a welcome circle of some kind. This may include some silence. Holding everyone in the Light, we introduce ourselves to one another and review the basic guidelines for comfort and safety. At the close of CMD, the facilitators and children regroup. Sometimes there is a snack. Children are given the opportunity to think about how they might report the day's activities during announcements at the rise of meeting for worship. Children can choose if they want something reported back or not, and they are encouraged to choose an adult or child spokesperson. At the close of meeting for worship around 11:00, CMD rejoins the community in the meeting room for introductions and announcements.

### **Welcoming Babies**

In some years, Ministry & Worship has held a celebration of children in our Meeting, and especially welcoming the babies who have been born or adopted in the past year. Babies and their parents are invited to come into meeting for worship for the celebration. It is a time for all of us to be especially aware of how the children enrich our Meeting community. At the end of worship we like everyone to stay for the introduction of the babies. (*Newsletter* 11/01)

### **Young Friends**

Young Friends in grades 7 – 12 meet and plan their program and activities under the guidance of the Young Friends Committee. They have a programmed activity once a month, depending on the number of Young Friends and their interest. This often takes place on Sunday. Their schedule is distributed by email and is printed in the Newsletter. See also **Young Friends Committee** (page 18).



## **Other Mt. Toby Sponsored Activities and Groups** **Alternatives to Violence (AVP)**

This is an educational workshop program in prisons, staffed by volunteers and growing out of Quaker concerns. Coordination of work in several prisons is under the care of Yearly Meeting Peace & Social Concerns Committee. There is a long waiting list of prisoners wanting to take part. Participants sometimes become trainers, empowering both individuals and the prison community.

### **Annual Meeting Retreat**

Beginning in 2012 Mt. Toby rented Woolman Hill for a weekend retreat of the meeting community. The retreats are organized by the Meeting Retreat Committee and are largely supported by contributions, so that everyone can feel free to attend, regardless of financial situation.

Funding for the work of the Retreat Committee is raised outside of the Mount Toby annual budget. A Retreat Fund provides a place to hold excess revenue generated from year to year and to provide seed money for use in pre-retreat expenses. The Retreat Committee will be responsible for fund-raising specific to the retreat. The Mount Toby treasurer will receive and disburse monies from the Retreat Fund (7/17).

### **Cambodians**

In 1981 the Meeting sponsored and took under its care two refugee families from Cambodia, or Kampuchea (11/81, 6/82). The committee, later renamed the “**Cambodian Support Committee**,” helped them find housing, job training, jobs, clothing, home furnishings, medical care, and language instruction. Both families now have jobs, permanent housing, cars, and driving licenses. Most of the children are doing well in school, and most are U.S. citizens including, of course, the three children born in this country. The Committee still helps with relationships with schools and state and federal agencies, interpreting mail, and filling out forms.

After becoming U.S. citizens, family members sponsored additional relatives in the refugee camps for U.S. immigration. Contributions and a loan from the Meeting helped with travel expenses. In 1991 two large new families arrived, and very soon another baby was born here. Members of the original committee and new members still stay in touch with the original Cambodian family and, much less frequently, are able to offer additional help. See also **Cambodian Support Committee** (page 7).

### **Coffee Hour**

The Fellowship & Hospitality Committee is in charge of serving refreshments in the fellowship room after meeting for worship. The help of volunteers is welcome.

### **11:40 Hour**

The 11:40 Hour programs are held on Sunday after meeting for worship. These spiritually centered hours try to express the Spirit in our midst through sharing our faith and perspectives and through examining issues of our times. The programs are coordinated by the 11:40 Hour Committee which tries to present a balanced mix of programs that build community, enhance our spiritual life, and raise social consciousness. Programs offered by Mount Toby committees, and programs devoted to the spiritual journeys of Friends, have priority; individuals also offer programs. The Committee occasionally develops programs around special concerns in the Meeting but does not take on tasks more appropriately dealt with in other committees. Quakers from other Meetings may offer programs, preferably when sponsored by a Mount Toby committee. Presenters are not paid, and donations may not be solicited. Programs are announced in the *Newsletter*, on the entry doors, and during announcements after meeting for worship. They are offered from early September through mid June, but not on days of meeting for business, fellowship lunch, Quarterly Meeting, or major holidays. (From the Committee, 2/08). See also **11:40 Hour Committee** (page 10).

### **Fellowship Lunch**

A potluck meal is held after meeting for worship, on the third First Day of each month after singing in the Champney Room, at 11:30. Everyone who knows about it brings some food, and everyone at meeting for worship is invited to stay for lunch. The Fellowship & Hospitality Committee is in charge. Volunteers set up tables and chairs after Meeting, and it is hoped that each person will spend ten minutes or so clearing and washing tables, sweeping and mopping floors, washing dishes, or putting away furniture. Bringing our own dishes and taking them home to wash diminishes kitchen chores (3/89).

### **Inquirer's Class (Quakerism 101)**

From time to time some Friends have organized a series of evening meetings for those wishing to learn more about Mt. Toby and Friends generally. While Care & Counsel is specifically charged with overseeing this kind of outreach, in recent years the work has largely been carried on by Friends feeling a special concern for this work.

### **Sanctuary**

On 11/17 we declared Mt. Toby to be a Level 2 Sanctuary faith community, committing ourselves to supporting the Level 1 Congregations that provide physical sanctuary in their places of worship for undocumented immigrants. This support can include food, accompaniment, emotional and financial support, emergency response, public strategy, and transportation. The Mt. Toby Immigrant Solidarity Group will coordinate these efforts within our community. We will also take a public and faith-based witness in support of, and in solidarity with, immigrants, particularly those

immigrants at risk of deportation and the Level 1 Sanctuary Congregations who are hosting them.

### **Sunday Adult Programming**

Adult Religious Education Programs take place at 9:00 a.m. on Sundays. Most Sundays, there is at least one adult program that aims to help participants prepare for meeting for worship and deepen their spiritual experience and understanding. The Religious Education Committee (RE) has oversight for these programs and arranges the scheduling and rooms; however, most programs are not run by RE. Individuals with a program to offer or ideas for how to use the 9:00 hour contact the RE committee to propose and arrange a program. These programs can be single events or periodic discussions extending over a number of months. Inspiration is drawn from many faith traditions, but the first Sunday of each month is reserved for a specifically Quaker themed offering.

### **Work Days**

Work days are held on Saturdays, usually in spring and fall, supervised by the Meetinghouse Committee and/or the Grounds Committee. All who are able help with repairs and maintenance. The clerks of Meetinghouse and Grounds Committees welcome suggestions for workday projects.

### **Other Activities and Groups at Mt. Toby**

There are a number of activities at Mt. Toby that groups of individuals have organized. Some of these have been around for many years, while others have had a shorter lifetime, depending on the energy and ongoing interest levels of those involved.

### **Alternatives to Military Service**

American Friends Service Committee and the Military Recruitment Education Network go into high schools to bring information to young people about the realities of military service and of military recruitment. For more information, contact Peggy Anderson 467-7879. See also **Draft Counseling** (page 52) and **Policy Statements** (page 57).

### **Carbon Tax Witness Fund**

In March 2013, Meeting established a Voluntary Carbon Tax Witness Fund to receive earmarked contributions for this purpose and to make disbursements from the fund as directed by the Climate Witness Committee. This committee, using Friends' process, discerns the organizations and amounts to be disbursed to organizations sharing Quaker values and known to be working to reduce further climate change, mitigate disasters caused by climate change, or mobilize public support for either or both of

these. Contributions from witnessing individuals are collected quarterly and sent to Mount Toby's Treasurer by the fund steward.

Those who contribute to the fund are encouraged to offer suggestions to the committee of possible recipients of each quarterly collection. They and others interested are welcome to attend meetings of the Climate Witness Committee. The Committee publicizes its carbon tax recipients on the meeting website (at [mounttobyfriends.org/action/voluntary-carbon-tax-witness/](http://mounttobyfriends.org/action/voluntary-carbon-tax-witness/)) and maintains a separate website ([voluntarycarbontax.org](http://voluntarycarbontax.org)) to invite participation by others.

### **Draft Counseling**

The Peace& Social Concerns Committee can put people in touch with trained draft counselors. The AFSC branch office in Northampton is also a source of information. A counselor may recommend that a conscientious objector be registered as such in the minutes and other records of the Meeting. Quarterly Meeting has sent a letter to the Canadian Government asking for their support for conscientious objectors from the U.S. Military seeking refuge in Canada (2/05). In 3/05 Peace& Social Concerns reported mail received from Jane Orion Smith, General Secretary of the Canadian Friends Service Committee, welcoming donations to CFSC in appreciation of Canadians Friends' work with U.S. CO's seeking refuge in Canada. See also **Alternatives to Military Service** (page 51), **Policy Statements** (page 57) and **Records Of The Meeting – Conscientious Objectors** (page 43).

### **Singing**

There is singing on Sundays in the Champney Room at 8:45, at 9:00 on second Sundays, and before fellowship lunch on third Sundays.

### **Friendly Eights**

Each year small groups within the Meeting form with three purposes in mind: to share spiritual discussion; to get better acquainted; to have fun. While we call them "Friendly 8's," the groups have been anywhere from seven to fifteen. Most groups meet monthly, often sharing a potluck meal or dessert as well as worship and conversation. Some groups have even taken camping trips. Many groups form with the plan of a year's commitment together; then they check and decide whether to continue. A few Mt. Toby Friendly 8's have existed for many years.

### **Quilts**

Care & Counsel has custody of a few hand-made quilts, including one sized for a child, that it lends to Friends who may appreciate a bit of extra nurturing in a time of trouble or sorrow. Friends are asked to bring the names of such people to the attention of the committee. When they are not on loan, these quilts adorn the walls of the Champney Room

## **MEETING POLICIES AND POLICY STATEMENTS**

Over the years, Meeting has approved a number of policy minutes giving guidance for how we conduct our business and deal with one another and has also approved a number of more general policy statements setting forth our positions on a number of broader social issues.

### **Policies on Meetinghouse Use**

#### **Alcohol Use**

Meeting has agreed that alcohol is never to be used on Meeting property (2/82). An extremely rare exception has been made for an outside group using the meetinghouse for a religious ceremony in which wine played an essential part. See also **Substance Abuse** (page 56).

#### **Allergies**

A few members of the Meeting have serious, possibly even lethal, allergies or sensitivities to perfumes and perfumed products such as hair spray, body lotion, scented hand lotion, aftershave, scented candles, cologne, fabric softeners, room deodorizers, and cleaning chemicals. Even products labeled “unscented” frequently contain a “masking fragrance.” Children are especially vulnerable.

Those with troublesome sensitivities are asked to sit in the south “fresh air corner” of the worship room, near the outside door, and those wearing any perfumed products are asked to sit in the north corner (10/96). There are Health Alert Notices on the worship room and restroom doors. See also **Meetinghouse Accessibility** (page 61).

#### **Smoking**

There is no smoking in the meetinghouse.

#### **Storing Personal Property in the Meetinghouse**

Meeting affirms that the meetinghouse and storage shed are communal space. If any individual needs some of that space for personal storage, he or she must ask the Meetinghouse Committee (9/88).

## **Working with One Another**

### **Announcements After meeting for worship**

The Friend designated by Ministry & Worship to close meeting asks people to remain in the spirit of worship and to hold each person in the light as they introduce themselves. The closer then invites brief announcements pertaining to the life of the Meeting, generally starting with those related to children and families. Short announcements of Meeting activities and matters of great interest to most people present, such as news of ill or absent members, are welcome. Activities of individual members or other events of general interest are mentioned very briefly, and attention is directed to the appropriate bulletin board for further details (10/89). In order to offer an experience of a variety of ways of leaving worship, Ministry & Worship has designated second Sundays as “no spoken announcements” days (2/16). On these Sundays, a bulletin board is set up in the fellowship room for people to post announcements.

### **Attenders**

Attenders are people who come to Meeting frequently but are not members. They are welcome to take an active part in Meeting activities, including serving on committees and attending meeting for business. As a rule, they do not serve on Ministry & Worship or as clerks unless they are Friends who are members of other meetings. We encourage active attenders to apply for membership in the Meeting. See also **Membership as Qualification for Service** (page 55), and **Becoming a Member** (page 32).

### **Harassment**

Following a case of harassment within the Meeting, meeting for business approved the following statement on recommendation of Care & Counsel and Ministry & Worship. It is to be published in the *Newsletter* each October, posted in the meetinghouse, and included in the *Handbook*. It was also shared with Quarterly and Yearly Meetings (6/89).

#### *Nurturing Trust Statement*

Our Meeting is a community of people seeking to perfect their love of God and all living beings. We support each other in this quest through our silent worship together and in our relationships with each other. While we accept our human imperfections in interacting with each other, we are bound together by the trust that comes from our commitment to treat each other with love, compassion, and respect. Verbal, physical, and sexual harassment destroy this trust and require vigorous counteraction. If anyone in our Meeting feels harassed by another member or attender, the Meeting needs to be informed, usually through Care & Counsel, in order to act to support all concerned, prevent further occurrence, and avoid the isolation of any person.

### **Latecomers**

Those arriving late for meeting for worship wait quietly in the lobby and enter together at ten minutes past the hour. A member of Care & Counsel sets an example by beginning worship until the doors are opened for entry.

### **Membership as Qualification for Service**

Meeting has held several long discussions about whether membership should be a requirement for appointment to Meeting offices and committees. Membership is desirable for Meeting clerks and members of Ministry & Worship; other regular attenders, if they were already members of some other meeting, have also been asked to serve. For other positions, either members or regular attenders are qualified (6/75, 2/76, 8/77).

The 1985 *Faith and Practice* states, “Each monthly meeting should ordinarily appoint at least six members to Ministry and Counsel,” and outlines how the appointments should be made. It also says, “Care & Counsel at Mount Toby Meeting is appointed in the same way as Ministry and Counsel” but makes no statement as to whether they should be members (*F&P*, pp. 241 & 244).

The following minute was approved in 8/90 by Yearly Meeting for business: “The Yearly Meeting Nominating Committee may consider for membership on Yearly Meeting Committees any person active in the fellowship of Friends in New England. Lack of formal membership is not necessarily a bar to service. We trust the Nominating Committee to discern those who are truly called to serve.”

### **Safe Practices for Working with Youth**

At the recommendation of the Ad Hoc Committee on Safe Practices for Working with Youth we decided (6/06) to

- Adopt the policy that two adults be present whenever feasible while working with young people;
- Foster a sense of openness in all gatherings of children by encouraging parents and other adults to attend/drop in as they wish;
- Place the materials gathered by the Ad Hoc Committee in the library.

## Substance Abuse

In 1991 Care & Counsel reported that they felt a need to discuss openly substance abuse and addiction within the Meeting so that any who are in need may ask for support and so that Friends may be under the weight of the concern. It is not false urgency to say that it could be a matter of life and death.

## Structural Policies

### Financial Support of the Meeting

Like most Friends meetings, Mt. Toby does not pass a collection plate; checks or cash may be left in the contribution box in the lobby, or mailed or handed to the Treasurer, whose name and address are in the *Directory* and in the monthly *Newsletter*. Checks should be made out to Mt. Toby Monthly Meeting. Contributions are tax deductible; see **Tax Deductions** (page 57).

The Finance Committee sends letters to contributors and friends once or twice a year reviewing the needs of the Meeting. The Meeting does not ask for pledges for annual contributions.

The Meeting discussed in detail the following principles in its handling of financial affairs (2/02, 3/02, 12/02):

1. Mt. Toby chooses to live within a modest budget. We have chosen to live without a reserve fund or endowment, trusting that extra funds will become available if needed (3/02).
2. We are frugal and choose (for spiritual, financial, and community reasons) to perform as much of the Meeting's work as possible ourselves. This includes cleaning and most repairs of the meetinghouse.
3. We consider rental income to be part of the general operating budget. The Land Use Committee may suggest uses for occasional timber sale revenue.
4. When we have needed extra money for special concerns or projects, we have asked for it directly.
5. When we receive an unrestricted bequest, we tend to consider ways to spend it promptly (3/02). We consider recommendations of the Finance Committee, but meeting for business decides what God wishes us to do with the money.
6. In our corporate giving, we identify two levels of obligation: bigger contributions to organizations like New England Yearly Meeting and Friends General Conference which provide us with services and support, and token contributions to smaller groups, assuming that individual contributors will make their own decisions about further support of other concerns.

The budget is considered an estimate of necessary expenditures, and does not set up line-by-line restrictions. The Treasurer, the Finance Committee, and the clerk are responsible for deciding when any substantial variation from the budget plan requires formal Meeting approval. See also **Budget** (page 23), **Finance Committee** (page 11).



### **Tax Deductions**

For tax purposes the Treasurer will provide a written acknowledgment to anyone who contributes more than \$250. Other contributions will be acknowledged on request. The acknowledgment will include a statement of whether the Meeting has provided any goods or services in return. This may be provided at the time of the contribution, or shortly after December 31<sup>st</sup> of each year that the law requiring it is in effect.

Contributions to help a specific person or cause are not deductible unless the Meeting or Care & Counsel Committee has made a prior decision to support that person and is soliciting funds from Meeting members. To be deductible, the contribution would then be made to a fund of the Meeting (e.g., Assistance Fund), but may be earmarked for the specific purpose.

### **Telephone Tax**

The Meeting has consistently refused to pay the federal telephone tax because its purpose is to help wage war.

### **Policy Statements**

From time to time the monthly meeting records a sense of the meeting on current issues – minutes that it has discussed, approved, and sometimes published alone or in concert with other meetings. The Meeting reaffirmed in 10/76 that the basis of its concerns should always issue from meeting for worship, having been examined in the light of our spiritual heritage. The full text of each statement is in the meeting minutes, in earlier editions of this *Handbook*, and on the Mt. Toby website. Statements through 1998 can be found in the library in the loose-leaf booklet *Policy Statements of Mt. Toby Monthly Meeting of Friends* (catalog number 262 Pol, or in the reference collection); discussions are underway on how to continue and maintain this print collection of policy statements.

#### **Abolition of Nuclear Weapons (11/98)**

#### **Call for Peace Following the Events of 9/11 (10/01)**

**Campaign Finance** – on a movement to reform the economics of political campaigns. (9/00)

**Capital Punishment** – in opposition to the death penalty (11/91).

#### **Coercion of School Children into Acts which Violate their Conscience (11/01)**

**Conscience, Support of Those Led By** – supporting those who have taken a stand against nuclear weapons (10/76), and participation in war (1/05).

**Conscientious Objectors and Non-Registrants** – opposing war, military training, and the draft (7/80).

**Declaration of Conscience** – Calling for people to speak out against government policies in invading Iraq, and deploring recent threats to our freedom and personal

liberties. Written by the Western Massachusetts Interfaith Coalition for Peace and Justice, and intended to be a document that could be accepted by a broad range of religious groups. Endorsed and approved by meeting for business on 9/12/04.

**Franklin County Community Commitment (3/18)** Added our name to other groups in Franklin County endorsing

**Freedom of Information** – affirming citizens' right of access to government documents (3/83) and affirming the right to know what is in government records and documents (2/80 and 3/80).

**Gambling** – opposing state-supported gambling (7/95; reaffirmed 11/07).

**Gay and Lesbian Concerns and Homosexuality** – affirming the civil rights of all people regardless of sexual orientation, and stating our belief in that of God in every person (1/83); also material for use in public statements, and for internal use for people who wish to know our concerns on this topic (9/97, 1/00). Meeting affirms that all persons are equal, that families take many forms, and that marriage is a spiritual union and commitment (10/97). See also a pamphlet in the Meeting library, *History of Mt. Toby Meeting Gay and Lesbian Concerns*, and *Gay and Lesbian Concerns at Mt. Toby Meeting* on the free literature table.

**Interfaith 350 Statement** – We unite with other faith communities in endorsing the Interfaith 350 Statement (on limiting CO2 concentrations in the atmosphere). We also want to be open to other actions and statements rising from within our own meeting related to care for the earth (9/08).

**IRCA–Immigration Reform and Control Act** – refusing to cooperate in filing required forms on eligibility of employees for employment, and affirming the right of everyone to make a living (3/91).

**Nuclear Power** – concern about multiple dangerous effects of nuclear power (10/76).

**Opposition to Proposed National Missile Defense (2/01)**

**Pacifism** – Friends' testimony against war and violence (7/80).

**Peace** – Statement of the American Friends Service Committee, endorsed after the event of September 11, 2001 (4/02).

**Peace Tax Fund** – The Meeting supports creation by Congress of a National Peace Tax Fund as an alternative for those who object to paying taxes that could be used to make war. (1/92)

**Racism** – deploring recent incidents at local colleges (12/92).

**Safe Communities Act**, support for – Would prohibit our State from cooperating with federal efforts to establish a Muslim registry and federal efforts to enforce immigration laws (4/17).

**Same-sex Marriage** – offering the same loving care and consideration to both same-sex and heterosexual applicants for marriage under the care of the Meeting. (1/87, 4/87, 5/87, 5/88, 10/97, 11/98).

**Sanctuary** – announcing the intention to provide sanctuary for Central American refugees without papers (3/85).

**Support for Canadian Friends and Canadian Friends Service Committee**

**Tax Refusal, or Non-Payment of Taxes Used for War** – supporting those who are conscientiously opposed to financial support of war (4/84).



## MEETINGHOUSE AND GROUNDS

### Meetinghouse

The meetinghouse was opened in 1964. The Champney Room was added in 1997. Plans of the meetinghouse are in a large roll in the wall cupboard over the phone booth. Listed below are descriptions of various aspects of the operation of the meetinghouse. See also **Storing Personal Property in the Meetinghouse** (page 53), **History of the Meeting** (page 83), **APPENDIX I: Guidelines for the Use of the Meetinghouse**, and **Meetinghouse Committee** (page 13).

### Accessibility

The meetinghouse was designed on one level for accessibility and the Meetinghouse Committee and others have made several improvements. Front and back doors to the fellowship room have had ramps added, special handicapped parking spaces have been designated on the circular drive closest to the building, and the men's room has been made wheelchair accessible by combining two stalls, and adding a raised toilet and grab bars. Curtains have replaced stall doors in the women's room so the doors will not knock off one's kneecaps. More easily usable lever-type door handles have been installed. If there are other ways in which the meetinghouse could be made more easily accessible please tell Care & Counsel or leave a note in the Meetinghouse Committee box in the hall outside of the library. Copies of the *Newsletter* in LARGE TYPE may be requested from the *Newsletter* Editor. (6/01)

Mt. Toby has joined the Accessible Congregations Campaign, which is sponsored by the National Organization on Disability and supported by the NEYM Committee on Aging. Aims are to raise our own consciousness about accessibility and to ensure that everyone can participate fully in the life of the Meeting. Suggestions for projects will be forwarded to relevant Monthly Meeting committees (4/01, 9/01, 1/03). See also **Allergies** (page 53), **Hearing Amplification in the Meeting Room** (page 62), *Newsletter* (page 38) and **Overnight Use Of The Meetinghouse** (page 73).

### Capital Fund

The Meeting maintains a Capital Fund to which we set aside money every year to help cover infrequent, but expensive, major projects for maintaining or improving the meetinghouse and grounds. Each committee is requested to inform the Finance Committee about anticipated major expenses or projects in future years. These anticipated expenditures are compiled on a Capital Fund List to help the Finance Committee plan for large expenditures. The Capital Fund List provides a basis for the Finance Committee's yearly presentation and recommendation to the Meeting for Business for an annual budget contribution to the Capital Fund. Expenditures from the Capital Fund require approval from Meeting for Business.

When **unanticipated** capital needs arise during the year, however, a committee can bring a request directly to business meeting. The business meeting can then either approve the request directly or refer it to Finance Committee for further

consideration. Capital purchases usually involve items costing over \$500. Once approved by Meeting for Business, such items can be charged against the Capital Fund rather than against the operating budget.

### **Cleaning**

This is done by Meeting members and other volunteers, at least two people each week, under the direction of the Meetinghouse Cleaning Scheduler. If everyone takes a turn, each person cleans about once a year. The Scheduler prepares a schedule and posts it on the Meeting bulletin board in the lobby and on the members' section of the website. A list of cleaning chores is posted inside the door to the cleaning supplies closet in the Young Friends room. The Scheduler will remind people of their upcoming turns by phone or postcard (11/91). The Fellowship & Hospitality Committee sees that cleanup is done after coffee hour and potluck lunch.

### **Closing the Building**

See **APPENDIX I: Guidelines for the Use of the Meetinghouse**, page 3.

### **Green Meetinghouse Fund**

This Fund was established on 8/16 to receive moneys for the Green Meetinghouse project. Incoming funds include the NEYM Legacy Fund grant, contributions and loans, and Solar Renewable Energy Credits (SRECs). The money in this fund will be used initially to pay for installing the heat pumps and solar array and later to pay back loans given for the Green Meetinghouse project (1/17). On 4/17 we approved transferring \$4,000 per year into the Green Meetinghouse Fund until Green Meetinghouse loans are paid off.

### **Hearing Amplification in the Meeting Room**

Hearing aids are kept in the lobby in a wooden case opposite the entrance to the worship room for those who have difficulty hearing messages during meeting for worship. Please ask the member of Care & Counsel on duty at the door for instructions for using them. If the system does not seem to be working well, please report this to one of the Care & Counsel committee members, who are responsible for maintenance. (Minutes of Care & Counsel 8/94) In the summer of 2000, supplemental equipment extended sound to the Champney room or elsewhere.

### **Keys**

Clerks, committee clerks, and members of the Meetinghouse and Grounds Committees commonly have keys. Others who feel a need for one should apply to the clerk of the Meetinghouse Committee.

### Library / Office

Provides service to Meeting, Friends, and visitors, and is also available for limited research. The library is open on First Day mornings and at other times by arrangement with the Library Committee.

The chief functions of the library are teaching, ministry, outreach, and support of Meeting activities. Needs of both children and adults are considered. Major Quaker topics are covered in books, periodicals, pamphlets, magazines, and a few audio-visuals. The card catalog lists materials by title, author, and subject.

#### LIBRARY CLASSIFICATION

*THE SHELF SYSTEM RUNS IN COLUMNS FROM CEILING TO FLOOR, SET OFF BY WHITE WOODEN DIVIDER BOARDS*

100-229 Philosophy And Religion  
 230 Friends Beliefs  
     .1-.7 Specific  
 240 Devotions, Meditations  
 241 Counseling, Healing  
 243 Sermons, Lectures  
 244 Literary & Collected Works  
 246 Meeting For Worship  
 247 Quaker Ministry  
 249 Quaker Way Of Life  
 250 Social Concerns: War; Peace; Racism;  
     Prisons; Economics  
 260 Quaker History & Description  
 260.11-9 Specific Countries  
 262 Business Procedure  
 265 Faith And Practice  
 266 Missions  
 267 Friends Organizations  
 268 Friends Education  
 270-World Council of Churches  
 280-Other Religious Organizations  
 300-Sociology, Social Change  
 920-950 Adult Biography, Quaker & Other  
 960-990 History  
 Adult Fiction and Children and Youth Fiction,  
 Non-Fiction, and Biography: See are in the  
 shelves dividing the library from the hall.





The Library Committee makes two folders each for both minutes of meetings for business and Newsletters to hold them until enough accumulate for binding. One copy is for borrowing, the other for non-circulating archives. *Friends Journal* is packaged annually and shelved in the fellowship room.

A collection of First Day School materials is shelved in the small Sunday School Room.

See also **Library Committee** (page 13).

### **Maintenance**

The Meetinghouse is maintained by the volunteer work of members and attenders during scheduled spring and fall workdays and at other times. Sometimes individuals take on special projects that they are concerned about. Special workdays for a new heating plant, painting, and roofing have involved a large part of the Meeting. We agree that our priority for selecting meetinghouse projects will be those that undergird and nourish our worship, and that take into consideration the health of our community and our impact on the earth. We invite those with ideas on improving our 50 year old building to bring them to the Meetinghouse Committee (3/04).

### **Office**

The office records are in the library, to the left of the windows. The History & Records Committee use the cupboards above for the non-circulating copies of the minutes, the Memorial Books, and other scrapbooks. The lower cupboards hold boxes of archival materials. The Meeting's files are in file drawers in the office desk.

### **Outside Groups**

Those wanting to use the meetinghouse arrange with the Scheduler. See **Rental Fees** (page 74) for rates. A large group puts a strain on our water and sewer arrangements, so it may need to rent a portable toilet. No tobacco or alcohol may be used, and no foods or lighted candles are allowed in the worship room, lobby, library, or Champney room. Groups renting space in the meetinghouse are asked, when advertising their event, to include the words "This is not a Quaker Meeting program" (10/01). See also **APPENDIX I: Guidelines for Use of the Meetinghouse**.

### **Overnight Use of the Meetinghouse**

No one may stay overnight at the meetinghouse without clearing first with the Scheduler. If the Scheduler has any questions, he or she will consult with the clerk. (11/87) When traveling Friends have come, they have been allowed to stay at the meetinghouse if this did not interfere with already-scheduled use. Others are not allowed to stay unless a member of the Meeting is prepared to stay with them. Either arrangement must be cleared with the Scheduler. (12/87)

### Parking

As parking space is limited, Friends are asked to park close to those cars that are already parked. There are marked handicapped-accessible parking spaces in the drive close to the meetinghouse entrance. Parking is also allowed facing the stone wall along Route 63.

### Rental of the Meetinghouse

(Approved 3/11/07, modified 11/8/2015) The use of our facilities is cost-free for groups sponsored by the Meeting, or if expressly approved by meeting for business. Other groups are asked to share in the costs of upkeep of this facility by paying the fees described below. Meeting sponsored events are those that have been approved by a committee or meeting for business. Individual members/attenders who schedule the meetinghouse should expect to pay the fees described here.

Separate fees are charged for morning, afternoon or evening use. Kitchen use is on a per-day basis. The library room is not available for use. Total fee is calculated by adding the fees associated with your use. (Example: fellowship room for morning only = \$20; fellowship room and kitchen for morning and afternoon = \$50.)

Space Used	Time of Use		
	Morning	Afternoon	Evening
Fellowship Room or Champney Room	\$20	\$20	\$20
All Rooms except Worship Room & Library	\$30	\$30	\$30
All Rooms (except Library)	\$50	\$50	\$50
Added Charge for Meal-time use of Kitchen		\$10	

Groups of over forty people will pay an additional 50% of the regular fee for their use of the meetinghouse (5/17).

The Scheduler is charged with deciding if a group is subject to fees for use of the meetinghouse, and may negotiate reduced fees for outside groups as deemed appropriate. A cleaning deposit may be requested for groups using the meetinghouse for a full day or more, or an additional fee for cleaning may be requested if the premises are not left in good order. The Scheduler may choose to consult with the Meetinghouse Committee in making these decisions.

Long-term use of the meetinghouse by an outside group (e.g., multi-week educational programs) should be approved by meeting for business. Long-term use proposals should be brought with a recommendation from the Scheduler and the Meetinghouse Committee that includes the recommended fees. Copies of any contracts for long-term use should be provided to the Meetinghouse Committee and the Treasurer.

Finance Committee proposes the rental fee schedules for the meetinghouse, subject to approval by meeting for business (10/17).

### **Scheduling**

Meeting and other groups are welcome to use the meetinghouse (11/77). They must arrange with the Scheduler to reserve the space and schedule the heat. To keep slots open for Meeting groups, the Meetinghouse Committee suggested in 8/88 reserving two Saturdays a month and several weekday evenings for Meeting use. See also **Scheduler** (page 21).

### **Telephone**

The telephone booth is opposite the library, by the door to the Champney room. Callers are asked to put \$.25 in a container near the phone for each local call and limit it to five minutes (1/91). Calls to Franklin County numbers and to Northampton are local calls.

## **Grounds**

### **Burial Ground**

The Mt. Toby Friends Burial Ground is southeast of the meetinghouse. Corners are marked with permanent granite markers. The burial ground is overseen by the Burial Committee. Membership and duties of the Burial Committee are described in detail under “Burial Committee” (page 7). Burial ground records are maintained by the Burial Ground Caretakers (further described on page 18). Permanent records are kept in the meetinghouse office. Regulations governing use of the burial ground have been determined by the Meeting from time to time and are available from the Burial Committee (8/77, 3/82, 9/97, 3/98, 7/10, 9/12). The burial ground is for the use of Mt. Toby and Northampton (2/15) Meeting members and their immediate families within one generation (spouse, parents, children). There is to be no planting in the burial ground (3/98). Woody plantings outside the burial ground should be located no closer than 10’ from its borders (9/12).

See also **Memorial Meetings** (page 32), **APPENDIX II: Guidelines for the Use of the Burial Ground** and **APPENDIX III: Guidelines for the Planting of Memorial Trees**.

### **Grounds Maintenance**

Maintenance of grounds around the meetinghouse is done by the Grounds Committee and other volunteers. In summer, volunteers take turns mowing (it takes about 3 hours).

### **Memorial Trees**

When the meetinghouse was built in 1964 a landscape plan was also developed, which Francis Holmes carried out over the next several years. Other trees and shrubs have been added since, many in memory of Meeting members who have died. A map showing the location of the plantings is posted above the mailboxes in the hallway by the library. A policy on plantings was approved on 6/2000. All trees are under the

care of a Plantings Keeper appointed by the Meeting. See also **Plantings Keeper** (page 21), **APPENDIX III: Guidelines for the Planting of Memorial Trees**, and **APPENDIX IV: Guide to the Plantings at Mt. Toby**.

## Mount Toby Lands

### Land History and Uses

In 1972 Meeting purchased land outside the site of the meetinghouse. It includes 118 acres of pasture, wetland, and forest, plus a spring, a pond and a section of Long Plain Brook. 108 acres are in Leverett and 10 acres are in Sunderland. The land covers a roughly triangular area with its base along Long Plain Road and the railroad tracks. See the **map on the inside back cover**.

The area immediately surrounding the meetinghouse, including the burial ground, is cared for by the Grounds Committee. The rest of the Meeting's land is administered by the Land Use Committee. In May 1978, after lengthy discussion, we decided that some of the land – the portion north and west of the power lines – should be cut periodically for lumber, while the rest would remain largely unmanaged or for agriculture. In 1983 Land Use Committee's portion was put under conservancy, under Massachusetts Law Chapters 61, 61A, and 61B, for forestry, agriculture, and recreational use, respectively. This gives us reduced tax rates. Approximately 50 acres are in forestry/agriculture including the area northeast of the power lines, the pasture lands southwest of the meetinghouse and a strip of land around the northwest and southwest sides of the wetlands. The remaining acreage, including the wetlands is classified as recreational. A forest management plan was submitted to the Massachusetts Department of Land Management by the Land Use Committee and the Trustees in 6/94 and in 2004. A new report is made every 10 years. A forestry plan was accepted by the State and a copy was filed with the Assessor of the Town of Leverett in 9/04. The current plan is effective from 2004 to 2014. The Committee may hire a forest management consultant to help with these reports.

Proceeds from selective logging operations in 1979, 1995, and 2001, mainly to remove hemlocks, were put into a "timber fund" to be used for special projects to be decided later (1/80). This Fund was closed in 2010. Some land under Chapter 61A, along Long Plain Brook, has been leased to abutter and Meeting member Brad Archer, for agricultural purposes limited to grazing sheep and haying.

There is an extensive network of trails, some of which are overgrown and others of which may be used for hiking and cross-country skiing. Friends are urged to explore the many beautiful nooks and crannies of our lands. A **map of Meeting land** is printed on the inside of the back cover of this *Handbook*. Camping is allowed with the permission of the Land Use Committee. See **Camping on Meeting Property** below.

No swimming is permitted in the pond, as our insurance does not cover that activity. A sign saying "Swimming is not Permitted" has been posted at the pond.

A simple footbridge (currently in disrepair) south of the pond gives access to our land beyond Long Plain Brook. For occasional access by vehicles, including cars, trucks, and equipment, we have an easement with abutters Bob and Micha Strong on a gravel road across a culvert over Long Plain Brook. W.D. Cows lumber company has an agreement with the Meeting for a right-of-way to truck logs across Meeting land from their abutting property on the north (6/90, 2/94). Western Massachusetts Electric Company has a 100-foot right-of-way for a power line through the property. Abutter

Brad Archer has a deeded right to access a spring on Meeting's forested land across Long Plain Brook.

In 4/95 at a hearing in Leverett, Meeting successfully opposed a proposal to declare the land opposite us on Route 63 a General Business Zone; we stated that we expect our land "to remain forever protected from further development." See also **Land Use Committee** (page 12).

### **Camping on Meeting Property**

Camping is allowed with permission of the Land Use Committee (4/78). The Committee feels very strongly that no fires can be allowed on Meeting land (6/79). Leverett zoning by-laws do not allow camping for more than 28 days without adequate sanitary facilities (6/79). Use of meetinghouse toilets and kitchen by campers has been allowed when it does not conflict with previously contracted use (6/79); such use must be cleared with the Scheduler. See also **Overnight Use of the Meetinghouse** (page 73).

## AFFILIATED ORGANIZATIONS

### Other Meetings for Worship

Small subsidiary groups have been formed from time to time to fill special needs, most of them with the concurrence of Ministry & Worship and meeting for business. They are laid down, when they become inactive, by meeting for business on the recommendation of Ministry & Worship.

#### Northfield Worship

This worship was established when worries first began about the oil crisis. The intention was to help minimize the use of fossil fuels for transportation, thus reducing the effect of emissions in the atmosphere. Meetings are scheduled for 10:30 on the first Sunday of each month at the home of Don and Judi Campbell, but only when prior contact is made by someone wishing to attend. Call (413) 498-0027 for information or directions.

#### Woolman Hill Midweek Worship

Meets each Wednesday from 5:30 – 6:30. Worship is usually in the meetinghouse – if it needs to be moved, the alternate location will be posted on the meetinghouse door. This is not under the oversight of Mt. Toby. Contact the Woolman Hill office (413 774-3431) for more information.

#### 2<sup>nd</sup> Friday Sabbath

This meeting for worship began about 2003 after several Friends attended a Sabbath observance at a Jewish friend's home. We appreciated that celebration as a rich way to end the workweek, and a meaningful way of including children as participants in a common spiritual practice.

We gather on the second Friday of each month at 6:00 (with some arriving a bit earlier for animal visits) and worship together for about a half hour. Children participate in several ways: Some simply play or read in the center of our worship circle, others worship in adult laps, occasionally small animals are held in the circle. Worship is followed by some worship sharing, then a potluck meal with lots of conversation.

From April through October we meet at Jim Lyons and Jill Horton-Lyons' farm in Colrain. In November through March the gathering takes place in other Friends' homes. We try to rotate locations in various parts of Mt. Toby's widely dispersed community.

All are welcome to attend! This worship is a time when parents can enter into worship knowing that children's sounds and words are welcomed. Gatherings are announced in the newsletter, during meeting announcement time and email reminders are sent to anyone requesting them. Call Jill (413-624-3940) for information, directions or to be added to the email list.

See the *Newsletter* or the bulletin board in the lobby for more recent information on these and other meetings for worship.

### **Connecticut Valley Quarterly Meeting**

Mt. Toby Meeting is a member of the Connecticut Valley Quarter of New England Yearly Meeting. Friends meet for a day or a weekend three times a year – on the first weekends in February, May, and October – for a planned program, worship, and fellowship. The February and May meetings rotate among the different monthly meetings. The October meeting is always held at Woolman Hill.

Mt. Toby's meeting for business, in conjunction with the clerk, appoints a planning committee in those years in which Mt. Toby is scheduled to be host (approximately every three years). The date is announced after Meeting and in the *Newsletter*. Mt. Toby last hosted for the February 2017 meeting.

Every October, when the program is at Woolman Hill, Mt. Toby has some responsibility for a part of the arrangement, determined by an eight-year rotation schedule. These duties also are helped by a planning committee. Our responsibilities in the next several years are:

- 2018 Coordination, publicity, and care of the weekend
- 2019 Registration
- 2020 Organize Friday potluck

Mt. Toby is also responsible for finding and appointing a clerk of the Quarter on a regular rotation (the person need not be from Mt. Toby) for a two-year term, with a similar rotation for our finding a recording clerk. We are next scheduled to find a recording clerk for the 2017 – 2019 term and a clerk for the 2024 – 2026 term.

### **Woolman Hill**

Woolman Hill is an independent Quaker retreat and conference center on Keets Road right off Routes 5 and 10 just north of Old Deerfield. See the bulletin boards or the fellowship room for program announcements. The fall CVQM weekend retreat has been held at Woolman Hill for several years. The Board of Directors includes people from Mt Toby and other monthly meetings within CVQM and NEYM. Mt Toby has traditionally had strong representation on the board, and has a deep connection with the history of Woolman Hill. The Mt Toby Care & Counsel has a scholarship fund that will assist people who want to go to Woolman Hill weekends. A worship group meets there on Wednesdays from 5:30 – 6:30 p.m.



### **New England Yearly Meeting**

New England Yearly Meeting (NEYM) – also referred to simply as Yearly Meeting (YM) is an association of most of the monthly meetings in New England. It holds its annual meeting for business, with workshops and programs for all ages, for several days in the first week in August. All Friends receive announcements in the spring. Several members of the Meeting serve on YM committees. We are expected to appoint representatives to the YM Ministry and Counsel Committee and to the YM Nominating Committee.



## HISTORY OF THE MEETING

The first recorded monthly meeting in the ancestry of Mt. Toby was the Northampton Meeting, which organized as an independent Meeting under the Friends Fellowship Council in Philadelphia in 1939. There had been other occasional worship groups of Friends in the Valley – in Amherst in 1924 and in Northfield in the 1930's – but it was the initiative of a European couple who came to Smith College that led to the formal organization. These Friends had seen war coming in Europe and urged local Friends to join national movement among Friends preparing to witness for peace. At the time, the Northampton group did not want to choose either of the New England Yearly Meetings, which had divided in 1845 over the theologies of John Wilbur and John J. Guerney. But when the Yearly Meetings united in 1945, Northampton and other Friends in Connecticut joined the New England Yearly Meeting with the Connecticut Valley Friends Fellowship (started in 1936) that included Hartford and New Haven Independent Meetings. That group and Providence, RI and Cambridge, MA Independent Meetings made up the third group of Friends forming the new Yearly Meeting.

The new monthly meeting was called the Middle Connecticut Valley Monthly Meeting because it was in the middle of the Connecticut Valley Quarterly Meeting. There were worship groups in South Hadley, Greenfield, Northampton, and Great Barrington. They met together only for monthly meeting for business, often in Sherwood Friends Center, a barn studio given to Greenfield Friends by Mary Champney.

A meeting in Amherst was revived by Francis and Becky Holmes when they came to the University of Massachusetts in 1954. When many more Quaker families came to the enlarging University in the next decade, Amherst became the largest meeting. In 1959 the Monthly Meeting decided to try an “experimental consolidation” and rented the Grange Hall on Main Street in Amherst, to which all Friends came for First Day worship.

This experiment, which allowed for a First Day School for the 50-100 children, was so successful that the Meeting decided to try to build a meetinghouse. They eventually accepted a gift of land on the farm of Ethel Dubois on Long Plain Road in Leverett, and broke ground in 1963. In 1964, a meetinghouse designed by architect Elroy Weber opened. The Meeting was renamed Mt. Toby after the nearby hill.

At the same time, the Greenfield Sherwood Friends Center was taken by the State when Interstate 91 was to be built. Money from the settlement was lent to the Meeting and paid back to a fund under Greenfield Trustees, and later lent to other Meetings. A small loan and grant from the Friends General Conference Meetinghouse Fund also helped the 25 families meet the challenge of paying for the building, and later buying the 120 acres of Ethel Dubois' farm when she retired. In a few years, the Long Plain Nature Center she ran on the farm moved to Amherst and became the Hitchcock Center for the Environment.

An addition was added to the meetinghouse in 1997, when the Champney Room, designed by Nina Weyl, was added. The kitchen was enlarged and space redesigned. In 1994, Northampton divided off from Mt. Toby, formed a new Meeting, and built a meetinghouse condominium. South Berkshire had left in 1984 and built a meetinghouse in 2001.

The history of Mt. Toby and Friends' peace testimony in World War II and the Vietnam War is another story, some of which can be read in the history up until 1960, (written by Helen Griffiths.) This history is in the Meeting library, or can be purchased from the History Committee. A history of the meeting since 1960 has recently been written by Georgana Foster. Copies of her history are available in the library and on the website.

### **Sanctuary**

In 4/84 the Peace & Social Concerns Committee planned a meeting to discuss the plight of undocumented refugees from Central American countries. In 5/85 Meeting endorsed a Minute on Sanctuary from West Falmouth Monthly Meeting. A large ecumenical committee with many members from Mt. Toby was formed, and we agreed to provide sanctuary to political refugees from Central America. Two brothers from Guatemala were housed in the meetinghouse until a safe house and jobs were found for them. One was later joined by his wife and children. They spoke frequently at public meetings in the area. Letters endorsing our action were received from England and Germany, as well as from many meetings in the U.S. Hartford Monthly Meeting also offered Sanctuary in its meetinghouse. The Sanctuary Committee was disbanded in 1994 and Northampton Meeting Ministry and Counsel assumed responsibility for responding to continuing Central American refugee needs. Sanctuary Committee funds have been turned over to the Northampton Meeting. See also **Policy Statements – Sanctuary** (page 57).

## APPENDIX I: GUIDELINES FOR USE OF THE MEETINGHOUSE

From the Meetinghouse Committee (2/00); re-approved (4/04):

- The meetinghouse is available for use by any group seeking to develop spiritual growth, enrichment of inner life, better human relations, social concerns, civic responsibility, educational and international understanding.
- Permission for use of the meetinghouse can be obtained from the meetinghouse Scheduler (see the current committee list in the lobby). Keys are available from the Scheduler. The building is fully heated only while it is being used; this requires that the Scheduler be contacted at least a week in advance so that the heat can be programmed. No admission may be charged for any activity in the meetinghouse, although collections for social and religious causes are allowed.
- The meetinghouse is not available to groups practicing discrimination.
- For the schedule of fees charged to non-Meeting groups see the section **Meetinghouse: Rental Fees** (page 74).
- The meeting for worship room has been designed for meetings only; any other use should have prior permission from the Meetinghouse Committee. Please ask before rearranging the benches and return them to their original places when done. No lighted candles, food, or beverages are allowed in the worship room, lobby, or Champney room (small meeting room).
- Please do not allow children to use the library unless there is an adult with them at all times. Do not use the fireplace without instructions from the Scheduler.
- Consistent with Friends' beliefs, there is no smoking in the meetinghouse. People may smoke on the grounds, but are asked to dispose of their own litter and not leave it for others to clean up. No alcoholic beverages may be brought onto the premises.
- Groups renting the meetinghouse are asked to include in any information given to others the words "This is not a Quaker Meeting program."
- The meetinghouse is cleaned weekly by members of the Meeting. Those using the building are expected to clean up after their gathering and leave things as they found them. Groups using the kitchen should wash and put away all dishes unless they have brought and used disposable paper products. Floors should be vacuumed, swept, and mopped as needed. All trash and garbage must be removed and wastebaskets relined. Any damage to the equipment or facilities should be reported to the Clerk of the Meetinghouse Committee. People are asked not to use the furnishings for purposes other than those for which they are intended. Cleaning supplies are in the closet in the storage room.
- After everyone has left, the person responsible for the group should check to see that the instructions for closing the building (**APPENDIX I**, page 2) have been followed.

**Closing The Building:**

Any group which uses the meetinghouse, including Meeting groups, sees to the following (Meetinghouse Committee 10/87).

1. All dishes washed and put away.
2. Soiled dishtowels and sponges taken out to be washed and returned.
3. All rubbish removed from building, fresh liners in trashcans and baskets.
4. Floors mopped and swept as needed, wet mop left outside back door, rugs vacuumed if needed.
5. Rooms left as they were found. Tables and chairs put away.
6. All windows closed and tightly latched.
7. All lights off.
8. All ten outer doors closed, latched, and locked. Because of weather-strips, some must be pushed very hard to be sure they are latched.
9. To save oil, doors to the Champney room and worship room are kept closed when they are not in use in winter. To prevent pipes freezing in cold weather, all other interior doors should be left propped open in winter.
10. Please remember to return your key.

See also **Meetinghouse** (page 61)

## **APPENDIX II: GUIDELINES FOR THE USE OF THE BURIAL GROUND**

Taken from two drafts dated 4/5/83; modified according to Care & Counsel's recommendation to meeting for business 10/97; further modified according to Ad Hoc Committee on Burial Report and Recommendations, accepted by meeting for business 7/10, and Burial Committee recommendations for meeting for business 9/12.

### **Eligibility for Burial in the Burial Ground**

(revision approved 5/17) Burial in the Meeting burial ground is for members of Mt. Toby Meeting and Northampton Friends Meeting (2/15) and their immediate families within one generation (i.e., spouse, parents, and children), and for locally resident members of other Friends' meetings who have been active in Mt. Toby or Northampton Meeting. Any exceptions will be made by at least two members of Mt. Toby's Care and Counsel Committee, if the committee as a whole is not available (for the Mt. Toby community), or by Northampton's Pastoral Care Committee (for the Northampton community). Exceptions, if any, will be for individuals who have had an ongoing relationship with Mt. Toby and/or Northampton Friends Meetings and have participated in the life of one Meeting or the other. In view of the urgency and uniqueness of each decision, no exception to the eligibility rule is to be later construed as a precedent that encourages subsequent exceptions.

The meeting has also minuted (7/13) its affirmation that the burial ground is a potential sanctuary for those in need of a compassionate burial in cases where politics and public outcry is so strong that burial elsewhere is refused. In such a case, we will follow the same guidelines for exceptions as described above.

### **Administration and Oversight**

The Burial Ground Caretakers, in conjunction with the Burial Committee (see page 18), assign plots; are responsible to see that the grave is dug and burial is completed; maintain records of burials; fulfill any legal responsibilities for oversight.

Grounds Committee is responsible for maintaining the burial ground and may use funds given to the Meeting for burial and the burial ground. There is to be no planting in the burial ground.

### **Description of Burial Ground**

Location: The burial ground is a plot of land 70' by 150' located southeast of the meetinghouse as shown in a plan submitted to the Town of Leverett.

Plots: Each grave plot will be 5' by 10'. In Massachusetts there is no legal requirement as to depth. We intend to follow guidelines for green burial and dig graves 3-4' deep (to the bottom of the coffin). In case of cremation, grave plots may be used for the cremated remains of more than one person from the same family if they so choose. Tops of containers for cremated remains must be deep enough for markers to be placed above them, i.e., 12-18" of soil. No plot may be reserved except for a single plot for the spouse of someone already buried.

**Plan:** Grave plots are laid out northerly to southerly, with the long side of a plot being roughly parallel to the highway. Using the dimensions given above, the burial ground will accommodate 210 graves. However, since most of the graves in the first row are narrower than 5', the total will be closer to 215. Granite corner posts and granite row markers for rows A and B were set in 2013. A sign, made of white oak mounted on granite posts, was set at the northern end of the burial ground in 2015.

**Grave markers:** There will be no standing markers or headstones, only flat markers no larger than about 1' by 2'. Arrangements for markers are made by the family, in conjunction with the Burial Committee, through a monument dealer, who will install them. Markers are set dry, without a foundation. Markers are, of course, optional.

**Burial containers:** Burial vaults, grave liners, and caskets made of metal or other nonbiodegradable materials are not permitted (9/12). Our preference is for shrouds, or coffins made of readily biodegradable materials.

**Woody plantings:** Woody plantings should be located no closer than 10' from the burial ground boundaries to avoid damage to plantings by digging of graves and lifting of markers by root growth. There are to be no woody plantings in the burial ground. Herbaceous plantings within the burial ground are discouraged as they will be mowed and/or grazed.

**Charges and Donations:** There will be no charge for a burial plot. Families will be responsible for all expenses of burial and other funeral arrangements. Burial Ground Caretakers will explain and help estimate these costs to the family. A Burial Ground Fund tracks expenses and income of operating the burial ground – including costs such as excavation rental and additional topsoil and payments by a family or anyone else to cover such costs. The Mount Toby treasurer will receive and disburse monies from the Burial Ground Fund (10/17).

The family may also wish to make a donation to the Meeting, beyond expenses, to help pay for maintenance of the burial ground and associated expenses.

## **Making Arrangements for Use**

The Burial Ground Caretakers, in conjunction with the Burial Committee, assign plots and keep a record of burials and a plan of the grave plots. Care & Counsel (Mt. Toby) or Pastoral Care Committee (Northampton) is responsible to facilitate an initial conversation or meeting between the family and one of the Burial Ground Caretakers. Caretakers are legally responsible for ensuring that the burial permit (officially, the “Disposition, Removal and Transportation Permit”) is in hand and in order before a burial takes place. In practice, the funeral director usually obtains it on behalf of the family, and will present it when the Caretaker requests it. After the burial, a Caretaker signs, and after making a photocopy for Burial Committee records, returns the burial permit to the town official who issued it.

See also **Burial Ground** (page 75), **Records of the Meeting** (page 42), **Memorial Meetings** (page 32), and **APPENDIX III -- Memorial Tree Planting Policy**.



## APPENDIX III: GUIDELINES FOR THE PLANTING OF MEMORIAL TREES

Adapted from a report submitted to business meeting on 6/11/2000. The recommendations in the report were approved, with the exception of those relating to plantings around the burial ground due to the concerns of one Friend. Those concerns were subsequently withdrawn. Details of possible locations and species are contained in the report.

### Introduction

When a member of our community dies, there is sometimes a desire to plant a tree or shrub on the meeting grounds to remind us of the role that person played in our lives. The following policies are designed to establish clear procedures for such plantings.

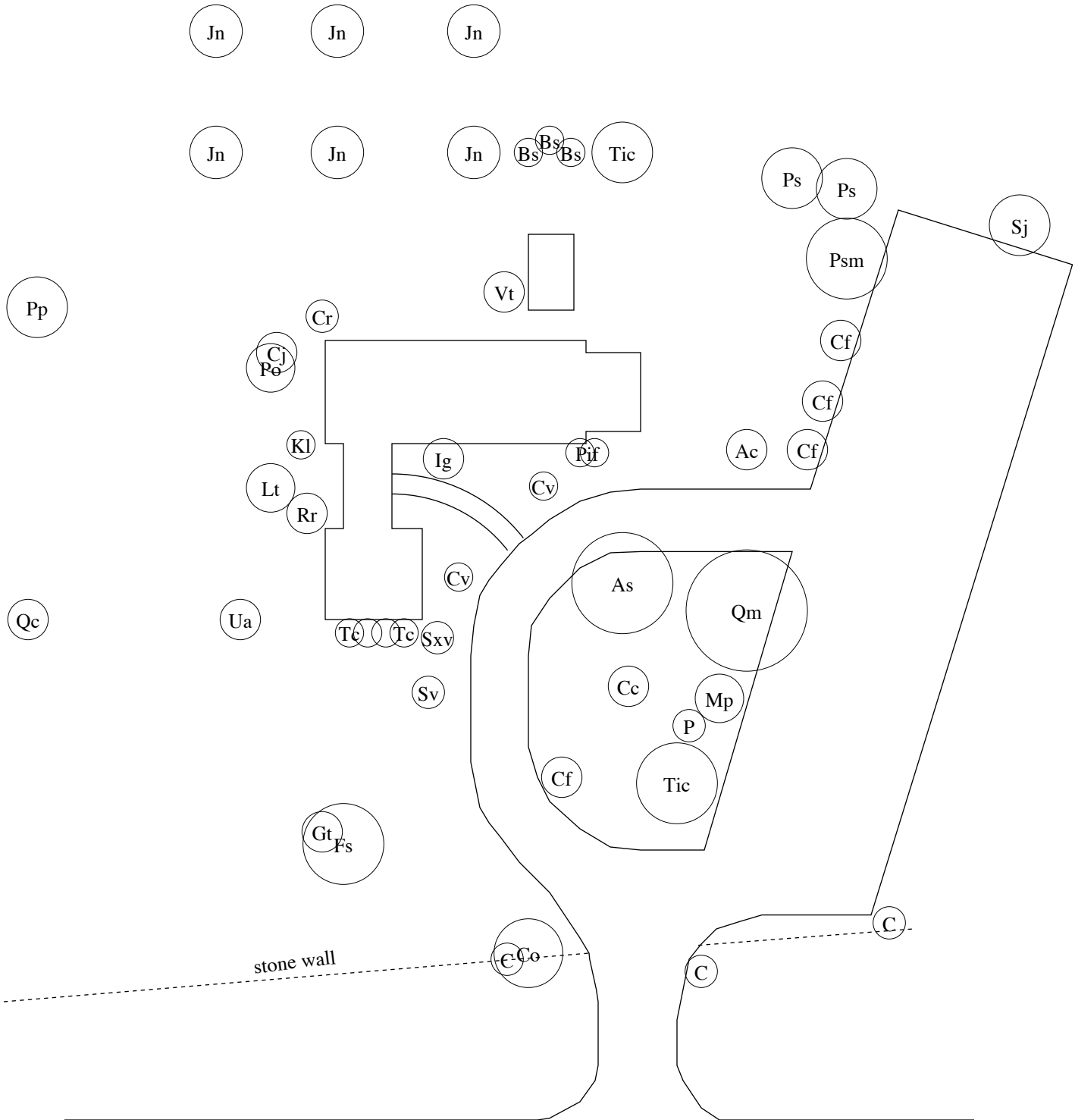
### Policies

1. *Who is eligible for a memorial planting?* Anyone for whom we write a memorial minute is eligible for having a memorial tree or shrub. In its discussions with the family, Overseers will provide information about our policies for such plantings. The Meeting may want to act on its own initiative in some cases.
2. *Who pays?* In general, the family should pay. In cases of financial hardship, the meeting may assist in the cost, either through the budget (up to \$50), or through the discreet solicitation of contributions.
3. *Who plants and maintains the memorial?* If the family desired, they could plant the memorial in their own ceremony. Otherwise, this could be part of spring workday, or a special meeting event. Trees planted around the burial ground would need to be protected from sheep. Maintenance will be the responsibility of the plantings keeper (see below).
4. *Only memorial trees?* To ensure enough sites for memorial trees, we recommend that no other trees be planted.
5. *Who chooses the site?* The plantings keeper, in consultation with the Grounds Committee, will take into account the landscaping needs of the meeting to suggest a site. There will be no effort made to correlate the “weightiness” of the Friend being memorialized with the location.
6. *Who chooses the tree?* The family will be provided with a list of trees consistent with the landscaping at Mt. Toby from which they can choose. Otherwise, the plantings keeper, in consultation with other interested parties, will make the choice.
7. *Who administers this policy?* Overseers will have general responsibility for ensuring the functioning of memorial plantings as part of their overall care when a member dies. The details of the policy will be the responsibilities of the plantings keeper see **Plantings Keeper** (page 21).

# Trees and Shrubs around the Mt. Toby Meetinghouse

October 2018

(See attached key for tree names)



## Trees and Shrubs on Meetinghouse Grounds

The letters in parentheses correspond to the code used in the accompanying map.

Trees marked with a (\*) were planted over the years by Francis and Becky Holmes in honor of their parents Joseph Charles and Frances Brown Bequaert, and Francis Oliver and Ruth Deem Holmes.

### Trees and shrubs planted according to the landscape plan developed in 1964 by

<b>S. W. Fletcher, Jr.</b> (Sue Fletcher's father-in-law).	<i>Kalmia latifolia</i> (Kl)	Mountain Laurel
<i>Acer saccharum monumentale</i> (As)	*Sugar Maple	Planted in memory of Jill Holden, a Young Friend who died in the 60's.
<i>Fagus sylvatica asplenifolia</i> (Fs)	*Fernleaf European Beech	<i>Liriodendron tulipifera</i> (Lt)
<i>Ilex glabra compacta</i> (Ig)	Inkberry, Low Gallberry	Tulip Poplar
<i>Picea pungens glauca</i> (Pp)	*Colorado Blue Spruce	Sycamore
<i>Pieris floribunda</i> (Pif)	Mountain Andromeda	This and the Tulip Poplar were planted on Earth Day, 1990.
<i>Pinus strobus</i> (Ps)	White pine	<i>Quercus coccinea</i> (Qc)
Planted by John Zahradnik in early 70's		Scarlet Oak 2010
<i>Pseudotsuga menziesii</i> (Psm)	*Douglas-Fir	Planted in memory of Tom Hancock
<i>Quercus macrocarpa</i> (Qm)	Burr Oak, Overcup Oak	<i>Syringa vulgaris</i> (Sv)
Planted in the early 70's in memory of Helen Griffiths		Lilac
<i>Rhododendron roseum elegans</i> (Rr)	Rose Rhododendron	Planted by Laura Robinson
<i>Syringa japonica</i> (Sj)	*Japanese Tree Lilac	<i>Syringa x hyacinthiflora</i> 'Declaration' (Sxv)
<i>Taxa cuspidata nana</i> (Tc)	Dwarf Japanese Yew	Declaration Lilac 2017
<i>Tilia cordata</i> (Tic)	*Littleleaf Linden	<i>Malus x purpurea</i> (Mp)
<i>Viburnum tomentosum mariesi</i> (Vt)	Maries' Double-file Viburnum	Purple Crab
		Planted in 1982 by Dale Wenner in memory of Courtney Faith Bergstrom
		<i>Picea glauca</i> `Conica'. (Pg)
		This tree was planted May, 1983, in memory of all children who have died.
		<i>Ulmus americana</i> (Ua)
		American Elm 2010
		Planted in memory of Francis Holmes
		Other trees and shrubs. An (!) indicates trees that are self-planted, but are worth admiring and protecting.
<b>Other memorial trees or trees of known provenance:</b>		
<i>Amelanchier canadensis</i> (Ac)	Shadbush, Serviceberry	(!)Shagbark Hickory
Planted in 1994 in memory of Mary Taylor		Flowering Dogwood (In central island)
<i>Buxus sempervirens</i> (Bs)	*Box	(!)Gray Dogwood
<i>Cercis canadensis</i> (Cc)	Redbud (2012)	(!)Hawthorn
Planted in memory of Ann Levinger		Littleleaf Linden (West of meetinghouse)
<i>Cercidiphyllum japonicum</i> (Cj)	*Katsura	
<i>Cornus florida</i> (Cf)	Flowering Dogwoods	
The three surviving dogwoods along the southwest edge of the parking lot were planted on April 29, 1984. From east to west they are in memory of George Taylor, David Leonard, and Philip Woodbridge. Three other dogwoods planted in this area in memory of Marion Woodbridge, Ruth Woodbridge, and Christopher Scott have not survived. A replacement dogwood (planted by Fritz Kaufhold) for Chris Scott is in the island.		
<i>Crataegus viridis</i> "Winter King" (Cv)	Green Hawthorn	
Planted during the building of the extension, 1998		
<i>Gleditsia triacanthos</i> (Gt)	Honey Locust	
Planted on Earth Day, 1990.		
<i>Juglans nigra</i> (Jn)	Black Walnut	
These six trees were planted c. 1980 by Karl Davies.		
		Crocuses planted around the Philip Woodbridge dogwood in 1994 in memory of Mary Link and William Spademan's unborn child.

collated by Ken Hoffman



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