

A DRAFT PROPOSAL FOR MEETING REORGANIZATION  
TO FIT OUR CURRENT SIZE AND RESOURCES

FMSA's annual meeting of officers, committee clerks, and conveners was held on January 28<sup>th</sup> to talk about how we might best accomplish the tasks needed to sustain a Meeting of our size. We face both vacancies in our current committee structure and the possibility of burning out those of whom we ask too much. We are 2/3 the size we were before COVID, and even then we had difficulty filling all of the slots called for in our Handbook. We met to consider two questions:

1. What tasks do we absolutely need to accomplish in order to maintain our Meeting?
2. How can we best organize ourselves to do these tasks?

**To Question 1:**

The meeting identified six areas that are crucial to FMSA's health. They are:

- A. Sustaining the quality of our Meetings for Worship and the spiritual state of the Meeting;
- B. Providing spiritual care and support to Meeting members and attenders;
- C. Providing opportunities for fellowship and spiritual growth, such as post-Meeting potlucks, forums, spiritual education, etc.;
- D. Good stewardship of our property, both real and financial;
- E. Accomplishing the mundane chores needed to open and close the Meetinghouse, set up and run the Zoom system during Meetings for Worship and after-Meeting forums/discussions, provide post-Meeting refreshments, maintain the Meeting Website, inform Friends of Meeting activities, make sure we have bathroom and cleaning supplies, etc.
- F. Sufficient coordination to ensure that tasks are accomplished without overburdening anyone, including the coordinators.

Without specifying its shape, we felt it important to provide sufficient outreach to outsiders so that those who might appreciate our form of worship and life can find us. We also felt it important to support Friends who have a leading to Quakerly social action.

Though it was not specifically mentioned, we presumed a ministry for children so that parents can participate in Meeting life.

**To Question 2:**

The above tasks are currently handled through our extant committee structure, though some of those committees are overburdened and others have been understaffed or moribund. Co-Clerk Jim S. proposed a possible reorganization. He was asked to put this in writing, which appears in outline form, below:

1. Standing committees that would stay pretty much the same as now, with some adjustment of tasks:
  - o A Ministry and Care Committee to attend to Items A and B: the quality of our Meeting for Worship and the spiritual state of the Meeting, along with providing spiritual care

and support to Meeting members and attenders. This committee could coordinate other activities to maintain the Meeting’s spiritual health as it sees fit.

- A Religious Education Committee to coordinate forums and education sessions – Item C (except the potlucks) – plus the children’s program.
- A Property Committee to coordinate maintenance of and repairs to our physical property (part of Item D).
- The Finance Committee to work with the Treasurer (as now) to steward our financial resources (the other part of Item D).

These committees would not be charged with doing all of the work in their respective areas. They would instead coordinate that work, drawing in other Friends as needed and appropriate.

2. Tasks that are currently assigned to committees would be handled as follows:

- The currently unstaffed and non-functioning Community Engagement Committee would be replaced with a “volunteer board” that would list tasks (such as those in Item E). (Some jobs would have space for more than one person, e.g: bring snacks).

Here is a sample:

<b><u>Sunday Tasks</u></b>	<b><u>1<sup>st</sup> Sunday</u></b>	<b><u>2<sup>nd</sup> Sunday</u></b>	<b><u>3<sup>rd</sup> Sunday</u></b>	<b><u>4<sup>th</sup> Sunday</u></b>	<b><u>5<sup>th</sup> Sunday</u></b>
Open Meetinghouse					
Greet visitors as they arrive					
Close Meetinghouse					
Set up & Run Meeting Tech					
Bring after-Meeting snacks					
Set up Potluck etc.					
<b><u>Weekly Tasks</u></b>	<b><u>1<sup>st</sup> Week</u></b>	<b><u>2<sup>nd</sup> Week</u></b>	<b><u>3<sup>rd</sup> Week</u></b>	<b><u>4<sup>th</sup> Week</u></b>	<b><u>5<sup>th</sup> Week</u></b>
Send out weekly announcement					
Create Facebook posts					
Check bathrooms for T.P. & towels etc.					
<b><u>Monthly Tasks</u></b>					
Send out newsletter					
Post events to website calendar					
Post special events to website					
Check and renew coffee, tea, filters, creamer, sugar, etc.					
Check and renew cleaning supplies					

Check and renew bathroom supplies	
etc.	

The board would be available on the porch before and after Meeting for Worship so that Friends can see what needs to be done and sign up for it. If no one signs up, the job doesn't get done. (And perhaps we learn that we do not need to do it.)

This board would require a Volunteer Task Coordinator. This person would not do the tasks. Instead, this person would have information about how to do the tasks that they could give to the volunteer.

The web and tech tasks would probably best be coordinated by a Tech Coordinator. This person would also not do the tasks but would explain (and perhaps teach) them.

- Barring the sudden emergence of a Clerk or Convener for the Peace and Social Concerns Committee, this committee's functions would be assumed by Business Meeting. Specifically, any Friend could bring a concern to Business Meeting, which would decide whether to deal with it directly or to appoint an ad-hoc group to meet with the bringer of the concern. The Business Meeting would be tasked with providing clearness committees and other support for those with leadings to Quakerly action.
  - Duties of the Long-Term Planning Committee would be assumed by the Business Meeting.
  - The Librarian post would remain as at present: unfilled except by those led to work ad-hoc on our library collection.
3. Roles that would not change:
- Two Co-Clerks would be responsible for the oversight of Meeting (Item F), working with and supported by the Meeting officers. Tasks would be those listed in the Handbook (not more). Other oversight (as needed) can be directed to one of the remaining committees or to Business Meeting.
  - Nominating Committee.
  - Individual roles listed in the Handbook: Recording Clerk, Recorder, SCYM Rep, FCNL Rep

This proposal reduces the number of standing committees by three, while reassigning a few tasks to make the load on other committees less burdensome. It also makes it easy for Friends and Attenders to see what smaller tasks need doing and to volunteer to do them for a specific period of time.

-- J.S.

# Business Meeting (i.e.: everybody)

