

# MEMO

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JANE KRAUSE, Treasurer / Asst. Clerk

Orange Grove Meeting

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**DATE:** March, 2016

**TO:** Adhoc Fellowship Committee

**SUBJECT:** what are other Meetings doing?

## Inland Valley Meeting - Sue Scott

Jane,

U have my sympathy. We do not have a fellowship Comm. At Bus Mtg people are supposed to bring food. Some run across the street & grab tacos, but that slows us down.

At events we advertise & that have history we get good turn outs.

## Sacramento Meeting - Kristy Updegraff

So we, the Sacramento Friends Meeting, do not have a Fellowship committee, but we call ours the Fellowship and Hospitality Committee. The committee comes and goes for sure, depending who is the clerk. We don't have problems getting folks to clerk the committee, but we do have problems getting clerks to be active and progressive sometimes. Here is a copy of our committee description:

***Fellowship and Hospitality:*** *Helps ensure welcome of all who visit and attend SFM. Coordinates social life of the Meeting.*

- *First-Day Activities:*
  - *Opens Meeting House and prepares it for the activities of the day.*
  - *Greets Friends upon arrival. Provides new comers or infrequent attenders with information and literature as needed. Acquaints newcomers with the guest book and newsletter. Helps with any special needs.*
  - *Hosts Social Hour after Meeting for Worship. Coordinates food contributions, layout and cleanup. Helps all feel included. Meets special needs.*
- *Follows up with new attenders with welcoming phone call or card. Follows up with regular attenders who have not come recently.*

- *Assists in maintaining current contact information for Friends. Updates and distributes Meeting Directory. Provides new names on a regular basis to newsletter.*
  - *Coordinates transportation needs of members and attenders. Makes Regional Transit information available in foyer. Organizes car pools as needed for Meeting-related events.*
  - *Sponsors Meeting potlucks, recreational and social events to develop Meeting community, or meet special group needs.*
  - *Meets the needs of Overnight guests, traveling Quakers and Quaker events held at the Meeting House.*
  - *Links with other Committees:*
- *Oversight: coordination of social events, home visitation, and individual support services identified or requested by Oversight Committee. Be extra eyes and ears for Oversight Committee taking to them any concerns about individuals needing their attention that arise from telephone messages and conversation, fellowship conversation, and or other follow-up by committee members.*
  - *Bldg-&-Grounds: cleaning supplies, or maintenance needs.*
  - *Worship and Ministry: literature needs for welcoming new attenders.*
- *Manages Meeting budget related to fellowship and hospitality (such as cards & postage, welcoming literature)*
  - *Reports to Business Meeting as needed.*

Reading over this we all help with the opening and closing (mostly whoever is first or last). The clerks do a good job of greeting newcomers to the Meeting too. We have a sign-up task each week for greeters and passing out the weekly bulletin so that is not done by the Fellowship and Hospitality Comm per say anymore. There are about 5 or 6 folks who like to greet and frequently do that task each week taking turns.

Our Meeting for Business is the 2nd Sunday of each week in the time frame we call Second hour. We meet for Worship at 10 am, followed by "Hospitality" as we call it for about 1/2 hour. There is always hot water for tea and frequently coffee plus what ever snacks folks bring and/or are available. Not every week do we have snacks provided but usually. If not, there are always crackers and/or chips around for snacking and always tea and instant coffee.

After about 1/2 hour of tea and hospitality we have the 2nd hour = 11:30 to 12:30 when we do many different programs. The first Sunday of each month the 2nd hour is always committee meetings. On the 2nd Sunday of the month is the Business Meeting. On the 3rd Sunday of each month is an all meeting program or a threshing session on a particular topic, ie our state of the Meeting report. The 4th Sunday 2nd hour is a mix of activities, committee meetings, presentations to the Meeting from the Peace & Social Concerns Committee or guest visitors occasionally.

So each Sunday, we often stay for a second program or meeting after our meeting for worship. And on top of that we have Quaker Beliefs class that meets at

8:30 - 9:30 am before meeting for the fall and spring sessions. It gets to be a long day if one attends all 3 meetings. But many do..

Pot Lucks: Yes, we do have those, but we call them "Friendly 8's". This is a suggestion Alvaro brought to us many years ago, as a copy from a Philadelphia meeting they attended. We have our "Friendly 8's" pot lucks in people's homes and keep it to a maximum of 8 people - hence the name.. If more than that sign up we break it up into two homes. We only do these 3 or 4 in the spring and 3 or 4 in the fall. And yes, this is all coordinated by our Fellowship and Hospitality Committee.

Our business meeting follows the snack time after meeting. Usually the snack at Meeting for Business Sunday is substantially more as people bring cheese and fruit for snacks, and the Updegraffs provide the "pie of the month", a tradition Jim started before we got married. (2 pies seems to serve all who eat homemade pie). I have seen some folks bring their own sandwiches as well to eat before or at the beginning of our Business Meeting.

Because our Monthly Meeting is divided into committees, (almost everyone is on at least one committee) most of the Business Meeting is reports from the committees. And each committee has its own budget amount to work with. Each committee does its own actions and programs within the limitations and reports back to the Business meeting of its actions or requests for support for other actions it wants to take. Or frequently the committee wants meeting to act on something and then we discern what to do. I think this is why our meetings are not too long. Occasionally we get hung up over an issue, but often after discussion the issue is assigned to a committee for further discussion, discernment or seasoning. Our committee structure is fantastic and actually works. Sometimes Quaker committees do work.....

Occasionally we will have a soup pot luck or "light" pot luck after meeting followed by a special program or followed by a presentation of the First Day School kids- especially at Christmas time. But as a rule our pot lucks at the Meetinghouse are few and far between. We used to do them, but they were not well attended. The Friendly 8's at peoples homes seem to much more popular.

Funny, I just finished our Nominating task for this year, filling our slots of officers and committees - all 75 slots except one we could not fill - the FGC representative. We are a meeting of about 35 to 45 active folks...so you can see everyone does at least 2 different things. It was not that difficult really. Many are positions the same person continues for another year as in myself who has done the reservations for our rentals for some 12 years... I often wonder what the meeting will do if something happens to me???

But that is our story, much more than you ever wanted. Sorry for being so verbose. That doesn't happen too often however. Hope this helps.

### **Honolulu Meeting – Midi Cox**

We do not have a "Fellowship" Committee. We have a Hospitality Committee. Let me look for the Meeting Handbook and send you anything it might have.

Meeting for Business is on the second Sunday of the month. The resident couple puts out some food for a “light” lunch and some people bring contributions. Worship ends about 11:15 and Business starts between 11:45 and 12.

There are also potluck lunches (Called Visiting Sundays) but the resident couple also contributes food to make a meal out of it. These are the 4th Sunday of the month. Then there are potluck Thanksgiving (on Thanksgiving day) and Christmas (on a Saturday afternoon before Christmas) meals and they are coordinated by the Hospitality Committee.

Other things happen like “Pizza and More” once a month on Friday, with pizza and potluck followed by Board Games. I’ve never seen any extra money from that so I don’t know if the organizer covers the difference or what.

There used to be a spiritual support group for young adults, but there were some issues and I think that stopped.

The 2 lunches have a donation bowl and usually the contributions run about \$30. Once in a while someone leaves a \$20 in the bowl. Because of the sales tax issue, I now mark them as anonymous cash contributions.

#### **From the Honolulu Handbook: Hospitality Committee**

Purpose: Take initiative for and facilitate the bringing together of members and attenders in friendship. Nurture the sense of community in our Meeting.

Tasks: Seek ways to nurture community and initiate social occasions to bring together members and attenders in friendship. Plan and carry out needed arrangements for Meeting’s social occasions, including Visiting Sunday, the Thanksgiving potluck celebration, and the Christmas party, for which the committee is responsible. Obtain greeters for each Sunday and follow up to be sure they understand their responsibilities, including serving juice and cleaning up after Meeting.

Membership: Clerk and as many members as needed. Term: One year.

#### **San Diego Meeting – David Barrows**

San Diego Meeting does not have a fellowship committee. I am sure sure that we have ever had one, and I am not sure what a "fellowship committee" would do. In the past we had an arrangements committee/clerk who manage the sign-up sheet for refreshments for fellowship. As a small meeting we have few functioning committees. Most "committee" work is either done by M&O or by committee of the whole (i.e. meeting for business).

We have meeting for business on second Sunday at 12:15 (after worship and fellowship).

We have not had regular potlucks lately.

## Part 2:

We have some snacks (usually some baked goods) with coffee / tea / juice and fellowship. Our business meetings are usually not that long. At times we have arranged for extra foods without actually being a potluck.

## Evelyn McClave

I did mention to Gretchen that perhaps a different model was needed. I see that Nominating has already come up with some suggestions. Another possibility is to organize rise-of-Meeting refreshments the way we handle Union Station. Specific committees could be responsible for a month on a rotating basis. Just a thought.

## Karol Kloepfer - **New Orleans Mtg in the 1970's**

There was never any relationship between business meetings and Meeting for Worship. Our business meetings were at a private home for a long time beginning about 3:00 pm on a Sunday - not the same place as Meeting for Worship

## **Notes from Sharon Doyle and Nominating Committee**

- .1 Simplify Fellowship at rise of meeting.
- 2.2 Share the responsibility for Fellowship - individuals sign up to make coffee/tea or provide Fellowship at rise of meeting and expect lapses. Have Fellowship supervise list, but allow lapses if no one signs up.
- 3.3 Have committees take over weekly Fellowship for a month and/or take on Potluck.
- 4.4. Don't start Business Meeting until the Potluck is cleaned up
- 5.5. Don't start Business Meeting until Fellowship Com members can attend.
- 6.6. Have Brown Bag Potlucks before Business meeting
- 7.7. Use Ecologically responsible paper goods at potlucks and Fellowship events.
- 8.8. Limit terms on Fellowship to two years.
9. Require everyone in Meeting serve on Fellowship committee for one term every ten years and just assign them

10. Pay someone to wash dishes
11. Separate Potluck and Business Meeting. Have Business Meeting during Week; have potluck on third First Days...etc
12. Have Business Meeting at 9:00/potluck after worship

(THE FOLLOWING COMMENTS/SUGGESTIONS ARE CONCERNING HOW TO BRING MEETING to SHARE THE LARGER CONCERN

- Have threshing session to season these concerns - who do some people in meeting feel that it is okay to be waited on if they are not willing to take a turn?
- Perception that People who serve on Fellowship are not the same group of people as the "Leadership"
- Do we believe that there is work in meeting that is more important than the health of the community?
- **Tendency to blame the victim.** Persistent notion that the problem of Fellowship is in the kinds of people who sign up for Fellowship. Comments like: Well, use a signup sheet (they only work for awhile), if people who were on fellowship were just better organized they wouldn't have a problem, why don't they leave the kitchen a mess? Why don't they Organize kitchen clean up so that volunteers don't feel like they are interfering.
- If you don't think this is a larger problem, Read last year's Fellowship report. Fellowship is often the last committee that people who leave meeting work on because they feel excluded from meeting.

## Notes from Arthur

### Valerie Nuttman from **Santa Cruz Meeting** reports:

1) we don't have a fellowship committee. We have a hospitality coordinator. She finds 13 hosts, who each set up hospitality 4 times a year. The hosts are responsible for coffee and hot water for tea, which maybe people donate, or maybe there is hospitality \$ in the budget. The food is potluck, but often there are staples like crackers, bread, or nuts from the Meetinghouse pantry. The hosts are not responsible for clean-up. During announcements, we ask for three volunteers for kitchen clean-up after fellowship. Some people are uncomfortable with that approach, but it tends to work out.

2) We have Business Meeting 2nd Sundays after worship and fellowship time. Generally the people who volunteer to clean up do not feel led to go to business meeting. We've also had a member who has been doing a baked potato fundraiser on 2nd Sundays, which has lulled us into a state of knowing that there will be food before business meeting. smile emoticon

3) So fellowship is always a potluck, and people just know that. (maybe it says it in the newsletter, too...) used to have evening potlucks once a month, but those waned. We have other types of gatherings, which tend to be potluck out of

convenience. (women's gatherings, a lobbying workshop, Meetinghouse work days...). In those cases whoever is coordinating the get together also announces that it's potluck.

**Kate Connell from Santa Barbara reports:**

We have no Fellowship committee, one member just gets snacks when she goes to Costco. We have potlucks for special events like welcoming but nothing organized for Meeting for Business or seekers classes. Would probably be good tho!

**Mary Klein from Palo Alto reports: [note: job description is separate doc]  
Added 3/21/16**

Palo Alto is definitely struggling with burn-out as well. We do have a "hospitality" committee, have for many years, but we'll see about next year . . .

I'll attach the 2010 version of the "charge" of the committee from when I was on nominating.

In general, how we handle snacks and lunches is: about 10-15 people sign up each year to help and one person serves as clerk; the committee doesn't typically actually meet, though; we have an online sign-up widget, on "regular Sundays," one person sets up coffee, tea, juice and snacks; on business meeting Sundays, two people share bring "light lunch" - typically sandwiches, chips, fruit, cookies etc; then we also have "fourth Sunday lunch."

We used to do pot luck for that, but the last few years what we've done is we have all the other committees each sign up for one month to coordinate among its members to provide the lunch. Sometimes two small committees will share this task. The hospitality clerk tries to make sure all these fourth sundays are covered, but the committees organize the lunches.

Oh. Also. Several evenings per year, for the last few years, we have been holding pot-lucks where, after dinner, two of our meeting members are interviewed about their spiritual journeys. I think our "care and concerns committee" (oversight) organizes those.

Hope that helps and hope to see you at PYM! Best, Mary

From Elizabeth Hortsman  
**Pittsburgh Monthly Meeting**

1. Do you have a Fellowship Committee job description?

There is not a Fellowship Committee, but there is a Hospitality Committee.

The Hospitality Committee is responsible for recruiting volunteers to serve refreshments after Meeting for Worship and for maintaining a steady supply of basic goods for hospitality. It also communicates with hospitality volunteers and sends them the necessary instructions. In addition, the committee may be asked to assist with food and hospitality at other Meeting events such as the annual Christmas party.

2. When do you have Meeting for Business? Is food connected to the Meeting for Business?

2nd Sundays. It's advertised as potluck but there tends to be a lot of food after meeting weekly, so it's not strikingly different on Meeting for Business days.

3. Do you have Pot-lucks? If so, who coordinates these gatherings?

It depends on who is having the event. Like, if it's a 1st day school karaoke party, the 1st day school people do the coordination, and if it's a visiting FGC committee that is giving a program, someone will be asked to volunteer, and so forth.

### **Fifteenth Street Meeting** in New York City

1. Do you have a Fellowship Committee job description?

There is not a specific Fellowship Committee.

“At 15th Street, we take turns. It's been done this way only for the past few years; previously we had a Social Hour Committee and the same 3 or 4 people had to provide food and clean up every week. Now, this is coordinated by a member, and he assigns dates to members and attenders (which we can trade if the date doesn't work). Your turn comes about every six months. We provide the food and drinks (coffee is made by the man who takes care of the property) and we clean up afterwards. This way the work is nicely shared.” (from a member at 15<sup>th</sup> Street)

2. When do you have Meeting for Business? Is food connected to the Meeting for Business?

Fifteenth Street has its Meeting for Business every month, on the second Sunday of the month, at 1 p.m.

3. Do you have Pot-lucks? If so, who coordinates these gatherings?

At Fifteenth Street there is always food after the 9:30 and 11:00 a.m. meetings. On the days of Business Meeting there is usually even more food, and sometimes groups sell sandwiches at a very reasonable price, to raise money for one cause or another. People eat the food between noon and 1 p.m, no food is taken into Meeting for Business.

Frequently there are potlucks at 15th Street. Whenever a new member is brought into the meeting there is a potluck, coordinated usually by a member of Ministry and Worship.

### **Beacon Hill Friends Meeting** in Boston

1. Do you have a Fellowship Committee job description?

“Fellowship Committee encourages community fellowship, welcomes visitors, reaches out to potential attendees, corresponds with visitors who wish more information about the Meeting or Friends, and sponsors special events that bring Friends together in the spirit of fun.” (from brochure distributed by Nominating Committee)

For the regular weekly fellowship hour after meeting for worship, there is coffee and tea available and some small snack. The set-up and clean-up is done by whoever signed up to do it – a clipboard is passed weekly for this.

2. When do you have Meeting for Business? Is food connected to the Meeting for Business?

Meeting for worship is at 10:30 and on the First Sunday of the month, there is Meeting for Business at 12:30. Sometimes someone has made soup. Sometimes we order pizza. Sometimes people just snack on what was provided during fellowship hour. Some people also bring a brown bag with their own lunch.

3. Do you have Pot-lucks? If so, who coordinates these gatherings?

A few times a year we have potlucks. Sometimes there are after meeting on a non-meeting for business day. Sometimes these are on a Saturday evening. These are coordinated by fellowship committee. We also periodically have Friendly 8s which are potlucks in individuals homes.

### **Morningside Monthly Meeting** in New York City

1. Do you have a Fellowship Committee job description?

There is not a Fellowship Committee. There is a Hospitality Committee that sets up a table for snacks for the fellowship hour (people regularly bring things to contribute and Hospitality has a small budget to keep some things on hand for sparse days). They put out juice and water (no hot beverages). They help with weekly clean-up from the fellowship which is minimal due to use of paper plates and plastic cups.

2. When do you have Meeting for Business? Is food connected to the Meeting for Business?

Meeting for worship is at 11 AM. People have about 5 minutes to get up and use the restroom and grab a small snack from the fellowship table and then

we begin meeting for business right away. This has helped with attendance as more people stay.

3. Do you have Pot-lucks? If so, who coordinates these gatherings?

A few times a year for special events we have potlucks. These are coordinated by Ministry and Counsel (a sign-up sheet is passed for people to sign up to bring an entrée, a drink, a dessert, to try to ensure a variety of things will be brought) with help from Hospitality in making sure there will be enough plates, napkins, cups.

Added April 10, 2016

### **St. Louis Friends**

St. Louis Friends divides our after worship social time. We have a separate social room into which we gather after worship. The room has tables and chairs. We have a kitchen area for preparation of food.

On first First Day, we celebrate the birthdays of F/friends who have birthdays during the given month by singing happy birthday to the F/friends and offering a cupcake to each of the F/friends who have a birthday. We also have light snacks, coffee, and tea out so F/friends can enjoy sitting and chatting.

On second First Day, we have Business Meeting. We go directly from Worship into Business Meeting. Often one of us will have made both regular and decaf coffee for those of us staying for Business Meeting to sip while we are in Business Meeting. And sometimes someone will bring donuts or a snack, as well. It helps keep us focused since we often meet during lunch hour.

On third First Day, we have pot luck. F/friends who feel led to contribute will bring food to share and we all enjoy a meal together after worship. Members of Kitchen Committee generally put out the meal while others are in worship. We pitch in to help clean up. (Actually members of Kitchen Committee usually put out the coffee and food for any of these after worship gatherings).

On fourth First Day, we have what we call Burundi Sunday. On this day, F/friends pitch in to bring some food once again (usually a lighter meal than potluck), but on this day F/friends make a donation when they stay to eat. F/friends donate if they can and any amount they feel led to donate. Nobody watches the basket to see who is donating and who is not. The money goes to African Great Lakes Initiative, our chosen charity. I think we gather a few hundred dollars a year from this activity. If we didn't do this, we would probably do another potluck, i suspect.

We find socializing to be an important part of our meeting.\*\*\*\*\*

Adelphi Friends Meeting has a potluck every Sunday. It's a good way to get to know each other. The Hospitality committee organizes this. I'm not sure how they do it, but someone sets up the food that the rest of us drops off in the kitchen. Each week at the rise of MFW they ask for four volunteers to clean up.

I'm not sure if it's still true, but a number of years ago, Cleveland Friends Meeting had soup every Sunday. One member was the one who mostly organized cooking the soup, although everyone pitched in with the dishes.

I think the attendance at Adlephi is over 50 but under 100 typically. Cleveland was smaller, possibly about 45-50 in attendance.

### **San Jose Meeting**

1.) Do you have a Fellowship Committee job description? If so, could you share it with us?

*We used to have a Hospitality Committee. Their job was to fix coffee, tea, snacks, organize potluck, etc. We had burnout also. Currently volunteers bring food and I make the coffee and tea.*

2.) When do you have Meeting for Business?  
(Orange Grove typically has had a pot-luck lunch at rise-of-Meeting before our Business Meeting; the overlap of duties has contributed to member-burn-out and frustration with missing some of the worship and business meetings.)

*Meeting For Business is on 2nd Sunday's. We have 1/2 hour of worship followed by MFB usually from 10:30-12. Then we have Afterwards followed by fellowship time with food.*

3.) Do you have Pot-lucks? If so, who coordinates these gatherings?

*Potluck Sunday is 4th Sunday. It's not really organized that I know of. Food just shows up because everyone knows it's potluck day. 4th Sunday is also property work day.*

		<b>Notes:</b>
Committee Title:	<b>Hospitality Committee</b>	
Purpose:	The committee is responsible for providing refreshments after Meeting for Worship to encourage fellowship and community among members, attenders, and visitors.	
Members, general:	15-20 members and attenders	Seem right?
Members, ex officio:	None	Correct?
Responsibilities:	<p>Be open to greeting people as they arrive, especially if the official greeter is delayed. Assist in greeting visitors after Meeting for Worship.</p> <p>Provide simple refreshments after Meeting for Worship.</p> <p>Provide a simple brunch/lunch before Meeting for Worship for Business on the 2nd First Day of each month. Two committee members share this responsibility.</p> <p>Prepare and clean up hot and cold drinks for the 4th Sunday prepared meal, which is held in the Old Meeting House.</p> <p>Close the Meeting House after each First Day, including lights, windows, and doors.</p> <p>Arrange and, if possible, provide bed, breakfast, transportation, and general hospitality for occasional special events. These include Quarterly Meeting and committee meetings of the Pacific Yearly Meeting.</p> <p>The clerk(s) is/are responsible for holding committee meetings as needed, scheduling committee members to prepare and serve refreshments, keeping supplies on hand, laundering table cloths and towels, and reporting committee members' costs to the treasurer for reimbursement.</p>	
Cares for these Representatives / Liaisons	None?	Correct?
Sponsoring these outside groups	None?	Correct?
Latest charter review by committee	December 6, 2010	