

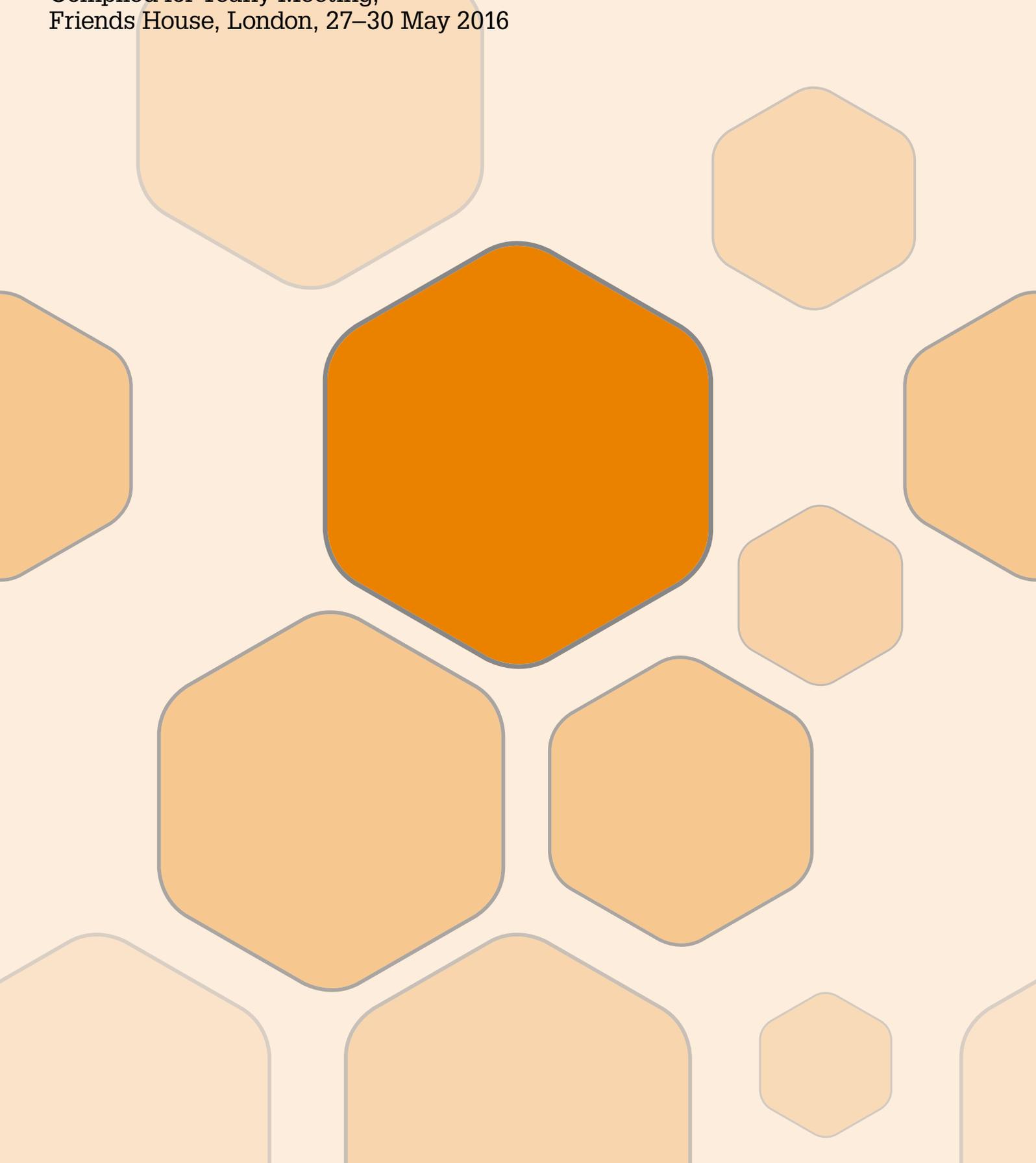
Yearly Meeting of the Religious Society  
of Friends (Quakers) in Britain



# Documents in advance

## Part 1 – Agenda and notes

Compiled for Yearly Meeting,  
Friends House, London, 27–30 May 2016



Yearly Meeting of the Religious Society  
of Friends (Quakers) in Britain

Documents in advance part 1

# Yearly Meeting agenda and notes

Documentation in advance of Yearly Meeting  
to be held at Friends House, London, 27–30 May 2016

Yearly Meeting of the Religious Society of Friends (Quakers) in Britain

*Documents in advance* is part of a set of publications entitled *Proceedings of the Yearly Meeting of the Religious Society of Friends (Quakers) in Britain 2016*, published by Britain Yearly Meeting.

The full set comprises the following documents:

1. Documents in advance, including agenda and introductory material for Yearly Meeting 2016 and the annual reports of Meeting for Sufferings and Quaker Stewardship Committee
2. *Epistles & testimonies*
3. *Minutes*, to be distributed after the conclusion of Yearly Meeting
4. The formal *Trustees' annual report* and *Financial statements* for the year ended December 2015
5. *Tabular statement*.

Please address enquiries to:

Yearly Meeting Office  
Britain Yearly Meeting  
Friends House  
173 Euston Road  
London NW1 2BJ

Telephone: 020 7663 1000

Email: [ym@quaker.org.uk](mailto:ym@quaker.org.uk)

All documents issued are also available online at [www.quaker.org.uk/ym](http://www.quaker.org.uk/ym).

If these do not meet your needs, or the needs of someone you know, please email [ym@quaker.org.uk](mailto:ym@quaker.org.uk).

Printed copies of all documents will be available at Yearly Meeting.

All *Quaker faith & practice* references are to the printed fifth edition, which can also be found online at [www.quaker.org.uk/qfp](http://www.quaker.org.uk/qfp).

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# 1.1 Introduction and information

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## Introduction

Britain Yearly Meeting in session is the final constitutional authority of the Religious Society of Friends in England, Scotland, Wales, the Channel Islands and the Isle of Man. All members of the yearly meeting have the right to attend and to take part.

The purposes and functions of Yearly Meeting are described in *Quaker faith & practice* 6.02–6.11, which also gives the background to the business agenda.

This document contains the Yearly Meeting agenda, showing the main items and related events in their expected order and extra relevant information.

Yearly Meeting sessions are dynamic. Yearly Meeting Arrangements Committee will refine the agenda throughout the weekend. Changes will either be proposed by Yearly Meeting Arrangements Committee or decided by Yearly Meeting in session.

You can send comments on the agenda and on Yearly Meeting sessions to Yearly Meeting Arrangements Committee by writing c/o the Recording Clerk, by email to [arrangements@quaker.org.uk](mailto:arrangements@quaker.org.uk) or, during Yearly Meeting, through the box on the information desk.

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## Registration

Please help us by telling us that you intend to come to Yearly Meeting.

More and more Friends are coming to Yearly Meeting. This is welcome news, but it means we need to change the practical arrangements for the right holding of Yearly Meeting and help our pastoral care group plan support where needed.

We also want to make Yearly Meeting more sustainable by printing the right number of documents and reducing food waste from over-catering.

So we are asking you to let us know you intend to come to Yearly Meeting. We are not asking Friends to book a place – simply to register in advance to help us plan. You can do this at [www.quaker.org.uk/ym](http://www.quaker.org.uk/ym).

If you are unable to register in advance we will ask you to register on arrival to help with future planning.

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## Accessibility

We are working hard to make Yearly Meeting accessible to all those who wish to attend. General accessibility information for Friends House can be found at [www.friendshouse.co.uk/access-arrangements](http://www.friendshouse.co.uk/access-arrangements).

Your area meeting should be the first port of call for support or primary care you may need during Yearly Meeting. Members of the Pastoral Care Group will be available during Yearly Meeting to give additional support. If the area meeting is unable to help, the Pastoral Care Group will try to help but it needs advance notification. While they will make every effort to provide support there may be a limit to what can be done.

Please email [access@quaker.org.uk](mailto:access@quaker.org.uk).

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## Website and contact details

Online information about Yearly Meeting is at [www.quaker.org.uk/ym](http://www.quaker.org.uk/ym).

You can use these pages to follow the progress of Yearly Meeting and to refer to after Yearly Meeting has finished. All documents, including *Epistles & testimonies*, will be available here in different electronic formats. If these don't meet your needs, or the needs of someone you know, please let us know either by email at [access@quaker.org.uk](mailto:access@quaker.org.uk) or via the contact details below.

For those at Yearly Meeting we will be posting notices on these pages as well as unchecked minutes posted daily.

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## General contact details

Events & Committee Services, Friends House, 173 Euston Road, London NW1 2BJ. Telephone: 020 7663 1040. Email: [ym@quaker.org.uk](mailto:ym@quaker.org.uk).

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## Children's and Young People's programmes

The Children's Programme (ages 0 to 11) takes place at Friends House alongside the main Yearly Meeting sessions on Saturday, Sunday and Monday. It enables children to participate and share in Yearly Meeting in their own ways.

The Young People's Programme (ages 11 to 15) is a residential event taking place at Felden Lodge, Hemel Hempstead, from Friday to Monday. Young people are able to explore current Yearly Meeting topics in age-appropriate ways. The theme is 'Why are Quakers active in the world? Considering what we as young Quakers can do'. The Young People's Programme will

join Yearly Meeting for some sessions on Sunday and will finish at Friends House on Monday.

Accompanying (ages 15 to 18) is a non-residential offer and takes place from Friday to Monday. Accompanying gives this age group the chance to come together each day and to attend Yearly Meeting with opportunities outside of these sessions for socialising. The closing date for bookings is 28 April 2016 at [www.quaker.org.uk/cypevents](http://www.quaker.org.uk/cypevents).

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## Preparation meetings

Preparation meetings will be held for the receipt of:

- the Britain Yearly Meeting *Trustees' annual report and Financial statements*
- the annual report of Meeting for Sufferings
- the annual report of Quaker Stewardship Committee together with the proposed revised terms of reference for Britain Yearly Meeting Trustees and
- the proposed amendments to *Quaker faith & practice*.

Preparation meetings for the receipt of the first three reports above will be held at the start of Saturday afternoon, providing an opportunity to ask questions and raise issues prior to the reports being considered in session.

Friends are encouraged to engage with these reports and submit questions in advance of Yearly Meeting so that similar questions can be grouped, and the body concerned has the relevant information to hand at the meeting.

Please submit questions to [arrangements@quaker.org.uk](mailto:arrangements@quaker.org.uk).

A preparation meeting for the receipt of the proposed amendments to *Quaker faith & practice* will be held from 12:30–13:30 on Saturday 28 May (see note overleaf).

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## Nominations process

The Quaker nominations process is a foundation of our life as a religious community. We have a number of appointments to make at each Yearly Meeting. Friends have been identified for nomination after a careful and prayerful process of discernment. Their names are now before Yearly Meeting.

The nominations and requests for release from roles are available at [www.quaker.org.uk/ym](http://www.quaker.org.uk/ym) and are regularly updated. If any Friend wishes to receive a paper copy before Yearly Meeting, please contact Suze Lidbury, Events & Committee Services, Friends House, 173 Euston Road, London NW1 2BJ; phone 020 7663 1140 or email [nominations@quaker.org.uk](mailto:nominations@quaker.org.uk).

The full printed list of nominations and requests for release will be annexed to the draft minutes. This will be available at the start of Yearly Meeting.

As always, if any Friend sees a problem with the service of any of the Friends nominated, they should:

- before Yearly Meeting, contact Suze Lidbury (contact details above)
- at Yearly Meeting, contact Arrangements Committee via email at [arrangements@quaker.org.uk](mailto:arrangements@quaker.org.uk) or use the box provided on the information desk. This should happen as soon as possible and before the session involved.

Any factual corrections are also much appreciated and should be communicated in advance of Yearly Meeting. Any factual errors spotted during the session should be given to the Committee to Examine Minutes at the rise of session, unless they could cause confusion about which Friend is being nominated.

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## Amendments to *Quaker faith & practice*

Meeting for Sufferings will bring suggested amendments to *Quaker faith & practice* as described in the agenda notes below. These suggested amendments can also be found online at [www.quaker.org.uk/ym](http://www.quaker.org.uk/ym).

Comments and queries are welcome from Friends and meetings in advance of Yearly Meeting to Michael Booth, Support for Meetings Officer, at [michaelsb@quaker.org.uk](mailto:michaelsb@quaker.org.uk) or in Quaker Life at Friends House. Please note that suggestions should relate to the sections under revision at the present time. The text will be formatted to the style of the present printed *Quaker faith & practice* or the online version following approval by Yearly Meeting. Any suggestions for further changes to the proposed amendments made as a result of comments received will be printed in the draft minutes (*Documents in advance part 2*), available at the time of Yearly Meeting.

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## BYM bursary assistance for members

Some Friends may be prevented from attending Yearly Meeting for financial reasons.

Your first port of call should be your area meeting, but if they are unable to help you can apply for a bursary for help towards travel and accommodation costs. You will need to give a brief explanation of your reasons for applying to the fund and have your form countersigned by your local overseer.

To request an application form, please contact Gary Mitchell; email [garym@quaker.org.uk](mailto:garym@quaker.org.uk) or call 020 7663 1006.

**Donations** to the bursary fund are very welcome. Details of how to give can be found online at [www.quaker.org.uk/ym](http://www.quaker.org.uk/ym) or you can contact Maisa Monteiro on [maisam@quaker.org.uk](mailto:maisam@quaker.org.uk) or telephone 020 7663 1015.

# 1.2 Being at Yearly Meeting

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## Conduct of sessions

We use the same Quaker business method at Yearly Meeting as at area and local meetings. Guidance can be found in *Quaker faith & practice* chapter 3.

“In our meetings for worship we seek through the stillness to know God’s will for ourselves and for the gathered group. Our meetings for church affairs, in which we conduct our business, are also meetings for worship based on silence, and they carry the same expectation that God’s guidance can be discerned if we are truly listening together and to each other and are not blinkered by preconceived opinions.”

*Quaker faith & practice* 3.02

As with all business meetings, it is helpful if Friends prepare in advance. A document was sent to all local meetings in January with information to aid spiritual preparation for Yearly Meeting (available online at [www.quaker.org.uk/ym](http://www.quaker.org.uk/ym)). This document aims to help Friends reflect prayerfully on Yearly Meeting business.

The agenda gives the timings of the sessions. The published starting time indicates when the clerk will formally open the session; you should aim to arrive before this time and the meeting will gather in silence shortly beforehand. The clerk will aim to conclude the session by the published closing time, but if it is necessary to extend it, the clerk will indicate when those who need to meet participants in the Children’s Programme should leave to do so in good time.

Entering late or leaving early disturbs those Friends seated near you. If you need to do so, please wait for

the clerk to call a ‘shuffle break’ or, if necessary, leave at the end of an item of business. Please avoid leaving or entering when the clerk is standing, or when a Friend is ministering. If you arrive late, please wait quietly by a door until the doorkeeper indicates that you can enter.

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## Ministry and discernment

If you feel called to minister please stand, or if unable to stand please raise your hand and wait to be called.

As we meet in a large venue, we need to rely on the use of microphones so that all present can hear. The process for being called to speak differs according to the nature of the session or part of a session underway. For all sessions, if you rise but another is called, please sit down.

1. Open worship: for instance, at the beginning of each session. A microphone steward will see you and pass you a microphone.
2. Semi-clerked sessions: the clerk will call on a particular microphone steward and the steward will pass the microphone to a Friend standing in their block. If more than one Friend is standing the discernment of who to call rests with the steward.
3. Clerked sessions: the clerk will discern who should speak and will ask a microphone steward to pass the microphone to that particular Friend.

After each contribution there will be a silent pause to allow reflection on what has been said. Please do

not stand at this time. When the clerk feels that the time is right for a further contribution to be heard, s/he will look up and say “I’m ready to hear another contribution” or similar. If you have tested your ministry and feel that the meeting needs to hear your ministry to reach unity, you should stand at this point.

Each contribution should be heard in silence. It is often the case that a Friend will say something with which you agree or disagree. In some Quaker meetings it is the practice on these occasions for Friends to call out “That Friend speaks my mind”. Any audible indications of approval or disapproval are not part of the discipline of Britain Yearly Meeting, and are not helpful to the meeting in finding unity. It is, however, our practice to indicate assent when the clerk asks if a minute is acceptable by saying “I hope so”, or else stand to be called. If in doubt, say nothing and trust to the discernment of the meeting.

When the clerk discerns that the time is right, s/he will stand holding the minute book and say either that s/he is ready to try a minute or ask the meeting to uphold the clerks while they draft a minute. When this happens any Friend standing should sit down. It may be that not all Friends who wished to minister have been called. The task of the clerk is to watch the growth of the meeting towards unity or to recognise that unity may not be possible at that time and to judge the right time to submit the minute. While the minute is being drafted, please uphold the clerks in prayerful silence.

Minutes record our decisions and therefore need to be accurate and clear. We should not expect them to be perfect. We need to reflect on whether the minute is an adequate record of the meeting’s discernment – is it good enough? If on reflection you are clear that an amendment to the minute is essential, stand and wait to be called. Do not present fresh material at this point. If you are aware of a grammatical error, please come to the clerks’ table at the rise of the session when members of the Committee to Examine Minutes will have the minute book.

“Not all who attend a meeting for church affairs will necessarily speak: those who are silent can help to develop the sense of the meeting if they listen in a spirit of worship.”

*Quaker faith & practice* 3.05

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## The role of elders at Yearly Meeting

Yearly Meeting elders prayerfully support the meeting, taking particular responsibility for the right holding of meeting for worship and for church affairs and to support individual Friends as needed. They uphold the clerks in worship immediately before each session and are available to Friends between sessions.

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## Right ordering

The Quaker business method is a discipline in which all present should be focusing on worship and discernment of the matter at hand. Any activity that detracts from the focus on Yearly Meeting in session is not compatible with our business method. This includes activities such as knitting and unsuitable use of electronic devices. Friends are increasingly using electronic devices to access Yearly Meeting documents, and this is to be encouraged as it reduces the need for printing. Resist the temptation to check or post to social networking sites or emails during sessions and endeavour to ensure that your use of such devices does not disturb your neighbours.

We are aware that some Friends with particular needs find it easier to concentrate if they are using their hands. If this is the case please let elders know via the general contact details given at the beginning of this document so they can be in touch.

Outside of sessions, before posting to social networking sites, please be mindful of the stage that has been reached in our consideration and try not to anticipate a decision. Avoid being critical or dismissive of ministry that has been offered in the meeting. Bear in mind that ministry given in session has been offered in a gathered meeting for worship and might be better not repeated out of context in a public forum.

# 1.3 Yearly Meeting agenda and notes

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Friday 27 May 2016

Associated events

**12:30–14:00, Large Meeting House**

The Salter Lecture: *Red Flag over Bermondsey – The Ada Salter Story*  
Quaker Socialist Society

A play, written and performed by Lynne Morris

Ada Salter was a true radical, campaigner for equal rights, socialist, republican, pacifist, environmentalist, trade union activist and a leading light in the transformation of the Bermondsey slums in the early part of the twentieth century. The play explores both the private and the public lives of Ada from 1909 until 1922.

Following the play Graham Taylor, who has recently published a book about Ada, will provide additional insights and answer questions.

Building the Yearly Meeting community

Agenda Committee has taken note of feedback from Friends about the community aspects of Yearly Meeting and the desire to learn more about our corporate work. We hope the activities below will meet some of these needs.

**15:00–17:00, Large Meeting House and Bloomsbury Suite**

In the Large Meeting House and the Bloomsbury Suite there will be an opportunity for Friends to find out more about the wide range of work done by Britain Yearly Meeting. In the Large Meeting House there will be displays and literature available and a chance to ask individual questions of staff and committee members.

In the Bloomsbury Suite, staff and committee members would like to welcome Friends to Yearly Meeting with tea and cake and will be available for informal conversations about the work.

Following tea, brief presentations about a range of our work will be given. See [www.quaker.org.uk/ym](http://www.quaker.org.uk/ym) for the programme.

Please note that no corporate work tables will be at the Sunday evening groups fair. We realise that not everyone will be able to attend on Friday afternoon and therefore aspects of this work will be displayed on the permanent BYM stall throughout the weekend. Further details will be available at [www.quaker.org.uk/ym](http://www.quaker.org.uk/ym).

## Spiritual preparation for Yearly Meeting

### **15:00–15:50 and 16:00–16:50, Small Meeting House**

Two facilitated 50-minute spiritual preparation sessions will be held based on the spiritual preparation advice sent to meetings in February. These are for Friends who have been unable to attend such sessions in their local or area meetings, or those who wish to do it again.

## Your first time at Yearly Meeting

### **17:00–17:45 and 18:00–18:45, Endsleigh Suite**

#### **Woodbrooke Quaker Study Centre**

Staff from Woodbrooke will give short introductory talks to help those who are new to Yearly Meeting (or last came a long time ago) to familiarise themselves with how a large Quaker business meeting works. They will also offer practical tips on getting the best from the weekend and provide a chance to ask any questions that are on your mind.

**1. Appointment of clerks 2015**

See draft minutes (*Documents in advance part 2*).

The Yearly Meeting Committee on Clerks nominates the following Friends to serve as clerk and assistant clerks for Yearly Meeting 2016:

Clerk: Deborah Rowlands (South Wales AM)

First assistant clerk: Clare Scott Booth (London West AM)

Second assistant clerk: Siobhan Haire (North London AM)

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**2. Permission to non-members to attend**

**3. Committee to Examine Minutes: appointments**

*Quaker faith & practice* 6.24 requires that the Committee to Examine Minutes be appointed at the first session of each Yearly Meeting. No more than ten Friends will be appointed, who will arrange a rota whereby two of their number shall examine the minutes at the close of each session and correct any slight inaccuracies.

If you would like to nominate a Friend to serve on the Committee to Examine Minutes you will need to complete a nominations form, which can be found at [www.quaker.org.uk/ym](http://www.quaker.org.uk/ym). On the form you will need to provide your name, area meeting and contact details of the Friend you are nominating. In addition, you will need to have approached the Friend to see if they are willing to serve and you will need to certify this in the form.

**The closing date for nominations is 17:00 on 25 May 2016. If we receive nominations for more than ten Friends, Yearly Meeting Arrangements Committee will determine the names to be brought before Yearly Meeting on Friday evening.**

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**4. Agenda introduction**

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**5. Nominations to Yearly Meeting Nominating Group**

*Role of Yearly Meeting Nominating Group*

Yearly Meeting Nominating Group nominates Friends for Central Nominations Committee and the Committee on Clerks (which nominates the clerks of Yearly Meeting, Meeting for Sufferings and Britain Yearly Meeting Trustees).

Yearly Meeting 2016 will appoint five to seven Friends to serve with the convener appointed under agenda item 18 to bring forward nominations to Yearly Meeting 2017 as specified in the schedule annexed to the draft minutes.

*Nominations to Yearly Meeting Nominating Group*

If you would like to nominate a Friend to serve on Yearly Meeting Nominating Group you may do so as follows:

Complete a nominations form, which can be obtained from the information desk. This form should be signed by both the proposer and the Friend nominated.

Place the completed form in the box available at the information desk by 12:00 on Sunday 29 May.

Please note that nominations should only be for Friends in membership who are present at Yearly Meeting.

A list of Friends nominated, together with a map showing their geographic distribution, will be available on a notice board near the information desk.

Objections to any of the nominations should be brought to the attention of Yearly Meeting Arrangements Committee via the box provided on the information desk or via email at [arrangements@quaker.org.uk](mailto:arrangements@quaker.org.uk) as soon as possible and before the rise of session on Sunday afternoon.

A meeting of all nominated Friends will be held on Sunday evening at 17:15 in Friends House Room 5 to define the task and solve any problems of over-nomination and geographical spread. The nominations will then be brought before Yearly Meeting on Monday.

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**6. Report of Central Nominations Committee – part 1**

See draft minutes (*Documents in advance part 2*)

The nominations and requests for release from roles are available at [www.quaker.org.uk/ym](http://www.quaker.org.uk/ym) and are regularly updated.

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**7. Living out our faith in the world – responses to Minute 36 of Yearly Meeting 2015**

This Yearly Meeting will be celebrating the many and diverse ways Friends are living out their faith as we hear their stories.

In this session we will hear again the ‘Call to Equality’, Minute 36 of Yearly Meeting 2015, and the responses to it which Meeting for Sufferings has collected from area meetings. We will also hear the epistle from Junior Yearly Meeting, whose theme this year is ‘Inner Light: opening and inspiring us’.

At various times during the weekend we will hear from individual Friends, who will give prepared ministry from the body of the meeting on how they have been prompted to action.

*Suggested further reading*

BYM 2015 Minute 36 ‘Living out our faith in the world – are we ready to meet the challenge?’ (the ‘Call to Equality’), available at [www.quaker.org.uk/ym](http://www.quaker.org.uk/ym).

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Saturday 28 May 2016

08:45–09:15, Small Meeting House

Early morning worship

Yearly Meeting session 2, 09:30–12:00

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**8. Living out our faith in the world – using our gifts**

“Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good.”

1 Corinthians 12: 4–7

If we are to live out our faith in the world, we need to recognise our own and other people’s Spirit-given gifts and to encourage one another to develop and exercise these gifts. In this session we will take time individually, in pairs and as a whole meeting to consider these questions:

1. What do we mean when we speak of gifts of the Spirit?
2. Can you think of times when someone you know acted on a Spirit-given gift?
3. How are you acting on your gifts?

*Suggested further reading*

*Quaker faith & practice* 10.27: Isaac Penington in 1667  
1 Corinthians 12 and 13  
Galatians 5:22–23

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Lunchtime event

**12:30–13:30, Bloomsbury B**

A preparation meeting for the receipt of the proposed amendments to *Quaker faith & practice*.

We expect to take the amendments on Saturday afternoon. See agenda notes for this session and the amendments in Appendix IV.

Friends are encouraged to engage with these proposed amendments in advance of Yearly Meeting. Any comments or queries should be addressed to Michael Booth at [michaelsb@quaker.org.uk](mailto:michaelsb@quaker.org.uk).

**9. Preparation meetings**

At the start of the Saturday afternoon session, instead of meeting in plenary, the Yearly Meeting will divide into three groups to prepare for considering the reports of the governance bodies of Britain Yearly Meeting.

With these preparation sessions, our hope is to provide more time for Friends to engage with the governance of our Yearly Meeting, to ask detailed questions, raise concerns or make suggestions and to celebrate the work done in our name. Friends are encouraged to engage with these reports and submit questions in advance of Yearly Meeting so that similar questions can be grouped, and the body concerned have the relevant information to hand at the meeting.

Please submit questions to [arrangements@quaker.org.uk](mailto:arrangements@quaker.org.uk).

The clerks and other members of these governance bodies will be present at the relevant session to answer questions. The three sessions meeting simultaneously are:

*Meeting for Sufferings – Small Meeting House*

Report expected to be received on Saturday afternoon – see agenda notes for this session and the report at Appendix III.

*Quaker Stewardship Committee – Bloomsbury Suite*

Report expected to be received on Sunday afternoon together with the review of the terms of reference of Britain Yearly Meeting Trustees. See agenda notes for this session, the report at Appendix VI and the proposed revised terms of reference for BYM Trustees at Appendix VII.

*BYM Trustees – Large Meeting House*

Report expected to be received on Sunday morning. See agenda notes for the session and the *Trustees' annual report* and *Financial statements* – separate publications.

The preparation meetings will take an hour and Friends are asked to be back in the Large Meeting House for the rest of the session by 15:20.

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**10. Receipt of annual report from Meeting for Sufferings**

A description of the role and work of Meeting for Sufferings is given in *Quaker faith & practice* 7.02–7.06. It is the standing representative body entrusted with the general care of matters affecting Britain Yearly Meeting and, in the intervals between Yearly Meetings, the making of decisions and the issuing of statements in the name of Britain Yearly Meeting. It is a committee that reports directly to Yearly Meetings.

The annual report of Meeting for Sufferings is at Appendix III. If Friends have specific issues to raise in relation to this report, you are encouraged to do so in advance of Yearly Meeting via [arrangements@quaker.org.uk](mailto:arrangements@quaker.org.uk).

You can also raise issues at the preparation meeting.

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<b>11. Proposed amendments to</b> <i>Quaker faith &amp; practice</i>	Meeting for Sufferings proposes a number of amendments to <i>Quaker faith &amp; practice</i> . These changes were considered by Meeting for Sufferings at a meeting held 4–6 December 2015. Minute MfS 15/12/07 is reproduced below, and the background and proposed text of the suggested amendments can be found at Appendix IV.
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**MfS/15/12/07 *Quaker faith & practice*: draft amendments**

Catherine James, clerk of Church Government Advisory Group, has introduced paper MfS 2015/12/03.

a) 3.27 – Authority for public statements

Further to minute MfS 2015/07/08, Church Government Advisory Group has reconsidered the recommended changes which were forwarded to Yearly Meeting in 2015, and has brought us a revised draft of section 3.27, and a new paragraph to be inserted after that as 3.28, now titled ‘Guidance on making public statements’.

We endorse the proposed revision as amended in the meeting and forward it to Yearly Meeting 2016 for adoption.

b) 9.05/9.06 – Quaker World Relations Committee

Church Government Advisory Group recommends amendments to sections 9.05 and 9.06, to reflect the change in governance by Britain Yearly Meeting Trustees and the evolving relationships between the yearly meeting and the worldwide community of Quakers.

We endorse the proposed revision to sections 9.05 and 9.06 and forward it to Yearly Meeting 2016 for adoption.

c) 9.13/9.14 – Quaker Committee for Christian & Interfaith Relations (QCCIR)

Church Government Advisory Group recommends amendments to sections 9.13 and 9.14, to reflect the change in governance by Britain Yearly Meeting Trustees and the evolving relationships within the yearly meeting.

We endorse the proposed revision to sections 9.13 and 9.14 and forward it to Yearly Meeting 2016 for adoption.

d) 13.45 to 13.57 – Prison ministers, visitors and chaplains; college chaplains

At the request of Quaker Prison Chaplains Committee and Quaker Life, Church Government Advisory Group recommends changes to sections 13.45 to 13.57 to reflect changes in government and the prison service in both England/Wales and in Scotland.

We endorse the proposed revision to sections 13.45–13.57 as amended in the meeting and forward it to Yearly Meeting 2016 for adoption.

e) Friends House (London) Hospitality Limited

Friends House (London) Hospitality Limited was created in 2007. Currently, our book of discipline does not record the role and functions of the company or its relationship to Britain Yearly Meeting. Church Government Advisory Group proposes the insertion of a new section after section 8.15, to become section 8.16 Friends House (London) Hospitality Limited.

We endorse this new entry as section 8.16 and forward it to Yearly Meeting 2016 for adoption.

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f) Small changes, intended to improve accuracy

Church Government Advisory Group has recommended eight minor changes, intended to increase accuracy. They are within the following sections:

3.24.i Nominations and appointments

4.10.t Area meetings

4.40 Records

6.18 Yearly Meeting Agenda Committee

10.21 Conflict within the meeting

14.23 Property

14.29 Sale and other disposal of property

14.45 Friends Trusts Limited

We endorse these recommendations and forward them to Yearly Meeting 2016 for consideration and approval. We thank Church Government Advisory Group for its detailed work on our behalf.

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## Associated events

### **19:00–20:30, Large Meeting House**

*Swarthmore Lecture*

Title TBC.

### **21:00–21:30, Large Meeting House**

Opportunity for worship, and reflection on the events of the day and on the Swarthmore Lecture.

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Sunday 29 May 2016

08:45–09:15, Small Meeting House

Early morning worship

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Yearly Meeting session 4, 09:30–12:00

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| <b>12. Meeting for worship for all ages</b>                                       | On Sunday morning we will have an opportunity to worship together. Parents and carers are invited to bring their children into the Large Meeting House with them at 9:30. Worship will begin with a short prepared reading and then will be unprogrammed. There will be a flexible drop-off time for the Children's Programme (0–11 years) between 9:15 and 10:00. The doors to the Large Meeting House will be left open to allow easy exit and re-entry during this period of worship. Children and their adults can stay for as much of this time as they wish. |
| <b>13. Recognising our gifts – annual report of Central Nominations Committee</b> | Our Quaker community is made up of all of us and each one of us has our own role to play. The work of Central Nominations Committee (CNC) is to enable, encourage, discover and foster Friends to serve on the central committees and groups of Britain Yearly Meeting.<br><br>The CNC clerks will introduce the annual report of the committee, which can be found at Appendix II.<br><br>A full description of the role and work of Central Nominations Committee is given in <i>Quaker faith &amp; practice</i> 6.21.   |
| <b>14. Central Nominations Committee annual report – part 2</b>                   | See draft minutes ( <i>Documents in advance part 2</i> )<br><br>The nominations and requests for release from roles are available at <a href="http://www.quaker.org.uk/ym">www.quaker.org.uk/ym</a> and are regularly updated.   |
| <b>15. Central Nominations Committee: nominations required</b>                    | See draft minutes ( <i>Documents in advance part 2</i> )<br><br>The list of nominations required will be printed as a schedule annexed to draft minutes available at the start of Yearly Meeting.  |
| <b>16. Clerks to Britain Yearly Meeting Trustees: appointment</b>                 | See draft minutes ( <i>Documents in advance part 2</i> )   |
| <b>17. Appointment of Britain Yearly Meeting Treasurer</b>                        | See draft minutes ( <i>Documents in advance part 2</i> )   |
| <b>18. Report of Yearly Meeting Nominating Group</b>                              | See draft minutes ( <i>Documents in advance part 2</i> )   |
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**19. Britain Yearly Meeting  
Trustees' annual report:  
Worship and action**

We are also called to be a community of Friends as a yearly meeting, pushed towards the important things we can only do together... To do this requires owning and upholding the work that is already being done by Friends and in our name; helping to fund that work as generously as possible; and becoming involved in however small a way.

(Yearly Meeting 2015, Minute 36, The Call for Equality)

What is the work done in our name? How do we own and uphold this work? Dear Friend, what canst thou do?

A description of the role and work of Britain Yearly Meeting Trustees is given in *Quaker faith & practice* 8.16–8.19. Trustees are responsible to the yearly meeting for the right stewardship of the centrally managed work and the assets and property of the yearly meeting. Trustees are accountable to both Yearly Meeting and the charity regulators.

The *Trustees' annual report* and *Financial statements* for the year ended December 2015 will be before the meeting and we will hear a spoken report from the Clerk of Trustees and the Yearly Meeting Treasurer.

If Friends have specific issues to raise in relation to this report, you are encouraged to do so in advance of Yearly Meeting via Arrangements Committee at [arrangements@quaker.org.uk](mailto:arrangements@quaker.org.uk). You can also raise issues at the preparation meeting.

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Yearly Meeting session 5, 14:00–17:00

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**20. Receipt of annual report  
of Quaker Stewardship  
Committee**

A description of the role and work of Quaker Stewardship Committee (QSC) is given in *Quaker faith & practice* 14.36–14.40. It is a committee that reports directly to Yearly Meeting. The Quaker Stewardship Committee terms of reference require it to certify annually to Yearly Meeting that every part of Britain Yearly Meeting is producing proper financial accounts and property records. The annual report of Quaker Stewardship Committee is at Appendix VI and includes the compliance report.

If Friends have specific issues to raise in relation to this report, you are encouraged to do so in advance of Yearly Meeting via Arrangements Committee at [arrangements@quaker.org.uk](mailto:arrangements@quaker.org.uk). You can also raise issues at the preparation meeting.

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**21. Review of terms of reference  
of Britain Yearly Meeting  
Trustees**

Minute 35 of Yearly Meeting 2014 asked Quaker Stewardship Committee to conduct a review of the terms of reference of Britain Yearly Meeting Trustees. The proposed revised terms of reference, together with a commentary, can be found at Appendix VII.

If Friends have specific issues to raise in relation to this report, you are encouraged to do so in advance of Yearly Meeting via [arrangements@quaker.org.uk](mailto:arrangements@quaker.org.uk). You can also raise issues at the preparation meeting or via Arrangements Committee at [arrangements@quaker.org.uk](mailto:arrangements@quaker.org.uk).

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22. **Review of Central Nominations Committee terms of reference** Meeting for Sufferings proposes new terms of reference for Central Nominations Committee. These terms of reference were considered by Meeting for Sufferings at a meeting held 4–6 December 2015. Minute MfS 15/12/10 is reproduced below and the background and proposed terms of reference can be found at Appendix V. The existing terms of reference can be found at [www.quaker.org.uk/ym](http://www.quaker.org.uk/ym).
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### **MfS/15/12/10 Review Group for Terms of Reference for Central Nominations Committee**

Further to minutes MfS/2014/06/08 and MfS 2014/09/12, Alison Breadon and Gerald Hewitson have spoken to the report of the Review Group for Terms of Reference of Central Nominations Committee (paper MfS/2015/12/06).

We have heard read minute 2015/11/09 of our Central Nominations Committee (CNC) which records the joint session held last week with the Review Group.

We have been reminded that ‘It is a responsibility of a Christian community to enable its members to discover what their gifts are and to develop and exercise them to the glory of God’ (Qf&p 3.22). This is a shared responsibility.

We have heard of the aims of the Review Group and that it proposes changes that are an attempt to bring out the possibilities inherent in its current function – the hope is that the Spirit will flow more dynamically and powerfully throughout the work of CNC and that, in turn, CNC will feel empowered to speak more confidently and assuredly to Meeting for Sufferings and Yearly Meeting. We are aware of the importance of the work of CNC in the life of our Yearly Meeting.

We have also heard of the importance of encouraging good nominations practice throughout our AMs and local meetings. We look forward to the work of the CNC communications sub-group in supporting this and individual Friends’ ‘journeys into service’.

The report of the Review Group offers suggestions, freedom and space for CNC to work out the best ways of working. These are detailed in thirteen sub-sections covering the following areas:

Broader vision	Formation of search groups
Resources	No name
Times and places of meetings	Communications subgroup
Clerks and elders	Supporting friends
Terms of service	Patterns of meetings.
Search groups	
Search group membership	

Subject to three amendments made in the meeting today, we accept the Terms of Reference before us and send them to Yearly Meeting for approval. We are grateful for the offer from members of the Review Group to continue to work with the CNC clerks to help realise the vision.

We ask CNC for an update on its new way of working after there has been a year of implementation of these terms of reference. We note that the terms of reference and way of working will be reviewed in three years’ time.

We have heard that it may be helpful for Yearly Meeting to review the Yearly Meeting Nominating Group terms of reference. We thank the Review Group for their detailed and helpful report and for their work on our behalf, and lay the Review Group down.

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<b>23. Receipt of other reports</b>	<p>We will formally note receipt of the following reports:</p> <p>Friends Trusts Limited (Appendix VIII)</p> <p>Quaker Housing Trust (Appendix IX)</p>
<b>24. Living out our faith in the world – recognising, testing and supporting a concern</b>	<p>During this session we will hear of one Friend’s response to the promptings of the Spirit, which led to being convinced of a concern. This may lead us:</p> <ul style="list-style-type: none"> <li>• to reflect on the life cycle of a concern, from the first impelling call to service from God to the process of recognising and testing what love and truth require of us</li> <li>• to explore what resources, spiritual and practical, we may need when acting under concern</li> <li>• to look at ways any of us may be called to faithful support of others acting under concern</li> <li>• to consider how we might recognise when the time is right to lay down a concern or to relinquish it into the care of others.</li> </ul> <p><i>Suggested further reading</i></p> <ul style="list-style-type: none"> <li>• <i>The Friend</i> 13 September 2013: ‘Thought for the week. What is a Quaker concern?’</li> <li>• <i>Quaker faith &amp; practice</i> 13.02, 13.03, 13.04</li> </ul>

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## Associated events

### **18:00–20:30, Large Meeting House and Endsleigh Suite**

Groups Fair

### **19:00–20:00, Library**

Communal singing led by the Leaveners

### **20:00–21:00, Small Meeting House**

Opportunity for worship

“Keep your meetings in the power of God... And when Friends have finished their business, sit down and wait a while quietly and wait upon the Lord to feel him...”, George Fox, 1658, *Quaker faith & practice* 3.30

We may not have quite finished our Yearly Meeting business, but as we pause at the end of the day this opportunity for worship gives us a time to wait quietly. Come and join a period of worship, drop in and stay for as long as you can.

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## Monday 30 May 2016

**08:45–09:15, Small Meeting House**

Early morning worship

Yearly Meeting session 6, 09:30–12:00

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25. **As led**

26. **Living out our faith in the world: movement building**

In living out our faith in the world we often work in partnerships with other faith groups or like-minded secular organisations. There are times when we have judged it appropriate for us to join wider groupings of people united around a common goal, working side by side in a movement. In this short session we will ask why Quakers should build movements with others and look at what can be distinctive about Quaker contributions in those movements. We expect to return to this theme at Yearly Meeting Gathering 2017.

In preparation Friends should think about organisations, networks and campaigns in which they take part, either as individuals or in the name of their meeting, both church-based and secular. What made you as a Quaker want to be involved?

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Yearly Meeting session 7, 14:00–16:00

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27. **Introduction to Yearly Meeting Gathering 2017**

We will hear from the clerk of Yearly Meeting Agenda Committee about the development of plans for Yearly Meeting Gathering to be held 29 July – 5 August 2017 at the University of Warwick.

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<b>28. Receipt of the Yearly Meeting Draft Epistle</b>	<p><i>Procedure for Yearly Meeting Epistle</i></p> <p>The Yearly Meeting Epistle, also called the General Epistle, is the letter sent from this Yearly Meeting for Friends everywhere: to other yearly meetings worldwide and to local meetings in Britain Yearly Meeting. It is sent to all local meetings immediately after Yearly Meeting so that it can be read out at meeting for worship at the first available opportunity.</p> <p>The procedure for creating the Yearly Meeting Epistle is given in <i>Quaker faith &amp; practice</i> 6.23. For this year Agenda Committee proposes arrangements for implementing the agreed procedure as follows:</p> <p>Any Friend may give written advice on the content of the epistle by placing it in the box on the information desk before 17:30 on Sunday 29 May.</p> <p>Epistle Drafting Committee will then produce a Draft Epistle, which will be shared with the Children's and Young People's programmes. Copies may be picked up from the information desk on the morning of Monday 30 May.</p> <p>Written comments on the content, text, style, grammar, language, etc. of the Draft Epistle should be placed in the box on the information desk no later than 15 minutes after the rise of the morning session on Monday 30 May.</p> <p>A revised Draft Epistle will be presented at the final session on Monday 30 May when no further revision (except perhaps excision) will be invited.</p>
<b>29. Membership of Meeting for Sufferings</b>	<p>See draft minutes (<i>Documents in advance part 2</i>)</p> <p>The list of members and alternates to Meeting for Sufferings are available at <a href="http://www.quaker.org.uk/ym">www.quaker.org.uk/ym</a> and are regularly updated.</p> <p>Any factual corrections will be much appreciated. Please communicate these corrections before Yearly Meeting via phone on 020 7663 1140 or email at <a href="mailto:ym@quaker.org.uk">ym@quaker.org.uk</a>. or in writing at Events &amp; Committee Services, Friends House, 173 Euston Road, London NW1 2BJ.</p>
<b>30. Receipt of the <i>Tabular statement</i></b>	<p>The <i>Tabular statement</i> is the annual record of the number of members, attenders, children and marriages in Quaker meetings across Britain Yearly Meeting and is received by Yearly Meeting each year.</p> <p>The <i>Tabular statement</i> for 2015 will be available online at <a href="http://www.quaker.org.uk/ym">www.quaker.org.uk/ym</a> and a hard copy will be sent to meetings by 27 April.</p>
<b>31. Minute of record: Epistles</b>	

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32. <b>Minute of record: Testimonies</b>	
33. <b>Minute of record: Friends from other yearly meetings</b>	
34. <b>Minute of record: Inter-church and interfaith visitors</b>	
35. <b>Formal acceptance of reports and accounts</b>	
36. <b>Yearly Meeting Nominating Group 2016–2017: appointment and nominations required</b>	<p>See draft minutes in <i>Documents in advance part 2</i>.</p> <p>A full list of the nominations required is listed in the draft minutes and schedule.</p>
37. <b>Any other business which may properly be taken</b>	<p>Agenda Committee believes that the time in the final session may be used to bring Yearly Meeting to a right close. It does not feel that it is a suitable occasion to raise new issues that would need substantial time from Yearly Meeting to be given proper consideration.</p> <p>Friends wishing to raise matters under this item are asked to notify Arrangements Committee by 12:45 on Sunday 29 May.</p>
38. <b>Receipt of minutes from the Children’s and Young People’s programmes</b>	<p>Those in the Children’s Programme (ages 0–11) and the Young People’s Programme (ages 11–14) will have been engaging with Yearly Meeting in age-appropriate and fun ways. Each of the groups in these programmes will join with us to present minutes from their programmes.</p>
39. <b>Reading and signing of the Yearly Meeting Epistle</b>	
40. <b>Naming of clerks for Yearly Meeting 2017</b>	
41. <b>Concluding minute</b>	



# Appendices

Appendix I: Yearly Meeting Agenda Committee report for Yearly Meeting 2016

Appendix II: Annual report of Central Nominations Committee to Yearly Meeting 2016

Appendix III: Annual report of Meeting for Sufferings

Appendix IV: Proposed amendments to *Quaker faith & practice*

Appendix V: Review of terms of reference of Central Nominations Committee

Appendix VI: Quaker Stewardship Committee Annual Report 2015 (including compliance report for 2014)

Appendix VII: Review of terms of reference of Britain Yearly Meeting Trustees

Appendix VIII: Friends Trusts Limited

Appendix IX: Quaker Housing Trust annual report 2015

# Appendix I

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## Yearly Meeting Agenda Committee report for Yearly Meeting 2016

Yearly Meeting Agenda Committee (YMAC) has been working on both the agenda for 2016 and the planning for Yearly Meeting Gathering 2017. 2016 is the middle year of a three-year consideration of 'Living out our faith in the world', and the agenda we have offered for 2016 builds on the 'call for equality' agreed by Yearly Meeting 2015 as minute 36. In our discernment we have considered the links between "fruits and roots". We are planning opportunities to share and hear stories of how Friends have opened themselves to the Light and discerned the call to action, and how we have supported one another to test and act on that call and to bring about change.

We have continued to ground our planning in wider discernment by Friends, both through developing a closer working relationship with Meeting for Sufferings, and through receiving papers and working with representatives of other bodies. Friends from the Junior Yearly Meeting Arrangements Committee have also been included in our meetings and there are links between the two agendas. In 2016 Junior Yearly Meeting will be held in April and those aged 15–18 will have an accompanying opportunity to attend Yearly Meeting to ease the transition between a formal programme and the independence of adult attendance. Friends from the coordinating group for this opportunity have also joined us.

YMAC has been paying more attention to the whole of the experience of attending Yearly Meeting, as well as what happens in our plenary sessions. Arising from our review of Yearly Meeting 2015, we are continuing to work on how Friends can prepare for Yearly Meeting and engage with its business, whether or not they are attending. We have heard encouraging stories of local meetings enjoying preparation activities together, and also from those who would like more information and help to prepare. We are especially conscious of the needs of those attending for the first time. We have been looking at how the time on Friday afternoon leading up to the start of Yearly Meeting can be best used to create opportunities, for those who are able to arrive then, to engage and prepare.

Yearly Meeting Gathering 2014 was over-subscribed and YMAC has been considering how, when numbers are high, appropriate practical arrangements can be made for the right holding of Yearly Meeting, both in London and at Gatherings. As a result we agreed to introduce a registration system for Yearly Meetings held in London. This will have a number of practical benefits including reducing food waste and ensuring appropriate pastoral care provision can be made, as well as ensuring practical arrangements for health and safety and overflow facilities are in place.

YMAC has been looking forward to Yearly Meeting Gathering 2017, to be held at Warwick University from 29 July – 5 August 2017. Campus visits, meetings with local Friends and planning work has all generated a sense of excitement about what will be possible, which we look forward to sharing with Friends as the planning progresses.

Clare Scott Booth

January 2016

## Appendix II

### Annual report of Central Nominations Committee to Yearly Meeting 2016

“It is a responsibility of a Christian community to enable its members to discover what their gifts are and to develop and exercise them to the glory of God.”

*Quaker faith & practice 3.22*

Our Quaker community is made up of each one of us and all have their own role to play. The work of Central Nominations Committee (CNC) is to enable, encourage, discover and foster Friends to serve on the central committees and groups of Britain Yearly Meeting. These are the Friends who will be asked to take forward the work that is being done nationally on behalf of Britain Yearly Meeting (BYM).

During this year the committee brought forward 86 names for appointment by Yearly Meeting and Meeting for Sufferings. In the process it has considered many Friends, and CNC has been conscious of the commitment all Friends give to area and local meetings and to our national work.

Quakers are often quite diffident about their gifts and there may be many reasons for this including lack of confidence, natural modesty, and concern that identifying a gift will result in excessive demands on time and energy. We are not always good at talking about gifts and leadings and we sometimes lack a language to help Friends talk amongst themselves about their spiritual journeys and callings. During our conversations at CNC this year we have often considered whether local meetings could start these discussions, helping individuals to recognise their callings and bringing Friends' gifts to the attention of nominations committees; locally, at area meeting, and centrally.

Some gifts lie within the realms of specialised knowledge or professional expertise, and sometimes nominations need exactly these gifts. Other nominations search groups may be looking for different attributes. Often a good working knowledge of (and skill in using) Quaker business method is important. An ability to sense the direction in which the Spirit is moving is a very real gift, not given to all, and being able to articulate this sense can really help a committee in its discernment. And we should not forget that many gifts are latent; Friends of all ages need opportunities to develop them.

#### Reviewing our work

It has been a year of reviewing the purpose and methods of CNC. Meeting for Sufferings set up a group in September 2014 to consider the work of CNC. Its recommendations were supported by Meeting for Sufferings in December 2015 and its report is coming to Yearly Meeting along with revised terms of reference for CNC.

*“I have been amazed at the variety of gifts, experience and interests to be found amongst Friends and the willingness to use and share these for the work of BYM.”*

*“At times it has been really difficult to find the names needed to take forward work which I know Friends do want to be done on their behalf.”*

*“Generally I would say that I have enjoyed my time on CNC but it has taken me 18 months to 2 years to get to grips with what is required... Having done 3 years one has a pretty good idea of the range of BYM's work...”*

*“How encouraging it is to find that Friends continue to want to serve our Society very many years after the “usual” age of retirement... a challenge to also find ways to enable younger people to make a contribution.”*

*“I have been surprised and also delighted by the clear and thoughtful responses by many supporting Friends: when added to a search group's report these greatly help our discernment.”*

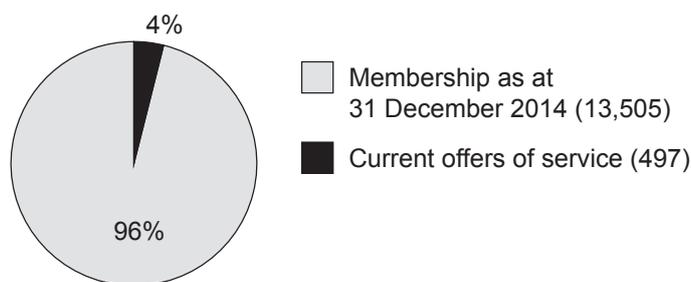
In August 50 members of Britain Yearly Meeting nominations groups (including CNC) met for a weekend at Woodbrooke. We have talked with Friends at Young Friends General Meeting (YFGM) about the particular gifts and needs of Friends under 30, who may often not be actively participating in a local meeting but have much to contribute to BYM. The review process, the conference, YFGM, and discussions within our committee meetings have reminded us that our focus should be much less on ‘jobs to be filled’ than on the gifts and leadings of Friends and how Friends might be offered opportunities to serve BYM.

## Making changes

The 22 members of Central Nominations Committee have welcomed the opportunities to reflect deeply on the work they do on behalf of Britain Yearly Meeting. We are looking forward to implementing gradually the changes being recommended by the review group. These changes will help make the process of nomination more transparent and hopefully increase the number of Friends who become involved in the central work of Britain Yearly Meeting.

It is our hope that Friends throughout the yearly meeting feel called to reflect on their own gifts and those of their Friends and engage in dialogue about their journeys, together and with those engaged in our nominations.

Friends will note from the graph below that only a tiny number of those in membership of the Society of Friends have completed a Quaker service information form. These can be found on the BYM website ([www.quaker.org.uk/givetime](http://www.quaker.org.uk/givetime)). We hope that more Friends will offer their gifts in this way and we are working towards using the forms more proactively.



“Now there are varieties of gifts, but the same spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good.”

(I Corinthians 12:4–7 in *Quaker faith & practice* 3.22)

*“It has been a challenging three years, with lots of thinking and work on how we do nominations, as well as keeping up with the regularly recurring nominations . . . . The delight has been asking Supporting Friends and hearing them carefully considering whether this is a good time for their Friend to undertake such a service, and sometimes being quite surprised at our request, and considering how their friend might grow in a new direction.”*

*“I look forward to the sensitive implementation of the Review report especially around there being more transparency and how we can encourage more people to be willing to offer service and to use those who put their names above the parapet!”*

*“I have valued my nearly 3 years, the joy of meeting and getting to know Friends from across BYM. The conference was a time of sharing, learning, sharing ideas, ways of solving issues that other LM’s and AM’s have experienced. It was also a time of putting faces to names from across BYM.”*

# Appendix III

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## Annual report of Meeting for Sufferings

“Abide in me as I abide in you. Just as the branch cannot bear fruit by itself unless it abides in the vine, neither can you unless you abide in me.”

John 15 v 4.

Meeting for Sufferings, our national representative council, is the “central body which can act on behalf of the Society [i.e. Britain Yearly Meeting] between Yearly Meetings”. It has a function “in drawing together and relating to one another the different strands in the yearly meeting’s life and service”.

The role and functions of Meeting for Sufferings are laid down in *Quaker faith & practice* chapter 7. There are about 100 members of Meeting for Sufferings and we operate on a triennial basis with a new group of representatives having been appointed at Yearly Meeting 2015. Consequently, we have had two meetings of the old triennium, in February and March, and three meetings of the new, in July, September and then a residential meeting in December 2015. We usually meet in the George Fox room at Friends House, London, but in July we met with representatives and their alternates in the newly refurbished Large Meeting House, and in December we were at Woodbrooke Quaker Study Centre for a weekend. In September we were accompanied during our opening worship by young Friends from across the yearly meeting, who had come to Friends House for a Participation Day.

Some of the business that Yearly Meeting entrusts to Meeting for Sufferings consists (according to *Quaker faith & practice* 7.02) of making decisions and issuing statements in the name of Britain Yearly Meeting, exercising discernment on priorities, and receiving reports for information and consultation on the work of BYM Trustees. Meeting for Sufferings has a part to play in developing a visionary and prophetic role for the yearly meeting and in fostering communication throughout the organisation.

### Making decisions and issuing statements

1. **Refugees and asylum seekers:** we received minutes from seven area meetings at our March meeting, and heard from Quaker Asylum and Refugee Network. We then asked Quaker Peace & Social Witness Central Committee to develop a public statement that can be used in working with national and local governments. In July we received a briefing on migration within Europe that can be used in our work with other churches and faith groups; and in September we adopted a statement that has been circulated widely and used by Friends throughout BYM in speaking out on this issue.
2. **The Church: Towards a common vision** (World Council of Churches (WCC) consultation paper): in February Quaker Committee for Christian & Interfaith Relations brought a draft response to this document, entitled *A spirit-led church*. A revised version came to us in September, which we were able to agree, on behalf of BYM, to send to the WCC and to use within our meetings, with a linked study guide, to help explore issues of our faith and to articulate what we can say, as Quakers, to the wider Christian church.
3. **Court register:** we have recorded the imprisonment of two Friends, the arrest of another, a conditional discharge given to another and two other incidents causing physical injury, and we uphold these Friends, who have acted under conscience, in our prayers.
4. **Quaker faith & practice amendments:** we considered revisions to chapter 16 and to passage 3.27, which were forwarded to Yearly Meeting 2015. In December we endorsed specific amendments to passages 3.27–3.28, 9.05–9.06, 9.13–9.14, 13.45–13.57, a new section at 8.16 and eight minor changes to various sections, and forwarded these to Yearly Meeting 2016 by our minute MfS15/12/07.

## Exercising discernment on priorities

Our key work this year has been to hear interim and then final reports from our Long-Term Framework Working Group, who brought to us in September the final draft for our new articulated vision, entitled *Our faith in the future*.

All Friends in BYM will have seen this brief document and we can use it to guide our activity at every level within the Yearly Meeting. At Meeting for Sufferings we will use it as a guide for our discernment and decision-making. There will be further supporting material and opportunities to discuss its implications for us all in our local meetings as well as at Meeting for Sufferings. Our six aspirations are:

- Meeting for worship is the bedrock of living as a Quaker
- Quaker communities are loving, inclusive and all-age
- All Friends understand and live by Quaker discipline
- Quaker values are active in the world
- Quakers work collaboratively
- Quakers are well known and widely understood.

## Receiving reports for information and consultation

We have received regular reports from BYM Trustees who are also members of Meeting for Sufferings. We have set aside time during the year to consider in more depth what our central committees have to share with us: we heard from Quaker Peace & Social Witness (QPSW) in September, from Quaker Life in February (for 2014) and in December (for 2015), and from Quaker Committee for Christian & Interfaith Relations in February.

## Playing a part in developing a visionary and prophetic role for the whole yearly meeting

There have been four strands of work:

1. **Call for equality** (YM minute 2015/36): Yearly Meeting has asked Meeting for Sufferings to “take the work on social and economic injustice forward, coordinating the work of local and area meetings who might wish to become more deeply involved, and encouraging the deep spiritual and intellectual searching that could underpin a ‘true social order’ for our age”. We plan to spend time in early 2016 responding to this task.
2. **BYM sustainability** (YM minute 2011/36): in 2014 Meeting for Sufferings set up the BYM Sustainability Group (BYMSG) to support the yearly meeting in its commitment to become a low-carbon, sustainable community. The group works closely with QPSW, Woodbrooke and Living Witness to maintain an overview of progress in four areas:
  - strengthening our community
  - changing our lifestyles
  - Quaker core activities and property, and
  - taking political action and promoting system change.

There has been some encouraging progress as a growing number of local meetings have engaged with the commitment, exploring what it means to them and making changes to their buildings and practices. However, progress throughout the yearly meeting has been varied, and continuing support is needed to help Friends make their lives and meetings low-carbon and sustainable.

At the same time, Quakers have been developing an increasingly clear voice in the world, for example in

QPSW's advocacy for disinvestment from fossil fuels.

The most substantial piece of work undertaken directly by BYMSG relates to strengthening our community. The group organises a national gathering at least every two years, with one planned in Swanwick in March 2016. It has also begun work on a project to nurture Friends' sustainability ministry in a wide variety of forms, with a series of events planned from 2016. It is hoped that this work will help to encourage a fuller understanding of the yearly meeting's concern for sustainability and the spiritual leading underlying it.

3. **Book of Discipline Revision Preparation Group** (MfS 2014/04/05): this group has been working to test and thresh issues identified within the process of considering revision of our book of discipline. In order to increase Friends' familiarity with the current book, it has launched the 'Reading *Quaker faith & practice*' project, providing support materials developed through Woodbrooke and encouraging a variety of ways of sharing the experience with others. The group will monitor this process as part of its ongoing discernment of the right time for Yearly Meeting to return to the question of whether to embark on a revision.

At the top of the list of issues identified to Meeting for Sufferings as needing attention was the topic of theism/nontheism. The group has invited a small cross-section of Friends to form a think tank to explore the variety of belief present in our yearly meeting, the ways in which we interpret spiritual experience, and the language we use to talk about it. It hopes this may be of service to the yearly meeting as a whole.

The group has undertaken initial consultation about the particular issues surrounding church government aspects of the book.

It has also begun work on specifying an online tool to enable Friends to submit materials for any future revision and to support a future revision committee in its work.

4. **Quaker Recognised Bodies:** in December Meeting for Sufferings received the report from the Listed Informal Groups Review Group, which had been tasked to regularise our recognition of Quaker bodies whose organisation lies outside our main national structures. We agreed to the group's proposal for a new system for Quaker Recognised Bodies but recognise that implementation of this system may take a long time.

## Fostering communication throughout the yearly meeting

At every meeting we have received minutes from our area meetings and have been able to consider how these may be taken forward – this has been an opportunity not only to refer work to the central committees but also to share information and encouragement amongst our area meetings. We cannot all do everything but we can inform ourselves and commit ourselves to what we are led to do, personally and within our structures. Issues such as Quaker values in education, the abolition of torture, and Islamophobia in our society have been some of the topics we have addressed.

Communication has also been key in the programme of visits of members of Meeting for Sufferings Arrangements Group to groups of area meetings, which has been ongoing with 18 such visits being made from Inverness to Machynlleth, from Norwich to Exeter. There has been helpful exchange and we hope we can continue to build on this.

## Other matters

We have recorded the transfer of Chorley Local Meeting from Lancashire Central & North Area Meeting to Pendle Hill Area Meeting.

We have heard from the Review Group for the Terms of Reference of Central Nominations Committee and are making proposals to Britain Yearly Meeting to help the nomination process.

In all our meetings we strive as a large and diverse group to follow the leadings of the Spirit and to adhere to Quaker discipline, knowing that if we remain faithful our work will bear fruit.

# Appendix IV

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## Proposed amendments to *Quaker faith & practice*

### a) 3.27 – Authority for public statements

#### **Background**

Britain Yearly Meeting, held 1–4 May 2015, received minute MfS/15/02/16 from Meeting for Sufferings, which met on 7 February 2015. The minute offered a revision prepared by Church Government Advisory Group to *Quaker faith & practice* 3.27 regarding the yearly meeting's speaking out policy. Britain Yearly Meeting recorded in its minute 32 that it was unable to agree the proposed changes and referred the matter back to Church Government Advisory Group and Meeting for Sufferings for further work.

Following comments made at Yearly Meeting in session and in commentaries subsequently submitted by individual Friends, a revised section 3.27 on our speaking out policy has been prepared by Church Government Advisory Group. The revised draft maintains the message of previous editions but aims to soften the tone, which may have read as prescriptive and unfriendly.

Now offered as 'Guidance on making public statements', the tone remains firm. This is achieved by greater clarity regarding the availability of guidelines and procedures agreed by Meeting for Sufferings and additional support and guidance available from the Recording Clerk.

Section 3.27 describes the underlying principles that should guide Friends when speaking out.

Section 3.28, a new section, accentuates the responsibilities laid on Yearly Meeting and its constituent bodies and on central committees as well as the implications for Friends at area and local meeting level.

We believe the revised draft conveys a positive message and should not inhibit our Society and its members from speaking out and speaking truth to power. We should all be sensitive to protecting our Society's reputation for openness and truthfulness and this can be achieved by knowledge of our guidelines and procedures when we come to make public statements.

#### **Proposed text**

##### *Guidance on Making Public Statements*

##### *3.27 Principles*

Speaking out in the world is an essential part of our religious and social witness. Friends are encouraged to express their faith and values whenever suitable opportunities arise, and to use the media confidently for public comment on our concerns. Quaker witness to the world is guided by the Spirit and also guided by our religious discipline. The guiding principle is that statements or public comments made in the name of Friends and relating to the corporate life and witness of the Religious Society of Friends must be authorised by the appropriate meeting for church affairs.

##### *3.28 Practice*

Yearly Meeting statements issued on behalf of Friends in Britain require the full discernment of Meeting for Sufferings or Yearly Meeting in session and will be recognised as carrying the full authority of the yearly meeting. Other public statements or comments may be called for at short notice in response to current events using the full range of media. In such cases, the Recording Clerk, in consultation with appropriate clerks of Yearly Meeting, Meeting for Sufferings or Trustees, is authorised by Meeting for Sufferings to issue

such a message, as long as it is in line with an established and discerned Quaker position. Press releases publicising the yearly meeting's core work are authorised by the Recording Clerk. At area and local meeting level it should be made clear whenever local initiatives relate solely to area or local meetings. Individual Friends or groups, such as those referred to in 13.19, must be careful not to claim to speak for Friends as a whole, but just for themselves or their group, unless specifically authorised to do so. Other forms of public action undertaken in the name of Friends should similarly be authorised by the appropriate meeting for church affairs.

Friends should be sensitive when participating in vigils or demonstrations to the possibility that they may be heard as speaking on behalf of Quakers, and should take care how they respond.

On occasion it may be necessary for the clerk of a meeting, or another appointed Friend, to take urgent action to correct misleading reports in the press or other misunderstandings in the public domain. This section is not intended to hamper such necessary action undertaken responsibly in the interests of a meeting or group.

Full guidelines and details of procedures, agreed by Meeting for Sufferings, are available from the Recording Clerk or online at [quaker.org.uk /qfp](http://quaker.org.uk/qfp). These cover the yearly meeting, area and local meetings, matters delegated to General Meeting for Scotland or to Meeting of Friends in Wales (ref. 5.03, 5.04, 5.05), as well as other Quaker groups. A summary policy document for meetings and groups is also available. Additional support or guidance can be obtained from the Recording Clerk.

Note that the part of the chapter headed 'Conclusion' will need to be renumbered from 3.28–3.30 to 3.29–3.31

## b) 9.05/9.06 – Quaker World Relations Committee (QWRC)

### **Background**

Revisions of sections 9.05 and 9.06, which describe Quaker World Relations Committee of Britain Yearly Meeting, have been prompted by the need to reflect the change in governance by Britain Yearly Meeting Trustees and the evolving relationships between the yearly meeting and the worldwide community of Quakers.

The revision aims to provide some description of the role and functions of QWRC, its dynamics and how it relates to other national and international Quaker groups and organisations. The committee's terms of reference provide the substantive detail regarding the collaborative work of the committee, with Britain Yearly Meeting central committees for example, and how effective communication with Quaker bodies worldwide is achieved.

The revised draft has been prepared in consultation with members of the current QWRC over several months.

### **Proposed text**

9.05 Representatives of Britain Yearly Meeting appointed by Meeting for Sufferings to serve on Friends World Committee for Consultation (FWCC) also form the Quaker World Relations Committee (QWRC) of Britain Yearly Meeting. QWRC members are expected to attend the annual meeting of Europe and Middle East Section (EMES) of FWCC and, as members, representative meetings of FWCC.

#### *Quaker World Relations Committee (QWRC)*

9.06 QWRC is accountable to Britain Yearly Meeting through Britain Yearly Meeting Trustees. QWRC is responsible for promoting understanding of the different forms of Quakerism practised world-wide today.

Within Britain Yearly Meeting, QWRC's role is to provide a space for knowledge sharing across the yearly meeting and for wider collaborative engagement in the work of QWRC. The Committee liaises with Quaker Life and Quaker Peace and Social Witness Central Committees, the Quaker Committee for Christian and Interfaith Relations and others on matters of common concern, and in furtherance of the relationship between all of Britain Yearly Meeting and the world-wide community of Friends. QWRC aims to support BYM and its constituent parts in engaging in international relationships with other yearly meetings and Quaker organisations around the world.

QWRC advises Britain Yearly Meeting on the nature of the relationship between yearly meeting and Friends World Committee for Consultation (including its Europe and Middle East Section), and advises BYM Trustees on the financial support needed by those bodies from Britain Yearly Meeting.

QWRC, being Britain Yearly Meeting representatives to FWCC, and being informed on matters of concern to Britain Yearly Meeting, reviews the outcomes of its work in this area and reports its conclusions annually to Britain Yearly Meeting Trustees.

### c) 9.13/9.14 – Quaker Committee for Christian & Interfaith Relations (QCCIR)

#### **Background**

Revisions of sections 9.13 and 9.14, which describe Quaker Committee for Christian & Interfaith Relations of Britain Yearly Meeting, have been prompted by the need to reflect the change in governance by BYM Trustees and the evolving relationships within the yearly meeting.

The revision aims to provide some description of the role and functions of QCCIR, its constitution and dynamics, and its range of activities and responsibilities within the yearly meeting. The committee's terms of reference provide the substantive detail regarding its work, the many lines of communication between the yearly meeting and other churches and faith communities, and the support offered to Friends both nationally and locally.

The revised draft has been prepared in consultation with members of the current QCCIR over several months.

#### **Proposed text**

9.13 The Quaker Committee for Christian and Interfaith Relations is appointed by Meeting for Sufferings and is accountable to Britain Yearly Meeting through Britain Yearly Meeting Trustees. At least one member is appointed from General Meeting for Scotland and at least one from the Meeting of Friends in Wales. Ireland Yearly Meeting is invited to nominate a representative through Britain Yearly Meeting's Central Nominations Committee. Additional members may be co-opted to assist with particular issues.

QCCIR is responsible for keeping Britain Yearly Meeting informed of relevant issues and movements which emerge from the interchurch and interfaith life of Britain, and of opportunities for dialogue and co-operation between churches, between faiths, and between faiths and churches. It liaises with other churches and communities of faith, keeping them informed of developments in the life of the Yearly Meeting and responding on behalf of the Yearly Meeting so that Friends' views on issues of faith and order are represented. QCCIR supports members of BYM, both nationally and locally, in raising awareness and understanding of the interchurch and interfaith dimension of religious and spiritual life.

#### *Local implications*

9.14 Britain Yearly Meeting's membership of Churches Together in Britain and Ireland (CTBI) does not commit local meetings or individual Friends to any particular course of action with regard to interchurch

relationships. However, in 1989 Yearly Meeting asked meetings to review their involvement in local and regional ecumenical activities, encouraging greater participation where need be. The recognition by CTBI member churches of our yearly meeting's non-credal tradition which is implied by Clause 2b (see 9.09) may make it easier to formalise these local relationships.

#### d) 13.45–13.57 – Prison ministers, visitors and chaplains; College chaplains

##### **Background**

Church Government Advisory Group was asked by Quaker Prison Chaplains Committee and Quaker Life to consider changes to *Quaker faith & practice* sections 13.45–13.54 (entitled 'Prison ministers, visitors and chaplains') and sections 13.55–13.57 (entitled 'College chaplains') for the reasons given below. The historical references in 13.45–13.54 are correct but the present situation in relation to government and the prison service in both England/Wales and in Scotland has changed. There is also an attempt to 'future-proof' the section as far as is possible by using generic rather than specific references to government bodies.

The reference to the Home Office no longer applies, as the contact and the administration of chaplains (formerly known as ministers) is now carried out by the National Offender Management Service (NOMS) on behalf of the Ministry of Justice.

In Scotland the administration is carried out by the Scottish Prison Service (SPS), and prison chaplaincy is governed by the Prisons (Scotland) Act 1989.

The Prison Act 1952 referred to has been updated by Prison Service Orders and Instructions. The latest of these referring to chaplaincy is PSI 51/2011. This changes the reference from 'ministers' to 'chaplains'.

Internally to the Society of Friends there are changes to the processes caused by changes in administration. The administration and support of Quaker prison chaplains is now carried out by Quaker Life and Quaker Prison Chaplains Committee. These changes should be reflected.

Some of the changes required are additional to the existing entries in *Quaker faith & practice*.

There should be a reference to the important role volunteers play, working with appointed chaplains.

Finally, reference to visitors does not reflect the present situation. The group formerly known as the Board of Visitors is now known as the Independent Monitoring Board (IMB), and prison visitors are known as Official Prison Visitors and are supported by a national charity known as the National Association of Official Prison Visitors (NAOPV). Both of these should be reflected as a form of prison service (volunteers and visitors) or removed from *Quaker faith & practice*.

With regard to sections 13.55–13.57, it was felt that *Quaker faith & practice* should reflect the fact that college chaplains are not the only other type of Quaker chaplains apart from prison chaplains.

Members of Quaker Prison Chaplains Committee have been consulted about these changes.

##### **Proposed text (replacing existing sections 13.45–13.57)**

###### *Quaker Chaplains*

13.45 Quaker chaplains can be found in a variety of settings including prisons, secure units, universities, colleges, schools, hospitals and hospices, on the streets, in sports clubs and workplaces, often as part of an ecumenical or interfaith chaplaincy team. There is a difference between the role of Quaker chaplain and that of Quakers seeking to offer oversight or support Friends within an institution. Quaker chaplains may also do this but their role primarily is to offer a formal space for people of all faiths and none to explore the spiritual in a trustworthy relationship. Apart from prison chaplains, Quaker chaplains may be appointed

either by the area meeting or by one of its local meetings according to local circumstances. The work may need support, both financial and spiritual, from the appointing meeting (see 12.27).

13.46 Chaplaincy can be an opportunity for outreach. Friends' non-credal approach and openness to new light, from whatever quarter, may be particularly appealing to the enquiring mind. Friends should be ready to make Quaker views known as well as providing pastoral care. There may be opportunities for holding a meeting for worship as part of chaplaincy work; local elders should share in responsibility for such a meeting.

Some places may have several Friends responsible for pastoral care associated with chaplaincy; local meetings should have an overall responsibility to support all these Friends both practically and spiritually.

13.47 Quaker Life offers information and advice to chaplains of all kinds and helps link them together.

#### *Prison chaplains, volunteers and visitors*

13.48 In the early days of the Quaker movement many Friends were imprisoned for their beliefs. Friends were imprisoned in the twentieth century as conscientious objectors to military service. Perhaps because of this there has been a continuing concern for prisoners and the conditions in prisons, exemplified in the work of Elizabeth Fry (see 23.98–23.100), which is continued by others to the present day.

13.49 A prison chaplain is a priest or minister of a recognised religious denomination appointed by the appropriate authorities to perform duties of a religious nature according to PSI (Prison Service Instructions) inside a specific institution (or institutions). Quaker prison chaplains are included in this definition.

#### *Quaker prison chaplains*

##### Duties

13.50 A Quaker prison chaplain has four tasks:

- to visit and minister to those in prison who have registered themselves as Quakers,
- to assist the work of the prison chaplaincy,
- to be a Quaker presence in the prison, particularly in relation to staff,
- to be a channel between the prison service and the area meeting, keeping Friends aware of prison issues.

Where it is possible for the Quaker prison chaplain to arrange an occasional or regular meeting for worship, these can be of great value. Volunteers, who are also subject to security clearance, are sometimes welcomed into the prison to assist with these.

13.51 When prisoners are under restraint or punishment, in segregation or in the hospital wing, they will be in particular need of spiritual comfort and reassurance. The Quaker prison chaplain has a right and duty to visit a prisoner registered as a Quaker, whether in membership or not.

#### *Appointment*

##### In England and Wales

13.52 A Friend is recommended for this service by the area meeting (4.10.s), which formally minutes the nomination and then informs the particular institution, as well as Quaker Life, for the nomination to be approved and the appointment made.

13.53 The newly nominated Quaker prison chaplain then needs to contact the managing or coordinating

chaplain in the particular institution for their appointment actually to happen. This process may take some weeks or months. Potential prison chaplains should be aware that there will be investigations into their criminal record and level of security risk.

The Quaker prison chaplain must be able to accept the restrictions that working in a prison requires. There is no age limit, provided the Friend is mentally and physically able to do the work, which may be physically demanding.

#### In Scotland

13.54 In Scotland the administration is carried out by the appropriate authorities for Scotland. Following notification from an area meeting of the name of a Friend appointed as a Quaker prison chaplain, General Meeting for Scotland is responsible for providing this name to the governors of all prison establishments in the Area Meeting area. These Friends then volunteer to serve on a prison chaplaincy team by directly contacting the prison chaplain. To exercise their pastoral responsibility, Quaker prison chaplains in Scotland have to operate in liaison with the official prison chaplaincy team members.

#### *Preparation and support*

13.55 Quaker Life can offer a newly appointed Quaker prison chaplain the benefit of knowledge and experience. Resources are provided through the BYM website: [www.quaker.org.uk/qfp](http://www.quaker.org.uk/qfp). Training and a conference are held each year which provide information on aspects of penal affairs, but also offer those attending good opportunity to discuss particular problems and to gain the informed support of Friends working in other penal establishments.

13.56 The Quaker prison chaplain undertakes to bear the area meeting's responsibility for ministering to the spiritual needs of prisoners who are registered as Quakers. Quaker prison chaplains are responsible for the pastoral and spiritual care of the Quaker prisoners in their establishment(s); they should, therefore, be experienced Friends and in good standing. Prison chaplains have their needs too, and it is very important that the area meeting should support the Friends doing this demanding work on their behalf. The Quaker prison chaplain and area meeting will probably want to decide between themselves how support can best be given (see 12.27) and whether or not it should come from a formally appointed group.

Area meetings will find it helpful to encourage Quaker prison chaplains to report on their work once a year.

13.57 Going into a prison can be intimidating and it may be difficult to find the right way of communicating with those you meet there. It is often hard to know what to say, particularly to those serving long sentences or far from home, but if the preparation of the heart is taken seriously the right words will come. Ministry is giving of oneself and allowing others to give to us; our common humanity enables us to minister. Laughter, too, is part of the healing ministry.

#### *Prison visitors*

13.58 Official Prison Visitors are volunteers who are appointed by the Ministry of Justice or the Scottish Prison Service on the recommendation of the prison governor to visit certain prisoners who have asked for visits to be arranged. Their duty is to befriend those they visit. They have no duties of a specifically religious nature and are sometimes required to avoid religious topics. Friends wishing to offer this service should approach the governor of the prison where they wish to serve. They are supported by a charity known as the National Association of Official Prison Visitors (NAOPV). Some Quakers become prison chaplains after having been a visitor.

## e) Friends House (London) Hospitality Limited

### Background

This is a new entry to the fifth edition of *Quaker faith & practice*. It has been prompted by the absence from our book of discipline of a record of the role and functions of Friends House (London) Hospitality Limited, which was created in 2007. The entry reflects the governance of the company and its relationship to Britain Yearly Meeting. It is proposed that this new section be inserted after section 8.15 of *Quaker faith & practice*, with a new heading agreed by Yearly Meeting Publications Group.

The company's articles of incorporation and registration by the Charity Commission provide the substantive detail regarding governance and the company's aims and objectives. The company reports annually to Companies House, the Charity Commission and to Britain Yearly Meeting.

This new entry has been prepared in consultation with members of the current board of Friends House (London) Hospitality Limited over several months.

### Proposed text

#### 8.16 *Friends House (London) Hospitality Limited*

Friends House (London) Hospitality Limited is a wholly owned subsidiary of Britain Yearly Meeting. Its Board are members of the Society of Friends and are appointed by BYM trustees. The Company manages and administers for the benefit of staff, users of and visitors to Friends House and Swarthmoor Hall, a full range of office and hospitality support services, including the letting of rooms and facilities for meetings and conferences. This Quaker company is an opportunity for outreach, communicating Quaker values in the service it provides and the way it is managed. The company's profits are used to support the work of BYM.

## f) Small changes, intended to improve accuracy

### Background

There are eight small changes to *Quaker faith & practice* that may be desirable. All of these changes reflect a desire for accuracy in our book of discipline.

Additional words (or changed words) are underlined.

#### 3.24.i Nominations and appointments

The proposed text brings consistency with section 15.10, which states: "Those appointed to serve as trustees must be members or sojourning members of Britain Yearly Meeting".

### Proposed text

Those nominated to serve as clerk of a meeting, elder, overseer, treasurer, registering officer or as a member of any nominations committee should be in membership. Those nominated to serve as a trustee must be in membership. In case of difficulty the Recording Clerk may be consulted. (For further guidance on the appointment of elders and overseers see 12.07–12.09.)

#### 4.10.t Area meetings

The proposed text reflects legislative changes – the Criminal Records Bureau no longer exists.

### **Proposed text**

the relevance of new legislation to their activities and the compliance of their constituent meetings with the law: current concerns include matters as diverse as charity law, criminal records checking procedures for work with children, young people and vulnerable adults (4.14), data protection (4.45) and disabled access.

#### **4.40 Records**

The proposed text reflects advice from the General Register Office that filled marriage registers remain the property of the Registrar General.

### **Proposed text**

It is advised that the following be preserved in Friends' ownership or custodianship:

(The rest of 4.40 is unchanged.)

#### **6.18 Yearly Meeting Agenda Committee**

The proposed text incorporates reference to BYM Trustees and reflects the working relationship that has developed since the BYM Trustee body was created in 2006.

### **Proposed text**

[Replace the first sentence of the final paragraph with:]

Agenda Committee works closely with Meeting for Sufferings, the standing committees and BYM Trustees to promote the right holding of Yearly Meeting, to foster Agenda Committee's relationship with them, and to integrate the work of the committee into the budgeted programme of central work of Britain Yearly Meeting.

#### **10.21 Conflict within the meeting**

The proposed change removes reference to monthly and general meetings, missed in earlier revisions.

### **Proposed text**

[Replace the final paragraph with]:

Deep-seated problems are sometimes more easily resolved when an experienced facilitator from outside the situation is called on. Quaker Life or area meetings may be able to suggest Friends with an understanding of how groups and individuals interact with one another, and who are able to spend time with a meeting that has got into seemingly insoluble difficulties.

#### **Chapter 14 Stewardship of our material resources**

The following three suggested amendments are offered in order to reflect legislative and regulatory changes which mean that Friends Trusts Limited may be a holding trustee in certain situations, rather than a custodian

trustee. Friends Trusts Limited can only be a custodian trustee if it holds all the property of a meeting. In circumstances where Friends Trusts Limited holds the land and buildings of a meeting, but the investments of that meeting are held by investment managers, then Friends Trusts Limited can be a holding trustee

### **Proposed text**

14.23

The last two sentences to read

Legal responsibility for the purchase, upkeep, use and disposal of real property rests with the trustees of the relevant meeting even if Friends Trusts Limited (see 14.45) is the custodian trustee, holding trustee or else nominee of the property. The property of area meetings usually consists of meeting houses and burial grounds.

14.29

The first sentence of the second paragraph to read:

Where Friends Trusts Limited is the custodian trustee, holding trustee or nominee of the property, it is required to seal the conveyance or lease and will do so on receipt of the properly minuted instructions of the trustees of the area meeting (or other owning body).

14.45

The first sentence of the second paragraph to read:

The main object of the company is to act as custodian trustee or holding trustee, where the terms of trust permit, of property and investments situated in any part of the world and held in trust for the benefit of or in connection with the Religious Society of Friends in Great Britain. Appendix VIII

# Appendix V

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## Review of terms of reference of Central Nominations Committee

In 2014, Meeting for Sufferings established a group to review the functioning and composition of Central Nominations Committee (CNC) in the context of the purposes, roles and responsibilities set out in their terms of reference. The group was asked to make recommendations for changes to the terms of reference which would improve the ability CNC to fulfil their role.

At the heart of the proposals is the individual. Service to our Society is an opportunity to put our gifts at the Society's disposal. We can develop new or hitherto unrealised gifts and find that of God within ourselves and others. When rightly discerned, service is joyful and empowering. The aim of these recommendations is to offer transparent procedures which work with the mystery of the Spirit to make all service into ministry. In this way, we hope that these suggestions will expand the pool of people who recognise a call to central work.

The proposed changes in CNC ways of working, and strengthening its reporting to other bodies, are an attempt to bring out the possibilities inherent in its current function, but which are hidden or lost in the current arrangements.

### Key Proposals

- The number serving directly on CNC Committee to be reduced to fifteen members, plus Clerking Team of two
- CNC meetings to be more reflective, with greater stress on observation, scrutinising process, evaluation and reporting.
- The task of searching for a name to be undertaken search groups of 2-4 Friends.
- Search groups to include, alongside CNC members, Friends not currently serving on CNC, drawn from a larger pool.
- Search Groups empowered to carry out meaningful discernment of names themselves, outside CNC meetings.
- Search groups to normally contact potential nominees directly, listening to and nurturing their journeys.
- The search groups find ways of working which suit them, whilst not ignoring opportunities such as telephone conferencing and Skype.
- A wider range of routes available to be chosen by search groups for finding names, varying according to each role – such as advertising
- A communications sub-group to be appointed from within CNC to ensure clarity of communication with the wider Society, and to nurture the relationship with those Friends on the QSIF database.
- The role of Supporting Friend to be more clearly defined on the Quaker Service Information Form, with alternative routes to the same information.
- No necessity for the historical overlap in membership with MfS, and MfS to take on responsibility for internal appointments apart from Arrangements Committee.
- CNC to be encouraged to be open and brave in challenging itself and the rest of YM to face difficult truths and fears, bringing these into the light.

The hope of such changes is to allow the Spirit to flow more dynamically and powerfully throughout the work of CNC, and that in turn, CNC will feel empowered to speak more confidently and assuredly to Meeting for Sufferings and Yearly Meeting.

# Central Nominations Committee

“Everyone has a gift. The church needs to call out the gifts in individuals. [Dietrich] Bonhoeffer said: ‘The church cannot afford unemployed people.’

...gifts are a way of being employed and ... also a way for building the body. That is what gifts are for. They are meant for the community.”

Thomas Swain

## Terms of Reference

### 1. Summary of Purpose

1.1. Central Nominations Committee uses a corporate discernment process in order to call people to their roles as children of God, working with others to create the kingdom of God. Effective working of a Nominations Committee is therefore manifested in a community which is spiritually resourced, empowered and joyful. This is the aim of the work of our Central Nominations Committee.

1.2. Central Nominations Committee is responsible for finding names for most of the appointments made by Yearly Meeting and Meeting for Sufferings, and for overseeing and developing nominations procedures within its purview. (See also Quaker faith & practice 6.21).

### 2. Authority, Delegation and Relationships

2.1. Central Nominations Committee is appointed by Yearly Meeting on the nominations of Yearly Meeting Nominating Group.

2.2. The committee should report annually to Yearly Meeting and Meeting for Sufferings on the progress of its work and on any other matters from the perspective of nominations which require the attention of Yearly Meeting or Meeting for Sufferings.

2.3. Central Nominations Committee’s annual report should ensure that Yearly Meeting, Meeting for Sufferings and Britain Yearly Meeting Trustees are able to adjust their nomination requests in light of current experience.

2.4. The committee may communicate by minute with Yearly Meeting, Yearly Meeting Nominating Group, Yearly Meeting Committee on Clerks, Meeting for Sufferings, Britain Yearly Meeting Trustees, and other Central and Standing Committees of Britain Yearly Meeting.

2.5. The committee have the ability to establish subgroups and search groups as required.

2.6. The committee are responsible for the work of these groups and each group must contain at least one serving member of Central Nominations Committee per sub/search group.

### 3. Duties

3.1. The committee shall bring forward to Yearly Meeting or Meeting for Sufferings, as required, names of Friends to serve:

- on committees of Yearly Meeting;
- on Yearly Meeting Agenda Committee;
- on Meeting for Sufferings Arrangements Group;
- as Britain Yearly Meeting Trustees;
- on Quaker Stewardship Committee;

- on central committees, other standing committees and Trusts appointed by Meeting for Sufferings;
- as representatives to various bodies on which Meeting for Sufferings, or Yearly Meeting, is represented;
- on ad hoc groups;
- for other tasks as requested by Yearly Meeting;
- for other tasks requested by Meeting for Sufferings where membership should be drawn from outside Meeting for Sufferings' current members.

Where no suitable name can be found this should be reported to the appointing body in a timely manner.

3.2. The committee shall see that a calendar for all regular appointments is maintained and regularly updated.

3.3. The committee shall liaise with the committees and other bodies for which it

is seeking names to ensure that up-to-date terms of reference and other information required are obtained in good time. Having undergone such liaison, the committee will seek nominations on the basis of its own discernment and in line with the general guidance on nominations in Quaker faith & practice 3.22 – 3.25.

3.4. The committee shall seek names for nomination with due regard for equality, including in consideration of age, gender, geographical spread, experience and length of service, balancing the predetermined criteria for each appointment with the gifts of Friends who could serve.

3.5. The committee shall nominate only members of the Society<sup>i</sup> for appointments to standing committees of Meeting for Sufferings or Britain Yearly Meeting, or as representatives to other Quaker bodies or to the outside world. Exceptions to this general rule shall be clearly indicated and supported by reasons for nomination.<sup>ii</sup>

3.6. The committee shall maintain an overview for the bodies for which it brings forward nominations. It should advise Yearly Meeting or Meeting for Sufferings (as appropriate) if it feels that an adjustment or review of the purpose or operating terms for any appointment are necessary considering the gifts of Friends who could serve.

3.7. The committee shall seek to ensure that the widest possible range of names are available for consideration as potential nominees, keeping procedures to this end under regular review. The committee shall make use of a nominations database kept by staff.

3.8. The recording of information by Central Nominations Committee should be undertaken with the upmost regard to the safety and protection of individual's personal information, as well as compliance with legal requirements.

3.9. The committee shall have a mechanism for rapid response to urgent requests by Meeting for Sufferings, including a between meetings procedure.

3.10. Search groups

- i) The committee delegates much of the work of its discernment on names to search groups.
- ii) The committee shall establish search groups which ascertain the needs, views and suggestions of the body nominated to and its secretary, and then bring discerned names and a report on the discernment process to Central Nominations.
- iii) Central Nominations Committee shall assure itself by the reviewing of reports that the discernment of search groups is in right ordering.
- iv) The committee will maintain a pool of names for service on search groups.
- v) To enlarge this pool, Central Nominations Committee may liaise with the bodies nominated to and

other nominating bodies, and make use of Britain Yearly Meeting's channels of communications with its members.

vi) The committee shall allocate Central Nominations Committee members and Friends from the pool to search groups at the first meeting of the year.

3.11. The Committee shall establish a communications subgroup which:

- attends to the communications which are sent out to individuals who have offered service via a Quaker Service Information Form (either by writing those communications itself or asking staff to do so);
- consults on and approves communications sent out widely by search groups;
- may choose to publish material about the work of the committee general through appropriate channels;
- raises awareness of opportunities for service.

4. Membership and attendance

4.1. The committee comprises 15 ordinary members and 2 clerks. Members are appointed on rotating triennial basis by Yearly Meeting on the recommendation of the Nominating Group appointed annually for that purpose.

4.2. Nomination for a second term of service is possible through the nomination of Yearly Meeting Nominating Group, and a term of service may be preceded or followed by service on one or more Search Groups. There is a maximum of six consecutive years' service in Central Nominations Committee and Central Nominations Committee-adjacent roles (i.e. on Search Groups). No further reappointment is possible without a gap of at least two years.

4.3. The committee appoint the clerks from within their membership to serve for one or more years depending on their circumstances and the committee's needs. Clerks can serve as such for an extra year on top of their ordinary term of service. The clerk serves ex-officio on Meeting for Sufferings. The clerks of Central Nominations Committee will maintain effective communications with other clerks of nominating groups.

4.4. The Recording Clerk may attend ex-officio. The clerks of Yearly Meeting and Meeting for Sufferings may attend exceptionally with the agreement of the committee or on the direction of Yearly Meeting/Meeting for Sufferings.

4.5. The Committee may invite other Friends or specialists to help on particular issues on its behalf.

4.6. A member of staff, designated by the Recording Clerk, will normally attend committee meetings to act as secretary to that committee. The secretary will help coordinate and pass information between nominations committees e.g. suggesting names. The Recording Clerk is responsible for ensuring there are sufficient staff resources to support the work of the committee. Meeting without the secretary should only be with that person's or the Recording Clerk's agreement.

5. Frequency of Meeting

5.1. The committee shall meet as frequently as required to meet the requirements placed upon it. Meetings should fit within the calendar agreed with the Recording Clerk.

5.2. A proportion of the committee also needs to be present during Britain Yearly Meeting in session, to be available for any ad-hoc nominations required during the Yearly Meeting.

6. Agreement of the Terms of Reference

6.1. The committee shall work within these terms of reference under the authority of minute ... of Britain Yearly Meeting held dd mm yyyy.

6.2. The terms of reference should be reviewed at least triennially and may in the interim be amended by minuted decisions of Britain Yearly Meeting in session or Meeting for Sufferings.

## Endnotes

<sup>i</sup> The term 'Society' is used rather than 'Britain Yearly Meeting' as on occasion members of other yearly meetings may be appointed.

<sup>ii</sup> As agreed by minute 8 of Meeting for Sufferings held 4 April 1992, in which the recommendations of a working group were accepted.

<sup>iii</sup> Unusually, the clerks of Yearly Meeting and of Meeting for Sufferings should not have the right of ex- officio attendance as there should be clear separation between the table of Yearly Meeting/Meeting for Sufferings and the nominating process to committees and other bodies.

# Appendix VI

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## Quaker Stewardship Committee Annual Report 2015 (including compliance report for 2014)

### 1. Role and purpose

Quaker Stewardship Committee is a standing committee of Britain Yearly Meeting.

The purpose of Quaker Stewardship Committee (QSC) is to support area meetings in their stewardship and coordinate the relationship between (all parts of) the yearly meeting and those administering charity law (*Quaker faith & practice* 14.36). It exists to give help and guidance to meetings to enable them to meet the requirements of charity law in the stewardship of their finance and property; encouraging openness, accountability, transparency and integrity in all our affairs (*Quaker faith & practice* 14.38).

It is also responsible for the provision of advice on property matters and for Annual Conference of Treasurers Arrangements Committee (ACTAC).

The committee has met five times during the year: once by telephone conference and four times at Friends House. During the year we have started a review of our induction process for new members of the committee to ensure that they receive appropriate documentation.

### 2. The responsibilities of Quaker Stewardship Committee are given in *Quaker faith & practice* 14.39

These responsibilities have been undertaken as follows:

#### **Support for trustees**

- The national Trustees' Conference took place at Friends House on 26 September 2015. The theme was 'Walking Together: How good working relationships build trust' and the main speaker was Lucy Parker, clerk of trustees of Norfolk & Waveney Area Meeting. The next Trustees' Conference will be held at Woodbrooke, 17–19 February 2017.
- We have worked with the Charity Commission to produce guidance for meetings working on schemes to record ownership of property and amalgamate associated trusts. We will encourage all area meetings to prepare a scheme so that they will be ready for registration, whenever it is required.
- The committee met with the clerk and secretary to Quaker Life Central Committee to discuss ways to ensure that area meetings and their trustees are fully supported. This work will continue in 2016.

#### **Provide property advice and guidance**

- The Quaker Life Network Property Advice Cluster has continued to provide support for meetings and can be contacted through Helen Griffith at Friends House. We welcome more offers of service to this cluster from Friends with appropriate skills or expertise on property matters.
- The *Handbook for the care of meeting houses* was replaced in September by a collection of online advice sheets. These will be updated and added to as necessary.
- Work on the Quaker Meeting Houses Heritage Project has continued during the year and we have received regular reports on the extension of the project to all area meetings in England.

## **Support for treasurers**

- To help ensure every part of Britain Yearly Meeting is producing proper annual reports and property registers, the committee has continued to review the reports and accounts of area meetings using an agreed checklist and has offered guidance and support to meetings in producing their accounts.
- A study of a sample of area meeting accounts showed that a considerable number have a weak reserves policy and what appear to be excessive reserves. In addition, the quality of the accounts varies greatly from barely adequate to good. The committee will be working on producing improved guidance on reserves in 2016.
- Frank Sharman has expressed a wish to withdraw gradually from work on the Quaker spreadsheets that are used by many local meetings. The committee has reviewed the support for these spreadsheets and is satisfied that it is adequate for the foreseeable future. It has liaised with Woodbrooke to find more people willing to introduce these spreadsheets to new treasurers at the end of the 'Being a Quaker Treasurer' course.
- The committee has compared the contents of the Association of Church Accountants and Treasurers (ACAT) with the *Treasurers' handbook* and has identified the topics where specifically Quaker information is needed. This will be provided in the form of online advice sheets to be completed during 2016. Until these are available the *Treasurers' handbook* will not be withdrawn.
- The committee has set up a working group to review the support that currently exists for treasurers, trustees and area meeting clerks, with a view to identifying possible synergies, improvements and gaps, and presenting recommendations that relate to the aims and working practices of the Annual Conference of Treasurers and its arrangements committee to BYM for its consideration. This group will complete its work in 2016.

## **Ensure education and training are available**

- The committee continues to work with Woodbrooke Quaker Study Centre to provide relevant and accessible training for Friends involved in finance and property matters. During 2015 training was available on trusteeship, treasurership, financial stewardship and property.
- A new course, 'Being an area meeting treasurer', which is aimed at strengthening area meeting treasurers' ability to produce high quality accounts for inclusion in trustees' annual reports, will run in February 2016.

## **Enable meetings to act within the law**

- The review of the terms of reference of BYM Trustees has been completed and a revised version is being presented to Yearly Meeting for approval.

## **Disseminate good practice**

- *Trustees' & Treasurers' News* continues to be published on a regular basis to provide news of changes in the regulatory framework and to share good practice. After many years of service, Tom Heydeman is stepping down as joint editor and the committee is in the process of appointing a successor.
- The committee have responded to queries from meetings on a variety of topics, including the right use of funds, meeting house hirings and appointment of trustees.

## **Future work**

Over the coming year the committee will:

- continue to encourage and support area meetings in improving practice in writing annual reports and timely completion of the annual report and accounts
- produce guidance for area meeting treasurers on the development of reserves policies and on the use of excessive reserves

- explore ways to extend the use of the ACAT handbook by trustees and local meeting treasurers
- complete additional advice sheets for treasurers to complement the ACAT handbook.

### **Compliance report**

As a standing committee of Britain Yearly Meeting, QSC reports to Yearly Meeting in session (*Quaker faith & practice* 14.37). QSC is asked to certify that every part of Britain Yearly Meeting is producing proper financial accounts and property registers that have been professionally audited or examined as defined in *Quaker faith & practice* 14.39.e. This task is carried out using an agreed checklist that has been sent to all area meetings.

The 2014 reports all met the basic requirements of the checklist, but the quality was variable.

All registered Quaker charities have submitted their accounts to the Charity Commission or Office of the Scottish Charity Regulator.

# Appendix VII

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## Review of terms of reference of Britain Yearly Meeting Trustees

Yearly Meeting 2014 asked Quaker Stewardship Committee (QSC) to review the terms of reference of Britain Yearly Meeting Trustees, in consultation with the relevant bodies. QSC appointed a small group that consulted the Recording Clerk, central and standing committees, Management Meeting, and BYM Trustees themselves. Following these consultations QSC forwards the proposed revision to Yearly Meeting by minute QSC-2015-11-10(a).

The present terms of reference of BYM Trustees were last approved by Yearly Meeting in 2008. A copy of these is available at [www.quaker.org.uk/ym](http://www.quaker.org.uk/ym), and a printed copy may be obtained from the Recording Clerk's Office. The proposed revised terms of reference are intended to reflect the way the role of BYM Trustees has evolved in the intervening years and to simplify the presentation of their responsibilities and duties. The main changes are that:

1. changes to the format bring it in line with that adopted by BYM Trustees for the terms of reference of committees responsible to them. Unnecessary duplication of duties and responsibilities is removed; there are numerous other small changes for clarity and brevity
2. the terms of reference more clearly follow from and include the requirements in *Quaker faith & practice* and in BYM's governing document
3. membership is adjusted to reflect constitutional changes since 2008: the assistant clerk of Meeting for Sufferings no longer serves ex-officio; the clerk of Quaker Finance & Property Central Committee (now laid down) is replaced by the Yearly Meeting Treasurer, who serves ex-officio as a trustee
4. the number of trustees, excluding clerk, assistant clerk and the Yearly Meeting Treasurer is reduced from 13 to 12. The references to the necessary qualifications of trustees are omitted as being more relevant to the nominations process rather than the duties of trustees
5. the minimum frequency of meetings is increased from two to three times annually
6. the following duties are added or strengthened:
  - a. the provision of financial, property, communication and hospitality services
  - b. responsibility for policies for accounting, investment, safeguarding, equal opportunities and health and safety
  - c. responsibility for property management
  - d. engagement with the central committees in relation to their work and the operational plan
7. the ability to delegate to committees and trading companies is clarified
8. provision is made for triennial review of the terms of reference.

Comments or questions about the proposed draft terms of reference should, where possible, be submitted in advance of Yearly Meeting by email or in writing to the Recording Clerk [via Helen Griffith on [heleng@quaker.org.uk](mailto:heleng@quaker.org.uk)] to enable them to be considered before the draft is laid before Yearly Meeting for approval.

Donald Robertson and Paul Parker, for Quaker Stewardship Committee

January 2016

# Proposed revised terms of reference for Britain Yearly Meeting Trustees

## 1. Summary of purpose

“Britain Yearly Meeting Trustees are responsible to the yearly meeting for the right stewardship of its work, assets and property; as charity trustees, they are also legally defined as responsible for the general control and management of the administration of the affairs of Britain Yearly Meeting.” (*Quaker faith & practice* 8.16)

## 2. Authority, delegation and relationships

- 2.1 Trustees are appointed by and are accountable to Yearly Meeting.
- 2.2 The powers and responsibilities of the trustees are as set out in the governing document of Britain Yearly Meeting.
- 2.3 Trustees undertake, on behalf of Yearly Meeting, legal compliance, monitoring and scrutiny functions. They also ensure that the centrally managed work is being properly governed and managed in accordance with the religious and charitable objects of Britain Yearly Meeting (*Quaker faith & practice* 8.16, paragraph 4).
- 2.4 Trustees oversee the work of Management Meeting and are the employers of Britain Yearly Meeting staff.
- 2.5 Trustees recognise and listen carefully to the discernment of Yearly Meeting, Meeting for Sufferings, and their committees and ensure that it is followed, within legal and financial constraints (*Quaker faith & practice* 8.16, paragraph 3).
- 2.6 Trustees consult with and have regard to the guidance of Meeting for Sufferings when some significant undertaking is being proposed (*Quaker faith & practice* 7.03).

## 3. Duties

- 3.1 To ensure that the priorities for the centrally managed work discerned by Meeting for Sufferings from time to time are carried out in an efficient and prudent manner, within the available resources and consistent with the religious and charitable objects of Britain Yearly Meeting.
- 3.2 To implement the priorities of Meeting for Sufferings through appropriate strategic measures and by ensuring the production each year of an operational plan and budget for the centrally managed work and a process for measuring progress.
- 3.3 To raise funds for the centrally managed work of Britain Yearly Meeting.
- 3.4 To monitor financial and operational performance against the operational plan.
- 3.5 To make those variations in the operational plan and budget during the year that seem necessary to meet overall policy.
- 3.6 To provide regular progress reports to Meeting for Sufferings on the centrally managed work and, when appropriate, to consult and seek guidance on significant changes to the planned work.
- 3.7 To ensure that systems are in place to maintain the proper stewardship of assets, the financial probity and solvency of the operations of the centrally managed work and for the discharge of the appropriate legal and regulatory obligations.
- 3.8 To determine and ensure the application of appropriate policies for accounting and investment.
- 3.9 To appoint the external auditors and to consider and approve the annual report and accounts to be presented for information to Meeting for Sufferings before submission to Yearly Meeting and filing them with the Charity Commission.

- 3.10 To review and assess the risks faced by the centrally managed work, to plan for the management of those risks and to keep under review the systems of governance and internal audit to ensure that appropriate standards are maintained.
- 3.11 To monitor the application of Britain Yearly Meeting policies on safeguarding children and vulnerable adults, equal opportunities, the involvement of volunteers and health and safety in the workplace.
- 3.12 To act on behalf of Britain Yearly Meeting as the employer of all the staff engaged on the centrally managed work.
- 3.13 To be responsible for the recruitment and appointment of senior staff at Management Meeting level including the Recording Clerk.
- 3.14 To be responsible through their clerk for the work of the Recording Clerk.
- 3.15 To be responsible for the constitution and oversight of Management Meeting. To receive advice on the practical and technical aspects of its work and regular progress reports on implementation of the operational plan.
- 3.16 To ensure the provision of financial, property, communication and hospitality services in support of the central committees and their work.
- 3.17 To ensure the sound management and usage of all property in the ownership of Britain Yearly Meeting.
- 3.18 To maintain regular communication with the central committees that are accountable to the trustees and to keep themselves informed about the progress of their work. In particular, to discuss with them new opportunities and initiatives as well as any difficulties that are foreseen in fulfilling the operational plan.
- 3.19 To keep under review the terms of reference of all of the central and other standing committees and, if necessary, to amend them within the limits set out in *Quaker faith & practice* 8.07, reporting changes to Meeting for Sufferings or to Yearly Meeting as appropriate for consideration and approval.
- 3.20 To establish and delegate to committees or trading companies those aspects of the work of trustees as can be more effectively carried out by such arrangements. All such appointments and delegation to be in accordance with the provisions set out in the Britain Yearly Meeting governing document.
- 3.21 To identify any matters arising in the area of work under their care which might be thought to involve decisions on priorities or matters on which they are required to consult with Meeting for Sufferings (*Quaker faith & practice* 7.03). These must be referred to Meeting for Sufferings for advice having made proper provision for presentation of the matter.
- 3.22 To undertake any task laid upon them by Yearly Meeting or to report their reasons for failing to act.

#### **4. Membership and attendance**

- 4.1 Twelve trustees are appointed by Yearly Meeting on the nomination of Central Nominations Committee to serve for a three-year period, four retiring annually by rotation. The period of service will begin on 1 January of the year following appointment at Yearly Meeting and end on 31 December of the appropriate year. Reappointment is possible for a second term and exceptionally for a third.
- 4.2 In addition to the trustees in 4.1, a clerk and assistant clerk are appointed by Yearly Meeting on the nomination of the Committee on Clerks. The period of service is one year beginning on 1 January of the year following appointment at Yearly Meeting.
- 4.3 The Yearly Meeting Treasurer will serve ex-officio as a trustee and will be appointed by Yearly Meeting on the nomination of the Committee on Clerks.

- 4.4 On a vacancy arising by death or request for release, interim appointments may be made by Meeting for Sufferings and recorded at the following Yearly Meeting.
- 4.4 Every trustee must comply with the legal requirements for eligibility as a trustee and accept responsibility as a trustee for the centrally managed work of Britain Yearly Meeting.
- 4.5 There will be no remuneration for service as a trustee.
- 4.6 All trustees serve ex-officio on Meeting for Sufferings.
- 4.7 The Recording Clerk, as secretary to the trustees, and the Deputy Recording Clerk will normally attend meetings of the trustees. Other members of staff may be asked to attend by invitation of the clerk. No member of staff will be designated as carrying trustee responsibility.

## **5. Frequency of meetings**

Trustees shall meet at least three times each year and additionally as required.

## **6. Agreement of the terms of reference**

- 6.1 These terms of reference shall be reviewed triennially.
- 6.2 Approved by minute [number] of Britain Yearly Meeting held on [date].

# Appendix VIII

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## Friends Trusts Limited

### Report to Yearly Meeting 2016

Friends Trusts Limited is a company limited by guarantee. It is a registered charity providing a public benefit to members and organisations of the Religious Society of Friends.

Friends Trusts Limited acts as the custodian trustee or nominee for Meetings and other bodies within Britain Yearly Meeting. In excess of 500 properties are held in the company's name on behalf of more than 80 organisations and in excess of 170 investments on behalf of more than 75 beneficial owners.

The company also manages a number of Quaker trusts and during the year more than £120,000 was distributed in accordance with the instructions of the original donors. A part of this role is management of the investments in which the capital of these trusts is held. The Directors aim to maximize total returns within a medium level of risk, whilst following an ethical investment policy. During the year it was decided to lay down the Investment Review and Monitoring Group and in future investment matters will be dealt with by the full Board.

An important function of Friends Trusts Limited is the use of the company as the named recipient of legacies which are to benefit some aspect of the Society or its work. This ensures a clear identity for receipt of the legacy and during the year more than £620,000 was received and passed on to various Quaker organisations.

The company also receives income and legacies into its unrestricted fund. If the gift or bequest includes an expressed wish of how it should be applied, the company will endeavour to follow it wherever possible. If there is no indication of how the funds should be used, the policy is to pass them to Britain Yearly Meeting. During the year more than £717,000 was distributed from the unrestricted fund.

During the year the Directors completed the revision of the Company's governing document and have adopted new articles of association, a copy of which can be obtained from the Secretary via the email address below.

The Treasurer of Britain Yearly Meeting is a Director of Friends Trusts Limited ex officio; the other Directors are appointed by Meeting for Sufferings on a triennial basis. Staff in the Britain Yearly Meeting Finance Department carry out the administration. The Board met four times during the year. Its annual report and financial statements are produced in accordance with company and charity law and copies are available from the Secretary by emailing [ftlsecretary@quaker.org.uk](mailto:ftlsecretary@quaker.org.uk).

Richard Bloomfield	Christopher Gregory
Chairman	Secretary

# Appendix IX

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## Quaker Housing Trust annual report 2015

By the end of 2014 Quaker Housing Trust (QHT) had invested all available money in local projects. This meant we could not invite or accept any further general applications until loan repayments and fresh income from Friends had replenished the funds. In May 2015 we were able to re-open applications for our four Good Practice Grants.

Donations from Friends following Yearly Meeting replenished QHT's funds to a level that allowed us to re-open applications for all capital costs by the end of July. Not surprisingly, this led to a big increase in enquiries and applications from housing projects. By the end of 2015 we had disbursed £239,525.00 in grants and interest-free loans to seven projects (see below).

The Yearly Meeting session 'Responding to social inequality and injustice: housing as a tested concern' was introduced by our clerk, Jenny Brierley, and supported by two QHT special interest meetings. We republished *Housing: our spiritual concern* and *Principles for a just housing policy* in preparation for both Yearly Meeting and the general election, and produced *Housing: a tested concern* specifically for the Yearly Meeting session.

Housing is a resource for the whole community, and we therefore all share responsibility for how the resource is shared. Yearly Meeting expressed concern that the extension of right-to-buy could lead to an actual reduction in social rented housing, increasing inequality between those people who are home-owners and those who are not. QHT has contributed to the work being done by BYM responding to the Housing and Planning Bill, and we also supported an amendment to the Charities Bill which would protect charitable social housing projects from that change.

Yearly Meeting sparked a renewed energy in Friends to address housing and inequality, yielding some exciting initiatives. Our secretary was involved in organising the BYM threshing meeting on housing held at Woodbrooke in September, and exploring a possible new BYM-funded housing policy post to be hosted by Housing Justice. Friends around the country began organising events, from small discussion groups to national conferences.

QHT welcomes all these activities, actively supporting many, and we have begun our own responses to the minutes from Yearly Meeting and the BYM threshing meeting on housing.

Meanwhile we continue to find ways of reminding Friends about this unique channel through which they can fund much-needed social housing projects. With the growing risk to genuinely affordable rented homes, this practical Quaker witness is needed now more than ever.

In alphabetical order, the recipients of loans and/or grants in 2015 were:

### **AEOB House People, Bristol**

Capital Costs grant of £30,000 and interest-free loan of £20,000 for buying and converting a property to provide affordable homes in an area of housing need in Bristol. The loan to AEOB from Triodos Bank will be taken from the Quaker Social Housing account.

### **Afghan Association Paiwand, Harrow, Middx**

Capital Costs grant of £11,600 to upgrade a seven-bedroom house to provide further supported accommodation for unaccompanied young people aged 16–18 escaping war or persecution.

### **Anawim – Women working together, Birmingham**

Capital Costs grant of £30,000 for fitting out and furnishing six en-suite rooms as part of a new-build two-

storey building providing accommodation, support services and a crèche, for vulnerable women with multiple needs.

### **Boaz Trust, Manchester**

Capital Costs grant of £15,500 to make fit-for-purpose six houses in which Boaz Trust accommodates refugees and asylum seekers.

### **Mull & Iona Community Trust**

Capital Costs grant of £60,000 and interest-free loan of £21,000 to build two three-bedroom houses at Ulva Ferry, to a high eco-building standard, for local families who could not otherwise afford to stay in the community.

### **Rainbow Living, Exeter**

Capital Costs grant of £25,000 to buy a third suitable property to give long-term supported homes to five learning-disabled adults who wish to live as independently as possible.

### **Shepton Mallet United Charities, Somerset**

Capital Costs grant of £16,425 to convert a property, known as The Bread Room and formerly used as an office, into an almshouse dwelling suitable for housing an older person with significant mobility difficulties.

And a Feasibility Study Grant of £5,000 has been offered to Bournemouth Coastal Area Meeting to help them test how the Friends Meeting House in Bournemouth could be used to meet a local housing need.

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Quaker Housing Trust is a committee of the Yearly Meeting of the Religious Society of Friends (Quakers) in Britain. QHT Trustees are appointed by Meeting for Sufferings (*Quaker faith & practice* 8.15). QHT is a separately registered charity (no. 254704) and a company limited by guarantee registered in England (no. 00924311). Because QHT was established as the national channel through which Quakers can directly provide financial support for social housing projects, it receives no money from Britain Yearly Meeting central funds. Income is thus directly from Friends and repayment of the revolving loans made to housing projects. Its work is serviced by a half-time member of staff in Quaker Peace & Social Witness, and the cost is paid by BYM as a reflection of the yearly meeting's concern for housing issues in its corporate work.

Further information about the work of QHT, including the audited annual accounts, is available from:

The Secretary, Quaker Housing Trust, Friends House, 173 Euston Road, London NW1 2BJ.  
Telephone 020 7663 1036. Email [involveme@qht.org.uk](mailto:involveme@qht.org.uk).

[www.qht.org.uk](http://www.qht.org.uk)



