

Manual of Procedures

**Officers and Committees of
Birmingham Monthly Meeting**

A Manual of Procedures, 1990

2008 Revision

2009 Addition

2012 Addition

2014 Revision

2017 Revision

2019 Revision

2020 Revision

**Birmingham Monthly Meeting
West Chester, PA**

Manual of Procedures

PREFACE.....	3
I OFFICERS AND COMMITTEES	4
II OPERATING GUIDELINES FOR MEMBER ASSIGNMENTS	4
A. OFFICERS.....	4
B. NOMINATING COMMITTEE.....	4
C. OTHER STANDING COMMITTEES.....	5
D. AD HOC COMMITTEES AND SPECIAL ASSIGNMENTS	5
III FUNCTIONS OF STANDING COMMITTEES	5
A. OVERSIGHT AND PASTORAL CARE.....	5
B. WORSHIP AND MINISTRY.....	6
C. RELIGIOUS EDUCATION.....	6
D. YOUTH COMMITTEE.....	7
E. PROPERTY	7
F. FELLOWSHIP.....	7
G. PEACE AND SOCIAL CONCERNS.....	8
H. MEMORIAL.....	8
I. FINANCE	8
J. NOMINATING.....	9
IV FUNCTIONS OF COMMITTEE CLERKS	10
V MEETING OFFICE MANAGER	10
VI CAPITAL AND PRESERVATION FUND POLICIES AND GUIDELINES	11
VII GUIDELINES FOR USE OF MEETING PROPERTY BY OUTSIDE GROUPS.....	12
VIII GUIDELINES FOR CHARITABLE GIVING.....	14
IX GUIDELINES FOR EMERGENCY PREPAREDNESS.....	15
X CHILD PROTECTION POLICY.....	19
XI PROPERTY LENDING APPLICATION	18

Manual of Procedures

Preface

This Manual of Procedures was first developed in 1989 to help a growing Birmingham Monthly Meeting continue operating efficiently and comfortably, thereby enabling the Meeting to concentrate on its primary mission - the spiritual welfare of its members. Specifically, the manual is designed to assist meeting members in the orderly process of selecting officers, committee members, and those appointed to special assignments, as well as to inform all members about the principles and practices which govern the day-to-day operation of the Meeting's business.

The contents presented herein are based upon the work of earlier Nominating Committees, the By-Laws as amended, Meeting actions recorded historically in various minutes of the Meeting for Business, and the policies of the Quarterly and Yearly Meetings. These procedures should be reviewed periodically and revised if and when needed.

Copies of this manual should be made available to all committee clerks and be passed on to their successors.

Approved by Monthly Meeting on July 6th, 2014.

Manual of Procedures

I Officers and Committees

According to the By-laws of the Birmingham Monthly Meeting, the following officer positions have been approved for administering the affairs of the Monthly Meeting.

Clerk	Treasurer	Recording Clerk	Recorder
Assistant Clerk	Assistant Treasurer	Assistant Recording Clerk	

The By-Laws recognize two kinds of committees on which members of the Monthly Meeting may serve: *standing* and other committees such as *ad hoc committees* and *working groups*. The Monthly Meeting has approved the following standing committees listed below with the suggested numbers of members:

Oversight and Pastoral Care	(9)	Fellowship	(6)
Worship and Ministry	(9)	Peace and Social Concerns	(7)
Religious Education	(9)	Memorial	(4)
Youth Committee	(Yearly)	Finance	(6)
Property	(9)	Nominating	(6)

Ad hoc committees designed to serve special and temporary purposes are created from time to time as business of the Meeting requires. Examples of such committees have been the Kitchen Remodeling and Futures Committees.

Working groups have narrowly defined purposes. Examples are the Library and Music Committees.

In addition, the Monthly Meeting has approved certain individual assignments necessary for operating the Meeting and maintaining on-going links to the Quarterly and Yearly Meetings and with other religious groups and community organizations.

II Operating Guidelines for Member Assignments

Over the years both formal and informal guidelines have been developed by the Meeting to provide continuity for the selection and tenure of Members to positions of responsibility within the Monthly Meeting. This section provides the most recently approved set of guidelines for this purpose.

A. Officers

1. The Clerk and Assistant Clerk serve two-year parallel terms. The Clerk is eligible to serve additional terms provided two years have elapsed between terms. Service as Assistant Clerk is considered in part to be preparation for the assumption of the role of Clerk (By-Laws).
2. The Treasurer is ex-officio a member of the Finance Committee.
3. All other officers serve year to year until a successor is selected (By-Laws).
4. All officers are appointed by the Annual Meeting of the Monthly Meeting membership in June (By-Laws).

B. Nominating Committee

1. Members of the Nominating Committee are selected by the clerks of the standing committees no later than May. It is the responsibility of the Meeting Clerk to gather the clerks for this purpose (MM Minutes).
2. Service on the Nominating Committee is limited to two three-year terms (MM Minutes).
3. The Nominating Committee recommends nominations for all vacant assignments - all offic-

Manual of Procedures

ers, members of standing committees, and members selected for special assignments. A complete list of recommendations is presented to Monthly Meeting for approval in June (By Laws).

C. Other Standing Committees

1. All standing committee members (except members of the Memorial Committee and Youth Committee) serve three-year terms, to be set up on an overlapping rotating basis according to committee size (MM minutes).
2. Initially, no member is to serve more than two consecutive three-year terms. After a one-year leave, a member would be eligible for two additional three-year terms (MM minutes).
3. All members of the Meeting are urged to serve on at least one committee but not more than two, thereby permitting as many members as possible to assume this important responsibility (current practice).
4. Committees, except Oversight & Pastoral Care and Worship & Ministry, may also include attenders, who may serve as clerks with Meeting approval (MM minutes).
5. From time to time, committees may also include co-opted members who serve temporarily (MM minutes).
6. Members selected to fill committee and special assignment vacancies must be presented to the Monthly Meeting for approval in June (By-Laws).
7. Committee clerks are chosen by their committees during May and may be re-appointed. It is the responsibility of the out-going clerk to call a meeting for the purpose of reorganization (MM Minutes).
8. The Meeting encourages all committees to have a representative attend the Monthly Meeting for Business (MM Minutes).

D. Ad hoc Committees and Special Assignments

1. Members of an ad hoc committee serve until the purpose of the committee is fulfilled. Such members are selected by the clerk of the committee with the approval of the Monthly Meeting (past practice). For the titles of current ad hoc committees refer to the yearly list of committee memberships prepared by the Nominating Committee.
2. The Special Assignments approved by the Meeting are grouped into four categories: (a.) the Meeting; (b.) Concord Quarter; (c.) Yearly Meeting; and (d.) West Chester area. For specific assignments also refer to the Nominating Committee list.
3. Members nominated to serve on the Concord Quarter Committees are presented to the Monthly Meeting for approval in Sixth Month and forwarded to Concord Quarter in Seventh Month. Quarterly Meeting Committee terms begin in Seventh Month.

III Functions of Standing Committees

A. Oversight and Pastoral Care.

There shall be approximately nine appointed members of the committee, three appointed each year for a term of three years. The Assistant Clerk of the Meeting is an ex-officio member of this committee.

Members shall:

1. Be responsible for the pastoral care and counseling of the members; they shall take a per-

Manual of Procedures

sonal interest in the spiritual and physical welfare of each individual member of the Meeting.

2. Attend Meeting for Worship, Monthly Meeting and committee meetings on a regular basis.
3. Study Faith and Practice on the duties of Oversight and Pastoral Care, including the oversight of Clearness Committees in general with specific responsibility for Clearness Committees for Membership and Marriage
4. Urge members and attenders to come to Meetings for Worship and provide encouragement for those not attending.
5. Meet at least every other month.
6. Arrange for special affairs that relate to the functions of Oversight and Pastoral Care.
7. Submit an annual budget to the Treasurer by the end of October.
8. Recommend the annual charitable contributions of the Monthly Meeting.
9. Assign two members to the Memorial Committee.

B. Worship and Ministry

There shall be approximately nine members of the committee, appointed three each year for terms of three years. Committee members should read "Queries addressed to members on Worship and Ministry" and

1. Give continuous thought and assistance to the religious life of the local meeting for worship and to its members and attenders.
2. Meet at least four times each year.
3. Attend meetings for worship on a regular basis.
4. Encourage attenders to join the Monthly Meeting and provide a packet on preparing for membership.
5. Plan for adult religious education. Programs may include such offerings as a course of study over a period of weeks or months and one-day events.
6. Organize the Christmas Carol Sing with the help of other committees as needed.
7. Provide two representatives to the Memorial Committee.
8. Assure that someone is signed up for every opening exercise and that greeters are signed up for each Sunday.
9. Send a representative to Concord Quarter's Worship and Ministry group meeting every Fifth Sunday in months that have five Sundays if the group meets.
10. Submit an annual budget to the Treasurer by the end of October.

C. Religious Education

There shall be approximately nine members of this committee appointed for three-year terms, three each year. A senior member should act as clerk.

Members shall:

1. Take charge of First Day School.
2. Choose a clerk and find teachers for First Day School classes as needed.
3. Attend First Day School functions.
4. Encourage attendance at First Day School and Meeting for Worship.
5. Encourage teachers to study and attend special courses for teachers, and parents to attend meetings and conferences.
6. Assist in obtaining necessary materials and supplies.

Manual of Procedures

7. Submit an annual budget to the Treasurer by the end of October.

D. Youth Committee

The Youth Committee shall be open to all the members of the Middle School and High School youth. There shall be at least one adult advisor appointed by Nominating Committee and a liaison appointed yearly by the Religious Education Committee.

The members shall:

1. Attend committee meetings on a regular basis.
2. Meet once a month.
3. Serve and contribute to the Meeting by taking an interest in and by participating in the Meeting's activities: spiritual, pastoral, service.
4. Participate in Youth Committee projects.
5. Give voice to youth concerns and present them to the Monthly Meeting.

E. Property

There shall be approximately nine members of this committee appointed for a term of three years, three each year. It is recommended that a senior member act as clerk.

Members shall:

1. Determine annual maintenance and improvement needed for the Meeting House, its buildings and grounds.
2. Submit an annual operating budget to the Finance Committee for review in October.
3. Review annually and update as needed the long-term needs Preservation Schedule taking into account input from the Monthly Meeting. Share this information with the Finance Committee.
4. Prepare for review by the Finance Committee in October an annual proposal for Preservation Fund projects along with estimated budget for these items/projects.
5. Hold committee meetings as needed.
6. Open and close the Meeting House as required.
7. Be responsible for keeping the Meeting House and grounds in a healthful and orderly condition including coordinating services of contractors for lawn care, snowplowing and house-keeping.
8. Ensure the kitchen equipment follows Health Department requirements and is in working order.
9. Ensure the water passes Health Department standards.
10. Approve the use of the Meeting House and grounds by any outside group and check to ascertain that properties are used properly. (see section VIII)
11. Obtain assistance from members and/or committees in carrying out projects and in keeping the property in good condition.
12. Review and maintain a notebook of procedures related to Property, including how to work and maintain heaters and appliances, how to shock the well, and seasonal duties.

F. Fellowship

There shall be approximately six regular members of this committee appointed for over-lapping terms of three years.

Manual of Procedures

Members shall:

1. Coordinate and oversee the sign-up sheet for refreshments after meeting for worship.
2. Support special events, such as the Chicken Barbecue and Harvest Buffet
3. Coordinate refreshments for special events, such as Friendly Beasts and the Carol Sing.
4. Create or update procedures for hosting fellowship events, such as luncheons and after-meeting refreshments.
5. Work with the Property Committee to ensure that the kitchen and its use comply with Health Department regulations. The Property Committee will take primary responsibility to see that equipment meets code; the Fellowship Committee will be responsible to update and disseminate procedures related to the use of equipment and maintenance of kitchen cleanliness.
6. Ensure that an individual within the Meeting has a food manager's license.
7. Check and replenish kitchen supplies. These include paper food service products (paper plates, cups, tray mats, plastic wrap, aluminum foil, food storage bags), soap (hand, dish and dishwasher), scrubbing implements (SOS, plastic scrubbies), plastic liners for garbage cans, disposable and utility gloves, and coffee service supplies (sugar, sweetener, creamer, instant coffee, and tea). Coordinate with the Office Manager to order environmentally-friendly supplies when available.
8. Ensure that the kitchen be kept clean and in good order.
9. Submit annual budget.

G. Peace and Social Concerns

There shall be approximately six members of this committee appointed for overlapping terms.

Members shall:

1. Meet at least eight times per year.
2. Become familiar with the section on Peace and Social Order in Faith and Practice.
3. Work for peace and social justice.
4. Help promote education for peace and social service.
5. When possible work with American Friends Service Committee and FCNL.
6. Encourage passage of legislation for peace and social justice.
7. Develop service projects.
8. Submit an annual budget to the Treasurer by the end of October.

H. Memorial

There shall be at least four members of this committee, two appointed each year from Oversight and Pastoral Care and two from Worship and Ministry. Other members may be appointed by the Nominating Committee. A clerk may be selected by the members as needed.

Members shall:

1. Counsel and assist bereaved families of deceased members of the Meeting.
2. Handle arrangements for memorial services with the assistance of members of the meeting.

I. Finance

There shall be approximately six members of this committee, appointed for three-year terms. A senior member shall act as clerk. The Treasurer of the Meeting shall be an ex-officio member of

Manual of Procedures

this committee.

Members shall:

1. Maintain oversight and have responsibility for the financial affairs, procedures and records of the Meeting.
2. Work closely with and assist the Meeting's Treasurer and Assistant Treasurer as needed throughout the year.
3. In November, receive from the Property Committee and review the following:
 - a. Proposed annual operating budget.
 - b. Recommendations for capital projects for the coming year and the estimated budget for these projects from the Preservation Fund.
 - c. Any updates for the long-term needs of the Preservation Schedule.
4. In December, in collaboration with the Meeting Treasurer, prepare a total Operating Budget (Revenue/Expense) and Preservation Fund Budget (Revenue/Expense) for the Monthly Meeting for the next fiscal/calendar year.
5. At the following January monthly meeting for business present a proposal for the Meeting's Operating Budget (Revenue/Expense) and for the Preservation Fund Budget (Revenue/Expense) for the then current fiscal year. (The Meeting will review and consider both proposed budgets in January with the intention of adopting these budgets at the February monthly meeting for business.)
6. Send the annual financial letter with approved budget to members and attenders within a month of the adoption of the budget by the Meeting.
7. Make an annual, internal review of the financial records of the Monthly Meeting in the first quarter of the fiscal year and report on this review to the Monthly Meeting the following month.

J. Nominating

There shall be six members of this committee, appointed for three year terms, two each year. They shall be selected by the clerks of the standing committees called together for this purpose by the Clerk of Monthly Meeting. A senior member shall act as clerk of the Committee.

Members shall:

1. Early in the first quarter of the calendar year, review all potential vacancies for officers, members of standing committees (except for Nominating Committee), and special assignments.
2. Recommend members to fill above vacancies, taking into account the wishes of the members involved and the Monthly Meeting policies concerning appointments.
3. Present all recommendations to Monthly Meeting in June for final approval.
4. In June, present to Monthly Meeting names of members to be appointed to the various committees of Concord Quarterly Meeting. These are to be sent to the Clerk of Concord Quarter in July for approval of the Quarterly Meeting.
5. Compile a list of all officers, all committee members and clerks, and members on special assignments, together with expiration dates of their terms of office. Make this list available to the membership and post a copy in the Meeting House.
6. Encourage members and attenders interested in serving on a committee to approach a Nominating Committee member, who will then pass along this interest to the committee in question.

Manual of Procedures

IV Functions of Committee Clerks

In addition to the overall responsibility of assuming a leadership role in ensuring that committees continue to make a positive contribution to the spiritual and social life of the Meeting, committee clerks shall:

1. Establish a regular schedule of meetings.
2. Keep committee meeting minutes and other useful information for future reference. File these materials with the Meeting secretary at least once a year.
3. Encourage an equitable sharing of committee duties on the part of individual committee members.
4. Meet in February to select members of the Nominating Committee for the new administrative year.
5. Be available to meet with the Clerk of the Meeting on the occasion of a called meeting of clerks.
6. Be prepared to make regular reports to the Monthly Meeting for Business.
7. Review and maintain a notebook of procedures related to their committee.
8. Review and maintain committee pages, if any, on the Birmingham website.

V Meeting Office Manager

The Meeting has authorized the Clerk to retain the services of an independent contractor to provide the following services and/or such other services as the Clerk, from time to time, deems necessary and appropriate:

1. Provide assistance to committee clerks of the Meeting on an as needed basis.
2. Handle administrative duties including but not limited to develop and update the calendar, maintain the Meeting website, organize Meeting files, maintain the Birmingham Directory of Meeting Members and Attenders, produce and distribute the weekly bulletin and the Monthly Messenger (in conjunction with West Chester Friends Meeting,) maintain office equipment and supplies and interface with the community.
3. Work on administrative procedures with the Clerk and Assistant Clerk.
4. Be prepared to accept occasional duty changes necessitated by the evolving nature of this position.

Manual of Procedures

VI Capital and Preservation Fund Policies and Guidelines

Approved by BMM 11/4/2007

Approved by BMM 10/07/18

Purpose:

The Capital and Preservation Fund exists to pay for long-term capital improvements (not annual or operating expenses) of Birmingham Monthly Meeting's (BMM) physical property, such as buildings, systems and exterior structures (e.g., walls). Because these assets have a useful life of multiple years and tend to be costly to repair or replace, the funding should not be included in the current year's operating expenses. Examples of capital expenses would be the replacement of the meetinghouse's HVAC system, carpeting or roof.

Process:

The Finance Committee will work with the Property Committee to calculate a recommended annual contribution to the Capital and Preservation Fund for the Meeting's annual budget. The Property Committee will keep records of capital expenditures and anticipated needs both near- and long-term and provide guidance on anticipated replacement costs and estimated lifetime of capital improvement items. This information will be used by the Property Committee to update the Capital and Preservation Fund forecast as needed.

Criteria:

In order for an item to be budgeted and paid for by the Capital and Preservation Fund, both of the following criteria must apply:

- Item(s) shall have a useful life of ten (10) or more years (i.e., long term); and
- Item(s) shall have a replacement value of one thousand dollars \$ 1,000 or greater.

The Meeting should be cautious not to shift large or unusual expenditures that do not meet the above criteria to the Capital and Preservation Fund, such as standard tree care and HVAC system maintenance. This will result in understating the annual operating expenses and considerable depletion of the Capital and Preservation Fund. Likewise, the Meeting may choose to distinguish between existing items or systems to be repaired and replaced versus those which the meeting decides to add as upgrades or improvements and utilize additional funding sources. For example, when the meeting added air conditioning, remodeled the kitchen and improved accessibility at the entrances, the cost to the Capital and Preservation Fund was offset in part by bequests, gifts and grants.

Expenditure Quotes:

For any Capital and Preservation Fund expenditure, three written or published quotes should be obtained and evaluated by the BMM Property Committee. An exception may only be made if there are extenuating circumstances, or if the vendor or contractor has already been used as cost effective and qualified. In any case, the person selecting and authorizing the expenditure shall be able to verify his/her efforts to purchase responsibly for the meeting.

Manual of Procedures

VII Guidelines for use of Meeting Property by Outside Groups

Approved by BMM 6/7/2009

Revised 11/5/17

Activities Permitted:

All activities associated with Birmingham-sponsored religious services, programs, events, committee meetings, and member family weddings, reunions, anniversaries, memorial services, family gatherings, and other member-sponsored family events.

Not-for-profit activities and programs for the benefit of the local populace which are not in conflict with Quaker ideals, principles and testimonies.

For-profit activities and programs and/or those where a fee is charged are NOT permitted unless the proceeds generated are for the benefit of a Birmingham-sponsored activity or for a worthy cause which is in harmony with Friends' testimonies.

Use Authorization:

Decisions on whether a particular outside group (i.e. a group that does not include a member of Birmingham Meeting) may use our property are to be made jointly by the Clerk or designee of the Property Committee and the Meeting Office Manager. When there is disagreement or concern, the decision should be referred to the Clerk of the Meeting for consideration at monthly meeting.

The Meeting Office Manager should report annually at meeting for business on the use of our property by outside groups.

Use Guidelines:

- All groups using Birmingham's property must schedule its use through the Meeting Office Manager in advance.
- The Office Manager will keep a record of each group that includes:
 - The name of the group and its purpose;
 - The group's contact person, email and phone number;
 - The date(s) and time(s) of use;
 - The member of Birmingham Meeting who is the group's contact. The contact will be often, but not necessarily, the Clerk or designee of the Property Committee.
- Weekend use of property by an outside group should generally not be scheduled more than one month in advance.
- Wording of advertisements of programs and activities to be conducted using Birmingham Meeting's property must be cleared through the Meeting Office Manager.
- Outside groups may serve but not cook food in the meetinghouse kitchen. The preparation and serving of non-alcoholic beverages is permitted.
- Outside groups using the Meeting's property may be invited to make a contribution in keeping with the extent of use and associated expenses incurred by the Meeting.
- The Meeting reserves the right to require a proposed user of Birmingham's property to:

Manual of Procedures

- Enter into a use and occupancy agreement containing such terms and conditions as may be approved by the Meeting from time to time including, without limitation, the obligation of the user to comply with all laws applicable to the care and protection of children, e.g.; obtaining child abuse clearances and background checks for the user's personnel and reporting to the appropriate authorities all actual and suspected child abuse;
- Deliver to the Meeting in advance of its use of Birmingham's property a certificate of liability insurance naming "Birmingham Monthly Meeting of the Religious Society of Friends" as an additional insured; and
- The Meeting may decline such use unless the amount of insurance and the issuer of such insurance are satisfactory to it.

The Property Committee periodically reviews this document and updates it, as needed.

Exceptions to these guidelines must be approved by the Meeting.

Manual of Procedures

VIII Guidelines for Charitable Giving

(first approved by Monthly Meeting 3/2004; revised and approved by Monthly Meeting 12/2007;
revised and approved by Monthly Meeting 04/2012)

1. The budget for the Meeting's charitable giving for a given year comes from the net combined income of events such as the Chicken Barbecue and Harvest Buffet
2. Oversight and Pastoral Care Committee reviews written requests for contributions from Quaker organizations and local, nonsectarian organizations that reflect our values that have at least one member of our Meeting actively involved. The committee presents its recommendations to Monthly Meeting for approval.
3. **Should there be special requests made during the new calendar year, funding of such requests, if approved by the Meeting, will come from future proceeds of the year's events such as the Chicken Barbecue and Harvest Buffet.**
4. A Meeting member who is involved with the organization should present requests for contributions to endowment funds, capital campaigns, etc. to monthly meeting.
5. Committees of the Meeting are encouraged to support other charitable organizations of their choice.
 - a. Collection baskets at our fellowship luncheons have helped support organizations, projects, and programs of interest.
 - b. Other fund-raising activities include our youth's religious education programs which raise money for Friends Association for Care and Protection of Children (Youth Committee Giving Tree), UNICEF (Pennies for Pumpkins) and other like programs.

Manual of Procedures

IX Guidelines for Emergency Preparedness

Approved October 6, 2019

Purpose:

To maintain and update equipment and to provide training on current procedures in order to respond to cases of emergency should they arise. The areas addressed are crime, fire, and medical emergencies.

No Gun Policy:

This policy was approved by Birmingham Monthly Meeting for Business on May 5, 2019: "No guns are permitted in the Meeting House or on the Property, except those held by uniformed police."

A 'No Gun' sign is posted next to the main entrance.

Process:

An oversight group of two Friends will serve to ensure that updates occur on a regular basis, according to the responsibilities listed below.

Yearly Responsibilities:

1. Update and distribute Personal Emergency Preparedness Sheet.
2. Update and distribute the general policies, including the greeters' education piece, the location of the emergency meeting place (schoolhouse), the location of emergency equipment, and the policy of keeping doors unlocked when the building is open for use by a group.
3. Have yearly discussion with the local police to review policies, check that the 'No Gun' sign is visible and that the no gun policy is current.
4. Check and update the First Aid Kit and AED.
5. Verify the yearly fire extinguisher inspection.
6. Check with Property Committee to ensure that the Fire Alarms are working and monitored.
7. Coordinate CPR/First Aid classes every 2 years, beginning in 2021.

Manual of Procedures

X Child Protection Policy

General Purpose Statement

Birmingham Monthly Meeting of the Religious Society of Friends (the "Meeting") seeks to provide a safe and secure environment for the children who participate in its programs and activities. By implementing the practices below, the Meeting's goal is to protect such children from incidents of misconduct or inappropriate behavior by adults who work with or supervise such children while also protecting such adults from false accusations of misconduct or inappropriate behavior.

Definitions

For purposes of this policy, the term "child" means an individual under eighteen (18) years of age; the term "adult" means an individual eighteen (18) years of age or older; the term "teenager" means a child thirteen years of age or older; and the term "Qualified Volunteer" means an adult volunteer who has and maintains during all relevant periods child abuse clearances and background checks required by Pennsylvania law.

Selection of Adult Volunteers

All persons who volunteer to work with the children participating in the Meeting's programs and activities will be either members of, or be selected by, the Religious Education Committee, as constituted from time to time.

No member of the Religious Education Committee or adult volunteer who offers to work with children will be considered for any position involving contact with children until s/he has been involved in the life of the Meeting for a minimum of six (6) months. This time of interaction among the Meeting's members, attenders and volunteers will allow the members of the Nominating Committee and of the Religious Education Committee time to evaluate whether such person should have contact with children during the Meeting's programs and activities.

Child Abuse Clearances and Background Checks

All adult volunteers who are required by Pennsylvania law to have background checks and clearances in order to work with or supervise children must obtain the same prior to their working with children, and they must keep the same current during all periods required by Pennsylvania law.

Adult Rule

At all times when one or more children are participating in a program or activity: (a) such child or such children must be supervised by at least two unrelated adults who remain in earshot and eyesight of each other, and (b) at least one such volunteer is a Qualified Volunteer.

Manual of Procedures

Open Door Policy

All doors to the rooms being used by children under adult supervision must remain open except when the Adult Rule is being followed and there is a window in the door or a side window beside it. The door to a room must never be locked while a child or children are inside it.

Teenage Volunteers

Each Teenager providing child-care or otherwise working with children must be under the supervision of a Qualified Adult and must never be left alone with a child or children.

Responding to Suspected Child Abuse

For purposes of this policy, "child abuse" is a term meaning intentionally, knowingly or recklessly doing any of the following:

- Causing bodily injury to a child through any recent act or failure to act.
- Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
- Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
- Causing sexual abuse or exploitation of a child through any act or failure to act.
- Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- Causing serious physical neglect of a child.
- Engaging in any of the following recent acts:
 - (i) Kicking, biting or, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - (ii) Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - (iii) Forcefully shaking a child under one year of age.
 - (iv) Forcefully slapping or otherwise striking a child under one year of age.
 - (v) Interfering with the breathing of a child.
 - (vi) Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
 - (vii) Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
 - (A) Is required to register as a Tier II or Tier III Sexual Offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.
 - (B) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors).

Manual of Procedures

(C) Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions).

- Causing the death of the child through any act or failure to act.

If an adult becomes aware of abuse or neglect of a child involved in the Meeting's programs and activities, such person must report such fact immediately to child line at (800) 932-0313 and to the Clerk of the Meeting for further action including additional reporting to authorities as may be mandated by state law. In the event that an incident of abuse or neglect is alleged to have occurred on the Meeting's property or during a program or activity under the care of the Meeting, the following procedures shall be followed: The Clerk of the Meeting shall:

1. Notify the parent or guardian of the child of such allegation.
2. Bar the alleged perpetrator of the abuse or misconduct from working with children pending an investigation.
3. Notify the Meeting's insurance company and complete an incident report.
4. Comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. Meeting members will cooperate with any investigation of the incident by state or local authorities or by the Meeting's insurance company. Any person who is not found innocent of the alleged abuse or misconduct will be barred from working with or supervising children.

The Clerk of the Meeting will be the spokesperson to the media concerning incidents of abuse or neglect unless he or she is alleged to be involved in which case the Assistant Clerk shall be such spokesperson. All other members should refrain from speaking to the media.

A pastoral visit by the Oversight and Pastoral Care Committee will be arranged for those who desire it.

Manual of Procedures

This policy as the same may be amended from time to time shall be included in the Meeting's Manual of Procedures.

Effective Date

This policy shall become effective on November 1, 2020.

Manual of Procedures

XI Property Lending Application

Birmingham Property Lending Application

(Adopted: February 2, 2014)

Lending Policy: The lending policy may be reviewed and changed at any time. Only members or regular attenders of Birmingham Meeting may borrow equipment. Tables should be transported so that they do not rub against each other or a hard surface. All property should be transported and maintained, cleaned, and returned in as-borrowed condition. It may be reserved no more than 2 weeks in advance.

A Property Committee member will field requests and make sure it is returned and note the condition.

Date: _____

Name: _____

Phone: _____ Email: _____

Property: _____

Date Requested (no longer than 2 weeks in advance): _____

Return Date: _____ (within 72 hours of use)

Record any wear or damage prior to lending period:

Signature of borrower: _____

Signature of Property Committee member: _____

Upon Return:

Any additional damage or wear:

Date: _____

Signature of borrower: _____

Signature of Property Committee member: _____