

# Care of the Meeting Committee

## I. Purpose

The Care of the Meeting Committee has broad responsibility for nurturing the corporate and community life of the Meeting. It is responsible for membership in our monthly Meeting. The committee maintains an overview of the Meeting community by staying in touch with Meeting's committees, by direct communication with the Clerk of the Meeting, and by being involved in the life of the Meeting. The committee promotes Quaker process and good order in the Meeting. It works with the Clerk of Meeting on issues needing discernment, and is available to help in reconciling differences that may come about in the Meeting.

## II. Term length

Members are nominated to serve from June through May, and most serve for at least two years, with overlapping lengths of experience on the committee.

## III. Number of Members

The committee typically consists of seven members, including either the Clerk or Alternate Clerk of the Meeting. The committee needs at least five active members.

## IV. Membership Requirements

Care of the Meeting Committee members must be Members of the Religious Society of Friends. Committee members should have been active in Strawberry Creek Monthly Meeting for at least two years and should have successfully served on at least one other SCMM committee.

## V. Desirable Qualifications

Members of the committee should be experienced Friends with empathy, good judgment, discretion, and a solid understanding of Quaker process. They should be active in the life of the meeting, including meeting for worship, meeting for worship on the occasion of business, and other Meeting activities, since awareness of the life of the Meeting is essential for members of the Care of Meeting committee.

## VI. Responsibilities

### **Supporting our Meeting As A Whole**

The committee reviews how our Meeting is working and recommends improvements to Meeting for Business from time to time.

**Supporting Meeting's Committees.** In caring for the corporate life of the Meeting, the committee keeps in touch with Meeting committees by checking in with their clerks (through the "buddy system") and attending meetings of those committees when possible. The committee holds a clerks meeting at least once a year to discuss matters of concern about how committee

work is going and about how the overall structure of the Meeting is working. The committee clerk meets as needed with clerks of Mutual Care and Worship & Ministry committees. It provides one member to the ad hoc committee tasked with writing the State of the Meeting report, and schedules listening meetings when needed.

**Meeting Records and Archive.** The committee works with Meeting Officers (particularly the Recorder), and other committees (especially the Communications Committee, specifically the Database Coordinator) to promote and assure good order in the records and permanent archive of our Meeting.

## **Nurturing the Meeting Community**

The committee is responsible for outreach, welcoming, and nurturing newcomers, attenders, and members. The Welcoming and Inclusion Working Group (currently inactive) is under its care and reports at least once a year. It ensures that information about Strawberry Creek Monthly Meeting is provided to inquirers, and makes clear to prospective members, including young people, the interest of the Meeting in their joining its fellowship.

**Membership.** The committee considers and recommends action upon requests for membership, associate membership for children of members, and transfer or withdrawal of membership. It appoints membership clearness committees, to be convened by a member of Care of Meeting committee.

**Maintaining Connections.** Periodically the committee reviews the list of members and attenders, and reaches out to those no longer attending Meeting. The committee contacts members and attenders listed in the directory who are not contacted by Nominating committee.

The committee assists the Database Keeper to keep an accurate directory list, with mail and email addresses and telephone numbers, of all members and regular attenders of the Monthly Meeting, and assure its regular publication for Monthly and for Quarterly Meeting Directories.

**Relationships with Quaker Organizations beyond our Meeting.** In cooperation with Representatives and others, the committee encourages learning about and participating in Friends organizations and events outside our Meeting. The committee administers the Quaker Event Support Fund, and administers the Quaker Center annual pass.

There is a “Bridging the Gap” Committee under the care of the Meeting Clerk that facilitates activities between the three Berkeley Meetings. Three members of the Committee come from Strawberry Creek Meeting, one from Care of the Meeting Committee, one from Worship and Ministry Committee and one at-large member.

The Meeting Clerk is the liaison with the Berkeley Unified School District for our rental contract and the Facilities Committee handles facility’s issues.

## **VII. Revision Date**

Initial job description approved January 2006; name changed 9/9/07; revised description approved 12/14/2008; further revisions approved 6-9-13; current version submitted to Meeting for Business 3/12/17; revised to fit standard job description template 4/20/17; and revised 3/7/20; revised 7/10/23.