

Handbook Committee Report
Annual Sessions, 2011

The Handbook Committee recommends the following changes to the ILYM Handbook.

1. In Section One: Organization. Under number 1, Illinois Yearly Meeting. The committee is still working on the ILYM description. However, at the bottom of the page, we recommend deleting the description of how the monthly meetings are listed in the directory and instead insert the following, which includes the full name of each monthly meeting and worship group. We are deleting Macomb worship group which is no longer listed in the directory.

Constituent Monthly Meetings, Worship Groups, and Preparative Meetings

The monthly meetings, worship groups, and preparative meetings of Illinois Yearly Meeting were divided into three groups for responsibilities at annual sessions.

Blue River Quarterly Meeting

Bloomington-Normal Monthly Meeting

Clear Creek Monthly Meeting

Columbia Monthly Meeting

Spoon River Quaker Meeting

St Louis Religious Society of Friends

Friends Meeting of Rolla (Preparative)

Southern Illinois Quaker Meeting

Urbana-Champaign Friends Meeting

Springfield Worship Group

Chicago-North

Evanston Monthly Meeting of Friends

Lake Forest Friends Meeting

Northside Friends Meeting

Oshkosh Monthly Meeting

Rock Valley Friends Meeting

Upper Fox Valley Quaker Meeting

Chicago-South

Downers Grove Friends Meeting

Duneland Friends Meeting

57th St. Meeting of Friends

Oak Park Monthly Meeting

South Bend Friends Meeting

2. Remove the description on page 5 and replace it with the following.

The description of setting up and laying down a monthly meeting is in the ILYM *Faith and Practice* section called “Organization and Structure of Meetings”.

3. Rename and reorganize page 6 and 7. We recommend eliminating the part about Quarterly and Regional Meeting because the descriptions are vague and we understand that the Faith and Practice Committee is working on improving them. The new part on monthly meeting responsibilities will be as follows.

2. Expectations of Local Meetings (Monthly Meetings, Preparative Meetings, and Worship Groups) to Illinois Yearly Meeting

- a) Appoint a representative from the local meeting to attend the annual sessions and continuing committee meetings in order to report on any relevant local meeting activities to the yearly meeting and to report back to the local meeting on all relevant ILYM activities. Give the representative name and contact information to the administrative coordinator.
- b) Season yearly meeting concerns when requested to do so.
- c) Encourage and facilitate attendance and participation of all local meeting members/attenders in the annual sessions and other activities of the yearly meeting.
- d) Participate in the assigned planning group for planning the annual sessions.
- e) Encourage local members and attenders to serve on ILYM committees. Help facilitate awareness of ILYM projects that may benefit from individual financial donations.
- f) Prepare a no-more-than one-page written annual “State of the Society” report detailing the spiritual growth of the local meeting for the past year. Send a copy, preferably electronically, to the administrative coordinator by two weeks before the annual sessions. (See ILYM *Faith and Practice* section called “Organization and Structure of Meetings” for details on the “State of Society” report.)
- g) Complete a statistical report of the number of resident and non-resident members over and under 18 years old in the local meeting. Also number of non-member attenders should be noted. Use the form provided by the administrative coordinator and return to the administrative coordinator by two weeks before the annual sessions.

- h) Provide the administrative coordinator with the names and addresses of members and attenders of the local meeting.
- i) Give an appropriate financial donation as decided by the local meeting to Illinois Yearly Meeting. It is helpful to give the donation early in ILYM's fiscal year. Spreading out the donation over the year is also acceptable.
- j) When appropriate, memorial minutes of members and attenders of local meetings should be sent to the administrative coordinator for inclusion in the minute book by two weeks before the annual sessions. The local meeting may wish to assign someone to read each memorial minute during meeting for worship preceding the fourth session (Saturday) of the annual sessions. (See description of memorials in Section 3 of the Handbook.)
- k) Appoint a correspondent to write reports on local meeting activities for *Among Friends*, the ILYM publication. Deadlines for submission are April 20th and October 20th. Submissions should be sent electronically to the editor.
- l) Distribute the publications *Among Friends*, the annual minute book, the Plummer Lecture, and any relevant announcements to local members and attenders.

4. Update the description of *Faith and Practice* to include approved sections.

Faith and Practice of Illinois Yearly Meeting

Illinois Yearly Meeting is currently writing a *Faith and Practice* book for guidance on the conduct of meeting business, concerns, marriages, memorial services, and the relation between faith and practice. Until it is complete, we affirm the use of the 2002 version of *Faith and Practice of Philadelphia Yearly Meeting* as an interim working document to be used as a guide for our process, except where ILYM past policy differs significantly.

Some sections of the *Illinois Yearly Meeting Faith and Practice* have been written and approved for a five-year provisional period. Others have been approved indefinitely. Both of these sections supercede the corresponding sections of *Philadelphia Yearly Meeting Faith and Practice*. The new sections are published in the Minute Books and are also available from the Administrative Coordinator and on the website.

Sections approved indefinitely

2003 Introduction
2003 Membership
2004 Decision Making

Sections approved for a five-year provisional period:

2007 Marriage
2010 Organization and Structure of Meetings; subsection on
Monthly Meetings

5. Reorganize the material in Changes in Policy or Practice.

Changes in Policy or Practice by the Yearly Meeting.

For Standing and Ad Hoc Committees: Most deliberate changes in policies and practices come from standing or ad hoc committees which may bring forward a recommendation for change to annual sessions. For significant changes, the idea should first be brought to Continuing Committee for seasoning. Further, it might be sent to monthly meetings for feedback. The originating committee is responsible for bringing the suggested change to the yearly meeting at annual sessions. The Handbook Committee will incorporate changes based on the approved minute from annual sessions. Occasionally committees working together may bring forward changes in a similar manner as above.

When a change in practice or policy in the conduct of business or organization of the yearly meeting has evolved to a new practice, Friends should bring these to the attention of the Handbook Committee. The Handbook Committee will notify the yearly meeting of such changes (unless they are insignificant) and bring them forward at annual sessions. If the committee has accurately described the new policy or practice, and if the yearly meeting is agreeable to the change, then the committee incorporates such changes in the Handbook.

For individuals. When an officer, individual with a specific responsibility, or an individual who is a participating member feels moved to bring forward a recommendation for change, it should first be seasoned and tested by a smaller body. The body may vary depending on the recommendation. It could be the Friend's monthly meeting and then quarterly meeting. It may be the clerk's committee or an appropriate standing committee.

Individuals may also season a concern by approaching Friends in neighboring meetings or the Field Secretary.

6. Add a verb and clause to the description of the Minute Book and so it will read as follows.

Minute Book

The Minute Book is published annually and includes the minutes of the annual sessions and related documents, minutes from Continuing Committee meetings, all of the state of society reports, memorial minutes, the report of membership tabulation, a list of constituent meetings, and the appointments to ILYM committees.

7. In the committee section, the Handbook Committee will delete a description of the Quaker Volunteer Service, Training, and Witness Committee which was laid down at the Fall Continuing Committee.

8. Change the name of section one part four from Organizational Governance to Organizational Guidance.