

# DISCIPLINE

OF

IOWA YEARLY MEETING  
OF FRIENDS

(FRIENDS UNITED MEETING)

The official expressions of the doctrines and  
procedures of Iowa Yearly Meeting of Friends

Revised in 2016



## TABLE OF CONTENTS

### PART I – THE FAITH AND DOCTRINE OF FRIENDS

<b>Introductory Historical Statement</b> .....	1-1
<b>Chapter I - The Church and Her Denominations</b> .....	1-3
<b>Chapter II - The Beliefs of Friends</b> .....	1-3
Section 1 - Statement of Essential Truths .....	1-3
Section 2 - Statement of George Fox.....	1-5
Section 3 - A Declaration of Faith.....	1-6
A. Of God .....	1-6
B. The Lord Jesus Christ.....	1-7
C. The Holy Spirit.....	1-8
D. The Holy Scriptures .....	1-9
E. Man's Creation and Fall.....	1-10
F. Justification and Sanctification .....	1-10
G. The Resurrection and Final Judgment.....	1-12
H. Baptism .....	1-12
I. The Supper of the Lord.....	1-13
J. Public Worship .....	1-14
K. Prayer and Praise.....	1-16
L. Liberty of Conscience in Its Relation to Civil Government .....	1-16
M. Marriage .....	1-17
N. Peace .....	1-17
O. Oaths .....	1-17
P. The First Day of the Week.....	1-18

### PART II – ORGANIZATION AND BUSINESS PROCEDURE

<b>Chapter I - The Form of Government</b> .....	2-1
Section I - The Society of Friends .....	2-1
Section 2 - Christ, the Head of the Church.....	2-1
Section 3 - The Meeting .....	2-2
<b>Chapter II - Membership</b> .....	2-2
Section 1 - Basis of Membership.....	2-2
Section 2 - Rules of Membership .....	2-3
A. Reception by Application.....	2-3
B. Reception and Transfer .....	2-4
C. Cessation of Membership.....	2-6
<b>Chapter III - Monthly Meeting</b> .....	3-1
Section 1 - Organization and Functions.....	3-1
Section 2 - The Meeting Structure.....	3-2
Section 3 - Meeting on Ministry and Counsel .....	3-4
Section 4 - Instructions to Monthly Meetings .....	3-6
Section 5 - Discontinuance or Change in a Monthly Meeting .....	3-6

<b>Chapter IV - The Ministry</b> .....	4-1
Section 1 - Concept of Ministry .....	4-1
Section 2 - Recording of Ministers .....	4-1
Section 3 - Suspending, Restoring, Rescinding a Recording.....	4-4
Section 4 - Transferring Ministerial Standing .....	4-6
Section 5 - Pastoral Service .....	4-6
Section 6 - Minutes for Service .....	4-9
<b>Chapter V - Quarterly Meeting</b> .....	5-1
Section 1 - Organization and Functions.....	5-1
Section 2 - Authority and Relationship .....	5-2
<b>Chapter VI - Yearly Meeting</b> .....	6-1
Section 1 - Constitution and Authority .....	6-1
Section 2 - Administrative Officers.....	6-1
Section 3 - The General Body of Representatives .....	6-4
Section 4 - The Board on Coordination.....	6-7
Section 5 - The Sources of Business .....	6-8
Section 6 - Yearly Meeting on Ministry and Counsel .....	6-9
Section 7 - Junior Yearly Meeting.....	6-10
<b>Chapter VII - Departments of Work</b> .....	7-1
Section 1 - Boards and Committees .....	7-1
A. Ministry and Counsel .....	7-1
B. Church Extension .....	7-2
C. Stewardship.....	7-3
D. Christian Education.....	7-4
E. Youth Ministry .....	7-5
F. Camp Quaker Heights Board.....	7-5
G. Missions .....	7-5
H. Christian Social Concerns .....	7-6
Section 2 - Yearly Meeting Board Directives.....	7-7
Section 3 - Auxiliary Organizations .....	7-8
A. Iowa United Society of Friends Women .....	7-8
B. Quaker Men.....	7-8
C. William Penn University .....	7-9
D. White's Iowa Institute (Quakerdale).....	7-9
E. Pastors' Association.....	7-10
F. Friends Development Fund.....	7-10

**PART III – BYLAWS FOR  
IOWA YEARLY MEETING OF FRIENDS**

Section 1 - General .....	8-1
A. Time of Meeting .....	8-1
B. Nominating Committee .....	8-1
C. Board on Coordination .....	8-2
D. Treasurer .....	8-2
E. Financial System .....	8-2
F. Permanent Funds and Real Estate.....	8-3
G. Amendment of Bylaws.....	8-4

Section 2 - Queries and Advices.....	8-5
A. Queries .....	8-5
1. Queries for Meeting on Ministry and Counsel.....	8-5
2. Queries for Monthly Meeting .....	8-6
3. Questions to Ministers .....	8-7
B. Advices.....	8-8
1. Sanctity of the Home .....	8-8
2. Recreation and Amusement .....	8-9
3. Alcohol and Narcotics .....	8-9
4. Gambling and Lotteries .....	8-10
5. Judicial Oaths.....	8-10
6. Secret Organizations .....	8-10
7. Abortion.....	8-11

**PART IV – FRIENDS UNITED MEETING  
ORGANIZATION AND PROCEDURE**

Preface .....	9-1
Membership and Triennial Sessions .....	9-1
The General Board .....	9-3
General Board Committees and Functions.....	9-5
Staff.....	9-8
Subsidiaries .....	9-8
Joining Friends United Meeting.....	9-9
Relationships with Other Bodies.....	9-10
Amendments .....	9-12

**PART V – APPENDIX**

A. Application for Membership .....	A-1
B. Certificate of Membership.....	A-1
C. Removal Certificate.....	A-2
D. Letter to Other Denominations.....	A-2
E. Form of Affirmation .....	A-3
F. Certificate for Recognition of Candidate for Recording .....	A-3
G. Marriage Ceremony .....	A-3
H. Alternate Vows.....	A-5
I. A Service of Dedication.....	A-5
J. Certificate of Dedication .....	A-6

Index .....	I-1
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Please note: In Table of Contents and Index, the first number indicates the division in this *Discipline* and the second number the page within that division.



# **PART I**

## **THE FAITH AND DOCTRINE OF FRIENDS**

### **INTRODUCTORY**

#### **HISTORICAL STATEMENT**

The Society of Friends, generally called Quakers, arose in England about the middle of the seventeenth century. George Fox began his ministry in 1647. The position of the Friends was the logical conclusion of the Protestant Reformation, and marked the culmination in the development of doctrine which had been advancing by irregular steps for more than a century. They proclaimed the truth that man's salvation is a personal matter between his soul and God, and does not depend upon the intervention of the Church in any of its offices, or by any of its officers, in the administration of any rite, ordinance or ceremony whatever.

They accepted the doctrines of the Apostolic Age of the Church, and distinctively emphasized the truth that the Holy Spirit enlightens every soul to reveal its condition and make the individual feel the need of a Savior. They emphasized the further truth that Christ's promise to plant a new life in the soul and abide there to give it light, to feed it with the bread of life, and to lead it into all truth, had become a practical reality, to be known and experienced by every true believer. They proclaimed that the true baptism is that of Christ Himself, who baptizes His people with the Holy Spirit, and the true communion is the spiritual partaking of the body and blood of Jesus Christ by faith, and there is no form or degree of sacerdotalism in the Christian Church.

This clear and vigorous message as to the freedom and the spirituality of the Gospel attracted multitudes of people who had sought the truth in the endless disputations of the time. The Society was organized with a great number of adherents. They took the title of "Society" because it was considered that the term "Church" belonged to the whole body of Christ, and that no portion of that body had a right to assume to itself a name that implied any exclusion of others. The claims of the Established Church made this, in a measure, necessary. The name Friends was taken in accordance with the declaration of the Master: "Ye are my friends if ye do whatsoever I command you." For a time the members called themselves "The Friends of Truth."

The distinguishing doctrines of Friends have, from the beginning, led them into special lines of service that have resulted in great good to mankind. Because they would not comply with unjust requirements, they were imprisoned in great numbers in England until their quiet endurance of oppression aroused the conscience of the nation, and this resulted in obtaining many of the blessings of civil and religious liberty which all now enjoy. They were the consistent and unyielding opponents of human slavery when they stood almost alone in their opposition to it. They have opposed war, as violating the principles of Christianity, as well as the precepts of its Founder, and as bringing untold evils upon mankind, and they have always advocated peaceable methods of settling disputes between nations. They

have steadily advocated justice toward the North American Indian, and have labored independently and as the representatives of government, for his civilization and Christianization. They believe that oaths were forbidden by Christ, and they have obtained in all English-speaking countries the privilege of affirmation. They have advocated, and in many cases inaugurated prison reform, which has greatly relieved the sufferings of convicts. They have been among the leaders in the rational and Christian treatment of the insane; and, in many other ways, have engaged in the service they felt laid upon them for the good of humanity.

Friends came to America soon after the body arose in England. New England Yearly Meeting was established in 1671, or earlier; Baltimore in 1672; Virginia in 1673; and joined to Baltimore in 1845; Philadelphia in 1681; New York in 1695, by New England; North Carolina in 1698; Ohio in 1813, by Baltimore; Indiana in 1821, by Ohio; Western in 1858, by Indiana; Iowa in 1863, by Indiana; Canada in 1813, by New York; Kansas in 1872, by Indiana; Wilmington in 1892, by Indiana; Oregon in 1893, by Iowa; California in 1895, by Iowa; Nebraska in 1908, by the Five Years Meeting. Conferences to consider special situations were held in Philadelphia in 1829 and in Baltimore in 1849.

The first General Conference of the Yearly Meetings was held at Richmond, Indiana, in 1887, and was attended by delegates from London and Dublin Yearly Meetings, and from all those on the American continent except that of Philadelphia, which was unofficially represented. It was afterwards decided to hold similar conferences of the American Yearly Meetings once in five years. They were held in 1892 and 1897. At the latter conference, it was felt that a closer union of the Yearly Meetings and a uniform discipline would be desirable. A committee was appointed in furtherance of this purpose, and a Constitution and Discipline was prepared. The Five Years Meeting of Friends was organized at Indianapolis in 1902. Since 1960, meetings have been held every three years, and in 1966 the name was changed to Friends United Meeting.

At present, Friends United Meeting is composed of the following North American Yearly Meetings: Baltimore, Canadian, Great Plains, Indiana, Iowa, New England, New York, North Carolina, Southeastern, Western, Western Association of Religious Society of Friends and Wilmington. In addition, these other Yearly Meetings are members of Friends United Meeting: Cuba, 1928; Jamaica, 1941; East Africa (Kaimosi), 1946; Elgon Religious Society of Friends, 1973; Vihiga, 1981; Nairobi, 1987; East Africa – North, 1988; Bware, 1999; Vokoli, 1999; Central, 2002; Lugari, 2002; Malava, 2002; Elgon East, 2002; Kakamega, 2002; Chavakali, 2002; Tuloi, 2005; Uganda, 2005; Chwele, 2008.



## **CHAPTER I THE CHURCH AND HER DENOMINATIONS**

1. The Church of Jesus Christ is composed of those persons who, through repentance of their sins and faith in the Lord Jesus Christ as their Savior, have been born into His kingdom by the Holy Spirit. By the revelation of the Holy Spirit, they look to Christ as their Prophet, Priest, and King, and by the Spirit's baptism and power are enabled to resist temptation and to live in obedience to God's holy will.

2. A Christian denomination is an organization composed of those who hold similar views of the teachings of the Holy Scriptures, and maintain certain practices based upon these teachings, and who voluntarily associate themselves for joint participation in worship, for fellowship and mutual help, and for united effort in the promotion of truth and righteousness. The Society of Friends is such a Christian body.

3. Each denominational body has its own system of government, and rules for the transaction of its business and for individual observance by its members.

## **CHAPTER II THE BELIEFS OF FRIENDS**

### **SECTION 1 – STATEMENT OF ESSENTIAL TRUTHS**

The vital principle of the Christian faith is the truth that one's salvation and higher life are personal matters between the individual soul and God. Salvation is deliverance from sin and the possession of spiritual life. This comes through a personal faith in Jesus Christ as the Savior who, through His love and sacrifice, draws us to Him.

Conviction for sin is awakened by the operation of the Holy Spirit causing the soul to feel its need of reconciliation with God. When Christ is seen as the only hope of salvation, and one yields to Him, he/she is brought into newness of life, and realizes that his/her relationship as a child of God has become an actual reality. This transformation is wrought without the necessary agency of any human priest, or ordinance, or ceremony whatsoever. A changed nature and life bear witness to this new relation to Him.

The whole spiritual life grows out of the soul's relation to God and its cooperation with Him, not from any outward or traditional observances.

Christ Himself baptizes the surrendered soul with the Holy Spirit, enduing it with power, bestowing gifts for service. This is an efficient baptism, a direct incoming of divine power for the transformation and control of the whole self. Christ Himself is the Spiritual bread which nourishes the soul, and He thus enters into and becomes a part of the being of those who partake of Him. This participation with Christ and apprehension of Him become the goal of life for the Christian. Those who

thus enter into oneness with Him become also joined in living union with each as members of one body.

Both worship and Christian fellowship spring out of this immediate relation of believing souls with their Lord.

The Holy Scriptures were given by inspiration of God and are the divinely authorized record of the doctrines which Christians are bound to accept, and of the moral principles which are to regulate their lives and actions. In them, as interpreted and unfolded by the Holy Spirit, is an ever fresh and unailing source of spiritual truth for the proper guidance of life and practice.

The doctrines of the apostolic days are held by the Friends as essentials of Christianity. The Fatherhood of God, the Deity and humanity of the Son, the gift of the Holy Spirit, the atonement through Jesus Christ by which people are reconciled to God, the Resurrection, the high priesthood of Christ, and the individual priesthood of believers are most precious truths to be held, not as traditional dogmas, but as vital, life-giving realities.

The sinful condition of an individual and his/her proneness to yield to temptation, the world's absolute need of a Savior, and the cleansing from sin in forgiveness and sanctification through the blood of Jesus Christ are unceasing incentives to all who believe to become laborers together with God in extending His kingdom. By this high calling, the Friends are pledged to the proclamation of the truth wherever the Spirit leads, both in home and in foreign fields.

The indwelling Spirit guides and controls the surrendered life, and the Christian's constant and supreme business is obedience to Him. But while the importance of individual guidance and obedience is thus emphasized, this fact gives no ground for license; the sanctified conclusions of the Church are above the judgment of a single individual.

The Friends find no scriptural evidence or authority for any form or degree of sacerdotalism in the Christian Church, or for the establishment of any ordinance or ceremonial rite for perpetual observance. The teachings of Jesus Christ concerning the spiritual nature of religion, the impossibility of promoting the spiritual life by the ceremonial application of material things, the fact that faith in Jesus Christ Himself is all-sufficient, the purpose of His life, death, resurrection and ascension, and His presence in the believer's heart, virtually destroy every ceremonial system and point the soul to the only satisfying source of spiritual life and power.

With faith in the wisdom of Almighty God, the Father, the Son and the Holy Spirit, and believing that it is His purpose to make His Church on earth a power for righteousness and truth, the Friends labor for the alleviation of human suffering; for the intellectual, moral, and spiritual elevation of humankind; and for purified and exalted citizenship. The Friends believe war to be incompatible with Christianity and seek to promote peaceful methods for the settlement of all the differences between nations and between peoples.

It is an essential part of the faith that an individual should be in truth what he/she professes in word, and the underlying principle of life and action for individuals, and also for society, is transformation through the power of God and implicit obedience to His revealed will.

For more explicit and extended statements of belief, reference is made to those officially put forth at various times, especially to the letter of George Fox to the Governor of Barbadoes in 1671, and to the Declaration of Faith issued by the Richmond Conference in 1887.

## **SECTION 2 – STATEMENT OF GEORGE FOX**

*(Extract from "George Fox's Letter to the Governor of Barbadoes, 1671")*

We do own and believe in God, the only wise, omnipotent, and everlasting God, the Creator of all things both in heaven and in earth, and the Preserver of all that He hath made; who is God over all, blessed forever; to whom be all honor and glory, dominion, praise and thanksgiving, both now and forevermore.

And we own and believe in Jesus Christ, His beloved and only- begotten Son, in whom He is well pleased; who was conceived by the Holy Ghost, and born of the Virgin Mary; in whom we have redemption through His blood, even the forgiveness of sins; who is the express image of the invisible God, the first-born of every creature, by whom were all things created that are in heaven and that are in earth, visible and invisible, whether they be thrones or dominions, principalities, or powers; all things were created by him. And we do own and believe that He was made a sacrifice for sin, who knew no sin, neither was guile found in His mouth; that He was crucified for us in the flesh, without the gates of Jerusalem; and that He was buried, and rose again the third day by the power of His Father, for our justification; and He ascended up into heaven, and now sitteth at the right hand of God. This Jesus, who was the foundation; and we believe that there is no other foundation to be laid than that which is laid, even Christ Jesus; who tasted death for every man, shed His blood for all men and is the propitiation for our sins, and not for ours only, but also for the sins of the whole world according as John the Baptist testified of Him, when he said, "Behold the Lamb of God, that taketh away the sin of the world!" (John 1:29) We believe that He alone is our Redeemer and Savior, even the captain of our salvation, who saves us from sin, as well as from hell and the wrath to come, and destroys the devil and his works; he is the Seed of the woman that bruises the serpent's head, to wit, Jesus Christ, the Alpha and Omega, the First and the Last. He is (as the Scriptures of truth say of Him) our wisdom and righteousness, justification and redemption; neither is there salvation in any other, for there is no other name under heaven given among men, whereby we may be saved. It is He alone who is the Shepherd and Bishop of our souls: He is our Prophet, whom Moses long since testified of, saying, "A prophet shall the Lord your God raise up unto you of your brethren, like unto me; him shall ye hear in all things whatsoever he shall say unto you. And it shall come to pass, that every soul which will not hear that prophet, shall be destroyed from among the people." (Acts 3:22-23)

He it is that is now come, "and hath given us an understanding, that we may know Him that is true." He rules in our hearts by His law of love and of life, and makes us free from the law of sin and death. We have no life but of Him; or He is the quickening Spirit, the second Adam, the Lord from heaven, by whose blood we are cleansed, and our consciences sprinkled from dead works, to serve the living God. He is our Mediator that makes peace and reconciliation between God offended and us offending; He being the Oath of God, the new covenant of light, life, grace and peace; the author and finisher of our faith. This Lord Jesus Christ, the heavenly man, the Emanuel, God with us, we all own and believe in; He whom the high priest raged against and said, He has spoken blasphemy; whom the priest and elders of the Jews took counsel together against and put to death; the same whom Judas betrayed for thirty pieces of silver, which the priests gave him as a reward for his treason; who also gave large money to the soldiers to broach a horrible lie, namely, "That his disciples came and stole him away by night whilst they slept." After He was arisen from the dead, the history of the acts of the apostles sets forth how the chief priests and elders persecuted the disciples of this Jesus, for preaching Christ and His resurrection. This, we say, is that Lord Jesus Christ, whom we own to be our life and salvation.

Concerning the Holy Scriptures, we do believe that they were given forth by the Holy Spirit of God, through the holy men of God, who, as the Scripture itself declares (II Peter 1:21) spake as they were moved by the Holy Ghost. We believe they are to be read, believed, and fulfilled (He that fulfills them is Christ), and they are "profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works" (II Timothy 3:16-17), and are able to make wise unto salvation, through faith in Christ Jesus.

### **SECTION 3 – A DECLARATION OF FAITH (Issued By The Richmond Conference In 1887)**

It is under a deep sense of what we owe to Him who has loved us that we feel called upon to offer a declaration of those fundamental doctrines of Christian truth that have always been professed by our branch of the Church of Christ.

#### **A. OF GOD**

We believe in one holy (Isaiah 6:3; 57:15), almighty (Genesis 17:1), all-wise (Romans 11:33; 16:27), and everlasting (Psalm 90: 1-2) God, the Father (Matthew 11:25-27), the Creator (Genesis 1:1), and Preserver (Job 7:20) of all things; and in Jesus Christ, His only Son, our Lord, by whom all things were made (John 1:3), and by whom all things consist (Colossians 1:17); and in one Holy Spirit, proceeding from the Father and the Son (John 15:26; 16:7), the Reprover (John 16:8) of the world, the Witness for Christ (John 15:26), and the Teacher (John 14:26), Guide (John 16:13), and Sanctifier (II Thessalonians 2:13) of the people of God; and these three are one in the eternal Godhead (Matthew 28:19; John 10:30; 17:21) to whom be honor, praise, and thanksgiving, now and forever. Amen

## B. THE LORD JESUS CHRIST

It is with reverence and thanksgiving that we profess our unwavering allegiance to our Lord and Savior, Jesus Christ. No man hath seen God at any time; the only begotten Son, who is in the bosom of the Father, He hath declared Him (John 1:18). In Him was life (John 1:4), and the life was the light of men (John 1:4). He is the Light, which lighteth every man that cometh into the world (John 1:9); through whom the light of truth in all ages has proceeded from the Father of lights (James 1:17). He is the eternal Word (John 1:1) who was with God and was God, revealing Himself in infinite wisdom and love, both as man's Creator (Colossians 1:13-16) and Redeemer (Colossians 1:14); for by Him were all things created that are in heaven and that are on earth, visible and invisible. Conceived of the Holy Ghost (Matthew 1:20), born of the Virgin Mary (Matthew 1:23-25; Luke 1:35), the Word was made flesh (John 1:14) and dwelt amongst men. He came in the fullness (Galatians 4:4) of the appointed time, being verily foreordained before the foundation of the world (I Peter 1:20) that He might fulfill (Isaiah 11:1-5; 52:13-15) the eternal counsel of the righteousness and love of God for the redemption of man (Isaiah 53). In Him dwelleth all the fullness of the Godhead bodily. (Colossians 2:9). Though He was rich, yet for our sakes He became poor, veiling in the form of a servant (Philippians 2:7) the brightness of His Glory, that through Him the kindness and love of God (Titus 3:4) toward man might appear in a manner every way suited to our wants and finite capacities. He went about doing good (Acts 10:38); for us He endured (Isaiah 53:4; Luke 12:50; 19:41; 22:44) sorrow, hunger, thirst, weariness (John 4:6), pain, unutterable anguish (Luke 22:43-44) of body and of soul, being in all points tempted like as we are, yet without sin (Hebrews 4:15). Thus humbling himself that we might be exalted, He emphatically recognized the duties and the sufferings of humanity as among the means whereby, through the obedience of faith, we are to be disciplined for heaven, sanctifying them to us, by Himself performing and enduring them, leaving us the one perfect example (I Peter 2:21) of all righteousness (Matthew 3:15) in self-sacrificing love.

But not only in these blessed relations must the Lord Jesus be ever precious to His people. In Him is revealed as true God and perfect man (Ephesians 4:13), a Redeemer at once able to suffer and almighty to save. He became obedient (Philippians 2:8) unto death, even the death of the cross, and is the propitiation for our sins, and not for ours only, but also the sins of the whole world (I John 2:2), in whom we have redemption through His blood (Ephesians 1:7), the forgiveness of sins according to the riches of His grace. It is our joy to confess that the remission of sins which any partake of is only in and by virtue of His most satisfactory sacrifice and not otherwise (Robert Barclay, *An Apology for the True Christian Divinity*, Propositions V. and VI., ¶15, page 141). He was buried and rose again the third day (I Corinthians 15:4) according to the Scriptures, becoming the first fruits (I Corinthians 15:23) of them that sleep, and having shown himself alive after His passion, by many infallible proofs (Acts 1:3). He ascended into heaven, and hath sat down at the right hand of the Majesty on high, now to appear in the presence of God for us (Hebrews 1:3; 9:24). With the apostles who

beheld His ascension, we rest in the assurance of the angelic messengers, “This same Jesus, which is taken up from you into heaven shall so come in like manner as ye have seen him go into heaven” (Acts 1:11, and see vs. 7). With the apostle John, we would desire to unite in the words “Amen; even so, come, Lord Jesus” (Revelation 22:20). And now, whilst thus watching and waiting, we rejoice to believe that He is our King and Savior. He is the one Mediator of the new and everlasting covenant (I Timothy 2:5; Hebrews 9:15), who makes peace and reconciliation between God offended and man offending (“George Fox’s Epistle to the Governor of Barbadoes”); the great High Priest whose priesthood is unchangeable (Hebrews 4:14; 7:24). He is able to save them to the uttermost that come unto God by Him, seeing He ever liveth to make intercession for them (Hebrews 7:25). All power is given unto Him in heaven and in earth (Matthew 28:18). By Him the world shall be judged in righteousness (Acts 17:31); for the Father judgeth no man, but hath committed all judgment unto the Son, that all men should honor the Son even as they honor the Father (John 5:22-23). All that are in the graves shall hear his voice, and shall come forth, they that have done good unto the resurrection of life, and they that have done evil unto the resurrection of judgment (John 5:28-29).

We reverently confess and believe that divine honor and worship are due to the Son of God, and He is in true faith to be prayed unto, and His name to be called upon, as the Primitive Christians did because of the glorious oneness of the Father and the Son; and that we cannot acceptably offer prayers and praises to God, nor receive from Him a gracious answer or blessing, but in and through his dear Son (“Declaration of 1693,” in William Sewell, *History of the Quakers II:379*).

We would, with humble thanksgiving, bear an especial testimony to our Lord’s perpetual dominion and power in His church. Through Him the redeemed in all generations have derived their light, their forgiveness, and their joy. All are members of this church, by whatsoever name they may be called among men, who have been baptized by the one Spirit into the one body; who are builded as living stones upon Christ, the Eternal Foundation, and are united in faith and love in that fellowship which is with the Father and with the Son. Of this church the Lord Jesus Christ is the alone Head (Ephesians 1:22). All its true members are made one in Him. They have washed their robes and made them white in His precious blood (Revelation 7:14), and He has made them priests unto God and His Father (Revelation 1:6). He dwells in their hearts by faith and gives them of His peace. His will is their law, and in Him they enjoy the true liberty, a freedom from the bondage of sin.

### **C. THE HOLY SPIRIT**

We believe that the Holy Spirit is, in the unity of the eternal Godhead, one with the Father and with the Son (Matthew 28:19; II Corinthians 13:14). He is the comforter “Whom,” saith Christ, “the Father will send in my name” (John 14:26). He convinces the world of sin, of righteousness, and of judgment (John 16:8). He testifies of and glorifies Jesus (John 16:14). It is the Holy Spirit who makes the evil manifest. He quickens them that are dead

in trespasses and sins, and opens the inward eye to behold the Lamb of God that taketh away the sin of the world (Ephesians 2:1). Coming in the name and with the authority of the risen and ascended Savior, He is the precious pledge of the continued love and care of our exalted King. He takes of the things of Christ and shows them, as a realized possession, to the believing soul (John 16:14). Dwelling in the hearts of believers (John 14:17), He opens their understandings that they may understand the Scriptures and becomes, to the humbled and surrendered heart, the Guide, Comforter, Support and Sanctifier.

We believe that the essential qualification for the Lord's service is bestowed upon His children through the reception and baptism of the Holy Ghost. This Holy Spirit is the seal of reconciliation to the believer in Jesus (Ephesians 1:13-14), the witness to his adoption into the family of the redeemed (Romans 8:15-16); the earnest and the foretaste of the full communion and perfect joy which are reserved for them that endure unto the end.

We own no principle of spiritual light, life or holiness, inherent by nature in the mind or heart of man. We believe in no principle of spiritual light, life or holiness, but the influence of the Holy Spirit of God, bestowed on mankind, in various measures and degrees, through Jesus Christ our Lord. It is the capacity to receive this blessed influence which, in an especial manner, gives man pre-eminence above the beasts that perish; which distinguishes him, in every nation and in every clime, as an object of the redeeming love of God, as a being not only intelligent but responsible; for whom the message of salvation through our crucified Redeemer is, under all possible circumstances, designed to be a joyful sound. The Holy Spirit must ever be distinguished, both from the conscience which he enlightens, and from the natural faculty of reason, which when unsubjected to His Holy influence, is, in the things of God, very foolishness. As the eye is to the body, so is the conscience to our inner being, the organ by which we see; and, as both light and life are essential to the eye, so conscience which He enlightens, and from the natural faculty of reason, which when unsubjected to His Holy influence, is, in the things of God, very foolishness. As the eye is to the body, so is the conscience to our inner being, the organ by which we see; and, as both light and life are essential to the eye, so conscience, as the inward eye, cannot see aright, without the quickening and illumination of the Spirit of God. One with the Father and the Son, the Holy Spirit can never disown or dishonor our once- crucified and now risen and glorious Redeemer. We disavow all professed illumination or spirituality that is divorced from faith in Jesus Christ of Nazareth, crucified for us without the gates of Jerusalem.

#### **D. THE HOLY SCRIPTURES**

It has ever been, and still is, the belief of the Society of Friends that the Holy Scriptures of the Old and New Testament were given by inspiration of God; that, therefore, there can be no appeal from them to any other authority whatsoever; that they are able to make wise unto salvation, through faith which is in Jesus Christ. "These are written that ye might believe that Jesus

is the Christ, the Son of God; and that believing ye might have life through His name" (John 20:31). The Scriptures are the only divinely authorized record of the doctrines which we are bound, as Christians, to accept, and of the moral principles which are to regulate our actions. No one can be required to believe, as an article of faith, any doctrine which is not contained in them; and whatsoever any one says or does contrary to the Scriptures, though under profession of the immediate guidance of the Holy Spirit, must be reckoned and accounted a mere delusion. To the Christian, the Old Testament comes with the solemn and repeated attestation of his Lord. It is to be read in the light and completeness of the New; thus will its meaning be unveiled, and the humble disciple will be taught to discern the unity and mutual adaptation of the whole, and the many-sidedness and harmony of its testimony to Christ. The great Inspirer of Scripture is ever its true Interpreter. He performs this office in condescending love, not by superseding our understanding, but by renewing and enlightening them. Where Christ presides, idle speculation is hushed; His doctrine is learned in the doing of His will, and all knowledge ripens into a deeper and richer experience of His truth and love.

#### **E. MAN'S CREATION AND FALL**

It pleased God, in His wisdom and goodness, to create man out of the dust of the earth, and to breathe into his nostrils the breath of life so that man became a living soul, formed after the image and likeness of God, capable of fulfilling the divine law, and of holding communion with his Maker (Genesis 2:7; 1:26-27). Being free to obey or to disobey, he fell into transgression, through unbelief, under the temptation of Satan (Genesis 3:1-7), and, thereby, lost that spiritual life of righteousness in which he was created; and so death passed upon him as the inevitable consequence of his sin (Romans 5:12). As the children of fallen Adam, all mankind bear his image. They partake of his nature and are involved in the consequences of his fall. To every member of every successive generation, the words of the Redeemer are alike applicable, "Ye must be born again" (John 3:7). But while we hold these views of the lost condition of man in the fall, we rejoice to believe that sin is not imputed to any until they transgress the divine law after sufficient capacity has been given to understand it; and that infants, though inheriting this fallen nature, are saved in the infinite mercy of God through the redemption which is in Christ Jesus.

#### **F. JUSTIFICATION AND SANCTIFICATION**

"God so loved the world that He gave His only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life" (John 3:16). We believe that justification is of God's free grace through which, upon repentance and faith, He pardons our sins and imparts to us a new life. It is received, not for any works of righteousness that we have done (Titus 3:5) but in the unmerited mercy of God in Christ Jesus. Through faith in Him, and the shedding of His precious blood, the guilt of sin is taken away, and we stand reconciled to God. The offering up of Christ as the propitiation for the sins of the whole world is the appointed manifestation



both of the righteousness and of the love of God. In this propitiation, the pardon of sin involves no abrogation or relaxation of the law of holiness. It is the vindication and establishment of that law (Romans 3:31), in virtue of the free and righteous submission of the Son of God himself to all its requirements. He, the unchangeably just, proclaims Himself the justifier of him that believeth in Jesus (Romans 3:26). From age to age, the sufferings and death of Christ have been a hidden mystery, and a rock of offense to the unbelief and pride of man's fallen nature; yet, to the humble penitent whose heart is broken under the convicting power of the Spirit, life is revealed in that death. As he looks upon Him who was wounded for our transgressions (Isaiah 53:5), and upon whom the Lord was pleased to lay the iniquity of us all (Isaiah 53:6), his eye is more and more opened to see, and his heart to understand, the exceeding sinfulness of sin for which the Savior died; whilst, in the sense of pardoning grace, he will joy in God through our Lord Jesus Christ, by whom we have now received the atonement (Romans 5:11).

We believe that in connection with Justification is Regeneration: that they who come to this experience know that they are not their own (I Corinthians 6:19), that being reconciled to God by the death of His Son, we are saved by His life (Romans 5:10); a new heart is given and new desires; old things are passed away, and we become new creatures (II Corinthians 5:17) through faith in Christ Jesus; our wills being surrendered to His holy will, grace reigns through righteousness, unto eternal life, by Jesus Christ our Lord (Romans 5:21).

Sanctification is experienced in the acceptance of Christ in living faith for justification, in so far as the pardoned sinner, through faith in Christ, is clothed with a measure of His righteousness and receives the Spirit of promise; for, as saith the Apostle, "Ye are washed, ye are sanctified, ye are justified, in the name of the Lord Jesus, and by the Spirit of our God" (I Corinthians 6:11). We rejoice to believe that the provisions of God's grace are sufficient to deliver from the power, as well as from the guilt, of sin and to enable His believing children always to triumph in Christ (II Corinthians 2:14). How full of encouragement is the declaration, "According to your faith be it unto you" (Matthew 9:29). Whosoever submits himself wholly to God, believing and appropriating His promises and exercising faith in Christ Jesus, will have his heart continually cleansed from all sin, by His precious blood, and, through the renewing, refining power of the Holy Spirit, be kept in conformity to the will of God, will love Him with all his heart, mind, soul and strength, and be able to say, with the Apostle Paul, "The law of the Spirit of life in Christ Jesus hath made me free from the law of sin and death" (Romans 8:2). Thus, in its full experience, Sanctification is deliverance from the pollution, nature, and love of sin. To this we are every one called, that we may serve the Lord without fear, in holiness and righteousness before Him, all the days of our life (Luke 1:74-75). It was the prayer of the apostle for the believers, "The very God of peace sanctify you wholly, and I pray God your whole spirit and soul and body be preserved blameless unto the coming of our Lord Jesus Christ. Faithful is he that calleth you who also will do it" (I Thessalonians 5:23-24). Yet the most holy Christian is still liable to temptation, is exposed to the subtle assaults of Satan, and can only continue

to follow holiness as he humbly watches unto prayer and is kept in constant dependence upon his Savior, walking in the light (I John 1:7), in the loving obedience of faith.

### **G. THE RESURRECTION AND FINAL JUDGMENT**

We believe, according to the Scriptures, that there shall be a resurrection from the dead, both of the just and of the unjust (Acts 24:15), and that God hath appointed a day in which He will judge the world in righteousness, by Jesus Christ whom He hath ordained (Acts 17:31). For, as saith the apostle, "We must all appear before the judgment seat of Christ, that everyone may receive the things done in his body, according to that he hath done, whether it be good or bad" (II Corinthians 5:10).

We sincerely believe, not only a resurrection in Christ from the fallen and sinful state here, but a rising and ascending into glory with Him hereafter; that when He at last appears, we may appear with Him in glory. But that all the wicked, who live in rebellion against the light of grace and die finally impenitent, shall come forth to the resurrection of condemnation. And that the soul of every man and woman shall be reserved, in its own distinct and proper being, and shall have its proper body as God is pleased to give it. It is sown a natural body, it is raised a spiritual body (I Corinthians 15:44); that being first which is natural, and afterward that which is spiritual. And though it is said, "this corruptible shall put on incorruption and this mortal shall put on immortality" (I Corinthians 15:53), the change shall be such as will accord with the declaration, "Flesh and blood cannot inherit the Kingdom of God, neither doth corruption inherit incorruption" (I Corinthians 15:50). We shall be raised out of all corruption and corruptibility, out of all mortality, and shall be the children of God, being the children of resurrection (Luke 20:36). (See also "Declaration of 1693" in William Sewell, *History of the Quakers II*: 383-384)

"Our citizenship is in heaven," from whence also we look for the Savior the Lord Jesus Christ, who shall change our vile body that it may be fashioned like unto His glorious body, according to the working whereby He is able even to subdue all things unto Himself (Philippians 3:20-21).

We believe that the punishment of the wicked and the blessedness of the righteous shall be everlasting; according to the declaration of our compassionate Redeemer, to whom the judgment is committed, "These shall go away into eternal punishment: but the righteous into life eternal" (R.V., Matthew 25:46).

### **H. BAPTISM**

We would express our continued conviction that our Lord appointed no outward rite or ceremony for observance in His church. We accept every command of our Lord in what we believe to be its genuine import, as absolutely conclusive. The question of the use of outward ordinances is with us a question, not as to the authority of Christ, but as to His real meaning. We reverently believe that, as there is one Lord and one faith, so there is, under the Christian dispensation, but one baptism (Ephesians 4:4-5), even that whereby all believers are baptized in the one Spirit into the one body (I

Corinthians 12:13). This is not an outward baptism with water but a spiritual experience, not the putting away of the filth of the flesh (I Peter 3:21) but that inward work which, by transforming the heart and settling the soul upon Christ, brings forth the answer of a good conscience towards God, by the resurrection of Jesus Christ, in the experience of His love and power, as the risen and ascended Savior. No baptism in outward water can satisfy the description of the apostle, of being buried with Christ by baptism unto death (Romans 6:4). It is with the Spirit alone that any can thus be baptized. In this experience the announcement of the Forerunner of our Lord is fulfilled, "He shall baptize you with the Holy Ghost, and with fire" (Matthew 3:11). In this view we accept the commission of our blessed Lord as given in Matthew 28:18-20, "And Jesus came to them and spake unto them, saying, All authority hath been given unto me, in heaven and on earth. Go ye, therefore, and make disciples of all nations, baptizing them into the name of the Father and of the Son and of the Holy Ghost; teaching them to observe all things whatsoever I commanded you: and lo, I am with you always, even unto the end of the world." This commission, as we believe, was not designed to set up a new ritual under the new covenant or to connect the initiation into a membership, in its nature essentially spiritual, with a mere ceremony of a typical character. Otherwise it was not possible for the Apostle Paul, who was not a whit behind the very chiefest apostle (II Corinthians 11:5), to have disclaimed that which would, in that case, have been of the essence of his commission when he wrote, "Christ sent me not to baptize, but to preach the Gospel" (I Corinthians 1:17). Whenever an external ceremony is commanded, the particulars, the mode and incidents of that ceremony become of its essence. There is an utter absence of these particulars in the text before us, which confirms our persuasion that the commission must be construed in connection with the spiritual power which the risen Lord promised should attend the witness of his apostles and of the church to Him, and which after Pentecost, so mightily accompanied their ministry of the word and prayer, that those to whom they were sent were introduced into an experience wherein they had a saving knowledge of and living fellowship with the Father and the Son and the Holy Spirit.

### **I. THE SUPPER OF THE LORD**

Intimately connected with the conviction already expressed is the view that we have ever maintained as to the true supper of the Lord. We are well aware that our Lord was pleased to make use of a variety of symbolical utterances, but He often gently upbraided His disciples for accepting literally what He had intended only in its spiritual meaning. His teaching, as in His parables or in the command to wash one another's feet, was often in symbols, and ought ever to be received in the light of His own emphatic declaration, "The words that I speak unto you, they are spirit, and they are life" (John 6:63). The old covenant was full of ceremonial symbols; the new covenant, to which our Savior alluded at the last supper, is expressly declared by the prophet to be "not according to the old" (Jeremiah 31:32; Hebrews 8:9). We cannot believe that in setting up this new covenant the Lord Jesus intended an institution out of harmony with the spirit of this prophecy. The eating of

His body and the drinking of His blood cannot be an outward act. They truly partake of them who habitually rest upon the sufferings and death of their Lord as their only hope, and to whom the indwelling Spirit gives to drink of the fullness that is in Christ. It is this inward and spiritual partaking that is the true supper of the Lord.

The presence of Christ with His church is not designed to be by symbol or representation but in the real communication of His own Spirit. "I will pray the Father, and He shall give you another Comforter, that He may abide with you forever" (John 14:16). Convincing of sin, testifying of Jesus, taking of the things of Christ, this blessed Comforter communicates to the believer and to the church, in a gracious, abiding manifestation, the real presence of the Lord. As the great remembrancer, through whom the promise is fulfilled, He needs no ritual or priestly intervention in bringing to the experience of the true commemoration and communion. "Behold," saith the risen Redeemer, "I stand at the door, and knock: if any man hear my voice and open the door, I will come in to him, and sup with him, and he with me" (Revelation 3:20). In an especial manner, when assembled for congregational worship, are believers invited to the festival of the Savior's peace, and, in a united act of faith and love, unfettered by any outward rite or ceremonial, to partake together of the body that was broken and of the blood that was shed for them without the gates of Jerusalem. In such a worship, they are enabled to understand the words of the apostle as expressive of a sweet and most real experience: "The cup of blessing which we bless, is it not the communion of the blood of Christ? The bread which we break, is it not the communion of the body of Christ? For we being many are one bread, and one body: for we are all partakers of that one bread" (I Corinthians 10:16-17).

## **J. PUBLIC WORSHIP**

Worship is the adoring response of the heart and mind to the influence of the Spirit of God. It stands neither in forms nor in the formal disuse of forms; it may well be without words as well as with them, but it must be in spirit and in truth (John 4:24). We recognize the value of silence, not as an end, but as a means toward the attainment of the end; a silence, not of listlessness or of vacant musing, but of holy expectation before the Lord. Having become His adopted children through faith in the Lord Jesus Christ, it is our privilege to meet together and unite in the worship of Almighty God, to wait upon Him for the renewal of our strength, for communion one with another, for the edification of believers in the exercise of various spiritual gifts, and for the declaration of the glad tidings of salvation to the unconverted who may gather with us. This worship depends not upon numbers. Where two or three are gathered together in the name of Christ, there is a church, and Christ, the living Head, in the midst of them. Through His mediation without the necessity for any inferior instrumentality, is the Father to be approached and reverently worshiped. The Lord Jesus has forever fulfilled and ended the typical and sacrificial worship under the law, by the offering up of Himself upon the cross for us, once for all. He has opened the door of access into the inner sanctuary and graciously provided

spiritual offerings for the service of His temple, suited to the several conditions of all who worship in spirit and in truth. The broken and the contrite heart, the confession of the soul prostrate before God, the prayer of the afflicted when he is overwhelmed, the earnest wrestling of the spirit, the outpouring of humble thanksgiving, the spiritual song and melody of the heart (Ephesians 5:19), the simple exercise of faith, the self-denying service of love, these are among the sacrifices which He, our merciful and faithful High Priest, is pleased to prepare, by His Spirit, in the hearts of them that receive Him, and to present with acceptance unto God.

By the immediate operations of the Holy Spirit, He as the Head of the church, alone selects and qualifies those who are to present His messages or engage in other service for Him; and, hence, we cannot commit any formal arrangements to any one in our regular meetings for worship. We are well aware that the Lord has provided a diversity of gifts (I Corinthians 12:4-6) for the needs both of the church and of the world, and we desire that the church may feel her responsibility, under the government of her Great Head, in doing her part to foster these gifts, and in making arrangements for their proper exercise.

It is not for individual exaltation but for mutual profit that the gifts are bestowed (I Corinthians 12:7); and every living church, abiding under the government of Christ, is humbly and thankfully to receive and exercise them in subjection to her Holy Head. The church that quenches the Spirit and lives to itself alone must die.

We believe the preaching of the Gospel to be one of the chief means, divinely appointed, for the spreading of the glad tidings of life and salvation through our crucified Redeemer, for the awakening and conversion of sinners, and for the comfort and edification of believers. As it is the prerogative of the Great Head of the church alone to select and call the ministers of His Gospel, so we believe that both the gift and the qualification to exercise it must be derived immediately from Him; and that, as in the primitive church, so now also, He confers spiritual gifts upon women as well as upon men, agreeably to the prophecy recited by the apostle Peter, "It shall come to pass in the last days, saith God, I will pour out of my Spirit upon all flesh; and your sons and your daughters shall prophesy" (Acts 2:17). Respecting which the apostle declares, "the promise is unto you, and to your children, and to all that are afar off, even as many as the Lord our God shall call" (Acts 2:39). As the gift is freely received so it is to be freely exercised (Matthew 10:8; See also Acts 20:33-35) in simple obedience to the will of God.

Spiritual gifts, precious as they are, must not be mistaken for grace; they add to our responsibility but do not raise the minister above his brethren or sisters. They must be exercised in continued dependence upon our Lord, and blessed is that ministry in which man is humbled, and Christ and His grace exalted. "He that is greatest among you," said our Lord and Master, "let him be as the younger; and he that is chief as he that doth serve. I am among you as he that serveth" (Luke 22:26-27).

While the church cannot confer spiritual gifts, it is its duty to recognize and foster them and to promote their efficiency by all the means in its power.

And while, on the one hand, the Gospel should never be preached for money (Acts 8:20; 20:33-35), on the other, it is the duty of the church to make such provision that it shall never be hindered for want of it.

The church, if true to her allegiance, cannot forget her part in the command, "Go ye into all the world, and preach the Gospel to every creature" (Mark 16:15). Knowing that it is the Spirit of God that can alone prepare and qualify the instruments who fulfill this command, the true disciple will be found still sitting at the feet of Jesus, listening that he may learn, and learning that he may obey. He humbly places himself at his Lord's disposal, and when he hears the call, "Whom shall I send, and who will go for us?" is prepared to respond, in childlike reverence and love, "Here am I, send me" (Isaiah 6:8).

### **K. PRAYER AND PRAISE**

Prayer is the outcome of our sense of need, and of our continual dependence upon God. He who uttered the invitation "Ask and it shall be given you" (Matthew 7:7) is himself the Mediator and High Priest who, by His Spirit, prompts the petition and who presents it with the acceptance before God. With such an invitation, prayer becomes the duty and the privilege of all who are called by His name. Prayer is, in the awakening soul, the utterance of the cry "God be merciful to me a sinner" (Luke 18:13), and at every stage of the believer's course, prayer is essential to his spiritual life. A life without prayer is a life practically without God. The Christian's life is a continual asking. The thirst that prompts the petition produces, as it is satisfied, still deeper longings, which prepare for yet more bounteous supplies from Him who delights to bless. Prayer is not confined to the closet. When uttered in response to the promptings of the Holy Spirit, it becomes an important part of public worship, and whenever the Lord's people meet together in His name, it is their privilege to wait upon Him for the spirit of grace and supplications (Zechariah 12:10). A life of prayer cannot be other than a life of praise. As the peace of Christ reigns in the church, her living members accept all that they receive as from His pure bounty, and each day brings them fresh pledges of their Father's love. Satisfied with the goodness of His house, whether as individuals, in families, or in congregations, they will be still praising Him (Psalm 84:4), heart answering to heart, "Bless the Lord, O my soul: and all that is within me, bless His holy name" (Psalm 103:1).

### **L. LIBERTY OF CONSCIENCE IN ITS RELATION TO CIVIL GOVERNMENT**

That conscience should be free and that, in matters of religious doctrine and worship, man is accountable only to God are truths which are plainly declared in the New Testament; and which are confirmed by the whole scope of the Gospel, and by the example of our Lord and His disciples. To rule over the conscience and to command the spiritual allegiance of his creature man is the high and sacred prerogative of God alone. In religion every act ought to be free. A forced worship is plainly a contradiction in terms under

that dispensation in which the worship of the Father must be in spirit and in truth (John 4:24).

We have ever maintained that it is the duty of Christians to obey the enactments of civil government, except those which interfere with our allegiance to God. We owe much to its blessings. Through it we enjoy liberty and protection in connection with law and order. Civil government is a divine ordinance (Romans 13:1; I Peter 2:13-16) instituted to promote the best welfare of man; hence magistrates are to be regarded as God's ministers who should be a terror to evil doers and a praise to them that do well. Therefore, it is with us a matter of conscience to render them respect and obedience in the exercise of their proper functions.

### **M. MARRIAGE**

Marriage is an institution graciously ordained by the Creator Himself for the help and continuance of the human family. It is not a mere civil contract and ought never to be entered upon without a reference to the sanction and blessing of Him who ordained it. It is a solemn engagement for the term of life (Matthew 19:5-6), designed for the mutual assistance and comfort of both sexes, that they may be helpmeets to each other in things temporal and spiritual. To this end, it should imply concurrence in spiritual as well as temporal concerns and should be entered upon discreetly, soberly and in the fear of the Lord.

### **N. PEACE**

We feel bound explicitly to avow our unshaken persuasion that all war is utterly incompatible with the plain precepts of our divine Lord and Lawgiver, and the whole spirit of His Gospel, and that no plea of necessity or policy, however urgent or peculiar, can avail to release either individuals or nations from the paramount allegiance which they owe to Him who hath said, "Love your enemies" (Matthew 5:44; Luke 6:27). In enjoining this love and the forgiveness of injuries, He who has bought us to Himself has not prescribed for man precepts which are incapable of being carried into practice or of which the practice is to be postponed until all shall be persuaded to act upon them. We cannot doubt that they are incumbent now and that we have in the prophetic Scriptures the distinct intimation of their direct application not only to individuals but to nations also (Isaiah 2:4; Micah 4:3). When nations conform their laws to this divine teaching, wars must necessarily cease.

We would, in humility but in faithfulness to our Lord, express our firm persuasion that all the exigencies of civil government and social order may be met under the banner of the Prince of Peace, in strict conformity with His commands.

### **O. OATHS**

We hold it to be the inalienable privilege of the disciple of the Lord Jesus that his statements concerning matters of fact within his knowledge should be accepted, under all circumstances, as expressing his belief as to the fact asserted. We rest upon the plain command of our Lord and Master,

"Swear not at all" (Matthew 5:34); and we believe any departure from this standard to be prejudicial to the cause of truth and to that confidence between man and man, the maintenance of which is indispensable to our mutual well being. This command, in our persuasion, applies not to profane swearing only but to judicial oaths also. It abrogates any previous permission to the contrary and is, for the Christian, absolutely conclusive.

### **P. THE FIRST DAY OF THE WEEK**

Whilst the remembrance of our Creator ought to be at all times present with the Christian, we would express our thankfulness to our Heavenly Father that He has been pleased to honor the setting apart of one day in seven for the purpose of holy rest, religious duties, and public worship; and we desire that all under our name may avail themselves of this great privilege as those who are called to be risen with Christ, and to seek those things that are above where He sitteth at the right hand of God (Colossians 3:1). May the release thus granted from other occupations be diligently improved. On this day of the week especially ought the households of Friends to be assembled for the reading of the Scriptures and for waiting upon the Lord; and we trust that, in a Christianly wise economy of our time and strength, the engagements of the day may be so ordered as not to frustrate the gracious provision thus made for us by our Heavenly Father or to shut out the opportunity either for public worship or for private retirement and devotional reading.

In presenting this declaration of our Christian faith, we desire that all our members may be afresh encouraged, in humility and devotedness, to renewed faithfulness in fulfilling their part in the great mission of the Church and, through the Church, to the world around us, in the name of our Crucified Redeemer. Life from Christ, life in Christ, must ever be the basis of life for Christ. For this we have been created and redeemed, and by this alone can the longings of our immortal souls be satisfied.



## **PART II ORGANIZATION AND BUSINESS PROCEDURE**

### **CHAPTER I THE FORM OF GOVERNMENT**

#### **SECTION 1 – THE SOCIETY OF FRIENDS**

The Society of Friends is composed of Yearly Meetings and other Friends bodies around the world. The worldwide bodies of Friends align themselves in various ways to promote spiritual nurture and carry on cooperative ministries. Each Yearly Meeting is independent in the transaction of its business.

Those Yearly Meetings, which unite in the Friends United Meeting and under its provisions, cooperate in mutual enterprise while retaining their own independence. Iowa Yearly Meeting holds this affiliation.

#### **SECTION 2 – CHRIST, THE HEAD OF THE CHURCH**

1. The Friends recognize and emphasize the fundamental and essential truth that Jesus Christ is the Head of His Church; and He dwells in the hearts of His believers; that, as they look for His guidance, their understandings are enlightened, and they are enabled to do His will. Associated with this is the further truth that the Head of the Church is pleased to confer upon each believer some special gift or gifts which he/she is to exercise with such ability as may be possessed. Members have equal rights and privileges in the denomination, modified only by the gifts they have received and their faithfulness in the exercise thereof. It is, therefore, both theocratic and democratic in the principle of its government.

2. Positions in the organization relating to spiritual matters result from the official recognition of these gifts by the body rather than from appointment to office. Appointments are made to other positions. Each member has duties to perform and responsibilities to meet, and the business of the organization is conducted in recognition of this equality of rank in the membership with the further recognition of the special gifts.

3. There are no distinctions in the rights, privileges, or responsibilities of the members because of sex.

4. The business of the organization is transacted in meetings in which every member of the body has a right to participate. Ex officio membership as referred to in this Discipline shall be interpreted as participation up to, but not including formal approval.

5. In keeping with the Quaker ideals of service and the distribution of responsibility, the Monthly, Quarterly, and Yearly Meetings should not unduly prolong the services of officers and committee members nor give to one person many appointments. In following this policy of rotation in office, Friends can develop the talents of a wider range of members. All appointees hold their positions until their successors are appointed.

### **SECTION 3 – THE MEETING**

The Meeting is composed of resident and non-resident members and consists of the meeting for worship and meeting for business, including all the activities and organizations connected therewith.

#### **AT WORSHIP**

1. The meeting for worship is a fellowship of those who find it spiritually profitable to be associated in worship and service.

#### **AT BUSINESS**

2. The development of the process of spiritual enrichment involves certain organizational factors such as the activities of officers and committees, matters of finance, group concerns, and the determination of attitudes and policies on subjects of common public interest. For the care of such matters, a meeting for business consisting of the whole membership, known as the Monthly Meeting, convenes each month. For the care of spiritual interests and the promotion of consistent conduct among the members, each Monthly Meeting selects elders who, together with the pastor(s), are specifically charged with these responsibilities in the Meeting on Ministry and Counsel.

#### **NEW MEETINGS**

3. Friends should be encouraged to be on the alert for opportunities to extend their efforts into new fields of service. All such potential points of concern should be called to the attention of the Board on Church Extension of the Yearly Meeting. Local Meetings or Quarterly Meetings may be delegated the opportunity to foster and develop new fields under the general supervision of this board. When a group has reached an adequate standard of stability, the Yearly Meeting shall establish it as a Monthly Meeting.

## **CHAPTER II MEMBERSHIP**

### **SECTION 1 – BASIS OF MEMBERSHIP**

The Friends accept into membership applicants who make a profession of faith in the Lord Jesus Christ, whose lives testify to their union with Him, and who accept the doctrine of the Gospel as held by the Friends.

#### **ACTIVE**

1. Friends receive into active membership those whose faith in Christ as a personal Savior is manifest in their lives and who are in unity with the teachings of Christian truth as held by Friends.

#### **ASSOCIATE**

2. The children of members are automatically enrolled at birth as associate members. Where only one parent is a member, the children may be enrolled as associate members upon the request of that parent and with the

consent of the other. Such requests shall be made to the Meeting on Ministry and Counsel. Other children may be received into associate membership upon the recommendation of that body. Associate members should initiate active membership prior to age 21 at which time associate membership ceases.

If an associate member does not have the capacity to make a decision for active membership then associate membership may be retained indefinitely at the discretion of the local Ministry and Counsel and Monthly Meeting.

## **AFFILIATE**

3. Meetings of Iowa Yearly Meeting admit into affiliate membership members of other Friends Meetings who are residing temporarily within their limits. This is for the purpose of strengthening Christian fellowship and to offer such persons opportunity for service within the Church. This form of membership may also be extended to members of other denominations who make a profession of faith in the Lord Jesus Christ as Savior, whose lives testify to their union with Him, and who accept the doctrines of the Gospel as held by all evangelical denominations. Affiliate members shall not be given such responsible positions in the Meeting as clerks, elders, trustees, presidship of standing committees, or membership on the nominating committee. Affiliate members should not be included in statistical reports. Such membership automatically ceases when the affiliated member leaves the limits of the Meeting.

When members propose to sojourn temporarily at a distance, the Monthly Meeting may furnish them with letters of introduction to the Friends Meetings or other Christian bodies where they will reside. Such letters should indicate their membership and Christian standing, recommending them to those among whom they may come. Such letters shall not convey the rights of membership.

## **SECTION 2 – RULES OF MEMBERSHIP**

### **A. RECEPTION BY APPLICATION**

#### **APPLICATION**

1. Application for membership should be made in writing to the Monthly Meeting through the Meeting on Ministry and Counsel. Application forms may be provided by the Monthly Meeting, if desired.

#### **PREPARATION**

2. It shall be the duty of the pastor and the Meeting on Ministry and Counsel to instruct and guide applicants for membership in their search for truth, to ascertain whether they make a sincere profession of faith in Christ and accept the principles of Christianity as held by Friends, and whether they will share the financial obligations of the Meeting. They shall advise applicants that regularity in attendance and faithfulness in service are also obligations of membership. After hearing the report of the judgment of the

Meeting on Ministry and Counsel, the Monthly Meeting shall act upon all applications for membership.

### **RECOGNITION**

3. The clerk shall inform the applicants of the action of the Monthly Meeting within three days. If it has been favorable, a committee may be appointed to welcome them into membership. Recognition of their reception should be made at a regular meeting for worship so that all members may have an opportunity to extend a welcome. On this occasion, a certificate of membership may be presented to each new member. It should be understood that this certificate is not valid for transfer of membership to another Meeting or denomination. Public recognition of membership ought to be conducted without lengthy delay following Monthly Meeting action.

### **MINOR CHILDREN**

4. Parents and guardians, when applying for membership or when transferring from other denominations, may make request for the enrollment of minor children as associate members.

### **ASSOCIATE TO ACTIVE**

5. Children enrolled as associate members should be transferred to active membership when they have given satisfactory evidence of the acceptance of Jesus Christ as Savior, have accepted the principles of Christian truth as held by Friends, and have requested such transfer to active membership.

The enrollment of children as associate members is an expression of the conviction that children born into this fellowship rightfully possess a precious heritage. Children and youth have a peculiar interest in and claim upon the church, and it should earnestly seek their spiritual well-being and development. Friends, therefore, express the belief that, with proper encouragement and guidance from parents, teachers, ministers, and elders, their children and youth may be led to a voluntary acceptance of that relationship with Jesus Christ as set forth in this book of Discipline. Membership instruction should be given to all associate members as a prerequisite to active membership.

## **B. RECEPTION AND TRANSFER**

### **CHURCH LETTERS**

1. When an applicant for membership brings a letter of recommendation from another denomination, the Monthly Meeting may exercise its judgment in regard to receiving him/her on this recommendation. All certificates and letters should first be presented to the Meeting on Ministry and Counsel.

### **TRANSFER**

2. Members wishing to change their membership to another Monthly Meeting should request the Meeting to which they wish to transfer to consider their names. If the local Meeting approves through its Ministry and

Counsel, it shall then request a letter of transfer from the Monthly Meeting holding the membership of the requestee. The Meeting issuing the transfer should be promptly informed of the final action of the receiving Meeting.

**TRANSFER FROM DISCONTINUED MEETING**

3. Members (resident and non-resident) of a meeting being laid down have the responsibility of requesting that their membership be transferred to an existing monthly meeting of Iowa Yearly Meeting with the approval of the receiving Ministry and Counsel and Monthly Meeting. Membership may also be transferred to a church of a different denomination if so requested. If there is no request for transfer of membership within a year of the meeting being laid down, the membership will be dropped. Notification of this procedure shall be the responsibility of the Ministry and Counsel or Monthly Meeting being laid down. If the Ministry and Counsel or Monthly Meeting cannot fulfill this responsibility, the Yearly Meeting Ministry and Counsel Board will be responsible for this notification. The meeting being laid down will be responsible for providing the membership list to the Yearly Meeting Ministry and Counsel Board and to the Iowa Yearly Meeting Records Committee. (See also Chapter III, Section 5)

**MEMBERSHIP AT LARGE**

4. Membership at Large is an attempt to serve members of Iowa Yearly Meeting who may not have a local meeting available within a reasonable distance, as a result of a church being laid down or a church withdrawing from IAYM or because of residence change.

A written request for Membership at Large should be directed to the Iowa Yearly Meeting Ministry and Counsel Board for approval.

The Membership at Large is to be the sole membership for the individual and will be discontinued if the individual transfers to a Friends Monthly Meeting or joins another church.

**JOINING OTHER BODIES**

5. If a member in good standing wishes to unite with some other denomination, the Monthly Meeting may issue a letter of recommendation and send it to the designated church. Upon official acknowledgment of its receipt, his/her membership with Friends shall cease.

**RECORDS**

6. The acceptance and issuance of all certificates and letters shall be recorded in the minutes of the Monthly Meeting, and the list of members shall be changed accordingly. Removal certificates for ministers shall include a statement of their position.

## **C. CESSATION OF MEMBERSHIP**

### **RESIGNATION**

1. Resignation of membership shall be made to the Monthly Meeting in writing. The Monthly Meeting may exercise its discretion in accepting a resignation.

### **FORFEITURE**

2. When any member has united with another denomination without having requested a letter of recommendation, the Monthly Meeting, upon receipt of valid information, shall remove his/her name from its list of members and inform him/her of its action.

### **DISCONTINUANCE**

3. A member moving from the vicinity of his/her Monthly Meeting should keep in contact with his/her Meeting and contribute to its support. Monthly Meetings should correspond with their non-resident members at least annually. If no information has been, or can be received from a member for a period of three years, the Monthly Meeting should remove his/her name from its list of members and notify him/her of this action.

### **DISMISSAL**

4. When any active resident member habitually neglects attendance at his/her Meeting, fails to contribute to its support and is generally inactive in the work of Friends, the Monthly Meeting, after visitation, prayer and counsel, may remove his/her name from its list and inform him/her of this action.

### **DISOWNMENT**

5. Serious and repeated complaints about a member of the Meeting shall be dealt with at the discretion of the Meeting on Ministry and Counsel. It shall always deal with those in error in a spirit of love and tenderness, endeavoring to restore such ones to the fellowship of Christ and the Meeting.

If the Meeting on Ministry and Counsel fails to realize this restoration after prolonged endeavor, it may recommend to the Monthly Meeting a minute of disownment. In turn, the Monthly Meeting may appoint a committee for further investigation. The presentation of a disownment minute may be made at a regular Monthly Meeting for business, but cannot be acted upon by the body sooner than the next regular Monthly Meeting for business. When the Monthly Meeting has made a decision, the person or persons recommended for disownment must be informed as soon as feasible by an officer of the Meeting. If such person or persons are dissatisfied with the action taken, an appeal may be made to the Yearly Meeting Ministry and Counsel Body of Representatives.

## **CHAPTER III MONTHLY MEETINGS**

### **SECTION 1 – ORGANIZATION AND FUNCTIONS**

#### **ORGANIZED**

1. A Monthly Meeting is duly organized for the transaction of business when it has been established by the Yearly Meeting and has appointed a clerk or clerks to present its business and record its action.

#### **APPOINTMENT OF OFFICERS**

2. The Monthly Meeting shall appoint a Presiding Clerk and a Recording Clerk, except that, in a small Meeting, one clerk may be sufficient. It shall be the duty of the Presiding Clerk to see that the business is properly presented to the Meeting for its consideration, to determine the sense of the Meeting, to announce decisions when made, and to sign documents on behalf of the Monthly Meeting. The Recording Clerk shall keep an accurate set of minutes, showing all matters brought to the attention of the Meeting and the actions taken. These shall be kept in permanent form in a minute book after they have been approved by the Meeting. The minutes of each meeting must be signed by the clerk and dated correctly. The Recording Clerk may also act as correspondent and as recorder for the Meeting. The recorder shall keep a correct record of all matters pertaining to membership, such as births, marriages, and deaths; members joining by application, transfers of associate members to active membership, and transfers of members to and from other Meetings and denominations. A larger Meeting may wish to delegate the keeping of the official membership roll to a specially appointed person.

#### **STATISTICAL SECRETARY**

3. The Recording Clerk of a Monthly Meeting shall be made Statistical Secretary, to have charge of collecting all statistics and reports, the forms for which shall be supplied through the Yearly Meeting Statistical Secretary, and forwarded according to instruction, after Monthly Meeting approval, to the proper persons.

#### **DUTIES AND RESPONSIBILITIES**

4. A Monthly Meeting is a regular organization of one or more congregations and consists of all persons who are recorded upon its list of members. It is charged with the administration of the affairs of the Meeting and has authority to receive, transfer and dismiss members; to deal with offenders, to grant appeals, to consider and act upon all questions affecting the membership; to hold and administer real estate and other property for the use of the Meeting, and to adopt and carry out measures for the improvement of the spiritual interests of the body. It should meet monthly for the transaction of business and establish a quorum which cannot be set below eight active members for a Meeting with a total of 100 members or less, or below twelve active members for all others. Each active member has the

right and obligation to participate in the business and work of the Monthly Meeting.

### **SPECIAL SESSIONS**

5. Special meetings of the Monthly Meeting may be called by the Presiding Clerk upon the request of three members. Notice shall be given to the congregation at least three days prior to the date of holding the special meeting; it shall name the business to be considered and the persons calling for the special meeting. No business may be acted on at a special meeting other than that for which it was called.

## **SECTION 2 – THE MEETING STRUCTURE**

### **NOMINATING COMMITTEE**

1. The Monthly Meeting shall appoint a Nominating Committee which shall function throughout the year. Care should be taken that this committee shall represent all the interests of the Monthly Meeting. It shall make nominations for officers, committees, and representatives as directed by the Monthly Meeting. It should consult with the proposed nominees before presenting their names to the Monthly Meeting for appointment. The functioning of a Nominating Committee shall not abridge the right of any member to suggest additional nominations in the sessions of the Monthly Meeting. The Monthly Meeting shall direct the method of selecting the presiders of the trustees and committees annually.

Monthly Meeting officers, representatives to Yearly Meeting bodies, and persons appointed to policy-making committees of a Monthly Meeting should be active members of the Meeting. These committees include the Nominating Committee, Ministry and Counsel, Christian Education, Christian Social Concerns, Missions, Stewardship, Trustees, and Young Friends.

### **STEWARDSHIP COMMITTEE**

2. The Monthly Meeting shall appoint a Stewardship Committee to promote, encourage and lead the membership into a selfless dedication to the work of Christ's Kingdom. This body shall have the responsibility to prepare an annual budget for the consideration of the local Meeting. They shall also be responsible to function in the capacity of raising Monthly Meeting approved funds by acceptable methods and shall be consulted for advice and recommendation in matters of finance pertaining to the Meeting. This committee shall be composed of not less than three members serving three-year staggered terms.

### **TREASURER**

3. The Stewardship Committee shall annually recommend to the Monthly Meeting a person to serve as Treasurer. This appointee shall receive and dispense funds in accordance with the policy and direction of the Meeting. The Treasurer shall keep an accurate account of all funds in his/her care and give a complete report to the Monthly Meeting at the close of the



fiscal year. Monthly reports should also be given according to the request of the Meeting. The Treasurer's books shall be audited annually by a committee appointed by the Monthly Meeting. One person may not serve for more than six consecutive appointments. The Treasurer shall be an ex officio member of the Stewardship committee.

## **TRUSTEES**

4. Each Monthly Meeting shall appoint three or more of its members to serve as a Board of Trustees for three-year staggered terms. It shall be the duty of the Trustees to manage all real estate and personal property belonging to the Meeting, to see that it is kept in proper repair, guard it from improper use, and keep all deeds legally recorded. Trustees are to preserve all important records and documents and make an annual report to the Monthly Meeting. Where Monthly Meetings are incorporated under the state laws, their property will necessarily be held and administered in accordance therewith. The Trustees are subject to the authority of the Monthly Meetings. Local Meetings ought to adopt a policy to allow Trustees to act within limited bounds of the budget for repair and upkeep of property to avoid continual minor detail requests to the Monthly Meeting. All major projects concerning the property of the Meeting are subject to the approval and discretion of the Monthly Meeting.

## **OTHER COMMITTEES**

5. Each Monthly Meeting should appoint committees which correspond to the departments of the Yearly Meeting. The number serving in these capacities will be determined by the size and needs of the local Meeting. Committees corresponding to the Yearly Meeting boards will be (1) Christian Education; (2) Missions; (3) Christian Social Concerns; and (4) Youth/Young Adult Ministry. Descriptions of the committees will be found in Chapter VII on Departments of Work. Other committees may be appointed as deemed advisable and needed.

Most Meetings will desire to appoint a Music Committee and a Literature-Library Committee, both of which should work in cooperation with the Meeting on Ministry and Counsel.

## **AUXILIARY ORGANIZATIONS**

6. All auxiliary organizations of the local Meeting should be organized to enable the membership to express concern in various areas of ministry. Such groups must be organized with the permission of the Monthly Meeting and are thus responsible to the Monthly Meeting for cooperative effort and direction. Annual written reports should be given to the Monthly Meeting.

These auxiliary organizations may include Quaker Men's groups, United Society of Friends Women, and others as desired by the Meeting.

## **REPORTS**

7. Each Monthly Meeting shall hold an annual business meeting before June 30 at which time all committees of the meeting except Stewardship should give their annual reports. The Treasurer's annual report shall be given

as soon as possible after the close of the financial year, which is December 31. Consideration shall be given to the plans and programs of the year ahead.

## **SECTION 3 – MEETING ON MINISTRY AND COUNSEL**

### **ORGANIZATION AND MEMBERSHIP**

1. The appointed elders and pastor(s) of the local Meeting shall constitute the Meeting on Ministry and Counsel. It shall be subject to the Monthly Meeting and concern itself with matters of business as outlined in this book on Discipline.

The Meeting on Ministry and Counsel shall annually select one or more members of this body to serve as clerks to preside and keep written records of proceedings. The Ministry and Counsel year shall begin on each July 1. Ministry and Counsel bodies may wish to organize their members into committees on membership, worship, and pastoral service.

### **TIME OF MEETINGS**

2. The Meeting on Ministry and Counsel shall hold regular sessions, preferably each month. The clerk may call a special meeting on the written request of three members with a statement of purpose. All members shall be given adequate notice of the special meeting.

### **DUTIES**

3. It shall be the duty of this body to have general care of the spiritual welfare and religious work of the congregation, to be watchful of the interests of the non-resident and the non-attending members, to see that attenders of the Meeting and their families are visited, to extend special care to those attenders who are not members, and to invite them to join in membership when they are prepared. Watchful care should be extended to see that associate members are nurtured in the Christian life and that they are encouraged to become active members as soon as they are ready for such membership.

This body shall have the oversight of the ministry. It shall make recommendations to the Monthly Meeting concerning pastoral arrangements. This body shall give prayerful support to their pastor and work cooperatively in mutual counsel.

This body carries the initiative for the local Meeting outreach through vocal evangelism in meetings for worship and visitation evangelism in the community. It is the opportunity of this body to create the forward thrust of ministry through organized programs and services for the local church.

This body shall cooperate with the Yearly Meeting on Ministry and Counsel.

### **PASTORAL COMMITTEE**

4. The Meeting on Ministry and Counsel of each congregation constitutes its pastoral committee. The Monthly Meeting may, if desired, appoint not more than three additional members to meet with the Ministry and Counsel body when arrangements are underway for obtaining a new

pastor. Directions for calling a pastor will be found in Chapter IV under Section 5 on Pastoral Service.

### **SPIRITUAL CONDITION OF MEETING**

5. The Meeting on Ministry and Counsel shall prayerfully prepare a report on the spiritual condition of the Monthly Meeting each year. It shall submit this report to the June Monthly Meeting for approval. Upon approval, it shall be sent to the Presiding Clerk of the Yearly Meeting on Ministry and Counsel.

This report shall be objective, searching and spiritually honest. The report should reflect the working of God's Spirit within the congregation by mention of public commitments and witness, participation in worship, spiritual life meetings, prayer exercises, small group developments, training courses, Biblical studies, visitation, and other programs of spiritual endeavor.

The general spiritual climate should be ascertained among the membership in meetings for worship and fellowship. The unity of purpose, workmanship, and goals should be given discrete insight. It should discern and report the relationship of the members as to the degree of appreciation, cooperative spirit, and love for one another.

### **MEMORIALS**

6. Meetings on Ministry and Counsel are to prepare memorials for deceased members of their local Meetings who have in their judgment made an outstanding spiritual contribution to the church and who have served faithfully in places of leadership. These memorials are to be presented to the Monthly Meeting for approval and then sent on to the Yearly Meeting on Ministry and Counsel. Monthly Meeting minutes shall include the full script of all approved memorials.

### **APPOINTMENT OF ELDERS**

7. The Nominating Committee of the Monthly Meeting shall nominate persons who, in their judgment, possess or may develop the capacities qualifying them for the responsible position of elder to the Monthly Meeting each year not later than June. Each Meeting shall appoint at least six and not more than twelve persons to serve as elders for the three-year terms with one-third of the number being appointed each year. Terms shall begin on July 1.

Without sacrificing efficiency, attention should be given to providing rotation in office as a means by which other Friends with gifts may know these responsibilities of Meeting leadership. It is suggested that no elder serve more than two successive terms.

### **QUALIFICATIONS FOR ELDERS**

8. Elders should be mature Christians of proven dedication and possess spiritual discernment for the proper performance of their duties. They should also have a good understanding of the Scriptures, a clear concept of the mission of the church, and a knowledge of the work and purpose of Friends.

An elder's leadership will be of great value as he/she shows an ability of sound spiritual judgment, a concern for the ministry, and a deep understanding of people.

**REPRESENTATIVES**

9. The Meeting on Ministry and Counsel shall appoint a Representative or Representatives to the Yearly Meeting Ministry and Counsel Body of Representatives on the basis of one for each fifty active resident members or fraction thereof. Alternates should also be appointed. This appointment shall be made no later than June and shall be approved by their Monthly Meeting, then reported to the Presiding Clerk of the Yearly Meeting on Ministry and Counsel. Such appointments shall serve for two year terms beginning July 1. (See Chapter VI, Section 6)

**SECTION 4--INSTRUCTIONS TO MONTHLY MEETINGS**

**REPRESENTATIVES**

1. One Representative for every fifty resident active members or fraction thereof shall be appointed in the June Monthly Meeting to serve on the Yearly Meeting general Body of Representatives. Such person or persons, including alternates, shall serve two-year terms. Representatives shall report to the Monthly Meeting following meetings of the general Body of Representatives.

**FUNDS TO YEARLY MEETING**

2. Monthly Meetings should send contributions directly to the Yearly Meeting Office. These transactions are supervised by the Iowa Yearly Meeting Treasurer. Communications of concern and petition may also be sent directly to the Yearly Meeting Office.

**QUERIES**

3. The Queries should be read at least three times annually in some public meeting allowing sufficient time for personal examination and meditation. (See Queries in Bylaws)

**RECORDS**

4. Care is urged that all minutes of the Meeting on Ministry and Counsel and of the Monthly Meeting be properly dated and preserved in books of form approved by the Yearly Meeting. When minute books are filled or cease to be used, they should be filed in the Yearly Meeting fireproof vault for safekeeping.

**SECTION 5 – DISCONTINUANCE OR CHANGE IN A MONTHLY MEETING**

**CHANGE IN ORGANIZATIONAL STATUS**

1. Over the course of time the constituent members of a Monthly Meeting may find it desirable to seek a change in their organizational status.

Loss of membership or other pressures may cause the local group to prayerfully consider merging with a neighboring Friends group or the discontinuance of the meeting. It is recommended that the local meeting seek counsel and support from the Yearly Meeting.

The Board on Church Extension can assist the local meeting with activities to nurture and build up the community. The Ministry and Counsel of Iowa Yearly Meeting can offer assistance with conflict resolution. The Iowa Yearly Meeting Trustees can offer counsel regarding legal and financial matters.

If it becomes desirable in the judgment of the constituent members of any meeting to discontinue or unite with another, the request should be laid before the larger meeting with which it is associated. For example, a Monthly Meeting will not discontinue or suspend its meetings without first consulting the Yearly Meeting. The Yearly Meeting will take the request into consideration and appoint a committee to work with the local meeting.

### **ASSETS OF A DISCONTINUED MEETING**

2. When a Monthly Meeting or other meeting for worship is discontinued, the assets belonging to the meeting will be vested in Iowa Yearly Meeting, except when otherwise determined by deed or other legal restriction. Such property is to be used for the specific purpose of the advancement and extension of the Yearly Meeting as recommended by the Iowa Yearly Meeting Board of Trustees. All other assets held from such discontinued meetings shall be administered as far as possible in accordance with the directions of the original donors or the direction of the Monthly Meeting. Iowa Yearly Meeting of Friends recognizes the value and role of each of our local congregations. It is not the desire of the Yearly Meeting to accumulate the assets of the discontinued meetings, but rather to be responsible to the original donors and mindful of the requirements of our non-profit church status. (See Chapter VI, Section 2, Trustees)

### **NEWLY MERGED MEETINGS**

3. Newly merged congregations will be considered one single Monthly Meeting and will have representation as such.

### **RECORDS OF A DISCONTINUED MEETING**

4. All records of a discontinued meeting will be deposited in the archives of Iowa Yearly Meeting.

### **PROCEDURE FOR MEETING CLOSURE**

5. The following steps should be taken for meeting closure:

a. A written request will be sent to the Yearly Meeting Superintendent.

b. The Yearly Meeting Superintendent will notify the Yearly Meeting Clerks of Ministry and Counsel, Trustees, Church Extension and General Body of Representatives.

c. The aforementioned clerks will facilitate the actions of each of their respective boards to work with the local meeting to attend to the following matters:

- 1) Date of final service.
- 2) Trustees - resolution of financial obligations (mortgage, salaries, etc.), collection and disbursement of assets.
- 3) Ministry and Counsel - identification and transfer of membership; collection of records for transfer to the Yearly Meeting archives.
- 4) Final minute entered into minutes of meeting regarding the resolution of the aforementioned items.

## **CHAPTER IV THE MINISTRY**

### **SECTION 1 – CONCEPT OF MINISTRY**

#### **THE SPECTRUM OF SPIRITUAL GIFTS**

1. Friends believe in the universal priesthood of believers who have a diversity of gifts and callings with a ministry for each one to render accordingly.

The Apostle Paul devoted much time to instruction regarding spiritual gifts and the gifts of the Spirit. He says "Now concerning spiritual gifts, brethren, I do not want you to be uninformed . . . there are varieties of gifts, but the same Spirit: and there are varieties of service, but the same Lord: and there are varieties of working, but it is the same God who inspires them all in every one. To one is given through the Spirit the utterance of wisdom, and to another the utterance of knowledge according to the same Spirit, to another faith by the same Spirit, to another gifts of healing by the one Spirit" (I Corinthians 12:1, 4-6, 8, 9 *Revised Standard Version*).

Paul is saying that the Holy Spirit endows all Christian believers with specific gifts of which preaching, teaching, healing, and other gifts of service are bestowed so that the Church is a ministering body. When all members give the proper exercise of these gifts, the promotion of God's business will prosper.

#### **GIFTS FOR LEADERSHIP**

2. The Society of Friends recognizes persons with gifts of leadership in ministry who have been called of God to serve, for example as pastors, missionaries, evangelists and teachers. The church recognizes these gifts of ministry in individuals and may record them as ministers of the Gospel. Friends believe that ministers are ordained of God and recorded by the Church.

It is the mission and business of the Church to provide for the exercise and development of gifts bestowed by the Holy Spirit. At the same time, it is to be remembered that He who calls and bestows the gifts will empower, lead, and equip these persons for Christian service.

### **SECTION 2 – RECORDING OF MINISTERS**

#### **STEP 1: INITIATING A RECORDING**

1. The local Meeting on Ministry and Counsel shall initiate the first step in the recording of a person as a minister of the Gospel of Jesus Christ. After a minimum of one year of ministry observed by the sponsoring meeting, the local meeting on Ministry and Counsel may initiate the first step for recording.

When a member of the local Meeting shall give evidence of a call from God to devote his or her life to the ministry of the Word, the Meeting on Ministry and Counsel shall give prayerful consideration to the matter. This

body shall be wise in the discernment of a gift of ministry, the determination of purpose, the spiritual experience, the steps of preparation and the experience in ministry that this person seems to have currently attained. It shall give attention to the manner of life, the maintaining of the highest standards of living through traditional Friends testimonies of peace, simplicity, truth-speaking, gender equality, racial equality, personal integrity, celibacy in singleness or fidelity in marriage. The minister shall also abstain from the practice of homosexual acts, pagan religions and the occult because all of these are incompatible with Christian teachings as understood by Iowa Yearly Meeting of Friends. If the elders recognize the gift of ministry and a corresponding response in the development and use of this gift in the life of the person under consideration, they shall prepare a recommendation that he/she be recorded as a minister of the Gospel.

## **STEP 2: APPROVAL BY THE MONTHLY MEETING**

2. This recommendation should first go to the Monthly Meeting for consideration. A committee of three shall be appointed to consult and counsel with the person recommended for recording as to his/her call and fitness. The committee shall request that the Questions to Ministers (see Bylaws) be answered fully in writing, giving reason(s) for each answer. After sufficient consultation and prayerful deliberation, the committee shall report to the Monthly Meeting.

If the Monthly Meeting voices serious reservation about this recording, the recommendation from its Meeting on Ministry and Counsel shall be dropped at least for the present. If the Monthly Meeting approves the recommendation, it shall forward such to the Yearly Meeting Board on Ministry and Counsel. The recommendation should be signed by the clerk of the local Meeting on Ministry and Counsel and by the Presiding Clerk of the Monthly Meeting, and accompanied with the written answers to the Questions to Ministers. Refer to the Training and Recording Manual in the Yearly Meeting office that is maintained by the Board on Ministry and Counsel.

## **STEP 3: YEARLY MEETING BOARD ON MINISTRY AND COUNSEL**

3. The Board on Ministry and Counsel shall fulfill the duties of the training and recording of ministers. If this board desires, it may prayerfully appoint a committee to carry out the functional duties of training and recording which shall work under the direction of the board as a whole.

The Yearly Meeting Board on Ministry and Counsel will receive properly signed recommendations for recordings from local meetings. The Ministry and Counsel Board will act on the recommendation and if approved, will refer the candidate's name to the Training and Recording Committee, and also to the Ministry and Counsel Body of Representatives. The Ministry and Counsel Body of Representatives will consider the referral at the first available meeting at which time the candidate will be expected to give a personal testimony.



It will be the duty of this body to initiate and continue personal contact with each person recommended for recording until such a one is referred back to the Ministry and Counsel Body of Representatives with a recommendation to record as a minister or to discontinue consideration.

All candidates for recording will be expected to have completed studies on the Iowa Yearly Meeting Discipline, Christian doctrines, church history, Biblical studies, the history and doctrines of Friends, and Christianity and social concerns. If these areas have not been adequately considered in formal education, the board shall outline the needed studies for a candidate to complete. A college degree would be desirable as a minimal academic requirement with a preference for further preparation in graduate seminary work.

A candidate shall not be recommended by the board for recording until he or she has had at least two years of experience in practical ministry among Friends. Such a person must show an ability and aptitude for ministry to the spiritual needs of all people. This person should also show dedication to a call for a continued lifetime ministry. When serious reservations arise regarding these significant areas of concern, the board should be reluctant to recommend recording. If a person does not show appreciable progress (a minimum of two reports per year, one per six months) over a four-year period of time, the request for recording shall be returned to the sponsoring Monthly Meeting, unless an extension is recommended by the Board on Ministry and Counsel.

This board shall give a report to the Ministry and Counsel Body of Representatives listing persons continued under its care.

#### **STEP 4: COMPLETED PREPARATION**

4. When the board is satisfied that a candidate is qualified in preparation, manner of life, and maturity of attitude, a communication shall be sent to the Ministry and Counsel Body of Representatives recommending that he/she be recorded as a minister of the Gospel.

#### **STEP 5: FINAL APPROVAL**

5. If the Ministry and Counsel Body of Representatives concurs with the recommendation from the Board on Ministry and Counsel, final recommendation shall be made to the general Body of Representatives. When this body favors the action recommended, it shall prepare a minute of recording officially recognizing this person as a minister of the Gospel in the Religious Society of Friends. A copy of this minute shall be sent to the local Meeting where the recording originated and to where the candidate has membership. A copy of the minute shall also be sent to the newly recorded minister.

#### **PUBLIC RECOGNITION SERVICE**

6. A public recognition service should be conducted at annual sessions of the Yearly Meeting for all newly recorded ministers. The clerk of the Yearly Meeting on Ministry and Counsel and the Yearly Meeting General

Superintendent shall conduct this service and present at that time a certificate of recording to each newly recorded minister.

**CERTIFICATE OF MINISTERIAL STANDING**

7. The Yearly Meeting authorizes the General Superintendent to issue a certificate, granting privilege of performing marriages and any other rights to clergy by which he/she may be benefited, to a candidate for recording when the name has been placed in the care of the Board on Ministry and Counsel or to a person who had been officially called and is serving as a pastor of a local Friends meeting. Such certificates may be issued annually or for the term of pastoral service should it be less than a year.

**DISAPPROVAL**

8. When a proposition to record a member as a minister is disapproved, the body taking this action shall so inform the Monthly Meeting where the proposition originated.

**SECTION 3 – SUSPENDING, RESCINDING, RESTORING A RECORDING**

**ACTION INITIATED**

1. In the event a recorded minister appears to have abused his/her gift and usefulness in the ministry, his/her recording can be suspended or rescinded. Action to this end may originate from the local Meeting on Ministry and Counsel of which the minister is a member or from the Yearly Meeting Board on Ministry and Counsel. The decision shall rest with the action taken by the Yearly Meeting on Ministry and Counsel Body of Representatives followed by an approval of the general Body of Representatives.

**REASONS FOR SUSPENDING AND/OR RESCINDING**

2. The grounds for suspending and/or rescinding a recording are as follows: (a) If a minister fails to carry out his/her ministerial duties and responsibilities in harmony with the principles and provisions as recorded in this Discipline; (b) if a minister shall teach or practice doctrines contrary to those outlined in this book of Discipline or if the minister has abused the practice of ministry; (c) if a minister has become involved in immoral practices including idolatry, greed, financial mismanagement, murder, robbery, drunkenness, quarreling, slander, and physical, sexual or emotional abuse, marital infidelity, promiscuity, homosexual practice or sexual perversion in any form, pornography, non-medicinal drug usage, the practice of the occult, witchcraft, Satanism or pagan religions; or (d) if a minister no longer demonstrates a desire to do the work of the ministry.

**SUSPENSION**

3. In the event that action for suspension has been initiated by the Monthly Meeting or the Yearly Meeting Board on Ministry and Counsel, the Yearly Meeting Superintendent shall review the matter determining if there

is just cause. If so, the Superintendent shall act with the Training and Recording Committee to issue an immediate suspension of that minister's recording certificate. The Monthly Meeting where the minister presently serves shall be notified. The suspension will become formal at the next Yearly Meeting Board on Ministry and Counsel meeting.

The minister will have one year from the time of formal suspension in which a process of restoration must begin or the Yearly Meeting Board on Ministry and Counsel shall forward the recommendation that the recording be rescinded to the Yearly Meeting Ministry and Counsel Body of Representatives.

## **RESTORATION**

"Brothers, if someone is caught in a sin, you who are spiritual should restore him gently" (Galatians 6:1 New International Version).

4. Several things would seem important in any restoration process: (a) Some gifted members of the Monthly Meeting Ministry and Counsel Committee should attempt a process of restoration; (b) The Yearly Meeting Board on Ministry and Counsel shall appoint an oversight committee of three persons to counsel with the minister toward restoration and to be available as needed to the Monthly Meeting for its restoration. The overseers should be working with the minister on his/her personal goal-setting, prayer-life, and deep reflection on life in spirit and truth; (c) The minister must seek repentance and begin a self-evaluation process including counseling with an appropriate counselor approved by the Iowa Yearly Meeting Board on Ministry and Counsel.

The Training and Recording Committee, the Superintendent, the Oversight Committee, and the Monthly Meeting should determine whether a recommendation will be made to the Yearly Meeting Board on Ministry and Counsel to restore this minister as a Recorded Minister or to rescind the minister's recording.

## **RIGHT OF DEFENSE**

5. Before the rescinding of a minister's recording is recommended, the minister will be given a hearing for defense before a committee of five persons appointed by the Yearly Meeting Board on Ministry and Counsel. When the findings of the committee are presented before the Yearly Meeting Board on Ministry and Counsel for consideration, the minister cannot be present. If action is taken at the local Meeting on Ministry and Counsel, the minister will not be permitted to sit with this body while the case is being reviewed. Before a decision is made, however, the minister shall be given opportunity to speak and then be asked to retire while the body deliberates his/her status.

When a local Meeting on Ministry and Counsel decides that the recording of a minister who is a member of its Meeting should be rescinded, it shall recommend such to the Monthly Meeting. If the Monthly Meeting concurs, it shall forward the recommendation to the Yearly Meeting Board on Ministry and Counsel who shall proceed with the above course of action.

When a final decision has been made regarding the right of recording, the minister involved and the Meeting where membership is held shall be so informed, and the action shall be noted in that minister's file in the Yearly Meeting office.

## **SECTION 4 – TRANSFERRING MINISTERIAL STANDING**

### **WITHIN THE YEARLY MEETING**

1. When a minister requests the transfer of his/her membership to another Meeting of the Yearly Meeting, the local Meeting receiving the request shall be careful to note his/her transfer as a minister of the Gospel.

### **FROM OTHER YEARLY MEETINGS**

2. The standing as a minister is transferable with a certificate of membership from one Yearly Meeting to another. A minister involved in such a transfer to Iowa Yearly Meeting should be in accord with the doctrines and subscribe to the rules and regulations which are found in this book of Discipline.

Upon transfer from another Yearly Meeting, if the person is desiring to serve in Iowa Yearly Meeting, the person shall present a valid letter of transfer of recording from the Yearly Meeting to the General Superintendent of Iowa Yearly Meeting and be entered into the records of Iowa Yearly Meeting Ministry and Counsel and into the minutes of the Yearly Meeting. A person leaving the Yearly Meeting shall secure a valid letter of transfer of recording to be presented to another Yearly Meeting.

### **FROM OTHER DENOMINATIONS**

3. A minister of another denomination, whose views are in accord with Iowa Yearly Meeting and who subscribes to Friends principles and practices as found in this book of Discipline, and who has the proper credentials to show ministerial standing, may assume pastoral duties when approved by the local Meeting on Ministry and Counsel of which he/she has been asked to serve. He/She shall then be given a tentative standing as a minister when he/she joins in membership with the Meeting. After one year of ministry observed by the local Ministry and Counsel, he/she may start the recording process.

## **SECTION 5 – PASTORAL SERVICE**

### **PASTORAL YEAR**

1. The pastoral year shall commence on July 1 with all calls and termination of service conforming under ordinary circumstances.

### **NOTICE OF CHANGE**

2. When a pastor or a Meeting desires to terminate pastoral service, notice should be given at least four months previous to the close of the pastoral year. Pastors desiring to seek a new field of ministry should consult with the Yearly Meeting General Superintendent.

## **CALLING PASTORS**

3. When the Monthly Meeting finds itself in need of a pastor, it shall direct the Meeting on Ministry and Counsel to proceed in seeking such leadership. This body shall consult the General Superintendent of Iowa Yearly Meeting for assistance in obtaining suitable leadership for their Meeting.

When the Meeting on Ministry and Counsel has found a prospective pastor to its satisfaction, a recommendation with the specifications of a call shall be made to the Monthly Meeting asking for a call to be extended to this prospective pastor. If the Monthly Meeting concurs, it shall send a written call to the prospective pastor stating the terms of the proposed service including the length of call, financial support for the first year, housing arrangements, health insurance, vacation time, retirement or social security participation, travel allowance, sick leave, and any other terms which the Meeting desires to be stated.

## **PASTOR'S SUPPORT**

4. The Meeting should give consideration to a sufficient support for the pastor so that he/she can be free to render unhindered service. When calling a pastor initially, the Meeting on Ministry and Counsel and the Stewardship Committee should work in conjunction to provide a salary recommendation to the Monthly Meeting. Each local meeting shall be responsible to see that the pastor and family are adequately covered by health insurance. The salary should be reviewed each year by the Stewardship Committee.

## **LENGTH OF CALL**

5. Pastoral calls are classified in three categories. There is the one-year call, the multi-year call usually consisting of three years, and the indeterminate call. The three-year call should include the privilege of either party to terminate the relationship with sufficient notice during the period of time. The indeterminate call projects a continuing relationship between the pastor and the Meeting until one or the other party indicates a desire to change.

Meetings are encouraged to extend three-year calls for the sake of continuity of leadership and more stability in the program of the church.

## **SERVICE TO THE MEETING**

6. The pastor shall serve under the guidance and counsel of the Meeting on Ministry and Counsel. He/She shall keep this body informed as to his/her services and activities in behalf of the church and serve as an ex officio member of all committees. As the pastor has opportunity to render service elsewhere or there is need to be away from the work of the Meeting for some other reason, this matter should be clearly understood by the Meeting on Ministry and Counsel.

The pastor should be careful to give vital spiritual leadership, present well-prepared Gospel messages, counsel those with needs, keep the membership informed, coordinate the programs of the church, and direct the

congregation toward fulfilling the mission of the church. He/She shall be a shepherd who leads and listens.

It is expected that the pastor be released from all regular church responsibilities one day each week. When an adequate salary is not being paid to the pastor, he/she should be given the privilege of sharing his/her ministry with another Meeting in the proximity. If another pastorate is not available, he/she shall be released to supplement his/her income by some other means.

## **PERFORMING MARRIAGES**

7. Recorded ministers and pastors holding temporary certificates have the legal right to perform marriages. Due care should be exercised to observe all legal requirements as set by the state in which the marriage is solemnized. It shall be the endeavor of the officiating minister to make the exchange of wedding vows a sacred occasion.

## **DISCRETION**

(a) The Friends minister is advised to be discreet when requested to perform a wedding ceremony to be careful that all legal and moral requirements have been observed. When previous marriages and divorces are involved, the minister must use discernment as to the circumstances of ethical conduct. He/She should not consent to marry any couple where conformity with Biblical directives is in serious doubt.

## **COUNSELING**

(b) When a couple indicates to a minister their desire to be married, arrangements shall be made for an adequate number of counseling sessions previous to the wedding date.

## **CEREMONIES**

(c) A wedding ceremony shall be used in the conducting of a wedding service which is in keeping with the sacred concept of marriage as held by Friends. A suggested ceremony will be found in the Appendix of this Discipline.

## **PASTORAL BENEFITS**

8. After retirement due to illness or disability, any recorded minister may be given consideration as to his/her financial needs. This matter should be referred to the Committee on Retired Ministers and Missionaries.

## **PASTORAL SABBATICAL**

9. A sabbatical of 6 to 12 weeks may be offered to the pastor anytime after 5 years of continuous pastoral service to one Monthly Meeting. In addition, the pastor may be given the option of taking 2 weeks of accrued vacation time immediately before or after the sabbatical. Any subsequent sabbatical may be offered after each 5 years of additional service to a meeting. Arrangements for a sabbatical should be worked out to the mutual satisfaction of the meeting and the pastor.

During the sabbatical the pastor’s salary and benefits continue to be paid as usual. Interim leadership and their compensation may be mutually determined by the local meeting Ministry and Counsel and Stewardship Committees and approved by the Monthly Meeting. Local meetings should give careful attention to budgeting ahead for this ministry.

The pastor and meeting should mutually agree on goals for the sabbatical and the pastor should submit a plan in writing for the use of time during the sabbatical. A record of duties and responsibilities usually performed by the pastor should be submitted to Ministry and Counsel who will assume primary leadership in making arrangements to fulfill the pastoral duties.

Shortly after the completion of the sabbatical a retreat/conference for pastor and congregation to share their respective journeys and renewed vision is encouraged. At least a one-year future commitment of pastoral service to the meeting is recommended

**SECTION 6 – MINUTES FOR SERVICE**

**MINUTE GRANTED**

1. When a Friend of Iowa Yearly Meeting believes that he/she is called of God to service beyond the limits of the Yearly Meeting, he/she shall present his/her concern to the Monthly Meeting of which he/she is a member. If this Meeting concurs, it shall transmit a written statement of the nature and field of the proposed service, together with an expression of concurrence therein, to the Clerk of the Board on Ministry and Counsel of the Yearly Meeting. If this board approves, it shall grant a minute for service in accordance with the approved request or, if time is at an essence, the clerks may act on behalf of the board.

**MINUTE RETURNED**

2. All minutes shall be returned to the body granting them following the performance of the intended ministry.





## **CHAPTER V QUARTERLY MEETING**

### **SECTION 1 – ORGANIZATION AND FUNCTIONS**

#### **MEMBERSHIP**

1. A Quarterly Meeting consists of the members of the Monthly Meetings within its limits.

#### **PURPOSE**

2. A Quarterly Meeting constitutes a regional group of Monthly Meetings that meet on a voluntary basis for the purpose of Christian fellowship, spiritual enrichment and encouragement. It also provides an opportunity to strengthen loyalties among Friends.

#### **OFFICERS**

3. Officers shall consist of a Presiding Clerk, Recording Clerk, and a Treasurer.

#### **DUTIES OF OFFICERS**

a) The Presiding Clerk shall preside at business sessions conducted for the Quarterly Meeting.

b) The Recording Clerk shall keep an accurate account of all business transacted by the Quarterly Meeting. This clerk shall also serve as correspondent for the Quarterly Meeting. He/She shall report to the Yearly Meeting office the officers and the dates of Quarterly Meeting sessions for the year ahead.

c) The Treasurer shall receive and dispense funds as directed by the Quarterly Meeting. He/She shall give an annual report to the Quarterly Meeting of all funds handled and report at other times through the year as requested by the Quarterly Meeting.

#### **THE PROGRAM COMMITTEE**

4. The Program Committee shall be constituted of the pastor and other members from the host Monthly Meeting. A list of speakers from which to choose may be supplied by the Quarterly Meeting business session. The host meeting shall contact and arrange for the speaker and make any other arrangements as needed.

#### **DUTIES**

a) The Program Committee shall be responsible for programming Quarterly Meeting sessions. This body may assign to various individuals or groups responsibility in program development for specific sessions. Workshops, conferences, schools, revivals, retreats, and any other helpful approach may be used.

b) It shall recommend to the Quarterly Meeting business body the general formats of Quarterly Meeting sessions.

c) This committee shall also be responsible to promote interest in Quarterly Meeting sessions and see that the membership is fully informed as to the date, time, and content of the immediate planned sessions. It is the privilege of the committee to assign this important task to other capable persons if desired.

### **NOMINATING COMMITTEE**

5. Any active Quarterly Meeting shall appoint a Nominating Committee annually. From three to five members may be selected to constitute this committee. They shall annually nominate worthy persons to serve as Presiding Clerk, Recording Clerk, and Treasurer. These shall be nominated to the Quarterly Meeting previous to July 1 when their term of office commences.

### **CONDUCT OF BUSINESS**

6. The Quarterly Meeting may give consideration to matters of business to the extent of its desire and need. The Quarterly Meeting is encouraged to conduct the business which concerns it in an effective and punctual manner. Quarterly Meeting organizational structure may be ignored when one Meeting is isolated as a Quarterly Meeting by itself.

### **NUMBER OF SESSIONS**

7. Each Quarterly Meeting may determine the number of sessions which would be most practical and useful to it through the year.

## **SECTION 2 – AUTHORITY AND RELATIONSHIP**

### **COMMUNICATION**

1. Quarterly Meetings may communicate concerns and requests to their member Meetings and to the Yearly Meeting.

### **REPORTS**

2. The Quarterly Meeting may from time to time desire reports on the activities and concerns of its member Meetings.

### **CHANGED CONSTITUTION**

3. The Quarterly Meeting can divide itself or add new Meetings to its membership with the approval of the Yearly Meeting general Body of Representatives.

### **NEW MEETINGS**

4. The Quarterly Meeting may shepherd a group in preparation for Monthly Meeting status under the advisement and by the approval of the Yearly Meeting Board on Church Extension.

### **SUBORDINATE**

5. The Quarterly Meeting shall always be subordinate to the Yearly Meeting and serve the needs of the local Meetings.

## **CHAPTER VI YEARLY MEETING**

### **SECTION 1 – CONSTITUTION AND AUTHORITY**

#### **MEMBERSHIP PURPOSE**

1. A Yearly Meeting consists of the members of the Quarterly Meetings and local Meetings subordinate to it. The purpose of its annual assemblies is the general ordering and regulating of the affairs of the constituent bodies in the service of God and maintenance and promotion of the Christian faith, love, unity, life, and practice throughout the subordinate Meetings. All members have the privilege and responsibility of attendance and participation in its general sessions.

Annual sessions should primarily include spiritual services of inspiration and edification, brief progress and accomplishment reports, orientation and promotion of programs for the year ahead, and the training and learning of skills in the techniques of service. Caring for business by the full body should be accomplished in brief plenary sessions, leaving the major share of business to the general Body of Representatives.

#### **JURISDICTION**

2. The Yearly Meeting has power to decide all questions of administration, to counsel, admonish, order, discipline its subordinate Meetings, and to inaugurate and carry on departments of religious and philanthropic work. To enable the carrying on of the Yearly Meeting program of work and ministries, it can set financial assessments and quotas. It also has the authority to set up new Meetings, discontinue Meetings and determine the grouping of Meetings into Quarterly Meetings or regional groupings by whatever name may be preferred with the majority of the Meetings approving. The Yearly Meeting may also transfer a Meeting or group of Meetings, upon the request of these bodies, to the jurisdiction of another Yearly Meeting.

### **SECTION 2 – ADMINISTRATIVE OFFICERS**

#### **CLERKS**

1. The annual sessions of the Yearly Meeting shall be opened at the appointed time and place by the Presiding Clerk. The Assistant Presiding Clerk shall assist the Presiding Clerk as a resource person during sessions, observing the sessions and assisting as the Presiding Clerk directs. The Assistant Presiding Clerk shall receive the same information and mailings as the Presiding Clerk receives and be prepared to act as Presiding Clerk at his/her request or absence; however, the Assistant Presiding Clerk shall not necessarily become Presiding Clerk at the end of the Presiding Clerk's tenure. The Assistant Presiding Clerk shall be an official part of the Board on Coordination. In the absence of the Presiding Clerk and the Assistant Presiding Clerk, the presider of the Board on Coordination shall serve until this office is filled. The Recording Clerk and Assistant Recording Clerk shall

function according to the directions of the Yearly Meeting. The Presiding Clerk, Assistant Presiding Clerk, Recording Clerk and Assistant Recording Clerk shall also serve the general Body of Representatives. The nominating committee of the general Body of Representatives shall present names annually to fill these offices and such others as may be deemed necessary for the efficient transaction of business. When approved by the general Body of Representatives, they shall serve until their successors are appointed.

Where correspondents are not otherwise appointed, the clerks are responsible for the correspondence.

## **TRUSTEES**

2. The Yearly Meeting shall appoint Trustees in accordance with the Articles of Incorporation of Iowa Yearly Meeting of Friends which states: "The officers of this corporation shall consist of five Trustees to be appointed from time to time by the Yearly Meeting. They shall hold their office at the pleasure of the Yearly Meeting until their successors shall be appointed."

Trustees shall be appointed for five-year terms with one Trustee being appointed each year. They shall have care over all real estate owned by the Yearly Meeting. Upkeep, maintenance, and insurance should have attention annually for the preservation and care of all properties. The Trustees shall keep in custody titles to properties of local Meetings who entrust the safekeeping thereof to the Yearly Meeting. Property signed over to the Yearly Meeting without designation may be sold at the most profitable time when deemed unusable for any desired spiritual ministry with the proceeds being placed at the discretion of the general Body of Representatives. The Trustees shall also be responsible for the care and investment of permanent funds, being careful to allocate returns according to requested designation.

The Trustees shall reorganize annually by appointment of a presider and a secretary. Records shall be kept of all official business transacted by the Board of Trustees.

## **TREASURER**

3. The Board on Stewardship shall annually recommend to the Body of Representatives a person to serve as Treasurer. This person shall receive funds from Quarterly Meetings, local Meetings, and from other sources for the use of the Yearly Meeting and shall dispense the same as directed by the Yearly Meeting, the general Body of Representatives, or the Board on Coordination. The Treasurer shall keep careful records of all funds received and dispensed and give an annual report to the Yearly Meeting.

## **GENERAL SUPERINTENDENT**

4. Upon the recommendation of the Board on Coordination (Chapter VI, Section 4), the Yearly Meeting general Body of Representatives may appoint a person to serve as General Superintendent. Such appointee shall be responsible to the Board on Coordination and shall serve the interests of all departments of work in the Yearly Meeting.

His/Her duties shall consist of the following:

a) Serve as the executive administrator for the Board on Coordination to coordinate the various programs and projects of the Yearly Meeting.

b) Serve as an ex officio member of all committees and boards of the Yearly Meeting and attend meetings as needed, lending advice and encouragement.

c) Consult with each meeting when new pastoral leadership is needed and recommend prospective pastoral candidates. It shall also be his/her ministry to be a pastor to pastors in the local meeting itself.

d) Be present among the local meetings and advise and counsel those with internal problems or those who are facing decisions which are lingering and difficult to conclude by the local meeting itself.

e) Represent Iowa Yearly Meeting to Friends United Meeting and other Quaker agencies and Christian groups outside the Yearly Meeting.

f) Administer the Yearly Meeting office and all Yearly Meeting staff. He/She shall be responsible to dispense information about the work of the Yearly Meeting to keep the constituency informed. In carrying out the above duties the General Superintendent shall seek to harmonize the ministry under his/her care with the stated mission and goals of the Yearly Meeting as approved by the Body of Representatives.

#### **DIRECTOR OF YOUTH/YOUNG ADULT MINISTRIES**

5. A full-time position within Iowa Yearly Meeting focused on overseeing and developing youth and young adult ministries. This person serves as the primary staff contact to the Youth/Young Adult Ministries Board and is under the supervision of the General Superintendent. Job description and duties are to be determined by the General Superintendent and appropriate boards and approved by the Yearly Meeting General Body of Representatives. This director will:

a) Serve as ex-officio member of the Youth/Young Adult Ministries Board and Board on Coordination (BOC) of IAYM.

b) Give reports at Yearly Meeting and Spring Body sessions.

#### **STATISTICAL SECRETARY**

6. A statistical secretary shall be appointed annually to prepare and distribute statistical forms to the local Meetings in accordance with the instructions of the Board on Coordination. This person shall also tabulate such statistics as may be useful and give a report to the annual sessions of Yearly Meeting.

Ordinarily forms will be prepared for Membership, Stewardship, Christian Education, Missions, Christian Social Concerns, Youth/Young Adult Ministries, and any other area of work which is deemed helpful in reflecting the fulfillment of mission.

## **SECTION 3 – THE GENERAL BODY OF REPRESENTATIVES**

### **TRANSACTION OF BUSINESS**

1. In order to assure adequate representation and consideration to matters of significant business, a general Body of Representatives shall be entrusted with the main business of the Yearly Meeting.

This body will report to a Yearly Meeting Plenary Session an account of business proceedings transacted between annual sessions. Any reported item of business seriously questioned by the Plenary Session should be called to the attention of the general Body of Representatives.

Business conducted by the general Body of Representatives during annual sessions shall be presented to a Plenary Session for approval, disapproval, amendment or referral back to the reporting body for further consideration. New business arising in the Plenary Session requiring extended consideration will be referred to the general Body of Representatives.

### **CONSTITUTION**

2. This general Body of Representatives shall be constituted of persons appointed by local Meetings. One Representative shall be appointed for each fifty active resident members and one Representative for any additional fraction thereof. They shall be appointed for two-year terms beginning on July 1 of the year, appointed by one half of the churches each year. Monthly Meetings may also appoint alternates. In addition to the appointed Representatives, persons filling the following offices are also members of the Body: the Presiding and Recording Clerks of the Yearly Meeting, the Presider of the Board on Stewardship, the Presider of the Board on Coordination, the Trustees of the Yearly Meeting, and the Yearly Meeting Treasurer.

### **NOMINATING COMMITTEE**

3. The Iowa Yearly Meeting Nominating Committee shall consist of six members serving three-year terms. They shall be appointed by a temporary nominating committee consisting of three members to be named by the Body of Representatives at the beginning of each Yearly Meeting Annual Session. This temporary committee shall bring their recommendations for approval to the Body of Representatives at that Yearly Meeting session. Care should be taken to insure an equitable geographical distribution of the committee membership. (See Bylaws, 8-1)

The Nominating Committee shall meet during annual sessions to organize and later at the call of the presider in order to bring a report to the Body of Representatives at its spring meeting.

The presider and secretary shall be appointed for one-year terms when the committee reorganizes and shall serve until their successors are approved.

The Nominating Committee shall nominate clerks to serve the sessions of the Yearly Meeting and to preside over the general Body of Representatives. Clerks are appointed annually.

The Nominating Committee shall nominate suitable persons to serve on boards and committees as directed by the general Body of Representatives. (A list of offices, committees, and boards to be nominated by the Nominating Committee will be found in the Bylaws of this Discipline.)

The clerk and board appointments for the following year are to be made after annual sessions and presented to the spring meeting of the general Body of Representatives for approval. The terms for which the clerks have been appointed will begin following the annual sessions. The appointees to the Yearly Meeting boards assume office during the reorganization meetings of their respective boards held during or immediately following the annual sessions. The terms of board members of the auxiliary organizations are to begin in accordance with the constitutions and bylaws of the respective organizations.

### **COMMITTEE ON NEW BUSINESS**

4. Three persons shall be nominated by the Nominating Committee to the general Body of Representatives to serve as a Committee on New Business. They shall serve three-year terms with one member being appointed each year. Ex officio members to this committee will be the Yearly Meeting Presiding Clerk and the Yearly Meeting General Superintendent. The purpose of this committee is to determine what matters of new business shall be presented to the general Body of Representatives that do not come through regular channels. (Refer to Section 5, Paragraph 4, of this chapter.)

### **AUDITING COMMITTEE**

5. A committee of three shall be appointed to audit annually all financial records of the Yearly Meeting Treasurer, boards, and committees that submit financial reports to the Yearly Meeting. These financial reports shall be subject to audit previous to their approval by the general Body of Representatives. The Auditing Committee members shall serve for three-year terms with one member being regularly appointed each year.

### **DISCIPLINE COMMITTEE**

6. A Discipline Committee of six members shall be appointed to serve three-year staggered terms. This committee shall consider matters of interpretation, revision or amendment of the Discipline referred to it by the Yearly Meeting through the general Body of Representatives.

## **GUIDELINES FOR MEETINGS**

7. The general Body of Representatives shall meet regularly twice each year at the annual sessions time and the week following Easter or when circumstances make it more profitable to meet at another time. Special interim meetings may be called by the clerk at the written request of six members. Seven days' notice must be given in writing to all members, and the business to come before the special meeting shall be stated in the call. A quorum of the general Body of Representatives shall consist of at least one Representative from each of sixty per cent of the Monthly Meetings. No action shall be taken unless one-fourth of the total general Body of Representatives approves. Meetings shall be open for all interested persons to attend and participate in an expression of concerns when recognized by the Presiding Clerk. The decisions will be made by the general Body of Representatives.

## **NOMINATIONS AND APPOINTMENTS**

8. The general Body of Representatives shall approve all nominations and appointments of Yearly Meeting personnel: General Superintendent, Associate Superintendent, and all persons listed in the nominating committee's report.

## **PROPERTY AND OTHER RIGHTS**

9. It shall determine matters pertaining to properties and estates belonging to any Meeting or placed in the hands of the Yearly Meeting which extend beyond the normal authority of the Yearly Meeting Trustees.

## **FINANCES**

10. This body has authority to finalize budgets, set assessments to the local Meetings, and to receive and dispense designated funds. It shall receive recommendations concerning these matters from the Board on Stewardship. All fund-raising projects carried on across the Yearly Meeting involving more than \$5,000 should be approved by this body. This procedure has no reference to local or quarterly meeting initiated projects carried on within its own limits. (See Section 4, Paragraph 6)

## **PUBLICATIONS**

11. Publications are the responsibility of the office staff and include editing and printing the Yearly Meeting Minutes, cooperating with the Yearly Meeting Superintendent in publishing *The Iowa Friend* and working with the Yearly Meeting personnel and boards in preparing additional needed publications.



## **SECTION 4 – THE BOARD ON COORDINATION**

### **CONSTITUTED**

1. A Board on Coordination shall be organized at annual sessions following the report of the Nominating Committee by selection of a presider and a secretary. The General Superintendent shall preside at the time of reorganization. This body shall consist of the presiders of departmental boards, the Yearly Meeting Presiding Clerk, the Yearly Meeting Assistant Presiding Clerk, the Ministry and Counsel Presiding Clerk, the presider of the Yearly Meeting Trustees, the Yearly Meeting Treasurer, the Presiding Clerk of the Friends Development Fund, and the president or representative of Quaker Men, United Society of Friends Women, William Penn University, White's Iowa Institute Board of Trustees (or the Executive Director of Quakerdale with the choice resting with the Board of Trustees), Camp Quaker Heights Board, and the Pastors' Association. The General Superintendent and Associate Superintendent shall be ex officio members of this board.

### **DUTIES**

2. This board shall serve as a coordinating body for the work of the Yearly Meeting. It shall be the duty of this board to focus departmental programs and projects into a united program, carry out the policies and decisions of the general Body of Representatives, set priorities according to recognized need, create and administer within the framework set up by the general Representative Body, and serve as the program committee for annual sessions. (See Bylaws, 8-3)

### **REGARDING THE GENERAL SUPERINTENDENT**

3. The Board on Coordination shall advise, direct and counsel the General Superintendent in his/her service to the Yearly Meeting. When a vacancy occurs, the board should be prayerful and wise in screening prospective persons to serve. When the Board on Coordination has united on the choice of this person, it shall recommend to the general Body of Representatives that a call be extended for a specific period of time and at a stated salary. The general Body of Representatives extends the official call to serve.

The Board on Coordination should recommend the renewal or termination of the call of the General Superintendent to the General Body of Representatives at least seven months previous to the end of the current call. The General Body of Representatives should act on this recommendation at its next meeting. Termination of the relationship between the Yearly Meeting and the General Superintendent should be no later than January 1 except in extremely unusual circumstances.

## **DIRECTOR OF YOUTH AND YOUNG ADULT MINISTRIES**

4. When the Yearly Meeting desires the services of a Director of Youth and Young Adult Ministries, a person to fill this capacity shall be nominated by the Board on Coordination. When this Board is united on a name, it shall recommend that person to the general Body of Representatives following the procedures as when calling a General Superintendent.

## **OTHER PERSONNEL**

5. As the Yearly Meeting determines need for additional personnel, the same basic procedures should be used as in securing the present personnel.

## **FINANCES**

6. This board shall also recommend to the Board on Stewardship various items and amounts to include in the annual budget. It is to recommend annually specific amounts for salaries, Yearly Meeting office expense and equipment, and whatever else may seem wise to include.

All fund-raising campaigns carried on across the Yearly Meeting involving goals over \$1,000 should be approved by the Board on Coordination, and goals involving \$5,000 or more should be approved and recommended to the general Body of Representatives for their approval previous to the inauguration of such projects.

## **MEETINGS**

7. The Board on Coordination shall meet at the call of the presider from time to time throughout the year as business requires. Notice of meetings should be given at least seven days in advance. Under necessary conditions and during annual sessions, the seven-day notice can be waived. The presider will prepare vouchers for attendance expense, when requested, and submit such to the Yearly Meeting Treasurer.

## **SECTION 5 – THE SOURCES OF BUSINESS**

### **MINUTES OF CONCERN**

1. The Yearly Meeting shall receive excerpts from local or Quarterly Meeting minutes containing business for its consideration and action, and shall give advice and instruction concerning these matters when requested or when it is thought necessary.

### **BOARDS, COMMITTEES**

2. Business may be introduced from the Board on Coordination or from any other boards and committees of the Yearly Meeting. Rightful consideration will be given to such matters.

### **PROPOSITIONS AFFECTING THE DISCIPLINE**

3. All propositions, from whatever source, affecting this Discipline shall be introduced to the Yearly Meeting in writing and shall be referred to the Discipline Committee in the same wording for one year before being presented for adoption.

## **COMMITTEE ON NEW BUSINESS**

4. Matters of communication from the Friends United Meeting, other Yearly Meetings, and organizations from without the Iowa Yearly Meeting can become matters for consideration by the general Body of Representatives when processed and passed on by the Committee on New Business.

## **SPIRITUAL CONDITION**

5. The Yearly Meeting Board on Ministry and Counsel shall receive annual reports from local Meetings as to their spiritual condition and work, to which it shall give prayerful consideration, and it shall extend such counsel and advice in relation thereto as it may deem necessary. These reports shall be presented in summary form to the Yearly Meeting.

## **SECTION 6 – YEARLY MEETING ON MINISTRY AND COUNSEL**

### **THE TOTAL BODY**

1. The Yearly Meeting on Ministry and Counsel is composed of all local Meeting Ministry and Counsel members. This body shall meet annually at such a time as the Yearly Meeting shall direct, but in no case so as to conflict with the business sessions of the Yearly Meeting.

### **THE BODY OF REPRESENTATIVES**

2. Representatives and alternates shall be appointed to the Yearly Meeting on Ministry and Counsel by the local Meetings for two-year terms beginning July 1. One Representative is to be chosen for every fifty active resident members or fraction thereof. This Body of Representatives shall care for the main portion of business pertaining to this area of work and shall report such transactions to the plenary meetings of Ministry and Counsel. This Body of Representatives may be called into special session during the interim by the clerk on the written request of six members.

### **CLERK'S REPORTING**

3. The Ministry and Counsel Clerks shall be appointed by the Ministry and Counsel Board and receive reports from the local Meetings on Ministry and Counsel, and shall report annually to the Yearly Meeting the conditions and work of the ministry and of the membership. It may address epistles of advice and instruction to its subordinate Meetings and appoint committees to visit them.

### **DUTIES**

4. The Yearly Meeting on Ministry and Counsel shall carefully consider subjects in the area of evangelism, faith, and ministry. The Board on Ministry and Counsel will be subject to the directions of this Body of Representatives as well as relate itself to the Board on Coordination. Duties of the Board on Ministry and Counsel will be found in Chapter VII on Departments of Work, Section 1.

## **TRAINING AND RECORDING MINISTERS**

5. The Training and Recording of a minister shall be delegated to the Board on Ministry and Counsel upon the recommendation of the local monthly meeting Ministry and Counsel. After the candidate has completed the recording process, the Ministry and Counsel Board will recommend him/her for approval by the Ministry and Counsel Body of Representatives. Upon his/her acceptance by that body, he/she will be recommended to the Yearly Meeting Body of Representatives for final approval. (See Chapter IV)

## **SECTION 7 – JUNIOR YEARLY MEETING**

### **IDENTITY**

1. A Junior Yearly Meeting may be conducted simultaneously with the general Yearly Meeting. It would generally involve a program of spiritual encouragement and Christian training. The program is conducted primarily for children of elementary school age with divisions being designated as needed.

2. The Board on Christian Education shall be responsible for setting up the Junior Yearly Meeting. The Board on Coordination shall recommend to the Board on Stewardship an adequate financial support.

**CHAPTER VII  
DEPARTMENTS OF WORK**

**SECTION 1 – BOARDS AND COMMITTEES  
A. MINISTRY AND COUNSEL**

**YEARLY MEETING**

1. The Board on Ministry and Counsel will function as an active body throughout the year giving encouragement and care to the matters of evangelism, faith, and ministry. It will function under the immediate direction of the Representative Meeting on Ministry and Counsel of the Yearly Meeting. At the same time it will relate itself in a similar way as other boards, thus experiencing an interweaving of concern and activity.

The duties of the Board on Ministry and Counsel are mainly the following:

a) It shall encourage growth of spiritual life in the members and Meetings of the Yearly Meeting through a variety of evangelism programs.

b) It shall receive communications from other boards pertaining to matters of spiritual life and in turn share suggestions and concerns with other boards relative to the spiritual life in the Yearly Meeting.

c) The Board will act as a supporting and consulting body for the General Superintendent in matters pertaining to spiritual life in the Yearly Meeting.

d) The Board on Ministry and Counsel will cooperate and function with the Board on Church Extension in setting up new Meetings and in studying the spiritual needs of existing Meetings.

e) This body will concern itself with the training and recording of ministers.

All candidates for recording shall be under the direction, training, and advisement of this Board. Steps in the process of recording are listed in Chapter IV on The Ministry.

f) The Board shall give encouragement to an effective witness of our faith. It shall strengthen the traditional testimonies of Friends as Biblically interpreted through the Declaration of Faith found in this Discipline.

g) A special sub-committee shall be appointed by this Board to administer funds for Retired Ministers and Missionaries. It shall also concern itself with emergency needs developing in a pastoral family serving the Yearly Meeting. This committee shall function under the policy and direction of the Board on Ministry and Counsel.

This Board will be constituted of twelve members appointed by the Yearly Meeting Nominating Committee. Board members are selected from current local Ministry and Counsel members. Terms will be for three years, staggered so that four appointments are made each year. Board members will continue in office irrespective of the continuance or discontinuance as local Ministry and Counsel members until the three-year term is completed except in the event of submitted resignation, death, or the termination of active resident membership in a local Meeting in Iowa Yearly Meeting. The Ministry and Counsel Presiding Clerk will be presider of this board. The

Recording Clerk of the larger body will also be a member of this board to serve as its recorder. These clerks are appointed for one-year terms.

### **LOCAL MEETING**

2. The counterpart of the Board on Ministry and Counsel in the Yearly Meeting is the Ministry and Counsel body in the local Meeting. The description of this body is found in Chapter III on the Monthly Meeting.

## **B. CHURCH EXTENSION**

### **YEARLY MEETING**

1. The Board on Church Extension is appointed as a separate body from that of missions and evangelism because the need of starting new churches and strengthening weak churches is such an outstanding need for the Yearly Meeting. It should be a specialist body commissioned to a significant singular task. With this kind of focused function, a home mission outreach program will have the opportunity to develop.

This Board will give exclusive attention to the following areas:

a) Plan, research, survey, and take initiative for the starting of new Friends churches.

b) Having established a new Meeting, the Board (on Church Extension) shall designate another Friends Meeting to hold the membership of the Preparative Meeting until it becomes a Monthly Meeting. The local Preparative Meeting would recommend to the parent Monthly Meeting the names of those to be received.

The Preparative Meeting shall, in consultation with the Board on Church Extension, appoint officers and committees needed to carry out its work, such appointments to follow the guidelines for a Monthly Meeting as set forth in the Discipline.

c) Give assistance and direction to weak churches that need special attention.

d) Be ready to take responsible action when any established Monthly Meeting experiences decline to the extent of an active resident membership of 25 or an average worship service attendance for one year below 30. Such a Meeting, thereby being made aware of the danger to its continued existence, should call upon the Board of Church Extension for a thorough study of their situation. This local Meeting should commit itself to the recommendations of this Board as to the steps for recovery. Any church may call upon this Board for guidance and help when decline has been experienced.

e) The Board shall have the prerogative to prepare and establish standards by which a Preparative Meeting can become a Monthly Meeting. These standards shall take into consideration a sufficient measure of strength in membership, financial support, accommodations, and unity of purpose. When the Board is satisfied that a group should become a Monthly Meeting, it will recommend such to the Yearly Meeting on Ministry and Counsel. Upon their approval, they shall recommend such to the general Body of Representatives of the Yearly Meeting.

This Board should be constituted of nine members with three members appointed each year for three-year terms.

## **LOCAL MEETING**

2. The area of outreach in the local Meeting is found in the Meeting on Ministry and Counsel. This group should be very prayerful and alert to the opportunities of outreach in the local Meeting constituent area.

## **C. STEWARDSHIP**

### **YEARLY MEETING**

1. A Board on Stewardship shall be responsible to present the claims of God on His creation. Individuals are asked to place themselves and all that they possess on the altar of dedication. It shall be the responsibility of this body to convey the message of the ownership of God and the stewardship of people. Therefore, the task of educating and inspiring a genuine sense of stewardship over all of life rests upon this body.

Part of the task is to encourage a spirit of generosity among God's people by challenging members to support the significant ministries of the church. The Board on Stewardship shall prepare an annual budget after surveying the needs to fulfill the mission of the church. The proposed budget for the year ahead beginning January 1 shall be presented to the annual sessions of the general Body of Representatives. A review may be desired at the spring meeting of the general Body of Representatives.

This Board shall also be active throughout the year interpreting the budget to local Meetings and making certain that the Yearly Meeting Treasurer is receiving sufficient funds to meet the month-by-month needs of the pledged ministries. It shall communicate with local Meetings by mail and through representatives of its board in promoting stewardship.

It shall recommend an individual to serve as Yearly Meeting Treasurer to the general Body of Representatives at annual sessions. It shall also recommend a division of assessments to the same Body.

This Board shall be constituted of nine members serving three-year staggered terms plus the Yearly Meeting Treasurer with a minimum of one-half chosen from the general Body of Representatives.

### **LOCAL MEETING**

2. The local Meeting shall appoint a committee of at least three persons to serve three-year staggered terms to carry on the work of Christian stewardship among their membership. It shall present the total picture of stewardship in the exercise of systematic and proportionate giving of time, abilities, and material possessions. The Biblical standard of a tithe should be encouraged as a minimum practice among the membership of Friends.

Stewardship Committees have the opportunity to lead their Meeting in using a unified budget, an envelope system, and possibly some form of every-member canvass. The Stewardship Committee should present a budget for the year ahead to the Monthly Meeting. Then the committee should keep in contact with the Treasurer to detect financial deficits in regular running expenses, assessments, or pledges to which the Meeting has committed itself. It is the responsibility of this committee to take initiative to challenge increased giving to meet the needs of the Meeting.

## **D. CHRISTIAN EDUCATION**

### **YEARLY MEETING**

1. The task of teaching and training continues to be an integral activity of the Christian Church. There is a real sense in which the field of Christian Education encompasses the total enterprise of the church. All departments of work are dependent upon the facility of Christian Education to teach their message, to share their spirit, and to motivate their activities.

The Yearly Meeting Board on Christian Education shall primarily concern itself with the work of the Sunday School. Assistance and direction shall be given to local Christian Education committees. The challenge to lift Sunday School to a higher standard of leadership and accomplishment should always be of current concern.

The perfection of organizational structure, enthusiastic participation and outreach, a unified curriculum, loyal service, and other vital factors necessary for a successful Sunday School program should be emphasized. The Board may implement these concerns by providing or recommending various types of literature, training courses, multi-media aids and any other valuable helps in the development of a vital Sunday School program.

This Board shall consist of six members serving three-year terms with two being appointed each year. They may organize the Board so as to place responsibility for the various areas of concern.

### **LOCAL MEETING**

2. The local Meeting should appoint a Christian Education Committee to oversee and direct the work of the Sunday School. A minimum of three persons and not more than six should serve with one-third being appointed each year for three years. These persons shall meet annually to appoint a Sunday School superintendent and an assistant superintendent. (The current superintendent and assistant shall not meet with the Monthly Meeting appointed committee at the time of decision in filling these offices.) The newly appointed superintendent and assistant superintendent shall then become members of the Christian Education Committee and such will be reported to the Monthly Meeting.

This committee shall annually nominate to the Monthly Meeting the remaining officers, departmental superintendents, and teachers of the Sunday School. Schools should be careful to include a cradle roll and a home department.

A Sunday School should organize a Sunday School Council which meets at least quarterly. This council can include officers, superintendents, teachers, and Christian Education committee members. The Christian Education Committee would continue to function with the same organizational duties and responsibilities.

The committee shall fill any vacancies in Sunday School capacities which occur during the year and shall continue general supervision throughout the year. It is of vital importance that the pastor of the local Meeting be involved in all committee meetings concerning the Sunday School.



## **E. YOUTH/YOUNG ADULT MINISTRIES**

### **YEARLY MEETING**

1. The work is planned and overseen by the Director of Youth/Young Adult Ministries and by the Board on Youth/Young Adult Ministries of Iowa Yearly Meeting. This Board consists of nine members nominated by the Yearly Meeting Nominating Committee and approved by the Yearly Meeting Body of Representatives. One-third of the members of this board are to be appointed each year for three-year terms.

Additionally, there are the following ex-officio members of the board: the Director of Youth/Young Adult Ministries, paid youth staff of IAYM churches and three youth participants from IAYM leadership programs.

The primary concern of the Board on Youth/Young Adult Ministries is to encourage and support youth ministry in the local meeting. It should give attention to training and nurturing youth workers who serve in local meetings. It will develop programs which promote the spiritual growth and sense of Christian mission of junior, senior high, and young adults.

### **LOCAL MEETING**

2. Each local meeting should designate responsibility for planning and supporting the work of youth/young adult ministries. A committee of at least two members should be appointed to take this area of responsibility. Some meetings may wish to place this duty within the framework of the Christian Education Committee.

This committee should see that a sufficient number of Young Friends groups are organized with appointed sponsors for each group. The committee can assist the sponsors and youth program by helping to gain parental support and cooperation. They can also lend help in making the youth activities a part of the total interest of the Meeting.

Young Friends groups should cooperate fully with the programs and projects of the Yearly Meeting Board on Youth/Young Adult Ministries.

## **F. CAMP QUAKER HEIGHTS BOARD**

The Camp Quaker Heights Board (CQHB) is charged with the overall management of Camp Quaker Heights as a ministry center supporting the mission statement of Iowa Yearly Meeting. The CQHB will be responsible to see that the camp operating expenses are met through fees, rentals and donations to Camp Quaker Heights. Capital campaigns may be proposed, planned and carried out by the CQHB with the approval of the Body of Representatives. This Board will be constituted of nine members including two members representing Quaker Men and one member of the Iowa Yearly Meeting Trustees.

## **G. MISSIONS**

### **YEARLY MEETING**

1. The Board on Missions for Iowa Yearly Meeting shall primarily concern itself with matters pertaining to foreign and home missions of Friends United Meeting and Iowa Yearly Meeting of Friends. It shall promote, educate, and inspire missionary endeavor. Special projects can be initiated auxiliary to the needs of missionaries and fields of service.

This body will also give itself to the encouragement of prospective missionaries to help meet the personnel needs of the fields. Direct communication with mission fields should be encouraged in order to promote interest and understanding of the fields of ministry.

This Board shall consist of nine members serving three-year terms with three members being appointed each year.

### **LOCAL MEETING**

2. The local Missions Committee shall consist of two or more members appointed annually to promote and inspire the spirit of foreign mission enterprise for the entire local Meeting. It shall sponsor, when possible, visiting missionaries, mission films, schools on missions, missionary conferences, literature distribution, and any other desirable program of relating the message of a shared Gospel with the peoples of the world.

The Missions Committee should be kept separate in function from the United Society of Friends Women. It is the responsibility of this committee to have the direction of mission programs involving the whole church.

## **H. CHRISTIAN SOCIAL CONCERNS**

### **YEARLY MEETING**

1. The Society of Friends has an historic testimony on peace which has developed from the time of the founding fathers. Friends have been known as a peace-loving people who have applied their doctrine of peace into everyday practice. Friends are also concerned for the total social order.

Their peace witness has been recognized by many governments even to the extent of allowing alternative service when the call to arms has been sounded. As the peace witness has been voiced with concern about national and international tensions, Friends have continued to emphasize the one foundation and source of genuine peace. This is the peace that Christ speaks to the hearts of individuals. When Christ takes anger, hate, greed, and envy from people's hearts, the cause of war ceases. When war ceases in the heart, war ceases in the land. Peace is a spiritual mission. This Board shall also concern itself with the matters of a clean and safe society in which to live. It shall keep the churches aware of the dangerous moral problems which are encroachments upon the liberties of a pure society.

It shall be the duty of the Yearly Meeting Board on Christian Social Concerns to direct people to the source of peace and to encourage persons to witness concerning their experience. It will be active and alert in matters of state and national legislation which will contribute or be detrimental to public morals. It will alert our churches to the evils of obscene literature, alcoholic drinks, narcotics, tobacco, gambling, crime, and other forms of social evils.

This Board will especially be concerned for the social welfare of young people who are susceptible to the evil practices of the day. The Board will provide and recommend literature, visual aids, and programs which will assist local Meetings to be aware and encouraged in these areas of concern. Churches should also be encouraged to show concern for the physical needs of individuals as an act of Christian service. The Board shall seek to

cooperate with the Friends United Meeting and with other Friends agencies having similar interests.

The Board shall consist of nine members serving three-year terms with three members being appointed each year.

### **LOCAL MEETING**

2. The local meeting Christian Social Concerns Committee shall consist of two or more members appointed annually. This committee has the responsibility to carry on a fresh and enlightened peace program. It should provide counseling service to young persons who may face a military draft and military recruitment. It shall also labor wisely and diligently in the area of concern for public morals. It shall use literature, programs, schools, visual aids, and other helps to keep the local Meeting aware of the social dangers and work for good and constructive measures of healthy morals.

## **SECTION 2 – YEARLY MEETING BOARD DIRECTIVES**

The following directives apply to departmental boards of Iowa Yearly Meeting:

1. Members of all boards are appointed for three-year terms, except when stated to the contrary, with the appointment of one-third each year.

2. Each board, except the Board on Ministry and Counsel, may co-opt one or two members of their choice if it is deemed advisable and helpful to the work of their group. These would serve one-year terms.

3. Whenever some member is unable to fill his or her term of office, this information shall be conveyed in writing by the board president to the Yearly Meeting Presiding Clerk. (In the case of the Board on Ministry and Counsel, the president shall submit such information to the Ministry and Counsel Body of Representatives.) At its discretion, the board may appoint a replacement to serve until the Nominating Committee is able to recommend to the general Body of Representatives a suitable person to fill the unexpired term of office.

4. Regular board appointments are to be made at the spring meeting of the general Body of Representatives with the exception of the Board on Ministry and Counsel whose appointments shall be made at the annual Ministry and Counsel Body of Representatives Meeting. Ordinarily no person shall be appointed to more than one Yearly Meeting board.

5. Following new board appointments at the spring meeting of the Body of Representatives, each board is to meet for reorganization on or before July 1st.

6. All boards should clear with the Yearly Meeting calendar, which is kept by the General Superintendent, before setting dates for board meetings, conferences, workshops, and other programs in order to avoid conflicts. The same directive is valid also for auxiliary organizations in setting programs that involve the Yearly Meeting.

## **SECTION 3 – AUXILIARY ORGANIZATIONS**

### **A. IOWA UNITED SOCIETY OF FRIENDS WOMEN**

1. The Iowa United Society of Friends Women of Iowa Yearly Meeting shall be comprised of the local societies of the Yearly Meeting. Membership of the local societies shall include Friends women and may also include women who are not Friends, who have a desire to help in the work of the society. The local society shall always work in harmony with the Monthly Meeting and submit an annual report. When contemplating programs involving the church in general, the USFW should work through the Missions Committee.

2. The purpose of the Iowa United Society of Friends Women shall be to unite the women of Iowa Yearly Meeting in Christian fellowship and service both at home and abroad; to stimulate personal spiritual growth; to encourage the practice of Christian stewardship of time, talents, and treasure; to sustain and promote missionary education; and to share in the mission of the church everywhere.

3. The officers of the Iowa United Society of Friends Women shall be President, Vice President, Secretary, and Treasurer, with departments as follows: Literature, Stewardship, Missionary Education, Peace and Christian Social Concerns, and Christian Service. The Executive Committee shall consist of the officers, department secretaries, and the Editor of the Friendly Flashes and shall be approved by the Iowa United Society of Friends Women at their annual meeting for a term of three years. As nearly as possible, no more than three members of the Executive Committee should be new in any given year.

4. The Iowa United Society of Friends Women shall report to the Yearly Meeting annually concerning its organization, work, and goals.

5. The Iowa United Society of Friends Women shall cooperate with the Yearly Meeting Board on Missions when helpful and with the United Society of Friends Women International auxiliary to the Friends United Meeting.

### **B. QUAKER MEN**

1. The Quaker Men of Iowa Yearly Meeting are organized to encourage men to live dedicated Christian lives; to unite in projects and programs for the extension of Christ's kingdom; and to provide an opportunity for Christian fellowship among men of various Meetings.

2. Officers of Quaker Men are President, First Vice President, Second Vice President, Third Vice President, Secretary and Treasurer. These officers plus four councilmen appointed for three-year staggered terms compose the Executive Committee of Quaker Men. All officers and at least one councilman are appointed at each annual meeting of the organization.

The executive committee will plan, recommend, and administer the work of Quaker Men throughout the year. They will convene as needs arise at the call of the President.

3. Each local Meeting is encouraged to establish a Quaker Men's group to help fulfill the purposes as stated by the Yearly Meeting Quaker Men's

organization. The local organized group shall always work in harmony with the Monthly Meeting. It shall give a written annual report and respond to any further requests of the Monthly Meeting.

4. The Yearly Meeting Quaker Men's organization will want to join cooperatively with the Friends United Meeting fellowship of Quaker Men International.

### **C. WILLIAM PENN UNIVERSITY**

Friends have historically been concerned with higher education as is evidenced in the fact of the establishment of a number of colleges.

Iowa Yearly Meeting established Penn College in 1873 to provide an auxiliary arm of the church in the Iowa area. The purpose of this college is to make available a higher education permeated with Christian ideals and in an atmosphere of Christian witness. It was established as an academic institution with high moral standards to contribute toward the development of persons of high character and service to their fellowmen and to God.

1. The Articles of Incorporation and Bylaws of William Penn University provide that Iowa Yearly Meeting of Friends appoint seven of its members to the William Penn University Board of Trustees, six of whom shall be appointed each year for a term of three years. The seventh is to be the Yearly Meeting Superintendent. The names of these shall be presented to the Yearly Meeting general Body of Representatives by the Nominating Committee for approval.

2. These seven Trustees are responsible to keep the goals and purposes of the Yearly Meeting and William Penn University in a cooperative working relationship.

3. A committee of two or more persons shall be appointed annually in the local Meeting to serve as a William Penn University committee. It may counsel students, encourage giving, and promote interest in the area of Christian higher education.

### **D. WHITE'S IOWA INSTITUTE (QUAKERDALE)**

The Yearly Meeting shall appoint nine Trustees for White's Iowa Institute with three being appointed each year for three-year terms. A minimum of six of the nine board members shall be members of Iowa Yearly Meeting of Friends. Their duties are to have the general oversight of all properties and assets, make appointments, and set salaries as deemed wise, determine policies, and administer adequate arrangements and care for Quakerdale. Nomination of these Trustees is made by the Nominating Committee of Iowa Yearly Meeting. Six members shall constitute a quorum.

The annual report of White's Iowa Institute shall be presented to the Yearly Meeting under the direction of the president of the Board of Trustees. This report shall include the activities of the Board during the past year and the state of affairs of all enterprises carried on under their direction. An accounting of all funds and a report on Quakerdale are expected.

The accounts of the Institute shall be audited annually by the Yearly Meeting Auditing Committee.

## **E. PASTORS' ASSOCIATION**

1. Membership of Iowa Yearly Meeting Pastors' Association includes all Iowa Yearly Meeting pastors, associate pastors, and others of the pastoral team, retired pastors, recorded ministers, and their spouses.

2. The purposes of the Iowa Yearly Meeting Pastors' Association are: (a) to conduct periodic meetings for inspiration, spiritual nurturing and counseling, sharing of concerns and needs, and fellowship within the pastoral family of Iowa Yearly Meeting; and (b) to assist in the ongoing program of Iowa Yearly Meeting.

3. The officers of the Iowa Yearly Meeting Pastors' Association shall be President, Vice-President, and Secretary-Treasurer. They shall be appointed annually by the Pastors' Association.

## **F. FRIENDS DEVELOPMENT FUND**

1. The Friends Development Fund is an agency of the Iowa Yearly Meeting of Friends. Briefly, its purpose is to serve the boards, committees, auxiliaries or other institutions, agencies, and ministries of Iowa Yearly Meeting and the local congregation by (a) managing for maximum income and protection the gifts and bequests given to provide an ongoing income for the ministries and services of Iowa Yearly Meeting, (b) actively seeking support for the yearly meeting and its auxiliaries through promotion and personal contact, and (c) informing members and friends of Iowa Yearly Meeting on the methods of giving.

2. The Bylaws provide that the Board of Directors shall consist of thirteen members, all members of Iowa Yearly Meeting of Friends. Three members are appointed by the Iowa Yearly Meeting Board on Coordination each year. The Fund Board itself appoints one in two of every three years. The appointments are for three years. In addition, the Yearly Meeting Presiding Clerk and General Superintendent are directors by virtue of their office. Directors shall serve only two consecutive three-year terms but shall be eligible for reappointment after an absence from the Board of Directors for one year.

3. The officers of the Friends Development Fund shall be the Presiding Clerk, Assistant Presiding Clerk, Recording Clerk, and Treasurer, all of whom shall be appointed by the directors at each annual meeting, to serve for a term of one year or until their respective successors are appointed.

4. The Yearly Meeting Treasurer and the Fund Treasurer are ex officio members of the Investment Committee.

5. The Board of Directors shall meet at least twice a year with the annual meeting to be held prior to the close of the fiscal year of Iowa Yearly Meeting. Notice of all regular or special meetings shall be given to each director orally or by mail not less than five days prior to the date of the meeting. The Board of Directors shall present an annual report to Iowa Yearly Meeting of Friends.

6. The Bylaws may be amended by approval of the Iowa Yearly Meeting of Friends at any regular meeting.

**PART III**  
**BYLAWS FOR IOWA YEARLY MEETING OF FRIENDS**

**SECTION I – GENERAL**

**A. TIME OF MEETING**

Iowa Yearly Meeting shall be held annually at Oskaloosa, Iowa, and may convene on the first Wednesday of August at 9:30 a.m. or such other time as agreed upon in annual session.

**B. NOMINATING COMMITTEE**

The Iowa Yearly Meeting Nominating Committee shall consist of six members serving three-year terms. They shall be appointed by a temporary nominating committee consisting of three members to be named by the Body of Representatives at the beginning of each Yearly Meeting Annual Session. This temporary committee shall bring their recommendations for approval to the Body of Representatives at that Yearly Meeting session. Care should be taken to insure an equitable geographical distribution of the committee membership.

**1. The Yearly Meeting Nominating Committee shall nominate the following:**

**a. Yearly Meeting Clerks and Head Page – To be appointed annually**

- 1) Presiding Clerk
- 2) Assistant Presiding Clerk
- 3) Recording Clerk
- 4) Assistant Recording Clerk
- 5) Head Page

**b. Boards of Trustees – Terms shall be staggered**

- 1) Five Yearly Meeting Trustees for five year terms
- 2) Seven William Penn University Trustees, six of whom will serve three-year terms. The seventh is to be the Yearly Meeting Superintendent.
- 3) Nine Trustees to White’s Iowa Institute, doing business as Quakerdale, for three year terms. Six must be members of the Society of Friends.

**c. Yearly Meeting Boards**

All terms for Boards and Committees shall be three years and staggered. Members may serve two consecutive terms; exceptions may be made upon recommendation of Nominating Committee and approval of Body of Representatives. A person filling an unexpired term may complete that term and be nominated to serve two additional terms.

- 1) Nine members to Camp Quaker Heights Board (two of the nine nominees to be submitted to Nominating Committee by Quaker Men; one from IAYM Trustees.)
- 2) Six members to Christian Education Board
- 3) Nine members to Christian Social Concerns Board
- 4) Nine members to Church Extension Board
- 5) Twelve members to Ministry & Counsel Board (Members must be serving on the local M&C at time of appointment or reappointment.)
- 6) Nine members to Missions Board
- 7) Nine members to Stewardship Board
- 8) Nine members to Youth/Young Adult Ministries Board
- 9) Seven members to Board on Mesquakie Mission plus one representative each from IAYM Trustees, Indiana Yearly Meeting, and Western Yearly Meeting.

**d. Yearly Meeting Committees**

- 1) Three members to Auditing Committee
- 2) Six members to Discipline Committee
- 3) Three members to New Business Committee
- 4) Six members to Records Committee

**2. Representatives to Friends United Meeting (FUM)**

**a. Representatives to Friends United Meeting General Board**

The Yearly Meeting is entitled to appoint members to the General Board of FUM, based on these given guidelines: Yearly Meeting Membership of 3,000 or less, maximum of two appointees; membership of 3,001 to 10,000, maximum of three; 10,001 and over, maximum of four. Two of the IAYM appointees, by virtue of their office, shall be the General Superintendent and Presiding Clerk of Iowa Yearly Meeting. The third appointee is to be named by IAYM Nominating Committee. These appointments shall be made during the year preceding FUM Sessions, and appointees shall take office at the first session of the General Board following these sessions. Persons appointed to fill vacancies shall take office at the first meeting of the General Board following their appointment by their Yearly Meeting. (See Part IV, page 9-4, #14)

**b. Representatives to Friends United Meeting Triennial Sessions**

A Yearly Meeting is entitled to appoint five representatives to the Triennial Sessions, plus one additional representative for each one thousand members or major fraction thereof. These representatives shall include those serving as appointees to the General Board. All others shall be named by IAYM Nominating Committee during the year preceding the Friends United Meeting Triennial Sessions. (See Part IV, page 9-1, #4)



### 3. **Representatives to Other Organizations**

Number of representatives is established by each organization. Parentheses indicate number serving in 2008.

- a. **American Friends Service Committee (2)**
- b. **Friends Committee on National Legislation (5)**
- c. **Friends World Committee for Consultation (3)**
- d. **Iowa Peace Network (2)**
- e. **Members to Cooperate with Conservative Friends on Secondary Schools (2)**
- f. **William Penn House National Consultative Committee (1)**
- g. **William Penn Campus Ministry Committee**

### 4. **Other Responsibilities of Nominating Committee**

The Nominating Committee shall also nominate Friends to serve in such other capacities as may be directed by the Yearly Meeting or for which there is no other provision.

## **C. BOARD ON COORDINATION**

The Board on Coordination shall recommend to the general Body of Representatives during annual sessions persons to serve on a Music Committee and Hospitality Committee. It shall be the duty of these committees to serve for the next annual sessions.

## **D. TREASURER**

In case the Yearly Meeting Treasurer is unable to serve, the Board of Trustees through its officers shall have the authority to provide for the care of funds and designate their chairman to sign checks pending the appointment of another treasurer.

## **E. FINANCIAL SYSTEM**

Realizing the imperative need of the financial system based on the principles and obligations of Christian stewardship, we have adopted the following:

1. The Financial Year for all local meetings shall begin January 1 and end December 31 to conform to the financial year of Iowa Yearly Meeting.

2. **The Administrative Budget:** The Yearly Meeting's administrative budget shall be determined by the Board on Stewardship in consultation with the administrative staff, reviewing administrative expenses, salaries, and other needs. On the basis of this budget, requests shall be made to the individual Monthly Meetings in proportion to their expenditures as recorded in their latest financial reports. The Monthly Meetings, in considering these requests and determining their own projected budgets, will indicate to the Board on Stewardship the actual amount which they are able to contribute to the administrative budget, and will attempt to make regular monthly payments.

3. **The Faith Ministries Budget:** The Yearly Meeting boards and committees representing faith ministries, in correspondence with the Board

on Stewardship, shall inform Monthly Meetings of their programs and needs. These ministries shall be funded through voluntary contributions from Monthly Meetings. Monthly Meetings wishing to contribute toward specific faith ministries shall designate their contributions to those ministries.

4. **Undesignated Contributions:** After balancing the administrative budget, the Board on Stewardship shall make the remainder of undesignated contributions available to the faith ministries.

5. All boards and committees shall return to the Yearly Meeting Treasurer any part of their allotments not used for their work during the year unless retained for a specific purpose with the approval of the Board on Stewardship.

6. The Yearly Meeting shall make regular financial reports available to the Monthly Meetings.

7. The Trustees of Iowa Yearly Meeting of Friends shall hold title to real estate and church property and have the same recorded in the official records. The Trustees shall have the power to invest all funds and other personal property, whether received by bequest, donations, or otherwise, and to administer the same according to the direction of the Yearly Meeting and the conditions prescribed by the donors. Due care must be exercised by Trustees to observe the requirements of the statutes of the respective states in administration of their trust.

## **F. PERMANENT FUNDS AND REAL ESTATE**

In harmony with the Statutes of the State, the Yearly Meeting directs as follows for the care of permanent funds:

1. All trust funds that are in the form of cash or securities or that may, in due course, be so converted without violating the wish of the donor, with the special view to the perpetual preservation of such funds and to their increase in interest, shall be in the custody of the Treasurer of the Yearly Meeting or of the Friends Development Fund and under the direction of the Trustees of the Yearly Meeting.

2. The income from these trust funds shall be expended, under the direction of the Yearly Meeting, in strict accord with the true intent of the respective donors.

3. The Iowa Yearly Meeting of Friends directs the Trustees of the Yearly Meeting to invest all such funds as shall come into the Yearly Meeting Treasurer's hands, of which only the income is to be used, in accordance with provisions of State laws governing such trusts funds; provided further that such other funds coming to the hands of the Treasurer as are expressly donated for aid in building church property may be loaned on approved security, for such limited time as the Yearly Meeting Trustees may approve, in any case not to exceed five years, subject to such renewal and extension of time as the Trustees may think advisable. Depositing of such other funds in amounts not to exceed the insurable limits of the savings department of any banks or the Savings and Loan Association under FDIC inspection is hereby approved.

The Trustees may place the funds under their direction with the Friends Development Fund to invest; and instruct it to disburse the income to those

entities entitled to receive it, but shall require that its treasurer be bonded. The Friends Development Fund may co-mingle such funds with other funds invested by the Friends Development Fund to obtain maximum income, but it shall separately account for the funds and the proportion of income received therefrom. The Friends Development Fund shall be allowed its necessary and reasonable investment expenses. Such expenses shall be paid from the income of the several funds invested for the Trustees.

4. The necessary expense of the Trustees, the members of which shall serve without compensation, shall be paid from income of the several funds protected. The Yearly Meeting Treasurer shall be bonded with the expense thereof being taken from the general fund.

5. Title of all real estate, property, and permanent funds referred to in the foregoing shall always remain in Iowa Yearly Meeting of Friends; and all records, bank deposits, and other transactions by the Trustees shall be in the name of the Iowa Yearly Meeting of Friends, by the treasurer of Iowa Yearly Meeting of Friends.

## **G. AMENDMENT OF BYLAWS**

Propositions for amendment or revision of Bylaws cannot be acted upon the same day of initial presentation. Final action can be taken on a succeeding day. The general Body of Representatives has the authority to act involving the adoption of Bylaws.

## **SECTION 2 – QUERIES AND ADVICES**

### **A. QUERIES**

The purpose of the Queries is to direct attention to the true source of spiritual strength, to promote and encourage individual faithfulness to Christ, to keep the (Church) Meeting in a healthy condition, and to cause the individual and Meeting to be actively employed in a ministry acceptable to God.

#### **1. QUERIES FOR MEETING ON MINISTRY AND COUNSEL**

*These Queries are to be read three times a year in the local Meeting.*

1. Are you present or accounted for at the regular hour of the Ministry and Counsel meetings? Do you come spiritually prepared to be a responsible and dependable participant? Do you manifest the Spirit of Christ, and are you responsive to the leading of the Holy Spirit?

2. Are you regular and loyal in attending all meetings for worship, prayer, and business? Do you see to it that your children and those in your household are in attendance with you in meetings for worship and prayer?

3. Do you keep your own spiritual life at a high level through the discipline of Bible study, prayer, and devotional reading? Do you exercise the rule of love and Christ-like conduct in your home?

4. Are you living in harmony with those in your Meeting, and are you laboring under deep concern to promote the cause of Christ as interpreted by Friends?

5. Are you exercising your gifts to the extent of your ability? Having been entrusted with talents by God, are you fully aware of the depth of commitment required for their use?

6. Are you concerned and do you care about the salvation of souls and their growth in grace? When others grow cold and faithless, do you counsel and encourage them to renew their relationship with Christ and to become dependable and responsible members in the Meeting?

7. Do you pray for and give spiritual encouragement to those engaged in various forms of Christian ministry? Can you discern the laying of God's hands on a person for service as a pastor or missionary? Do you lend encouragement and counsel to one newly called of God for special service? Do you work with your pastor and lend your support to his/her ministry?

## **2. QUERIES FOR MONTHLY MEETINGS**

*These Queries are to be read three times each year.*

1. Do you strive for the constant realization of God's presence in your life? Are you sensitive and obedient to the leading of the Holy Spirit? Do you endeavor to advance your spiritual growth by the prayerful study of the Bible and other devotional literature?

2. Are all meetings for worship and for business duly held, and are you regular and punctual in attending them? Do you come with heart and mind prepared for communion with God and fellowship with one another? Do you individually assume your rightful share in the responsibility of the work and worship of the Meeting?

3. Do you love one another as becomes the followers of Christ? Are you careful of the reputation of others? When differences arise, do you make earnest effort to end them speedily?

4. Do you practice the daily reading of the Scriptures in your families, giving time for reverent meditation? Do you make your home a place of hospitality, friendliness, peace, and Christian fellowship? Do you promote the moral and spiritual life of your children through careful supervision of their education, recreation, and friendships?

5. Do you seek the conversion and spiritual development of your young people? Do you endeavor to instruct them in the principles and practices of Friends? Do you strive to create a community life that will promote their spiritual, mental, and physical well-being?

6. Do you observe simplicity and moderation in your manner of living? Do you give proper attention to the rules of health? Are you careful to avoid all places of amusement that are inconsistent with Christian character? Do you practice total abstinence from tobacco, narcotics, and alcoholic beverages?

7. Do you avoid such undue expansion of your business as to endanger your personal integrity? Are you truthful and honest in your business transactions, punctual in fulfilling your promises, and prompt in the payment of your debts?

8. Do you make diligent effort to acquaint yourselves and those under your care with the spiritual needs of the world? Do you support by prayer and systematic giving those who are laboring to extend Christ's kingdom?

Do you use your spiritual gifts in serving humanity as God grants you light to see such service?

9. Do you consistently practice the Christian principles of love and goodwill toward all people? Do you work actively for peace and for the removal of the causes of war? Do you endeavor to make it clear to all whom you can influence that war is inconsistent with the spirit and teaching of Jesus?

10. Does your attitude toward people of other races indicate your belief in the rights of other races? Do you believe in the spiritual capacity of people of all races, and do you recognize their equality in the sight of God? Are you aware of your responsibility as a Christian to help in the elimination of racial discrimination and prejudice?

### **3. QUESTIONS TO MINISTERS**

*Candidates for recording shall answer fully in writing each of the following questions, giving reason(s) for each answer.*

1. Do you believe in one holy, almighty, all-wise, everlasting God, the Father, the Creator, and Preserver of all things?

2. Do you believe that God created us in His own image; that He gave us freedom to obey or disobey, and that through disobedience death has passed upon all, therefore, to all it may be said, "Ye must be born again?"

3. Do you believe in our Lord and Savior Jesus Christ as the Eternal Word who was with God and was God, that was made flesh and dwelt among men, being in all points tempted as we are, yet without sin; that He became obedient unto death and is the propitiation for sins of the whole world; that He arose from the dead and ascended to the Father, making intercession for us and that He is able to save to the uttermost all that come unto God through Him?

4. Do you believe in the Holy Spirit, the promise of the Father, whom Christ declared He would send in His name; that He is come, and convicts the world of sin; that He leads to repentance toward God, and, as the Gospel is known, to faith toward the Lord Jesus Christ, by taking the things of Christ and showing them to believers; that He opens to them the truth of the Holy Scriptures and to the humbled and surrendered heart He becomes the Guide, Comforter and Sanctifier, and that the essential qualification for the Lord's service is through the baptism of the Holy Spirit?

5. Do you believe that you have been born again and that you have become a child of God?

6. Do you believe in the spirituality of worship; that the one baptism is that of Christ, who baptizes His people with the Holy Spirit; and that the true communion is a spiritual partaking of the body and blood of Christ by faith?

7. Do you believe that the Lord Jesus Christ is head over all things to the church, that He calls and spiritually qualifies the Minister of the Gospel, and that the gifts in the ministry are to be exercised under the guidance of the Holy Spirit?

8. Do you believe in the resurrection of the just and unjust, that God will judge the world in righteousness by Jesus Christ, and that the punishment of the wicked and the blessedness of the righteous shall be eternal?

9. Do you believe that the Scriptures were given by inspiration of God; that, as interpreted by the life and teachings of Jesus Christ and unfolded by the Holy Spirit, they are to be believed and accepted in their entirety; and that whatever doctrine or practice is contrary to them is to be rejected as false and erroneous?

10. Are you willing to have fellowship in a Christian spirit with other Friends, and are you willing to work in cooperation with and under the supervision of the Church?

11. Does your manner of life maintain the highest standards of living through daily practice of the traditional Friends testimonies of peace, simplicity, truth-speaking, gender equality, racial equality, personal integrity, celibacy in singleness or fidelity in marriage, and refraining from the practice of pagan religions and the occult?

12. Do you understand that the immoral practices including idolatry, greed, financial mismanagement, murder, robbery, drunkenness, quarreling, slander, and physical, sexual or emotional abuse, marital infidelity, promiscuity, homosexual practice or sexual perversion in any form, pornography, non-medicinal drug usage, the practice of the occult, witchcraft, Satanism or pagan religions are incompatible with Christian teaching as understood by Iowa Yearly Meeting of Friends, and because of this, do you keep your life free from these practices?

These questions shall serve as a guide for the Yearly Meeting Board on Ministry and Counsel in their decision of the fitness of those under consideration for the ministry, who shall appear in person before the Board.

## **B. ADVICES**

### **1. SANCTITY OF THE HOME**

Marriage, when rightly conceived and faithfully maintained, is regarded by Friends to be the most sacred of all social arrangements. Christ used the family to illustrate the nature of the Kingdom of Heaven. He honored and blessed marriage as the truest example of divine-human cooperation in perfecting a social structure for the help and continuance of the human family and for the mutual assistance and comfort of both sexes that they may be helpmates to each other in things temporal and spiritual. Marriage, therefore, should be entered upon discreetly, soberly, and in the fear of the Lord. It can never be truly accomplished by church formalities, legal sanctions, or ministerial pronouncements, but should be consummated as an inward, voluntary, spiritual union of hearts, in the free initiative of mutual choice and outwardly expressed by the contracting parties. Sanctions of church and state are the social acknowledgements of the true marriage into which those enter "whom God has joined together" but are, however, to be held in high regard and to be observed with strict fidelity.

Failure to practice mutual consideration and to search for divine guidance in all of the interests and problems of family life often destroys the cohesive power of love, causes the disruption of the home, and, in many instances, leads to divorce against which Friends have maintained a strong testimony. The faithful fulfillment of the marriage covenant is essential to the welfare of the family, the proper nurture of children, and the strength of

the social structure. Every effort should be made in the spirit of mutual forbearance and forgiveness to reconcile all differences arising in family life. Even in extreme situations, the preservation of family unity is the better part of Christian integrity and practice. Homes should be testimonials to the grace of God in human relationships and, if established under the care of the church and continued in warm Christian fellowship, have great assurance of permanence and success.

Christ honored and blessed marriage as the truest example of divine-human cooperation in perfecting a social structure for the help and continuance of the human family, in order that man and woman could lend temporal and spiritual support to each other. Based upon Friends belief in the authenticity of Scripture, the practice of homosexual acts falls short of this truest example (I Corinthians 6:9-10). Although we do not condone the practice of homosexual acts because it is incompatible with Christian teaching as understood by Iowa Yearly Meeting of Friends, we view all people, regardless of their sexual preference, as persons of sacred worth. The church must work redemptively with all. Friends believe the very purpose of the church is to glorify God through worship and to be an agent of change to bring persons into the Kingdom of God. In so doing, the church humbly reaches out to heal those who are broken for whatever reason, and to preserve the sanctity of the home.

## **2. RECREATION AND AMUSEMENT**

Recreation is necessary to every normal person in the maintenance of physical, mental, and spiritual health. The type of activity pursued must be selected in light of accepted Christian principles and standards. Some basic questions that should be considered are: Does the activity violate any principle of Scripture? Does it give the appearance of evil (I Thessalonians 5:22)? Will engaging in this activity be a stumbling block to anyone? Will this activity help or hinder one's spiritual experience and growth? The Scripture "Whatsoever ye do, do all to the glory of God" must be given careful thought. Activities that seem questionable, after due consideration, should be avoided.

The community and the church, as part of the community, have a responsibility to provide wholesome and constructive recreation which provides for social and mental as well as physical needs. Friends should be active among those who insist upon high standards of quality and moral influence in all forms of entertainment. The natural desires of youth for activity and social fellowship must be recognized with wisdom and understanding, and sympathetically guided into wholesome Christian living.

## **3. ALCOHOL AND NARCOTICS**

The testimony of Friends regarding the use of alcohol is based on the belief that the human body is the temple of God and that to harm it in this way is to dishonor Him. Any pleasurable or exhilarating effects produced by intoxicants are but temporary and tend to react injuriously on both mind and body. Friends advocate total abstinence because any use of intoxicants is harmful and because occasional indulgence frequently leads to excess which

results in loss of self-control and enslavement to appetite. Scientific research and experimentation show that alcoholic beverages tend to dull the ethical sense, impair the judgment, affect the eyesight, and slow up muscular control and co-ordination. Furthermore, intemperance has long been known to be a major cause of marital and family problems, immorality, and crime. Friends for many years have been opposed to the entire liquor traffic as detrimental to human welfare.

A desire for social approval often leads to participation in so-called "social drinking." "The Christian should avoid recourse to such false supports of social standing and should recognize the responsibility for others, as expressed by Paul, ". . . If meat makes my brother to offend, I will eat no flesh while the world standeth, lest I make my brother to offend" (I Corinthians 8:13).

Friends have consistently borne testimony against the use of tobacco as a self-indulgence which tends generally to make the constant user indifferent to the discomfort he/she thrusts upon others. Scientific research has shown that smoking is the cause of lung cancer and is harmful to the body in other ways as well. This testimony appropriately applies to the cultivation, manufacture, and sale of tobacco, as well as users of it.

#### **4. GAMBLING AND LOTTERIES**

Friends are strongly urged to abstain completely from seeking pecuniary gain or personal pleasure or entertainment through any form of gambling methods or devices. To receive value when no value is given results in wrong attitudes towards property and is destructive of character. The precarious gains of the winner are at the cost of many losers, a procedure in no wise compatible with the admonition to provide for "things honorable, not only in the sight of the Lord, but also in the sight of men" (II Corinthians 8:22).

#### **5. JUDICIAL OATHS**

Persons who are conscientiously opposed to oaths for judicial and other legal purposes are generally exempt by law from such procedure. Requests for the affirmation will be respected by all officers acquainted with the law, and those who are ignorant of it should be informed of its provisions. The words of Jesus, "Swear not at all," emphasize the importance of honesty in speech. Friends' position in regard to taking of the judicial oath is not merely a negation of a procedure which they believe to be wrong, but it is a positive evidence of an ideal by which they endeavor to regulate their lives. They base their attitude upon the principle that the truth is to be spoken at all times and that "a man's word is as good as his bond." Taking the affirmation is not only a protest against an objectionable practice, but it is a witness to the constructive influence of integrity and veracity.

#### **6. SECRET ORGANIZATIONS**

The rights of individuals to freedom of action within proper bounds must be maintained, but it is the duty of the church to warn its members against whatever may interfere with the development of Christian character.



Although secret organizations may have benevolent and useful provisions for their members, Friends are cautioned against membership in any organization which will directly or indirectly diminish sympathy with any portion of mankind or tend to take the place of Jesus Christ as the center of their interest and activity.

## **7. ABORTION**

Iowa Yearly Meeting of Friends believes abortion to be contrary to the will of God. Friends are urged to work to develop compassionate alternatives to abortion such as adoption, moral education and counseling, and supportive social structures for parents.



**PART IV**  
**FRIENDS UNITED MEETING**  
**ORGANIZATION AND PROCEDURE**

**Revised according to the actions of the 1999 Triennial and replacing the document known as “Chapter V”.**

**Revisions approved at the 2005 Triennial**

**PREFACE**

Friends United Meeting (formed in 1902 as the Five Years Meeting of Friends) is a Christian association of Yearly Meetings and smaller Quaker groups which consult and work together for shared purposes. In the year 1950, the Five Years Meeting authorized an official statement of its organization and procedures to be published as Chapter V in its Faith and Practice. In 1963 the change to Triennial Sessions was approved, and the new name of “Friends United Meeting” was approved in 1966. In 1993 FUM accepted the General Board minute committing it “to energize and equip Friends, through the power of the Holy Spirit, to gather people into fellowships where Jesus Christ is known, loved and obeyed as Teacher and Lord.” The present Organization and Procedure was approved at Triennial Sessions in 1996, and revised at Triennial Sessions in 1999.

**MEMBERSHIP AND TRIENNIAL SESSIONS**

1. **Membership** — Friends United Meeting is an association of those Yearly Meetings and other groups that have been received into membership in FUM. (See Sections 35-36)
2. **Jurisdiction** — Friends United Meeting shall have jurisdiction over all matters delegated to it by constituent Yearly Meetings. Friends United Meeting may provide Yearly Meetings with advice and counsel, and Yearly Meetings may look to it for advice and counsel. Friends United Meeting shall publish a complete record of its proceedings for their information.
3. **Sessions** — Friends United Meeting meets in Triennial Sessions at a time and place designated by the minutes of its own adjournment or by the General Board.
4. **Representatives** — Each Yearly Meeting is entitled to appoint five representatives to the Triennial Sessions, plus one additional representative for each one thousand members or major fraction thereof. Affiliated organizations (see Section 37) may appoint up to three representatives each and other member groups (see Section 36) may appoint up to two representatives each. Vacancies in the quota of any one Yearly Meeting may be filled by action of that Yearly Meeting, or by its representatives to the Triennial Sessions.

The representatives may participate in a travel pool to equalize expenses. Expenses for travel of the designated number of Representatives to and from the Triennial Sessions of Friends United Meeting shall be paid by the Yearly Meetings. To equalize these expenses, a pool shall be arranged whereby each Yearly Meeting shall pay the expenses of its quota of Representatives according to the average expenses of all the Representatives in attendance. Details in connection with the pool shall be determined by the General Board.

**5. Procedures** — The Presiding Clerk and Assistant Presiding Clerk of Friends United Meeting shall be the Clerks of the Representative Body and of the plenary sessions. If the Presiding Clerk shall be absent from any meetings, the Assistant Presiding Clerk shall preside. When the Presiding Clerk is reporting, this role shall be taken by the Assistant Presiding Clerk.

The Representative Body consists of all those specifically named by their yearly meeting, other member group or affiliate organization as representatives to the Triennial in accordance with Section 4. Major matters and proposals shall be considered by the Representative Body and the plenary sessions. Routine procedural matters may be acted upon by the Representative Body and reported to the Plenary Session which reserves the right to approve, disapprove or reconsider.

It is the prerogative of the Presiding Clerk to call separate meetings of the Representative Body if needed. Alternatively, the Presiding Clerk may consider Triennial plenary sessions to be sessions of the Representative Body, and may ask those making presentations or responding to business to identify themselves and state whether they are representatives or attenders.

**6. Triennial Committees** — Each Yearly Meeting shall name one of its Representatives to serve on the Triennial Nominating Committee and another to serve on the New Business Committee. These Committees serve the Representative Body only during the Triennial Sessions.

The New Business Committee screens and channels items to the Representative Body.

The Triennial Nominating Committee recommends to the Representative Body for approval the names of persons from among the membership of FUM to serve as Clerks, Trustees, and Treasurer of Friends United Meeting. It makes other recommendations as directed by the Presiding Clerk or by the Representative Body.

**7. Clerks** — Nominations for Presiding, Assistant Presiding, Recording, Assistant Recording, and Reading Clerks of Friends United Meeting shall be considered and approved early in the sessions. They shall take their positions as Clerks at the end of the sessions, continuing through the triennium and through the following sessions, when their successors are appointed and assume office. Clerks are normally appointed for a three-year term, coinciding with the Triennium. Clerks may be reappointed for a second three-year term, but shall not serve beyond two full terms in addition to fulfilling an unexpired term, if applicable. In the absence of one or more

Clerks, nominations for temporary appointments shall be made by the Triennial Nominating Committee to the Representative Body.

**8. Treasurer** — The Treasurer of Friends United Meeting shall be appointed by Friends United Meeting upon the recommendation of the Triennial Nominating Committee. The Treasurer will monitor the business operation regularly and report to the Finance Committee. The Treasurer serves on the General Board, Executive Committee, Finance Committee, the Board of Trustees, and Friends Extension Corporation Board of Directors.

**9. Trustees** — The Board of Trustees shall hold and administer such property as Friends United Meeting shall place in its custody and shall have management of annuity, trust, and endowment funds given for the use of Friends United Meeting or one of its subordinate units or programs.

The Board shall consist of nine members: the Friends United Meeting Treasurer, and eight members chosen for periods of six years, four to be selected at one Triennial Session and four at the next. They shall be appointed by Friends United Meeting upon the recommendation of the Triennial Nominating Committee. The appointees shall take their positions at the first meeting of the Trustees following the Triennial Sessions, continuing through the triennium and the following session, until their successors are appointed and assume office. In keeping with Quaker ideals of service and the distribution of responsibility, the service of Trustees should not extend beyond the limit of twelve consecutive years, not counting the filling of unexpired terms.

The Trustees shall designate from among its members one person to serve on the General Board, one to serve on the Finance Committee, and one to serve on the Friends Extension Corporation Board of Directors.

**10. Referrals** — The Presiding Clerk, or the Representative Body, may refer appropriate matters to the General Board.

**11. Appeals** — Those presenting new proposals may appeal to the Representative Body if not satisfied with the channels used by the Clerks or the New Business Committee.

## **THE GENERAL BOARD**

**12. General Board Authority** — The Presiding Clerk, Assistant Presiding Clerk and Recording Clerk of Friends United Meeting shall serve as the Presiding Clerk, Assistant Presiding Clerk and Recording Clerk of the General Board. The Presiding Clerk, or the Clerk's designee, shall represent Friends United Meeting when an official presence or communication is requested or is necessary.

In the interim between Triennial Sessions, the General Board is the legal representative of Friends United Meeting. It shall have the authority and responsibility to act for Friends United Meeting between Triennial Sessions. It shall meet at least once a year, at times it determines.

The General Board shall report to the Representative Body of Friends United Meeting in Triennial Sessions. Its report shall include its appointment of the General Secretary and Executive Staff. These appointees shall be introduced to the Representatives and the Plenary Sessions. The General Board is authorized to fill vacancies among the positions of Clerks, Treasurers, and Trustees if they occur during the interim between sessions.

The responsibilities of the former American Friends Board of Missions, World Ministries Commission and Meeting Ministries Commission are assumed by the General Board.

**13. Composition** — The General Board shall consist of members as follows:

- Appointees of constituent Yearly Meetings;
- Presiding Clerk, Assistant Presiding Clerk, Recording Clerk and Assistant Recording Clerk;
- two continuing members from the previous General Board Executive Committee's membership;
- one member from each of the affiliated organizations (see Section 37);
- the Treasurer of Friends United Meeting;
- one member appointed by the Trustees of Friends United Meeting;
- three Young Adult Friends (see Section 15).

Meetings of the General Board are open, except when the Presiding Clerk convenes executive sessions. In executive session, attendance is limited to the members designated above.

**14. Appointments by Yearly Meetings** — Constituent Yearly Meetings and affiliated organizations shall make their appointments to the General Board during the year preceding Friends United Meeting Triennial Sessions, and they shall take office at the first session of the General Board following these sessions. Persons appointed to fill vacancies shall take office at the first meeting of the General Board following the appointment by their Yearly Meeting.

Yearly Meetings are entitled to appoint the following numbers of General Board members: Membership of 3,000 or less, maximum of 2 appointees; 3,001 to 10,000, maximum of 3 appointees; 10,001 and over, maximum of 4 appointees.

**15. Young Adult Friends (ages 18-35)** — The Young Adult Friends members of the General Board are nominated by the General Board Nominating Committee with the advice of the members of the General Board, who shall inform themselves of suitable Young Adult Friends in their own Yearly Meetings. This provision is not intended to preclude the service by Yearly Meeting appointment of Friends in this age range.

**16. Resource Members** — The General Secretary and other Executive Staff are resource members of the General Board. At the discretion of the General Board, any of the Executive Staff may serve on any committee except the Executive Committee.

**17. Regional sub-groupings of the General Board** — In order to allow General Board members from all regions of FUM to participate in the work of the Board, the Board may from time to time convene meetings of Board members from a particular region of the world. The Presiding Clerk of the General Board shall preside over such regional meetings. Regional Board meetings may deliberate on issues of relevance to FUM's ministry in that region, and may offer a public witness in the name of the regional meeting of the Board. Minutes and other documents from regional Board meetings shall be circulated to the entire General Board.

## **GENERAL BOARD COMMITTEES AND FUNCTIONS**

**18. Committees** — The General Board shall have four regular committees: Executive Committee, Program Coordinating and Priorities Committee, Finance Committee and Nominating Committee. In addition, the Board shall appoint from its members such program committees as are necessary to give continuity and support to the work of FUM. Every member of the General Board shall serve on at least one of its committees. A program committee may co-opt from among the membership of FUM, individuals who are not members of the General Board to assist the committee with carrying out its responsibilities.

**19. Executive Committee** — The Executive Committee of the General Board shall be made up of the following members: The Presiding Clerk, Assistant Presiding Clerk, Recording Clerk, Treasurer, two members from the previous triennium's Executive Committee to provide continuity, and three members-at-large. The three members-at-large shall not be from the same Yearly Meeting, nor from the same Yearly Meetings as the Presiding and Assistant Presiding Clerks.

General Board appointees to the Executive Committee shall be named at the first meeting following the Triennial Sessions of Friends United Meeting. All members shall serve during the triennium and until the first meeting of the new General Board following the next Triennial, with the exception of the Presiding, Assistant Presiding and Recording Clerks who assume office at the close of the Triennial Session. The Presiding Clerk and Assistant Presiding Clerk of Friends United Meeting shall serve as Presiding Clerk and Assistant Presiding Clerk of the Executive Committee. The General Secretary may meet with this committee in regular sessions.

This committee shall assume responsibility for active counsel with and guidance of the General Secretary. It shall have authority to act for the General Board within limits as prescribed by the General Board and shall make a full report thereto.

**20. Personnel Responsibility** — The Executive Committee of the General Board shall have the responsibility of screening and recommending to the General Board meeting just prior to the Triennial Sessions the name of the person to serve as General Secretary for the next triennium. The Executive

Committee, in close consultation with that General Secretary, shall nominate the Executive Staff for the next triennium, to be approved by the General Board.

The Executive Committee shall review periodically all personnel policies applying to the total staff and shall recommend changes to the General Board. The basic salary structure shall be reviewed by this Committee and salary recommendations shall be sent to the Finance Committee for budget preparation.

**21. Program Coordinating and Priorities Committee** — The Program Coordinating and Priorities Committee shall make recommendations to the General Board on the implementation of the Purpose Statement through effective programs. It shall review new program proposals, undertake long-range planning, prioritize among the many goals and programs of FUM, evaluate ongoing programs in light of the purpose statement, receive reports on each program, and make recommendations to the General Board.

It shall be composed of ten members, as follows: three staff members appointed by the General Secretary; the Assistant Presiding Clerk of the General Board (who serves as the Clerk of PCPC); one member of the Finance Committee appointed by that committee; and five General Board members.

The Program Coordinating and Priorities Committee shall meet at each regular meeting of the General Board, with additional meetings as needed.

**22. Finance Committee** — The Finance Committee of the General Board shall be composed of:

- the General Secretary,
- the senior staff member in charge of finances,
- the Treasurer,
- six General Board members (at least three of whom are knowledgeable of Yearly Meeting finances, and at least two of whom served on the Finance Committee during the previous triennium, if possible),
- one member of the Trustees to be named by the Trustees.

The Finance Committee shall review draft budgets provided by staff, taking into account the program priorities recommended by the Program Coordinating and Priorities Committee. The Finance Committee shall then prepare a preliminary budget for the General Board's review, amendment and approval. The Finance Committee will receive and examine regular reports from the staff or Treasurer on the financial situation of Friends United Meeting. The Finance Committee will appoint one of its members to serve on the Program Coordinating and Priorities Committee.

**23. Fiscal Year** — The fiscal year for Friends United Meeting shall begin on July 1.

**24. Budget** — The income to support the administration and program of Friends United Meeting is provided through per capita and voluntary giving by the Yearly Meetings and other member groups and affiliated



organizations. Income is also received from Monthly Meetings; individuals; deferred gifts and income from endowments; and from grants obtained from organizations, foundations and governments. Each Yearly Meeting is expected to raise a fair share of the support needed for the joint ministries it has helped authorize through Friends United Meeting.

**25. Nominating Committee (GB)** — The Nominating Committee of the General Board (GB) shall include one appointee from each Yearly Meeting, to be designated by the Yearly Meeting, from among those who are its General Board Representatives. These so named shall serve a three year term. Vacancies shall be filled in like manner. The first meeting of the Nominating Committee in the new Triennium shall be convened by the Presiding Clerk of FUM or designee.

At the beginning of each triennium, the Committee shall present to the General Board for its approval names of those to fill the following positions:

- three members-at-large to serve on the Executive Committee
- five General Board members to the Program Coordinating and Priorities Committee
- six General Board members to serve on the Finance Committee (see Section 22)
- six persons to serve on the Pension Committee
- six person to serve on the Board of Quaker Hill Conference Center
- and six members-at-large on the Friends Extension Corporation.

At the last meeting of each triennium, the Committee shall present to the General Board for its approval names of those to fill the following positions:

- two from the Executive Committee to serve on the Executive Committee and the General Board for the next triennium. If possible one of these two continuing members shall be the outgoing Presiding Clerk or Assistant Presiding Clerk.
- three Young Adult Friends to serve on the General Board for the next triennium.

The Nominating Committee shall also make other nominations for appointments as directed by the General Board.

**26. Nominating Policies** — The General Board follows the following guidelines in its nominating process:

a) The General Board will not make appointments where there might be a conflict of interest, or where the appointment would involve the hiring, supervision, promotion, reporting or dismissal of a close relative (child, spouse, sister or brother).

b) The Nominating Committee will ordinarily do its best to find out whether the Friends it recommends for appointment are willing to serve, before bringing names to the General Board for approval. The Nominating Committee may suggest, and the General Board may approve, the names of people subject to their later consent. In this case, the acceptance of such appointments should be reported at the next General Board meeting.

c) Friends United Meeting will budget the Triennial and General Board expenses of: the Presiding Clerks, Recording Clerks and Treasurer; the two

carry-over members of the General Board Executive Committee; and the three Young Adult Friends serving on the General Board. The Reading Clerk's expenses will be paid for the Triennial Session. FUM will also budget for the expenses of special meetings authorized by the General Board (e.g. Program Coordinating and Priorities Committee).

d) Appointments are normally for the period of the Triennium, unless otherwise stated by the General Board.

e) Those appointed to represent FUM with other bodies are expected to report back to the General Board on an annual basis.

27. [under consideration] **Pension Committee** — The Pension Committee consists of six members appointed by the General Board of Friends United Meeting. This committee supervises the national group pension program which is designed for pastors and other employees of the Monthly and Yearly Meetings and others employed by any Quaker organization or agency which wishes to participate. This committee is under the supervision of the General Board and the plan is administered by the General Secretary.

## STAFF

28. **Executive Staff** — The Executive Staff shall include the General Secretary and other senior management positions as designated by the General Board. The Executive Staff shall function as a staff leadership group to advise the General Secretary. The Executive Staff shall be appointed according to procedures described in Section 20.

29. **Other Staff** — Other staff may be appointed by the General Secretary, after appropriate consultation, to carry out the purposes and functions of Friends United Meeting.

30. **Personnel Manual** — Staff procedures and policies can be found in the Personnel Manual of Friends United Meeting which is to be used as a supplement to this Organization and Procedure.

## SUBSIDIARIES

31. **Subsidiaries** — Friends United Meeting operates several organizations which function as semi-independent programs within FUM. These organizations have their own articles of incorporation, bylaws, Boards of Directors and financial statements, but are also under the oversight of the FUM General Board, and accountable to the Triennial. Any change to their bylaws must be approved by the General Board. Their Boards of Directors are approved by the General Board, according to procedures detailed below. Financial statements and audits are incorporated into a consolidated financial statement and audit report for FUM.

**32. Friends Extension Corporation** — The Friends Extension Corporation serves to offer financial assistance through loans and small grants to new fellowship groups preparing to establish a Friends Meeting, and to existing Friends Meetings planning to extend their physical facilities. Consideration is also given for financial assistance to Friends retirement homes, camps, conference grounds and educational buildings. The Corporation solicits funds and property from individuals, Meetings and Trustee groups who wish to invest in this program of extending the witness and work of Friends.

The membership of the Friends Extension Corporation Board of Directors shall consist of the General Secretary, the Friends United Meeting Treasurer, one member designated by FUM Trustees, six members-at-large to be appointed by the General Board, and the senior staff member in charge of finances ex-officio. The Directors annually appoint the officers of Friends Extension Corporation: Chairman, Vice Chairman, Secretary, and Treasurer.

The Friends Extension Corporation Executive Committee shall consist of the officers and one other Director appointed by the Friends Extension Corporation Board of Directors. The Executive Committee shall conduct interim business delegated to it by its Board.

**33. Friends Theological College** — statement of mission; how Board is composed

**34. Ramallah Friends Schools** — statement of mission; how Board is composed

## JOINING FRIENDS UNITED MEETING

**35. Membership of Yearly Meetings** — Any Yearly Meeting that is established from one or more existing FUM Yearly Meeting(s) and is recognized by such Yearly Meeting(s), upon application is entitled to associate membership in FUM. The General Board may ask the new associate member Yearly Meeting to follow prescribed guidelines before being accepted into full membership by the General Board. Upon acceptance by the General Board as full members, the Yearly Meeting shall name members to the General Board and assume the other rights and responsibilities of membership. At the next Triennial Session, the new member Yearly Meeting shall be recognized as a full member.

Applications for membership in Friends United Meeting received from other Yearly Meetings shall be considered on an individual basis, following guidelines established by the General Board.

**36. Membership of Other Groups** — Any application for membership in Friends United Meeting received from a group which is not organized as a Yearly Meeting will be considered on an individual basis, following guidelines established by the General Board. (e.g. Ciudad Victoria Friends Church and Ramallah Monthly Meeting.) Such groups shall not appoint members to the General Board but their observers may attend General Board meetings and shall have the freedom to place business items on the agenda

of the General Board and of the Triennial sessions of Friends United Meeting. Such groups are entitled to appoint up to two representatives to Triennial session.

## RELATIONSHIPS WITH OTHER BODIES

37. **Affiliated organizations** — Affiliated organizations each appoint one representative to the General Board and three representatives to the Triennial session. They share in the discussion of business matters and in the decisions made.

A. **United Society of Friends Women International** — The United Society of Friends Women International has, as its principal objective, the uniting of all Friends' women in Christian fellowship, service, spiritual development, education, and mission among Friends. The United Society includes the women's societies in the member Yearly Meetings.

B. **Quaker Men International** — The Quaker Men movement among Friends started essentially as a local Meeting enterprise, later becoming a Yearly Meeting and Friends United Meeting movement. It seeks to enlist the manpower of its membership for effective service through the local Meeting. With a background of development in several Yearly Meetings, the Quaker Men organization of Friends United Meeting was formed. This organization promotes and supports special projects for which the local Meetings, Yearly Meetings and Friends United Meeting are concerned.

38. **Cooperative organizations** — Cooperative organizations are those whose interests and concerns parallel or supplement the work of Friends United Meeting. They are welcome to attend General Board sessions as observers at their own expense. An observer has the privilege to speak but may not enter into the decision making. The General Board may make appointments to these organizations in response to requests from them. Those so appointed will report back to the General Board on an annual basis.

A. **American Friends Service Committee** — The American Friends Service Committee is a channel for service in a wide range of humanitarian activities at home and abroad through which many Friends in Friends United Meeting may express their convictions in relief and service. Its membership includes Representatives of many of the constituent Yearly Meetings of Friends United Meeting.

B. **Friends Committee on National Legislation** — The Friends Committee on National Legislation, with headquarters in Washington DC, seeks to relate Friends principles to current national policy. Through meetings and literature, the FCNL informs Friends on matters pertinent to Friends beliefs and provides a channel of action. It seeks to work with legislators and administrative officers for those laws which will help make a peaceful world. The General Committee of the FCNL is made up of Friends, many representing constituent Yearly Meetings of Friends United Meeting.

**C. Friends World Committee for Consultation** — The Friends World Committee for Consultation has headquarters in London, England and other offices around the world. The Committee seeks to nurture the spiritual life and growth of the world-wide community of Friends through literature, conferences, intervisitation and outreach. It is composed of Representatives from Yearly Meetings around the world. Its purpose is to strengthen in Friends the sense of unity and interdependence and to enable Friends to take their place in the development of a Christian world community.

39. **Ecumenical organizations** — Ecumenical organizations are those that promote Christian fellowship and service through national or international structures. FUM is a member of the National Council of Churches of Christ in the USA, the World Council of Churches, and Christian Churches Together in the USA, and also participates in other ecumenical opportunities when appropriate. Their Representatives may attend the General Board Sessions by request as observers at their own expense. The General Board may make appointments to these organizations in response to requests from them. Those so appointed will report back to the General Board on an annual basis.

**A. National Council of Churches of Christ in the USA** — The National Council of Churches of Christ in the United States of America is an organization whose object is to manifest the essential oneness of the Christian Churches of America in Jesus Christ as their Divine Lord and Savior and to promote the spirit of fellowship, service, and cooperation among them. Friends United Meeting is a constituent member represented in the organization. The General Board may make appointments to the National Council of Churches as requested by that body.

**B. World Council of Churches** —The World Council of Churches is an organization of like purpose to the above, but world-wide in scope. It is basically, “A fellowship of churches which accepts our Lord Jesus Christ as God and Savior.” Friends were represented at the Advisory Conference in 1938, which drafted the Constitution of the proposed council, and in 1940 the Five Years Meeting approved the proposal of membership in the World Council of Churches with this statement: “The Five Years Meeting of Friends in America wholeheartedly accepts the invitation to join the World Council of Churches. Our central interest is to affirm our absolute loyalty to Jesus Christ as the Head of the Church and to express the spirit of love, the power of truth, and the promotion of vital religion of life.” The General Board may make appointments to the World Council of Churches as requested by that ecumenical body.

**C. Christian Churches Together in the USA**

## AMENDMENTS

**40. Amending or Revising Friends United Meeting's Organization and Procedure** — These administrative practices and procedures may be amended or revised by Friends United Meeting at its Triennial Sessions. Proposals for amendment or revision of these procedures may originate with a Yearly Meeting, with Friends United Meeting, or its General Board. Such proposed amendments must be sent to registered Triennial representatives and the Clerks and offices of constituent Yearly Meetings and Affiliated Organizations at least 30 days prior to the start of the Triennial sessions. The General Secretary is responsible for maintaining the approved Organization and Procedure and receiving recommendations for revision.

# Index

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## Advices

- Abortion 8-11
- Alcohol & Narcotics 8-9,10
- Gambling & Lotteries 8-10
- Judicial Oaths 8-10
- Recreation & Amusement 8-9
- Sanctity of the Home 8-8,9
- Secret Organizations 8-10,11

## Affirmation

- Suggested form A-3

## American Friends Service Committee 9-10

- Representatives nominated 8-3

## Annual Budget, Yearly Meeting

- When presented 7-3

## Annual Sessions

- Yearly Meeting 8-1

## Assessments 6-1; 7-3

## Assistant Presiding Clerk

- Yearly Meeting
  - Duties, Responsibilities 6-1,2
  - Nominated 8-1
- Friends United Meeting 9-2,3

## Audit

- Monthly Meeting 3-3
- Yearly Meeting 6-5
  - Auditing Committee Members, duties 6-5
  - Members nominated 8-2

## Beliefs (see also Advices)

- Atonement 1-4
- Baptism 1-1,3,12,13
- Christian fellowship 1-4
- Christian service 4-1
- Christianity & War 1-4
- Civil Government 1-16,17
- Cleansing from sin 1-4

- Communion (see also Lord's Supper) 1-1
- Conscience 1-16,17
- Deity of Christ 1-4
- Fatherhood of God 1-4
- Final Judgment 1-12
- First Day 1-18
- Forgiveness 1-4
- God 1-6
- Head of Church 2-1
- Holy Scriptures 1-4,9,10
- Holy Spirit 1-3,4,6,8,9; 4-1
- Humanity of Christ 1-4
- Indwelling Spirit 1-4
- Justification 1-10,11,12
- Lord Jesus Christ 1-7,8
- Lord's Supper (see also Communion) 1-13,14
- Man's Creation 1-10
- Man's Fall 1-10
- Marriage 1-17
- Ministers 1-15,16
- Ministry 4-1
- Oaths 1-17,18
- Peace 1-17
- Peace witness 7-6
- Praise 1-16
- Prayer 1-16
- Preaching 1-15
- Priesthood of Believers 1-4; 4-1
- Public Worship 1-14,15,16
- Regeneration 1-11
- Resurrection 1-12
- Salvation 1-3
- Sanctification 1-4, 11
- Spiritual Gifts 4-1
- Surrendered Life 1-4
- Worship 1-4

## Board on Coordination 6-7

- Duties, Responsibilities 6-1,2,3,7,8,10; 8-3
- Meetings 6-8
- Membership 6-7

## Body of Representatives 6-1,2,3

- Business 6-4

Duties, Responsibilities 4-4, 6-1 through 9; 7-3,7  
Members 6-1,3,4  
Property, other rights 6-6  
Quorum 6-6  
Representatives 3-6  
Time of meetings 6-6

### **Budget**

Monthly Meeting 3-2; 7-3  
Yearly Meeting  
    Administrative 8-3  
    Faith Ministries 8-3,4  
    Undesignated Contributions 8-4  
    Unused budget allotments 8-4  
    When presented 7-3  
Friends United Meeting 9-6

### **Business**

Monthly Meeting 2-2  
    Procedures 2-1  
Quarterly Meeting 5-1  
Yearly Meeting Sources 6-8

### **By-Laws 8-1**

Amendment, revision 8-5

### **Called Meetings**

Monthly Meeting 3-2

### **Camp Quaker Heights Board**

Duties 1-5

### **Christian Denomination**

Defined 1-3

### **Christian Education**

Monthly Meeting Committee 3-3; 7-4  
Duties 7-4  
Yearly Meeting Board 7-4  
Junior Yearly Meeting 6-10  
Members nominated 8-2  
Membership 7-4  
Purpose 7-4  
Sunday School assistance 7-4

### **Christian Social Concerns**

Monthly Meeting Committee 3-3  
    Purpose, membership 7-7  
Yearly Meeting Board  
    Duties 7-6  
    Members nominated 8-2  
    Membership 7-7  
    State/National Legislation 7-6  
Friends United Meeting 7-7

### **Church Extension Board 2-2**

Duties 7-1,2  
Members nominated 8-2  
Purpose 7-2  
Weak churches 7-2

### **Church of Jesus Christ**

Defined 1-3

### **Co-opted committee members 7-7**

### **Correspondence, Yearly Meeting 6-2**

### **Declaration of Faith**

1887 Richmond conference 1-6

### **Dedicatory Certificate for Child**

Suggested form A-6

### **Dedicatory Service for Child**

Suggested form A-5

### **Departmental Boards**

Clearing Dates 7-7  
Co-opted members 7-7  
Directives 7-7  
Reorganization 7-7  
Terms for members 7-7  
Unexpired terms 7-7  
When appointed 7-7

### **Discipline Committee**

Members nominated 8-2  
Members, duties 6-5

### **Discipline Propositions 6-8**



**Elders**

Appointment 3-5  
 Qualifications 3-5,6

**Evangelism 7-1****Evangelists 4-1****Ex officio membership 2-1****Financial Year 8-3****Five Years Meeting 1-2****Fox, George**

“Letter to Governor of  
 Barbadoes” 1-5

**Friends Associated Committee on  
 Indian Affairs**

see Mesquakie Mission Board

**Friends Committee on National  
 Legislation 9-10**

Representatives nominated 8-3

**Friends Development Fund 7-10**

Board of Directors, Officers,  
 Meetings 7-10  
 Investment Committee 7-10  
 Purpose 7-10  
 Trust Funds 8-4

**Friends Extension Corporation 9-  
 9****Friends United Meetings (FUM)  
 1-2; 9-1**

Affiliation of smaller groups 9-10  
 Appointment by Yearly Meetings  
 9-4  
 Assistant Presiding Clerk 9-2,4  
 Assistant Recording Clerk 9-2,4  
 Associated Organizations 9-9  
 Budget preparation 9-6,7  
 Discipline  
 Amending, Revising 9-12  
 Executive Committee 9-5

**Executive Staff**

General Secretary 9-8  
 Other Staff 9-8  
 Personnel Manual 9-8

**Fiscal Year 9-6****Formula for representation 9-1,2****General Board 9-3**

Authority 9-3  
 Committees 9-5,6,7,8  
 Membership 9-4  
 Representatives nominated 8-2

**Jurisdiction 9-1****Membership 9-1****Membership of Yearly Meetings  
 9-9****Nominating Committee 9-7****Other Agencies 9-10,11****Pension Committee 9-8****Plenary Session 9-2****Presiding Clerk 9-2,3****Priorities & Budget Committee 9-  
 6,7****Procedures 9-2****Property & Financial Interests 9-  
 6,7**

Budget 9-6,7

Friends Extension Corporation  
 9-9

Treasurer 9-6

Trustees 9-3

**Reading Clerk 9-2****Recording Clerk 9-2,3,4****Representatives 6-3; 9-1**

Nominated 8-2

Number nominated 8-2

**Triennial Committees 9-2****Triennial Sessions 9-1****Yearly Meetings on Mission****Fields 9-9,10****Friends World Committee on  
 Consultation 9-11**

Representatives nominated 8-3

**Fund-raising Campaigns**

Approval needed 6-6,8

**Head Page**

Nominated 8-1

**Historical Statement 1-1****Home Missions 7-2****Hospitality Committee 8-3****Junior Yearly Meeting 6-10****Marriage Ceremony A-3**

Alternate Vows A-5

Suggested form A-3

**Meetings**

Discontinued 6-1

Establishing 2-2

New 6-1; 7-1,2

**Membership**

Application 2-3

Suggested form A-1

Associate to Active 2-4

Attenders 3-4

Basis 2-2

Certificate 2-4

Cessation 2-6

Church Letters 2-4

Discontinuance 2-6

Dismissal 2-6

Disownment 2-6

Equal rights, privileges 2-1

Forfeiture 2-6

Instruction 2-4

Joining Other Bodies 2-5

Kinds

Active 2-2; 3-1,4

Affiliate 2-3

Associate 2-2; 3-1,4

Letter to Other Denominations

Suggested form A-2

Minor Children 2-4

Non-resident 2-2,5

Preparation 2-3

Recognition 2-4

Records 2-5

Resident 2-2,5

Resignation 2-6

Rules 2-3

Sexual equality 2-1

Transfer 2-4

Transfer from Discontinued

Meeting 2-5

**Mesquakie Mission Board 8-2****Ministers**

Certificate of Ministerial Standing  
4-4

Suggested form A-3

From other denominations 4-6

Minute of Recording 4-3

Ordained/recorded 4-1

Public recognition service 4-3

Questions to 8-7

Recording 4-1

Suspending, rescinding, restoring  
4-4,5

Training and recording 4-2; 6-10

Transfer from another Yearly

Meeting 4-6

Transferring standing 4-6

**Ministry & Counsel 7-1**

Monthly Meeting 3-2,4

Clerks 3-4

Duties, Responsibilities 2-3,4,5;  
3-4: 4-1,4,5,6,7,8

Representatives 3-6

Meeting time 3-4

Membership 3-4

Outreach 7-3

Year 3-4

Yearly Meeting 6-9: 7-1

Board, how constituted 7-1

Body of Representatives 6-9

Church Extension 7-2

Clerks 6-9; 7-2

Duties, Responsibilities 4-  
2,3,4,5,6,9; 6-9; 7-1

Membership 6-9

No co-opted members 7-7

Oversight Committee 4-5

Representatives Duties 2-5

Resignations, unexpired terms  
7-8  
Training & Recording of  
Ministers 6-10

### **Minute**

Disownment 2-6  
Service 4-9

### **Missionaries 4-1**

### **Missions**

Monthly Meeting 7-6  
Committee 3-2,3  
Separate from IJSFW 7-6  
Yearly Meeting Board 7-5  
Members nominated 8-2  
Membership 7-6  
Purpose 7-5,6

### **Monthly Meeting 3-1**

Annual Audit 3-2  
Annual Business Meeting 3-3  
Annual Reports of  
Stewardship/Treasurer 3-2  
Authority 3-1  
Auxiliary Organizations 3-3  
Calling pastor 3-4; 4-7  
Clerks 3-1  
Committees  
Christian Education 3-3  
Christian Social Concerns 3-3  
Literature-Library Committee  
3-3  
Ministry & Counsel 3-3  
Missions 3-3  
Music Committee 3-3  
Nominating 3-2  
Other Committees 3-3  
Stewardship 3-2  
Trustees 3-3  
Young Friends 3-2  
Committee Reports 3-3  
Duties, Responsibilities 2-3; 3-1:  
4-2,7,8,9  
Evangelism, outreach 3-4  
Financial commitment to Yearly  
Meeting 8-3,4

Financial Year 8-3  
Funds to Yearly Meeting 3-6  
Memorials 3-5  
Ministry 3-4  
Officers Appointed 3-1  
Organization 3-1  
Pastoral arrangements 3-4  
Property 3-1; 6-2  
Quorum 3-1  
Real Estate 3-1  
Representatives 3-6  
Special Sessions 3-2  
Spiritual Condition Report 3-4  
Spiritual interests 3-1  
Statistical Secretary 3-1  
Structure 3-2  
Treasurer 3-2  
Young Friends Groups 7-5

### **Music Committee, Yearly Meeting 8-3**

### **National Council of Churches 9-11**

### **New Business Committee 6-5**

Yearly Meeting  
Duties 6-5  
Members 6-5  
Members nominated 8-2

### **Nominating Committee**

Monthly Meeting 3-2  
Duties 3-5  
Quarterly Meeting 5-2  
Yearly Meeting 6-4  
Duties 6-2,4; 8-1,3  
Members 6-4

### **Organization 2-1**

### **Outreach 2-2; 7-2**

### **Parent Monthly Meeting 7-2**

### **Pastoral Committee 3-4**

### **Pastoral Leadership 6-3**

## **Pastoral Service**

Call 4-7  
Call, length 4-7  
Duties 4-7,8  
Marriages/counseling 4-8  
Pastoral year 4-6  
Pastors 4-1  
Retirement benefits 4-8  
Sabbatical 4-8,9  
Salary 4-6  
Termination 4-6

## **Pastors' Association**

Purpose, Membership, Officers 7-10

## **Pension Program 9-8**

## **Personnel, Other**

Yearly Meeting  
How secured 6-7,8

## **Plenary Session 6-1,4**

## **Preparative Meeting 7-2**

Becoming a Monthly Meeting 7-2

## **Presiding Clerk**

Monthly Meeting  
Duties 3-1,2  
Yearly Meeting  
Duties, Responsibilities 6-1,2;  
7-7  
Nominated 8-1  
Friends United Meeting 9-2,3,4

## **Property and Other Rights 6-6**

## **Publications 6-6**

## **Quakerdale**

see White's Iowa Institute 7-9

## **Quaker Heights**

see Camp Quaker Heights 7-5

## **Quaker Men**

International 9-10

Monthly Meeting 3-3; 7-8,9  
Officers, terms 7-8  
Purpose 7-8

## **Quarterly Meeting**

Authority, Relationship 5-2  
Business meetings 5-2  
Constitution change 5-2  
Membership 5-1  
Nominating Committee 5-2  
Officers, duties 5-1,2  
Organization, Functions 5-1  
Program committee 5-1  
Purpose 5-1

## **Queries**

Ministry & Counsel 8-5,6  
Monthly Meeting 8-6,7  
When read 3-6

## **Quorum**

Body of Representatives 6-6  
Monthly Meeting 3-1

## **Reading/Announcing Clerk**

Friends United Meeting 9-2

## **Real Estate, Property, Permanent Funds 3-1; 6-2; 8-4,5**

## **Recording Candidate Certificate**

Suggested form A-3

## **Recording Clerk**

Monthly Meeting 3-1  
Yearly Meeting  
Duties 6-1  
Nominated 8-1  
Friends United Meeting 9-2,3,4

## **Records**

Ministry & Counsel, Monthly Meeting 3-6  
Yearly Meeting fireproof vault 3-6

**Removal Certificates**

Suggested form A-2  
Ministers 2-5

**Representative Body**

Yearly Meeting 3-6  
(see also Body of Rep.)

**Retired Ministers & Missionaries**

7-1

**Richmond Declaration of Faith**

1-6; 7-1

**Rotation in office 2-1****Society of Friends 2-1**

Name 1-1

**Spiritual Condition**

Monthly Meeting 3-5  
Yearly Meeting  
Annual reports 6-9

**Spiritual Life 7-1****Statistical forms 6-3****Statistical Secretary**

Monthly Meeting 3-1  
Yearly Meeting 6-3

**Stewardship**

Monthly Meeting Committee 3-2  
Duties 4-7; 7-3  
Yearly Meeting Board Duties,  
Responsibilities 6-2,6,8,10; 7-3;  
8-3,4,5  
Members nominated 8-2  
Membership 7-3

**Sunday School 7-4****Sunday School Council**

Suggested 7-4

**Sunday School Superintendent**

How appointed 7-4

**Superintendent, Yearly Meeting**

Duties, Responsibilities 4-4,5,6,7;  
6-2,5

Appointed 6-2

How called 6-7

Renewal, termination 6-7

**Teachers 4-1****Time of Meeting, Yearly Meeting**

8-1

**Training & Recording Process**

4-1,2,3,4; 6-10

**Treasurer**

Monthly Meeting 3-2,3

Yearly Meeting

Authority, duties 6-2; 7-10; 8-  
3,4

How selected 7-3

If unable to serve 8-3

Trust Funds 8-4

Friends United Meeting 9-3

**Trust Funds 8-4****Trustees**

Monthly Meeting

Duties 3-3

Yearly Meeting

Duties 6-2: 8-3,4,5

Nominated 6-2: 8-1

Trust Funds 8-4,5

Friends United Meeting 9-3

**United Society of Friends Women  
(USFW)**

International 9-10

Monthly Meeting 3-3

Yearly Meeting

Purpose 7-8

Membership 7-8

Officers, terms 7-8

## **White's Iowa Institute**

Annual audit 7-9  
Annual report 7-9  
Trustees 7-9  
Nominated 8-1

## **William Penn University**

Board members from Yearly Meeting 7-9  
Monthly Meeting Committee 7-10  
Purpose 7-9  
Trustees 7-9  
Nominated 8-1

## **World Council of Churches 9-11**

### **Yearly Meeting**

Administrative Budget 8-3  
Assessments, quotas 6-1  
Assistant Presiding Clerk 6-1  
Nominated 8-1  
Auditing Committee 6-5  
Board on Coordination 6-1  
Board on Stewardship 7-3  
Budgets, assessments 6-6  
Constitution, Authority 6-1  
Discipline Committee 6-5  
Finances 6-6,8  
Jurisdiction 6-1  
Membership 6-1  
New business 6-5  
Plenary sessions 6-1,4  
Presiding Clerk 6-1  
Duties, Responsibilities 6-1,6;  
7-7  
Nominated 8-1  
Program committee 6-7  
Reading/Announcing Clerk 6-1  
Recording Clerk 6-1  
Duties 6-2  
Nominated 8-1  
Statistical Secretary 6-3

### **Youth/Young Adult Ministries**

Director of Youth/Young Adult Ministries 6-3; 6-8; 7-5  
Monthly Meeting 3-3  
Monthly Meeting Committee 3-2

## **Youth/Young Adult Ministries**

### **Director**

Duties 7-5  
How called 6-8

### **Youth/Young Adult Ministry Board 7-5**

Ex officio members 7-5  
Membership 7-5  
Members nominated 8-2