



Representatives Handbook 2019

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This information is for the use of Representatives to the Friends World Committee for Consultation. We strive for accuracy and believe this information to be correct as of March 11, 2019. Note that a few changes to committee structure are proposed at this time and will not be decided until the Section Meeting. Suggested changes and corrections should be sent to americas@fwccamericas.org. Thank you.

WELCOME

Dear Representatives of FWCC – Section of the Americas,

Greetings in the truth of the Holy Spirit's presence in our lives and in all those efforts we undertake as we follow our Guide while connecting all the traditions of the Religious Society of Friends.



"Come and see!" says the Gospel, referring to the example of the first Christians. We've adopted that invitation for our Section Meeting in March 2019. Come and see! That urgent call invites all who can come to the Section Meeting to create transnational and local communities in which we love one another as Christ commanded us to love one another, and work together to feel ever more strongly connected.

FWCC Section of the Americas has been working for the past three years to implement our Strategic Plan. Many have expressed their desire to receive visits from our Traveling Ministry Corps — consisting of several teams working in two languages, with a decisive presence of young Friends who are already coparticipants in the leadership of our ministry. What does a representative do when faced with the opportunities for service offered by her or his yearly meeting as part of joining in the work of the Friends World Committee for Consultation?

In the past, FWCC Section of the Americas had more staff to do the work, but even so it has always been the Representatives, the volunteers, who have shaped the direction for the Section, and offered the energy and resources for all its work. FWCC will continue to rely more and more on volunteers as the foundation of our work.

We don't have a fully satisfactory Spanish equivalent for *Representative Engagement*, so we settled for a related concept— *Capacitación de Representantes*. "Engagement" mostly points to "commitment" and to the love that makes that commitment possible. Often, and by the grace of God, that love feels unstoppable, making all our work a string of blessings. "Engagement" also reminds me of the meshing of gears in all those moments when the cogs meet to transfer that energy among us that the Spirit has given us to do the work to which we're dedicated. On the other hand, "*Capacitación*" is mostly about putting forth capabilities we bring to the work, sharing the gifts entrusted to us, and crafting tools for the ministry. Our "*Capacitación*" will prepare us as a community consecrated to the work of connecting Friends, crossing cultures, and changing lives.

This Handbook, with its brief yet thorough description of resources and processes, is an essential toolbox for "engagement" and "*capacitación*." Use it and all the resources it makes available to you, particularly our website.

Friends, the harvest is great— and we, the workers gathered for it, have to draw on the love of the Friend that makes us Friends. We have to prepare together for the work, we have to identify and engage the Friends willing to join in.

Benigno Sanchez-Eppler
Clerk, Section of the Americas
May 2018

WHAT IS THE FRIENDS WORLD COMMITTEE?

Purpose

The purpose of the Friends World Committee for Consultation is to encourage fellowship among all the branches of the Religious Society of Friends. In the Americas, the Quaker community extends from the Arctic to the Andes, spanning a rich diversity of regional cultures, beliefs and styles of worship. FWCC Section of the Americas offers programs that unite Friends across the hemisphere through Spirit-led fellowship.



Our Roots

In 1937, after years of concerned work to reconnect a fragmented Quaker world, the Second World Conference of Friends created the Friends World Committee for Consultation “to act in a consultative capacity to promote better understanding among Friends the world over.” Today, Friends from yearly meetings and groups in nearly 60 nations continue this work. Around the world there are four cooperating,

autonomous FWCC Sections serving Africa, the Americas, Asia and the West Pacific, and Europe and the Middle East. FWCC’s World Office is in London.

Our Mission: Answering God's call to universal love, FWCC brings Friends of varying traditions and cultural experiences together in worship, communications, and consultation, to express our common heritage and our Quaker message to the world.

Our Vision: We envision a thriving and integrated network of Friends from the Arctic to the Andes, woven together in transformative faith, learning to love, listen, and witness.



Our Work

Representatives of affiliated yearly meetings conduct the business of the Friends World Committee for Consultation. Visitation and travel in the ministry encourage Quakers to live out their personal commitment to the Religious Society of Friends/Friends Church and build spiritual unity in diverse traditions. Conferences and workshops for Friends in neighboring yearly meetings from across a region or an entire continent provide a meeting ground for deep worship and connection so Friends may learn from one another. Online and print resources assist those exploring the Quaker faith in English and Spanish. The Section publishes directories of yearly meetings, local meetings and churches; epistles; and a calendar of yearly meetings sessions in the Americas.



Core Values

- Work under the guidance of the Holy Spirit, seeking God's will and assistance
- Be peacemakers and reconcilers among Friends
- Act on the testimony on equality as we seek to cross barriers of geographic distance, language, culture, racism, theology, gender, age and access to power and material wealth

Core Practices

- Build trust and fellowship among Friends from different traditions
- Promote cross-cultural understanding by bringing together Friends of different ages, genders, nationalities, spiritual practices, and theological beliefs at gatherings and on committees
- Provide opportunities for Friends to identify and work on common concerns, service, and action
- Provide assistance with travel and other needs related to these encounters
- Maintain a website, electronic newsletter, and print newsletter
- Collect and disseminate information about Friends' churches, monthly and yearly meetings, and groups
- Provide Spanish and English translations and interpretation
- Maintain diverse representation on governing committees and program groups, and transparent stewardship of organizational resources

Strategic Goals for 2015-2023

Goal 1:

To increase understanding among Friends from different traditions, connecting Quakers of all traditions in the Americas

Goal 2:

To communicate and transmit the inspiring power of our work in order to involve more Friends in FWCC's ministry—transforming lives and faith communities through cross-branch understanding

Goal 3:

To find new sources of funding to sustain the staffing and programs necessary to advance our mission

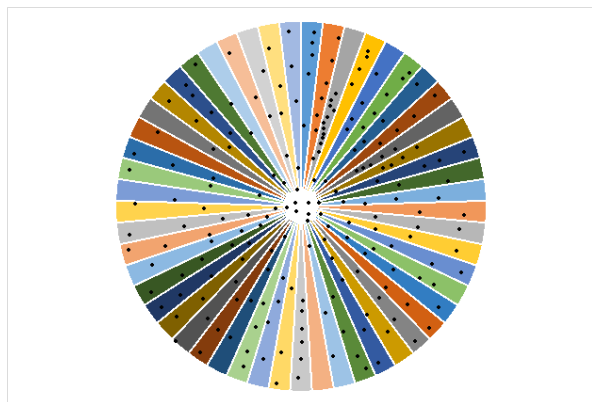
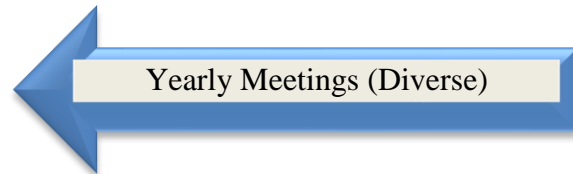
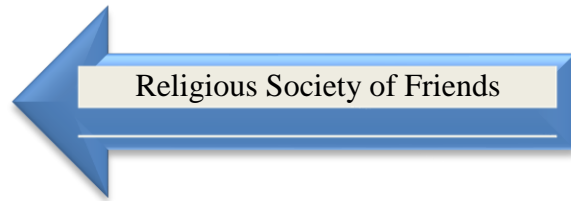
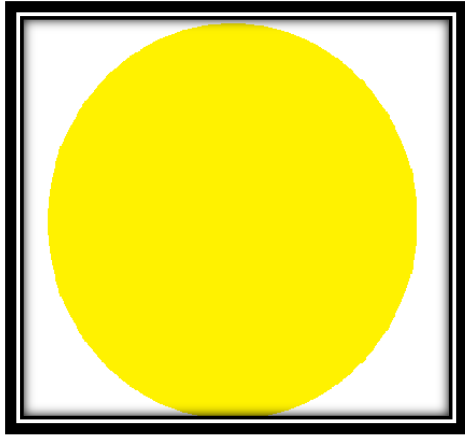
Our current strategic plan, *Weaving the Tapestry 2015-2023*, can be found on our website at <https://fwccamericas.org>: click “About FWCC” on the home page, then “Our Work” then “Strategic Plan”

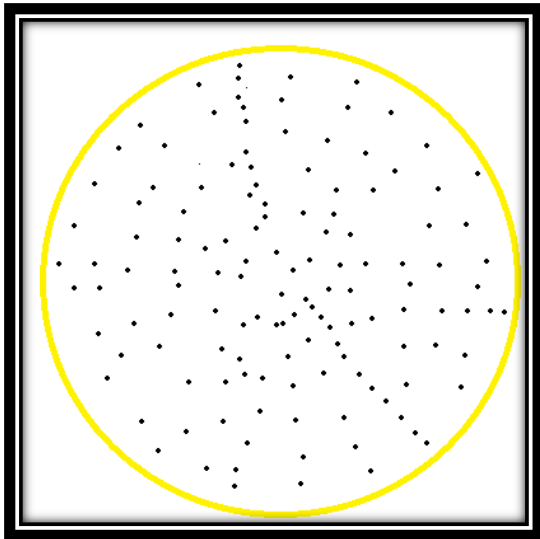
By-Laws

To read the FWCC Section of the Americas By-Laws, click “Representatives” at the top of the main page of the website (<https://fwccamericas.org>) and log in. The user name is **quaker** and the password is **quaker**. Then look under “Representative Resources” and click the By-Laws button.

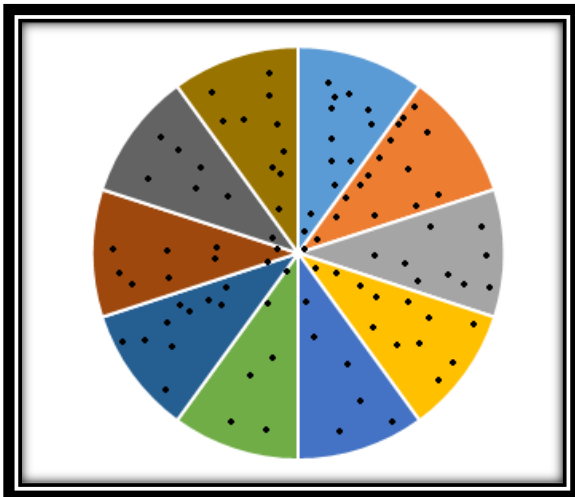
Diagram

How does Friends World Committee for Consultation Section of the Americas work?





FWCC/CMCA consists of
representatives of diverse Yearly
Meetings

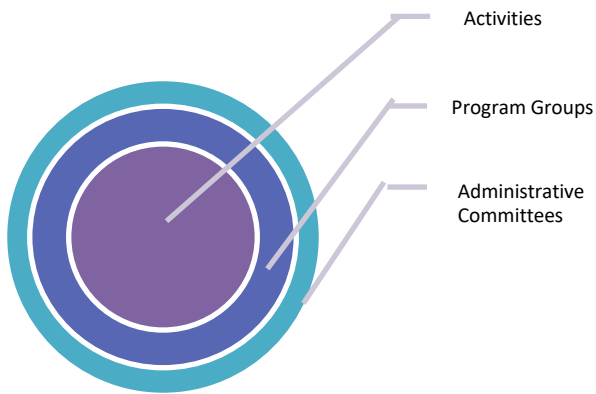


Representatives and their Yearly
Meetings are divided into Regions.

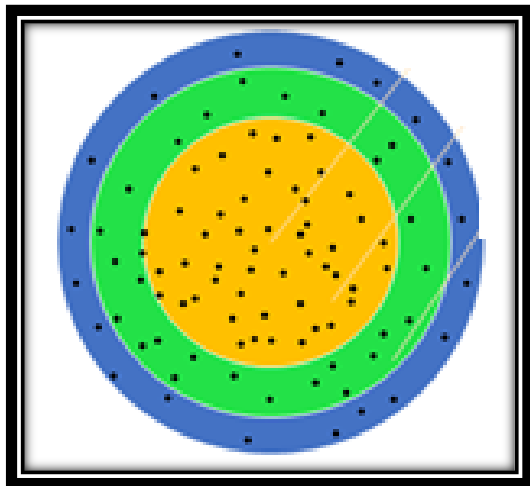
USA, Canada, and Jamaica (8 Regions)

COAL (The Committee of Latin
American Friends) is divided into two
Regions:

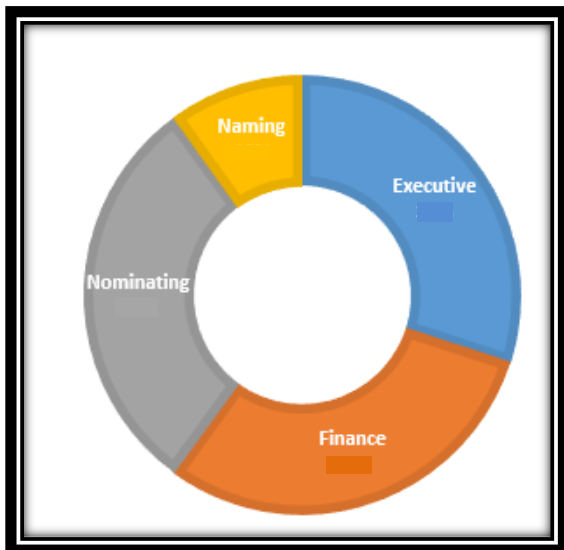
1. Central America, Cuba and Mexico.
2. South America (Peru and Bolivia)



The Administrative Committees support the Program Groups that organize activities.



FWCC activities are organized by committees composed of Representatives



Administrative Committees:

1. Naming
2. Executive
3. Finance
4. Nominating

What does a Representative do?

Purpose:

Representatives serve as liaisons between the Friends World Committee for Consultation Section of the Americas and their yearly meetings and the wider Quaker world. Representatives participate in FWCC decision-making at Section Meetings and populate FWCC's committees.

Activities/Responsibilities:

- Organize World Quaker Day activities at your home church or meeting on the first Sunday in October.
- Keep informed about Friends World Committee programs and events, and intercultural/ inter-branch Friends initiatives in general
- Promote the work of FWCC in home meeting communities: raise awareness of FWCC programs, encouraging attendance at FWCC events and funding for FWCC
- Help yearly meetings communicate information to FWCC, e.g. news, yearly statistical updates and changes in representative appointments
- Assist with coordinating FWCC gatherings and intervisitation in your local area
- Complete skills and interest surveys to be considered for service on FWCC committees
- Serve on a Section or international committee
- Participate in business sessions at the Section Meeting

Work requirements:

- Be able to communicate electronically
- Be able to communicate by phone
- Attend Section Meeting, which may be annual or biennial
- Attend local or regional gatherings and other events where feasible
- Participate in the work of committees as described in relevant job descriptions
- Communicate by phone and e-mail with Section staff and neighboring Representatives (via Regional Coordinator)
- Be willing to serve a three-year term, starting one month after one's appointment
- Be committed to working in a bilingual (Spanish/English) environment

Qualifications:

- Be sensitive to cultural and theological differences
- Be an informed and positive force for FWCC's work in your Quaker meeting/church community
- Be an ambassador of FWCC in your yearly meeting and vice versa.
- Be an involved and active Friend in the work of the yearly and monthly meetings to which you belong



Review #1

Instructions: In the white spaces, answer the following questions in your own words.

Date FWCC was founded:

Vision:

Mission:

Values:

In your own words, describe the work of a representative.

Purpose	Requirements	Qualities

What does the Section of the Americas do?

Program/Committee Descriptions

The work of the Friends World Committee in the Section of the Americas is largely done by committees made up of Representatives. Each Program Group or Committee meets to fulfil a given purpose. Below is a brief description of each one.

1. **Administrative Committees:** These carry out specific functions under the By-Laws; among them are the Executive Committee, the Finance Committee, the Naming Committee, and the Nominating Committee.
2. **Program Groups:** These work on “mission-driven” activities, i.e. the programs developed by FWCC. The following are program groups: Traveling Ministry Corps, Representative Engagement, and Convocation.
3. **Working Groups:** These work on a specific, time-limited task, e.g. Development Working Group.
4. **Resource Groups:** These consist of people who may meet or work on an individual basis. Members of these groups serve in limited roles fulfilling an activity in keeping with FWCC’s mission, to resolve a problem or to offer specific skills or a particular service. They can be called upon to consult with the Executive Committee as needed. These groups are: Bilingual Resource Group, Communications Resource Group*, Correspondence Resource Group*, Travel in the Ministry Scholarships Resource group and Personnel Resource Group.



(Nominating Committee 2017)

Complete job descriptions for all committees of the Section are posted to the Representatives page of the website. The report containing the names of those Friends approved for service at the most recent Section Meeting is also on the Reps page.

Affiliated programs are not directed by the Section but are described here, along with their respective governance processes, for the information of Representatives.

***These two have previously been program groups. At the Section Meeting, it will be decided whether or not to change these two program groups to resource groups, as has been proposed.**

Administrative Committees



Executive Committee

- *The Executive Committee serves as the Board of Directors for the Section of the Americas as an organization. They meet approximately every other month to provide oversight to the staff and programs of the Section. They approve policies, nominations and budgets in between Section Meetings. A member of the EC serves as a liaison to each of the other committees of the Section.*



Finance Committee

- *The Finance Committee meets quarterly to provide oversight of the financial activities of the Section. With the Treasurer and staff, members review income and expenses and develop a budget for approval at the Section Meeting. They also oversee the investments of reserve funds for the Section.*



Naming Committee

- *The Naming Committee recruits and nominates people willing and able to serve on the Nominating Committee for the Section of the Americas, keeping in mind geographic, gender, theological and age diversity to represent the widest range of the Religious Society of Friends/Friends Church in the Section of the Americas.*

Nominating Committee



- *The Nominating Committee gives careful consideration to the nomination of persons to the various committees, program groups and positions of FWCC Section of the Americas.*



- *An essential priority of the Nominating Committee is to provide balanced representation on committees of Friends of all kinds, for example with respect to their region of origin, their gender, age, and the branch of Friends to which they belong.*



- *Representatives appointed by yearly meetings will be considered as candidates in their areas of skill or interest, according to their availability and preparation. It is possible to propose that a candidate be designated for service, as described later in this document.*
- *Selections are based on information gleaned from surveys in which Representatives have indicated their areas of interest, as well as knowledge provided by the committee members.*

Program Groups in the Section of the Americas



Convocation Program Group

The Convocation Program Group works closely with Section staff, Executive Committee, and local arrangements committees to plan and facilitate activities (other than the business sessions) for Section Meetings, Regional Consultations, and other gatherings of the body of FWCC representatives. It also assists with the Section's responsibilities at worldwide FWCC events such as World Plenary Meetings.



Traveling Ministry Corps Program Group

The Traveling Ministry Corps Program Group will work closely with Section staff to plan and create a corps of Traveling Ministers, and a series of intervisitation events throughout the Americas.



Representative Engagement Program Group

The Representative Engagement Program Group will support each other in maximizing the participation of all Section Representatives. In each region, an experienced Friend is asked to serve as Regional Coordinator and to take the lead in orienting new representatives, organizing activities, communicating with staff, and arranging regional sessions during the Section Meeting. (Regional Coordinators from Latin America are also responsible for planning the COAL meeting.) The Representative Engagement Program Group is composed of all these Regional Coordinators.

Responsibilities of the Regional Coordinator

The Coordinator stays up-to-date on the work of FWCC and on what is alive within the Religious Society of Friends. They can support representatives in the following way:

- Orient new representatives from each yearly meeting in their region to the work of FWCC and answer representatives' questions about FWCC.
- Help representatives and committees to coordinate FWCC operations, including distribution of materials promoted by FWCC, and encourage communication between yearly meetings in the region.
- Be in touch with the Nominating Committee about the gifts and knowledge that their region's representatives bring to the Section, to help the Nominating Committee keep them in mind as it does its work.



Working Groups and Resource Groups



Development Working Group

The Development Working Group assists staff with fundraising, development planning, and interpretation of the work of Friends World Committee for Consultation, Section of the Americas.



Personnel Resource Group

The Personnel Resource Group assists the Executive Secretary on personnel issues facing the Friends World Committee for Consultation, Section of the Americas. Its role is advisory, consultative and supportive. It meets occasionally by conference call and email.



Bilingual Communications Resource Group

The Bilingual Communications Resource Group enables the Section to operate as a bilingual organization. This group of volunteer interpreters and translators leads the interpretation at FWCC events and meetings, including the annual Section Meeting, and provides translation of a variety of documents and other written needs throughout the year.



Travel in the Ministry Scholarships Resource Group

The Travel in the Ministry Scholarships Resource Group considers requests for financial assistance from designated reserve funds for members of Friends meetings in the Section of the Americas to follow leadings to travel in the ministry in ways that bridge yearly meeting boundaries, theological differences, varieties of worship style, and differences in language and culture. Guidelines for applications are available here: <http://www.fwccamericas.org/docs/traveling-ministry-guidelines.pdf>



Communications Resource Group

The Communications Resource Group consults with Section staff to craft content for mass communication to convey the inspiring power of our work and involve more people in FWCC's ministry and the Religious Society of Friends at large. This group should also coordinate closely with the Correspondence and Representative Engagement Program Groups to monitor effectiveness of its content.



Correspondence Resource Group

The Correspondence Resource Group will respond to individual inquiries from Friends and Seekers. This group should coordinate closely with the Communications Program Group to employ consistent and effective messaging.



Review #2

Instructions: In your own words, respond to the following questions.

What is the role of Administrative Committees?	What Administrative Committees are there?	Briefly, describe the function of each committee:

What is the role of program groups?	What Program Groups are there?	Briefly, describe the function of each program group:

What is the role of working groups?	What working groups are there?	Briefly, describe the function of each working group:

What is the role of resource groups?	What resource groups are there?	Briefly, describe the function of each resource group:

Affiliated Programs

QUAKER UNITED NATIONS COMMITTEE



The QUNC provides support and supervision to the Quaker offices at the United Nations headquarters in New York and Geneva. The QUNOs hold consultative status at the United Nations as Non-Governmental Organizations through FWCC's World Office. The New

York office is funded by the American Friends Service Committee, while the Geneva office is funded by Quaker Peace and Social Witness of Britain Yearly Meeting. Staff in each location seek to support and forward the humanitarian and peace work of the United Nations. This committee is appointed by the FWCC World Office and the respective funders. More information is available at www.quno.org.

FRIENDS COMMITTEE ON SCOUTING

The Friends Committee on Scouting serves to encourage and promote the faith, history and testimonies of Friends through religious education programs for members of the Scout and Girl Scout/Guide movements as well as for members of Camp Fire USA. Friends Committee on Scouting also represents the Religious Society of Friends to various national and international Scout and Girl Scout/Guide organizations and provides networking opportunities for Quaker members of Scouting and Girl Scouting/Guiding. This committee appoints its own new members.

ELIZABETH ANN BOGERT FUND FOR THE STUDY OF CHRISTIAN MYSTICISM

This affiliated program supports the study and practice of Christian mysticism, with grants of up to \$1,000 to selected individuals, groups or institutions. The Trustees of the Bogert Fund meet annually and appoint their own new members.

How do I become a committee member?



The Nominating Committee gives careful consideration to the nomination of persons to the various committees and positions of FWCC Section of the Americas. An essential priority of the committee is to provide balanced representation on committees, such as by region, by gender, by age, and by the "branch" of Quakerism. Representatives named by the yearly meetings are considered for appointments to areas in which they have expertise and/or interest, and in light of their availability and suitability. Potential nominees who are not currently Representatives may be designated by the Nominating or Executive Committee, so that they can fulfil an assigned role to the extent of their abilities in any of the committees (provided that their yearly meeting consents). Selections are based on information gleaned from forms on which Representatives have indicated their areas of interest, as well as knowledge provided by the committee members.

The following chart describes the process:

Who is responsible?	Description
Nominating Committee	<p>Gives careful consideration to the nomination of persons to the various committees, program groups and positions of FWCC Section of the Americas.</p> <p>An essential priority is to provide balanced representation on committees of Friends of all kinds, such as by region of origin, their gender, age, and the branch of Friends to which they belong.</p>
Representatives	<p>Named by yearly meetings, they are considered for nomination for tasks for which they have skills and/or interest, with attention also given to their availability and suitability. In addition, Representatives are responsible for responding to the survey sent to each Representative by the Nominating Committee.</p>
Regional Coordinators	<p>The Regional Coordinators call each new Representative after a yearly meeting session has concluded (or as soon as the office receives the report of names from the yearly meeting).</p> <p>Regional Coordinators are tasked with reporting to Nominating Committee about the skills and interests of the Representatives.</p>
Section Office Staff	<p>The staff sends all Representatives an electronic interests survey two months before the annual meeting of the Nominating Committee and sends responses received to the Nominating Committee.</p>

Nominating Committee	The Nominating Committee meets in November each year to consider the existing needs on different committees, the expressed willingness and the gifts of Representatives. They task each committee member with calling a list of provisionally nominated persons. Subsequently, committee members report back to the Clerk of Nominating Committee on the results, and the Committee approves the list of nominations.
Executive Secretary of the Section	The Executive Secretary seeks consent from yearly meetings in COAL. A reasonable amount of time is allowed for the yearly meetings to respond regarding the proposed nomination.
Section Meeting	Representatives present at the Section Meeting give final approval to the slate of nominations. If there is no Section Meeting in a given year, the Executive Committee approves the nominations, and they will then be subject to confirmation at the next Section Meeting.
Executive Committee	The Executive Committee meets as needed to approve members of Working and Resource Groups. The Executive Committee approves the co-option of non-Representatives at the start of each year or as needed.
Important: The mercy and grace of God are central to this process. If it's in God's plans, you may be able to form part of a committee.	

Descriptions of the work of each committee and a list of their current members appear on the Representatives' page of the website: <https://www.fwccamericas.org/representatives/> under Representative Resources. Username: quaker Password: quaker

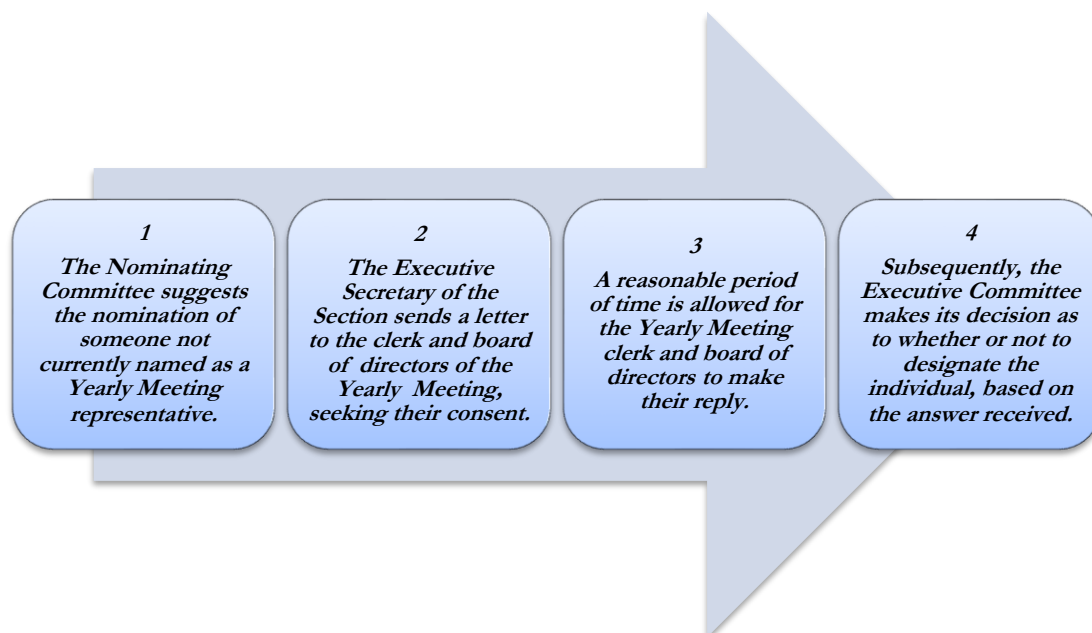
Nominating and Designation Process in COAL

Nominating Process for Representatives: Whenever a Representative belonging to COAL is nominated for a particular role, the Clerk, yearly meeting board of directors and yearly meeting should be informed.

FWCC respects the decisions made by each yearly meeting regarding those who are nominated or designated to fulfil a certain responsibility.

Designation Process: Designated Representatives are those nominations of yearly meeting members who are not currently serving as Representatives of their yearly meeting, but who have skills and gifts to carry out certain duties on the various committees. For this process in COAL, it is necessary to seek the consent of one's yearly meeting. This would consist of the Executive Secretary of the Section sending a letter to the yearly meeting Clerk and board of directors, letting them know of the designation and requesting their agreement.

Designation Process





Review #3

1. Instructions: Briefly describe the process needed for someone to join a committee.

2. Explain who is considered “designates.”

3. What is a Request for Consent? Is this only done in connection with meetings that form part of COAL?

Financial Support for Representatives

FWCC work depends on many sources of support. Foremost are financial contributions from individuals and meetings. It also depends on donations of time and travel by the Representatives who undertake its committee work. In addition, certain Quaker trusts and foundations forward FWCC's mission by supporting specific projects

It is assumed that North American yearly meetings will support their appointed Representatives' travel to Section Meetings and to the international meetings of Representatives. Throughout the Section, we hope that all yearly meetings will support their Representatives, but we also gather funds to support Representatives from developing countries.

FWCC, Section of the Americas, provides funds to make it possible for one Representative from each yearly meeting located in a developing country to attend. In other words, FWCC can only cover Section Meeting travel expenses for one Representative of each yearly meeting in Mexico, Central America, South America and the Caribbean. This does not mean the remaining Representatives cannot participate, provided they raise the funds needed to do so. It is worth noting that all Friends are welcome to attend the Section Meeting, regardless of whether you are serving as a Representative.

Another way of working together to enable more than one Representative to take part would be: divide the amount of travel funds provided by FWCC in two, so that two people can have the opportunity to attend; the remaining half of the needed funds would be furnished by the yearly meeting or by the Representative's own fundraising. (Currently, Section Meetings are held once every two years.) Latin American Representatives who wish to support their Representatives can do so by contributing a certain amount as they are able.

Additionally, *travel to committee meetings* of the Section is enabled through special funding for these purposes. It is FWCC's belief that the ability to cover one's travel expenses should not predetermine who serves on any FWCC committee. Effective committees should represent the geographical, theological, spiritual and cultural span of Friends. This requires that Friends come together at intervals, and that some attenders travel far to participate. The exception is that travel to attend committee meetings held during the Section Meeting is not ordinarily covered by FWCC. If one is a member of an administrative committee, it is valuable to attend meetings insofar as the budget allows.

FWCC is grateful to those Friends able to donate travel and accommodation costs. Where Friends are able to support their own travel, the Section appreciates their willingness to do so and can acknowledge unreimbursed expenses for tax purposes as a gift to FWCC.



Review #4

Instructions: Answer the following questions.

1. *Who can receive financial support to attend the Section Meeting?*

2. *Can all Representatives appointed by their yearly meeting take part in the Section Meeting, though they may not receive financial support to do so? _____.*

How can they do so? _____

3. *What are some other suggested ways to achieve participation by at least two Representatives, making use of the financial support FWCC provides?*

4. *What should Representatives keep in mind so as to minimize costs and make the most of the support provided?*

Reimbursement

FWCC's reimbursement of travel expenses is based on the following policy guidelines:

- Friends are encouraged to apply for travel reimbursement, while keeping in mind that there is not enough money to reimburse all expenses for all committee members on an ongoing basis.
- Friends are asked to pay for their own food expenses, unless this creates a hardship.
- Friends are asked to choose the most economical form of transportation.
- Friends are expected to make use of home hospitality when available. If Friends prefer hotel accommodations when hospitality is available, they will do so at their own expense.
- Committees are expected to choose locations that are cost-effective for the majority of the members.

Expense Reports

Friends requesting reimbursement must fill out and return the Travel Expense Report, available on the Representatives page, to the Section office. As advised by our auditors, **all claims must be accompanied by the original receipts documenting the expense.** Reimbursements will not be issued unless this condition is fulfilled. Expenses must be reported as soon as possible, within two months of the expense at latest.

Friends not requiring reimbursement may do one of two things: they can complete the Travel Expense Report, noting the amount contributed to the Section, which is in essence an 'in-kind' contribution, or they can request reimbursement by submitting a Travel Expense Report, then turn around and give the money back to the Section as a contribution to the general fund. Either way, filling out an expense form serves two purposes. First, this record of unreimbursed travel as an "in-kind" contribution gives the Section a more accurate sense of the costs incurred in carrying out its ministries. Second, for all Representatives who are United States citizens, these expense records and the receipts issued by the Section support claims of tax deductions for charitable purposes.

Friends World Committee values all who share in its work and the many different ways you contribute to the life of the Section. Thank you for all you have done and will do for FWCC. If you have questions or concerns, feel free to be in touch with the Section office.

**Travel Expense Report for
FRIENDS WORLD COMMITTEE FOR CONSULTATION
Section of the Americas
1506 Race Street, Philadelphia, PA 19102
Phone (215) 241-7250 Fax (215) 241-7285**

Name: _____ Date: _____

Address: _____

Name of Committee: _____

Location of meeting: _____ Date of meeting _____

Expenses Paid in <u>US Dollars</u>	Sun	Mon	Tue	Wed	Thur	Fri	Sat	TOTALS
Lodgings								
Meals: Breakfast Lunch Dinner								
Transport Fees: Airplane/ Bus/ Train								
Auto Expenses: __ miles @ .14 cents								
Telephone:								
Misc.:								
Total Cash Expenses:								
Amount Contributed to FWCC, Section of the Americas								
Amount of reimbursement requested								

Please use the following space to explain any unusual expenses: _____

Signature: _____ Date: _____

You can download the form at the FWCC, Section of the Americas website:

<http://fwccamericas.org/representatives/docs/reimbursement-form.pdf>

How can I help with fundraising for FWCC's work?

The Friends World Committee is strongest when Representatives find ways to raise both awareness of and support for FWCC's work. This may take the form of informal sharing with individual Friends or organized presentations to groups.

The most powerful message you can convey is your testimony:

What has FWCC personally meant to you? How has meeting Friends from other traditions and parts of the world benefitted your spiritual life? What have you learned from them? What would you like to imitate? What would you like to implement in your own meeting or church?

Representatives are encouraged to contribute as individuals to Friends World Committee for Consultation in keeping with their means, and to enthusiastically promote support for FWCC from their yearly and monthly meetings. You can make or increase your gift to FWCC through the "Donate" button on the web page (<http://fwccamericas.org>). For more guidance on fundraising and development work, contact the staff or speak with a member of the Development Working Group.

The Section of the Americas receives well over half of its income from individuals, about a fifth each from yearly and monthly meetings and churches, and the remainder from investment income. So you as an individual can make a significant difference in the continued growth of FWCC Section of the Americas through education and fundraising.

Did you know that 25% of our unrestricted income is shared with the World Office? A gift to the Section of the Americas also supports work on behalf of all Friends around the world.

More ways Representatives can contribute to the financial health of FWCC

- Ensure that FWCC is in your yearly meeting's and monthly meeting's budget. Consider asking to share your concerns about funding for FWCC with the Finance Committee and Ministry and Counsel (or equivalent).
- Talk with the Executive Secretary about Friends in your yearly meeting who might like to receive FWCC mailings or be interested in giving to FWCC.
- Become an FWCC sustainer through automated monthly giving and encourage other Friends to do the same; go to the Section web page and click "Donate," which will allow you to select "Recurring," making you a sustainer.
- Make a planned gift through your will or a charitable gift annuity. More information is available from staff or here on web page click on "Get Involved", then "Legacy Giving" and the options are displayed.
- Inform Section staff about monthly, quarterly, or yearly meeting funds that might be available for a special project of FWCC such as translations of historical Quaker writings or scholarship help for a young Friend participating in the Traveling Ministry Corps.
- Organize a fundraiser at your meeting or church for the Travel Fund for meetings of the Section of the Americas. This fund makes it possible for more Latin American Representatives to participate in the work of the Friends World Committee.
- Volunteer to serve on the Development Working Group and share your ideas for fundraising with staff and other committed Friends.

How else can I help?

- **Forward our e-newsletter** or other publications to your Friends and family members. Let others know about the good work of the Friends World Committee for Consultation. You can find the latest issue or subscribe on our website, under “Connections,” choose “News,” then “Subscribe.” In the 21st century, our Quaker message to the world is more necessary and relevant than ever. Social media is playing a growing part in spreading the message of FWCC.
- **Visit a different Friends meeting, church or yearly meeting near you.** Answer God’s call to universal love. Explore the wider world of Friends in your local area or as you travel for work or family reasons. Write about your experience in your meeting or church newsletter, on your blog or for your local newspaper.
- **Invite a Traveling Ministry Corps visitor to your home church or meeting.** On the website, under “Visitation”, choose “Traveling Ministry Corps” and then click on “Request a Traveling Ministry Corps Visit.” Consider applying for the Traveling Ministry Corps yourself.
- **Organize a World Quaker Day celebration at your meeting or church.** For resources to help with your plan, visit <https://worldquakerday.org/>. Also, watch for notices of new resources and online training, as we get closer to World Quaker Day. You can find Quaker Speak videos at <https://fwccamericas.org/news>.
- **Pray for Friends in other parts of the world** and for our FWCC staff and volunteers, for our ministry among Friends, for seekers, and for the work of the Holy Spirit in the world.
- **Write an article** for your local or yearly meeting newsletter about the Friends World Committee.
- **Set up a display of FWCC materials** at your yearly meeting sessions or your local church or meetinghouse. Keep it updated with the latest FWCC publications and tell people about it.
- **Let us know how FWCC can better serve your yearly meeting or local church or meeting.** Your creativity and suggestions are very important to us.



Review #5

Instructions: Respond to the following questions based on the previous information.

1. Describe at least 5 ways of supporting FWCC.

A large, empty rounded rectangular box with a blue border, intended for the student to write their answers to the first question.

2. What are some possible ways in which you think your Yearly Meeting or local church might support FWCC?

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3. What are some other practical ways in which you think a yearly meeting or local church/meeting might support FWCC? Mention at least 5. (Your suggestions are welcome! Please share them with us at reeneb@fwccamericas.org.)

Guidelines for working as a bilingual (English-Spanish) Committee

Start with the premise that in order to plan together on a level playing field, interpretation and translation must be given primary importance. Recall how lucky we are to be a multilingual, multicultural body.

All members of a committee should refresh their knowledge of working bilingually by reviewing these guidelines and the Section of the Americas-approved *Bilingual Quaker Glossary*, version 2000. These documents are available on the Representatives' page of the Section of the Americas website.



Committee work will involve both the written word – called translation – and the spoken word, or interpretation, whether it is conducted via conference calls, web conferences or in person. FWCC will work with committees and the wider world of Friends to find volunteer translators and interpreters to work directly with each committee.

Here are some guidelines for making this work flow smoothly:

Translation

- Preparing documents to be reviewed in advance will require longer lead times than when working with a monolingual group. This will depend, of course, on the number of documents being sent out in advance. One or two documents could take a skilled translator a few days to complete, or up to a week, depending on his/her availability.
- Remember that all other written materials (emails, press releases, questionnaires, etc.) should be completed ahead of the intended distribution time, as much as possible, so that they, too, can be translated.
- Aim for releasing or circulating materials in both languages at the same time.
- Whenever feasible, it will be advantageous to translate draft minutes into both languages prior to the meeting.
- Some Friends on committees may be competent translators in their own right. When translating your own communications, remember to use the approved *Bilingual Glossary* (on Representative's webpage) to translate Quaker and religious terms.
- Computer-based translations, such as Google Translate, are helpful for short, quick translations but generally aren't as reliable or accurate for document translation.

Interpretation

- Interpretation will be needed for every conference call, Skype call or web conference where participants do not all speak the same language. Friends who are willing to serve as interpreters should follow guidelines as listed in *The Friendly Conference Interpreter*.
- To keep from slowing things down, PLEASE EDIT YOURSELF. If you believe God's Spirit is leading you to speak, please take a moment to listen to what the Spirit wants you to say BEFORE YOU BEGIN and try to express it succinctly. Rambling makes it extremely difficult for the interpreters to do their job efficiently, and slows down the listening process for everyone, in all languages.
- We know from past experience that, as Friends become accustomed to the flow of the process, it ends up not taking an excessive amount of additional time.
- Some names you want to mention may be unfamiliar to the interpreters (and other listeners). Make sure to pronounce them clearly.
- Among interpreters it is a well-known fact that numbers are tricky. Please slow down when you mention hard facts and figures, particularly years, dates, and percentages.
- In-person meetings require interpretation and translation. Aim for two interpreters to participate in all meetings lasting more than a few hours. The cost of participation of interpreters should be considered in the committee budget.

A long-term goal of the Friends World Committee is to achieve full participation from the broad diversity of Friends in the work of the Section. Broader participation by younger Friends, evangelical Friends, Friends of color, and Latin American Friends is a priority for the Section. As part of this effort, the Section of the Americas will be working to intentionally build the communication skills, sometimes called cultural competencies, of Friends in all our work.

One of the joys of FWCC work is that you meet so many good and interesting people, Friends committed to connecting Friends and crossing cultural barriers. However, when we step out of our comfortable circles of the people we know, we encounter Friends with different ways of expressing themselves theologically and culturally, and it can be challenging to understand Friends from different geographic, class, ethnic, or age groups. Experience teaches us that our good intentions to love one another are not enough, that we all have room to improve our skills in speaking so that others can understand us, listening beyond the words and forgiving when others hurt us, even unintentionally. In all cases, love, mercy, patience, and forgiveness will be needed. If you are having trouble understanding other people on your conference calls, speak separately to the clerk or the Executive Committee Liaison and ask for help.



Review #6

1. Describe why you think it's important as a Representative of your meeting to know the basics about the guidelines for working as a bilingual Committee.

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Guidelines for Online Meetings (Using any electronic medium for meetings)

Open the emailed meeting invitation: Carefully review the details about how to enter the conference, such as day of the week, date, and time zone.

Begin the process of entering the conference about 20 minutes before the appointed hour..

Before the conference, test your system and browser compatibility. If you don't have sufficient bandwidth or speed, it's preferable to connect by telephone. Landlines offer higher quality connections than cell phones.

It is highly recommended that you use a headset with both headphone and microphone. This minimizes feedback loops, provides better sound quality, helps block out background noises and allows for hands-free listening.

Always have your phone or headset muted when you are not speaking. Every noise you make, including paper shuffling, pencil tapping, typing, and chatting with others, will be audible.

Close all applications that are not in use.
Make sure to permit pop-up windows.
Follow the guidelines for Quaker meetings online.



Review #7

Instructions: Answer the following questions, bearing in mind the information above.

Why do you think it's important to check the time zone, date, etc. before the online meeting?

How many minutes beforehand is it recommended that you connect to the meeting? Why is this step important?

What are the main recommendations you should keep in mind during an online meeting to avoid interruptions?

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Policy on sexual and other unlawful harassment

The Section of the Americas of Friends World Committee for Consultation commits itself to provide positive environments for its staff, committee members, program participants and volunteers free from unlawful discrimination and harassment, in the work place and during its gatherings and projects.

We disapprove of and will work to eliminate unwelcome actions, words, jokes or comments based on an individual's gender, sexual orientation, race, ethnicity, age or religious beliefs. In particular, sexual harassment both overt and subtle is a form of misconduct that is demeaning to another person and undermines trust and respect for each person as a child of God. We consider sexual harassment grounds to discipline employees, Representatives and committee members.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment, termination of committee appointment or exclusion from a gathering, project or office premises. A man or a woman may be the victim of sexual harassment, and a woman or a man may be the harasser.

Sexual harassment usually falls into one of three categories:

1. Verbal: sexual innuendo, suggestive comments, threats, insults, jokes about gender-specific traits, sexual propositions.
2. Nonverbal: making suggestive or insulting noises, obscene gestures, whistling, leering.
3. Physical: unwelcome touching, brushing body, pinching, attempted or actual sexual intercourse, assault.

Often there are differences in role and influence between parties. There may also be explicit or implied threats or promises of favor toward a person who is subjected to sexual harassment.

In addition, certain behavior that is not directed at a particular person may nevertheless contribute to a "hostile work environment" and constitute sexual harassment. Examples include the posting of pornographic or suggestive art in offices or public areas or sexually explicit discussions which may be acceptable to the participants but not to others within hearing. In unclear or borderline cases, those who are made uncomfortable by any behavior may approach the Executive Secretary or others noted below and be assured that the matter will be investigated fairly and without punitive intent so that the legitimate concerns of all parties may be respected.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Executive Secretary. If he/she is unavailable or

the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Assistant Clerk of the Section. Employees must be able to raise concerns and make reports without fear of reprisal.

The Section's sexual harassment policy also applies to committee members, program participants, volunteers and vendors. Incidents of concern to persons other than employees or complaints involving such persons may be reported to the Executive Secretary, Assistant Clerk or Clerk of the Section as appropriate.

When those involved are participants in a project, leaders are responsible to investigate and to seek resolution of the matter in consultation with persons in the positions named above. When a complaint is made, the Executive Secretary must be informed as promptly as possible.

The Section seeks to handle every complaint in a confidential manner consistent with the need to investigate it promptly, thoroughly and impartially. Members of the Personnel Resource Group may be consulted, if the Executive Secretary, Clerk and or Assistant Clerk of the Section require assistance. All parties involved will be interviewed individually and asked to submit signed, written statements. The involved parties will be informed as to the findings of the investigation and/or the corrective action, if any.

We seek to protect each person. We ask employees or others who are not involved in the investigation to understand the importance of confidentiality and not to circulate rumors or seek to gain information to which they are not entitled. Inappropriate sharing of information may endanger the integrity of the investigation and may subject those involved to possible lawsuits for defamation of character.

Any individual not satisfied with the result of a complaint may meet with the Clerk of the Section. The Clerk will review the documents generated during the investigation, confer with the appropriate individuals and then will either affirm the results of the investigation or make changes as he/she feels appropriate. The Clerk of the Section need not share the details of the investigation or the results of his/her deliberations with the members of the Executive Committee.

Approved by Executive Committee in 1995 and updated in 2013

Whistleblower Policy

General

FWCC SoA's code of ethics and conduct requires directors, officers and any employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of FWCC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within FWCC SoA prior to seeking resolution outside FWCC SoA.

Reporting Violations

The code addresses FWCC SoA's open door policy and suggests that employees and volunteers share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Assistant Clerk of the Section. Supervisors are required to report suspected violations of the Code of Conduct to the FWCC SoA's Assistant Clerk, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following FWCC SoA's open door policy, individuals should contact the Assistant Clerk directly.

Compliance Officer

FWCC SoA's Compliance Officer is the Assistant Clerk of the Section. The Assistant Clerk is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the Executive Director and/or the audit committee. The Assistant Clerk has direct access to the audit committee of the Executive Committee and is required to report to the audit committee at least annually on compliance activity. FWCC SoA's Compliance Officer is the chair of the audit committee.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Assistant Clerk shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Assistant Clerk of the Section will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Approved by Executive Committee, 2018

Conflict of Interest Policy

All FWCC SoA staff, officers, committee members, and other volunteers are expected to avoid any actual or potential conflict of interest and shall adhere to the highest standards of ethics, loyalty, integrity, and fair dealing, acting in the best interests of FWCC SoA.

Any actual or potential conflict of interest occurs when a Friend is in a position to influence a decision that may result in personal gain for that Friend, or for a relative as a result of FWCC SoA business dealings. For the purposes of this policy, a relative is any person who is related by blood, adoption, marriage or committed partnership, or whose relationship with the employee is similar to that of persons who are related by blood, adoption, marriage or committed partnership.

Any Friend who has any influence on transactions involving purchases, contracts, or leases that might result in personal gain for him/herself, associated entity, or a relative must disclose, as soon as possible, to the Executive Secretary or the Clerk of the Executive Committee the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Any Friend serving on a FWCC SoA Committee that contracts for goods or services on behalf of FWCC SoA must not take part in any decision making involving a contract with a business to which the Friend or the relative of a Friends holds any significant beneficial interest. The nature and extent of such a beneficial interest must be disclosed to the members of the committee making the decision.

Personal gain may result not only in cases in which a Friend, associated entity, or relative has a significant ownership in a firm with which FWCC SoA does business, but also when a Friend, associated business, or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving FWCC SoA.

The intent of this policy is to uphold the high standards of transparency and integrity that FWCC SoA always has expected of Friends. Nevertheless, the policy should be interpreted with a standard of reasonableness. Thus, failure to disclose conflicts involving very small amounts of money or failure to make a formal disclosure of relationships that are well known to all parties involved will not be deemed to be in violation of this policy.

Approved by Executive Committee, 2016



Review #8

Instructions: Describe the significance for you of each of the policies.

1. Policy on sexual and other illegal harassments:

2. Whistleblower Policy:

3. Conflict of Interest Policy:

REGIONS and YEARLY MEETINGS

Each Representative serves on the committee of his or her region. Friends from neighboring yearly meetings collaborate in welcoming FWCC visitors and in organizing, publicizing and carrying out regional gatherings. In each region, an experienced Friend is named to serve as the regional coordinator and to take the lead in communicating with new Representatives and arranging regional sessions during the Section Meeting.

A. Northeast – Philadelphia, New England, New York, (eastern) Canadian

B. Lower Great Lakes – Lake Erie, Ohio, Wilmington, (central) Canadian, [Evangelical Friends Church-Eastern Region]

C. Midwest – Illinois, Western, Indiana, New Association of Friends, Ohio Valley, [Central]

D. Southeast – Baltimore, North Carolina (Conservative), *North Carolina Fellowship of Friends (affiliation pending)*, Southern Appalachian, Southeastern, Jamaica, Piedmont, [Friends Church of North Carolina],

E. Northwest – (western) Canadian, North Pacific, Alaska Friends Conference, Northwest, [Alaska], [Sierra-Cascades]

F. North High Plains – (west-central) Canadian, Northern, Iowa (FUM), Iowa (Conservative)

G. South High Plains – Evangelical Friends Church-Mid-America, Great Plains, South Central, [Rocky Mountain]

H. Southwest – Pacific, Intermountain, Western Association of Friends, [Evangelical Friends Church-Southwest]

I. Latin America, Southern Region – Bolivia: National Evangelical Friends Church (INELA) of Bolivia, Central Evangelical Friends Church of Bolivia, Bolivian Union Friends Evangelical Church, [Bolivian Holiness Mission Evangelical Friends Church; Star of Bethlehem Evangelical Church, Bible Seminary National Evangelical Church]; Colombia: Bogotá MM; Peru: National Evangelical Friends Church (INELA) of Peru

J. Latin America, Mexico, Cuba & Central Region – Costa Rica: Monteverde & San José MMs; El Salvador: El Salvador Evangelical Friends Church YM; Guatemala: Ambassador Friends Monthly Meeting, Guatemala Holiness Friends, [National Evangelical Friends Church of Guatemala]; Honduras: Honduras Evangelical Friends YM; Cuba: Yearly Meeting of the Friends Church in Cuba; Mexico: General Meeting of Mexican Friends, [Mexico Yearly Meeting; Valley of Mexico Yearly Meeting].

[brackets] = Yearly Meetings not currently affiliated with FWCC

Yearly Meeting Codes used by FWCC Section of the Americas

Code	Yearly Meeting
AF	Alaska Friends Conference
AL	Alaska Yearly Meeting
BA	Baltimore Yearly Meeting
BB	Bolivia- Biblical Seminary
BC	Bolivia-Amigos Central
BG	Colombia (Bogotá MM)
BI	INELA-Bolivia
BM	Bolivia Santidad (Holiness Mission)
CB	Cuba Yearly Meeting
CN	Canadian Yearly Meeting
CT	Central Yearly Meeting
EB	Bolivia-Estrella de Belén (Star of Bethlehem)
EF	Evangelical Friends Church- Eastern Region
ES	El Salvador Yearly Meeting
FN	Friends Church of North Carolina Yearly Meeting
GA	Guatemala Iglesia Nacional (National Friends Church)
GE	Guatemala Embajadores Amigos (Ambassador)
GP	Great Plains Yearly Meeting
GS	Guatemala Santidad YM (Holiness)
HN	Honduras Yearly Meeting
IC	Iowa Yearly Meeting (C)
IF	Iowa Yearly Meeting (FUM)
IL	Illinois Yearly Meeting
IM	Intermountain Yearly Meeting
IN	Indiana Yearly Meeting
JA	Jamaica Yearly Meeting
LE	Lake Erie Yearly Meeting
MA	Evangelical Friends Church- Mid-America Yearly Meeting
MJ	Mexico Yearly Meeting
MM	Valley of Mexico Yearly Meeting
MT	Costa Rica (Monteverde MM)
MX	Reunión General de México
NC	North Carolina Yearly Meeting (C)
NE	New England Yearly Meeting
NF	North Carolina Fellowship of Friends Yearly Meeting
NI	New Association of Friends
NO	Northern Yearly Meeting
NP	North Pacific Yearly Meeting
NW	Northwest Yearly Meeting
NY	New York Yearly Meeting
OC	Ohio Yearly Meeting
OV	Ohio Valley Yearly Meeting

PA	Pacific Yearly Meeting
PE	INELA-Perú
PH	Philadelphia Yearly Meeting
PF	Piedmont Friends Yearly Meeting and Fellowship
RM	Rocky Mountain Yearly Meeting
SA	Southern Appalachian YM & Assn
SC	South Central Yearly Meeting
SE	Southeastern Yearly Meeting
SI	Sierra-Cascades Yearly Meeting of Friends
SJ	San José Worship Group (Costa Rica)
SW	Evangelical Friends Church - Southwest
UB	Bolivia-Unión Evangelical Friends Church
WA	Western Association of Friends
WL	Wilmington Yearly Meeting
WS	Western Yearly Meeting

*Number of Yearly Meeting Representatives to the Section of the Americas
in Relation to Yearly Meeting Membership size*

Yearly Meeting Membership	Number of FWCC Representatives
Up to 1,000	4
Up to 3,500	5
Up to 6,000	6
Up to 8,500	7
Up to 11,500	8
Up to 13,500	9
Up to 16,000	10
Up to 18, 500	11
Up to 21,000	12

Policy regarding Affiliation of Yearly Meetings and other Friends Groups with Friends World Committee for Consultation Section of the Americas

Criteria for Affiliation

FWCC SoA will consider affiliation with a yearly meeting or similar group that meets the following criteria:

- Is located within the geographical area of the Section of the Americas
- Includes monthly meetings and/or Friends churches
- Functions as a YM in terms of its relationship with its components
- Supports the mission of FWCC (see above) and the Aims and Purposes of its constitution
- Expresses understanding of the primary role of FWCC as a consultative organization

The Meaning of Affiliation

What FWCC SoA offers to affiliated yearly meetings or similar groups:

- Opportunity for the YM to name Representatives to FWCC and to the Section
- Participation in the business of FWCC through Representatives to the Section meetings and to the International Representative Meetings
- Link to the YM's web page from the Section's web site

What FWCC SoA does NOT offer to affiliated yearly meetings or similar groups:

- Salaries or fringe benefits for the YM's employees
- Collection or allocation of funds for the YM's programs

What the yearly meeting or group would be expected to do for FWCC SoA:

- Appoint the stated number of Representatives to attend Section meetings and International Representative meetings and corporately support their attendance spiritually and financially as able
- Provide opportunities for YM Representatives to FWCC SoA, visitors from other YMs in the Section, and staff members of FWCC SoA to display at YM gatherings materials furnished by the organization and share experiences with YM attenders, formally or informally
- Support financially the goals and mission of FWCC as able
- Keep the Section informed of changes in the YM's address and the names and addresses of clerks, superintendents, other officers and Representatives to FWCC

Procedures for Affiliation

- The interested yearly meeting or similar group is invited to submit a request for affiliation to the Section office, being sure to explain how it meets the above criteria.
- The request will be forwarded to a visiting committee appointed by the Clerk of the Section. The committee will consist of two members of the Executive Committee and one FWCC SoA Representative from another yearly meeting in the area where the interested yearly meeting is located. If the request comes from a Latin American yearly meeting, the third member will be named in consultation with the Clerk of COAL.
- The visiting committee will consider the request in terms of the stated criteria. It will solicit additional information as it deems necessary and consult with the World Office. When the committee has completed its review, it will make a recommendation to the Executive Committee regarding affiliation. If the Executive Committee approves a recommendation for affiliation, it will be forwarded to the next Section Meeting for final action.



Approved 11/10/2001 and amended 9/13/2013



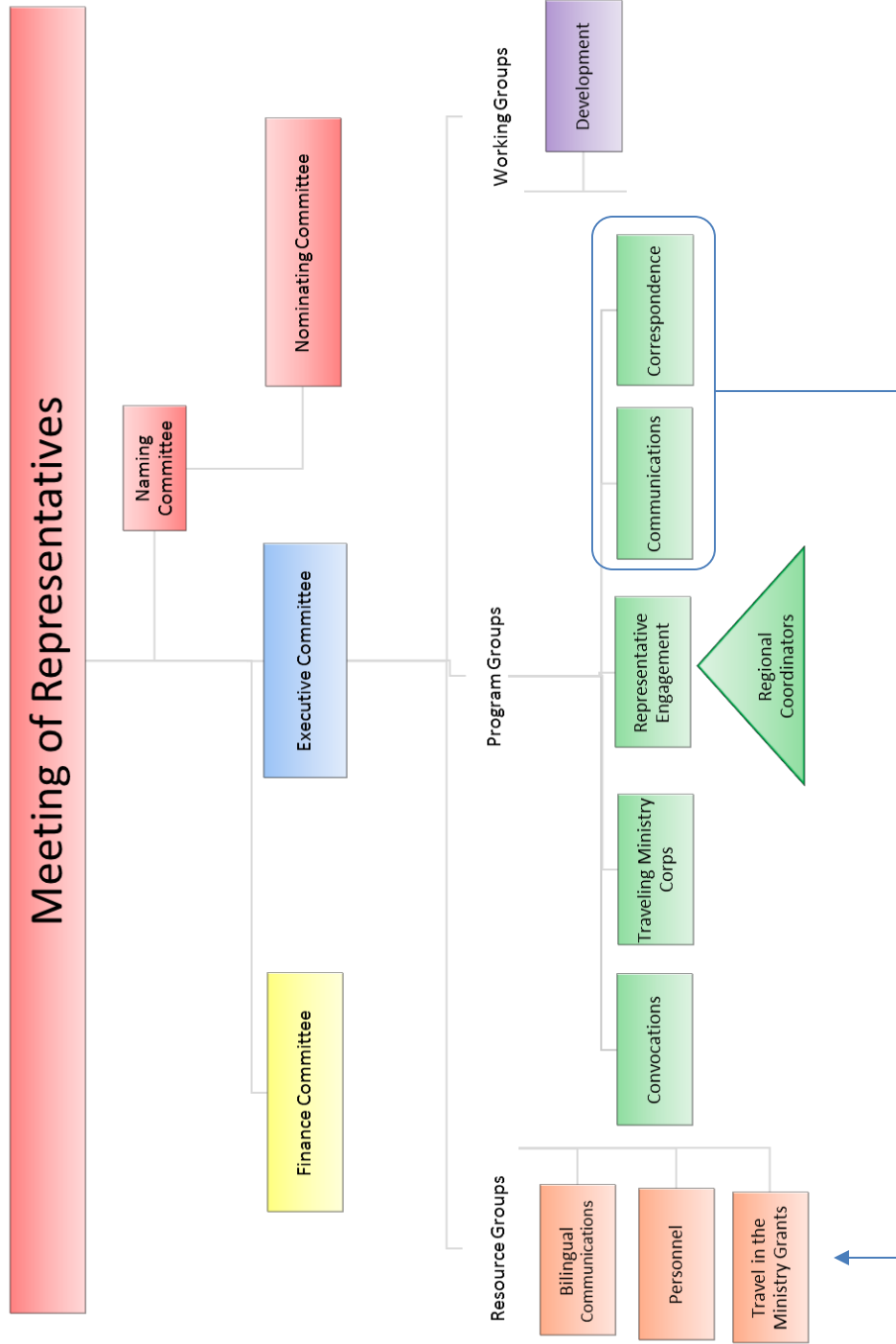
Review #9

Instructions: Complete the information requested below.

Write the names of three yearly meetings that are in your region and three yearly meetings that aren't. Include their two-letter codes.

Name of Yearly Meeting	Yearly Meeting Code

Below, describe the process required for a yearly meeting to affiliate with FWCC.



KEEPING IN TOUCH

<p>FWCC Section of the Americas 1506 Race St. Philadelphia, PA 19102</p> <p>Robin Mohr, Executive Secretary robinm@fwccamericas.org 215-241-7157</p>	<p>Phone 215-241-7250 FAX 215-241-7285 americas@fwccamericas.org www.fwccamericas.org www.facebook.com/fwccamericas Twitter : @FWCCAmericas</p> <p>Updates to the Directory : directory@fwccamericas.org heatherg@fwccamericas.org</p>
<p>Heather Gosse Operations Manager</p>	<p>215-241-7250</p>
<p>Karen Gregorio de Calderón COAL Program Coordinator (Latin America)</p>	<p>kareng@fwccamericas.org 502-30466129</p>
<p>Benigno Sánchez-Eppler Clerk, FWCC, Section of the Americas</p>	<p>clerk@fwccamericas.org</p>
<p>Europe and Middle East Section Marisa Johnson, Executive Secretary Michael Eccles, Associate Secretary P.O. Box 1157 Histon, Cambridge, CB24 9YX UNITED KINGDOM</p>	<p>Phone 011-44-1223-479585 emes@fwccemes.org www.fwccemes.org Facebook.com/pages/FWCC-Europe-and-Middle-East-Seccion-EMES-Quaker</p>
<p>Africa Section Job Bikokwa, Executive Secretary Box 41946 Nairobi, KENYA</p>	<p>011- 254 2 567 601 011- 254 2 570 077 fwccas@gmail.com www.fwccafrica.org</p>
<p>Asia-West Pacific Section Ronis Chapman, Executive Secretary</p>	<p>Phone 61 402 745 548 ronisc@fwccawps.org www.fwccawps.org Facebook.com/pages/Fwcc-Awps</p>
<p>FWCC World Office Gretchen Castle, General Secretary Harry Albright, Int'l Membership Secretary 173 Euston Road London NW1 2AX UNITED KINGDOM</p>	<p>Phone 011-44-207-663-1199 Fax 011-44-207-663-1189 world@fwcc.world fwcc.world Facebook.com/fwccworldoffice</p>
<p>Quaker United Nations Office-Geneva Jonathan Wooley, Representative 13 ave. du Mervelet CH-1209 Geneva, SWITZERLAND</p>	<p>Phone 011-41-22-748-4800 Fax 011-41-22-748-4819 quno@quno.ch</p>
<p>Quaker United Nations Office-New York Andrew Tomlinson, Representative 777 UN Plaza New York, NY 10017 USA</p>	<p>Phone 212-682-2745 Fax 212-983-0034 qunony@afsc.org www.quno.org Twitter: @QuakerUNOffice</p>

Friends Committee on Scouting <i>Luanne Hagee, Clerk</i> c/o Section of the Americas 1506 Race Street Philadelphia, PA 19102 USA	Phone 302-478-7880 http://quakerscouting.org/fcs-wp/ Facebook.com/groups/quakerscouting clerk.quakerscouting@yahoo.com
Elizabeth Ann Bogert Fund Ken Henke, Secretary	For information, please email Ken Henke at kenneth.henke@ptsem.edu Please send proposals to: Princeton Seminary Library 25 Library Place Princeton, NJ 08540 USA

FWCC Archives are kept at the Friends Historical Library at Swarthmore College. The finding aid for Friends World Committee for Consultation. Section of the Americas Records, 1933-2010 is available online at
http://www.swarthmore.edu/library/friends/RG1/1_FWCC.xml

More information about donating to the archives and other topics is available here:
<http://www.swarthmore.edu/academics/friends-historical-library.xml>

