

## **Pacific Northwest Quarterly Meeting Session Planning Guide April , 2016 (Revised, 2019)**

Please begin by reviewing the Pacific Northwest Quarterly Meeting Handbook, because it gives a necessary overview of the governance of our quarterly meeting. In particular, it summarizes:

The Meeting for Business is the responsibility of the Quarterly Meeting Clerk or Co-clerks. Early Morning Worship and the closing Meeting for Worship of each session are the responsibility of the Ministry and Counsel Committee and/or its Co-clerks. The Junior Friends' program is the responsibility of the Junior Friends and their Advisors. The Children's Program is the responsibility of the Children's Program Coordinator and of the program leaders/planners s/he recruits. Registration materials and forms (except for an initial page or two concerning the theme and specific program elements), and all other matters concerned with registration and communication with the Quarterly Meeting site for billing purposes, are the responsibility of the Registrar, possibly assisted by the List-keeper and/or other PNQM officers. Other communication and negotiation with the Quarterly Meeting site is the responsibility of the Site Liaison. All other arrangements and segments of each Quarterly Meeting session's program are under the care of the host Monthly Meeting's Planning Committee, in consultation with the Clerk, Registrar, Site Liaison, Children's Program Coordinator, Continuing Committee, and the Ministry and Counsel (M & C) Committee as needed.

Since the PNQM Handbook was last updated, the Continuing Committee has decided to take responsibility for Evaluations so we will have a central place to maintain them and have continuity from one session to the next.

At the conclusion of each Quarterly Meeting session, the Evaluations Coordinator will send by e-mail a survey to those who attended that session. Printed copies can also be obtained. After tabulating, the Coordinator will "sanitize" names from the final results before sending them out to all members of the Continuing Committee. Those same results will also be sent to the clerks of the most recent Host Meeting, as well as the upcoming Host Meeting. For this purpose, the positions considered to be included in the Continuing Committee include:

Co-Clerks, Recording Clerk, Treasurer, Ministry and Counsel Co-Clerks, Registrar/Co-Registrar, Site Liaison, Children's Program Coordinator, Children's Program Teacher Recruiter, Junior Friends Advisors, Junior Friends Co-Clerks, List-keeper, and Continuing Committee Representatives appointed by Monthly and Preparative Meetings.

This Planning Guide is intended to give specific suggestions about the tasks which are the responsibility of Host Meeting's Planning Committee. When we say "Host Meeting" we understand that meetings that have worship groups under their care may draw individuals from such worship groups into the Planning Committee in order to share these responsibilities. Also, two smaller meetings are sometimes invited to work together to host a Quarterly Meeting session, recruiting a single Planning Committee that includes Friends from both meetings. A schedule of Host Meetings for upcoming Quarterly Meetings is listed on the PNQM website

home page under the heading of " General Information". This schedule may change as new Meetings are established and take their place in the rotation.

**Challenge Course-** In the Spring session every two years (even-numbered, 2016, 2018, etc.) , the Challenge Course is offered. This is an opportunity for participants to develop self-confidence and cooperation in a physical program with others that takes place outdoors at Lazy F with trained leaders. It generally is offered on Saturday afternoon, and lasts approximately 4-5 hours. Sign-up for the course is done within the Registration process for Quarterly Meeting. Continuing Committee agreed that this opportunity should be available to everyone equally without concern for cost. Therefore, it is agreed that cost for participation is part of the Pay What You Can Fund. Friends can pay whatever amount is comfortable for them without explanation, just as with registration for each session.

**Theme and Plenary Session** – Develop a theme, write a description of it for the registration packet, and plan a plenary session that will introduce and elaborate upon the theme. It is helpful to have a flyer announcing the theme to distribute at the QM session before the one that you host. The flyer usually becomes the opening page of the registration/information packet and will be posted on the pnqm.org website. A separate file containing past flyers is available on the website for reference.

**Program/Schedule** – The schedule for the weekend is largely fixed because it needs to fit within the following framework:

- 1) People arrive throughout Friday evening because of the distances they are coming and when they are able to leave home. There needs to be provision for supper whenever people arrive, and the FCWPP Steering Committee meets on Friday evening at 7 pm. Registration is open from 5pm until at least 10pm.
- 2) Meal times, starting Saturday morning, are set by Lazy F to have breakfast at 7:30 am, lunch at noon, and supper at 5:30 pm. M&C meets during and just after Saturday lunch. Continuing Committee meets during and just after either Saturday supper or Sunday breakfast. It is also possible for other groups to schedule meetings during mealtimes.
- 3) There needs to be some free time following lunch on Saturday for families to attend the needs of their children, for M&C to complete its business, and for the Registrar to meet with late registrants.
- 4) A plenary session and the first meeting of small worship groups are usually both on Saturday morning, interest groups and the Business Meeting are usually on Saturday afternoon, and the second meeting of small worship groups and Meeting for Worship are on Sunday morning.
- 5) The Children's Program runs Saturday morning and afternoon and Sunday morning. Each session needs to be divided into two work contribution shifts with the change-over happening, if possible, during the breaks between activities of the adult program.

Within these parameters the Planning Committee has some flexibility in the relative lengths of time for these activities, and for the evening activities on both Friday and Saturday.

The Planning Committee's specific responsibilities with regard to the schedule are as follows:

- 1) A tentative schedule is included in the registration packet that is distributed about two months prior to the session being planned. The Planning Committee should edit the Prototype Tentative Schedule in Appendix E, modifying if applicable the schedule items shown in red in the prototype as to time, content, and/or location, and deleting "APPENDIX E", all angle brackets,

the Legend at the bottom, and any non-applicable schedule items. A Committee member should then send the updated tentative schedule to the Registrar (who is responsible for assembling the final registration packet) at least a few days in advance of the packet distribution date, so that there is time to resolve any problems or questions.

2) The final weekend schedule is distributed to Friends as they arrive at Lazy F for the session weekend. The Planning Committee should review the tentative schedule that was included in the registration packet and make any needed corrections or updates, sending the revised version to the Registrar not later than Wednesday of the week in which the session begins. Other changes which need to be made in the schedule at this time include (a) removing the word "Tentative" from the page title; (b) changing "*See locations on final schedule*" to "*See locations below*" for each Children's Program time slot; and (c) adding the actual Children's Program locations by activity group at the bottom of the page. These changes may be made either by the Planning Committee or by the Registrar, as they mutually agree. (Note that information concerning the Children's Program locations comes from the Children's Program Coordinator after the activity group sizes are known and any possible combination of adjacent groups has been decided.)

**Small Worship Groups** – These are the worship sharing, worship discussion, worship walking, and worship with music groups that meet both Saturday and Sunday mornings. People choose the type of group they want when they register.

The Planning Committee prepares suggested queries related to the theme, sorts the people within each type into groups of about eight people, and chooses the leaders for each group. As much as possible, the groups should be balanced geographically, and by age, gender, and experience with Quaker worship. Couples are usually not both assigned to the same group, unless they specifically request to be together for reasons of their own. All of these tasks are typically accomplished by one or two Friends appointed as Small Worship Group Coordinator (or Co-coordinators), hereinafter "SWGC", by the Planning Committee.

People who want to lead worship groups indicate their desire as one of their job choices when they register, and this information should be taken into consideration when choosing small worship group leaders. However, leaders should be chosen based on their ability to lead a worship group effectively, rather than only by their expressed willingness to do so. If the SWGC are not familiar with people outside their own meeting, they should feel free to consult with the QM M&C Co-Clerks when discerning who should be small worship group leaders.

The SWGC also creates packets for the leaders consisting of the procedures and guidelines for running their type of worship group (see Appendix A), the suggested queries for Saturday and for Sunday, and the names of the people in their groups.

Finally, the SWGC should make two lists of the participants in all the worship groups. On Friday, post one list in the Trading Post and the other in the Dining Hall. In addition, make a list of members of each of the sitting groups to post outside the door of the room where the group will meet.

The Worship With Music group will be assigned a space considering the number of people involved, and there may occasionally be enough for two such groups.

The SWGC needs to designate initial meeting places for the walking groups (“by the bell”, “by the swings”, etc.), and choose rooms for the sitting groups. The new dining hall may be used for one or two worship sharing groups (not worship discussion). Another space might be the upstairs of the old dining hall. Often, because of the shortage of group meeting spaces, the sitting groups may meet in the bedrooms of the lodges and cabins. This being the case, it is convenient, as much as possible, to put each group in the room of the group leader, or of another member of the group. The Registrar will have those room numbers available by Thursday evening before the session begins, or they can be added after arriving Friday afternoon.

**Interest Groups** – People who want to lead Interest Groups are usually asked to send information about their topics to the Planning Committee’s Interest Group Coordinator (IGC) in advance, using the Interest Group Description Form (see Appendix B). Friends may also propose and describe interest groups after arrival at Lazy F. If for some reason there is no IGC designated in advance, all interest groups would be of this type.

The IGC makes sign-up sheets for interest groups with the name of the leader, a title, and a description of the group’s subject and/or proposed process. These are posted in the Dining Hall on Friday, and Friends are encouraged to sign up during Saturday morning. About noon on Saturday, the IGC assigns meeting locations to each of the groups and posts them on the sign-up sheets. Locations can be on the same basis as those for the worship groups, and sometimes, if the weather is nice, groups may decide to meet outside.

**Work Contributions** – The work assignments to be filled have been determined by the Continuing Committee. They include helping the teachers of each activity group in the Children's Program for each time period, setting up chairs and tables for the large group meetings, medical on-call duties, and clean-up.

The Planning Committee’s Work Assignment Coordinator(s) (WAC; this could be a single person or a small team or subcommittee) assigns people to each of these positions, based on the preferences shown on their registration forms as much as possible (see Appendix C for charts to facilitate making assignments). Note that people who do not indicate a preference get assigned a Work Contribution anyway, unless they state they are Unable to Contribute this time, which is one of the options given.

Recently, there has been a process of automation through online registration that makes this task much easier than previously. The Registrar tries to assign volunteer work to attenders based on their stated preference, and this is written on the ID card that they get during registration. Updates on this system are ongoing, so be sure to check with the Registrar for questions or for help.

In addition, each small worship group is assigned a meal to help either setting up for or cleaning up after. The worship group leaders need to be notified in advance about which meal is their responsibility. This is especially important for the groups handling Saturday breakfast because it happens before the first meeting of the small worship groups. Note that this group-assignment and notification process could be carried out by either the SWGC or the WAC, so they need to communicate to make sure that it happens and who is responsible.

The WAC needs to be at the Registration table throughout Friday evening to make last-minute adjustments to the work contribution assignments. (If there are multiple WAC team members in attendance, they can take turns doing this.) There are various reasons why a person cannot do the job assigned, as well as last-minute cancellations, and both require adjustments to be made to the work assignment schedule. The WAC at the Registration table needs to have a copy of the full assignment chart, plus an alphabetical list of who is doing what when, in order to make these changes. The WAC may also be called upon to make further adjustments throughout the weekend.

The work assignments should be made in time to email them to the Registrar to be included in the envelopes that families receive when they arrive. This means getting them to the Registrar by Wednesday of the week of QM. Alternatively, the assignments can be given to people as they arrive, but our experience has been that when done this way, some people miss getting their assignments, and therefore do not show up when needed.

**Session Coordinators** – We have two people, one designated by the Planning Committee and one by Continuing Committee, who are overall trouble-shooters for the weekend. See Appendix D for details.

**Friday Night Activity** – This needs to stay informal because of the range of times people arrive. There is an ongoing shared meal in Ridgeview lounge. Most people bring a combination of brown bag supper and a potluck contribution. The Planning Committee traditionally brings soup or some other substantial food item for everybody. The Planning Committee is also responsible for seeing that hot and cold foods do not stand out at room temperature for too long, and that the area is cleaned up in time for the Children's Program to use the Ridgeview lounge and kitchen Saturday morning.

Ridgeview lounge should be quiet after about 8:30 pm so noisy activities should move to the lower level of the old dining hall and/or to the Trading Post by then (quiet conversations are welcome to continue in the lounge after that time). At Fall Quarterly Meetings, Friday night singing will be in the old dining hall. At Spring Quarterly Meetings, Friday night singing will be outdoors around the campfire pit (weather permitting). Preparation for this needs to be requested through the Site Liaison.

**Saturday Night Activity** – Plan an all-ages activity (e.g. dancing, storytelling, games, music, skits) and make the necessary arrangements if leaders, musicians, or storytellers need to be found either within or from outside the Quarterly Meeting. If the Planning Committee wants to hire a band for square/contra/ family dancing, it is advisable to make those arrangements several months in advance. NOTE: Recent financial losses from QM sessions have made the hiring of musicians or other entertainers less feasible. The Planning Committee should therefore provide early notice (well before registration packets are sent out) to the Co-Clerks, Treasurer, and Registrar if it intends to hire anyone or any group for a fee of more than \$200. In those cases the suggested QM fees will be raised (for that session only) by an amount believed sufficient to offset the additional cost for professional program providers.

Some QM sessions have included a "Community Night" in which all are invited to share their talents and inspiration through song, dance, performing a skit, doing magic tricks, or whatever.

**Grace at meals** – Arrange for someone to lead grace at each of the Saturday and Sunday meals. Help can be sought from Ministry and Counsel for this task if desired.

### **TIMELINE for Planning a Quarterly Meeting Session**

The dates which drive the timeline are the actual date that each QM session begins and the date by which Lazy F needs a head count. Once we give a count, we are obligated to pay for meals for at least that number of individuals no matter how many actually show up. Our arrangement with Lazy F states that we have a standing reservation for the weekends in April and in September that include the 4<sup>th</sup> Saturday of the month. This is not always the last weekend of the month.

Here are a few suggested points for a timeline:

**Beginning 7-12 months before the QM session**, the Host Meeting determines how they want to organize themselves, appoints a Planning Committee, and makes sure that the Planning Committee understands its responsibilities for planning and organizing the session. Please feel free to confer with the various QM officers regarding these expectations. The Planning Committee chooses a theme for the weekend, usually with approval from the entire Host Meeting, and develops a flyer describing it. The flyer should be available for distribution during the QM session before the one being planned, if possible, and definitely in time for distribution by email along with the minutes from that session. It will also be posted on the pnqm.org website at that time. If two Meetings are co-hosting, decide how responsibilities will be divided.

**Before the Continuing Committee prior to the QM session**, the CC needs to have the final flyer introducing the theme for the session, a description of any special information that needs to go into the registration/information packet, and an estimate of the Host Meeting's costs for the session. Then the CC will establish the suggested fees for registrants, so that the weekend will approximately break- even cost-wise. Following the CC meeting the Registrar will compile the registration/information packet for distribution by the Listkeeper to meetings, worship groups, isolated Friends, CC members, and the webmaster (who will post it on the pnqm.org website). In order to do this the Registrar also must receive the tentative session schedule from the Planning Committee at least several days before the planned distribution of the registration packet.

**When the Registration Period Begins**, the Registrar and the Planning Committee will hold a conference call which includes every person involved with the planning who will be using reports from the on-line registration system. They should all log in to the program and be able to interact with it during the call. Then the Registrar will give a phone tutorial on using the program and clarify any questions about it that arise during the call. Following this conference call, the Registrar will continue to be available by phone throughout the registration period to answer questions about using the program as they arise.

**Sixteen days before the QM session** is the deadline for registration. After this date people may still register, but they will be charged a late fee, the Children's Program Coordinator may close any activity groups that are full, and neither lodging nor meals can be guaranteed.

**On the Thursday eight days before the QM session**, the Registrar turns in the count of registrants to Lazy F, with information on meal counts and dietary restrictions which they need to plan meals and purchase food for us.

**Two days before the QM session (Wednesday)**, the appropriate people from the Planning Committee send the Registrar the final schedule and the list of work assignments so these can be included in the envelopes prepared for each family. The Registrar already has a map of Lazy F which is also included in the envelopes, on the back of the schedule.

**Friday of the QM session:** The Registrar and Friends from the Planning Committee who have on-site preparation responsibilities arrive at Lazy F by 3:00 pm. The registration area is set up, signs are put up, and lists of small worship group and work contribution assignments are posted. Registration formally opens at 5:00 pm.

**The Teacher Recruiter and/or the Childrens' Program Coordinator may ask that the Host Meeting/s help to recruit Age-Group Leaders for the next two Quarterly Meetings following the one they hosted.**

## **Appendix A**

### **Small Worship Group Procedures and Guidelines**

Worship groups are enhanced when a few practices are communicated to participants and observed by all:

- That which is shared by others in our groups is confidential and should remain so.
- Please end on time so that parents can meet children.
- Friends should speak clearly and loudly enough for all to hear.
- All benefit if those who have spoken wait for messages from others before sharing again.
- No one is required to speak.

The queries for this session are added to these guidelines.

#### **Worship Sharing**

Friends share from the silence on the queries, speaking from their experience rather than from their thoughts or theories. As in meeting for worship, silence between messages allows for respectful deeper listening, and Friends do not respond directly or ask questions about messages that are shared.

#### **Worship Discussion**

Similar to worship sharing, but Friends may respond, question, or discuss with others in the group. Waiting for quieter members to speak is especially important in this format.

#### **Worship Walking Sharing / Worship Walking Discussion**

An opportunity to contemplate the queries while walking in silence. At intervals the group will pause for sharing or discussion.

#### **Worship with Music**

Friends share reflections on the queries, interspersed with opportunities to sing together, using hymnals and songbooks. Continuing Committee agreed to purchase 10 copies of *Worship in Song: A Friends Hymnal*. These will be stored at Lazy F Camp and Retreat Center along with the copies of *Rise Up Singing* previously purchased by Continuing Committee. In addition, the Worship Group Coordinator can ask the participants to bring their own, or their Meetings' hymnals and songbooks, if needed. Many times, the larger Meetings, if asked, will bring a number of hymnals and songbooks that can be used (Bellingham, Olympia, Port Townsend, Tacoma, South Seattle, University). The intent is to have enough so that each participant in the Worship with Music group has both a hymnal and a songbook to use.

**Appendix B [NOTE: FORM IS NOW ONLINE]  
INTEREST GROUP FORM**

**PACIFIC NORTHWEST QUARTERLY MEETING**

Interest groups are an opportunity to share interests and skills with others. Leaders might be experts, amateurs, or just plain interested in a topic. They are held Saturday afternoon for an hour and a half (or less, if you wish.)

Ideas:

- Theme-related
- The work of a Friends organization, such as AFSC, FWCC, or FCWPP
- Sing Along & Silly Songs—sing traditional favorites, then make up new words – share the best of both at community night
- Yoga, Qi Gong, Aikido or some other physical-spiritual practice
- Writing workshop
- Anything that is a passion for you will interest others. Use your imagination!

•  **I am interested in leading an interest group**

**I'll facilitate the group alone**    **I'll facilitate along with** \_\_\_\_\_

**Suitable for all ages?**    Yes    No   Explain \_\_\_\_\_

**Number of participants**    y'all come-no limits    minimum # \_\_\_\_\_    maximum # \_\_\_\_\_

**Special needs** (movable chairs, large space, etc) \_\_\_\_\_

• **Name:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

Short description of topic and how you envision working with it, as you wish it to appear on sign-up sheets:

|                                |
|--------------------------------|
| <b>Name of Interest Group:</b> |
| <b>Description:</b>            |
|                                |
|                                |
|                                |
|                                |

**Submit ideas and questions to < name and contact info for person > If you have no questions, just complete this page and mail or email it to < name of person > (be sure to keep a copy for yourself!)**

If you tell us about your Interest Group in advance, we will make a sign-up sheet for you. If you offer one only after arriving, you'll need to create your own sign-up sheet (we'll provide "blanks").

## Appendix C

### Charts to Facilitate Work Contribution Assignments

#### Children's Program Work Assignment Needs

|                    | Saturday Morning |              | Saturday Afternoon |             | Sunday Morning |               |
|--------------------|------------------|--------------|--------------------|-------------|----------------|---------------|
|                    | 8:30 – 10:25     | 10:20 -12:00 | 1:50 – 3:40        | 3:35 – 5:20 | 8:35 – 10:25   | 10:20 - 11:45 |
| Infants / Toddlers |                  |              |                    |             |                |               |
| Preschool          |                  |              |                    |             |                |               |
| Lower Elementary   |                  |              |                    |             |                |               |
| Upper Elementary   |                  |              |                    |             |                |               |
| Central Friends    |                  |              |                    |             |                |               |
| “Floater”          |                  |              |                    |             |                |               |

In 2011 NPYM approved its new Youth Safety Policy which has been modified for our use at Quarterly Meetings. Refer to the policy in the PNQM Handbook. Generally, we need at least two adults (including both the teachers and helpers) with each group of children at all times, and more adults depending on the number of children in each group, and whether there are children with special needs.

Currently, we plan on having two lead teachers for each group (who receive fee waivers, stipends, and criminal background checks), although sometimes the Infant/Toddler group has only one if there are only one or two infants or toddlers registered.

We accept all the children who are registered by the registration deadline and assign enough helpers to accommodate them. After the registration deadline we do not need to add more helpers. Instead, the Children's Program Coordinator may close each group to late-registering children when the number of children in that group reaches the maximum that can be accommodated by the number of adults we have assigned to that group.

Therefore we probably will need one volunteer for each group and each time period, but the Work Assignment Coordinator should stay in contact with the Children's Program Coordinators as registration progresses to determine the number of helpers needed. The “Floater” position is to have a substitute readily available in case last minute adjustments are needed to the work assignment schedule.

The number of FAP's (Friendly Adult Presences for the Junior Friends program) needed and the times they should be assigned is not currently clear. This is a matter for the Junior Friends Co-

Clerks, their Advisors, and the Continuing Committee to work out together. The same is true for the Junior Friends Overnight Chaperones.

### **Other Work Assignments**

| Position              | Description   | People needed   |
|-----------------------|---|---|
| * Meal set up         | Set out milk, juice, salt & pepper on each table  | 2 or 3 per meal   |
| * Meal clean up       | Return above to kitchen, wipe down tables   | 2 or 3 per meal   |
| Friday night clean up | Be sure the Ridgeview Lounge and kitchen are clean and ready for the Children's Program by Saturday breakfast | 2 or 3 people from Host Meeting                         |
| Set up                | Arrange chairs in lower room before each meeting  | 3 or 4 per meeting                                      |
| Sunday clean up       | Check that all areas are clean and all "lost and found" collected   | 2 or 3 people Sunday after lunch                        |
| Worship Group Leaders | Lead worship group Saturday and Sunday. These people are chosen by the Small Worship Group Coordinator(s)     | 1 person for each small worship group                   |
| Other jobs            | Depends on the particular program needs   | ?? from Host Meeting                                    |
| Medical on-call       | Carry radio and be available as needed throughout the weekend   | 2 or 3 people with at least 1 <sup>st</sup> Aid and CPR |

\* Currently we are assigning one meal's set up or clean-up to each Small Worship Group. Each Leader needs to be notified in advance which assignment is given to his or her group. These tasks take much less time and energy than the Children's Program assignments. Therefore, if we are short of people, we may want to assign the same group of people to set up for all large group meetings. If we have plenty of people, there can be a separate group to set up for the Plenary Session, Business Meeting, Saturday evening event, and Sunday Meeting for Worship.

Currently Interest Group Leader is not considered a work assignment, because the people leading them are able to participate in them at the same time. However, the Work Assignment Coordinator needs to be careful not to assign an Interest Group Leader to a work assignment during the Interest Group time because that would create a conflict.

## Appendix D

### Job Description for Quarterly Meeting Session Coordinators

There are two QM Session Coordinators, one named by the Continuing Committee and the other named by the Host Meeting. Their duties, as Session Coordinators, are exclusively during the QM Session itself.

The basic job of the Session Coordinators is to deal with questions and problems arising during the session that must be dealt with on an urgent basis. In some cases, "dealing with" may entail referring the matter to someone with more specialized responsibility, such as the Children's Program Coordinator or the Registrar. In other cases it may require the Coordinator(s) to make a decision based on QM policy, precedent, or simply the best judgment of the Coordinator(s) under the circumstances.

Both Session Coordinators shall have 2-way radio units in their possession for the entire session, and they must be turned on and able to receive calls from 7 am on Saturday and Sunday, and until 11 pm on Friday and Saturday. The Session Coordinators are thus callable from any other 2-way radio unit that is set to the same channel. These units will be located in each Children's Program location and also carried by the Children's Program Coordinator, Volunteer Coordinator, one of the Junior Friends Advisors, and by a medically-trained Friend if one attends and is willing to be "on-call".

Although the two Session Coordinators are encouraged to consult on any matter which requires a decision to be made by them, the Session Coordinator appointed by the Continuing Committee may decide alone, if necessary, on any matter that is not within the scope of the Host Meeting's responsibilities. The Session Coordinator appointed by the Host Meeting may decide alone, if necessary, on any matter that clearly is within the scope of the Host Meeting's responsibilities.

The Host Meeting's responsibilities include:

- work contribution assignments and times;
- small worship groups: locations, facilitators, assignment of Friends, and queries;
- theme-related plenary session;
- Friday night activities, including potluck meal cleanup;
- Saturday night family activity;

The QM officers and Continuing Committee's responsibilities are:

- the programs for children and Junior Friends;
- Meeting for Business;
- closing Meeting for worship;
- meetings of the Continuing Committee and Ministry & Counsel Committee;
- registration, housing assignments, and fees;
- medical emergencies;
- early morning worship;
- reimbursement for expenses on behalf of Quarterly Meeting; and
- duties of officers and advisors.

Three program components that are in a "gray" area, where it would be best for the two Session Coordinators to consult, if possible, are interest groups, mealtimes, and end-of-session cleanup.

Appointment of Session Coordinators is on a one-time single-session basis. Any problems handled before the Continuing Committee meets should be reported to the Continuing Committee by the Coordinator(s) involved. Any problems handled during or after the Continuing Committee meeting should be reported to one of the Co-clerks in writing, within seven days of the end of the session (and preferably during the session on Sunday, if possible).

APPENDIX E [NOTE: NEW DINING HALL IS NOT FACTORED INTO THIS SCHEDULE]

<<theme goes here>>

PACIFIC NORTHWEST QUARTERLY MEETING TENTATIVE SCHEDULE

<<dates go here>>

**Friday Evening**

|                        |  |   |  |
|------------------------|--|---|--|
| 5:00-10:00             | REGISTRATION                                       | : | Trading Post                               |
| 5:00 on                | Junior Friends (Business Meeting at 8 pm ):        |   | Barn                                       |
| 5:30-8:00              | <b>Brown bag / partial potluck supper:</b>         |   | Ridgeview lounge (Quiet                    |
| Time begins at 8:30pm) |  |   |  |
| 7:00-9:00              | FCWPP Steering Committee Meeting:                  |   | Dining hall upstairs                       |
| 7:30-9:30              | <b>Song circle with campfire:</b>                  |   | <b>Campfire pit (dining hall</b>           |
|                        |  |   | <b>downstairs in case of rain or cold)</b> |
| 8:00-9:00              | <b>Meeting of Leaders of Small Worship Groups:</b> |   | <b>Skyline lounge (optional)</b>           |
| 9:00 on-               | <b>Games &amp; conversation:</b>                   |   | <b>Dining hall downstairs</b>              |

**Saturday Morning**

|             |  |  |                                    |
|-------------|--|--|------------------------------------|
| 6:30-7:30   | Early morning worship:   |  | Trading Post lounge                |
| 6:30-7:15   | Yoga/Movement, self-directed:                                    |  | Skyline lounge                     |
| 7:30-8:30   | Breakfast:   |  | Dining hall upstairs               |
| 8:30-8:45   | <i>Children's Program/Junior Friends :</i>                       |  | <i>Outside Trading Post</i>        |
|             | <i>Opening Circle with parents, program staff &amp; advisors</i> |  |                                    |
| 8:45-12:00* | <i>Children's Programs:</i>                                      |  | <i>Locations on final schedule</i> |
| 9:00-10:15  | <b>Plenary session:</b>  |  | <b>Dining hall downstairs</b>      |
| 10:30-11:45 | <b>Small worship groups:</b>                                     |  | See posted locations               |

**Saturday Afternoon**

|            |                                 |  |  |
|------------|---------------------------------|--|--|
| 12:00-1:00 | Lunch:                          |  | Dining hall upstairs                   |
| 12:00-1:30 | M&C Meeting during Lunch:       |  | Dining hall downstairs                 |
| 1:00-2:00  | <b>Free time</b>                |  |  |
| 1:00-2:00  | REGISTRATION for late arrivers: |  | Trading Post                           |
| 1:45-5:05* | <i>Children's Programs:</i>     |  | <i>Locations on final schedule</i>     |
| 2:00-3:15  | Meeting for Business:           |  | Dining hall downstairs                 |
| 3:30-5:00  | <b>Interest groups:</b>         |  | <b>Locations posted in dining hall</b> |

**Saturday Evening**

|           |   |  |  |
|-----------|---|--|--|
| 5:30-6:30 | Dinner:   |  | Dining hall upstairs                         |
| 6:30-7:15 | <b>Free time</b>                                    |  |  |
| 7:15-9:00 | <b>Saturday evening activity ( write- in here )</b> |  | <b>Dining hall downstairs</b>                |
| 9:00 on   | <b>Games and other activities:</b>                  |  | <b>Dining hall downstairs &amp; upstairs</b> |

**Sunday**

|             |  |                                  |  |
|-------------|--|----------------------------------|--|
| 6:30-7:30   | Early morning worship (memorials appropriate): |                                  | Trading Post lounge                    |
| 6:30-7:15   | Yoga/Movement, self-directed:                  |                                  | Skyline lounge                         |
| 7:30-8:30   | Breakfast:                                     |                                  | Dining hall upstairs                   |
| 7:30-9:00   | Continuing Committee:                          | Breakfast/Dining hall downstairs |  |
| 8:45-11:45* | <i>Children's Programs:</i>                    |                                  | <i>See locations on final schedule</i> |
| 9:00-10:30  | <b>Small worship groups:</b>                   |                                  | See posted locations                   |
| 10:45-11:45 | Meeting for Worship:                           |                                  | Dining hall downstairs                 |

(Children join us for the last 10-15 minutes)

|            |                             |                      |
|------------|-----------------------------|----------------------|
| 12:00-1:00 | Lunch:                      | Dining hall upstairs |
| 1:00-2:00  | Pack up, clean up, goodbyes | Everywhere           |

\*If you're assigned to help in the Children's Program, please be prompt.

Legend: Black text above means that this element is fixed or under the control of another entity such as Continuing Committee or the Children's Program Coordinator. Red text above means that this element is under control of the Planning Committee, which should (or may) alter the existence, content, time, and possibly location, as appropriate.