

PACIFIC NORTHWEST QUARTERLY MEETING SESSION PLANNING GUIDE FOR HOST MEETINGS AND OFFICERS

"The host Meeting for a regular PNQM session is responsible for overall planning including the theme, worship sharing groups, and other aspects of the program that are not specifically assigned, in this handbook, to a PNQM officer or committee."--Page 2 of the PNQM Handbook, revised Feb. 2004.

The host Meeting should have copies of the PNQM Handbook. Refer to the job descriptions of QM officers included in the Handbook to clarify what information each officer will need to have from the Planning Committee (see below), and when. It is particularly important to communicate in a timely manner with the Registrar or Listkeeper so that the necessary information is available to her/him in time to send out the registration forms.

In some cases two monthly meetings may host a QM session jointly, or a monthly meeting may host jointly with a preparative meeting or with one or more worship groups.

Planning Committee:

The host Meeting(s) should appoint, from among its/their own participants (and, when appropriate, from among Friends elsewhere in the QM) a QM Session Planning Committee, at least a month or two prior to the Quarterly Meeting session preceding the session it will be planning (i.e., in February or March for planning a Fall QM session, or in July or August for planning a Spring QM session).

A clerk of the Planning Committee should also be selected as soon as possible. In addition to clerking meetings of the Planning Committee, the clerk should correspond regularly with:

- the Registrar
- the Site Liaison
- the Listkeeper
- the Children's Program Coordinator
- the Clerk or Co-clerks of Quarterly Meeting
- the Co-clerks of Ministry and Oversight; and
- the Junior Friends Advisors and Clerk or Co-clerks.

All questions about availability and use of the facilities at the QM Session site should be forwarded to the Site Liaison. Questions that have arisen in the past are:

- buildings available for use (any closures for remodeling, etc?)
- use of the teepees by Junior Friends and arrangements for a portable toilet in that area
- offering the Challenge Course (time, cost, and permission requirements)
- building fires in the Trading Post on Friday night or in the campfire circle on either night
- food to be served, and meal times
- work projects for Junior Friends or intergenerational groups

Planning and coordination tasks for individual Planning Committee members or sub-committees:

Theme and plenary – Develop a theme, write a description for the registration forms, and plan the plenary session that will introduce and elaborate upon the theme. It is helpful to send out a flyer announcing the theme, reminding Friends of the dates as well, at least a month before the registration materials are mailed (this would be in January for Spring QM and in June for Fall QM). The best time

of all to have these flyers distributed is at the QM session before the one that you host! Also, if a computer-file copy of your flyer is provided to the Listkeeper during or shortly after the preceding QM session, it will be distributed electronically with minutes and other material from that session, which go to all meetings and worship groups in PNQM. Two examples of flyers used recently are shown in Appendix A.

Program/Schedule – Review and revise as needed the program/schedule for the weekend. Confirm exact meal times with the Site Liaison, and times for committee meetings with the appropriate officers (Clerk or Co-clerks of PNQM, Ministry & Oversight Co-clerks, and the FCWPP Clerk). If at least a portion of the Junior Friends schedule is available in advance (check with Junior Friends Clerk/Co-clerks), add those portions to the general schedule. Consult with the Listkeeper or Registrar to determine who will duplicate and bring copies of the schedule to the site (they need to be there when registration begins on Friday afternoon). It is helpful to have a key for abbreviations and to state, somewhere on the schedule, where the different age groups of the children's program, including Junior Friends, will be located. Copies of the map of Lazy F should also be made available at registration (this is usually copied onto the back of the schedule). A master copy is available as a Word document from the Listkeeper. A model schedule is given in Appendix B to this document. If it is possible to distribute a tentative schedule with the information/registration packet sent out well in advance, this can be helpful. An example of this appears in the last page of Appendix E.

Physical Arrangements – Make signs for activity areas (registration, children's program, meals, dancing, etc.), including arrows as needed for direction. In coordination with the Site Liaison and utilizing materials that may have already been prepared and included in the Planning Guide, consult with the Children's Program Coordinator about locations for each age group. Assign small worship group and interest group locations, keeping in mind the accessibility needs of group members as learned from information received from the Registrar. Post signs at small meeting locations with the number or name of the group. Arrange for people to serve shifts as greeters during the registration period on Friday, and provide ample nametag-making supplies. (NOTE: There are now some nametag-making supplies and laminated signs that are stored at Lazy F between QM sessions. The Site Liaison will inventory those materials and provide a list to the Planning Committee, when possible.)

***Small Worship Groups** (NOTE: The term "small worship groups" in this document refers to the worship sharing, worship discussion, worship walking, worship singing, and any similar groups which meet both on Saturday and Sunday mornings during a Quarterly Meeting session.)

- Prepare queries related to the session theme for use by these groups;
- create a handout for small worship group leaders which includes procedures and guidelines (e.g., confidentiality) common to all types of groups and the specific procedures and guidelines for worship sharing, worship discussion, worship walking (with sharing or discussion), and worship singing, as applicable (see an example, including queries, in Appendix C);
- recruit leaders for all groups (this has recently been done, at least in part, by the registration form, which includes "Worship Group Leader" as a possible volunteer job);
- assign participants to specific groups in accordance with indicated preferences among group types from the registration forms; and
- make a master list (or lists) of the groups and those assigned to them (indicating who is the assigned leader in each group), and post two copies of this list, one in the registration check-in area and one in the dining hall.

It is also helpful to make and post an alphabetical listing of all expected attenders, with worship group designation and location next to each person's name. Another version of the list should be printed on separate pages by groups, listing both the leader and all members as well as the location. This is the format most useful for the group leaders as well as for planning purposes in balancing groups and

selecting locations based on accessibility issues, etc. Prepare packets for worship group leaders including a list of their group members, the queries, and guidelines for worship sharing, worship discussion, worship singing, or worship walking as appropriate. Most recent Planning Committees have also assigned mealtime, plenary, business meeting, and/or meeting for worship setup and cleanup tasks to small worship groups. If this is done, the expected setup or cleanup task of each group should be posted prominently. NOTE: It is now clear that Lazy F does not really need our help with meal setup tasks, but they do appreciate our help with after-meal tasks such as collecting up large beverage containers and washing tables. If a few small worship groups are assigned to this kind of work, others can be assigned to set up for the Saturday morning plenary, for the Saturday evening activity, and for Sunday meeting for worship.

***Interest Groups** – Contact potential interest group leaders (at least some of whom will have so volunteered on the registration form), prepare sign-up sheets, post sign-up sheets in the dining hall, and work with interest group leaders in finding and posting locations appropriate to expected group size and activities. If possible, it is recommended that an Interest Group Description Form (see example, Appendix H) be included in the registration/information packet. This requires that a Planning Committee member be designated by that time as the one who will work with interest group leaders.

***Volunteer Assignments** – Contact the Children's Program Coordinator to learn the desired number of volunteers and the time periods needed. Work with the Children's Program Coordinator and the Junior Friends Co-clerks and/or Advisors to assign volunteers as needed to each time slot for each age group, with a minimum number of two volunteers per slot (fewer may be needed for the Junior Friends program). Check with small worship group planners to see if they will be assigning meeting set up and meal or other clean up duties to small worship groups.

Assign one or two extra volunteers in each time slot, if possible, to "substitute duty", i.e., to be available then in case a replacement volunteer or an extra volunteer is needed somewhere at that time. A Friend with this assignment is expected to report for actual duty only if the Volunteer Coordinator (see below) contacts him/her in advance of his/her time slot with a specific assignment.

Prepare a volunteer work assignments master list, showing all expected attenders who have been assigned volunteer work, in alphabetical order. The list should be available in the registration area and posted in the dining hall. Portions of the list specific to each assignment area (e.g., a Children's Program age group; setup for the Saturday morning plenary session) should be prepared and distributed to those responsible for each area or program segment.

Volunteer Coordinator – This job is performed almost entirely on-site during the Quarterly Meeting session. It may be performed by the person who has done the volunteer assignments, but that is not necessary. The Volunteer Coordinator will carry a two-way radio and is responsible for:

- explaining what volunteer jobs consist of and answering questions asked by volunteers;
- contacting Friends assigned to "substitute duty" (see above) in advance when they will actually be needed for an assignment during their time slot;
- assisting volunteers who need to change their assigned work or shift, such as by swapping with other Friends; and
- assisting the Children's Program group leaders and Coordinator, Junior Friends Co-clerks and/or Advisors, and others whose areas of responsibility require volunteers, when assigned volunteers don't show up for whatever reason.

Session Coordinator - One Friend, appointed by the Planning Committee (a second Session Coordinator is appointed by the Continuing Committee). See Appendix J for details.

Friday Night Activity – Responsibilities include dinner supplements (the meal is usually bring-your-own, with the host meeting sometimes making soup and/or another portion of the meal available to all) and the program, if any, and location for a social gathering (could include games, singing, creative activities, or just visiting). We need to observe quiet in the Ridgeview Lounge after about 8:30 pm, so any noisy activity should be held either at the Trading Post or preferably downstairs in the Lodge (dining hall). Recent sessions have included a Friday evening FCWPP meeting in the dining hall upstairs.

Saturday Night Activity – Plan an all-ages activity (e.g. dancing, storytelling, games, music, skits) and make the necessary arrangements if leaders, musicians, storytellers need to be found either within or from outside the Quarterly Meeting. If the Planning Committee wants to hire a band for square/contraband 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. Under further notice, the Planning Committee should provide early notice (well before registration packets are sent out) to the Site Liaison and/or Co-clerks if it intends to hire anyone or any group for a fee of more than \$200. In those cases the suggested fees will be raised (for that session only) by an amount believed sufficient to offset the additional cost for professional entertainment.

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. Appendix I contains a sample announcement for this kind of Saturday night activity.

Grace at meals – Arrange for someone to lead grace at each of the Saturday and Sunday meals.

Early morning worship – The Quarterly Meeting Ministry and Oversight Co-clerks are responsible for the early morning worship location and any needed setup. Contact one of them to learn the location in order to include it on the schedule.

Evaluation – An evaluation form (see example in Appendix D) should be prepared and distributed at meals on Sunday or made available for pickup in the dining hall, where completed forms should also be collected.

**These are tasks that need to be done (at least in part) at the last minute: the 1-1/2 to 2 weeks before Quarterly Meeting, after the Registrar sends the Planning Committee the complete list of people who have registered, plus their volunteer work and worship group preferences, and any special needs.*

Assistance to Children's Program Coordinator -- There is one host meeting responsibility that is met entirely after the end of the session being hosted. The Friends who fulfill it need not necessarily be members of the Planning Committee. The host meetings from the previous two Quarterly Meeting sessions have a responsibility to help in the recruitment of age-group leaders for the Children's Program. These recent host meetings will work with the Children's Program Coordinator, who will determine needs based on returning age-group leaders and numbers of children registering.

TIMELINE:

The dates which drive the timeline are the actual date that each QM session begins and the date by which the camp 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. Here are a few suggested points for a timeline:

Beginning 7-12 months before the QM session, the Planning Committee holds regular meetings to make sure all planning tasks are moving forward and that communication is established with the Registrar/Site Liaison and other appropriate QM officers.

Nine to ten weeks before the QM session, the Registrar or Listkeeper must receive from the Planning Committee and other program planners these necessary materials:

- a page introducing the theme of the session
- a description of any special or unusual activities that are part of the program, or which for any reason potential registrants should know of in advance
- any information needed for the registration materials from the Children's Program Coordinator and the Junior Friends and their Advisors
- a final estimate of the cost of the Planning Committee's portion of the session program

The Registrar or Listkeeper, working with the Site Liaison, then combines the estimated adult program cost with historically-based estimates of the children's program and Junior Friends program costs and the contractual fees payable to the site, and calculates the estimated break-even registration fees to be specified (or suggested) in the registration materials.

About eight weeks before the QM session, the Registrar or Listkeeper mails the session information and registration materials to meetings, worship groups, isolated Friends, QM officers and other members of the Continuing Committee, and other individual Friends as may have been requested. Distribution to meetings and worship groups must be by postal mail, but can be emailed in addition when there is a contact email address available. Distribution to officers, other Continuing Committee members, and to isolated Friends may be only by email when an address is available. Note that distribution by email should be by attachment of documents (preferably, both Word and Adobe Acrobat versions) and not solely through use of website links. These materials are also made available in downloadable form on the Quarterly Meeting website (pnqm.org) by the Listkeeper, in coordination with the Webmaster.

The QM session information/registration packet should contain, in addition to the first theme-related page created by the Planning Committee, information concerning registration deadlines and procedures, typical program components such as small worship groups and the Saturday night family activity, a reminder list of things to bring, driving directions to Lazy F, information concerning the Children's and Junior Friends programs, and the form and process needed if a minor attends the session without either of his or her parents (Youth Sponsorship Form). A sample registration packet, minus the first page, is contained in Appendix E. Appendix F is an example of an optional, but recommended, second page (here titled "Hot Sheet"), created by the Planning Committee, which highlights features of the coming QM session that are new or different from what has been customary. Appendix G shows an alternative format for the registration form itself, arranged for printing in portrait mode rather than the usual landscape mode.

Note that it is now PNQM policy that the registration deadline (after which a late registration fee applies and accommodations at Lazy F cannot be guaranteed) is 16 days before the session begins, so that there will be adequate time for the Registrar to prepare reports needed in advance by Lazy F, members of the Planning Committee, the Children's Program Coordinator, and the Junior Friends Advisors.

At least 11 days before the QM session: Names and ages of children are given by the Registrar to the Children's Program Coordinator and to the Junior Friends Advisors. A list of adult registrants containing name, the type of small worship group requested, meeting or worship group, and registration family name for each is sent to the small worship group coordinators on the Planning Committee. Another list with names of adult registrants, the volunteer preference each indicated, and day of arrival is sent to the volunteer assignment coordinator on the Planning Committee.

On the Thursday eight days before the QM session, the Registrar turns in the count of registrants by age category to Lazy F, with information on meal counts (late arrivals, early departures, groups eating separately such as the Junior Friends pizza night on Saturday) needed to plan purchase of food for us. The registration deadline is the Wednesday of the previous week. Early registration discounts for those

mailed by about 4 weeks before the deadline are usually offered; \$10 per form has been the discount lately. A late fee of \$20 per form has been charged recently for any registration mailed or phoned in after the registration deadline.

Two days before the QM session (Wednesday), the Planning Committee clerk sends the Registrar, by fax or e-mail, lists of participants in small worship groups, the list of volunteer assignments, the list of space assignments (including small worship groups, children’s program age groups, and interest groups when known in advance), and the schedule. If it has been so agreed in advance between the Planning Committee and the Registrar, some or all of the space assignments may be done by him/her. (The entire preceding paragraph may be obsolete at this time. The current Registrar will be consulted.)

Friday of the QM session: The Registrar and members of the Planning Committee arrive at Lazy F by 3:00 PM. The registration area is set up, signs are put up, and lists are posted. The Registrar and/or Site Liaison usually has/have a brief meeting with the camp director. It is helpful to have one member of the Planning Committee on duty in the registration area to greet people as they arrive and help to answer any questions. This should continue at least until 9 pm so that most late arrivers can be greeted and assisted as needed. Care should be taken to identify and support first-time Quarterly Meeting attenders.

CALENDAR OF HOST MEETINGS (subject to revision)

April 2010	Eastside	September 2010	Sandpoint
April 2011	University	September 2011	Tacoma
April 2012	Olympia	September 2012	Salmon Bay & Pullman-Moscow
April 2013	Bellingham	September 2013	Port Townsend
April 2014	Eastside	September 2014	Sandpoint
April 2015	University	September 2015	Tacoma
April 2016	Olympia	September 2016	Salmon Bay & Pullman-Moscow

Note: Our arrangement with Lazy F states that we have a standing reservation for the weekends in April and in September that include the 4th Saturday of the month. This is not always the last weekend of the month!



EXPERIENCING THE SACRED THROUGH SONG

HOW CAN I KEEP FROM SINGING?

A weekend of worship and play through singing
Hosted by University Friends Meeting

If you can talk, you can sing; if you can walk, you can dance. – Zimbabwean proverb

Some queries we might address— How do we integrate singing into worship and our spiritual lives? What am I, anyway? Soprano, bass, tenor, alto, other? How do you learn to sing in harmony? Can I have fun learning rounds?

Plenary Session will provide an opportunity for individuals and groups from different Meetings to give voice to the theme. We're thinking you'll share a song...

Saturday night

Sufi Dancing



Children will create musical instruments
Hymnals & *Rise up Singing* will be on sale
Anxious? See p 306 of Worship in Song (All God's Children got a Place in the Choir)

Mark your calendars

April 23 – 25, 2004

At the Lazy F in Ellensburg

Seeking Truth, Speaking Truth: How is it with Thee, Friend?

As Quakers, what tools do we have for discerning truth? What historical precedents support speaking our truth? How can we share our truth in times of pain & conflict? How do we continue to speak our truth in a climate where disagreement is being discouraged?

**Come join us to contemplate these queries at
Fall Quarterly Meeting
September 26 - 28th, 2003**

Hosted by Tacoma Meeting
and
Vashon Worship Group



*"No longer do I call you servants, for the servant does not know what the master is doing;
but I have called you friends, for all that I have heard from my Father
I have made known to you." John 15:15*

APPENDIX B: PACIFIC NORTHWEST QUARTERLY MEETING SCHEDULE

Following is a model schedule indicating the usual or typical times and places assigned to various activities. Times, places, and activities may be adjusted when the Planning Committee discerns a good reason to do so.

Friday Evening

5:00 - 10:00	Registration	Trading Post
6:00 - 8:30	Brown bag/Potluck supper Games, conversation	Ridgeview lounge <i>quietly after 8:30</i>
7:00 - 9:00	Singing	Dining Hall downstairs
7:00 - 9:00	FCWPP Steering Comm. meeting	Dining Hall upstairs
9:00 on	Games, conversation	Dining Hall downstairs

Saturday Morning

6:30 - 7:30 AM	Early morning worship	Trading Post lounge
7:30 - 8:30	Breakfast	Dining Hall (upstairs)
8:30 - 12:00 noon	<i>Children's programs</i>	<i>see locations below</i>
8:45 - 10:15	Plenary session	Dining Hall downstairs
10:30 - 11:45	Worship groups	see posted locations on assignment sheets

Saturday Afternoon

12:00 - 1:00 PM	Lunch	Dining Hall
12:00 - 1:00	Ministry & Oversight meeting	Dining Hall downstairs
1:00 - 2:00	Free time	
1:45 - 5:30	<i>Children's programs (usually, all ages together)</i>	<i>Ridgeview lounge or as posted</i>
2:00 - 3:30	Interest groups	Sign up in Dining Hall
3:45 - 5:15	Meeting for Business	Dining Hall downstairs

Saturday Evening

5:30 - 6:30	Dinner	Dining Hall
5:45 - 7:45	Continuing Committee meeting	Ridgeview lounge
7:45 - 9:45	Recreation/entertainment family activity	Dining Hall [may be upstairs or down]

Sunday Morning & Afternoon

6:00 - 7:30 AM	Early worship(memorials appropriate)	Trading Post lounge
7:30 - 8:30	Breakfast	Dining Hall
8:45 - 11:30	<i>Children's programs</i>	<i>see locations below</i>
9:00 - 10:15	Worship groups	as posted
10:45 - 11:45	Meeting for worship (Children join us for the last 10-15 minutes)	Dining Hall downstairs
12:00 - 1:00	Lunch	Dining Hall
1:00 - 2:00	Pack-up, Clean-up, Farewells	Everywhere

Children's Program and Junior Friends locations:

Infants & toddlers	White Glen
Preschoolers & Early Elementary	Trading Post lounge
Upper Elementary	Ridgeview lounge
Central Friends (middle school-age)	Skyline lounge
Junior Friends (high school-age)	Barn

WORSHIP GROUP FACILITATION

PACIFIC NORTHWEST QUARTERLY MEETING
SEPTEMBER 25TH & 26TH 2004

Thanks for your willingness to be a worship group leader.
We meet in worship groups from **10:30 to 11:45** on Saturday
and from **9:00 to 10:15** on Sunday

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.

PNQM Friends have developed several approaches to worship groups. Please make sure that participants in your group are clear about which type your group is.

WORSHIP SHARING

Worship sharing is like a guided meeting for worship. Friends share from the silence on the queries. 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 SINGING

In this format begun during last Quarterly Meeting Friends share reflections on the queries, interspersed with opportunities to sing together.

WORSHIP GROUP QUERIES

PACIFIC NORTHWEST QUARTERLY MEETING
SEPTEMBER 25TH & 26TH 2004

We suggest considering the first set of queries on Saturday and the last three on Sunday. Some people like to see the queries in print, so we provide you with extra copies

SAT: Do we get to rest in times like these? Are we ever doing enough?

Can I rest too much? Is life passing me by?

SUN: What revitalizes me?

How do I know when I am well rested?

How do I revitalize my many relationships?

SAT: Do we get to rest in times like these? Are we ever doing enough?

Can I rest too much? Is life passing me by?

SUN: What revitalizes me?

How do I know when I am well rested?

How do I revitalize my many relationships?

SAT: Do we get to rest in times like these? Are we ever doing enough?

Can I rest too much? Is life passing me by?

SUN: What revitalizes me?

How do I know when I am well rested?

How do I revitalize my many relationships?

APPENDIX D: SESSION EVALUATION FORM (from Spring 2003)

**Pacific Northwest Quarterly Meeting
Evaluation Form - Spring 2003**

Registration and Friday Evening Activities

went well ok needs work
comments:

Plenary Session

went well ok needs work
comments:

Saturday Afternoon Schedule

went well ok needs work
comments:

Family Dance

went well ok needs work
comments:

How did you feel about having the FCNL benefit?

liked it ok didn't think appropriate
comments:

Meals

went well ok needs work
comments:

Lodging

went well ok needs work
comments:

Volunteer Assignments

went well ok needs work
comments:

Children's Program

went well ok needs work
comments:

Worship Groups - which type did you attend?

went well ok needs work
comments:

Other Comments:

APPENDIX E: INFORMATION/REGISTRATION PACKET (without first page(s), adapted from Spring 2005)

Pacific Northwest Quarterly Meeting April 22-24, 2005

Notes: Friday—Bring your own dinner, games (Ridgeview), song/story circle (Lodge basement)
FCWPP Steering Committee (Dining room) 7 pm (tentative)
Saturday evening—Dancing with Sherry Nevins

Registration: Everyone must register in advance so that Quarterly Meeting staff and Lazy F can make arrangements and plan food for the right number of people! Please complete the enclosed registration sheet and return by mail (with payment) or email. We must have an accurate count of who is coming a week in advance; the REGISTRAR MUST RECEIVE YOUR INFORMATION NO LATER THAN **April 6**. If you register after April 6th, there is a \$20 penalty fee and meals and lodging may not be available. Register by **March 25th** to get a \$10 discount!

Site: Lazy F Methodist Camp and Retreat Center is set in a narrow valley outside Ellensburg with spacious grounds, a small brook, a pond, a swift creek, and nearby hiking trails. A dining hall, large meeting room, several smaller meeting sites, and dormitory-style cabins and lodges complete the accommodations. The contact number for EMERGENCIES ONLY is 509-962-2780.

Meals include vegetarian options; indicate vegetarian preferences on the registration form.

Lodging: Rooms are located in heated cabins and lodges furnished with bunk beds and mattresses. Some rooms share bathroom facilities in the same building; others are served by a nearby bathroom building. Bring your own bedding (*this is now true even if you expect to be sleeping in Skyline*). There are also tent sites and RV sites without hookups.

Worship: A variety of small group worship opportunities are offered.

- *Worship singing* is for those wanting to worship in song.
- *Worship sharing* is for those who prefer a quiet, deep time with periods of silence between the sharing.
- *Worship discussion* is for those wanting to discuss the theme more freely.
- *Worship walking* is for those who want to consider the queries while walking silently in a group, pausing several times along the way for worship sharing or discussion.

Interest Groups & Intergenerational Activities: Gather with other interested folk for discussion on a wide variety of topics or organize an activity (hiking, games, crafts, etc). Post a sign-up sheet in the dining hall to initiate your own group.

Bring: bedding, towels, toiletries, a brown bag dinner for Friday, warm clothes, ear plugs, flashlights, musical instruments, Frisbees, games, good humor, your dancing shoes, your checkbook. If you own **Rise Up Singing** or **Worship in Song** (the Friends Hymnal), mark with your name and bring them.

Directions to Lazy F Camp:
From Seattle, take I-90 East to Thorp
Exit #101
Turn right at stop sign
Proceed 2 miles, turn RIGHT onto
Cove Rd.
Proceed 5 miles, to 2nd stop sign
Turn RIGHT to Manastash Rd.
Wind up the canyon 6.5 miles. Lazy F on
left

From Spokane, take I-90 West to
Canyon Rd Exit #109
Turn right at end of exit ramp
Turn left at Subway onto Umptanum Rd.
Proceed to Manastash Rd,
Turn right to Manastash Rd.
Wind up the canyon 10 miles to
Lazy F on left

Children's Program and Junior Friends

Children age 0 to 5th grade: Age-appropriate activities and snacks will be provided during program times on Saturday and Sunday. At other times, parents are responsible for their children. For younger children, please bring familiar toys, books, diapers, strollers, snugglies, etc. Remember to tag all clothes and other belongings with your child's name. The Children's Program Coordinator is Nora Percival. She can be reached at 206-242-9298 or norajpercival@yahoo.com, if you have questions in advance. Age groups are: Infants and Toddlers (roughly, ages 0-2), Preschool (roughly, ages 3-5), Early Elementary (roughly, grades K-2nd), and Upper Elementary (roughly, grades 3rd-5th). Assignment of children to age groups is based on maturity and not necessarily chronological age or actual school grade. Two adjacent age groups may be combined if the number of children is small in both of them.

Central Friends (Grades 6-8) will gather with their program leaders (also part of the Children's Program coordinated by Nora Percival) at the Skyline building. All Central Friends are required to be under the supervision of their leaders during all scheduled sessions, although parents do not need to drop off or pick up their middle-school-age children. If for any reason your child cannot be at a Central Friends program session, please let a program leader or Nora Percival know **in advance**.

All children through grade 8: Parents, please do not let your children wander around the site unsupervised at any time. When they are not involved in a Children's Program group, please supervise them. Allowing them to wander unsupervised is dangerous and sets a poor example for other children. It is also a violation of our contract with Lazy F.

Junior Friends (Grades 9-12) meet and sleep in the Barn. Adult advisors are there to help and chaperone. Everyone must bring his or her own sleeping bag, air mattress or foam pad, an extra blanket, more warm clothes than you think you'll need, and all the usual toiletries, etc. Junior Friends can expect a variety of activities like a small service project, worship sharing, meeting for business, helping with the Children's Program, and time for games or whatever. Usually Junior Friends work out the details of their schedules on the first night and then post it on Saturday morning. Friday evening snacks will be provided, but bringing a brown bag dinner or extra food is also recommended.

Code of Conduct Several years ago, Junior Friends adopted a code of conduct which, after review and revision as needed, is ratified at each Quarterly Meeting. The current code requests that Junior Friends respect and participate in the group as a whole. In addition, Junior Friends have agreed on the following specifics:

- No drugs
- No sex
- No alcohol
- Respect others' feelings, belongings and sleep
- Help out and do your share of work
- Attend mandatory meetings
- Get enough sleep to participate in the program
- Abide by the guidelines of any specific location

Violations of the Code of Conduct are dealt with by the Concerns Committee.

Sponsorship Form Anyone under 18 who plans to attend without a parent must arrange for an adult sponsor at Quarterly Meeting. Please have your parent or guardian complete the sponsorship form (below) and submit it with your sponsor's registration.

PACIFIC NORTHWEST QUARTERLY MEETING YOUTH SPONSORSHIP FORM

*MUST be filled out for ALL children and youth attending
Quarterly Meeting without a parent or guardian*

My child/children, _____ has/have my permission to attend Pacific Northwest Quarterly Meeting April 22-24, 2005 at Lazy F Camp near Ellensburg, WA.

_____ (an adult attending Quarterly Meeting) has agreed to sponsor and supervise him/her/them.

I understand that the group may participate in outdoor activities. I agree to hold the Religious Society of Friends harmless for any injuries which may be sustained as a result of my child's participation in the retreat.

My child may be given emergency medical treatment if necessary, with the consent of the sponsor named above, or the adult leaders of the group for this age child.

Emergency Contact _____

Phone Number _____

Alternate Contact _____

Phone Number _____

Special Medical Conditions _____

Medications _____

Parent/Guardian Signature _____

Date _____

NOTE: This page is obsolete in several respects. Please refer to Appendix G, pg 20.

Registration last name _____ Meeting _____

Address _____

Telephone _____ E-mail _____

Last Name	First Name	Adult or Age	Arrive Fri or Sat	Cabin Tent or RV	Vegetarian Meals	1 st QM ?	WG Type or Age/ School Grade Group	Volunteer job

Examples:

Miller	Molly	A	Fri	C	Y	N	WWD	UE, hike OK
Miller	Mika	8	Fri	C	N	Y	EE	

Small Worship Group (WG) Types (adults only)

- WSING** Worship Singing
- WS** Worship Sharing
- WD** Worship Discussion
- WWS** Worship Walking Sharing
- WWD** Worship Walking Discussion
- RFWG** Remote Friends Worship Group
- None**

Age/School Grade Group Identifiers:

JF(Junior Friends), **CF**(Central Friends), **UE**(Upper elementary), **LE**(Lower elementary), **PS**(Preschool), **IT**(Infants/Toddlers)

Volunteer Jobs (adults only)

- Children's Program: Infant/toddler(**IT**), Preschool(**PS**), Lower elementary(**LE**), Upper elementary(**UE**), or Central Friends(**CF**). For **CF** and **UE** only, hike OK?
- Junior Friends: Overnight Chaperone(**OC**), or daytime Friendly Adult Presence(**FAP**)
- WGL** Small Worship Group Leader
- IGL** Interest Group Leader (specify topic)
- Med** MD, RN, EMT, etc
- Clean** Clean-up / Set-up (e.g., Fri. night sing, Sat. plenary, Sat. night dance)
- QS** Quarterly Meeting Staff
- Other** Specify

Housing:

If you are coming by yourself, do you prefer to room with or near: (Circle) **Adults Only** **Family** **Wherever Convenient**

If you are a couple or family, do you prefer to room with: (Circle)

Another Couple Or Family **In Same-Sex Rooms** **By Ourselves If Possible** **Wherever Convenient**

If you are coming with a child or children, do you prefer to room near/with other children of similar age? (Circle) **Yes** **No**

Room requirements?(Circle & indicate for whom) **Wheelchair Access** **Close To Bathroom** **No upper bunk** **I snore**

Other needs (describe what & for whom):

PACIFIC NORTHWEST QUARTERLY MEETING TENTATIVE SCHEDULE

April 22-24, 2005

(Subject to change)

Friday Evening

5:00-10:00	Registration	Trading Post
5:00 on	Junior Friends	Barn
6:00-8:30	Brown bag/Potluck	Ridgeview
7:00-9:00	Story telling/Singing	Lower level Dining Hall
8:00	Junior Friends Business Mtg	Barn

Saturday Morning

6:30-7:30	Early Morning Worship	Trading Post
7:30-8:30	Breakfast	Dining Hall
8:30-9:00	<i>Children's Program/Junior Friends meeting with program staff & advisors</i>	<i>Trading Post</i>
9:00-12:00	<i>Children's Programs</i>	<i>See posted locations</i>
8:45-10:15	Plenary Session	Lower level Dining Hall
10:30-11:45	Worship Groups	See posted locations

Saturday Afternoon

12:00-1:00	Lunch	Dining Hall
	M&O Meeting/Lunch	Lower level Dining Hall
12:40-1:40	Worship Group for volunteers	Lower level Dining Hall
1:00--1:45	Free Time	
1:45-5:15	<i>Children's Programs</i>	<i>See posted locations</i>
1:45-3:15	Interest Groups	See posted locations
3:30-5:00	Meeting for Business	Lower level Dining Hall

Saturday Evening

5:30-6:30	Dinner	Dining Hall
5:45-7:30	Continuing Committee	Ridgeview
7:00-10:00	Dancing with Sherry Nevins	Lower level Dining Hall
10:00-11:30	(Junior Friends' dance, if desired)	Lower level Dining Hall

Sunday Morning

6:30-7:30	Early Morning Worship	Trading Post
7:30-8:30	Breakfast	Dining Hall
8:45-11:45	<i>Children's Programs</i>	<i>See posted locations</i>
9:00-10:15	Worship Groups	See posted locations
10:45-11:45	Meeting for Worship (Children join the last few minutes)	Lower level Dining Hall
12:00-1:00	Lunch	Dining Hall
1:00-2:00	Pack up, clean up	Everywhere!

APPENDIX F: EXAMPLE OF PAGE HIGHLIGHTING CHANGES (from Fall 2005) HOT SHEET

Deepening Our Relationship with Earth

Pacific Northwest Quarterly Meeting, September 23-25, 2005

(This page provides at-a-glance information about updates and changes. This information is all contained elsewhere in the registration packet also.)

☉ We're trying hard to make our theme, Deepening Our Relationship with Earth, meaningful and integrated into the weekend program. We invite your help with this! For starters, please carpool to the Quarterly Meeting to reduce our transportation impact on the Earth. Can you help us increase our average number of people per vehicle?

☉ Also to help us "walk our talk" we are switching from paper napkins to reusable cloth napkins. Bring your own if you wish, or use one of the many we will provide. Laundry bins will be available in the Dining Hall to help you remember that these napkins are reusable!

☉ On Friday night, you don't have to bring potluck items! We're offering a simple meal of beans and grains to kick off our theme. This meal will be provided (in Ridgeview rather than by Lazy F in the Dining Hall) for a suggested donation of \$4, to be forwarded to Right Sharing of World Resources. You are still welcome to bring your own items if you wish.

☉ Everyone is invited to take part in outdoor singing and sharing around the campfire on Friday evening. Please bring songs, songbooks, musical instruments, and happy hearts and join us for this time to celebrate our coming together. Songs about Nature are especially encouraged.

☉ On Saturday morning, there will be a brief gathering circle outside the Trading Post of parents, children, youth and youth workers to kick off the children's and youth programs. All parents, youth, and children must attend. Parents are expected to sign 5th-grade and younger children into and out of each children's program session.

☉ We are working to better organize and improve the options for interest groups for this meeting. Thus, if you are interested in being an interest group presenter, we ask that you complete the enclosed form and/or contact Sharon Trent in advance via email (simplest@aol.com) as she is coordinating interest groups.

☉ On Saturday evening, there will be a Community Night hosted by Friend Tom Rawson. Tom is a singer/songwriter and storyteller whose talents have been appreciated at previous Quarterly Meetings. We hope you'll bring stories, songs, skits, and anything else you may want to share for Community Night. A flyer for this event is enclosed.

☉ Each adult participant is asked to help in two ways: (1) meal set up and clean up tasks will be designated for each small worship group, as usual; and (2) the registration form asks you to identify a Work Contribution preference (previously called "Volunteer Job").

☉ Some specific housing preference questions have been deleted from the registration form, but there is still space for you to indicate needs and preferences. Housing will be matched with individual and family needs to the best of the registrar's ability. We will work at accommodating needs but may not be able to accommodate preferences.

☉ We invite each participant to bring a small item of nature (a pine cone, seashell, rock, etc.) from home for an activity. We will have some to share, too.

APPENDIX G: ALTERNATIVE REGISTRATION FORM (adapted from Fall 2005)

PNQM Registration – September 23-25, 2005

Registration last name _____ Meeting _____

Address _____

Telephone _____ E-mail _____

Last Name	First Name	Male or Female	Adult' or Age	Arrive Fri or Sat	Cabin Tent or RV	Vegetarian Meals	Worship Group Type (or Age/ School grade group)
<i>Adults: Please indicate 1st / 2nd Work Contribution pref.:</i>							
1.							
<i>Person #1 Work Pref.:</i>							
2.							
<i>Person #2 Work Pref.:</i>							
3.							
<i>Person #3 Work Pref.:</i>							
4.							
<i>Person #4 Work Pref.:</i>							
5.							
<i>Person #5 Work Pref.:</i>							

Examples: Miller Molly F Adult Fri Cabin Y WWD
 UE, hike OK / WGL
 Miller Mike M 8 Fri Cabin N EE
 (child: no work pref.)

Worship Group Types (adults only):

- WSING** Worship Singing
- WS** Worship Sharing
- WD** Worship Discussion
- WWS** Worship Walking Sharing
- WWD** Worship Walking Discussion
- None**

Age/School Grade Group Identifiers:

- JF**(Junior Friends), **CF**(Central Friends),
- UE**(Upper elementary), **EE**(Early elementary),
- PS**(Preschool), **IT**(Infants/toddlers)

Work Contributions (adults only, but mandatory unless you are physically unable) **NOTE:**
 It may not be possible to give you either your 1st or 2nd choice of work contribution.

- Children's Program: Infant/toddler(**IT**), Preschool(**PS**), Early elementary(**EE**), Upper elementary(**UE**), or Central Friends(**CF**) For **CF** and **UE** only: hike OK?
- Junior Friends: Overnight Chaperone(**OC**), or daytime Friendly Adult Presence(**FAP**)
- WGL** Small Worship Group Leader
- IGL** Interest Group Leader (please complete enclosed form)
- Setup** (e.g., chairs/tables for Saturday morning plenary; rearrange chairs for Sunday Meeting for Worship)
- QS** Quarterly Meeting Staff
- Med** Physician, Nurse, EMT, or anyone certified in Red Cross First Aid and CPR
- Other** Specify: **PU** Physically unable to work

Housing & Special Needs:

Room requirements?(Circle & indicate for whom)

Wheelchair Access Close To Bathroom No upper bunk I admit it, I snore

If you have other specific housing needs or preferences, please identify them here:

Are there children coming with you who have special needs? **It's essential that you let us know in advance:** _____

If this is the first Quarterly Meeting for any of the above registrants, please identify them:

APPENDIX H: INTEREST GROUP DESCRIPTION FORM (from Fall 2005)

INTEREST GROUP FORM PACIFIC NORTHWEST QUARTERLY MEETING - FALL 2005

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 on earth care or spirit-nature connection, for example
- Native American practices and beliefs-smudging, chanting, dancing for example
- Giggle Fest – make up stories, jokes & skits-share the best at community night
- Sing Along & Silly Songs—sing traditional favorites then make up new words – share the best of both at community night
- Book discussion or report—pick a favorite & share
- 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:

Name of Interest Group:
Description:

Submit ideas, questions and ideas to Sharon Trent, simplest@aol.com, 1160 St. Paul Street, Bellingham 98229, or 360-714-6141. If you have no questions, just complete this page and mail or email it to Sharon (be sure to make yourself a copy if mailing postally!)

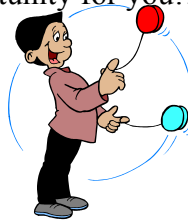
APPENDIX I: COMMUNITY NIGHT INVITATION (from Fall 2005)



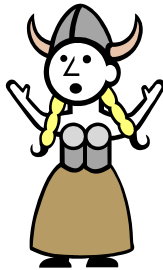
COMMUNITY NIGHT SIGN-UP FALL 2005 PNQM



Do you have the gift of yodeling? Playing the kazoo? Playing an instrument that is not a kazoo? Reading poetry? Telling jokes? Singing? Acting? Dancing? Juggling? Balancing an oar on your nose? Well then Friends, do we have an opportunity for you!!!



On Saturday evening there will be a Community Night/Talent Show/Fun Time for all ages and abilities. Tom Rawson has agreed to act as Master of Ceremonies (shouldn't it be Clerk of Ceremonies?) and do some of his wonderful storytelling between acts. He was a great hit at Spring Quarterly and we're lucky he can be with us again.



This is a terrific opportunity to remove that bushel basket from your Light and share with a friendly bunch of people. No critics allowed!

Groups and solo acts, family bands – use your imagination! You can sign up now or you can sign up later. Now: contact Sharon Trent at simplest@aol.com or 360-714-6141 with a description of your act and name(s) of the person(s) involved. Later: sign up on the sheet hanging in the Dining Hall.



APPENDIX J: SESSION COORDINATORS (subject to evaluation/revision)

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's Planning Committee. 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 judgement 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, Registrar, 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 Planning Committee's responsibilities. The Session Coordinator appointed by the Planning Committee may decide alone, if necessary, on any matter that clearly is within the scope of the Planning Committee's responsibilities. The Planning Committee's responsibilities include:

- volunteer job 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;
- evaluation forms; and
- the overall schedule for the session.

Clearly outside of the Planning 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 & Oversight 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, using a form provided by the Quarterly Meeting, within seven days of the end of the session (and preferably during the session on Sunday, if possible).