

## **Pacific Northwest Quarterly Meeting Session Planning Guide April , 2016 (Revised Aug 2022)**

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)'s Planning Committee, in consultation with the Clerk, Registrar, Site Liaison, Children's Program Coordinator, Continuing Committee (CC), and the Ministry and Counsel (M & C) Committee as needed.

Quarterly Meeting occurs in April and September on the weekend which has the fourth Saturday and Sunday of the month. The site liaison concludes our contract with Lazy F. The contract is signed by the site liaison, plus a second signature, which can be either of the co-clerks or the Registrar, according to availability.

The Continuing Committee, in collaboration with the Host Meeting(s) Planning committee and considering health issues at the time decides if the Quarterly Meeting will have a virtual component (blended or totally virtual). If there is a virtual component, Continuing Committee takes responsibility for facilitating the virtual component. The Continuing Committee is also responsible for deciding and facilitating Quarterly Meeting health requirements such as preregistration testing and recommended conduct during Quarterly. Finally Continuing Committee administers Evaluations of each Quarterly Meeting, so we will have a central place to maintain them and have continuity from one session to the next. These Evaluations are sent not only to the Host(s) of the just concluded Quarterly Meeting but also the Host Meeting(s) of the upcoming one. The planning committee should look these over for ideas of what worked and where improvements can be made.

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.

Lazy F is responsible for emergency response in case of natural disasters such as landslides and forest fires. Participants will be directed to gather at a specific location where check-in will be held using the paper registration form the coregistrars use to check in participants.

**Logins** By the time Registration opens, the Planning Group should notify the Web Site Manager of the names and emails of planning committee members especially those who will serve as Worship Group Coordinator (WGC), Interest Group Coordinator (IGC) and possibly Work Contributions Coordinator (WCC) so they can be assigned log-ins and passwords that give them access to relevant reports and "How To" Guides.

**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 folder containing past flyers is available on the website for reference.

A \$200 honorarium allowance is approved to cover travel costs of a plenary speaker if it is requested. Costs beyond \$200 must be approved by Continuing Committee and the Treasurer.

**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. 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. It is possible for groups (e.g. M&C or CC ) 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 and to finalize Interest Group locations.

- 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 may need 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) The schedule should be finalized as early as possible, preferably prior to the opening of registration, but with allowances for changes due to unforeseen circumstances. A link to the schedule is posted on the Quarterly meeting website, [pnqm.org](http://pnqm.org), included in the Welcome e-mail distributed by the list-keeper 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.
- 2) The final weekend schedule is distributed to Friends as they arrive at Lazy F for the session weekend. Other changes which need to be made in the schedule at this time include (a)changing "*See locations on final schedule*" to "*See locations below*" for each Children's Program time slot; and (b)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 in nature (walking or hiking), 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 and identifies a Worship Group Coordinator (WGC).

The last week before Quarterly (when the pool of registrants is nearly complete), the WGC, using the Worship Group Management Guide and reports found on the Quarterly Website, sorts the people within each type for either in-person or virtual (these worship groups meet in parallel – there are no blended worship groups), 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.

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 WGC

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.

If there is a virtual component to QM then the WGC must also identify a Zoom session and Zoom host for each virtual Small Worship Group. People who can offer Zoom sessions and/or want to be Zoom Hosts indicate their desire as one of their job choices when they register.

If there is an in-person component to QM then the WGC must assign each in-person worship group to help with setup or cleanup for a meal.

Our software, as described in the Worship Group Management Guide, makes tentative Worship Group assignments and identifies potential Worship Group Leaders, Zoom Hosts and accounts. It facilitates WGC changes and assignment confirmation.

The WGC 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, the group's meal assignment and the names of the people in their groups.

Finally, the WGC 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 Web Site Manager will set up and post the links for the virtual sessions based on reports generated from the Worship Group Management software.

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 WGC needs to designate initial meeting places for the walking groups ("by the bell", "by the swings", "fireplace end of the Dining Hall", etc.), and choose rooms for the sitting groups. The Dining hall may be used for one or two worship sharing groups (not worship discussion). Another space might be the upstairs of the Lodge (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). An online interest group form is available during registration, and may be used any time at [https://pnqm.org/registration/interest\\_group\\_form.php5](https://pnqm.org/registration/interest_group_form.php5). Please use the online form for your submission to be automatically recorded for use by the IG Coordinator and as a basis to print signup sheets.

The Interest Group Management Guide explains how to use our software to identify in-person versus virtual interest groups. We can accommodate at most one blended Interest Group if a Zoom Host can be identified. The blended Interest group must be assigned to the Upper Lodge.

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 handled this way.

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 in consultation with the Registrar, 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 people, who have passed a background check, 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, helping at registration or at meals and clean-up. The Work Contributions Coordinator (WCC) role is performed early in the last week before Quarterly Meeting and may be undertaken by the Host Meeting(s) or by the Registrar or Web Site Manager. Specific instructions on how to use our software and reports to facilitate work assignments are given in the Work Assignment Management Guide. Assignments are made the last week before QM to access the maximum pool of registrants but must be made by the Wednesday before Quarterly so that the work assignments are available to the label printing program when the Registrar makes registrant labels.

The Work Contributions Coordinator(s) (WCC; this could be a single person or a small team or subcommittee) assigns people to jobs, based on the preferences shown on their registration forms. Note some people are preassigned (teachers, worship group leaders, and CC members with on-site Quarterly responsibilities). 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. People who do not initially receive an assignment may be called upon to fill in for people who do not come or cannot perform their assignment

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 WGC or the WAC, so they need to communicate to make sure that it happens and who is responsible.

The software produces a report of participants and work assignments which should be available at registration in case last minute changes are needed. There are various reasons why a person cannot do the job assigned, as well as last-minute cancellations.

**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 or the Dining room. 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 Ridgeview Lounge 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 Lodge (old dining hall) and/or to the Trading Post by then (quiet conversations are welcome to continue in the lounge after that time). In the Spring Friday night singing will be outdoors around the campfire pit. Preparation of the camp fire pit needs to be requested through the Site Liaison. Because of Fire season, Fall Friday night singing will be outdoors on the Dining Hall patio. In case of inclement Spring or Fall weather, singing will occur in the lower Lodge (old dining hall).

**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. Parents, and teachers who may guide content and the Master of Ceremonies should ensure skit content is consistent with Quaker values when participants are signing up.

**Bible Study** – Joe Snyder has offered Bible study when he attends Quarterly Meeting, hosting it as a blended activity. If he does not attend, it is up to the Host Meetings to decide whether or not Bible Study will be offered, who will lead it and how it will be offered.

**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.

**Costs of snacks and supplies** – The Children's Program Coordinator's budget for snacks and supplies is \$300/year. The CPC will be responsible for authorizing expenses by individual teachers from within that budget.

## **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 and Sunday 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 Welcome e-mail, 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 (including the schedule) for the Welcome e-mail distributed by the List-keeper to meetings, worship groups, isolated Friends, CC members, and the Web Site manager (who will post it on the pnqm.org website).

**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.

**Seven days before the QM session** is the deadline for in-person registration. After this date only virtual registrations will be accepted.

**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. At this point work assignments need to have been made so the registrant label printing program can use this information. The Registrar Will have a stack of Lazy F maps at the Registration table.

**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, lodging and work contribution assignments are posted. Registration formally opens at 5:00 pm.

The Children's 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 in Nature (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 purchased 10 copies of *Worship in Song: A Friends Hymnal*. These are 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
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.

Therefore we probably will need one volunteer, who has passed the background check, for each group and each time period, but the Work Contributions 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
Meal Help	Carry trays and assist those with special needs	1 per 1 <sup>st</sup> 15 mins of meal
Friday night clean up	Be sure the Ridgeview Lounge and kitchen are clean and ready for the Children's Program by Saturday breakfast – if that area is used for activities Friday pm.	2 or 3 people from Host Meeting
Set up	Arrange chairs in upper Lodge 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
Zoom Host	Facilitates virtual worship group Zoom needs	1/virtual worship group

\* 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 Contributions 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. The same applies to assigning work to a designated worship group leader during worship group times.

## 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

<<theme goes here>>

### PACIFIC NORTHWEST QUARTERLY MEETING TENTATIVE SCHEDULE

<<dates go here>>

Online links available at <https://pnqm.org/virtual>

#### Friday Evening

5:00-10:00	REGISTRATION. Including COVID testing	Trading Post
5:00 on	Junior Friends Open Circle	Barn
5:30-8:00	<b>Brown bag / partial potluck supper</b>	Dining Hall/Ridgeview lounge
(Ridgeview Quiet Time begins at 8:30pm)		
7:30-9:30	Activity possibly Quaker Speak (Cell phones Off*)	Lodge upstairs
7:30-9:30	Song circle with campfire	Campfire pit (lodge
downstairs in case of rain or cold or forest fires)		
8:00-9:00	Meeting of Leaders of Small Worship Groups	Skyline lounge (optional)
9:00 on-	Games & conversation	Lodge downstairs

#### Saturday Morning

6:30-7:15	Yoga/Movement, self-directed	Skyline lounge
6:30-7:30	Early morning worship	Trading Post lounge
7:30-8:30	Bible Study (hybrid – Cell phones Off*)	Lodge Upstairs
7:30-8:30	Breakfast	Dining hall
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: (hybrid – Cell phones Off*)</b>	Lodge upstairs
10:30-11:45	<b>Small worship groups:</b>	See posted locations

#### Saturday Afternoon

12:00-1:00	Lunch	Dining hall
1:00-2:00	<b>Free time</b>	
1:00-2:00	REGISTRATION for late arrivals	Trading Post
1:45-5:05*	<i>Children's Programs</i>	<i>Locations on final schedule</i>
2:00-3:15	Meeting for Business (hybrid – Cell phones Off*)	Lodge upstairs
3:30-5:00	<b>Interest groups</b>	<b>Locations posted in dining hall</b>

#### Saturday Evening

5:30-6:30	Dinner	Dining hall
6:30-7:15	<b>Free time</b>	
7:15-9:00	Saturday evening activity (Cell phones Off* ?)	Lodge upstairs
9:00 on	Games and other activities:	Lodge downstairs & upstairs

#### Sunday

6:30-7:15	Yoga/Movement, self-directed	Skyline lounge
6:30-7:30	Early morning worship (memorials appropriate)	Trading Post lounge
7:30-8:30	Breakfast:	Dining hall
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 (hybrid - Cell phones Off*) (Children join us for the last 10-15 minutes)	Lodge upstairs
12:00-1:00	Lunch	Dining hall
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.