Midlothian Friends Meeting

Handbook

Reference material for use in the 'life of the meeting'

(updated 10/12/2021)

A. Ground Rules for using this Handbook

The information kept in this *Handbook* is meant to be dynamic, consistently available, and current to the life of *Midlothian Friends Meeting (MFM)*. It is designed to be easily referenced and easily modified as needed. Please keep in mind that:

- The information in this *Handbook* is available to all Friends at MFM as a quick reference**. The Handbook should remain at all times in the meetinghouse, and permanently located in the Office along with other MFM reference books. Never remove any pages from the *Handbook***, except to copy them immediately (using the meetinghouse copier).
- Information from the *Handbook* that is available to anyone (including the public) may also be viewed on Midlothian Friends Meeting's website at MidlothianFriends.org on the "Community" tab under the entry "Handbook".
- The information is meant to be accurate, but informal; and is therefore purposely not in a uniform format.
- The information contained in the *Handbook* for each section is not voluminous, because information unique for particular situations has not been included in it. That information should be kept elsewhere or not kept at all.

B. Need to Update This Handbook?

As the 'life of the meeting' changes, this *Handbook* should be altered accordingly by the person best able to do so. Many of the documents in it are on the USB drive kept in front of the *Handbook*, so they can be electronically altered and then printed to be placed in the *Handbook*. Should you determine that a new section or additional information for an existing section needs to be included in the *Handbook*; and you have the knowledge to do so, please be sure to:

1. Make sure what you are inserting is accurate and current to the present 'life of *Midlothian Friends Meeting*', and that it will be helpful to others. Ensure it does not conflict with or duplicate information already in the *Handbook* (if it does, resolve the duplication or conflict within MFM before proceeding).
2. Insert new sections using an empty divider already placed sporadically in the *Handbook* (blank divider tabs are in the front cover of the *Handbook* for your use), and ensure the new section is inserted alphabetically within the *Handbook*. This may require you to move the placement of a section to another location in the *Handbook*.
3. New documents should be placed inside the page protectors that are available throughout the *Handbook* or in the back of the *Handbook*.
4. For any new section added insert a hand-written notation in the *Handbook Content* list on the next page (at a later time, this list will be updated with your hand-written notation).

5. Finally, it is very important that the following backup protocol is followed religiously in order to ensure the integrity of the information within this *Handbook*:
    - The official electronic copy of the *Handbook* contents is contained in the USB that is stored in the front of the binder (with paper copies) that is housed in the meetinghouse office on the shelf over the desk. Any document additions, modifications, or deletions should be immediately electronically represented in this official electronic copy **first**. Therefore, if there is ever a discrepancy between this official electronic copy and other paper or USB copies, a reliable assumption can be that this official electronic copy in the binder is MFM's default go-to. **THIS IS IMPORTANT TO REMEMBER.**
    - The second back-up of the official electronic copy of the *Handbook* contents is a USB that is kept in the top panel when opening the meetinghouse safe. Either the meeting's clerk or treasurer can tell you where the safe is located. Any document additions, modifications, or deletions to the *Handbook* should be immediately electronically represented in this second back-up.
    - Currently, two off-site copies of the official electronic copy of the *Handbook* contents are in the homes of two members of MFM on USB drives. The names of these two Friends are easily discoverable by authorized Friends of MFM. Any document additions, modifications, or deletions to the *Handbook* should be electronically copied by these two individuals at regular intervals. However, it is best to notify them via email once any document additions, modifications, or deletions to the *Handbook* are made, so they can be sure to copy the material into their offsite location in a timely fashion.
    - Finally, there are copies of many of the *Handbook* documents located on the MFM website. The *Internet Presence Coordinator* should be notified whenever any document additions, modifications, or deletions to the *Handbook* are made, so the changes can be published on the website. However, be certain that anything published on the MFM website is eligible to be viewed by the general public.

C. Content of this Handbook

NOTE: If you do not find the guidance you need in this *Midlothian Friends Meeting Handbook*, you might want to refer to the *Baltimore Yearly Meeting (BYM) Faith and Practice (F&P) Manual* that is located at https://www.bym-rsf.org/publications/fandp/home.html. However, please be aware that if there is a conflict in the *BYM F&P* with *Midlothian Friends Meeting's* guidance in this *Handbook*, the *Midlothian Friends Meeting Handbook* always supersedes the guidance provided by *Baltimore Yearly Meeting*.

Ad-Hoc Nominating Committees

Building and Grounds

Care Coordination

Clearness Committees

Clerking Committees/Groups

Clerk of Meeting

Conflicts & Difficulties

Fund for Support

Marriage

Membership (Recorded)

Memorial Garden

Memorial Worship

Peace &Social Action

Quaker Town Crier

R.E. for Kids

Shepherding One Another

Spiritual Sharing Guidelines

Trustees

Web Presence